



# Regular City Council Meeting Agenda

January 14, 2025 at 6:00 PM

Wheatland Community Center: 101 C Street, Wheatland, CA 95692

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City Council meetings are held in-person and are no longer available via ZOOM.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact City Hall at (530) 633-2761 or (530) 633-9102 (fax). Requests must be made as early as possible and at least one full business day before the start of the meeting.

## 1. OPENING MATTERS

- 1.1 Call to Order and Roll Call
- 1.2 Pledge of Allegiance to the Flag

## 2. PUBLIC COMMENT

At this time, the public is permitted to address the City Council on non-agendized items. **COMMENTS SHOULD NOT EXCEED THREE (3) MINUTES.** In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the City Clerk's Office related to the proper procedure to place an item on a future City Council agenda. The exceptions under which the Council MAY discuss and/or act on items not appearing on the agenda are contained in Government Code §54954.2(b) (1) (2) (3)

## 3. CONSENT CALENDAR

- [3.1](#) DRAFT Minutes - Regular City Council Meeting December 10, 2024
- [3.2](#) Consideration and Adoption of Resolution Authorizing Execution of Amendment No.1 to the Agreement with Susan Mahoney for Interim Finance Director Services
- [3.3](#) Consideration and Adoption of Resolution Authorizing Execution of Grant Documents for Submittal of a Grant Application to the Economic Development Administration for the Regional Wastewater Transmission Project
- [3.4](#) Proclamation Honoring Bob Harlan, Retired Executive Director of the Yuba-Sutter-Colusa United Way

## 4. PUBLIC HEARING

- [4.1](#) Mitigation Fee Act (AB 1600) Report for Fiscal Year 2024

## 5. PRESENTATIONS

**6. REGULAR CALENDAR**

**6.1** Consideration and Adoption of Resolution Amending the Fiscal Year 2024-25 General Fund Budget to Account for the Receipt and Expenditure of California Intergovernmental Risk Authority Grant Funding

**6.2** City Council 2025 Committee and Board Appointments

**7. REPORTS**

**8. CLOSED SESSION**

**9. ADJOURN**

Any writings or documents provided to a majority of the Wheatland City Council after distribution of the agenda packet are available for public inspection on the City's website, [www.wheatland.ca.gov](http://www.wheatland.ca.gov)

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**DECEMBER 10, 2024, MINUTES  
REGULAR WHEATLAND CITY COUNCIL MEETING  
WHEATLAND COMMUNITY CENTER  
101 C STREET, WHEATLAND, CA  
6:00 – 6:30 P.M.**

**COUNCIL MEMBERS’ PRESENT:** R. Coe, L. McIntosh, P. Shelton, A. Teter

**OTHERS PRESENT:** B. Zenoni, City Manager  
Jennifer Buckman, Esq., City Attorney  
Gavin Ralphs, Esq.  
B. Wittmer, Police Chief  
A. Paquette, Fire Chief  
L. Thomason, City Clerk

**PUBLIC COMMENT**

Chico Perez commented on the population sign and number of Police Officers.

**CONSENT CALENDAR**

It was moved by Council Member L. McIntosh, Seconded by Council Member A. Teter to **approve minutes from the City council meeting on November 12, 2024; adopt Resolution No. 54-24 Authorizing Execution of Amendment No. 1 to the Agreement with Donald Scott for Interim Public Works Director Services; Appointments of Greg Hart and Willie Tinsley to a 4-year term on the City of Wheatland Planning Commission and Community Facilities District 2015-1 Special Tax and Bond Accountability Report, Fiscal Year 2023-24.**Vote called – AYES: All. Motion carried.

**PUBLIC HEARING**

1) City Manager Bill Zenoni presented the staff report for consideration and adoption of Resolution No.55-24 Approving the 2025 Master Fee Schedule. Certain fees are automatically increased each year based on either the change in Consumer Price Index (CPI) and the change in the Engineering News Report Construction Cost Index (ENR) and Water and Wastewater Fee Study. Fees increasing on January 1 are Fire Protection Facilities fees, Development Impact fees, FOG (fats, oils, and grease) fees, sign fees and Planning and Engineering Deposit fees. Police staff are recommending an increase in copies of Police Reports, Vehicle Release and Fingerprinting and recommending that two new fees be added for Gun Release and a Property Release fee. Water and Sewer fee adjustments are based on a rate study conducted in 2023.

**Public Comment – None.**

It was moved by Council Member A. Teter, Seconded by Council Member L. McIntosh to **adopt Resolution No. 55-24 Approving the Master Fee Schedule Effective January 1, 2025, and March 1, 2025.** Vote called – AYES: All. Motion carried.

**REGULAR**

1) City Council presented a resolution expressing appreciation to outgoing City Council Member Pamela Shelton.

2) City Clerk Lisa Thomason presented the staff report to adopt a resolution declaring 2024 election results. The City received the canvass of election returns for the Wheatland City Council race from the Yuba County Clerk Donna Hillegass. There were three City Councilmember’s seats open. Election results were Brian Abe with 923

votes, Lisa McIntosh with 687 votes and John Abe with 682 votes.

It was moved by Council Member A. Teter, Seconded by Council Member P. Shelton to **adopt Resolution No. 52-24 Declaring Results of November 5, 2024, Election.** Vote called – AYES: All Motion carried.

3) City Clerk Lisa Thomason administered the Oath of Office to Council Members Brian Abe, Lisa McIntosh and John Abe.

4) City Manager Bill Zenoni presented the staff report for City Council reorganization and selection of Mayor and Vice Mayor.

Council Member A. Teter motioned to nominate herself as 2025, Seconded by Council Member B. Abe. With no other nominations, vote called – AYES: A. Teter, B. Abe, J. Abe L. McIntosh, and R. Coe. Motion carried.

Council Member A. Teter nominated Council Member L. McIntosh as Vice Mayor for 2025, Seconded by Council Member J. Abe. With no other nominations, vote called – A. Teter, J. Abe, R. Coe, L. McIntosh, and B. Abe.

Motion carried.

5) City Manager Bill Zenoni presented the staff report for Bishop’s Pumpkin Farm – 2024 Season Public Safety Calls for Service. Zenoni explained that at the November 12, 2024, City Council meeting, the City Council requested information on calls for police and fire service related to the 2024 season. Total service calls for the police service was 7, and the total service calls for fire was 24.

This is an information item only.

***At this time, City Council adjourned to Regular Meeting of the City of Wheatland Financing Corporation Annual Meeting.***

1) City Manager Bill Zenoni presented the staff report for the Wheatland Financing Corporation Annual Meeting. Zenoni explained that In 2001 the City formed the Wheatland Financing Corporation as a not-for-profit financing authority for the purpose of securing financing for water and wastewater improvements. The financing was received and improvements were made. Each year the Wheatland Financing Corporation must hold an annual meeting and designate officers for the coming year. Typically, no other business is anticipated since the projects are complete. The debt for the projects was refunded in November 2019 and replaced with the City of Wheatland 2019 Revenue Refunding Bonds Series A (Wastewater System and Series B (Water System).

