



# Willows City Council Regular Meeting

April 24, 2018  
Willows City Hall  
7:00 p.m.

## Agenda

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

City Council  
Kerri Warren, Mayor  
Lawrence Mello, Vice Mayor  
Gary Hansen, Council Member  
Jeff Williams, Council Member  
Jim Yoder, Council Member

Interim City Manager  
Wayne Peabody

City Clerk  
Robyn Johnson

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**
  - a. Reading of a Proclamation declaring the month of April as Child Abuse Prevention, Sexual Assault Awareness Month & Denim Day California.
5. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**
  - a. Public Comments:  
Members of the public wishing to address the Council on any item(s) within the jurisdiction of the city 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)
6. **SCHEDULED PUBLIC AND/OR STAFF PRESENTATIONS**
  - a. Jody Samons of Glenn County- Economic Development Presentation
7. **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 (35743-35775, Z09109-Z09134, 37336-37359).
  - b. Approval of minutes of the Regular City Council Meeting held on April 10, 2018.

*Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action 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.*

## **8. PUBLIC HEARING**

- a. Conduct a Public Hearing and allow citizens an opportunity to receive input on unmet transit needs in Glenn County. No further action is required by the Council upon the conclusion of the Public Hearing.

## **9. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION**

- a. Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2018 fire season and allow staff to solicit bids for abatement contractor.
- b. Consider the approval of the resolution awarding a construction contract for the West Sycamore Street Rehabilitation Project to Northwest Paving in the amount of \$734,327.00, and that an overall budget of \$968,830.00 be established for this project via appropriation, by motion, of \$624,000 from STIP (Fund 308), 140,410.00 from SB1 Funds (Fund 306) and \$184,420 from RSTP (Fund 310.)
- c. By Consensus, Confirm a date and time for the Budget Workshop for the Week of May 21.
- d. Hold a discussion regarding the Council's desire and/or availability to participate in the 2018 Lamb Derby Parade on May 12th at 10:00am.

## **10. COUNCIL/ STAFF REPORTS/COMMENTS**

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

## **11. ADJOURNMENT**

**This agenda was posted on April 19, 2018.**

  
\_\_\_\_\_  
Robyn Johnson, 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](http://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. 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*



# PROCLAMATIONS

# ***CITY OF WILLOWS PROCLAMATION***

## **DECLARING THE MONTH OF APRIL AS CHILD ABUSE PREVENTION, SEXUAL ASSAULT AWARENESS MONTH & DENIM DAY CALIFORNIA.**

**WHEREAS**, the month of April is Child Abuse Prevention, Sexual Assault Awareness Month and Denim Day California, which calls attention to the fact that sexual violence is wide spread and impacts every man, woman and child in the City of Willows, and

**WHEREAS**, sexual violence is not a gender issue, and it is estimated that nearly one in three girls and one in six boys will experience some form of sexual violence before their 18<sup>th</sup> birthday; the United Nations has identified that 1 in 3 women in the world will be raped and/or beaten in their lifetime; and

**WHEREAS**, the federal Centers for Disease Control and Prevention have identified sexual violence as a significant, costly, and preventable health issue; and

**WHEREAS**, a coalition of rape crisis centers and their allies, known as the California Coalition Against Sexual Assault, has emerged to directly confront this crisis with the cooperation of law enforcement agencies, health care providers, institutions of higher education, and other allied professionals from California's diverse communities; and

**WHEREAS**, it is our responsibility to support all survivors by treating them with dignity, compassion, and respect; and it is important to recognize the compassion and dedication of the individuals involved in this effort, applaud their commitment, and increase public understanding of this silent epidemic; and

**WHEREAS**, in 1998, "Denim Day" has helped to raise public awareness about rape and other forms of sexual violence. Harmful attitudes about rape and sexual violence allow these crimes to persist and allow survivors to be re-victimized through victim-blaming attitudes and unresponsive government systems; and

