



CITY COUNCIL MEETING

Tuesday, September 02, 2025

Regular Meeting - 6:00 PM

City Hall – City Council Chambers

425 Webster Street, Colusa, CA 95932

AGENDA

Zoom Information:

<https://us06web.zoom.us/j/85200701051>

Meeting ID: 852 0070 1051 Passcode: 086453

Mobile: 669-444-9171, ID 85200701051

Mayor – Ryan Codorniz

Mayor Pro Tem – Denise Conrado

Council Member – Daniel Vaca

Council Member – Greg Ponciano

Council Member – Dave Markss

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENTS *(The public to address any item of City business NOT appearing on this Agenda. Speakers must limit their comments to three (3) minutes each. Please note that per Government Code Section 54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda)*

PRESENTATIONS

5-Year Service Award for Brandon Mitchell

Flock Safety Overview - presented by the Flock Group, Inc.

CONSENT CALENDAR - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

1. Receive and File - Treasurer's July report

COUNCIL MEMBER /CITY MANAGER REPORTS AND STAFF COMMENTS

COUNCIL CONSIDERATION

2. Consideration of a Resolution to authorize the Police Chief to enter a two-year contract with Flock Group, Inc., to implement the Automated License Plate Reader (ALPR) program.

Recommendation: Council to adopt the Resolution for a two-year agreement with Flock Group, Inc. for the deployment of eleven (11) Automated License Plate Readers (ALPRs) and authorize the Police Chief to execute the agreement in the form approved by the City Attorney with a total cost not to exceed \$77,200.

3. Consideration of the Bid Award – “Colusa New Water Production Well, Pilot Testing, upgrades to Well Nos 4, 5 & 6, Abandon Wells 2 & 3 in the City and Wells Nos 1 & 2 Walnut Ranch”

Recommendation: Council to adopt the Resolution authorizing the City Manager to execute a contract with the lowest responsible bidding contractor.

4. Consideration of the Grand Jury response letter

Recommendation Council to adopt the Resolution approving the City of Colusa Mayor's response letter to the Grand Jury.

5. Consideration of a community-based steering committee to support the Extreme Heat and Community Resilience Program (EHCR LCI) Grant activities.

Recommendation: Council to adopt the Resolution to create a “HeatSafe Colusa” Ad Hoc/Steering Committee for a term of 30 months, appointing one Councilmember and one alternate Councilmember and designating Sadie Ash as Project Lead.

6. Consideration of a Citizens Oversight Committee Appointment

Recommendation: Council to consider appointing applicant Connie Adan to the Citizens Oversight Committee to fill the vacancy for the remainder of the term.

DISCUSSION ITEMS

FUTURE AGENDA ITEMS

ADJOURNMENT



SHELLY KITTLE, CITY CLERK

Notice of Meetings and Agendas

The Regular Colusa City Council meetings are held the first and third Tuesdays of each month at 6:00 pm in the Colusa City Council Chambers located at 425 Webster Street, Colusa California unless otherwise noted above. Copies of open session agenda packets, which are distributed to the City Council, are on file at the front desk of the City at 425 Webster Street, Colusa, California, and are available for public inspection beginning 72 hours in advance, during normal business hours (7:00 am – 5:00 pm., Monday through Thursday except for City holidays). Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports and documents will also be available for public inspection at the front desk of the City and on the day of the meeting in the Council Chambers.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk at least 48 hours prior to the meeting at (530) 458-4941 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

"This institution is an equal opportunity employer and provider"



CITY OF COLUSA
425 Webster Street
Colusa, CA 95932
(530) 458-4941
Fax: (530) 458-8674

ITEM FOR SEPTEMBER 2, 2025

To: Colusa City Council Members

Re: Treasurer's Report for month ending July, 2025

Please find the attached financial reports for your review. Based on the information provided to me by the finance department at the direction of the City Manager, I am able to verify the cash accounts balances, LAIF balance, and petty cash balance as of July 31, 2025.

I have included a summary below:

Cash Accounts as of July 31, 2025:

Wells Fargo Checking Acct Public Funds Balance	\$ 821.00
Wells Fargo Sweep Account (0028)	\$ 1,917,576.70
Wells Fargo Business Checking (7143)	\$ 40.15

Outstanding payables as presented	\$ (290,595.67)
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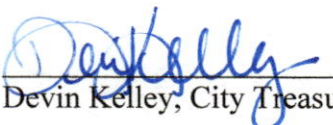
City Investments:

Local Agency Investment Fund – CA State Controller – Interest Rate 4.48%	
Previous Balance	10,271,440.54
Interest earned for Quarter ending June, 2025	<u>118,148.96</u>
Balance as of July 31, 2025	10,389,589.50

Petty Cash as of July 31, 2025	500.00
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Balance as presented as of July 31, 2025	<u>\$12,017,931.68</u>
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Respectfully submitted,


 Devin Kelley, City Treasurer

**CITY OF COLUSA, CALIFORNIA
BANK RECONCILIATION
FOR THE MONTH JULY 2025**

Bank Records:

Wells Fargo Bank Balance - July 31, 2025	\$ 821.00
Wells Fargo (#7143)	\$ 40.15
WF Sweep Account Balance - June30 30, 2025	1,966,941.83
Funds Pending Redemption- Sweep	(49,365.13)

