



Willows City Council Regular Meeting

September 24, 2024
Willows City Hall
6:00 PM

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

City Manager
Marti Brown

City Clerk
Amos Hoover

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

Agenda

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

<https://us06web.zoom.us/j/86968084981?pwd=bEeiwsUKtxw92bPspln0LXGAI4FAUO.1>

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

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

- a. **Community Development & Services Annual Report**

Recommended Action: Receive FY 2023-24 Annual Report of the Community Development & Services Department.

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

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

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

- a. **Register Approval**

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

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

- b. **Minutes Approval**

Recommended Action: Approve the September 10, 2024, meeting minutes.

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

c. **Electrical Facilities Cost Sharing Agreement with Caltrans**

Recommended Action: Authorize the City Manager to execute an Electrical Facilities Cost Sharing Agreement with Caltrans.

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@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, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: ahover@cityofwillows.org.

a. **Sidewalk Rehabilitation Cost Share Program**

Recommended Action: Adopt a Resolution to establish a Sidewalk Rehabilitation Cost Share Program.

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

b. **City Planning Services Contract**

Recommended Action: Authorize the City Manager to sign a contract with Harris and Associates to provide city planning services

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 September 18, 2024.



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 at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org. In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



PRESENTATION



PUBLIC COMMENT & CONSENT CALENDAR FORUM



	<u>PERIOD</u>		
	9/12/2024	TO	9/13/2024
Payroll	892	TO	923
Payroll Check Register	40954		
Check Register	54822	TO	54856

APPROVAL DATE 9/24/2024

APPROVED _____



City of Willows

Payment Register

APPKT00293 - 9-12-24 CHECK RUN

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name					Total Vendor Amount
1004	3CORE					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54822			09/12/2024	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1822	RUMIANO LOAN MANAGEMENT FOR JULY & AUGUST	09/09/2024	09/09/2024	0.00	500.00	

Vendor Number	Vendor Name					Total Vendor Amount
1014	ACCESS					92.87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54823			09/12/2024	92.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11119400	SEPTEMBER 2024 SHREDDING	09/09/2024	09/09/2024	0.00	92.87	

Vendor Number	Vendor Name					Total Vendor Amount
1051	ALVES DOOR COMPANY, INC.					243.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54824			09/12/2024	243.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10563	3 BUTTON REMOTE, 2 BUTTON REMOTE - FIRE	09/09/2024	09/09/2024	0.00	243.80	

Vendor Number	Vendor Name					Total Vendor Amount
1052	AMAZON CAPITAL SERVICES					404.73
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54825			09/12/2024	404.73	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1G7V-GQC6-PFPD	LIBRARY BOOKS - LIBRARY	09/09/2024	09/09/2024	0.00	151.82	
1RHV-7PCP-N1FJ	ZIP BOOKS GRANT - LIBRARY	09/09/2024	09/09/2024	0.00	252.91	

Vendor Number	Vendor Name					Total Vendor Amount
1103	BAKER & TAYLOR BOOKS					175.08
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54826			09/12/2024	175.08	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2038493563	NEW MATERIALS - BOOKS - LIBRARY	09/09/2024	09/09/2024	0.00	175.08	

Vendor Number	Vendor Name					Total Vendor Amount
2449	BRAINFUSE, LLC					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54827			09/12/2024	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2012993	SHARE OF ONLINE HOMEWORK & JOB HELP - LIBRARY	09/09/2024	09/09/2024	0.00	500.00	

Vendor Number	Vendor Name					Total Vendor Amount
1261	COMCAST CABLE					265.29
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54828			09/12/2024	265.29	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290115941-91524	SERVICES 8-29-24 TO 9-28-24	09/09/2024	09/09/2024	0.00	265.29	

Payment Register

APPKT00293 - 9-12-24 CHECK RUN

Vendor Number 1277	Vendor Name CORNING LUMBER WILLOWS					Total Vendor Amount 50.99	
Payment Type Check	Payment Number 54829					Payment Date 09/12/2024	Payment Amount 50.99
Payable Number 2408-052005	Description HINTON BENCH - 2030 PARK - PUBLIC WORKS	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 38.45		
2408-052034	HINTON BENCH - 2030 PARK - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	8.21		
2408-054171	HINTON BENCH - 2030 PARK - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	4.33		
Vendor Number 1283	Vendor Name COUNTY OF GLENN - AIR POLLUTION					Total Vendor Amount 786.40	
Payment Type Check	Payment Number 54830					Payment Date 09/12/2024	Payment Amount 786.40
Payable Number IN0353335	Description HMBP BASE FEE, MATERIALS & OVERSITE - PUBLIC WORKS	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 314.45		
IN0353354	HMBP, HWG, HMBP, & OVERSITE - PUBLICE WORKS	09/09/2024	09/09/2024	0.00	471.95		
Vendor Number 1650	Vendor Name FIRE RISK MANAGEMENT SERVICES					Total Vendor Amount 0.02	
Payment Type Check	Payment Number 54831					Payment Date 09/12/2024	Payment Amount 0.02
Payable Number INV0000803	Description MEDICAL	Payable Date 09/04/2024	Due Date 09/30/2024	Discount Amount 0.00	Payable Amount 0.02		
Vendor Number 1463	Vendor Name GANDY-STALEY OIL CO.					Total Vendor Amount 2,906.48	
Payment Type Check	Payment Number 54832					Payment Date 09/12/2024	Payment Amount 2,906.48
Payable Number 223606	Description FUEL - PUBLIC WORKS & SEWER	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 565.73		
223608	FUEL - PUBLIC WORKS & SEWER	09/09/2024	09/09/2024	0.00	983.38		
224133	FUEL - PUBLIC WORKS & SEWER	09/09/2024	09/09/2024	0.00	922.19		
224214	FUEL - PUBLIC WORKS & SEWER	09/09/2024	09/09/2024	0.00	435.18		
Vendor Number 1566	Vendor Name INFRAMARK, LLC					Total Vendor Amount 71,805.79	
Payment Type Check	Payment Number 54833					Payment Date 09/12/2024	Payment Amount 71,805.79
Payable Number 132073	Description SEPTEMBER 2024 SERVICE - PUBLIC WORKS	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 71,805.79		
Vendor Number 1606	Vendor Name JEREMY'S PEST STOMPERS					Total Vendor Amount 55.00	
Payment Type Check	Payment Number 54834					Payment Date 09/12/2024	Payment Amount 55.00
Payable Number 962411	Description SEPTEMBER 2024 SERVICE - CIVIC CENTER	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 55.00		
Vendor Number 1680	Vendor Name LANNIE'S SEPTIC TANK SERV					Total Vendor Amount 144.79	
Payment Type Check	Payment Number 54835					Payment Date 09/12/2024	Payment Amount 144.79
Payable Number 26204	Description PORTABLE TOILET RENT & SERVICE - PARKS - PW	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 144.79		
Vendor Number 1760	Vendor Name MATSON & ISOM TECHNOLOGY					Total Vendor Amount 42.50	
Payment Type Check	Payment Number 54836					Payment Date 09/12/2024	Payment Amount 42.50
Payable Number 0093771-IN	Description SERVICES 2024 - CITYWIDE	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 42.50		

Payment Register

APPKT00293 - 9-12-24 CHECK RUN

Vendor Number 1780	Vendor Name MIDWEST TAPE					Total Vendor Amount 141.52
Payment Type Check	Payment Number 54837		Payment Date 09/12/2024	Payment Amount 141.52		
Payable Number 505938354	Description NEW MATERIALS - FILMS - LIBRARY	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 141.52	
Vendor Number 1792	Vendor Name MJB WELDING SUPPLY, INC.					Total Vendor Amount 53.32
Payment Type Check	Payment Number 54838		Payment Date 09/12/2024	Payment Amount 53.32		
Payable Number 0001491565	Description ACETYLENE CYL RENT - PUBLIC WORKS	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 53.32	
Vendor Number 2312	Vendor Name NAPA AUTO PARTS					Total Vendor Amount 5.23
Payment Type Check	Payment Number 54839		Payment Date 09/12/2024	Payment Amount 5.23		
Payable Number 690666	Description A/C REPAIR - FIRE	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 5.23	
Vendor Number 2373	Vendor Name ODP BUSINESS SOLUTIONS					Total Vendor Amount 213.52
Payment Type Check	Payment Number 54840		Payment Date 09/12/2024	Payment Amount 213.52		
Payable Number 377431703001	Description PRINTER TONER 55A HP - GENERAL OFFICE	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 213.52	
Vendor Number 2451	Vendor Name PACIFIC PRODUCTS & SERVICES LLC					Total Vendor Amount 602.94
Payment Type Check	Payment Number 54841		Payment Date 09/12/2024	Payment Amount 602.94		
Payable Number 34549	Description MANDATED CROSSWALK SIGNS - STREETS - PUBLIC WOR	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 602.94	
Vendor Number 2437	Vendor Name PAVEMENT COATING CO					Total Vendor Amount 323,403.62
Payment Type Check	Payment Number 54842		Payment Date 09/12/2024	Payment Amount 323,403.62		
Payable Number PCI000010231	Description 72-4994 - FY22-23 PAVEMENT PROJECT-PROGRESS PYM	Payable Date 09/11/2024	Due Date 09/11/2024	Discount Amount 0.00	Payable Amount 323,403.62	
Vendor Number 1143	Vendor Name PEDRO BOBADILLA					Total Vendor Amount 576.92
Payment Type Check	Payment Number 54843		Payment Date 09/12/2024	Payment Amount 576.92		
Payable Number 91324PB	Description RECREATION SERVICES 8-31-24 TO 9-13-24	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 576.92	
Vendor Number 1917	Vendor Name PG & E					Total Vendor Amount 136.97
Payment Type Check	Payment Number 54844		Payment Date 09/12/2024	Payment Amount 136.97		
Payable Number 1773553795-7-9324	Description SERVICES TO 9-3-24	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 136.97	
Vendor Number 2332	Vendor Name PRENTICE LONG, PC					Total Vendor Amount 10,398.00
Payment Type Check	Payment Number 54845		Payment Date 09/12/2024	Payment Amount 10,398.00		
Payable Number 6926	Description SERVICES RENDERED THROUGH 8-26-24	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 9,165.00	

