



Willows City Council Regular Meeting

January 14, 2020
Willows City Hall
7:00 p.m.

Agenda

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

City Council
Kerri Warren, Mayor
Larry Domenighini, Vice Mayor
Gary Hansen, Council Member
Lawrence Mello, Council Member
Joe Flesher, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

1. **CALL TO ORDER**- 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. Public Comments:

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **ORAL AND WRITTEN COMMUNICATION OR PRESENTATIONS**

- a. Presentation on County of Glenn tipping fees-
Scott De Moss, County Administrative Officer
Cole Grube
Talia Richardson

6. **CONSENT AGENDA**

Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers 37484-37543, Z10394-Z10493, 38407-38456.
- b. Approval of minutes of the Regular City Council Meeting held on December 10, 2019.
- c. Approval of minutes of the Public Safety Special Meeting held on December 27, 2019.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings or any item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

7. PUBLIC HEARING

- a. Conduct a public hearing for the 2019/2020 Appropriation Limit for the City of Willows and adopt a resolution establishing said limit.

8. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. By Motion, Accept the Terms and Conditions of the Project Specific Supplemental Agreement Submitted by Coastland Civil Engineering, Inc. for design engineering and survey of the N. Lassen Street Rehabilitation Project, Direct the Interim City Manager to Sign the Agreement, and Appropriate an Additional \$7,516 Regional Surface Transportation Funds (310.7256.400)
- b. By Motion, appoint members to the Willows Library Board in accordance with the recommendation of Vice Mayor Domenighini and Councilmember Flesher to the Willows Library Board of Trustees for terms ending on June 30, 2023.

9. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

10. RECESS TO CLOSED SESSION

- a. PUBLIC COMMENT-Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section §54956.9:
Number of cases: 4

11. ADJOURNMENT

This agenda was posted on January 9, 2020


Tara Rustenhover, City Clerk

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

The City of Willows is an Equal Opportunity Provider



CONSENT AGENDA



Period

12/5/2019 TO 1/10/2020

General Checking 37484 TO 37543

Payroll Direct Deposit Z10394 TO Z10493

Payroll Checks 38407 TO 38456

APPROVAL DATE 1/14/2019

APPROVED _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
037331	12/10/19	SYK01	GENE SYKES	-215.00	.00	-215.00	B91002u	Ck# 037331 Reversed
037484	12/12/19	AIR00	AIRGAS NCN	98.12	.00	98.12	909552616	OXYGEN
				125.30	.00	125.30	909568540	OXYGEN
			Check Total.....:	223.42	.00	223.42		
037485	12/12/19	AMA00	AMAZON.COM	516.96	.00	516.96	B91211	SEPT/OCT STMT PER ATTACHE
037486	12/12/19	AME02	AMERIPRIDE UNIFORM SVCS.	634.78	.00	634.78	B91211	NOV STMT PER ATTACHED
037487	12/12/19	BAK06	BAKER & TAYLOR BOOKS	84.22	.00	84.22	203497612	NEW PRINT MAT. LIBRARY
037488	12/12/19	CAL01	CALIFORNIA WATER SERVICE	2979.54	.00	2979.54	B91211	WATER EXPENSE 10/11-11/7/
037489	12/12/19	CAL60	CALIFORNIA DEBT & INVESTM	350.00	.00	350.00	26934	CERTIFICATES OF PARTICIPA
037490	12/12/19	CHI07	CHICO IMMEDIATE CARE	165.00	.00	165.00	B91211	DMV PHYSICAL
037491	12/12/19	CIT06	CITY OF ORLAND	20918.25	.00	20918.25	136	CONT.SERV. LIBRARY OCT-DE
037492	12/12/19	COD00	CODE PUBLISHING COMPANY	445.50	.00	445.50	65462	MUNICIPAL CODE UPDATE
037493	12/12/19	COM16	COMCAST CABLE	145.94	.00	145.94	B91211	ADMIN INTERNET 11/29-12/2
037494	12/12/19	COR10	CORNING LUMBER CO., INC.	154.89	.00	154.89	B91211	NOV STMT PER ATTACHED
037495	12/12/19	DEM02	DEMSEY FILLIGER & ASSC.,	750.00	.00	750.00	201912030	GASB 75 DISCLOSURE
037496	12/12/19	DUR00	DURHAM-PENTZ TRUCK CENTER	530.00	.00	530.00	87181	SNAP TEST
037497	12/12/19	GAN01	GANDY-STALEY OIL CO.	3113.57	.00	3113.57	B91211	NOV STMT PER ATTACHED
037498	12/12/19	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	10241904	CONTRACTUAL LAW ENFORCEME
037499	12/12/19	GLE54	GLENN COUNTY BUILDING DEP	6480.03	.00	6480.03	5052	BUILDING INSPECTIONS JULY
037500	12/12/19	GRA01	GrandFlow, Inc.	532.50	.00	532.50	149543	FORMS W-2 AND 1099
037501	12/12/19	HUN02	ROBERT W HUNT	4882.50	.00	4882.50	19-12	GENERAL LEGAL SERVICES NO
037502	12/12/19	INK01	THE INKWELL	21.95	.00	21.95	2594	CALENDARS
037503	12/12/19	INT16	INTERSTATE BATTERY SYSTEM	53.63	.00	53.63	30055019	BATTERY REPLACEMENTS
037504	12/12/19	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	123197	PEST CONTROL DEC 2019
037505	12/12/19	MAT01	MATSON & ISOM TECHNOLOGY	143.00	.00	143.00	0024019IN	WEBSITE PLUGINS
037506	12/12/19	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1274794	CYLINDER RENTAL
037507	12/12/19	NOR43	ACCESS	66.79	.00	66.79	7826711	SHREDDING SERVICES
037508	12/12/19	NSW00	NSWTS	110.00	.00	110.00	609	MONTHLY SERVICE CHARGE
037509	12/12/19	O'R01	O'REILLY AUTO PARTS	56.17	.00	56.17	B91211	NOV STMT PER ATTACHED
037510	12/12/19	OFF05	OFFICE DEPOT, INC.	7.93	.00	7.93	403597426	OFFICE SUPPLIES
037511	12/12/19	PUB00	PUBLIC PROPERTY FINANCING	2500.00	.00	2500.00	B91212	2019 LEASE FINANCING
037512	12/12/19	R&R01	R & R AUTOBODY	1173.28	.00	1173.28	6259	CLAIMS SETTLEMENT-SPENCE
037513	12/12/19	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2766007	PROF. SERVICES GENERAL OF
037514	12/12/19	REC00	RECOLOGY OSTROM ROAD	9263.12	.00	9263.12	1092642	SLUDGE REMOVAL
037515	12/12/19	SAC08	SACRAMENTO VALLEY MIRROR	155.80	.00	155.80	16257	LEGAL AD BUILDING CODES
037516	12/12/19	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	46663	WILLOWS OPERATION DEC 201
037517	12/12/19	SIL01	SILKE COMMUNICATIONS INC	586.66	.00	586.66	89736	COMMUNICATION EQUIPMENT
037518	12/12/19	SIL02	SCOTT SILVERTHORNE	411.00	.00	411.00	B91212	REFUND DESIGN REVIEW APPL
037519	12/12/19	SUC01	SUCCESS PRINTING	127.07	.00	127.07	5919	BUSINESS LICENSE PROCESSI
037520	12/12/19	SYK01	GENE SYKES	21.44	.00	21.44	B91211	REIMBURSE LIGHT REPLACEME
037521	12/12/19	TEH01	TEHAMA COUNTY EAC	45.00	.00	45.00	B91211	MEMBERSHIP 2020
037522	12/12/19	THR00	3CORE	2125.00	.00	2125.00	2247	CDBG CONTRACT NOV 2019
037523	12/12/19	TIM00	TIMIOS TITLE, A CALIFORNI	79.00	.00	79.00	149996	RECONVEYANCE
037524	12/12/19	TRU00	TRUE BLUE PROPANE	35.49	.00	35.49	5122	PROPANE FILL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
037525	12/12/19	USB02	US BANK	352.95	.00	352.95	400862777	EQUIP. LEASE 11/20-12/20/
037526	12/12/19	VER02	VERIZON WIRELESS	191.53	.00	191.53	B91211	TELEPHONE EXP.10/27-11/26
037527	12/12/19	WILHD	WILLOWS HARDWARE, INC.	216.85	.00	216.85	B91211	NOV STMT PER ATTACHED
037528	12/12/19	WILHI	WILLOWS ACE HARDWARE	183.96	.00	183.96	B91211	NOV STMT PER ATTACHED
037529	12/12/19	WILHQ	WILLOWS AUTO PARTS	296.75	.00	296.75	B91211	NOV STMT PER ATTACHED
037530	12/19/19	4LE00	4LEAF INC	39704.60	.00	39704.60	J3693K	SOUTH WILLOWS INFRASTRUCT
037531	12/19/19	ABF01	CERTIFIED/FORTRESS SECURI	78.00	.00	78.00	5586118	ALARM MONITORING 1/1-3/31
037532	12/19/19	BAD00	BADAWI & ASSOCIATES	2500.00	.00	2500.00	1724	2019 GASB 68 JOURNAL ENTR
037533	12/19/19	FAI03	FAILSAFE TESTING LLC	763.35	.00	763.35	10730	FIRE EQUIPMENT TESTING
037534	12/19/19	FIN00	FINDAWAY	589.83	.00	589.83	283065	BOOKS
037535	12/19/19	KNI03	KNIFE RIVER CONSTRUCTION	278540.00	.00	278540.00	B91218	SOUTH WILLOWS INFRASTRUCT
037536	12/19/19	MAT01	MATSON & ISOM TECHNOLOGY	2949.00	.00	2949.00	72080	MANAGED PARTNER AGREEMENT
				100.00	.00	100.00	72140	OFFSITE BACKUP DEC 2019
			Check Total.....:	3049.00	.00	3049.00		
037537	12/19/19	MAX01	MAXIMUM SECURITY SYSTEMS	60.00	.00	60.00	31864	PROF. SERVICES PARKS/PUB.
037538	12/19/19	MEN02	MENDES SUPPLY COMPANY	135.57	.00	135.57	R03945900	LINERS/TISSUES
037539	12/19/19	NEC00	NEC FINANCIAL SERVICES LL	268.08	.00	268.08	2267359	PHONE LEASE
037540	12/19/19	PGE01	PG & E	25.46	.00	25.46	B91218	P.G. & E. 1600 S TEHAMA
037541	12/19/19	SWR01	SWRCB FEES	880.00	.00	880.00	SM1023627	TRANSIENT NONCOMMUNITY WA
037542	12/19/19	USB04	U.S. BANK CORPORATE PAYME	7076.93	.00	7076.93	B91218	NOVEMBER STMT PER ATTACHE
037543	12/19/19	WUN01	WUNSCH'S GARAGE	5860.31	.00	5860.31	5860.31	2003 CHEVY REPAIR
			Cash Account Total.....:	572298.18	.00	572298.18		
			Total Disbursements.....:	572298.18	.00	572298.18		
			Cash Account Total.....:	.00	.00	.00		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD DECEMBER 10, 2019