It was moved by Board member R. Coe, seconded by L. McIntosh to **approve the minutes from the regular meeting of the Wheatland Financing Corporation on December 12, 2023.** Vote called – AYES: All. Motion carried.

It was moved by Board member L. McIntosh, seconded by R. Coe to **designate the Mayor as President of the Corporation, the Vice Mayor as Vice President of the Corporation, the City Clerk as Secretary/Treasurer of the Corporation, and the Accounting Technician as Assistant Secretary/Treasurer of the Corporation. Staff also recommends that the Board of Directors adopt the minutes from December 12, 2023, Wheatland Financing Corporation annual meeting.** Vote called – AYES: All. Motion carried.

**REPORTS**

- Fire Chief Paquette reported on the WFA meeting.
- Police Chief Wittmer reported on short staffing.
- Attorney G. Ralphs reported on the new website.
- Attorney J. Buckman reported on upcoming Brown Act training.

City Manager B. Zenoni reported on the McDevitt traffic signal and the new website.  
Council Member R. Coe reported on the YSEDC anniversary.  
Vice Mayor L. McIntosh reported on the Christmas drive.

There being no further business, Mayor A. Teter adjourned the meeting at 6:30 p.m.

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Angela Teter, Mayor

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Lisa J. Thomason, City Clerk

DRAFT



# City Council Meeting Staff Report

Meeting Date: January 14, 2025

**Subject:** Consideration and Adoption of Resolution Authorizing Execution of Amendment No.1 to the Agreement with Susan Mahoney for Interim Finance Director Services

**Prepared By:** Bill Zenoni, City Manager

**Recommendation:** Staff recommends that the Wheatland City Council consider adoption of a resolution authorizing execution of Amendment No.1 to the employment agreement with Susan Mahoney to provide interim Finance Director services.

**Discussion:** The City Council, on July 9, 2024, authorized execution of an agreement with Susan Mahoney to provide interim Finance Director services due to the retirement of the previous Finance Director. That agreement had a termination date of January 31, 2025. Staff is continuing to explore options for filling this position on a permanent basis.

Susan Mahoney served as the City's Finance Director from June 2017 to March 2022 and has done an outstanding job in this position over the past several months. Ms. Mahoney is familiar with the operations of the Finance Department, possesses the required qualifications for the position and has agreed to continue to fill this position for the next several months on a part-time basis while a permanent replacement is selected.

The proposed amendment to the agreement with Susan Mahoney would extend the term of Ms. Mahoney's employment to June 30, 2025, and would provide Ms. Mahoney with 60 hours of vacation leave during this time period. No other changes to the approved employment agreement are proposed.

**Fiscal Impact:** The Finance Director is a budgeted position. Funding is available in the adopted Fiscal Year 2024-25 budget.

**Attachments:**

1. Resolution
2. Amendment #1 to Agreement
3. Employment Agreement

**AMENDMENT NO.1 TO AGREEMENT BETWEEN  
THE CITY OF WHEATLAND AND SUSAN MAHONEY  
FOR INTERIM FINANCE DIRECTOR SERVICES**

This Amendment No.1 to the Employment Agreement (“Agreement”) between the City of Wheatland, a municipal corporation (“City”), and Susan Mahoney, an individual (“Part-Time Employee”), collectively the parties (the “Parties”), is made and entered into effective January 14, 2025, and is based on the Recitals and matters set forth herein.

**RECITALS**

- A. City entered into the Agreement with Part-Time Employee for her services as Interim Finance Director of the City, effective July 22, 2024.
- B. City intends to temporarily employ Part-Time Employee until a permanent employee is selected to assume the position.
- C. City is still in the process of recruiting and employing a permanent Finance Director.
- D. The Agreement expires on January 31, 2025.
- E. In consideration of the good and valuable services that Part-Time Employee has provided for City, the City wishes to extend Part-Time Employee’s employment.

**In consideration of the recitals contained herein, the Parties agree to amend the Agreement as follows:**

**1. Amendment to Section 2, Term.** Section 2 of the Agreement is hereby amended as follows:

The Agreement shall be effective until June 30, 2025, unless sooner terminated as provided by the termination provisions stated within the Agreement.

**2. Amendment to Section 5(c), Compensation.** Section 5(c) of the Agreement is hereby amended as follows:

Employee shall be credited with 60 hours of vacation leave. Employee shall not accrue additional vacation. Employee shall accrue sick leave only to the extent provided by California law.

Except as specifically modified by the terms of this Amendment, the provisions of the Agreement are unchanged and remain in full force and effect.

(Signature Page Follows)

**IN WITNESS WHEREOF**, the parties have executed this Amendment on the date set forth above.

CITY OF WHEATLAND

SUSAN MAHONEY

\_\_\_\_\_  
Angela Teter, Mayor

\_\_\_\_\_  
Susan Mahoney

ATTEST:

\_\_\_\_\_  
Lisa Thomason, City Clerk



**WHEATLAND CITY COUNCIL  
RESOLUTION NO. 33-24**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND  
AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT WITH  
SUSAN MAHONEY FOR SERVICES AS WHEATLAND FINANCE DIRECTOR**

**WHEREAS**, a vacancy will soon exist for the position of City of Wheatland Finance Director; and

**WHEREAS**, Susan Mahoney previously held the position of Wheatland Finance Director from June 2017 to March 2022 and meets the qualifications for the position; and

**WHEREAS**, Susan Mahoney has agreed to fill the position on an interim basis while City staff determines the best strategy for filling the Finance Director position on a permanent basis; and

**WHEREAS**, the City Council has evaluated the circumstances pertaining to the upcoming Finance Director vacancy and wishes to enter into an Employment Agreement with Susan Mahoney for her services as Finance Director.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the City Council of the City of Wheatland that:

- A. The foregoing recitals are true and correct.
- B. The City Council of the City of Wheatland hereby approves the attached Employment Agreement and directs the City Manager to execute the agreement.


**PASSED AND ADOPTED** by the City Council of City of Wheatland on this 9<sup>th</sup> day of July 2024, by the following vote:

AYES: Coe, West, McIntosh, Teter  
NOES:  
ABSTAIN:  
ABSENT: Shelton

APPROVED:

  
\_\_\_\_\_  
Rick West, Mayor

ATTEST:

  
\_\_\_\_\_  
Lisa Thomason, City Clerk

**AGREEMENT BETWEEN THE CITY OF WHEATLAND  
AND SUSAN MAHONEY FOR INTERIM FINANCE DIRECTOR SERVICES**

This Agreement (“Agreement”) is made effective as of July 22, 2024, by and between the City of Wheatland, a municipal corporation (“City”), and Susan Mahoney, an individual (“Part-Time Employee”), collectively, the “Parties”, who agree as follows:

WHEREAS, the City has a temporary need to employ a Finance Director until a permanent employee for the position is selected;

WHEREAS, it is the desire of the City to employ Part-Time Employee as Finance Director and Part-Time Employee is willing to accept such employment on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the following mutual promises and the foregoing recitals, the parties agree as follows:

1. **Employment.** City hereby appoints and employs Part-Time Employee as Finance Director of the City, and Part-Time Employee hereby accepts such employment, on and subject to the terms and conditions of this Agreement.