Payment Register

APPKT00293 - 9-12-24 CHECK RUN

6927	N YOLO ST RECEIVERSHIP SERV THROUGHT 8-26-24 - CA	09/09/2024	09/09/2024	0.00	454.00
6928	SALES TAX SERVICES THROUGH 8-26-24 - CA	09/09/2024	09/09/2024	0.00	779.00
Vendor Number 2041	Vendor Name SACRAMENTO VALLEY MIRROR	Total Vendor Amount 368.00			
Payment Type Check	Payment Number 54846	Payment Date 09/12/2024			
Payable Number 2397	Description BIDS - LIFT STATION REHAB PROJECT - PLANNING	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 368.00
Vendor Number 2334	Vendor Name STREAM IT NETWORKS LLC	Total Vendor Amount 85.00			
Payment Type Check	Payment Number 54847	Payment Date 09/12/2024			
Payable Number 2024-09000042	Description SEPTEMBER 2024 - INTERNET - PUBLIC WORKS	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 85.00
Vendor Number 1567	Vendor Name THE INKWELL	Total Vendor Amount 12.76			
Payment Type Check	Payment Number 54848	Payment Date 09/12/2024			
Payable Number 4477	Description 2 REAMS OF PAPER - GENERAL OFFICE	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 12.76
Vendor Number 2447	Vendor Name TOP NOTCH COMMERCIAL CLEANING	Total Vendor Amount 1,100.00			
Payment Type Check	Payment Number 54849	Payment Date 09/12/2024			
Payable Number 10432	Description JANITORIAL SERVICES - SEPTEMBER 2024 -CC	Payable Date 09/11/2024	Due Date 09/11/2024	Discount Amount 0.00	Payable Amount 1,100.00
Vendor Number 1798	Vendor Name UBEO WEST, LLC	Total Vendor Amount 403.12			
Payment Type Check	Payment Number 54850	Payment Date 09/12/2024			
Payable Number 536841802	Description PRINTER USAGE - 8-20-24 TO 9-20-24	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 403.12
Vendor Number 2395	Vendor Name US BANK CORPORATE PAYMENT SYSTEMS	Total Vendor Amount 2,240.72			
Payment Type Check	Payment Number 54851	Payment Date 09/12/2024			
Payable Number BETTENCOURT82224-01	Description FED EX - GENERAL OFFICE	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 57.71
BROWN82224-01	CCMF - CA CITY MANAGMENT FOUNDATION MEMBERSH	09/09/2024	09/09/2024	0.00	400.00
MONCK82224-01	AMAZON - WATERFILTERS FOR APP BAY - FIRE	09/09/2024	09/09/2024	0.00	75.06
MOORE82224-01	CALPERS - ED FORUM - TO BE REIMBURSED	09/09/2024	09/09/2024	0.00	549.00
MOORE82224-02	TOWN & COUNTRY - LODGING CALPERS TO BE REIMBURS	09/09/2024	09/09/2024	0.00	261.70
MOORE82224-03	CREATIVE FORCE-CITY FINANCE ED PLAN-VOTER MAP	09/09/2024	09/09/2024	0.00	312.50
MOORE82224-04	CREATIVE FORCE-CITY FINANCE ED PLAN-VOTER MAP	09/09/2024	09/09/2024	0.00	312.50
PFYL82224-01	US CHEF'S STORE-CITY FINANCE ED PLAN-SUPPLIES-NNO	09/09/2024	09/09/2024	0.00	85.25
PFYL82224-02	ENLOE MEDICAL CENTER - PHYSICAL - PW	09/09/2024	09/09/2024	0.00	225.00
PFYL82224-03	ENLOE MEDICAL CENTER - PHYSICAL-CREDIT HEARING PV	09/09/2024	09/09/2024	0.00	-38.00
Vendor Number 2248	Vendor Name VERIZON WIRELESS	Total Vendor Amount 403.01			
Payment Type Check	Payment Number 54852	Payment Date 09/12/2024			
Payable Number 997243972	Description AUGUST 2024 SERVICE	Payable Date 09/09/2024	Due Date 09/09/2024	Discount Amount 0.00	Payable Amount 403.01

Payment Register

APPKT00293 - 9-12-24 CHECK RUN

Vendor Number	Vendor Name						Total Vendor Amount
2433	VESTIS						317.02
Payment Type	Payment Number						Payment Date Payment Amount
Check	54853						09/12/2024 317.02
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
5066667481	UNIFORM SERVICE - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	158.51		
5066672890	UNIFORM SERVICE - PUBLIC WORKS	09/11/2024	09/11/2024	0.00	158.51		
Vendor Number	Vendor Name						Total Vendor Amount
2295	WILLOWS ACE HARDWARE						461.92
Payment Type	Payment Number						Payment Date Payment Amount
Check	54854						09/12/2024 461.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
113515	HOSE CONNECTOR - PARK - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	4.92		
113552	VALVE & FITTINGS - 2030 PARK - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	151.36		
114329	PAIL & LID - FIRE	09/09/2024	09/09/2024	0.00	12.34		
114445	ABSORBENT OIL - SHOP SUPPLIES - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	17.15		
114504	STATION PROJECT - FIRE	09/09/2024	09/09/2024	0.00	75.66		
114576	PUSHBROOM - SHOP TOOLS - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	28.95		
114775	DRVWY SEALER - STREETS - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	120.08		
114825	DRVWY SEALER - STREETS - PUBLIC WORKS	09/11/2024	09/11/2024	0.00	51.46		
Vendor Number	Vendor Name						Total Vendor Amount
2282	WILLOWS HARDWARE, INC.						106.57
Payment Type	Payment Number						Payment Date Payment Amount
Check	54855						09/12/2024 106.57
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
320081	6 PK OF OIL - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	25.73		
321408	HINTON BENCH - SCREWS & ANCHORS - PUBLIC WORKS	09/09/2024	09/09/2024	0.00	0.84		
321869	BAR OIL, CHAIN, & SHARPENING - PARKS - PUBLIC WORK	09/09/2024	09/09/2024	0.00	80.00		
Vendor Number	Vendor Name						Total Vendor Amount
1902	WYATT PAXTON						3,762.50
Payment Type	Payment Number						Payment Date Payment Amount
Check	54856						09/12/2024 3,762.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
788	AUGUST 2024 - PERMIT, COUNTER, & CODE ENF - BUILD	09/09/2024	09/09/2024	0.00	3,762.50		



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 8/26/2024-9/8/2024

Packet: PYPKT00280 - PAY PERIOD 08/26/24 to 09/08/24 PAY DATE 09/13/24

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	ABO00	09/13/2024	916	2,130.11
ARELLANES, ASHLEY MARIE	ARE00	09/13/2024	904	1,398.65
BETTENCOURT, JOSEPH	BET01	09/13/2024	921	4,750.61
BOBADILLA, PEDRO D	BOB00	09/13/2024	910	50.00
BRIONES, BRENDA VALENZU	BRI00	09/13/2024	905	320.00
BROTT, SHERRY	BRO02	09/13/2024	898	50.00
BROWN, MARTHA	BRO01	09/13/2024	895	5,676.92
EHORN, CAITLIN A	EHO02	09/13/2024	906	1,468.00
EHORN, MARIA ANNETTE	EHO00	09/13/2024	899	50.00
ENOS, KYLE	ENO00	09/13/2024	911	3,253.93
FUENTES, JAIME	FUE01	09/13/2024	912	3,447.68
GAMBOA, YADIRA	GAM00	09/13/2024	907	352.00
HANSEN, GARY L	HAN02	09/13/2024	892	250.00
HAZLETT, ROBIN	HAZ01	09/13/2024	896	1,988.62
HUTSON, EVAN C	HUT01	09/13/2024	913	250.00
LOMBARD, TYLER JOSEPH	LOM00	09/13/2024	914	3,025.67
LOPEZ, MATTHEW	LOP03	09/13/2024	915	1,651.20
MINGS, MICHAEL E	MIN00	09/13/2024	917	1,933.68
MONCK, NATHANIAL T	MON00	09/13/2024	922	4,651.38
MOORE, JOANNE	MOO01	09/13/2024	897	4,813.50
MYERS, HOLLY	MEY00	09/13/2024	900	50.00
PFYL, NATISA N	PFY00	09/13/2024	923	3,001.51
RANDOLPH, MATTHEW	RAN01	09/13/2024	918	1,757.60
REED, JOSHUA	REE00	09/13/2024	919	1,757.60
RUSTENHOVEN, TARA L	RUS01	09/13/2024	902	2,446.92
SPENCE, KYLIEGH C	SPE02	09/13/2024	908	544.00
SPRAGUE, FORREST	SPR00	09/13/2024	893	250.00
THOMAS, RICHARD	THO00	09/13/2024	894	250.00
VALENCIA, LLANIRA	VAL01	09/13/2024	901	50.00
VARGAS, GIOVANI	VAR00	09/13/2024	909	504.00
VASQUEZ, KARISSA	VAS02	09/13/2024	903	117.00
VASQUEZ, PEDRO CEASAR	VAS01	09/13/2024	920	2,170.69
VODDEN, DAVID	VOD00	09/13/2024	40954	250.00
			Totals:	54,661.27



Willows City Council Regular Meeting Action Minutes

September 10, 2024
Willows City Hall
6:00 PM

Agenda Item #6b.