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.
Please visit www.cityofwillows.org for free PodBean recordings.*

Mayor Hansen called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Robert Griffith.

Roll Call:

Council Members Present: Council Members Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt, City Clerk Tara Rustenhoven

GCSO Staff: Sherriff Warren

Public Comment/ Written Communications:

Jose Hansen, citizen of Willows wanted to read a letter he wrote to members of the Council.

Jeff Williams, Willows resident, asked Mayor Hansen to read a letter of thanks to Fire Fighter Engineer Lance Chapman for his professionalism during a family medical call.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 37467-37483, Z10368-Z10393, 38391-38406.
- b. Approval of minutes of the Regular City Council Meeting held on November 26, 2019.

Action:

Motion: Council Member Domenighini/Second: Council Member Flesher

Moved to approve the Consent Agenda as presented above and the following item(s).

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Ordinances:

- a. Consider reading by title only, passage of the second reading and adoption of an Ordinance entitled;

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED”.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to consider the ordinance next in line by title only.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to consider the passage of the second reading and adoption of an Ordinance entitled; “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED”.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- b. Consider reading by title only, passage of a second reading and adopting an Ordinance entitled;

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, AMENDING, AND/OR CREATING SPECIFIC SECTIONS OF CHAPTER 15; SUB SECTIONS; 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91, AND 15.95 OF THE CITY OF WILLOWS MUNICIPAL CODE, AND TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA STANDARDS CODES”.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to consider the ordinance next in line by title only.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Mello /Second:

Moved to consider the passage of second reading and the adoption of an Ordinance entitled; "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, AMENDING, AND/OR CREATING SPECIFIC SECTIONS OF CHAPTER 15; SUB SECTIONS; 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91, AND 15.95 OF THE CITY OF WILLOWS MUNICIPAL CODE, AND TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA STANDARDS CODES".

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Regular Business:

a. By motion, consider refunding Scott Silverthorn \$411.00 for Design Review Application cost for the project located on APN 003-121-001-0.

Scott Silverthorn, Willows resident and business owner spoke regarding is project.

Action:

Motion: Council Member Domenighini/Second: Council Member Mello

Moved to consider refunding Scott Silverthorn \$411.00 for Design Review Application cost for the project located on APN 003-121-001-0.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- b. By motion, consider the recommendation of Council Member Domenighini and Council Member Mello the appointment to the City of Willows Planning Commission, Dana Owens, Candis Woods and Robert Griffith for terms ending December 31, 2023 and Hilgard Muller to fill the vacant seat of Peggy White which will begin immediately and will expire on December 31, 2021.

Action:

Motion: Council Member Flesher/Second: Vice Mayor Warren

Moved to consider the recommendation of Council Member Domenighini and Council Member Mello the appointment to the City of Willows Planning Commission, Dana Owens, Candis Woods and Robert Griffith for terms ending December 31, 2023 and Hilgard Muller to fill the vacant seat of Peggy White which will begin immediately and will expire on December 31, 2021.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- c. Adopt a Resolution entitled; "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AWARDING A CONTRACT FOR COMPREHENSIVE PROFESSIONAL PLANNING SERVICES TO WILLDAN AND DIRECT THE INTERIM CITY MANAGER TO NEGOTIATE FINAL TERMS, DURATION, AND CONDITIONS OF THE AGREEMENT".