ADD / SUBTRACT:

Outstanding Accounts Payable	(265,837.72)
Outstanding Payroll Payable	(24,757.95)

Reconciling Items:

-

Reconciled Checking Balance - Wells Fargo Bank - July 31, 2025	1,627,842.18
LAIF Balance - July 31, 2025	10,389,589.50
Petty Cash Balance - July 31, 2025	500.00

Total Reconciled Bank Balances - July 31, 2025 **\$ 12,017,931.68**

City Records (Post Journal Entries):

10200 - Wells Fargo Bank Operating / USDA Loan Escrow	\$ 1,601,149.44
10300- Wells Fargo	\$ 40.15
10995 - LAIF	10,389,589.50
10100 - Petty Cash	500.00

Total Checking and LAIF \$ 11,991,279.09

ADD / SUBTRACT:

Credit Card Deposits in MOMS - Not In Bank	(2,161.34)
RecDesk in Bank- Not Posted in MOM	80.01
Credit Card pmt in Bank- Not Posted in MOM	346.00
Federal tax paid in August.	28,387.92

Total Reconciled Book Balance - July 31, 2025 **\$ 12,017,931.68**

Flock Safety + CA - Colusa PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Zach Walker
zach.walker@flocksafety.com
+14085294335

flock safety



EXHIBIT A ORDER FORM

Customer: CA - Colusa PD	Initial Term: 24 Months
Legal Entity Name: CA - Colusa PD	Renewal Term: 24 Months
Accounts Payable Email: jfitch@colusapd.gov	Payment Terms: Net 30
Address: 260 6Th St, Colusa, Ca 95932 Colusa, California 95932	Billing Frequency: Annual Plan - Invoiced at First Camera Validation.
	Retention Period: 30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$38,600.00
Flock Safety Bundles			
Dual Solar LPR - Standard Bundle, fka Falcon	Included	2	Included
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	8	Included
Flock Safety Long-Range LPR, fka Falcon LR	Included	1	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$0.00	8	\$0.00
Professional Services - Solar Bundle Implementation Fee	\$0.00	2	\$0.00
Professional Services - Advanced Implementation Fee (Long Range LPR)	\$0.00	1	\$0.00
Subtotal Year 1:			\$38,600.00
Annual Recurring Subtotal:			\$38,600.00
Estimated Tax:			\$0.00
Contract Total:			\$77,200.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At First Camera Validation	\$38,600.00
Annual Recurring after Year 1	\$38,600.00
Contract Total	\$77,200.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$8,000.00

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Platform - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Dual Solar LPR - Standard Bundle, fka Falcon	Two solar-powered fixed standard-range LPR cameras on the same pole
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Solar LPR, fka Solar Falcon	Standard range license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users, with LTE
Professional Services - Solar Bundle Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Flock Safety Long-Range LPR, fka Falcon LR	Law enforcement grade, long range and high vehicle speed license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users, with LTE. AC Power Only.
Professional Services - Advanced Implementation Fee (Long Range LPR)	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera



City of Colusa California

STAFF REPORT

DATE: September 2, 2025

TO: Mayor Codorniz and members of the City Council

FROM: Joshua Fitch, Chief of Police, via Jesse Cain, City Manager, and Ryan Jones, City Attorney

AGENDA ITEM:

A Resolution of the Colusa City Council to authorize the Police Chief to enter a two-year contract with Flock Group, Inc., to implement the Automated License Plate Reader (ALPR) program.

Recommendation: City Council approve a resolution for a two-year agreement with Flock Group, Inc. for the deployment of eleven (11) Automated License Plate Readers (ALPRs) and authorize the Police Chief to execute the agreement in the form approved by the City Attorney with a total cost not to exceed \$77,200.

BACKGROUND ANALYSIS:

For over 25 years, public safety agencies have utilized Automated License Plate Reader (ALPR) technology to rapidly identify and locate vehicles for official law enforcement purposes. ALPR technology will provide information to officers that will assist in on-going criminal investigations, crime prevention, crime detection, the apprehension of wanted persons, ensuring the safety of vulnerable individuals through the recovery of missing and endangered persons, and improving the quality of life in our community through the identification and recovery of stolen vehicles.

The deployment will consist of eleven (11) cameras, strategically located throughout the City to maximize coverage and effectiveness. This deployment will cover all ingress/egress points throughout the city.

BUDGET IMPACT:

The financial commitment associated with this agreement is detailed in the attached quote. This includes the costs for hardware, installation, software subscription fees, and necessary maintenance over a two-year period, totaling \$77,200, paid in two instalments of \$38,600. Funding for this amount would come from the Police Departments allocation of Measure B funds. If Measure B funds are not available, funding would be taken from the Police Department's SLESF fund.

STAFF RECOMMENDATION:

Adopt Resolution 25- authorizing the City of Colusa Police Chief to enter a two-year contract with Flock Group, Inc to implement the (ALPR) Program.

ATTACHMENT:

Resolution 25-

Quotation from Flock Safety

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA AUTHORIZING THE CITY OF COLUSA POLICE CHIEF TO ENTER A TWO-YEAR CONTRACT WITH FLOCK GROUP, INC. TO IMPLEMENT THE (ALPR) PROGRAM.