City Council

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

City Manager

Marti Brown

City Clerk

Amos Hoover

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

1. CALL TO ORDER – 6:01 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: Councilmember Sprague

4. CHANGES TO THE AGENDA

Moved item #8c. to the front of the Discussion and Action Calendar

5. CEREMONIAL MATTERS

- Proclamation – Patriot Day** – Received by VFW Auxiliary
- Proclamation – National POW/MIA Recognition Day** - Received by VFW Auxiliary
- Proclamation – Library Card Sign-up Month** - Received by Jody Meza, Library Director

6. PRESENTATION

- Behavioral Health Services at Glenn Medical Center**
Action: Received presentation on the new behavioral health outpatient clinic at Glenn Medical Center.

7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

- Register Approval**
Action: Approved general checking, payroll, and direct deposit check registers.
- Minutes Approval**
Action: Approved the August 27, 2024, meeting minutes.

Moved/Seconded: Councilmembers Thomas and Vodden

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

No: None

Absent: Councilmember Sprague

7. DISCUSSION AND ACTION CALENDAR

a. CAL FIRE Rural Fire Capacity Grant

Action: Adopted a resolution authorizing the City Manager, or her designee, to execute and accept \$19,570 of grant funding through CAL FIRE's Rural Fire Capacity Grant, which requires a 50% local match of \$19,570 using city funds that were already approved as part of the FY 2024-25 Budget process.

Moved/Seconded: Councilmembers Thomas and Vodden

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

No: None

Absent: Councilmember Sprague

b. Retail Cannabis Businesses - Zoning and Setback Requirements

Action: Directed staff to pursue modifying the General Commercial, Central Commercial, and Light Industrial zones to allow retail cannabis businesses with a Conditional Use Permit and reduce the setback distance that retail cannabis businesses may operate from schools to 600 feet.

Public Comment: Jason Grant, Lorri Pride, Margaret Sharky

Moved/Seconded: Councilmembers Vodden and Thomas

Yes: Councilmembers Thomas and Vodden, and Vice Mayor Hutson

No: Mayor Hansen

Absent: Councilmember Sprague

c. 2024 Community Development Block Grant Project Application

Action: Directed staff to prepare a CDBG Over-the-Counter grant application for a sidewalk repair project.

Public Comment: Lorri Pride, Gary Taylor

Moved/Seconded: Councilmembers Vodden and Thomas

Yes: Councilmembers Thomas and Vodden, and Vice Mayor Hutson

No: Mayor Hansen

Absent: Councilmember Sprague

8. COMMENTS & REPORTS

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

10. ADJOURNMENT - 8:47PM

Amos Hoover, City Clerk



Date: September 24, 2024

To: Honorable Mayor and Councilmembers

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

Subject: Electrical Facilities Cost Sharing Agreement with Caltrans

Recommendation:

Authorize the City Manager to execute an Electrical Facilities Cost Sharing Agreement (ECSA) with Caltrans.

Rationale for Recommendation:

The proposed ECSA (Attachment 1) removes the City of Willows (City) cost share obligation for the traffic signals located on Wood Street at the North Bound/South Bound I-5 on-ramps, updates contract language, and adjusts the cost share between the City and the Department of Transportation.

Background:

The proposed ECSA would supersede the current ECSA, (Attachment 2) which was originally executed in 1987 with an amended cost share exhibit in 2008.

Discussion & Analysis:

In the current ECSA, the City pays 100% of the electrical cost and Caltrans pays 100% of the maintenance costs for traffic control signals. Under the terms of the proposed ECSA, the City would pay 50% of the electrical cost and 50% of the maintenance costs.

Consistency with Council Priorities and Goals:

Consideration of the proposed ECSA amendment is consistent with Council Priority #1: Financial Stability by ensuring the arrangement of this agreement between the City and Caltrans is financially equitable.

Fiscal Impact:

The traffic control signals currently cost \$110-\$165 per location (6 locations) for an average monthly total of \$822. The proposed ECSA would reduce the cost to 50% and reduce the number of locations to 4, reducing the average monthly total to approximately \$274. A 50% cost share of maintenance for the 4 traffic control signals will vary.

Attachments:

- Attachment 1: Proposed Electrical Facilities Cost Sharing Agreement
- Attachment 2: Current Electrical Facilities Cost Sharing Agreement

ELECTRICAL FACILITIES COST SHARING AGREEMENT WITH CITY OF WILLOWS

THIS ELECTRICAL FACILITIES COST SHARING AGREEMENT ("AGREEMENT") is made by and between the State of California, acting by and through the Department of Transportation ("STATE") and the City of Willows ("LOCAL AGENCY"), individually referred to as a "PARTY" and joint as "PARTIES."

RECITALS

1. This AGREEMENT will specify the LOCAL AGENCY's and STATE's respective costs associated with the installation, operation, maintenance, repair and replacement of electrical facilities, including electronically operated traffic control devices on State Route (SR) 162 within the jurisdictional limits of the LOCAL AGENCY.
2. The PARTIES executed a prior Electrical Facilities Cost Sharing Agreement covering other areas of SR 162. This AGREEMENT supersedes the prior Electrical Facilities Cost Sharing Agreement dated April 15, 1987 with regard to Electrical Facilities listed in Exhibit A.

OPERATIVE PROVISIONS

1. **Prior Electrical Facilities Cost Sharing Agreements.** This AGREEMENT supersedes the prior Electrical Facilities Cost Sharing Agreement dated April 15, 1987 with regard to Electrical Facilities listed in Exhibit A.
2. **Updates to Exhibits.** Changes to PARTIES' electrical facilities cost sharing arrangement, resulting from future additions, improvements or alterations to the electrical facilities covered in this AGREEMENT may be made by PARTIES attaching amended Exhibit(s) or addendum to the Exhibit(s).
3. **Amendment to Agreement.** Except as provided in the preceding Section concerning Exhibit amendments, the terms of the AGREEMENT can be changed only by a mutual written amendment by PARTIES.
4. **Successors.** This AGREEMENT shall be binding upon and inure to the benefit of each of the PARTIES and their respective successors-in-interest including, any subsequently incorporated city or other municipality established within the LOCAL AGENCY's jurisdictional limits. If the successor city or municipality fails to accept the obligations of the LOCAL AGENCY by entering into a

new agreement with STATE, LOCAL AGENCY shall continue to be contractually bound by the terms of this AGREEMENT.

5. **Permits** STATE can enter the LOCAL AGENCY jurisdiction to perform any maintenance or work to the facilities covered by this AGREEMENT, without permits from LOCAL AGENCY. When feasible STATE shall provide advance notification by phone call or email to LOCAL AGENCY contact.
6. **Electrical Facilities.** This AGREEMENT specifies the LOCAL AGENCY's and STATE's respective costs associated with the operation, maintenance, repair and replacement of the electrical facilities including, but not limited to, electronically-operated traffic control devices, traffic signals, highway lighting, controllers, sensors, and load switches specifically listed in Exhibit A under STATE Owned and Maintained category.
7. **Cost Sharing and Apportionment.** Exhibit A lists the percentage of electrical facilities costs apportioned to each PARTY and shall be based on STATE's actual costs.
8. **Reimbursement of Actual Costs.**
 - A. STATE shall pay for all the expenses stated in the "Basis for Billing" section below, for all the electrical facilities listed under **STATE Owned and Maintained** table shown in Exhibit A and seek reimbursement from LOCAL AGENCY as per the percentage stated in that table in Exhibit A.
9. **Costs**
 - A. **Basis for Billing**
 - a. Total maintenance costs for **traffic-signal systems** shall be based on actual costs, including but not limited to the following:
 - i. The costs of repairs and replacement of the devices
 - ii. The costs of regular inspection and maintenance
 - iii. Labor, including overhead assessment, other expenses including, equipment, materials, and miscellaneous expenses
 - iv. Electrical energy

b. Total maintenance costs for **safety-lighting and sign-lighting** shall be based on calculated unit-costs derived by averaging STATE's District-wide costs each quarter including but not limited to the following:

- i. The costs of repairs and replacement of the devices
- ii. The costs of regular inspection and maintenance
- iii. Labor, including overhead assessment, other expenses including, equipment, materials, and miscellaneous expenses
- iv. Electrical energy

B. STATE will bill LOCAL AGENCY quarterly, in arrears, for LOCAL AGENCY's share of electrical facilities costs listed in Exhibit "A."

10. **Budget Contingency.** STATE's obligation under this Agreement is contingent upon the Legislature appropriating sufficient funds under the Budget Act, and the encumbrance of funding to the STATE's District Office.

11. **Legal Relations and Responsibilities.**

A. **No Third-Party Beneficiaries.** This AGREEMENT is not intended to create duties, obligations, or rights of third parties beyond the PARTIES to the AGREEMENT. Nor does this AGREEMENT affect a PARTY's legal liability by imposing any standard of care for the operation and maintenance of STATE highways and LOCAL AGENCY facilities different from the standard of care imposed by law.

B. **Indemnification.** Neither LOCAL AGENCY nor any of its officers or employees is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE, under or in connection with any work, authority or jurisdiction conferred upon STATE arising under this AGREEMENT. STATE, pursuant to Government Code Section 895.4, shall fully defend, indemnify, and save harmless LOCAL AGENCY and its officers and employees from all claims, suits or actions of every kind occurring by reason of anything done or omitted to be done by STATE under this Agreement.

Neither STATE nor any of its officers or employees is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by LOCAL AGENCY, under or in connection with any

work, authority or jurisdiction conferred upon LOCAL AGENCY arising under this AGREEMENT. LOCAL AGENCY, pursuant to Government Code Section 895.4, shall fully defend, indemnify, and save harmless STATE and its officers and employees from all claims, suits or actions of every kind occurring by reason of anything done or omitted to be done by LOCAL AGENCY under this AGREEMENT.

12. **Termination.** This Agreement may be terminated by a formal agreement.

13. **Effective Date.** This Agreement shall become effective on the last date each PARTY's authorized representative has executed this AGREEMENT.