Action:

Motion: Council Member Domenighini/Second: Council Member Mello

Moved to adopt a Resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AWARDING A CONTRACT FOR COMPREHENSIVE PROFESSIONAL PLANNING SERVICES TO WILLDAN AND DIRECT THE INTERIM CITY MANAGER TO NEGOTIATE FINAL TERMS, DURATION, AND CONDITIONS OF THE AGREEMENT.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- d. By Motion, approve the proposal by Coastland for Analysis of In House vs. Contract Wastewater Treatment Plant Operations and appropriate \$11,396 in Sewer Enterprise Funds-318.4120.180.

Mayor Hansen read an email received from Jeff Williams.

Action:

Motion: Council Member Mello /Second: Vice Mayor Warren

Moved to approve the proposal by Coastland for Analysis of In House vs. Contract Wastewater Treatment Plant Operations and appropriate \$11,396 in Sewer Enterprise Funds-318.4120.180.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

e. By Motion, 1) Approve the Non-Renewal of the current contract for wastewater treatment services with Inframark and direct the Interim City Manager to submit notification on non-renewal. 2) Approve the proposal submitted by Coastland for development of a request for proposal (RFP) for contract wastewater treatment services in a not to exceed amount of \$6,560. 3) Appropriate an additional \$6,560 for Sewer Enterprise-Professional Services-318.4120.180.

Mayor Hansen read an email received by Jeff Williams.

Action:

Motion: Council Member Domenighini /Second: Council Member Flesher

Moved to approve the issuance of a notice of non-renewal of the current contract for wastewater treatment services with inframark and direct the Interim City Manager to submit notification on non-renewal.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Domenighini/Second: Vice Mayor Warren

Moved to approve the proposal submitted by Coastland for development of a request for proposal (RFP) for contract wastewater treatment services in a not to exceed amount of \$6,560.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Domenighini/Second: Vice Mayor Warren

Moved to appropriate an additional \$6,560 for Sewer Enterprise-Professional Services 318.4120.180.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- f. Adopt a Resolution entitled;
"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RETROACTIVELY AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL USDA, RD GRANTS AND LOANS FOR WHICH THE CITY OF WILLOWS IS ELIGIBLE."

Action:

Motion: Vice Mayor Warren/Second: Council Member Mello

Moved to adopt a Resolution entitled; "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RETROACTIVELY AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL USDA, RD GRANTS AND LOANS FOR WHICH THE CITY OF WILLOWS IS ELIGIBLE."

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- g. Adopt a Resolution entitled;
"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING MASTER LEASE PURCHASE AGREEMENT FOR PURCHASE OF FIRE ENGINE."

Action:

Motion: Council Member Flesher/Second: Council Member Domenighini

Moved to adopt a Resolution entitled; "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING MASTER LEASE PURCHASE AGREEMENT FOR PURCHASE OF FIRE ENGINE."

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

- h. Staff is recommending appointment of a committee of two members of the Council to review applications and/or conduct interviews and recommend appointments to the Library Board of Trustees at the January 14, 2020 City Council Meeting.

After discussion, Council Members Flesher and Domenighini will conduct and recommend appointments to the Library Board of Trustees.

- i. Receive nomination and select Mayor and Vice-Mayor for 2020.

MAYOR NOMINATIONS:

Council Member Domenighini nominated Vice mayor Kerri Warren for Mayor 2020.

VICE-MAYOR NOMINATIONS:

Vice Mayor Warren nominated Larry Domenighini for Vice Mayor 2020.

It was a unanimous 5/0 by the Council to appoint Member Warren as Mayor for 2020 and Member Domenighini as Vice Mayor for 2020.

a. Discuss appointments to various committees/panels for the 2020 calendar year.

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
*Airport Land Use Committee	Mayor Warren		12/2020
*Glenn County Waste Management Regional Agency	Mello Flesher (Alternate)	3 rd Thursday Quarterly	12/2020
*Transit Committee	Hansen Flesher Mello (Alternate)	3 rd Thursday Monthly 9am	12/2020
*Transportation Commission	Hansen Flesher Mello (Alternate)	3 rd Thursday Monthly following Transit Committee meeting	12/2020
*LAFCO (Term is four years)	Domenighini City of Orland (Alternate)		
City Select Committee	Mayor Warren	Annually in January	12/2020
Countywide Mosquito & Vector Committee	Vince Holvick Mayor Warren (Alternate)		06/30/2021
Finance Committee	Mayor Warren Flesher	As needed	12/2020
GCID Voting Delegate	Mayor Warren	As needed	12/2020
League Legislative Delegate	Mayor Warren		12/2020
Library Board	Domenighini		12/2020
3CORE (Formally known as Tri-Counties Economic Development Committee)	Mayor Warren Mello (Alternate)		12/2020
CDBG Loan Committee	Mayor Warren Mello	As needed	12/2020
Public Safety (Police & Fire) Committee	Hansen Flesher	As needed	12/2020
City & Counties Economic Development Steering Committee	Domenighini Mayor Warren Hansen (Alternate)		12/2020
Sustainable Groundwater Management Act (SGMA) Board Committee	Hansen Cal Water	1 st Monday Monthly 1:30 pm	12/2020

The following appointments were determined by Council.

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Interim City Manager asked to please be patient with public works as they are picking up leaves as fast as they can.
- Thank you to the public for a great Christmas Light Parade.
- Sheriff Warren presented the Monthly report for Glenn County.

b. City Council Reports Comments: Council gave comments/reports on activities and various meetings they attended.

Recess to Closed Session:

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

b. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section §54956.9:

Number of cases: 2

Entered into closed session at 8:18 p.m.

Council reconvened into open session at 8:38 p.m.

Announcement of any action taken in closed session:

Mayor Hansen reported no reportable action.

Adjournment:

The Meeting was adjourned at 8:38 p.m.

Dated: December 17, 2019

Tara Rustenhoven, City Clerk

ACTION MINUTES OF THE WILLOWS PUBLIC SAFETY COMMITTEE SPECIAL MEETING HELD DECEMBER 27, 2019

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.
Please visit www.cityofwillows.org for free PodBean recordings.*

Mayor Hansen called the meeting to order at 2:00 p.m.

Roll Call:

Council Members Present: Mayor Hansen

Council Members Absent: Council Member Flesher

Willows Rural Fire Protection Board: Board Member Hutson and Board Member Amaro

Staff Present: Interim City Manager Wayne Peabody and City Clerk Tara Rustenhoven

GCSO Staff: Sheriff Warren

Public Comment/ Written Communications: No public comments or written communications.

Business Items:

- a. Fire Chief Peabody will provide an overview and status report on current service levels available for Willows' Ambulance Services.
- b. Fire Chief Peabody will provide an overview of possible Paramedic Program and request duties be assigned for possible Paramedic Assessment.

The Public Safety Committee met and went over to items; Status Report on the current service levels available for Willows Ambulance Services and a Paramedic Program and request duties be assigned for possible Paramedic Assessment.