WHEREAS, the City of Colusa City Council has agreed to accept the quoted amount for goods and services from Flock Safety, and;

WHEREAS, the City has a plan to contract with Flock Group, Inc. to implement the ALPR program;

NOW THEREFORE, the City Council of the City of Colusa does hereby resolve that:

1. The City Council authorizes the Police Chief to enter a two-year agreement with Flock Group, Inc. to implement the (ALPR) program.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Colusa at a regularly scheduled meeting held on the 2nd day of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RYAN CODORNIZ, MAYOR

Attest:

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: September 2nd 2025
TO: Mayor and Members of Council
FROM: David Swartz, City Engineer, and Jesse Cain, City Manager

AGENDA ITEM: Bid Award – “Colusa New Water Production Well, Pilot Testing, Upgrades to Well Nos 4, 5 & 6, Abandon Wells 2 & 3 in the City and Wells Nos 1 & 2 Walnut Ranch”

Recommendation: Approve Resolution 25-_____ - and authorize City Manager to Execute a Contract with the lowest responsible bidding contractor.

BACKGROUND ANALYSIS:

This project dates back to 2016 when the water source supply (wells), located within the city and within Walnut Ranch Subdivision failed to pass drinking water standards due to exceedance of maximum contaminate levels of several constituents. At that time the walnut ranch water system was owned and operated by Del Oro Water Company Inc. This included Wells No 2&3 to be abandoned and removed from service. Replacement of a failing Well No. 6, which a one point was the main/lead well for the City.

The objective is to replace water supply lost with the abandonment of the Del Oro Water System in Walnut Ranch subdivision, along with two other wells that are no longer useful as supply alternatives within the Cities system known as Well #2 and Well #3. With the loss of these three wells, the City needs to replace them or upgrade existing wells to supplement the loss of this supply. In 2016 the City submitted an construction application to the Water Board This application proposed construction funding for the following:

- 1.) Pursue drilling a new well on 5th Street. According to the data, this well will require treatment for Iron and Manganese, with some possibility of having to treat also for Arsenic. Anticipated capacity to be at least 2200 gallons per minute.
 - 2.) Upgrade Well No. 6 to treat the hydrogen sulfide gas contamination and integrate this well into the cities SCADA system. – which has changed recently to an iron/manganese treatment system
 - 3.) Upgrade Well No. 5 to provide treatment for hydrogen sulfide gas and iron and manganese and integrate this well into the cities SCADA system
 - 4.) Upgrade Well No. 4 and integrate this well into the cities SCADA system. – which has been done last year, so this project installs a Variable Speed Drive on this pump motor.
- Abandon 4 wells.

More than a decade later, the city is successful to acquire the funds which are in the form of a forgivable loan to install the aforementioned improvements to the City's wells.

The City Received permission to bid the project, but the time line was very short, given the age of the plans and upgrades to the design documents. So it was deemed appropriate to allow the contractors a few extra days to organize their bids, and staff feels that it will result in much better bid results.

The City will be receiving bids on August 29th at the City Hall and will evaluate the lowest responsive bidder and provide an updated staff report prior to the city council meeting.

The construction budget estimate approved by the State for this project was \$8,876,497.00

BUDGET IMPACT: no impact to the city budget

STAFF RECOMMENDATION: Approve Resolution No. 25- and authorize the City Manager to execute a contract with the lowest responsive bidder for this project.

ATTACHMENT: Bid Analysis Summary to be attached to updated staff report.

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA AUTHORIZING THE CITY MANAGER, TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIVE BIDDER FOR THE “COLUSA NEW WATER PRODUCTION WELL, PILOT TESTING, UPGRADES TO WELL NOS 4, 5 & 6, ABANDON WELLS 2 & 3 IN THE CITY AND WELLS NOS 1 & 2 WALNUT RANCH”

WHEREAS, The City of Colusa has applied for received funds for the installation of the City-wide municipal water wells upgrades to the water system from the State of California Drinking Water Construction Loan (Forgivable).

WHEREAS, The City advertised the Project(s), for public bidding of qualified contractors pursuant to the cities procurement policies,

WHEREAS, On August 29, 2025, The City publicly opened competitive bids from contractors for the subject project.

WHEREAS, resulting from the city procurement and public competitive bidding process, the City received competitive bids from contractors for said work.

WHEREAS, resulting from the competitive bid process the lowest responsive bidder deemed by City Staff, after reviewing all bid submittals.

WHEREAS, Under the City procurement procedures, wish to enter into a contract with the lowest responsive bidder for the work as described by the project plans and project specifications, and notice to contractor, otherwise known as the "contract documents".

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:

- 1.) The City Manager is hereby authorized to execute a contract with the lowest responsive bidder for the “Colusa New Water Production Well, Pilot Testing, Upgrades to Well Nos 4, 5 & 6, Abandon Wells 2 & 3 in the City and Wells Nos 1 & 2 Walnut Ranch” as detailed in the contract documents.

Recitals. The foregoing recitals are true and correct and made a part of this Resolution.

1. Effective Date. This Resolution shall be effective immediately.

PASSED AND ADOPTED THIS 2nd DAY OF SEPTEMBER 2025 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

RYAN CODORNIZ, MAYOR

Attest:

Shelly Kittle, City Clerk



City of Colusa California

STAFF REPORT

DATE: September 2, 2025
TO: City of Colusa Mayor and Council Members
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Grand Jury response

Recommendation Council to adopt Resolution 25- City of Colusa Mayor's response letter to the grand jury.