2. **Term.** This Agreement shall become effective on July 22, 2024, and shall remain in effect until January 31, 2025, unless sooner terminated as provided by the termination provision below.

3. **Duties.** Part-Time Employee shall perform those duties and have those responsibilities that are commonly assigned to a finance director of a city in California, and as further set forth in the Wheatland Municipal Code. Part-Time Employee also shall perform such other duties and responsibilities assigned by the City Manager from time to time. Part-Time Employee shall at all times act in the best interests of City and perform her duties in a competent and professional manner.

4. **Hours.** Part-Time Employee acknowledges that her position is a part-time position. It is anticipated that Part-Time Employee shall work an average of 24 hours per week. The Parties acknowledge that Part-Time Employee’s hours may vary depending on City’s needs, but Part-Time Employee shall not work more than 40 hours in any workweek. Part-Time Employee shall maintain a schedule of hours actually worked and provide a monthly report of hours worked to the City Manager.

5. **Compensation.**

(a) For all services to be rendered by Part-Time Employee under this Agreement, City shall provide to Part-Time Employee a salary in the amount of \$88 per hour. The salary shall be paid at the times and in the same manner as other City employees are paid.

(b) Part-Time Employee shall not be entitled to any benefit paid to full-time employees, unless provided for in this Agreement or otherwise required by law. Part-Time Employee shall not be entitled to paid time off for holidays.

(c) Part-Time Employee shall not accrue vacation. Part-Time Employee shall accrue sick leave only to the extent provided by California law.

(d) Part-Time Employee shall not accrue medical, dental, or vision benefits, nor shall Employee be entitled to payments in lieu of medical benefits.

(e) Part-Time Employee shall not be entitled to receive any cost of living or similar increase granted by City to miscellaneous employees during the term of this Agreement.

(f) Part-Time Employee shall be allowed to participate in the 457 deferred compensation plan established by City under the same terms as City's regular employees are allowed to participate, but Part-Time Employee shall not be eligible for any "matching" contributions by City.

(g) Part-Time Employee's employment shall be governed by the City Personnel Rules and Regulations Manual (City Resolution No. 27-06), as such rules and regulations may be amended by City from time to time; provided, however, that the Manual's employee benefit provisions shall not apply to Part-Time Employee unless provided for in this Agreement. If any term or condition of this Agreement is in conflict with a term or condition in the Personnel Rules and Regulations Manual, the provision in this Agreement shall govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law shall govern.

(h) City shall budget for travel and conference expenses, not to exceed \$1,500 per fiscal year, in order for Part-Time Employee to attend official meetings, conferences and occasions reasonably adequate for Part-Time Employee to pursue reasonably necessary official and other functions for City. Use of such allowance shall be at the discretion of Part-Time Employee. Notwithstanding the above, the number of conferences and meetings that City shall pay for Part-Time Employee to attend shall be at the discretion of the City Manager.

(i) City-related direct expenses shall be reimbursed to Part-Time Employee by City. Itemized documentation shall be required for any such reimbursement.

**6. Ownership of Documents.** Every document, report, study, spreadsheet, worksheet, plan, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other writing or thing prepared by Part-Time Employee during the term of her employment (the "Work") shall be the property of City. City shall have the right to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work and prepare derivative and additional documents or works based on the Work without further compensation to or permission from Part-Time Employee.

7. **Termination.** This Agreement may be terminated prior to its expiration date in any one of the following ways:

(a) By mutual agreement of the parties, expressed in writing.

(b) By Part-Time Employee, upon giving City not less than 60 days prior written notice of her election to resign from employment and terminate this Agreement.

(c) By the death of Part-Time Employee.

(d) By City, for cause, upon giving to Part-Time Employee written notice of immediate termination. The written notice of termination shall specify: (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Part-Time Employee to meet with the City Council on the reasons for her termination. If Part-Time Employee requests a meeting, the meeting will be held at the City Council's earliest convenience in a closed session, unless Part-Time Employee requests an open session. After the meeting, the City Council may affirm, modify or reverse its discretion to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement or that seriously impedes City operations; conduct that tends to bring discredit to City; conduct unbecoming an employee in public service; mishandling of City funds; any intentional misrepresentation or fraud in connection with the performance of her duties; theft of City property; violation of law; violation of the City's Personnel Rules and Regulations Manual; or a material breach of this Agreement.

(e) By City, without cause, upon giving Part-Time Employee 30 days prior written notice of termination and payment of severance pay in an amount equal to Part-Time Employee's then-monthly salary multiplied by either: (1) one month; or (2) the portion of a month remaining on the current term of this Agreement as of the effective date of the termination, whichever is less.

Upon termination of the Agreement, the City and Part-Time Employee are released from any and all duties and obligations to the other, except as provided for in this Agreement.

8. **Entire Agreement.** The parties intend this writing to be the sole, final, complete, exclusive, and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

9. **Notices.** Any notice to be given to Part-Time Employee shall be sufficiently served if given to her personally or if deposited in the United States Mail, regular pre-paid mail, addressed to her at her most recent residence address as shown on the Agency payroll records. Any notice to be given to City shall be addressed to the City Council and delivered or mailed to the City Clerk at City Hall.

10. **Tax and Contributions.** Subject to the limitations in Section 5 of this Agreement, the City shall make applicable payroll deductions from Part Time Employee's monthly paychecks for all applicable state, federal employee/employer taxes and other obligations.

11. **Successors and Assigns.** This Agreement is personal to Part-Time Employee. She may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement shall bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

12. **Amendments.** This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by City must be approved by the City Council at a noticed public meeting. Individual City Council members do not have the authority, express or implied, to amend, modify, waive, extend or in any way alter this Agreement or the terms and conditions of Part-Time Employee's employment.

13. **Waiver.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or matter.

14. **Construction and Interpretation.** The parties agree and acknowledge that this Agreement has been arrived at through negotiation and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

15. **Headings.** The paragraph headings used in this Agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of this Agreement.

16. **Cooperation.** Each party to this Agreement agrees to do all things that may be necessary, including, without limitation, the execution of all documents that may be required hereunder, in order to implement and effectuate this Agreement.