*This committee is a Standing Committee comprised of less than a quorum of city council members; functioning in an ad-hoc advisory status to the city council and its authority is limited to review and recommendation on any issues in conjunction with Public Safety within the City of Willows.

Adjournment: 2:59 p.m.

Dated: January 7, 2020

Tara Rustenhoven, City Clerk



PUBLIC HEARING

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: 2019/20 Appropriation Limit

RECOMMENDATION

Conduct a Public Hearing regarding the 2019/2020 Appropriation Limit for the City of Willows and adopt resolution establishing said limit.

SITUATION (or BACKGROUND):

The City is required to establish its appropriations limit annually by Council resolution. The appropriation limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit, only those that are designated as "proceeds of taxes" are included.

The City's appropriation limit for fiscal year 2019/20 is \$10,546,843. With qualified proceeds of taxes \$3,541,258 for the year, the City is \$7,005,585 under the limit. The City Auditor has applied testing procedures to the worksheets.

FINANCIAL CONSIDERATIONS:

No direct financial consideration as the City is below the Appropriation Limit for 2019/20.

NOTIFICATION

Notice of Public Hearing published in local newspaper

ALTERNATE ACTIONS

1. Adopt by Resolution

2. Request additional information from staff.
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Conduct a Public Hearing regarding the 2019/2020 Appropriation Limit for the City of Willows and adopt resolution establishing said limit.

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachments:

Resolution
City of Willows Appropriations Limit Worksheets-Fiscal Year 2019/20

ATTACHMENT A

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ESTABLISHING 2019/20 APPROPRIATION LIMIT

WHEREAS, Proposition 4, which was passed by the electorate, at a special election held on November 6, 1979, added Article XIII B to the Constitution to place various limitations on the fiscal powers of local government; and

WHEREAS, Proposition 111 amended Article XIII B requiring the city to choose adjustment factors annually; and

WHEREAS, the adjustment factors used to determine the 2019/20 appropriation limit are the California per capita income increase and county population growth.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows' 2018/19 Appropriation Limit is \$10,546,843.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of January, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Kerri Warren, Mayor

ATTEST:

Tara Rustenhoven, City Clerk

**CITY OF WILLOWS
APPROPRIATIONS LIMIT WORKSHEETS
FISCAL YEAR 2019/2020**

ROY R. SEILER

CERTIFIED PUBLIC ACCOUNTANT

201 C. North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849
E mail: Roy.Seiler@yahoo.com

**Independent Accountant's Report on Agreed Upon Procedures
Applied to Appropriations Limit Worksheets**

City Council
City of Willows, California

I have applied the procedures enumerated below to the accompanying Appropriations Limit Worksheets No.1 through No.7 for the City of Willows, California (City) for the 2019/2020 fiscal year. These procedures, which were agreed to by the City and the League of California Cities (as presented in the League publication entitled *Article XIII B Appropriations limitation Uniform Guidelines*) were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution.

This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and my findings were as follows:

1. I obtained completed worksheets No. 1 through No. 7 and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. I also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of the procedures.

2. For the accompanying Appropriations Limit worksheet No. 6, I added line A of last's year's limit, to line E, total adjustments, and compared the resulting amount to line F, this year's limit.

Finding: No exceptions were noted as a result of the procedures.

3. I compared the current information presented in the accompanying Appropriations Limit worksheet No. 6 to the prior year appropriation limit adopted by the City Council for the prior year.

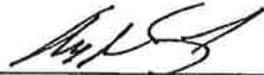
Finding: No exceptions were noted as a result of the procedures.

4. I compared the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet No. 6 to the prior year appropriations limit adopted by the City Council for the prior year.

Finding: No exceptions were noted as a result of the procedures.

I was not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheets No. 1 through No. 7. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by the League publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines*.

This report is intended solely for the information of the City of Willows Council and management and is not intended to be and should not be used by anyone other than those specified parties.



Roy R. Seiler,
Certified Public Accountant
January 8, 2020

**CITY OF WILLOWS
FISCAL YEAR 2019-2020**

APPROPRIATIONS LIMIT GUIDELINES

USERS FEES VERSUS COSTS (Enterprise Funds)

**WORKSHEET #1
BUDGET X ACTUAL**

Program Areas

	Water	Sewer	Sewer Industries	TOTAL
A. COSTS REASONABLY BORNE	7,692	1,975,295		1,982,987
B. FEES:	7,500	1,753,752		1,761,252
FEE REVENUE	7,500	1,753,752		1,761,252
C. AMOUNT FEE EXCEEDS COST (i.e., TAX PROCEEDS)	(192)	(221,543)	0	(221,735)
D. AMOUNT OF FEE REVENUE GREATER THAN COST				(221,735)
E. Use the results to complete Worksheet #2				

CITY OF WILLOWS
 FISCAL YEAR 2019-2020

APPROPRIATIONS LIMIT GUIDELINES

CALCULATION OF PROCEEDS OF TAXES

WORKSHEET #2

BUDGET X ACTUAL

REVENUES	PROCEEDS OF TAXES	NON-PROCEEDS OF TAXES	TOTAL
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TAXES:

PROPERTY TAX	784,500		784,500
SALES & USE TAX	1,380,000		1,380,000
BUSINESS LICENSE TAX	21,000		21,000
UTILITY USERS TAX			0
TRANSIENT OCCUPANCY TAX	725,000		725,000
SPECIAL POLICE OR FIRE	14,500		14,500
ADMISSIONS TAX			0
PARKING TAX			0
OTHER TAXES			0

FROM STATE:

MOTOR VEHICLE IN LIEU	575,000		575,000
TRAILER COACH IN LIEU			0
OFF-HIGHWAY VEHICLES			0
GASOLINE TAX		275,377	275,377
TRANSPORTATION		75,383	75,383
CIGARETTE TAX			0
HOMEOWNERS' RELIEF TAX	7,500		7,500
WILLIAMSON OPEN SPACE			0
TIDELANDS TRUST			0
POST REIMBURSEMENTS		0	0
REPEALED SUBVENTIONS:			0
LIQUOR LICENSE TAX			0
HIGHWAY CARRIERS			0
FINANCIAL AID TO LOCALS			0
BUSINESS INVENTORY			0
LIBRARY GRANTS		58,918	58,918
REAL PROP TRANSFER TAX	19,000		19,000
OTHER	1,000	130,000	131,000

**APPROPRIATIONS LIMIT GUIDELINES
WORKSHEET # 2
CONTINUED**

OTHER GOVERNMENTS:

**COUNTY LIBRARY ALLOCATION
COMMUNITY DEVELOPMENT
HOUSING
DISASTER RELIEF
OTHER**

	75,320	75,320
	3,085,455	3,085,455
		0
		0
		0

LOCALLY RAISED:

**SPECIAL BEN ASSESSMENTS
LICENSES AND PERMITS
BUSINESS LICENSES
FRANCHISE FEES
DEVELOPMENT FEES
RENTS, ROYALTIES, PENALTIES
FINES AND FORFEITURES
CHARGES FOR SERVICES
USER FEES (From Worksheet # 1)
OTHER MISC.**

	11,312	11,312
	102,800	102,800
		0
	190,500	190,500
	201,510	201,510
	27,000	27,000
	3,500	3,500
	128,859	128,859
	1,761,252	1,761,252
	729,613	729,613