BACKGROUND ANALYSIS:

The 2024/2025 Grand Jury recently released its report to the City of Colusa Mayor Ryan Codorniz. After a thorough review of the Grand Jury's findings, and recommendations, it is the opinion of the staff and the Mayor that the report lacks substantive evidence, documentation, or objective justification to support its conclusions.

The Mayor and I drafted a letter of response to the Honorable Brendan Mitchael Farrell, Presiding Judge.

BUDGET IMPACT: None

STAFF RECOMMENDATION: Staff recommends sending the letter of response as presented.

ATTACHMENTS:

Resolution 25-
Letter of response
2024-2025 Colusa Grand Jury final report

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING THE GRAND JURY RESPONSE LETTER

WHEREAS, the City Council agrees to the Grand Jury response letter; and

WHEREAS, on September 2, 2025, the City of Colusa City Council authorizes the Mayor to sign the City of Colusa City Council response letter to the Colusa County Grand Jury.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY RESOLVE:

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
2. Approval. The City of Colusa City Council approves the resolution to authorize the Mayor to sign the grand jury response letter, and:
3. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 2nd day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RYAN CODORNIZ, MAYOR

ATTEST:

Shelly Kittle, City Clerk



CITY OF COLUSA

425 WEBSTER STREET * COLUSA, CA 95932 * (530) 458-4740 * FAX (530) 458-7555

September 2, 2025

The Honorable Brendan Michael Farrell
Presiding Judge
Superior Court of California, County of Colusa
532 Oak Street
Colusa, California 95932

Dear Honorable Brendan Michael Farrell,

As required by law, this letter is the City of Colusa City Council's official response to the 2024-2025 Colusa County Civil Grand Jury report dated June 25, 2024, entitled "2024-2025 Colusa County Grand Jury final Report- Report #1 City of Colusa". The Colusa City Council has taken this report seriously and appreciates the time the Grand Jury took investigating and reporting. Please accept our responses and take into consideration that some corrective measures are in process.

Council Responses to Grand Jury Findings

- F1. The City of Colusa recently updated its purchasing policy on June 3rd 2025 and is compliant with CUPCCA.
- F2. City of Colusa respectfully disagrees with this finding as we are not aware of any procurement methods in CUPCAA that are not being followed. Since no specific instances were cited within the report, the City is unaware of any particular issues to address.
- F3. The City of Colusa is in the process of updating the City's accounting software which will address this finding. This is a two-year process which began in January 2025.
- F4. The City of Colusa current municipal code section 2-5.2(b) and resolution 12-46 states who is the authorized signers on the city's financial accounts.
- F5. The City of Colusa City Council will consider whether to continue the use of zoom for council meetings, which will be budget dependent. Zoom meetings are not required by law. If the Council decides to continue offering meetings via Zoom, it will discuss whether to upgrade the audio and visual capabilities in the council chambers.

Council Response to Grand Jury Recommendations

R1 Response

The City of Colusa is compliant with the State of California Government Accounting Act.

R2 Response:

The City of Colusa previously addressed this in the purchasing policy update.

R3 Response:

The City of Colusa has been in the process of updating the accounting software since January 2025.

R4 Response:

The City of Colusa has a policy in place within City Code Section 2-5.2; and Resolution 12-46.

R5 Response:

The City Council, at a future Council meeting, will be discussing whether to keep the audio/visual system. If the system is retained, Council will identify how to fund upgrades.

Respectfully,

Ryan Codorniz, Mayor
City of Colusa



Colusa County Civil Grand Jury
P.O. Box 715
Colusa, CA 95932
Phone (530) 458-0431

June 25, 2025

Mayor Ryan Codorniz
City of Colusa
425 Webster Street
Colusa, CA 95932

Re: Enclosed Report: 2024-2025 Colusa County Grand Jury Final Report – Report #1 City of Colusa

Dear Mayor Codorniz,

On behalf of the 2024-2025 Colusa County Grand Jury, I am providing to you the following report or portions thereof:

2024-2025 Colusa County Grand Jury Final Report - Report #1 City of Colusa

The report will be released to the public on June 27, 2025. This report is being provided to you in advance of its general release pursuant to Penal Code section 933.05, subdivision (f), which provides:

A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**

It is very important that you comply with this confidentiality requirement.

The Penal Code also prescribes the obligations of a governing board or elected county official with regard to responding to the Grand Jury's findings and recommendations. Specifically, if the report contains one or more recommendations directed to you as an elected county official, or to the governing board of which you are a member, you must respond to those recommendations and to the supporting findings, as directed in the report.

The time within which to respond is prescribed by subdivision (c) of Penal Code section 933, which states in relevant part:

- No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the Grand Jury has responsibility pursuant to Section 914.1 shall

Please be aware that your responses will be a matter of public record and widely read by both community members and local media. Therefore, it is important that your responses be as clear and specific as possible. A response that is vague, does not provide a clear explanation of any action that has or will be taken, or that does not include a specific time frame for implementation, is neither helpful nor legally sufficient. Furthermore, if a response does not comply with the applicable provisions of the California Penal Code, you may be directed by the presiding judge to provide an amended response.