14. **Authority.** Each individual executing this AGREEMENT on behalf of each PARTY represents and warrants that he/she is duly authorized to execute this AGREEMENT. LOCAL AGENCY represents and certifies that it has, through its regular political process, authorized the execution of this AGREEMENT by appropriate resolution, delegation, or plenary authority as required.

THE CITY OF WILLOWS

Dated: _____
Mayor/Chairman

INITIATED AND APPROVED:

Dated: _____
LOCAL AGENCY
Manager

Dated: _____

APPROVED AS TO FORM AND PROCEDURE

Dated: _____
LOCAL AGENCY
Attorney

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

Dated: _____
Deputy District Director
Maintenance District 03

Exhibit "A"
ELECTRICAL FACILITIES AND COST-SHARING AGREEMENT
COST APPORTIONMENT
STATE and City of Willows (LOCAL AGENCY)
Effective _____, 2024

BASIS OF COST DISTRIBUTION
State-Owned and Maintained
Billed by the State

<u>Route and PM</u>	<u>Location</u>	<u>Type of Facility</u>	Cost Distribution	
			<u>STATE</u>	<u>LOCAL AGENCY</u>
GLE-162- 65.325	GLE-162 & Airport Avenue	T.A. Signal (EI008)	50%	50%
		4 -150W LEDS (I132 – I135)	50%	50%
GLE-162- 65.640	GLE-162 & North Humboldt Avenue	T.A. Signal (EI004)	50%	50%
		4-150W LEDS (I50 – I53)	50%	50%
GLE-162- 66.150	GLE-162 & Washington Street	T.A. Signal (EI001)	50%	50%
		4-137W LEDS (I146 – I149)	50%	50%
GLE-162- 66.630	GLE-162 & North Tehama Street	T.A. Signal (EI002)	50%	50%
		4-150W LEDS (I128 – I131)	50%	50%

Note: T.A. Signal – Traffic Actuated Signal

AGREEMENT FOR SHARING COST OF STATE HIGHWAY ELECTRICAL
FACILITIES WITH CITY OF WILLOWS

This AGREEMENT, made and executed in duplicate this 15th day of April, 1987, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the City of Willows, hereinafter referred to as "CITY".

W I T N E S S E T H :

AGREEMENT

This Agreement shall supersede any previous agreement and/or amendments thereto for sharing STATE incurred costs in the city with the CITY.

ELECTRICAL

Electrical facilities include flashing beacons, traffic signals, traffic-signal systems, safety lighting, and sign lighting on the State Highway System.

The cost of maintaining flashing beacons, traffic signals, traffic signal systems, safety lighting, and sign lighting now in place at the intersection of any State Highway Route and any city street shall be the responsibility of the State as shown in Exhibit A.

ELECTRICAL ENERGY

The cost of electrical energy to operate flashing beacons, traffic signals, traffic-signal systems, safety lighting, and sign lighting now in place at the intersection of any State Highway Route and any city street shall be the responsibility of the City as shown in Exhibit A.

All energy to operate the facilities as shown on Exhibit A are to be billed directly from the utility company to the City.

It is agreed that monthly billings for utility-owned and maintained lighting will be the responsibility of the City.

Exhibit A will be amended as necessary by written concurrence of both parties to reflect changes to the system.

This Agreement shall become effective March 1, 1987 and shall remain in full force and effect until amended or terminated.

The Agreement as above may be amended or terminated at any time upon mutual consent of the parties thereto. This Agreement may also be terminated by either party upon thirty (30) days notice to the other party.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

CITY OF WILLOWS

By James W. Jacob
Mayor

[Signature]
City Clerk

*Approved as to form and
procedure:

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

Attorney
Department of Transportation

LEO J. TROMBATORE
Director of Transportation

City Attorney

By [Signature]
District Director

By _____

Approval by State's Attorney is not required unless changes are made to this form, in which case the draft will be submitted for Headquarters' review and approval by State's Attorney as to form and procedure.

RESOLUTION AUTHORIZING THE DEPARTMENT OF TRANSPORTATION
TO MAINTAIN THE CITY-OWNED TRAFFIC SIGNAL SYSTEMS AT
WOOD AND TEHAMA STREETS AND WOOD AND WASHINGTON STREETS

WHEREAS, the Department of Transportation has requested a formal resolution authorizing their activities as described herein for the fiscal year 1986/87; and

WHEREAS, the City of Willows owns and operates traffic signals at Wood and Tehama Streets and Wood and Washington Streets.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. That the City does hereby authorize and request the State of California, Department of Transportation, to maintain the State-owned traffic signal system for the fiscal year 1986/87 at the following locations:

- a. Wood and Tehama Streets
- b. Wood and Washington Streets

2. That the City shall pay all of the energy costs on said signals.

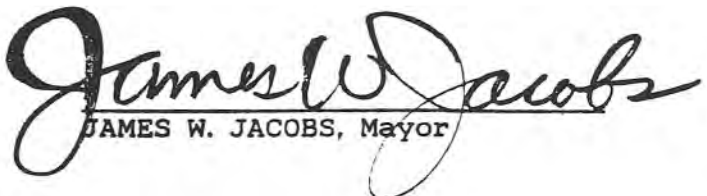
3. That the Mayor and City Clerk are authorized to execute the necessary agreement and documents with the Department of Transportation.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of March, 1987, by the following vote:

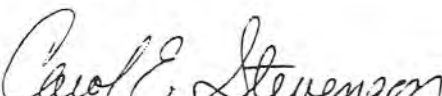
AYES: Jacobs, Heintz, Murray and Knowles

NOES: None

ABSENT: Stoullil


JAMES W. JACOBS, Mayor

ATTEST:


City Clerk - Deputy

AMENDED EXHIBIT "A"

TRAFFIC SIGNAL & LIGHTING AGREEMENT

**Caltrans & City of Willows
Effective January 1, 2008**

**BASIS OF COST DISTRIBUTION
State-Owned and Maintained**

<u>Route & PM</u>	<u>Location</u>	<u>Type of Facility</u>	<u>Cost Distribution</u>	
			<u>State Maintenance</u>	<u>City Energy</u>
GLE-162-65.325	N. Airport Road *	T. A. Signals (EI 008) 4-200W HPS (I132 – I135)	100%	100%
GLE-162-65.325	SR 162 @ I5 SB Ramps *	T. A. Signals (EI 009) 3-200W HPS (I136 – I138)	100%	100%
GLE-162-65.541	Humboldt Street	T. A. Signals (EI 004) 4-200W HPS (I50 – I53)	100%	100%
GLE-162-65.632	SR 162 @ I5 NB Ramps *	T. A. Signals (EI 010) 3-200W HPS (I139 – I141)	100%	100%
GLE-162-66.150	Wood & Washington Streets	T. A. Signals (EI 001) 4-200W HPS (I46 – I49)	100%	100%
GLE-162-66.630	Wood & Tehama Streets	T. A. Signals (EI 002) 4-200W HPS (I128 – I131)	100%	100%

* *Effective upon completion and acceptance of the project.
Facility added -- not listed on previous Amended Exhibit "A" dated April 1, 2005.*

Note: T.A. Signals - Traffic Actuated Signals



DISCUSSION & ACTION CALENDAR



Date: September 24, 2024

To: Honorable Mayor and Councilmembers

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

Subject: Sidewalk Rehabilitation Cost Share Program

Recommendation:

Adopt a Resolution to establish a Sidewalk Rehabilitation Cost Share Program.

Rationale for Recommendation:

Sidewalk liability has been an ongoing issue for the City of Willows (City.) For the past several years the City Council has discussed establishing a Sidewalk Rehabilitation Cost Share Program (Program) between the City and property owners of owner-occupied single-family residences (Residents). The goal of the Program is to alleviate some of the financial burden to Residents without adding the additional challenge of managing procurement of contractors in accordance with applicable local, state and federal regulations.

Background:

On February 23, 2021, the City Council held a study session to discuss the common types of sidewalk repair programs used in Northern California cities to address deteriorating sidewalks. The following three models were examined at this meeting:

Model 1: Repairs are the Responsibility of the Property Owner

Under this model, citizens typically report a damaged sidewalk to the City. The City inspects the damage, and if significant, notifies the property owner that repairs are necessary. The property owner then hires a contractor to complete the repairs, repairs the sidewalk themselves or the City repairs the sidewalk, and the property owner is invoiced.

Model 2: City and Property Owner Split the Cost of Repairs

Under this model, the City pays 50% of the cost of the repair, up to a maximum amount. In some cities, the homeowner takes the lead on arranging the work, with reimbursement from the City based on work receipts. In other cities, the value of the work is based upon quotes the City has obtained from contractors.

Model 3: City Implements a Fully Funded Sidewalk Repair Program

This model is used by some cities but is not seen as frequently. Typically, the City identifies a budget for the Sidewalk Repair Program in the annual City Budget or establishes a sidewalk repair capital project with a set duration and budget. The City Council directs staff to conduct additional research and bring the item back to the City Council for further discussion.

At the April 13, 2021, City Council meeting staff recommended the adoption of a resolution establishing a one-year Pilot Sidewalk Repair Program which allocated \$20,000 in funding from Gas Tax, SB 1, General Fund, or other discretionary funding sources. No action was taken at this meeting; however, staff were directed to return to Council and provide additional information regarding eligible sources of funding.

On March 13, 2024, at the request of Vice-Mayor Hutson, Marcus Beverly of the Northern California Cities Self Insurance Fund Joint Powers Authority (NCCSIF), of which the City is a member, presented to the Council on sidewalk hazards and city liability. As a result of the presentation, the Council directed staff to develop a Program and bring it to the Council for consideration. The City currently addresses sidewalk maintenance in accordance with the California State Streets and Highways Code Section 5610 (Attachment 2), which puts the responsibility of sidewalk repair and maintenance on the owner of the adjacent property. The Council also directed staff to include language in the upcoming updated Municipal Code should it decide to move forward with a Cost Share Program.