17. **Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

18. **Governing Law and Venue.** Except as otherwise required by law, this Agreement shall be interpreted, governed by, and construed under the laws of the State of California. The County of Yuba will be venue for any state court jurisdiction and the Eastern District of California will be

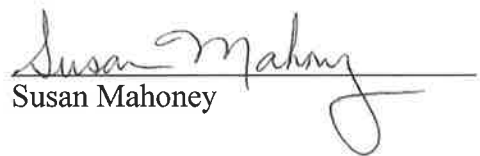
venue for any federal court litigation concerning the enforcement or construction of this Agreement.

**19. Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California’s Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.


CITY OF WHEATLAND

  
Rick West, Mayor

SUSAN MAHONEY

  
Susan Mahoney

Attest:

  
Lisa Thomason, City Clerk

**02EATLAND CITY COUNCIL  
RESOLUTION NO. 02-25**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND  
AUTHORIZING EXECUTION OF AMENDMENT NO.1 TO THE AGREEMENT  
WITH SUSAN MAHONEY FOR INTERIM FINANCE DIRECTOR SERVICES**

**WHEREAS**, the City Council approved an Employment Agreement with Susan Mahoney for interim Finance Director Services on July 9, 2024; and

**WHEREAS**, the City intends to temporarily employ Susan Mahoney until a permanent employee is sufficiently trained to assume the position; and

**WHEREAS**, the Employment Agreement is set to expire on January 31, 2025; and

**WHEREAS**, Susan Mahoney has done an outstanding job in her role as Interim Finance Director; and

**WHEREAS**, the City Manager is in the process of exploring options for filling this position on a permanent basis; and

**WHEREAS**, Susan Mahoney has agreed to continue her employment with the City of Wheatland until a permanent employee is selected; and

**WHEREAS**, the City Council wishes to approve Amendment No.1 to the Employment Agreement with Susan Mahoney extending the termination date of the Agreement to June 30, 2025, and providing Susan Mahoney with 60 hours of vacation leave during this time period.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the City Council of the City of Wheatland that:

- A. The foregoing recitals are true and correct.
- B. The City Council of the City of Wheatland hereby approves the attached Amendment No.1 to the Employment Agreement with Susan Mahoney.

**PASSED AND ADOPTED** by the City Council of City of Wheatland on this 14<sup>th</sup> day of January 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Angela Teter, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Thomason, City Clerk





# City Council Meeting Staff Report

Meeting Date: January 14, 2025

**Subject:** Consideration and Adoption of Resolution Authorizing Execution of Grant Documents for Submittal of a Grant Application to the Economic Development Administration for the Regional Wastewater Transmission Project

**Prepared By:** Bill Zenoni, City Manager

**Recommendation:** Staff recommends that the Wheatland City Council consider adoption of a resolution authorizing execution of grant documents for submittal of a grant application to the Economic Development Administration for the Regional Wastewater Transmission Project.

**Discussion:** For the past several years, City staff and the Council Regional Sewer Ad-Hoc Committee have been working closely with staff and elected officials from Yuba Water Agency, Olivehurst Public Utility District (OPUD) and Yuba County to develop a regional solution to wastewater treatment needs in South Yuba County. The City of Wheatland’s wastewater treatment plant is aging, has limited treatment capacity to accommodate infill growth and does not meet current environmental standards for disposal of municipal wastewater. A portion of the City’s wastewater treatment plant is located on the river side of the Bear River Levee, which leaves the plant at risk for potential flooding.

The cost of the total project is estimated to be approximately \$211.7 million, divided into three phases. The first phase of the project will provide a wastewater conveyance system, including transmission pipelines and new pump stations between the City of Wheatland and the OPUD wastewater treatment plant. The estimated cost of this first phase of the project is \$129.1 million. The potential funding sources for this phase of the project include a grant from the State Water Resources Control Board (\$30 million), development impact fees collected by the City of Wheatland (\$3.5 million), developer contributions, a loan from the Yuba Water Agency and a grant from the Economic Development Administration (EDA).

In order to submit a grant application, the EDA requires a resolution adopted by the City Council authorizing the grant submittal. Although the exact amount of available EDA grant funding is unknown at this time, it is anticipated that funding in the amount of \$3 million to \$5 million may be available.

**Fiscal Impact:** Receipt of grant funding will reduce the overall cost of this project.

- Attachment:**
1. Resolution

**WHEATLAND CITY COUNCIL  
RESOLUTION NO. 2025-\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND  
AUTHORIZING EXECUTION OF GRANT DOCUMENTS FOR SUBMITTAL OF A  
GRANT APPLICATION TO THE ECONOMIC DEVELOPMENT ADMINISTRATION FOR THE  
REGIONAL WASTEWATER TRANSMISSION PROJECT**

**WHEREAS**, the City of Wheatland intends to submit a Department of Commerce Economic Development grant application for funding for the Regional Wastewater Transmission Project; and

**WHEREAS**, submittal of the grant application must be authorized by the Wheatland City Council; and

**WHEREAS**, Yuba-Sutter Economic Development Corporation (YSEDC) is assisting in the preparation of the grant application; and

**WHEREAS**, it is in the interest of efficient and effective government for the City Council to authorize the Wheatland City Manager to execute certain contracts, agreements and grant submittals on behalf of the City of Wheatland.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the City Council of the City of Wheatland that:

- A. The foregoing recitals are true and correct.
- B. The City Manager is hereby authorized to execute on behalf of the City of Wheatland, the grant documents for purposes of submittal to the Economic Development Administration for funding a portion of the cost of the Regional Wastewater Transmission Project, subject to approval of the City Attorney. A copy of the grant submittal will be retained by the Office of the City Clerk and Yuba-Sutter Economic Development Corporation.

\* \* \* \* \*

**PASSED AND ADOPTED** by the City Council of City of Wheatland on this 14<sup>th</sup> day of January 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Angela Teter, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Thomason, City Clerk



# City Council Meeting Staff Report

Meeting Date: January 14, 2025

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**Subject:** Proclamation Honoring Bob Harlan, Retired Executive Director of the Yuba-Sutter-Colusa United Way

**Prepared By:** Bill Zenoni, City Manager

**Recommendation:** Staff recommends that the Wheatland City Council consider approval of a Proclamation honoring Bob Harlan, retired Executive Director of the Yuba-Sutter-Colusa United Way.

**Discussion:** Bob Harlan has served as the Executive Director of the Yuba-Sutter-Colusa Unity Way since May 2024. Under Bob Harlan’s leadership, United Way strengthened its role as a cornerstone of community support for tens of thousands of underserved families in this region. Mr. Harlan retired on December 31, 2024. A reception honoring Bob Harlan is being planned for sometime in February. In the meantime, local and county jurisdictions are preparing proclamations honoring Bob Harlan. These individual proclamations will be combined into one joint proclamation and presented to Mr. Harlan at his retirement reception.