Please send your response addressed to the Honorable Brendan Michael Farrell, Presiding Judge, Colusa Superior Court, 532 Oak Street, Colusa, CA 95932, with a copy to the Grand Jury, within the time period provided in subdivision (c) of Penal Code section 933 (see above).

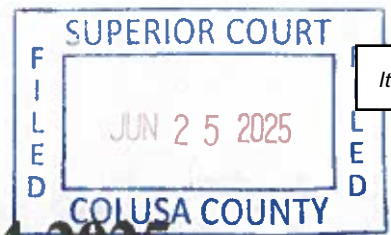
Thank you for your cooperation in providing a meaningful and timely response.

Sincerely,

A handwritten signature in black ink that reads "Michael Phenicie". The signature is written in a cursive, flowing style.

Michael Phenicie
Foreperson, 2024-2025 Colusa County Grand Jury

ENDORSED



Item 4.

CIVIL GRAND JURY | 2024-2025 COUNTY OF COLUSA



Cover Photo Credit: Sara Sandoval



FINAL REPORT

COLUSA COUNTY CIVIL GRAND JURY FINAL REPORT | 2024-2025

JURY MEMBERS | 2024-2025

Michael Phenicie, Foreperson

**Nancy Newlin, Foreperson Pro Tempore &
County Committee Co-Chairperson
& Editorial Chairperson**

Glen Duncan, City Chairperson

Juliana Engrahm, Co-Chairperson, Social Committee

**Barbara Gomes, Chairperson, Criminal Justice Committee,
Co-Chairperson Social Committee**

Sara Sandoval, Secretary

Steven Velazquez, County Committee Co-Chairperson

Rande Brookins

Vicki Burgett

David Carter

Donald Fry

Steven McCullough

Margie Pilgrim

Joana Roa

Catherine Sutton

Shannon Thompson

Tim Vaughn

Tom Vedo

Jill Wright

COLUSA COUNTY CIVIL GRAND JURY FINAL REPORT 2024 2025
CITY OF COLUSA INVESTIGATION (2024/2025)

SUMMARY

Following the direction of the past year's Grand Jury Reports, the Colusa County Civil Grand Jury, 2024-2025, under its statutory authority, has chosen to investigate the City of Colusa (City) procurement methods and procedures. The focus of the Grand Jury's investigation was to try to figure out the procedure the City uses and the payment process for Goods and Services. And to follow up on the City's implementation of past Grand Jury recommendations.

While the City has made some efforts to address deficiencies in its purchasing procedures in response to the recommendations of the previous Grand Jury, it has not implemented the internal controls available to staff. The Grand Jury's review, which included interviews with City Council members, former staff, and administrators, as well as an examination of the City's website, council meeting attendance, meeting notes, and video recordings revealed that locating specific votes, directives, and discussions is extremely difficult. This lack of accessible documentation presents a significant challenge for any oversight and highlights a broader issue of insufficient transparency.

BACKGROUND

In accordance with its statutory responsibilities and in continuation of oversight efforts from previous Grand Jury investigations, the 2024-2025 Colusa County Civil Grand Jury initiated an investigation into the procurement practices of the City. The focus of this investigation was twofold:

1. To examine and evaluate the methods and procedures used by the City in the procurement of goods and services.
2. To assess the City's progress in implementing recommendations issued in prior Grand Jury reports, particularly those concerning financial controls and transparency.

The Grand Jury sought to gain a comprehensive understanding of the City's current procurement procedures and payment processes. Grand Jury investigation included:

- Conducting interviews with City Council members, former and current administrative staff.
- Reviewing publicly available records, including City Council meeting minutes and videos.
- Attempting to navigate and extract information from the City's official website.
- Attending City Council meetings to observe deliberations and decision-making processes.

Despite indications that the City has made some progress in addressing prior deficiencies, it became apparent that internal control mechanisms remain underutilized. Internal control mechanisms are the policies, procedures, and processes put in place by an organization to ensure the integrity of financial and accounting information, promote accountability, and prevent fraud. These mechanisms are a critical part of good corporate governance and risk management.

Moreover, **transparency remains a critical concern**. Public records of votes (not accurately depicted to reflect how each council member voted), directives, and discussions are difficult to locate or interpret, even for an oversight body such as the Civil Grand Jury. This lack of clarity and accessibility impedes the public's ability to hold local government accountable and undermines confidence in the City's administrative practices.

METHODOLOGY

Information for this investigation was sourced from the following:

- 2021-2022, 2023-2024 Grand Jury Report.
- City Council, Letter of Response 2023-2024 to the Grand Jury Report from 2020 to present.
- City Council Meetings (Agendas and meeting notes).
- Interviews with current and former City Council members, staff and other elected City officials.

DISCUSSION

During the interviews conducted by the grand jury, several interviewees expressed concerns about the implementation of the City's current purchasing policy. These concerns included confusion among City staff regarding the policy's requirements, inconsistencies in how the policy is applied, a lack of transparency in purchase reporting, and inadequate oversight to ensure compliance with the City's adopted procedures. The information provided by these interviewees was consistent across all interviews in which such concerns were raised.

Additional findings point to vague financial reporting, lack of sufficient detail, and largely unusable for informed decision-making. There is consensus that the process suffers from a lack of transparency regarding accounts, fund allocations, and balances. The Grand Jury found it odd that City Council members were not aware of what the annual City budget is, yet they are to approve on an annual basis. Secondly, the City's reserve is reported as being close to the annual budget, which City Council members were aware of, confirmation is needed if this is following City guidelines.