Discussion & Analysis:

Based on a review of information on the various models, staff recommends Model 2. Under this Model, the City would set aside a specific amount of annual funding for this program. Residents would then submit applications to participate in the Program on an annual basis. After the application cutoff date, applications would be reviewed, rated and ranked and applicants would be notified of project approval or denial. If their application is approved, applicants would provide 50% of the total project cost to the City prior to bidding for the project. The City would then advertise all awarded resident applications concurrently as a single overall project resulting in cost savings for the City and residents, as larger projects result in a reduced price per square foot. The City would manage all aspects of the procurement, project management and payments to the contractor.

The maximum cost share from the City per project would be capped at \$5,250, residents would be responsible for their 50% of the project, and, if an individual project exceeds \$5,250, the applicant would be responsible to pay any amount in excess of the City's cost share maximum.

The maximum amount per project was determined using average lot frontages and a cost estimate of \$35 a square foot x 300 square feet (e.g., 5 feet wide by 60 linear feet), which totals \$10,500. The Program would also require a minimum of 1,000 square feet of total applications to be submitted per cycle to ensure that there is a sufficiently large enough project to keep square foot costs at the \$35 per square foot average.

Consistency with Council Priorities and Goals:

Consideration of a Sidewalk Rehabilitation Cost Share Program is consistent with the Council Priority #3: Public Safety and Priority #5: Infrastructure Improvements.

Fiscal Impact:

Staff recommends allocating \$25,000 per year from the Regional Surface Transportation Fund to the proposed Program. This could be in addition to the currently budgeted \$50,000 for the Annual Sidewalk Rehabilitation Projects, or, if preferred, in lieu of.

Attachments:

- Attachment 1: Resolution XX-2024
- Attachment 2: Streets and Highway Code Section 5610



**City of Willows
Resolution xx-2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
ESTABLISHING A SIDEWALK REHABILITATION COST SHARE PROGRAM AND ALLOCATING FUNDING IN
THE AMOUNT OF \$25,000 FROM THE REGIONAL SURFACE TRANSPORTATION PROGRAM FUND**

WHEREAS, the City of Willows (City) has numerous damaged sidewalks throughout the City, creating tripping hazards and affecting the walkability of the City; and

WHEREAS, the City currently addresses sidewalk maintenance and repair in accordance with the California State Street and Highways Code Section 5610, which states that sidewalk maintenance and repair is the responsibility of the adjacent property owner; and

WHEREAS, claims against the City regarding accidents that have occurred due to damaged sidewalks have increased drastically in recent years; and

WHEREAS, the City has allocated \$50,000 in Regional Surface Transportation Program to the Annual Sidewalk Maintenance Program in FY 24/25; and

WHEREAS, the City Council recognizes that there is a need to further address pedestrian mobility issues and desires to assist property owners with the rehabilitation and installation of sidewalks.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS: That a Sidewalk Rehabilitation Cost Share Program be established with the conditions established in Exhibit A and one-time funding be allocated from the Regional Surface Transportation Fund or other Non-General Fund Source in an amount of \$25,000.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of September 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Amos Hoover, City Clerk

EXHIBIT A: Conditions for Sidewalk Rehabilitation Program



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402



Conditions of the Sidewalk Rehabilitation Cost Share Program

I. Application and Award

1. Participation in the Sidewalk Rehabilitation Cost Share Program (Program) is limited to property owners of owner-occupied single-family residences (Residents).
2. Application cycles will run from July 1st to May 31st. Residents can submit applications year-round, but applications submitted after the May 31st deadline will be considered in the following application cycle, if funding allows.
3. At the end of the application cycle, City staff will review the application for completeness and conduct a site inspection.
4. The application will be approved or denied based on meeting Program requirements. If the Program is over-subscribed, City staff will rate and rank applications based on severity of damage and special paths of travel (schools, parks, bus stops etc.),
5. The project must rehabilitate the entirety of the sidewalk adjacent to the Residents property frontage to Americans with Disabilities Act (ADA) compliance in order for the application to be deemed complete.

II. Cost Share

1. The City will cover 50% of the cost per project, up to a maximum of \$5,250. Residents will be responsible for their 50% of the project and any amount in excess of the City's cost share maximum. i.e. The total project cost is \$12,000, the City will pay \$5,250 and the Resident will pay \$6,750.
2. The cost of the project will be determined using a valuation formula of \$35 per square foot of sidewalk rehabilitated.



3. The Resident will be responsible for any non-sidewalk concrete improvements (driveway aprons) along the property frontage.
4. Residents shall provide a \$500 deposit upon submission of an application. If the applicants project is not selected, the \$500 deposit will be refunded, or the application and deposit can be rolled over to the following cycle (if Program funding is available). If the Applicants project is selected, the deposit will be applied to their portion of the cost share. Applicants will forfeit their deposit if they choose to withdraw from the Program at no fault of the City.
5. Residents will need to provide the City their portion of the total project cost within 30 days upon notice of their application being approved.

III. Limits

1. Projects will use City design standards for construction, no specialty work outside of the City design standard will be covered by the City cost share.
2. If 1,000 sq. ft. of total project area is not received per application cycle, the City may elect to not award applications for that funding cycle.
3. Driveways, parkways, curb and gutter are not eligible for the Program.
4. The Program is dependent on the availability of funds and there is no guarantee the Program will be available in future years.

State of California

STREETS AND HIGHWAYS CODE

Section 5610

5610. The owners of lots or portions of lots fronting on any portion of a public street or place when that street or place is improved or if and when the area between the property line of the adjacent property and the street line is maintained as a park or parking strip, shall maintain any sidewalk in such condition that the sidewalk will not endanger persons or property and maintain it in a condition which will not interfere with the public convenience in the use of those works or areas save and except as to those conditions created or maintained in, upon, along, or in connection with such sidewalk by any person other than the owner, under and by virtue of any permit or right granted to him by law or by the city authorities in charge thereof, and such persons shall be under a like duty in relation thereto.

(Added by Stats. 1941, Ch. 79.)



Date: September 24, 2024

To: Honorable Mayor and Councilmembers

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

Subject: City Planning Services

Recommendation:

Authorize the City Manager to execute a three-year contract with Harris & Associates for planning services.

Rationale for Recommendation:

The contract with LACO Associates, the City's current contract planning firm, expires on September 30, 2024. In addition, LACO Associates has consistently lacked project oversight and responsiveness, especially with the public, over the past year.

Background:

In the summer of 2023, a Request for Proposals (RFP) was prepared and circulated in anticipation of Willdan's December 31, 2023, contract expiration, the City's prior contract planning firm. Four proposals were received from LACO Associates, 4 Leaf, Harris & Associates and Morely Planning & Entitlements. Interviews with all four firms were conducted and LACO Associates was determined to be the top choice primarily because a contract Planner would be available to be physically present in the office at least once per week. As a result, a one-year contract was executed with LACO Associates, which expires on September 30, 2024.

Discussion & Analysis:

For the past year, the City has contracted with LACO Associates for part-time contract planning services. During that time, there have been numerous publicly visible mistakes, oversight of project details, and a lack of responsiveness. The result is more work for city staff requiring micro-management of projects to correct a lack of and/or erroneous information and explanation delivered to the Planning Commission and public. Furthermore, these mistakes have been at the expense of the City and the applicant, because both are charged by LACO

Associates to correct the problems that they've created. In addition to receiving several complaints from the public and Planning Commission, the contract Planner's lack of attention to detail and follow-through has been reflected poorly on the city and full-time permanent city staff.

As it has only been one year since the City circulated an RFP for planning services, industry standards deem it reasonable to draw from the previous proposals and pool of candidates when seeking new contract planning services.

At the time of the initial interviews in 2023, LACO Associates was the only qualified firm that could provide a Planner in the office at least one day per week; Even though, Harris & Associates was staff's first choice to provide planning services to the city. However, they were unable to commit to providing an in-office planner once per week; therefore, LACO was recommended.

Due to LACO's poor performance, staff re-interviewed Harris & Associates in early September in anticipation of LACO's contract expiration and continued poor service. The interview panel included the Community Development & Services Director, City Engineer, and City Manager. The team unanimously agreed that the City should terminate its planning contract with LACO Associates and contract with Harris & Associates for contract planning services. To that end, staff recommends a three-year contract (with a 30-day termination clause).

While Harris & Associates is unable to offer a part-time in-office Planner at this time, they agreed to dedicated "office hours" when the public could reach Harris via phone, email and/or Zoom meetings. Staff is also developing dedicated office space and a computer station at City Hall so that members of the public may schedule and use the computer and office to hold Zoom meetings with Harris & Associates planning staff to discuss their planning projects.

For monthly Planning Commission and the occasional City Council meetings, a Harris & Associates Planner would be physically present at those meetings.

The Council approved a \$130,000 budget for the Planning Division assuming \$30,000 in cost recovery. Thus far, LACO has billed the City \$31,703 for the months of July and August. Of that, approximately \$12,000 was recovered through the City's cost recovery program and during the same time frame. Staff are confident that by contracting with Harris & Associates, it will remain within the approved budget after deducting cost recovery revenues.

In addition, a 5-10% rate discount was negotiated (depending on the Harris staff person being charged to a given project) provided a three-year contract is executed (which includes a 30-day termination clause). In the attached rate sheet (Attachment 2), Harris & Associates proposes that Jessica Shull be the primary Planner dedicated to the City of Willows. Other Harris & Associate staff would be used on an as-need-basis (e.g., depending on complexity of the project).

Fiscal Impact:

Attached are the rate sheets for Harris and Associates as well as the rate break (based on a three-year contract with a 30-day termination clause). Staff anticipates that the city can remain within the currently approved budget for the Planning Division after cost recovery revenues have also been accounted for.