**Fiscal Impact:** None.

**Attachment:**  
1. Proclamation

**PROCLAMATION OF THE CITY OF WHEATLAND, CALIFORNIA  
HONORING BOB HARLAN, RETIRED EXECUTIVE DIRECTOR OF THE  
YUBA-SUTTER-COLUSA UNITED WAY**

**WHEREAS**, Bob Harlan has dedicated much of his life to serving Yuba, Sutter and Colusa counties in numerous volunteer capacities, and;

**WHEREAS**, Bob Harlan has served with distinction as the Executive Director for the Yuba-Sutter-Colusa United Way for ten remarkable years, doubling his initial five-year commitment out of dedication to advancing the community's wellbeing, and;

**WHEREAS**, Bob led the effort to include Colusa County as part of the Yuba-Sutter United Way, resulting in a partnership that has endured for nearly a decade, and;

**WHEREAS**, his visionary leadership established the groundbreaking United Way Born Learning Academies in Yuba and Sutter counties, forging vital partnerships with schools and First Five Commissions that have empowered and enriched the lives of over 200 local families, and;

**WHEREAS**, Bob led the effort to establish the Born Learning trail at Northgate Park, working with the City of Yuba City and others to provide learning opportunities for young children along with outdoor exercise, and;

**WHEREAS**, during the COVID-19 pandemic crisis, Bob demonstrated outstanding leadership by orchestrating vital funding distributions throughout Yuba and Sutter counties, ensuring that resources reached those who needed them most, and;

**WHEREAS**, during his tenure as Executive Director, he has worked with dozens of Yuba-Sutter-Colusa United Way Board members, other California United Way organizations and United Way Worldwide, and;

**WHEREAS**, Bob has been instrumental in coordinating Yuba-Sutter-Colusa community events, making sure we serve those in need, and;

**WHEREAS**, Bob received the prestigious “Pedro” Award recognizing an individual’s lifetime of caring for others. Pedro symbolizes the compassion of an individual for others and the tireless efforts of countless volunteers who strive to build a better community for all of us, and;

**WHEREAS**, throughout his distinguished career of public service, Bob's memorable "radio voice" on KUBA radio has served as a beacon of hope and community connection, creating an enduring legacy that continues to resonate throughout our region, and;

**WHEREAS**, Bob has devoted much of his life serving Yuba, Sutter and Colusa counties through his impactful commitment to volunteer service and community leadership, from leading Toys for Tots, a Board member for the Acting Company, and inspiring countless others to follow his example of selfless service.

**NOW THEREFORE BE IT PROCLAIMED**, the City Council of the City of Wheatland hereby joins in honoring and celebrating Bob Harlan's exceptional leadership at Yuba-Sutter-Colusa United Way, where his compassionate spirit, tireless dedication, and genuine love for our community have created a lasting legacy of positive change that will benefit our region for generations to come.

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Angela Teter, Mayor



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

January 14, 2025

**SUBJECT: Mitigation Fee Act (AB 1600) Report for Fiscal Year 2024**

**PREPARED BY: Susan Mahoney, Finance Director**

**Recommendation**

Staff recommends the City Council receive and file the Mitigation Fee Act (AB 1600) Report on Development Impact Fees for the fiscal year ending June 30, 2024, and consider adoption of a resolution regarding Fees Collected for Public Facilities Related to Development and Remaining Unexpended After Five Years.

**Background and Discussion**

Cities and counties often charge fees on new development to fund public improvements, public amenities and public services to support new development. These fees are commonly known as development impact fees (Developer Fees). In 1989, the State Legislature passed Assembly Bill 1600 (The Mitigation Fee Act) which added Section 66000 to the California Government Code. That legislation set forth requirements that local agencies must follow if they are to collect fees from developers to defray the cost of public facilities or public services related to development projects.

1. A local jurisdiction must follow the process set forth in the bill and make certain determinations regarding the purpose and use of the fees and establish a “nexus” or connection between a development project and the public improvement being financed with the fee.
2. The fee revenue must be segregated from the General Fund in order to avoid commingling of public improvement fees and the General Fund.
3. If a local jurisdiction has had possession of a developer fee for five years or more and has not committed that money to a project or actually spent that money, then it must make findings describing the continuing need for that money each fiscal year after the five years has expired.
4. If a local jurisdiction cannot make the findings required under paragraph 3, then the city or county must go through a refund procedure.

The City of Wheatland collects the following fees that qualify as Development Impact Fees and therefore must comply with the above referenced Government Code Section:

*Sewer Collection\*, Bear River Levee, Regional Bypass, Storm Drainage, Road Circulation, Wastewater Treatment, Water Distribution, City Hall Facilities, Vehicles and Equipment, Public Works Facilities, Law Enforcement Facilities, Fire Department Facilities, Parkland Facilities, Public Meeting Facilities, Pool Facility*

\*AB 1600 does not apply to fees collected under development agreements. Sewer collection fees received based on development agreements for the Heritage Oaks East, Heritage Oaks West, and Caliterra projects are restricted in the Sewer Collection Impact Fee balance.

As required by law, these fees are segregated and accounted for as Special Revenue Funds. The ending balances shown in the AB 1600 Report are net of cash, receivables, and payables. The City’s annual audited financial statement provides a detailed breakdown for each ending balance. Government Code Section 66001 requires the City to make available to the public certain information regarding these fees for each fund within 180 days after the end of each fiscal year. Accordingly, the attached Mitigation Fee Act (AB 1600) Report for Fiscal Year Ending June 30, 2024, report is presented to the City Council for review and is posted on the City’s website.

Also, as required by law, the Council must confirm by resolution that:

1. All unexpended development fee funds held in excess of five years are to construct the projects, purchase equipment or provide services identified in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022.
2. There continues to be a reasonable relationship between the City’s development impact fees and the projects defined in the study referenced above.
3. The City anticipates collecting additional development fee revenue to construct the improvements, purchase the equipment and provide the services described in the fee study listed above.

At its June 28, 2022 meeting, the City Council passed Resolution 26-22 adopting a Development Impact Fee Updated Nexus Study. The results of that study are the basis for this AB 1600 report.

**Fiscal Impact**

There is no fiscal impact associated with this item.