Furthermore, our discussions point to a lack of signatory control for check writing. More than one interviewee shared the case of a past City Council member (no longer seated) signing checks upon request when another city official declined authorization.

Finally, upon further research and discussions with various staff members and officials, it was relayed that the City of Colusa was enrolled within CUPCCAA (The California Uniform Public Construction Cost Accounting Act). This is a state law enacted under Public Contract Code (PCC) Sections 22000–22045. It provides a streamlined and standardized process for public entities in California (such as cities, counties, school districts, and special districts) to procure public construction projects in a more efficient and flexible manner. CUPCCAA allows participating agencies to perform certain public works projects with less formal bidding procedures, depending on the estimated cost of the project.

Once a public entity opts into CUPCCAA (by adoption of a resolution and notification to the State Controller), it can follow the specific procurement thresholds provided under the Act.

- 1 - Projects \$75,000 or less.
 - May be performed by the agency's own workforce.
 - Force account.
 - Negotiated contract.
 - Purchase order.
- NO BIDDING REQUIRED
- 2 - Projects between \$75,001 - \$220,000 Informal bidding process.
 - The agency must maintain a list of qualified contractors (bondable).
 - Notices are sent to contractors on the list or trade journals.
 - Bids are solicited informally (not publicly advertised).
 - Contracts awarded to the lowest responsive responsible bidder.
- 3 - Projects over \$220,000 Formal bidding process.
 - Publicly advertised bids.
 - Standard competitive bidding procedures must be followed.
 - Awarded to the lowest pre-qualified responsive responsible bidder.

Benefits for Public Entities.

- ✓ Faster project delivery (reduces delays on smaller projects by avoiding lengthy formal bid processes).
- ✓ Lower administrative costs (informal bidding and force account work reduce overhead).
- ✓ Increased flexibility (greater discretion on handling smaller projects).
- ✓ Encourages local participation (maintained contractor lists promote engagement with local businesses).

Upon numerous requests for the City's submission, documentation could not be provided for CUPCCA representation. Through the Grand Jury's research on the State Controllers web site, we confirmed that the City of Colusa was in fact a CUPCCAA participant since 1991. To date, we still have not been provided with a copy of the City's Resolution passing this directive by the City Council.

From our interviews with current and former administration staff and current City Council Members, we found that no one was aware of the CUPCCAA guidelines and or procurement methods, including what CUPCCAA acronym meant.

Considering the issues identified in the 2021–2022 Grand Jury report concerning the purchasing policy and based on the investigation and interviews conducted by the current Grand Jury, it is concluded that the City of Colusa should undertake a thorough review of its current purchasing policy for City purchases in all departments. All necessary and appropriate revisions should be made to ensure that the expenditure on public funds for City purposes is conducted in a professional and transparent manner.

FINDINGS

The Grand Jury finds that.

F1 - The City has chosen to implement new purchasing procedures selectively; however, from information gathered within Grand Jury interviews, the current procedures are not in compliance with the applicable public procurement thresholds under CUPCCAA.

F2 – City of Colusa is registered as a CUPCCAA entity, but CUPCCAA procurement methods and thresholds are not being followed. Direction to City staff from management appears to be ineffectual.

F3 - The City's accounting and procurement procedures are outdated and inefficient. Current financial reporting is vague, lacks sufficient detail, and is largely unusable for informed decision-making. There is consensus that the process suffers from a lack of transparency regarding accounts, fund allocations, and account balances.

F4 – The City's check-writing and disbursement procedures lack a formalized approval process, and there is insufficient clarity regarding control measures and signatory authority roles, which raises concerns about accountability and oversight.

F5 – Lack of detailed minutes from City Council meetings and poor quality of video/voice recordings leads to further lack of transparency.

RECOMMENDATIONS

R1 – The Grand Jury recommends adopting and making public, “City Accounting and Procurement Procedures” (Accounting Manual) as an adopted resolution.

R2 – The Grand Jury recommends that the City of Colusa visit CUPCCAA guidelines and implement a training procedure for all staff and mandatory training for new hires and include into your existing Accounting Directive. Training is available through the State Controllers website. A CUPCCAA approved list of prequalified contractors (bondable) is to be created and posted on the City of Colusa website. This will need to be maintained annually per CUPCCAA guidelines.

R3 – The Grand Jury recommends that the City of Colusa update accounting software to a more user-friendly software and applicable to a City Account system/process. Generate reports and present them monthly to the City Council (fund balances and forecast budget).

R4 – The Grand Jury recommends a process to be created and implemented as follows.

- Creation and implementation of a “Check Request” form to accompany any purchase order request and processing of a check.
 - Cost accounting (coding) for project/purchase reference
 - Mandatory 2 part signature.
 - 1 – City Treasurer
 - 2 – Mayor and/or Pro Tem Mayor
- January of each fiscal year, new updated signatory cards are filed and recorded with the bank of use. This needs to be done immediately and the removal of any past Council members that are presently assigned signatory capabilities.

R5 – The Grand Jury recommends the City Council approves and directs an upgraded Audio/Visual system be purchased and implemented within 3 months for improved public information and participation.