SUB-TOTAL (For Worksheet # 3)

3,527,500	6,856,799	10,384,299
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**INTEREST EARNINGS
(From Worksheet # 3)**

13,758	26,742	40,500
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**TOTAL REVENUE
(use for worksheet #4)**

3,541,258	6,883,541	10,424,799
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RESERVE WITHDRAWALS

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TOTAL OF THESE FUNDS

3,541,258	6,883,541	10,424,799
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OTHER FUNDS NOT INCLUDED

		0
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GRAND TOTAL

3,541,258	6,883,541	10,424,799
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**CITY OF WILLOWS
FISCAL YEAR 2019-2020**

APPROPRIATIONS LIMIT GUIDELINES

INTEREST EARNINGS PRODUCED BY TAXES

WORKSHEET #3

	<u>AMOUNT</u>	<u>SOURCES</u>
A. TAX PROCEEDS NOT INCLUDING INTEREST	3,527,500	(WORKSHEET #2)
B. MINUS EXCLUSIONS	0	(WORKSHEET #7)
C. NET INVESTED TAXES	3,527,500	(A-B)
D. TOTAL REVENUES NOT INCLUDING INTEREST	10,384,299	(WORKSHEET #2)
E. TAX PROCEEDS AS A PERCENT OF BUDGET	33.97%	
F. INTEREST EARNINGS	40,500	
G. AMOUNT OF INTEREST EARNED FROM TAXES	13,758	(E*F)
H. AMOUNT OF INTEREST EARNED FROM NON-TAXES	26,742	(F-G)

**CITY OF WILLOWS
FISCAL 2019-2020**

APPROPRIATIONS LIMIT GUIDELINES

APPROPRIATIONS SUBJECT TO LIMITATION

WORKSHEET #4

	<u>AMOUNT</u>	<u>SOURCES</u>
A. PROCEEDS OF TAXES	3,541,258	(WORKSHEET #2)
B. EXCLUSIONS	0	(WORKSHEET #7)
C. APPROPRIATIONS SUBJECT TO LIMITATIONS	3,541,258	(A-B)
D. CURRENT YEAR LIMIT	10,546,843	(WORKSHEET #6)
E. OVER/(UNDER) LIMIT	(7,005,585)	(C-D)

CITY OF WILLOWS
FISCAL YEAR 2018-2019

APPROPRIATIONS LIMIT GUIDELINES

POPULATION INCREASE

WORKSHEET #5

LIMITATION COMPUTATION:	CITY		COUNTY	
	POPULATION	PERCENT	POPULATION	PERCENT
1987-1988	01/01/86	5154	22875	
	01/01/87	5238	22867	-0.03%
1988-1989	01/01/87	5206	22867	
	01/01/88	5273	23180	1.37%
1989-1990	01/01/88	5269	23180	
	01/01/89	5302	23588	1.76%
1990-1991	01/01/89	5331	23588	
	01/01/90	5479	24473	3.75%
1991-1992	01/01/90	5936	24473	
	01/01/91	6092	25241	3.14%
1992-1993	01/01/91	6082	25241	
	01/01/92	6167	25693	1.79%
1993-1994	01/01/92	6180	25693	
	01/01/93	6324	26240	2.13%
1994-1995	01/01/93	6310	26240	
	01/01/94	6325	26431	0.73%
1995-1996	01/01/94	6335	26431	
	01/01/95	6472	26990	0.73%
1996-1997	01/01/95	6280	26219	
	01/01/96	6357	27195	1.02%
1997-1998	01/01/96	6367	26529	
	01/01/97	6388	26695	.63%
1998-1999	01/01/97	6382	26673	
	01/01/98	6388	26861	.70%
1999-2000	01/01/98	6364	26759	
	01/01/99	6397	26943	.29%
2000-2001	01/01/99	6370	26765	
	01/01/00	6392	27107	0.84%
2001-2002	01/01/01	6286	26688	
	01/01/02	6251	26707	0.07%

The Demographic Research Unit has adopted a revised method of estimating population for the cities and counties. This revised method has been used to adjust the 1/1/95 population figures.

CITY OF WILLOWS
FISCAL YEAR 2018-2019

APPROPRIATIONS LIMIT GUIDELINES

POPULATION INCREASE

WORKSHEET #5

LIMITATION COMPUTATION:		CITY		COUNTY	
		POPULATION	PERCENT	POPULATION	PERCENT
2002-2003	01/01/02	6238		26635	
	01/01/03	6282	0.74%	26952	1.19%
2003-2004	01/01/03	6355		27273	
	01/01/04	6385	0.47%	27630	1.31%
2004-2005	01/01/04	6400		27824	
	01/01/05	6438	0.59%	28197	1.34%
2005-2006	01/01/05	6456		28155	
	01/01/06	6432	-0.37%	28540	1.37%
2006-2007	01/01/06	6392		28364	
	01/01/07	6469	1.20%	28791	1.51%
2007-2008	01/01/07	6453		28709	
	01/01/08	6502	0.76%	29085	1.31%
2008-2009	01/01/08	6472		29070	
	01/01/09	6486	0.22%	29239	0.58%
2009-2010	01/01/09	6480		29212	
	01/01/10	6505	0.39%	29434	0.76%
2010-2011	01/01/10	6165		28004	
	01/01/11	6144	-0.34%	28153	0.53%
2011-2012	01/01/11	6165		28004	
	01/01/12	6144	-0.34%	28153	0.53%
2012-2013	01/01/12	6129		28116	
	01/01/13	6181	0.52%	28247	0.47%
2013-2014	01/01/13	6137		28136	
	01/01/14	6154	0.28%	28255	0.42%
2014-2015	01/01/14	6228		28598	
	01/01/15	6208	-0.32%	28630	0.12%
2015-2016	01/01/15	6119		28579	
	01/01/16	6213	1.54%	28668	0.31%
2016-2017	01/01/16	6198		28543	
	01/01/17	6187	-0.18%	28635	0.32%
2017-2018	01/01/17	6066		28634	
	01/01/18	6064	-0.03%	28696	0.22%
2018-2019	01/01/18	6273		28762	
	01/01/19	6282	0.14%	29132	1.29%

The Demographic Research Unit has adopted a revised method of estimating population for the cities and counties. This revised method has been used to adjust the 1/1/95 population figures.