Attachment:

- Attachment 1: Resolution XX-2024
- Attachment 2: Rate Sheet
- Attachment 3: Harris & Associates Original 2023 Proposal



**CITY OF WILLOWS
RESOLUTION XX-2024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AWARDING A CONTRACT FOR
COMPREHENSIVE PROFESSIONAL PLANNING SERVICES TO HARRIS & ASSOCIATES AND DIRECTING
THE CITY MANAGER TO NEGOTIATE FINAL TERMS, DURATION, AND CONDITIONS OF THE
AGREEMENT**

WHEREAS, the City of Willows routinely reviews and updates professional service agreements;
and

WHEREAS, The City of Willows has contracted with LACO Associates for approximately one year
for comprehensive professional planning services; and

WHEREAS, in October 2024, the LACO contract with the City is scheduled to expire.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby awards
the contract for comprehensive professional planning services to Harris & Associates.

BE IT FURTHER RESOLVED that the City Council of the City of Willows directs the City Manager
to negotiate final terms, duration, and conditions of the agreement.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of September,
2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Amos Hoover, City Clerk



City of Willows
BILLING RATES FOR PLANNING STAFF

Effective October 1, 2024, through September 30, 2027

Staff	Hourly Billing Rates		
	October 1, 2024 to September 30, 2025	October 1, 2025 to September 30, 2026	October 1, 2026 to September 30, 2027
David Mack <i>Senior PM/Senior Planner</i>	\$220	\$230	\$240
Delanie Garlick <i>Senior PM/Senior Planner</i>	\$205	\$215	\$225
Joe Sidor <i>Planner</i>	\$185	\$195	\$205
Jessica Shull <i>Planner</i>	\$165	\$175	\$185
Grace Bologna <i>Planner/Analyst</i>	\$110	\$120	\$130
Notes: Mileage will be charged at the current IRS rate.			



Harris & Associates®

August 17, 2023

Amos Hoover
City Clerk
City of Willows
201 North Lassen Street
Willows, California 95988

PROPOSAL – COMPREHENSIVE PROFESSIONAL PLANNING SERVICES

Dear Amos Hoover:

Harris & Associates (Harris) appreciates and is excited for the opportunity to assist the City of Willows with planning projects and environmental review support. The Harris team is composed of professionals and specialists with 15–35 years of relevant planning, permitting, and environmental review experience.

STATEMENT OF UNDERSTANDING

Harris has served public agencies since 1974. We have developed a robust program of services including planning support and staff augmentation, environmental review and compliance, program and construction management, and engineering services. We have 11 offices throughout the West Coast, including Concord, Sacramento, and Salinas in Northern California. With a team of approximately 230 employee-owners, we are sized to keep your project a priority and are personally vested in its success. Outstanding people join Harris and stay because we nurture their talents and invest in their growth. The return is a team who is passionate about its work. Harris has gained a reputation for providing outstanding client service through strong yet personal project management and for consistently producing high-quality, legally defensible California Environmental Quality Act (CEQA) documents and thorough staff reports that are written for clear public understanding.

Our Planning and Environmental services include the following:

- Community Planning and Planning Support
 - Development Consistency Analysis (General Plan, Land Use Plan, Community Plan, Zoning)
 - Staff Report Preparation
 - Conditions of Approval Development and Condition Compliance Monitoring
 - Public Hearing Presentations
 - Appeal Processing
- CEQA/National Environmental Policy Act (NEPA) Documentation
 - Preparation and Third-Party Review
- Environmental Constraints Analysis
- Air Quality Modeling and Reports
- Biological and Natural Resources
 - Habitat Assessments
 - Vegetation Mapping
 - Flora and Fauna Surveys
 - Habitat Conservation Plan
 - Restoration Plan

- Mitigation Monitoring and Reporting Plans (MMRPs)
- Wetland Delineations
- Natural Resources Planning
- Vegetation Management
- Greenhouse Gas (GHG) Emissions Modeling and Reports
- Hydrology and Water Quality Studies
- Noise Modeling and Reports
- Public Outreach
- Regulatory Compliance and Permitting



Harris has provided comprehensive professional planning services for several local jurisdictions, as listed under References and Project Experience below. Our approach to the performance of the services requested, knowledge of municipal planning functions and needs, and understanding of the nature of work being requested are demonstrated in the sections below.


PROPOSED TEAM MEMBERS

The Harris Team. Our senior project manager/senior planner and key contact for the City’s planning projects is David Mack, AICP, a land use planning specialist with over 17 years of experience working for cities and counties. Prior to joining Harris, he worked for the City of Marina and Monterey County, providing him with a deep understanding of local agency needs. David has strong staff report and technical writing skills, superb public hearing and speaking skills, and community outreach experience. The in-house team also includes Kate Elliott, who has over 30 years of experience preparing, managing and peer reviewing CEQA documents for a wide variety of development and infrastructure projects, including complex and controversial projects.

David and Kate are supported by multi-disciplinary staff with experience in both staff augmentation services (e.g., project review, staff report preparation) and CEQA compliance services (e.g., Initial Studies/Mitigated Negative Declarations [IS/MNDs], Environmental Impact Report [EIRs], and Categorical Exemptions with supporting documentation).

Harris has in-house planners and technical specialists for air quality, biology, cultural resources, GHG emissions, hydrology/water quality, land use and planning, and noise. We also have climate change/sustainability specialists who prepare Climate Action Plans, housing specialists, and an in-house CEQA attorney.

Staff Member	Qualifications	Areas of Expertise
David Mack, AICP  <i>Senior Project Manager/Senior Planner (Harris)</i>	<ul style="list-style-type: none"> • 17 years of experience • BA, Environmental Studies • Certified Planner (AICP) 	<ul style="list-style-type: none"> • CEQA/NEPA • Environmental Analysis • Project Management • Land Use Planning • Quality Assurance/Quality Control (QA/QC)
Kate Elliott  <i>QA/QC Manager (Harris)</i>	<ul style="list-style-type: none"> • 30 years of experience • MA, Urban Geography • BA, Geography 	<ul style="list-style-type: none"> • CEQA/NEPA • Environmental Analysis • Project Management • QA/QC
Darin Neufeld, AICP <i>Principal In Charge (Harris)</i>	<ul style="list-style-type: none"> • 16 years of experience • MA, Urban History • BA, History • Certified Planner (AICP) 	<ul style="list-style-type: none"> • CEQA/NEPA • Environmental Analysis • Project Management • Sustainability • Current/Long-Range Planning
Alec Barton, AICP <i>CEQA Analyst (Harris)</i>	<ul style="list-style-type: none"> • 4 years of experience • MS, City and Metropolitan Planning • BS, Geography • Certified Planner (AICP) 	<ul style="list-style-type: none"> • Environmental Analysis • Current/Long-Range Planning

Staff Member	Qualifications	Areas of Expertise
Joseph Sidor <i>CEQA Analyst (Harris)</i>	<ul style="list-style-type: none"> • 15 years of experience • MS, International Relations 	<ul style="list-style-type: none"> • CEQA/NEPA • Environmental Analysis • Environmental Planning • Project Management • Community Development • Land Use Planning/Public Hearings
Esther Daigneault  <i>Deputy Project Manager Hydrology Specialist (Harris)</i>	<ul style="list-style-type: none"> • 20 years of experience • MS, Oceanography • BS, Marine Science Biology 	<ul style="list-style-type: none"> • CEQA/NEPA • Environmental Analysis • Project Management
Sharon Toland <i>Air Quality, GHG, Noise Specialist (Harris)</i>	<ul style="list-style-type: none"> • 15 years of experience • BA, Environmental Studies • Certified CEQA Consultant – Noise, County of San Diego • Approved Air Quality and Noise Specialist, County of San Diego 	<ul style="list-style-type: none"> • CEQA/NEPA • Air Quality • Energy • Greenhouse Gas • Noise
Donna Beddow, RPA <i>Archaeologist (Harris)</i>	<ul style="list-style-type: none"> • 21 years of experience • MA, Anthropology • BA, History • Registered Professional Archaeologist (RPA) 	<ul style="list-style-type: none"> • CEQA • Cultural Resources • Tribal Cultural Resources and Native American Consultation
Bill Halligan, Esq. <i>Environmental Counsel (Harris)</i>	<ul style="list-style-type: none"> • 35 years of experience • JD, Law (Emphasis: Environmental, Land Use, and Real Estate Law) • BA, Social Ecology (Emphasis: Environmental Analysis and Design) • Licensed Attorney (Esq.), CA 	<ul style="list-style-type: none"> • CEQA/NEPA • Environmental and Land Use Law • Environmental Analysis
Will Lawton <i>Biologist (Harris)</i>	<ul style="list-style-type: none"> • 12 years of experience • MS, Environmental Studies • BS, Wildlife Conservation and Management 	<ul style="list-style-type: none"> • CEQA/NEPA • Biological Resources

APPROACH AND AVAILABILITY

Planning Support Services. Harris staff is adept at planning support services. Harris’s services range from advisory support services (i.e., development project review, zoning and general plan consistency guidance, CEQA consistency guidance) to full staff augmentation (i.e., functioning as an extension of staff, leading projects through the entitlement process, development of project-specific staff reports/resolutions, and presenting at public hearings). Harris staff has worked in both large and small municipal cities (San Juan Bautista, Marina, Pacific Grove, Walnut Creek, Gonzales, Salinas, San Diego) and un-incorporated county jurisdictions of varying sizes (Monterey County, San Diego County, Humboldt County). Harris staff is able to adjust our role to fit the needs and service of each individual client.

CEQA Compliance. Harris uses a detailed systematic approach to evaluate projects and determine CEQA compliance (environmental review). First, Harris staff thoroughly reviews project information/files to develop an understanding of each individual project, its major components, permitting needs, and potential environmental review applicability. This approach aims to ensure compliance with the CEQA guidelines while also making every effort to streamline the CEQA compliance process, including the use of Categorical Exemptions. Also refer to Cost Estimates for CEQA Documentation below, which explains our stepwise approach to determining the appropriate CEQA document with the goal of saving the City time and money.