REQUEST FOR RESPONSES

The following responses are required pursuant to Penal Code 933 and 933.05:

From the following individuals and governing bodies:

City of Colusa

- Findings F1 – F5
- Recommendations R1-R5

DISCLAIMER

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code 929 requires that reports of the Grand Jury do not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

This report on the City of Colusa is issued by the full 2024-2025 Grand Jury. No Grand Jurors recused themselves from this investigation.



City of Colusa California

STAFF REPORT

DATE: September 2, 2025
TO: Mayor and City Council
FROM: Jesse Cain, City Manager via Sadie Ash, Grants

AGENDA ITEM: Formation of a community-based steering committee to support the City’s EHCR LCI Grant activities.

Recommendation: City Council adopt the attached resolution creating the “HeatSafe Colusa” Ad Hoc/Steering Committee for a term of 30 months, appointing one Councilmember and one Councilmember alternate, and designating Sadie Ash as Project Lead.

Background: The City of Colusa was awarded funding under the State of California’s Extreme Heat and Community Resilience Program (EHCR LCI) to implement the “HeatSafe Colusa” initiative. This program is designed to prepare, protect, and support residents during periods of extreme heat through education, infrastructure improvements, and coordinated community resources.

Effective implementation of the grant requires broad community engagement and input from diverse stakeholders. A steering committee will help guide outreach, prioritize actions, and ensure transparency and accountability in project delivery.

Project Scope And Bundled Improvements: The “HeatSafe Colusa” Ad Hoc/Steering Committee will:

- Serve in an advisory capacity to staff for the duration of the EHCRP grant period (30 months).
- Help develop and review strategies for public education, cooling resources, and heat safety infrastructure.
- Support outreach to vulnerable populations and ensure the program is inclusive and accessible.
- Provide a forum for residents, service providers, and community organizations to share input and coordinate efforts.

Membership will include:

- One City Councilmember and one Councilmember alternate.
- The Project Lead, Sadie Ash, who will coordinate meetings and activities.
- Interested residents and community partners who wish to participate, as well as specific asks to Colusa Community Indian Council, Colusa County Resource Conservation District, Colusa Lions, Colusa Rotary, Colusa Unified School District, et al.

Meetings will be scheduled every other month, or as needed and open to the public for participation.

PERIOD OF PERFORMANCE: Grant period of performance is 30 months, and this committee will end upon the creation of final report adoption by City Council.

BUDGET IMPACT: No additional fiscal impact beyond existing EHCR LCI grant funding. Staff time and resources will be covered by the grant budget.

ATTACHMENTS

1. Resolution 25-
2. HeatSafe Colusa Grant Core Objectives

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA ESTABLISHING THE “HEATSAFE COLUSA” AD HOC/STEERING COMMITTEE

WHEREAS, the City of Colusa has received funding from the State of California through the Extreme Heat and Community Resilience Program (EHCR LCP) to implement the HeatSafe Colusa initiative; and

WHEREAS, the HeatSafe Colusa initiative seeks to improve community readiness, infrastructure, and outreach to protect residents during extreme heat events; and

WHEREAS, the broad community participation and guidance are essential to the success of the initiative; and

WHEREAS, an Ad Hoc/Steering Committee will provide valuable input, help prioritize activities, and ensure community engagement throughout the grant period; and

WHEREAS, the term of the Ad Hoc/Steering Committee will be 30 months to align with the EHCRP grant performance period.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Colusa

1. The “HeatSafe Colusa” Ad Hoc/Steering Committee is hereby established for a term of 30 months.
2. Committee membership shall include:
 - a. One City Councilmember.
 - b. One City Councilmember Alternate.
 - c. Sadie Ash, Project Lead for the EHCRP grant.
 - d. Any interested residents or community partners who wish to participate.
3. The Committee shall meet as needed and serve in an advisory capacity to staff, with no independent decision-making authority.
4. The Committee’s work will conclude upon completion of the EHCRP grant term unless extended by Council action.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 2nd day of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RYAN CODORNIZ, MAYOR

Shelly Kittle, City Clerk

HeatSafe Colusa: Extreme Heat Resiliency for All

Core Objectives

Grant Award: \$113,150.00, no match

(grant funds allocated to task)

1. Equitable Community Engagement & Outreach (38,994.00)

- a. Establish a HeatSafe Colusa Steering Committee by City Council resolution.
- b. Invite participation from a diverse mix of stakeholders — residents, nonprofits, schools, service providers, and local businesses — ensuring bilingual representation.
- c. Develop a targeted outreach plan, bilingual educational materials, and community surveys to guide project priorities.
- d. Host up to five bilingual workshops and pop-up events to share resources and gather feedback.

2. Asset Development and Mapping (30,019.00)

- a. Catalog existing cooling assets (public buildings, shaded parks, water access points).
- b. Map heat-vulnerable zones using GIS and demographic data.
- c. Identify infrastructure gaps, transportation barriers, and opportunities for new cooling resources.
- d. Engage stakeholders in utilization planning and research external funding and partnership opportunities.

3. Evaluation and Implementation Planning (24,244.00)

- a. Synthesize findings from community engagement and mapping efforts.
- b. Establish success metrics (e.g., reduction in heat-related illnesses, improved cooling access).
- c. Develop a phased implementation strategy with short-, mid-, and long-term goals.
- d. Identify policy and funding avenues to support implementation.
- e. Produce the HeatSafe Colusa: Extreme Heat Resilience Plan for All — a bilingual final report and public-facing summary.