**CITY OF WILLOWS
FISCAL YEAR 2019-2020**

APPROPRIATIONS LIMIT GUIDELINES

APPROPRIATIONS LIMIT

WORKSHEET #6

	Amount	Source
A. LAST YEARS LIMIT	10,026,501	
B. ADJUSTMENT FACTORS		
1. Population %	1.0129	Worksheet #5 State Finance or Assessor
2. Inflation %	1.0385	
Total Adjustment %	1.05189665	(B1 * B2)
C. ANNUAL ADJUSTMENT	520,342	(B*A)
D. OTHER ADJUSTMENTS		
1. Lost Responsibility	0	
2. Transfers to Private	0	
3. Transfers to Fees	0	
4. Assumed Responsibility	0	
Subtotal	0	
E. TOTAL ADJUSTMENT	520,342	(C+D)
F. THIS YEAR'S APPROPRIATION LIMIT	10,546,843	(A+E)

**CITY OF WILLOWS
FISCAL YEAR 2019-2020**

APPROPRIATIONS LIMIT GUIDELINES

EXCLUDED APPROPRIATIONS

WORKSHEET # 7

<u>EXCLUSION CATEGORY</u>	<u>AMOUNT</u>
A. COURT ORDERS	<input type="text" value="0"/>
B. FEDERAL MANDATES	<input type="text" value="0"/>
C. QUALIFIED CAPITAL OUTLAY	<input type="text" value="0"/>
D. QUALIFIED DEBT SERVICE	<input type="text" value="0"/>
TOTAL EXCLUDABLE	<input type="text" value="0"/>



REGULAR BUSINESS

January 14, 2020

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager

FROM: Steve Soeth, Community Development Services Director,
Tim Sailsbery, Administrative Services Director

SUBJECT: North Lassen Street Rehabilitation Project Design, Engineering and Surveying

RECOMMENDATION:

By Motion, Accept the Terms and Conditions of the Project Specific Supplemental Agreement Submitted By Coastland Civil Engineering, Inc. for design engineering and survey of the N. Lassen Street Rehabilitation Project, Direct the Interim City Manager to Sign the Agreement, and Appropriate an Additional \$7,516 Regional Surface Transportation Funds (310.7256.400)

SITUATION (or BACKGROUND):

The City was successful in being awarded \$760,000 in State Transportation Improvement Funds ("STIP") for the reconstruction of roadway and repair of curb, gutter, and sidewalk, along with ADA compliant curb ramps, on N. Lassen Street from Wood Street to Sycamore Street. The award amount appears to be enough to cover construction, but not design and construction management.

Coastland has submitted a project specific supplement to their City Engineering Services Agreement to provide design work associated with this project. The estimate for design engineering, surveying and preparation of plans and bid documents is \$82,899.00. Although RSTP funds during 2017-18 and 2018-19 were appropriated via budget adoption in excess of actual expenditures, these amounts were not carried over. A total of \$75,383 in RSTP funds were approved as part of the adopted budget for 2019-20. As such, an additional \$7,516 (\$82,899-\$75,383) in RSTP funds need to be appropriated to cover the cost level noted in the bid. The RSTP fund currently has approximately \$126,000 available (\$201,000 current balance -\$75,383 appropriated= approximately \$126,000).

FINACIAL CONSIDERATIONS:

Additional appropriation of \$7,516 from the Regional Surface Transportation ("RSTP") Fund

NOTIFICATION:

None

ALTERNATE ACTIONS:

- 1: Table and Seek Additional Information
- 2: Decline to Approve Proposal

RECOMMENDATION:

By Motion, Accept the Terms and Conditions of the Project Specific Supplemental Agreement Submitted By Coastland Civil Engineering, Inc. for design engineering and survey of the Sycamore

January 14, 2020

Street Project, Direct the Interim City Manager to Sign the Agreement, and and Appropriate an Additional \$7,516 Regional Surface Transportation Funds (310.7256.400)

Respectfully Submitted,

/s/ Steve Soeth

Steve Soeth, Community Development Services Director

/s/ Tim Sailsbery

Tim Sailsbery, Administrative Services Director

ATTACHMENT:

Proposal



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

January 2, 2020

Mr. Steve Soeth
Public Works Director
City of Willows
201 N. Lassen Street
Willows, CA 95988

RE: Proposal for Professional Engineering and Land Surveying Services for
North Lassen Street Rehabilitation Project

Dear Steve,

Per your request, we have prepared this letter proposal for the engineering design services associated with the City of Willow's North Lassen Street Rehabilitation project.

Project Understanding

For several years, portions of North Lassen Street have been on the list to receive federal funding to assist with rehabilitation. Recently, the City has learned that the monies allocated for N. Lassen Street need to be allocated prior to the end of FY 19-20. Based on this requirement, the City has requested construction documents to be prepared for the project.

The project involves rehabilitation of approximately 0.25 miles of North Lassen Street from West Sycamore Street to West Wood Street. The City of Willows 2014 Pavement Management Program Update indicates North Lassen Street (Section10) has a Pavement Condition Index (PCI) of 50, indicating that rehabilitation is needed. It is anticipated that an asphalt overlay is needed to rehabilitate this section of N. Lassen Street.

In addition to the paving work, the existing sidewalk, curb, and gutter is in poor condition throughout the project site. Per State regulations, when agencies use state or federal funds for repairing roadways, an analysis of the "complete streets" components (curb, gutter, sidewalks, pedestrian ramps, bicycle lanes, etc.) must be done and any facilities needing repair must be included in the project. Based on a preliminary review, significant amounts of curb, gutter and sidewalk will need to be replaced throughout the project.

In an effort to provide necessary information for the design of the roadway rehabilitation, City staff performed six potholes throughout the project site to evaluate the existing road structural section. The potholes show the street section to be minimal with approximately 1.5-inch of AC with cape seal over 1.5-inch to 2.5-inch of an oil/gravel mix and 3.5-6-inches of base material. With the limited thickness of the existing AC and budget constraints, full width grinding or lowering of the crown will not be possible. Based on available funding and the pavement structural section, it appears that the best approach to rehabilitate North Lassen Street includes a 5'-8' wedge grind along the lip of gutter, placement of pavement reinforcing fabric over the existing asphalt and placing a 2-inch AC overlay over the entire roadway. Replacement of broken curb, gutter, sidewalk, and of non-conforming curb ramps will also be included. From our review, there are nine existing curb ramps that will need to be reconstructed to conform with current federal ADA

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
324 Campus Lane, Ste. A
Fairfield, CA 94534
Tel: 707.702.1961

www.coastlandcivil.com

standards. Areas of pavement exhibiting signs of isolated failure will be removed and an asphalt concrete plug will be installed.

It is our understanding this project will receive State Transportation Improvement Program (STIP) funding. Due to the type of funding source, this project must be processed through the Caltrans Office of Local Assistance.

Project Approach

Based on our understanding of the project needs, our approach to the design will involve making the best use of the available project budget while providing the highest quality finished project possible.

As we have extensive experience in design of these types of projects, we can provide cost-efficient and creative ways to repair the street and sidewalks. Initially, we will walk the site to identify specific areas of broken curb, gutter, and sidewalk. The existing sidewalk and curb ramps will also be reviewed for conformance with current federal ADA standards. Non-conforming areas will be documented for inclusion on the improvement plans.

SCOPE OF WORK

Task 1 – Background Information and Agency Coordination

Upon Notice to Proceed, Coastland will assemble and review available record information pertaining to the project including base maps, as-built drawings, and additional pertinent information for the project.

We will coordinate with outside utility companies to ensure that all existing facilities are identified during the design phase. This task will include writing letters to PG&E, Cable TV, Cal Water, and AT&T informing them of the project and requesting their facility drawings.

As this is a state funded project, the funding requires several additional documents to be processed through Caltrans. These include, but are not limited to, submitting certification for the plans, specifications and estimate of probable construction cost; submitting a right-of-way certification; submittal of utility verifications and agreements, request for authorization to bid the project and submittal of authorization to proceed with construction (prior to official award of the project by the City Council.) These forms will be processed through Caltrans' Local Assistance department.