**Attachments**

1. Mitigation Fee Act (AB 1600) Report for the fiscal year ended June 30, 2024
2. Resolution

RESOLUTION NO. xx-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND PURSUANT TO GOVERNMENT CODE SECTION 66001(d) FOR FEES COLLECTED FOR PUBLIC FACILITIES RELATED TO DEVELOPMENT AND REMAINING UNEXPENDED AFTER FIVE YEARS

WHEREAS, the City of Wheatland did adopt Chapter 2.27 of the Wheatland Municipal Code (Ordinance 400) which approved an updated development impact fee program, and the Development Impact Fee Report dated January 2007 and the Master Facilities Plan for the City of Wheatland, California dated January 2007 as the basis for the program; and

WHEREAS, Resolution 06-08 updated and revised development impact fees related to Wastewater Treatment Facilities and to Wastewater Collection Facilities; and

WHEREAS, Resolution 26-22 adopted the Development Impact Fee Updated Nexus Study dated June 15, 2022; and

WHEREAS, the City has collected development fees and there are some fee balances that remain unexpended for more than five years from collection; and

WHEREAS, Government Code Section 66001 (d) requires that every five years the City Council must adopt a resolution making certain findings with respect to that portion of the City Development Fee Funds remaining unexpended, whether committed or uncommitted; and

WHEREAS, such findings must identify the purpose of which the fee is to be put, demonstrate a reasonable relationship between the fee and the purpose it is charged, identify all sources and amounts of funding anticipated to complete each project for which the fee is collected and designate the approximate dates on which the funding sources will be deposited into the appropriate fund; and

WHEREAS, in accordance with section 66001 (d), the City Council now desires to make certain findings concerning the unexpended City Development Fee Funds for the fiscal year ending June 30, 2024.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCI OF THE CITY OF WHEATLAND, that the Council finds as determines as follows with respect to the unexpended development fee funds:

- 1. That the foregoing statements are true and correct.



2. That the development impact fee collected for:
  - a. Sewer Collection
  - b. Bear River Levee
  - c. Regional Bypass
  - d. Storm Drainage
  - e. Road Circulation
  - f. Wastewater Treatment
  - g. Water Distribution
  - h. City Hall Facilities
  - i. Vehicles and Equipment
  - j. Public Works Facilities
  - k. Law Enforcement Facilities
  - l. Fire Department Facilities
  - m. Parkland Facilities
  - n. Public Meeting Facilities
  - o. Pool Facilities

were collected to construct the projects and purchase equipment identified in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos and, for the development impact fees related to Wastewater Treatment Facilities and to Wastewater Collection Facilities, the memorandum from City Engineer Thomas A Fossum dated March 3, 2008, Revenue & Cost Specialists, LLC letter/report dated March 21, 2008, and the City Council staff report prepared by Mr. Fossum dated April 8, 2008; and the purposes for the collected fees remain the same as described in these fee studies.

3. That there continues to be a reasonable relationship (as described in Ordinance No. 400 and Resolution No. 06-08) between the City's development impact fees and the projects defined in the studies referenced above because (a) the property owners, residents, employees and other persons occupying and using the development projects that paid the fees will be served by and benefit from the facilities and equipment funded by the fees, (b) the fees and accumulated funds will assist the City in expanding its facilities and equipment as necessary to maintain an adequate level of service to accommodate new development, and (c) the fees offset and mitigate the impact to the facilities and equipment caused by new development.

4. That the City anticipates collecting additional development fee revenue in order to generate enough funds to construct, install and purchase the improvements and equipment described in the fee studies described above. The amount and timing of the receipt of such additional revenue depends upon new development, which is uncertain. Therefore, the City cannot determine the approximate date(s) on which additional development fee revenue will be

received or the date(s) when the City will have enough funding to proceed with the planned construction and purchases.

Passed and adopted by the City Council of the City of Wheatland on January 14, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Angela Teeter, Mayor

ATTEST: \_\_\_\_\_

Lisa J. Thomason, City Clerk

**City of Wheatland  
Mitigation Fee Act (AB 1600) Report on Development Impact Fees  
For Fiscal Year ended June 30, 2024**

Development Impact Fees are adjusted each year on January 1<sup>st</sup>. The fees in effect as of January 1, 2024 were as follows:

<b>Development Impact Fees</b>	Single Family Residence \$ per unit	Multi-Family Residence \$ per unit	Mobile Homes \$ per unit	Commercial Lodging \$ per unit	Retail Uses \$ per sq. ft.	Employment Uses \$ per sq. ft.	Light Industrial Uses \$ per sq. ft.	Ag Tourism Uses \$ per sq. ft.
Sewer Collection	4,397	3,214	3,214	1,692	2.270	1.950	1.115	0.568
Bear River	1,608	715	0	0	0.590	0.491	0.525	0.525
Storm Drainage	10,265	1,959	3,917	980	3.370	2.960	3.109	0.965
Road Circulation	11,295	7,568	5,873	4,518	8.300	5.510	3.034	2.080
Wastewater Treatment	14,206	7,101	7,102	4,735	6.039	6.040	6.036	6.475
Water Distribution	5,819	3,492	4,656	2,328	2.230	1.920	0.965	0.557
City Hall Facilities, Vehicles and Equipment, Public Works Facilities	2,079	1,577	1,291	213	0.540	0.360	0.247	0.139
Law Enforcement Facilities	1,262	957	784	130	0.330	0.230	0.150	0.086
Fire Protection Facilities	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW	SEE BELOW
Parkland Facilities	5,166	3,919	3,206	0	0	0	0	0
Pool Facilities	693	525	430	0	0	0	0	0
Public Meeting Facilities	865	656	537	0	0	0	0	0

<b>Fire Protection Facilities</b>		
Construction Type	Without Sprinkler	With Sprinkler
Light Load – Residential, Commercial, Industrial	\$1.48 per sq. foot	\$1.48 per sq. foot
Medium Load – Commercial, Industrial	\$2.97 per sq. foot	\$1.48 per sq. foot
Heavy Load – Commercial, Industrial	\$4.45 per sq. foot	\$2.23 per sq. foot

A detailed description of FY 2024 activity for each development fee follows. The City anticipates collecting additional development fee revenue to generate sufficient funds to construct the projects and purchase equipment identified in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos.

**Sewer Collection Impact Fee**

The Sewer Collection Impact Fee is levied to fund projects for the construction of new sanitary sewer collection lines and pump facilities for the purpose of wastewater transmission to interceptor facilities leading to the treatment plant. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Sewer Collection Impact Fee Fund from fiscal year (FY) ending June 30, 2020 through June 30, 2024. The \$50,872.50 expense in FY 2021 reflects costs associated with ongoing work related to connecting to a regional sewer collection plant. 100% of expenses for these projects were from the Sewer Collection Impact Fee Fund. FY 2020 expenses (\$161,842.90) were 21% of the costs for the Malone Culvert Project. Expenditures in FY 2021, FY 2022, FY 2023 and FY 2024 were for engineering and legal fees associated with the Regional Sewer Pipeline project (Fund 190009).

FUND 121000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	7,258,875	7,239,011	222,616	272,214	357,904
Less					
-development agreement fees	-7,007,000	-3,878,000			
-prior period adjustment		-3,129,000			
Developer Fees	0	1,458	55,468	0	1,332
Interest Income	139,914	40,019	21,433	136,395	261,965
Expenditures	-161,843	-50,873	-27,303	-50,705	30,074
Ending Balance	232,011	222,616	272,214	357,904	591,127

**Bear River Levee Impact Fee**

Improvements to the Bear River levee were completed in 2010. Funding for the improvements was provided by a State grant, landowner advance funding, and City advance funding. Because the project provided benefits to lands in the Wheatland area beyond the landowners’ properties, the City agreed, in advance funding and reimbursement agreements, to impose a Bear River Levee Project Development Fee. The purpose of the fee is to reimburse the City’s advance funding for the project and the landowner’s excess share of advance funding for the project. The following table summarizes the activity for the Bear River Levee Impact Fee Fund from fiscal year June 30, 2020 through June 30, 2024. The negative ending balance reflects unreimbursed legal and planning costs associated with the agreements. The negative balance will be eliminated when development activity occurs.