4. Project Administration (19,893.00)

- a. Maintain grant compliance with timely reporting, invoicing, and documentation.
- b. Participate in statewide EHCRP workshops and peer-learning opportunities.

- c. Deliver mid-project and final reports, including a case study of lessons learned and best practices.

Community Participation

The HeatSafe Colusa Steering Committee will meet regularly (initially every other month) to review progress, provide feedback, and help coordinate outreach. One City Councilmember and one alternate will serve on the committee alongside the Project Lead and community members.

Anticipated Outcomes

- Stronger community readiness for extreme heat events.
- Increased awareness of heat-related health risks and prevention strategies.
- Equitable access to cooling resources and information for both English and Spanish speaking residents.
- Actionable strategies for long-term infrastructure improvements and policy alignment.



City of Colusa California

STAFF REPORT

DATE: September 2, 2025
TO: Mayor and Council Members
FROM: Shelly Kittle, City Clerk

AGENDA ITEM:

Citizens Oversight Committee Appointment

Recommendation: Council to consider appointing applicant Connie Adan to the Citizens Oversight Committee to fill the vacancy for the remainder of the term.

BACKGROUND ANALYSIS:

At the August 19th Council Meeting, the Council adopted a Resolution to amend the seats for the Citizens Oversight Board Committee from six to seven, with one alternate. Currently, there are only five members who serve on this committee.

City Clerk advertised the vacancies after the Resolution was adopted. City Clerk received one application. The deadline to submit applications was August 27th.

If it's the council's pleasure to appoint Connie Adan to the Citizens Oversight Committee, she will fill the vacancy with a term expiration of 2027. City Clerk will continue to advertise the additional seat and the alternate seat until October 23, 2025.

BUDGET IMPACT: None.

STAFF RECOMMENDATION: Council to appoint Connie Adan to fill the vacancy of the Citizens Oversight Committee.

ATTACHMENT: Application – Connie Adan

CITY OF COLUSA

425 Webster Street, Colusa, CA 95932

Phone: 530-458-4740 Fax: 530-458-8674

www.cityofcolusa.com

RECEIVED

Item 6.

AUG 28 2025

APPLICATION FOR COMMISSION VACANCY

CITY OF COLUSA

Name:

Connel Alden

Address:

[REDACTED] Clay St. Colusa, Ca 95932

Resident of County ☒

Resident of City ☒

Resident of Colusa Unified School District ☒

Phone:

530-[REDACTED]

Email:

[REDACTED]@aol.com

I am interested in the vacancy on the following Commission:

☐ Planning Commission – 4 year term

Three (3) members must be residents of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City. Two (2) members may be residents of Colusa County, residing within two miles of the boundaries of the City at the time of appointment and during his/her term, and shall not be officers or employees of the City.

☐ Park, Recreation & Tree Commission – 4 year term

Applicant must be a resident of the City or a resident of Colusa County living within two miles of the City limits at the time of appointment and during the term and shall not be an officer or an employee of the City.

☐ Heritage Preservation Commission – 4 year term

Applicant must be a resident of the City or a resident of Colusa County and live within two miles of the City limits at the time of appointment and during his/her term, and shall not be an officer or an employee of the City.

☒ Citizens Oversight Committee for Measure B - 4 year term

Applicant must be a resident of the City and during his/her term, shall not be an officer or an employee of the City.

Briefly, state your interest in serving on this Commission and give a summary of your education, experience and/or qualifications that you believe would be relevant to this Commission.

I have read and understand the responsibilities of the Commission as set forth in the Colusa City and agree to work to carry out these responsibilities. I further understand that I serve at the pleasure of the Colusa City Council and can be removed from this position, with or without cause, at any time.

Item 6.

I, the undersigned, state that I fulfill the residency requirements listed above, and that I wish to have my name considered for appointment to the commission indicated above.

Connie Adan

Applicant Signature

8-28-25

Date

Dear City of Colusa Council Members,

I am writing to express my interest in serving on the Citizens Oversight Committee for the dispersal of tax revenues generated by the recently enacted special tax Measure B. As a lifelong resident of our community, I take great pride in our town's growth, potential, and the responsibility we all share in shaping its future.

Currently, I serve on the Colusa Revitalization Committee, where I collaborate with fellow residents and local leaders to reimagine and rejuvenate our town's image and infrastructure. This experience has further deepened my appreciation for transparent, community-driven planning and the importance of accountable resource allocation.

Professionally, I bring a diverse background that includes running a small direct marketing business. Additionally, I worked as a receptionist for medical professionals, requiring strong communication skills, attention to detail, and the ability to manage sensitive information responsibly.

Now retired, I have both the time and the commitment to contribute meaningfully to this important committee. I am especially passionate about ensuring that public funds are managed with integrity, equity, and a focus on long-term community benefit.

I would be honored to offer my experience, work ethic, and deep roots in our town to the Citizens Oversight Committee. Thank you for considering my application. I look forward to the possibility of serving and making a meaningful contribution to our city.

Sincerely,
Connie Adan

A handwritten signature in black ink that reads "Connie Adan". The signature is written in a cursive, flowing style with a large initial "C".