1. **Initial Assessment and Scoping:** Our team will conduct an initial assessment to determine the potential environmental impacts of the proposed project. We will review project documents, site plans, and relevant regulations to identify potential environmental issues and determine the appropriate CEQA documentation. Once it is confirmed the project is not exempt from CEQA, we will define the scope of the environmental analysis through research and consultation with agency representatives, stakeholders, and the project proponent.
2. **Impact Analysis and Alternatives Evaluation:** We will analyze potential environmental impacts in accordance with CEQA requirements. Our experts will identify and evaluate significant impacts related to air quality, biological resources,

cultural resources, noise, transportation, water resources, and other relevant factors. Additionally, we will explore project alternatives to mitigate these impacts, considering both project modifications and alternative locations.

3. **Mitigation and Monitoring Measures:** Based on our impact analysis, we will recommend feasible mitigation measures to avoid or reduce significant environmental impacts to the maximum extent possible. Our approach will focus on developing practical, cost-effective mitigation strategies that align with the goals of the project. We will also establish a monitoring program to ensure the implementation and effectiveness of the recommended mitigation measures.
4. **Environmental Document Preparation:** We will prepare the required CEQA documentation, which may include an IS/MND or an EIR, depending on the project's potential impacts. Our documentation will adhere to the CEQA Guidelines, providing a comprehensive and accurate analysis of the project's environmental effects and potential mitigation measures.
5. **Public Outreach and Participation:** We recognize the importance of involving the public and stakeholders in the environmental review process. We will organize public scoping meetings and provide opportunities for input during the preparation of the CEQA documents. Our approach emphasizes transparency and effective communication to address concerns and gather valuable feedback.
6. **Regulatory Compliance and Permitting:** Our team will ensure that the project complies with all relevant federal, state, and local environmental regulations. We will assist in obtaining necessary permits and approvals, working closely with regulatory agencies to expedite the process. Our in-house biologists have extensive experience working with regulatory agencies (e.g., California Department of Fish and Wildlife, Regional Water Quality Control Board, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers).
7. **Expertise and Resources:** Harris possesses a team of experienced environmental professionals, including biologists, ecologists, hydrologists, air quality specialists, noise experts, archaeologists, and other relevant disciplines. Our experts will collaborate to provide a comprehensive and thorough analysis of the project's environmental aspects.

The Harris team generally prepares CEQA IS/MNDs in 2–4 months and EIRs in 4–12 months, depending on the project complexity and technical studies required. Categorical Exemptions with supporting documentation can be prepared within 1–2 weeks.

At the current time, the Harris team has a 50 percent capacity and is capable of adding City of Willows projects to the timelines, should we be selected and used for this type of service.

REFERENCES AND PROJECT EXPERIENCE

The table below is an abbreviated list, providing representative examples, illustrating how Harris’s project experience meets the RFP’s scopes of services. Following the chart are descriptions for some Harris team’s recently completed projects, which provide specific information concerning our experience with these services.

Project Examples	Scope of Services					
	1. General Plan/Municipal Code/CEQA Compliance Determination	2. Preparation of IS/MNDs, EIRs, Addenda, SEIRs, Mitigation Measures + Monitoring/Reporting, + Notices/Exemptions	3. Issue-Specific Environmental Studies	4. Attendance at Board, Commission, + Council Meetings	5. Conducting Site Visits	6. Meeting with Staff And Clients during Regular Business Hours
Planning and Environmental Support, County of Humboldt	●	●		●	●	●
On-Call Planning and Environmental Support, County of Monterey	●	●	●		●	●
As-Needed Planning and Development Services Staff Support Services, County of San Diego Planning and Development Services	●	●	●	●	●	●
In-House Staff Support and Augmentation Services, City of Marina	●	●	●	●	●	●
In-House Staff Support and Augmentation Services, City of Pacific Grove	●	●	●	●	●	●
Roache Road New Well and Pump Station, City of Watsonville	●	●	●		●	●
Fort Ord Regional Trail and Greenway EIR, Transportation Agency of Monterey County	●	●	●		●	●
Mariposa Plaza Renovation Categorical Exemption with Documentation, City of Fresno	●	●	●			●
North Granville and East Behymer Safety Improvement Categorical Exemption with Documentation, City of Fresno	●	●	●			●
Freedom Sewer Rehabilitation Project CEQA-Plus IS/MND, Santa Cruz County Sanitation District	●	●	●		●	●
Palo Colorado Road Repair Environmental Compliance, Permitting, Mitigation Plan, and Monitoring, County of Monterey	●	●	●		●	●

On-Call Planning and Environmental CEQA Support

COUNTY OF HUMBOLDT

Dates: October 2020–February 2023

Value: \$1,000,000.00

Team: Kate Elliott (PIC, QA/QC), David Mack, AICP (Project Manager/Senior Planner), Alec Barton, AICP (Planner III)

Summary: Harris provided planning support services and staff augmentation to the County of Humboldt from late 2020 to early 2023. In this role, Harris staff served as an extension of County staff relative to the processing of Special Use Permits and Conditional Use Permits required to allow the permitting and cultivation of cannabis throughout Humboldt County.

Harris was responsible for application review and compliance determination with applicable general plan, zoning code, and two separate cannabis-related ordinances. Harris was also responsible for CEQA compliance determination and preparing staff reports; resolutions with findings and evidence; development of conditions of approval; review of inter-departmental review/ referrals and comments; public hearing notices; receipt, review and coordination of pre-hearing public comments; and post- hearing document finalization including CEQA Notices of Determination (NODs), condition changes/amendments, and resolution amendments. Harris staff also tracked individual projects through all appeal periods.

Harris staff were able to build the trust and respect of the County’s internal staff, decision makers, and members of the public by maintaining a superior level of review, providing clear and concise information distribution, and conducting high-level professional public hearings via Zoom, Ring-Central, Skype, and other electronic platforms required due to COVID-19. Harris staff are equally qualified to provide in-person presentations and meetings.

Challenges and Solutions: Harris staff was able to take complex cannabis applications, many involving groundwater wells, and assist the applicants in the development and conservation of rainwater catchment ponds/basins, which allowed those projects to move forward to public hearing and approval.

At the conclusion of the contract, the County of Humboldt was appreciative of the work performed and issued Harris a letter of recommendation to be used for future work and/or clients, which is included in the Appendix of this proposal.

Overall Value to the Client: Harris staff consistently agendized and presented multiple projects for the bi-weekly Zoning Administrator and Planning Commission agendas for each month. Due to timely review of applications, diligently analyzing information and the quick preparation of staff reports, Harris was able to achieve the approval of 65+ applications before the contract concluded due to economic factors in the cannabis market.

On-Call Planning and Environmental CEQA Support

COUNTY OF MONTEREY – HOUSING AND COMMUNITY DEVELOPMENT

Dates: October 2021–Present (August 2023)

Value: \$250,000.00

Team: Kate Elliott (PIC, QA/QC), David Mack, AICP (Senior Project Manager/Planner), Alec Barton, AICP (Planner III), Joseph Sidor (Senior Planner)

Summary: Harris provided staff augmentation services to the County of Monterey from late 2021 to early 2023. In this role, Harris staff served as an extension of County staff relative to the processing of Administrative Permit and Discretionary Permits required to allow the permitting of various project types throughout Monterey County. Harris was responsible for application review and determining compliance with applicable General Plan, Zoning Code, and individual Land Use and Area Plans.

Harris was also responsible for CEQA compliance determination (Exemptions and ISs); preparing staff reports and resolutions with findings and evidence; development of conditions of approval; review of inter-departmental review/referrals and comments; public hearing notices; receipt, review, and coordination of public comments (pre-hearing); and post-hearing document finalization including CEQA NODs, condition changes/amendments, and resolution amendments. Harris staff tracked individual projects through all appeal periods.

Harris was also contracted to prepare project-specific CEQA documents, such as IS/MNDs, for select projects as assigned or requested by the County Housing and Community Development (HCD) management. The preparation of the CEQA documents included review of project files, peer review of supplied technical reports, and preparation of all CEQA-related circulation documents, including Notices of Intent (NOIs), Notices of Completion (NOCs), and NODs, as well as filing (upon request) of documents and payment of CEQA-related fees.

David Mack served as the main point of contact with the County and managed project assignment, tracking, and completion timelines to confirm the timely processing of applications. Harris staff participated in monthly check-in/update meetings with County HCD staff to refine project processing and provide updates on any project-specific challenges. Harris was responsible for verifying that scheduling deadlines were met for multiple hearing bodies, including administrative review, the Zoning Administrator, Planning Commission, and Board of Supervisors. Harris staff was also available for project presentation to all hearing bodies, upon request by HCD management. Harris enabled Monterey County to bring multiple projects to public hearing with minimal public or hearing authority comments/questions.

Challenges and Solutions: Monterey County is a large, diverse county, both geographically and economically, with multiple Land Use and Area Plans governing specific portions of the County. Harris staff were able to quickly understand the applicable policies and make sure that projects were consistent for each individual planning area, which streamlined the process to save time and costs on a variety of tasks.

Overall Value to the Client: Harris assisted the County of Monterey in moving through the backlog of development applications in a timely manner and frequently under budget, with minimal document revisions. Harris staff earned the trust and respect of the County's internal staff, decision makers, and members of the public by providing timely and quality review with clear and concise information distribution.

As-Needed Planning and Development Services Staff Support

COUNTY OF SAN DIEGO – PLANNING AND DEVELOPMENT SERVICES

Dates: 2020–Present (August 2023)

Value: \$1,500,000.00

Team: Diane Sandman, AICP (Principal In Charge), Ryan Binns (QA/QC), Darin Neufeld, AICP (Project Manager), David Mack, AICP (Planner)

Summary: Harris has provided contract staff support services related to CEQA to support Planning and Development Services Current and Long-Range Planning Divisions. Harris staff authors and reviews Exemptions, 15183 Checklists, Initial Studies, Negative/Mitigated Negative Declarations, and Environmental Impact Reports.