FUND 122000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	-45,008	-44,497	-43,917	-43,998	-43,998
Developer Fees	1,367	830	0	0	33,684
Interest Income	-856	-250	-81	0	-680
Expenditures	0	0	0	0	0
Ending Balance	-44,497	-43,917	-43,998	-43,998	-10,994

**Regional Bypass Impact Fee**

The Regional Bypass Impact Fee was levied to fund the construction of the portion of the SR65 bypass highway within the City’s limits. The impact fees held by the City for over five years (\$18,151) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Regional Bypass Impact Fee Fund from fiscal year ending June 30, 2019 through June 30, 2023. This fee was cancelled by Council on October 8, 2019 and replaced with the Yuba County assessed SYTIA Bypass Fee.

FUND 123000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	18,151	18,504	18,608	18,673	19,097
Developer Fees	0	0	0	0	0
Interest Income	353	104	65	424	730
Expenditures	0	0	0	0	0
Ending Balance	18,504	18,608	18,673	19,097	19,827

**Storm Drainage Impact Fee**

The Storm Drainage Impact Fee is levied to fund the construction of new storm drain lines for the purpose of storm drainage transmission to flood control facilities. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$53,701) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes Storm Drainage Impact Fee Fund activity from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 125000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	53,701	65,711	70,676	70,925	72,535
Developer Fees	10,821	4,590	0	0	170,369
Interest Income	1,189	374	249	1,610	8,136
Expenditures	0	0	0	0	0
Ending Balance	65,711	70,676	70,925	72,535	251,040

**Road Circulation Impact Fee**

The Road Circulation Impact Fee is levied to construct future streets, street widening, additional intersection/signal improvements, and bridges. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$245,950) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Road Circulation Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 126000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	245,950	257,884	273,981	274,504	277,886
Developer Fees	9,467	15,339	0	0	343,416
Interest Income	2,467	758	523	3,382	21,255
Expenditures	0	0	0	0	0
Ending Balance	257,884	273,981	274,504	277,886	642,557

**Wastewater Treatment Impact Fee**

The Wastewater Treatment Impact Fee is levied to fund the construction of a 3.3 to 3.8 million gallon per day treatment plant. The impact fees held by the City for over five years (\$17,001) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Wastewater Treatment Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 127000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	17,001	29,576	38,266	363,159	371,411
Developer Fees	12,082	8,517	324,576	0	12,337
Interest Income	493	173	317	8,252	15,000
Expenditures	0	0	0	0	0
Ending Balance	29,576	38,266	363,159	371,411	398,748

**Water Distribution Impact Fee**

The Water Distribution Impact Fee is levied to fund projects for the construction of new water distribution lines, well/pumping facilities and reservoir capacity for the purpose of conveying water to the City’s users. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$61,620) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Water Distribution Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 128000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	61,620	68,119	71,350	240,354	259,702
Developer Fees	5,231	2,845	168,658	13,609	1,267
Interest Income	1,267	386	346	5,739	10,121
Expenditures	0	0	0	0	0
Ending Balance	68,119	71,350	240,354	259,702	271,090

**City Hall Facilities Impact Fee**

The City Hall Facilities Impact Fee is levied to construct a 25,000 square foot facility to house the City’s various operational functions such as administration, personnel, finance, clerk/records, legal, planning, engineering, building plan check/inspection and parks/recreation. The impact fees held by the City for over five years (\$151,519) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the City Hall Facilities Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 130000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	151,519	152,990	153,590	153,603	153,685
Developer Fees	1,423	582	0	0	76,570
Interest Income	49	18	13	82	8,522
Expenditures	0	0	0	0	0
Ending Balance	152,990	153,590	153,603	153,685	238,777

**Vehicles and Equipment Impact Fee**

The Vehicles and Equipment Impact Fee is levied to expand the general pool car fleet and the fleet of maintenance vehicles required to maintain new infrastructure and to expand the City’s computer capability. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$246) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Vehicles and Equipment Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 131000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	246	406	471	473	484
Developer Fees	154	63	0	0	8,268
Interest Income	7	2	2	11	218
Expenditures	0	0	0	0	0
Ending Balance	406	471	473	484	8,970

**Public Works Facilities Impact Fee**

The Public Works Facilities Impact Fee is levied to construct a second City maintenance yard which would include buildings for administrative offices, fleet maintenance, utilities maintenance, parks maintenance, and storage. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$4,590) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Public Works Facilities Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 132000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	4,590	5,338	5,634	5,654	5,782
Developer Fees	650	266	0	0	34,990
Interest Income	98	30	20	128	1,066
Expenditures	0	0	0	0	0
Ending Balance	5,338	5,634	5,654	5,782	41,838

**Law Enforcement Facilities Impact Fee**

The Law Enforcement Facilities Impact Fee is levied to fund the construction of a 17,600 square foot police station and add fifty-five police vehicles and communications equipment. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$3,498) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The following table summarizes the activity for the Law Enforcement Facilities Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 133000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	3,498	4,772	6,462	6,485	6,632
Developer Fees	1,190	1,662	0	0	54,831
Interest Income	84	28	23	147	1,929
Expenditures	0	0	0	0	0
Ending Balance	4,772	6,462	6,485	6,632	63,392

**Fire Protection Facilities Impact Fee**

The Fire Department Facilities Impact Fee is levied to acquire land, construct fire stations, and provide response vehicles and specialty equipment as described in the Development Impact Fee Study-Fire Facilities for the Wheatland Fire Authority (“2012 Fire Study”). There are no impact fees held by the City for over five years. The following table summarizes the activity for the Fire Department Facilities Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024. The deficit fund balance is the result of debt service expenses in FY 2017 through FY 2019 for the acquisition of a fire engine. 100% of the debt service payments came from the Fire Department Facilities Impact Fee Fund.

FUND 134000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	-63,099	-60,845	-56,583	-56,516	-56,085
Developer Fees	1,983	4,176	0	0	75,783
Interest Income	268	86	67	431	134
Expenditures	0	0	0	0	0
Ending Balance	-60,845	-56,583	-56,516	-56,085	19,832

**Parkland Facilities Impact Fee**

The Parkland Facilities Impact Fee is levied to acquire land to develop approximately 89.5 acres of a combination of neighborhood, community and sports parks and to acquire approximately 200 acres of open space. A complete list of projects is included in the Development Impact Fee Calculation and Nexus Report dated June 15, 2022, including Appendix C, Capital Improvement Plan and Supporting Technical Memos. The impact fees held by the City for over five years (\$8,314) are committed, thus eliminating the need to refund any fees to developers per Government Code Sections 66000-66003. The FY 2020 expenditure funded 100% of the cost to prepare a park grant application. The following table summarizes the activity for the Parkland Facilities Impact Fee Fund from fiscal year ending June 30, 2019 through June 30, 2023.