Task 1 Deliverables: Two (2) hard copies and one (1) electronic copy of formal correspondence documenting findings during information gathering and copies of all Caltrans' Local Assistance correspondence.

Task 2 – Topographic Survey

Our subconsultant, Cinquini and Passarino, Inc. (CPI), will conduct the topographic survey of the project area including North Lassen Street from the West Sycamore to West Wood Street. The work will include performing a ground topographic survey and prepare a map at 1" =20' scale with a one-foot contour interval.



The width of the survey will be from the back of sidewalk to back of sidewalk on either side of the North Lassen Street. It will include features such as, but not limited to, building corners and elevations, curb lines, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway and doorway locations, sidewalks, trees four (4) inches and larger, retaining wall or decorative walls, and any other pertinent information that could apply to the project during design.

Task 2 Deliverables: If desired, we can provide sealed hardcopy of the Topographic Survey Map.

Task 3 - Meetings

We anticipate meeting with City staff, either by phone or in person, to ensure full coordination of the project. After the topographic survey is completed, Coastland will schedule and attend a kick-off meeting at the project site where we will walk the site with City staff to discuss the project and specific goals and objectives. This initial meeting will also refine the project schedule, discuss key milestones, and identify other stakeholders. Coastland and City staff will field review and take field measurements and areas for dig-out repairs. We will also identify replacement limits of damaged and non-compliant curb and gutter, driveways, sidewalks, and pedestrian ramps within the City's right-of-way. Digital photos will be taken and observe existing conditions to identify unusual or special conditions that may affect the project design or construction.

Coastland will meet with City staff one more time after the City's review 90% submittal.

Task 3 Deliverables: Two (2) hard copies and one (1) electronic copy of formal correspondence and meeting minutes.

Task 4 – 50% Submittal

Following our background information research, topographic survey, and field review, Coastland will prepare a 50% submittal. As part of this efforts we will review the pedestrian curb ramps within the project limits and provide recommendations of improvement to bring them up to current Federal standards. Coastland will prepare the technical specifications in conformance with the current Caltrans and the City of Willows standard specifications. The 50% submittal will include initial plan layout drawings, curb ramp reconstruction with preliminary grades, preliminary striping plans (per California MUTCD standards), dig-out locations (with sizes indicated), sidewalk replacement areas, utility information, preliminary technical specifications and a preliminary cost estimate and potential conflicts or other design issues that may need to be addressed.

Task 4 Deliverables: Two (2) hard copies and one (1) electronic copy of the plans (PDF), technical specifications (Word), and estimate (Excel) for City review and comment.

Task 5 – 90% Submittal

Upon completion of the 50% submittal and review by the City, Coastland will prepare the 90% submittal of the plans and specifications. The project design will essentially be complete at this time. The 90% submittal will incorporate City comments from the 50% submittal and will include completed plan sheets for the roadway, sidewalk, and curb ramp improvements. We will also prepare 90% specifications, including front-end sections, and estimate of probable construction costs.



Attendance at a meeting with City Staff after the City's review of the 90% submittal is included in Task 3.

Task 5 Deliverables: Two (2) hard copies and one (1) electronic copy of the plans (PDF), specifications (Word), and estimate (Excel) for City review and comment.

Task 6 – Final Documents

Following the City's review of the 90% submittal we will incorporate comments and prepare final bid documents including stamped and signed drawings and specifications.

Task 6 Deliverables: One (1) hard copy and one (1) electronic copy of the plans (PDF), specifications (Word), and estimate (Excel) for bidding. The final bid plans and technical specifications will be signed and stamped for bidding purposes.

Task 7 – Bid and Contract Support

Once Caltrans approval has been obtained to advertise the project, Coastland will prepare the Notice to Bidders to the City for advertisement. The City will be responsible for placing advertisement for bidding in the local paper.

We will provide the City with 12 copies of the full bid documents for bidding purposes. We will make an electronic distribution to the Builder's Exchanges typically used by the City. We will also provide bid assistance to the City to answer questions that may arise during the bidding phase. This will include assisting the City in preparing an addenda, if required.

We will attend and conduct the bid opening for the project and review information submitted by the low and second lowest bidder for technical accuracy, ensure that all forms are signed, ensure the contractor is in good standing with the State Contractor's Licensing Board, verify necessary bonds are provided and provide a staff report and resolution for the award of the project.

Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the bidders, we can provide this as an additional service on a time and materials basis, as the time to process the protest is unknown.

Exclusions

The following work is not included in our proposal. However, Coastland would be pleased to provide these services if the City desires:

- Investigations for soil contamination.
- Environmental studies or documentation other than Cat-Ex forms for Caltrans.
- Public participation effort.
- Permitting fees.
- Meetings beyond those noted above.
- Record of Survey.
- Construction Management and Inspection (to be provided in subsequent proposal.)



Project Fee

Based upon our described scope of work, we propose to provide our professional engineering services on a time and materials basis for a not to exceed amount of \$82,889. The total amount we have specified is only for our described Scope of Work. If you request work to be performed outside the scope of work or if the scope of work changes, we reserve the right to negotiate the cost for the extra work. Please note that we have estimated a budget of \$1,850 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We greatly appreciate the opportunity to serve the City on this project. We are prepared to begin work upon authorization. We have prepared a contract amendment for (attached) for your consideration. Please let me know if you have any questions.

Sincerely,



John Wanger
CEO



Steven Van Saun
Senior Project Engineer

CC Wayne Peabody, Interim City Manager



 DESIGN WORK ESTIMATE											
North Lassen Street Rehabilitation Project		Engineering Design & Land Surveying Services					City of Willows				
Task Information		Billing Classification & Rate					Hours & Cost				
TASK	Principal Engineer	Senior Engineer	Assistant Engineer	Sr. Engr. Technician	Admin	Construction Manager	Subconsultant Cost	TOTAL HOURS	TOTAL FEE	NOTES	
	\$200	\$180	\$140	\$140	\$90	\$165					
1 BACKGROUND INFORMATION & AGENCY COORDINATION											
	Background Information			4	4			8	\$1,120		
	Caltrans Submittals	4	8	20				32	\$4,880		
	Utility Coordination		2		6			8	\$1,180		
	Subtotal							48	\$7,160		
2 TOPOGRAPHIC SURVEY											
	Surveying						\$11,109		\$11,109	CPI	
	Coordinate with Subconsultant		1		4			5	\$720		
	Subtotal							5	\$11,829		
3 MEETINGS											
	Kick off Meeting, Field Review (1)	8	8					16	\$2,880		
	Design Progress Meeting (1)	8	8					16	\$2,880		
	Subtotal							32	\$5,760		
4 50% PLAN SUBMITTAL											
	Preliminary Plans		20	12	80			112	\$16,080		
	Preliminary Estimate		2	4	2			8	\$1,160		
	Preliminary Specifications		4	18		1		21	\$2,670		
	QA/QC Review	4						4	\$800		
	Subtotal							145	\$21,010		
5 90% SUBMITTAL											
	Improvement Plans		16	10	72			98	\$14,040		
	Specifications		4	18		1		21	\$2,970		
	Cost Estimate		2	6	2			10	\$1,440		
	QA/QC Review	4					4	8	\$1,480		
	Subtotal							137	\$19,910		
6 FINAL DOCUMENTS											
	Final Plans		12	4	32			48	\$6,960		
	Specifications		2	8		2		12	\$1,620		
	Cost Estimate		2	4	2			8	\$1,160		
	QA/QC Review	2					2	4	\$730		
	Subtotal							72	\$10,470		
7 BID AND CONTRACT SUPPORT											
	Bidding Support		4	2	2	8		16	\$1,920		
	Addenda		4	4	4	2		14	\$1,940		
	Bid Analysis and Report	2	4					6	\$1,040		
	Subtotal							36	\$4,900		
	Direct Costs (repro, mileage, etc.)									\$1,850	
Total Cost		32	103	110	210	14	6	\$11,109	475	\$82,889	