Our staff provide expert senior-level review and coordinate with County staff and County Counsel on project issues. As part of our services, Darin Neufeld has briefed and presented to the Chief, Deputy Director, Assistant Director, Director, and Deputy Chief Administrative Officer, as well as Board staff.

Challenges and Solutions: On one project, a winery and event center, the County encountered issues related to GHGs and vehicle miles traveled. Darin helped the County develop an approach to make the project all-electric and evaluate vehicle miles traveled considering a winery location closer to the County, which might divert trips from farther counties. These efforts allowed the application to process more quickly while preparing a legally defensible CEQA document.

Overall Value to the Client: Harris provided quality service on time and within budget to support Planning and Development Services.

Below are several references for whom similar services have been provided. A letter of recommendation from one of our references is also included in the appendix.

County of Humboldt

Name: John Ford, Director, Planning and Building Department

Address: 3015 H Street, Eureka, California 95501

Phone: 707.441.2621

Email: jford@co.humboldt.ca.us

County of Monterey

Name: Criag Spencer, Interim Director, Housing, Planning, Building, Engineering and Environmental Services

Address: 1441 Schilling Place, South 2nd Floor, Salinas, California 93901

Phone: 831.755.5233

Email: spencerc@co.monterey.ca.us

County of San Diego

Name: Mark Slovick, Deputy Director, Planning and Development Services

Address: 5510 Overland Avenue, Suite 310, San Diego, California 92123

Phone: 619.517.8067

Email: mark.slovick@sdcounty.ca.gov

COST OF SERVICES

The following chart contains hourly billing rates for Harris staff. We have also provided a sample of the typical costs associated with the preparation of various CEQA documents for consideration.

Staff	Title	Rate
Directors		
Bill Halligan, Esq.	Senior Director/Environmental Counsel	\$300/\$350
Kate Elliott	Director/Senior Project Manager	\$280
Darin Neufeld, AICP	Director/Project Manager/Sustainability Specialist	\$260
Project Managers and Technical Specialists		
David Mack, AICP	Senior Project Manager/Senior Planner	\$215
Joseph Sidor	Project Manager/Planner	\$180
Esther Daigneault	Project Manager/Senior Environmental Analyst	\$160
Alec Barton, AICP	Planner/Environmental Analyst	\$145
Sharon Toland	Air Quality, GHG, Noise Specialist	\$200
Donna Beddow	Senior Archaeologist	\$170
Jasmine Alvarez Ceja	Junior Archaeologist	\$95
Emily Mastrelli	Principal Biologist	\$185
Will Lawton	Biologist	\$145
Elena Scott	Biologist	\$125
Fidel Salamanca, PE	Hydrology Specialist	\$240
General Environmental Planning + Compliance Services		Hourly Rate
Directors		\$220–300
Environmental Counsel		\$350
Project Managers		\$180–240
Project Analysts		\$100–170
Technical and Administrative Support		\$100–155

Notes: Rates are subject to adjustment due to promotions during the effective period of this schedule. A new rate schedule will become effective January 1 of each year. Unless otherwise indicated in the cost proposal or noted below, hourly rates include most direct costs such as travel, equipment, computers, communications, and reproduction (except reports and large quantities). Annual rate escalation tied to the Consumer Price Index shall be included for multi-year contracts and projects.

When applicable, the following charges will be added to projects:

Production

- Black and White Printing – \$0.02/page (8.5x11) and \$0.03/page (11x17)
- Color Printing – \$0.06/page (8.5x11) and \$0.08/page (11x17)

Data-Gathering Tools

- Harris Drone, GPS Unit, Noise Monitor – \$100/day or add \$10/hour to billing rate

Vehicles and Mileage

- Harris Vehicle – \$50/day (Mileage will be charges at the current IRS rate.)

Any required subconsultant charges, should they be required, and other direct costs are subject to a 10 percent markup.

Cost Estimates for CEQA Documentation

With the goal of saving the City time and money, Harris takes a stepwise approach to determining the appropriate CEQA documentation and, when necessary, consults our in-house CEQA attorney to confirm it is the most legally defensible approach. Thus, we have presented cost estimate ranges with the rationale.

First, we look to see if the project is categorically exempt. Sometimes this is very clear, and we can simply complete a Notice of Exemption (NOE) form. Sometimes this involves more legwork and documentation to explain why the exemption is applicable and why none of the exceptions to using an exemption occur, in which case we recommend preparing a supporting memorandum with the NOE. For some projects and Exemptions, it is necessary to conduct a technical study(ies) to provide the evidence.

If the project is not exempt from CEQA, then we assess the potential for the project to result in a significant impact through preparation of the CEQA Initial Study (IS) checklist evaluation. If it is determined that potential impacts would be less than significant or reduced to less than significant with mitigation measures, then a Negative Declaration (ND) or MND may be prepared. The level of effort to prepare an IS/ND or IS/MND varies depending on the complexity of the project, potential for impacts, and technical analysis required to make the determination and support the MND.

If there is potential for a significant and unavoidable impact (i.e., that cannot be reduced to less than significant with mitigation) or if the project is controversial or of regional public interest, then an EIR would be required. This can be determined by first preparing an IS or bypassing an IS and going straight to EIR preparation. Initial studies can be used to focus an EIR, which can streamline the effort required to prepare an EIR. Like an IS/MND, the level of effort to prepare an EIR depends on the complexity of the project, risk of legal challenge, and technical studies required to determine impacts and mitigation measures.

CEQA Document	Estimated Cost	Approach/Rationale
Categorical Exemption		
Notice of Exemption (NOE)	\$600–1,000	First, we look to see if the project is categorically exempt. Sometimes this is very clear, and we can simply complete a NOE form based on basic database searches to ensure the exceptions to using the exemption do not apply (e.g., hazardous waste wastes, sensitive habitat, historical resources, scenic highways).
NOE with Supporting Memorandum	\$1,000–4,000	Sometimes this involves more legwork and documentation to explain why the exemption is applicable and why none of the exceptions to using an exemption occur, and thus prepare a supporting memorandum with the NOE.
NOE with Supporting Memorandum and Technical Studies	\$4,000–25,000	For some projects and Exemptions, it is necessary to conduct one or more technical studies to provide the evidence.
Initial Study (IS)/Negative Declaration (ND) or Mitigated Negative Declaration (MND)		
IS/ND or MND	\$15,000–25,000	This is based on a simple project and straightforward analysis with no extensive, stand-alone technical studies required to support the conclusions.
IS/MND	\$25,000–50,000	This is based on a standard or typical effort requiring technical studies (e.g., biology, cultural resources).

CEQA Document	Estimated Cost	Approach/Rationale
Environmental Impact Report (EIR)		
EIR Addendum	\$5,000–15,000	This can be used when a project is covered by a previously prepared EIR, and the checklist is used to demonstrate this and identify applicable mitigation.
Focused EIR	\$50,000–150,000	This includes preparation of an IS to focus the EIR on topics with potentially significant impacts.
EIR (Standard)	\$150,000–300,000	The range is to reflect the extent or number of issues requiring technical study, which varies based on the project and environmental setting.
EIR (Complex or Controversial Project)	\$300,000+	Complex and controversial projects may warrant more extensive technical studies, additional alternatives analyzed, and a more robust public involvement process.

CLOSING

Harris takes great pride in being responsive and working collaboratively and seamlessly with agency staff. Harris has a proven history of successfully working smarter together, which is one of our firm's shared values. Our priority is providing the best service possible to our clients, which means compiling a team with the most relevant experience and successful track record of high-quality work and client satisfaction. We encourage you to contact our references.

Kate Elliott and David Mack are authorized to represent Harris and respond to questions regarding this proposal. Thank you for your time and consideration.

Sincerely,
Harris & Associates, Inc.



Kate Elliott
 Director, Environmental Planning + Compliance
 Kate.Elliott@WeAreHarris.com



David J. R. Mack, AICP
 Senior Project Manager, Environmental Planning + Compliance
 David.Mack@WeAreHarris.com

APPENDIX

Included below is a letter of recommendation, provided by the County of Humboldt following the completion of Harris' on-call planning services.



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT

3015 H Street • Eureka CA 95501
Phone: (707) 445-7541 • Fax: (707) 268-3792

January 31, 2023

Ms. Kate Elliott
Director, Environmental Services
Harris & Associates
2 Salinas Street, Suite B
Salinas, CA 93901

Dear Ms. Elliott,

On behalf of Humboldt County, and the members of the Planning and Building Department, please accept our sincere thanks for the work you and the Harris team have done processing discretionary permit applications to decision. You and your team took on some of the toughest cannabis discretionary permit applications, and successfully brought over fifty of them to decision during the term of our work together!

This work included performing difficult analyses, challenging encounters with often underinformed and hard to reach applicants, conducting and recommending complex California Environmental Quality Act (CEQA) assessments, mitigation measures and findings, as well as providing concise presentations to the Zoning Administrator and Planning Commission. While this work taxed both the depth and breadth of expertise for even the most experienced Planners, your team provided top quality work that was well thought out and effectively communicated to applicants, staff and decision makers. Senior Project Manager and Senior Planner David Mack was particularly valuable in his role as team lead. He was especially effective when briefing complex projects in public hearings to the Zoning Administrator and Planning Commission ensuring their deliberations were complete and well informed.

The overall management of the contract, billing, and tracking specific work hours, correspondence and deliverables for each project was much appreciated. This, too, made the collaboration with the Harris team very effective and a good value for our department particularly since most of the work was accomplished remotely.

It was both a great pleasure and an effective collaboration working with you and your team, and we truly appreciate the contributions made to the work of this Department. Please feel free to share this letter with prospective clients.

Sincerely,

John H. Ford
Director
Planning and Building Department
County of Humboldt



COMMENTS AND REPORTS