FUND 135	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	8,314	14,302	14,383	14,434	14,762
Developer Fees	8,224	0	0	0	392,833
Interest Income	265	81	51	328	12,465
Expenditures	-2,500	0	0	0	0
Ending Balance	14,302	14,383	14,434	14,762	420,060

**Public Meeting Facilities Impact Fee**

The Public Meeting Facilities Impact Fee is levied to acquire and develop an additional 20,000 square feet of public use facilities space to complement the existing community center facility located at 101 C Street. The facilities may be separately known as or combined for use as teen centers, senior centers, gymnasiums, general use community centers, day-care facilities, health & exercise centers and similar facilities dedicated for use by the community’s residents. There are no impact fees held by the City for over five years. The following table summarizes the activity for the Public Meeting Facilities Impact Fee Fund from fiscal year ending June 30, 2020 through June 30, 2024.

FUND 136000	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	-191,537	-188,170	-188,103	-188,061	-187,790
Developer Fees	3,160	0	0	0	150,724
Interest Income	207	67	42	271	-2,704
Expenditures	0	0	0	0	0
Ending Balance	-188,170	-188,103	-188,061	-187,790	-39,770



**Pool Facilities Impact Fee**

The Pool Facilities Impact Fee is levied to fund a fair-share portion of the construction or purchase of pool facilities identified by the City to serve new development. This impact fee was adopted in June 2022. The following table summarizes the activity for the Pool Facilities Impact Fee Fund from fiscal year ending June 30, 2023 through June 30, 2024.

	FY 2023	FY 2024
Beginning Balance	0	0
Developer Fees	0	0
Interest Income	0	0
Expenditures	0	0
Ending Balance	0	0



# City Council Meeting Staff Report

Meeting Date: January 14, 2025

**Subject:** Consideration and Adoption of Resolution Amending the Fiscal Year 2024-25 General Fund Budget to Account for the Receipt and Expenditure of California Intergovernmental Risk Authority Grant Funding

**Prepared By:** Bill Zenoni, City Manager

**Recommendation:** Staff recommends that the Wheatland City Council consider adoption of a resolution amending the Fiscal Year 2024-25 General Fund Budget to account for the receipt and expenditure of California Intergovernmental Risk Authority grant funding.

**Discussion:** The 2024-25 Fiscal Year Budget was adopted by the City Council on June 11, 2024 and amended on November 12, 2024. Subsequent to adoption of the budget, staff was advised of the availability of grant funding from the California Intergovernmental Risk Authority (CIRA) which is available to the City for funding improvements to the C Street Park restrooms.

The restrooms at the C Street Park are used throughout the year by the general public and during the spring and summer months by youth participating in little league softball. The public restrooms have never been updated and are currently in very poor condition. The cost to replace the restroom partitions and fixtures and repair the concrete flooring is approximately \$22,000. CIRA has reviewed and approved the restroom repair as an eligible use for this grant funding.

**Fiscal Impact:** The recommended action will increase budgeted revenue and expenditures in the General Fund by \$22,000 with no impact on General Fund reserves.

**Attachment:**

Resolution

**WHEATLAND CITY COUNCIL  
RESOLUTION NO. 03-25**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND AMENDING THE  
FISCAL YEAR 2024-25 BUDGET TO ACCOUNT FOR THE RECEIPT AND EXPENDITURE  
OF CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY GRANT FUNDING**

**WHEREAS**, the Fiscal Year 2024-25 Budget was adopted by the City Council on June 11, 2024 ; and

**WHEREAS**, subsequent to adoption of the budget, the California Intergovernmental Risk Authority has made grant funding available to the City of Wheatland; and

**WHEREAS**, a budget amendment is required to appropriate the receipt and expenditure of this grant funding.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the City Council of the City of Wheatland that:

- A. The foregoing recitals are true and correct.
- B. The Fiscal Year 2024-25 General Fund Budget is amended to include:
  - 1) The receipt of \$22,000 of grant funds from the California Intergovernmental Risk Authority.
  - 2) Expenditure appropriations of \$22,000 allocated to the General Fund Parks budget for repairs to the C Street Park restrooms.

\* \* \* \* \*

**PASSED AND ADOPTED** by the City Council of City of Wheatland on this 14<sup>th</sup> day of January 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Angela Teter, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Thomason, City Clerk



# City Council Meeting Staff Report

Meeting Date: January 14, 2025

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**Subject:** City Council 2025 Committee and Board Appointments

**Prepared By:** Bill Zenoni, City Manager

**Recommendation:** Staff recommends that the City Council discuss and confirm appointments to the City's various committee's and boards.

**Discussion:** Each year the City Council makes appointments to various committees and boards after appointment of the new Mayor and Vice Mayor positions. Attached are the 2024 committee and board appointments which were approved by the City Council on January 9, 2024.

Staff is also requesting that the City Council consider one additional committee – a Finance Ad-Hoc Committee. If approved, this committee would be tasked with reviewing various financial-related items, such as the Proposed Budget, Investment Policy and Master Fee Schedule prior to submittal to the full City Council.

**Fiscal Impact:** None

**Attachment:**

1. 2024 Appointed Committee and Board Members

CITY OF WHEATLAND  
2024 COMMITTEE AND BOARD APPOINTMENTS

Section 6, Item # 6.2

COMMITTEE/BOARD	COMMITTEE/BOARD MEMBERS		
	<i>Member</i>	<i>Member</i>	<i>Alternate</i>
Beale Air Force Base	West	Coe	
General Plan Ad-Hoc Committee	West	Shelton	
Government Affairs Committee of the SYHC	McIntosh	-	Coe
Community Communication & Outreach	McIntosh	-	
Economic Development Sub-Committee	West	Teter	
Feather River Air Quality Management District	Shelton	-	Teter
Local Agency Formation Commission	West	-	TBD
Pool Ad-Hoc Committee	Coe	Teter	
Regional Sewer Ad-Hoc Committee	West	Coe	
Regional Waste Management Authority	Teter	Coe	
Sacramento Area Council of Governments	Teter	West	
South Yuba Transportation	West	Coe	
Sutter-Yuba Mosquito & Vector Control District	Justin Guzman	-	
Wheatland Agriculture Policies	Coe	Shelton	
Wheatland Fire Authority	Shelton	Coe	McIntosh
Yuba County Historical Resource Commission	Council Members Rotate		
Yuba County/Wheatland Liaison	Mayor	Vice Mayor	
Yuba-Sutter Economic Development Corporation	Coe	Teter	
2X2X2 (Wheatland School District)	Shelton	Teter	