**PROJECT SPECIFIC SUPPLEMENTAL AGREEMENT
NORTH LASSEN STREET REHABILITATION PROJECT**

WHEREAS, the City of Willows (herein referred to as “Agency”) entered into a Public Agency Agreement with Coastland Civil Engineering, Inc. (herein referred to as “Consultant”) to provide City Engineering Services; and

WHEREAS, said Public Agency Agreement for City Engineering allows for additional project specific engineering services to be assigned by the Agency on an as-needed basis; and

WHEREAS, the Agency has determined that the Agency needs Professional Engineering Services for the North Lassen Street Rehabilitation Project (hereinafter referred to as “Project”); and

WHEREAS, the Agency does not have the current staff with expertise to provide these services and needs to retain a consultant with the appropriate experience for this work; and

WHEREAS, Consultant has experienced staff with the proper experience and background to carry out the duties involved for this work; and

WHEREAS, Agency wishes to retain Consultant for the performance of services associated with said Project, subject to all the terms and conditions as set for in the original Public Agency Agreement with Consultant.

THEREFORE, Agency and Consultant mutually agree to the scope of work and additional fee as follows:

Scope of Work

All work associated with the Project shall be per the scope of work attached as Exhibit “A”.

Payment Terms

For Consultant Services associated with the Project, Agency agrees to pay Consultant in accordance with the payment terms provided on Exhibit “B” attached hereto and incorporated herein by this reference.

IN WITNESS HEREOF, the parties have caused their authorized representative to execute this amendment on _____, 2020.

CITY OF WILLOWS “AGENCY”

BY: _____

COASTLAND CIVIL ENGINEERING, INC. “CONSULTANTS”

BY: _____

John L. Wanger, CEO

EXHIBIT "A"

SCOPE OF WORK

Task 1 – Background Information and Agency Coordination

Upon Notice to Proceed, Coastland will assemble and review available record information pertaining to the project including base maps, as-built drawings, and additional pertinent information for the project.

We will coordinate with outside utility companies to ensure that all existing facilities are identified during the design phase. This task will include writing letters to PG&E, Cable TV, Cal Water, and AT&T informing them of the project and requesting their facility drawings.

As this is a state funded project, the funding requires several additional documents to be processed through Caltrans. These include, but are not limited to, submitting certification for the plans, specifications and estimate of probable construction cost; submitting a right-of-way certification; submittal of utility verifications and agreements, request for authorization to bid the project and submittal of authorization to proceed with construction (prior to official award of the project by the City Council.) These forms will be processed through Caltrans' Local Assistance department.

Task 1 Deliverables: Two (2) hard copies and one (1) electronic copy of formal correspondence documenting findings during information gathering and copies of all Caltrans' Local Assistance correspondence.

Task 2 – Topographic Survey

Our subconsultant, Cinquini and Passarino, Inc. (CPI), will conduct the topographic survey of the project area including North Lassen Street from the West Sycamore to West Wood Street. The work will include performing a ground topographic survey and prepare a map at 1" =20' scale with a one-foot contour interval.

The width of the survey will be from the back of sidewalk to back of sidewalk on either side of the North Lassen Street. It will include features such as, but not limited to, building corners and elevations, curb lines, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway and doorway locations, sidewalks, trees four (4) inches and larger, retaining wall or decorative walls, and any other pertinent information that could apply to the project during design.

Task 2 Deliverables: If desired, we can provide sealed hardcopy of the Topographic Survey Map.

Task 3 - Meetings

We anticipate meeting with City staff, either by phone or in person, to ensure full coordination of the project. After the topographic survey is completed, Coastland will schedule and attend a kick-off meeting at the project site where we will walk the site with City staff to discuss the project and specific goals and objectives. This initial meeting will also refine the project schedule, discuss key milestones, and identify other stakeholders. Coastland and City staff will field review and take field measurements and areas for dig-out repairs. We will also identify replacement limits of damaged and non-compliant curb and gutter, driveways, sidewalks, and pedestrian ramps within the City's right-of-way. Digital photos will be taken



and observe existing conditions to identify unusual or special conditions that may affect the project design or construction.

Coastland will meet with City staff one more time after the City's review 90% submittal.

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Exclusions

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- Record of Survey.
- Construction Management and Inspection (to be provided in subsequent proposal.)



EXHIBIT "B"

FEES

Based upon our described scope of work, the services associated with this project will be provided on a time and materials basis for a not to exceed amount of \$82,889. The total amount specified is only for the described Scope of Work. If the City requests work to be performed outside the scope of work or if the scope of work changes, any changes must be approved in writing by both the City and Consultant prior to the work commencing. The approved project budget includes an estimated budget of \$1,850 for reimbursable costs. This amount is for reimbursable costs that will be billed on an as-incurred basis plus 15%.



January 14, 2020

AGENDA ITEM

TO: Honorable Mayor Kerri Warren and Members of the City Council

FROM: Tara Rustenhoven, City Clerk

SUBJECT: Library Board of Trustees Appointments

RECOMMENDATION:

By Motion, appoint Members to the Willows Library Board in accordance with the recommendation of Vice Mayor Domenighini and Councilmember Flesher to the Willows Library Board of Trustees for terms ending on June 30, 2023.

SUMMARY:

As directed by council at the December 10th meeting, procedures were followed, and city staff received three applications for the three-seats that expired on June 30, 2019.

Vice Mayor Domenighini and Council member Flesher held interviews of the applicants and directed staff to place an item on the agenda of the January 14, 2020 City Council meeting, in which they will make their recommendation to the Council to appoint Robert Griffith, Lisa Kennedy and Sunshine Kelly to the open seats of Library Board of Trustees, set to expire on June 30, 2023.

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION:

All applicants have been notified.

ALTERNATE ACTIONS:

No Alternatives are recommended.

January 14, 2020

RECOMMENDATION:

By Motion, appoint Members to the Willows Library Board in accordance with the recommendation of Vice Mayor Domenighini and Councilmember Flesher to the Willows Library Board of Trustees for terms ending on June 30, 2023.

Respectfully Submitted,

/s/ Tara Rustenhoven

Tara Rustenhoven
City Clerk

Approved by:

/s/ Wayne Peabody

Wayne Peabody
Interim City Manager/Fire Chief