**WHEREAS**, California is a national leader within the judicial, criminal justice, medical, rape crisis, and health communities in promoting victim-centered approaches to victims of crime. And for the past 42 years **Rape Crisis Intervention & Prevention** has led the way in **Willows** in addressing sexual violence by providing FREE 24-hour crisis line services to victim/survivors and their significant others, responding to emergency calls, counseling, offering on-going support and comfort to those impacted by sexual violence during medical exams, law enforcement interviews, criminal proceedings, and empowering those impacted by sexual violence to chart their own course for healing; and

**NOW THEREFORE BE IT RESOLVED**, That I, Kerri Warren, Mayor of the City of Willows and on behalf of the Willows City Council, join Rape Crisis Intervention & Prevention advocates and communities across the country in taking action to prevent sexual violence. Along with the United States Government and the State of California, I do hereby proclaim April 2018 as "Child Abuse & Sexual violence Awareness Month";

**AND BE IT FURTHER RESOLVED**, that **The Willows City Council** recognizes April 25, 2018, as "Denim Day California" and encourages everyone to wear jeans on that day to help communicate the message that there is no excuse for, and never an invitation to commit rape or any type of sexual violence.

**IN WITNESS WHEREOF** I hereunto set my hand and caused the official seal of the City of Willows, be affixed hereto this 24<sup>th</sup> day of April 2018.

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Kerri Warren, Mayor



# CONSENT AGENDA



Period

**4/7/2018 TO 4/20/2018**

**General Checking 35743 TO 35775**

**Payroll Direct Deposit 209109 TO 209134**

**Payroll Checks 37336 TO 37359**

**APPROVAL DATE 4/24/2018**

**APPROVED \_\_\_\_\_**

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
035743	04/09/18	AMR02	AMERIPRIDE UNIFORM SVCS.	396.74	.00	396.74	B80404	MARCH STMT PER ATTACHED
035744	04/09/18	BAD00	BADAWI & ASSOCIATES	1000.00	.00	1000.00	1486	GASB 68 PREPARATION
035745	04/09/18	CAL18	CALIFORNIA BUILDING STAND	76.50	.00	76.50	B80405	BSF JAN-MAR 2018
035746	04/09/18	COM16	COMCAST CABLE	145.93	.00	145.93	B80404	ADMIN INTERNET 3/29-4/28/
035747	04/09/18	COR10	CORNING LUMBER CO., INC.	781.88	.00	781.88	B80404	MARCH STMT PER ATTACHED
035748	04/09/18	DEP01	DEPT. OF CONSERVATION	139.56	.00	139.56	B80405	SMIP JAN-MAR 2018
035749	04/09/18	ENT01	ENTERPRISE-RECORD	333.83	.00	333.83	B80404	SUBSCRIPTION RENEWAL 8594
035750	04/09/18	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	871477A	BACTI ANALYSIS
035751	04/09/18	GLE21	GLENN CO. SHERIFFS DEPT.	111833.33	.00	111833.33	32818-01	CONTRACTUAL LAW ENFORCEME
				111833.33	.00	111833.33	32818-02	CONTRACTUAL LAW ENFORCEME
			Check Total.....	223666.66	.00	223666.66		
035752	04/09/18	ILL00	ILLINOIS LIBRARY ASSOCIAT	159.00	.00	159.00	143208	LIBRARY SUPPLIES
035753	04/09/18	INK01	THE INKWELL	155.22	.00	155.22	B80404	MARCH STMT PER ATTACHED
035754	04/09/18	INT00	INTERSTATE OIL COMPANY	1120.70	.00	1120.70	641168-IN	OIL
035755	04/09/18	INT16	INTERSTATE BATTERY SYSTEM	102.71	.00	102.71	960015408	BATTERIES
035756	04/09/18	ITF01	INDUSTRIAL TRUCK & FARM	173.83	.00	173.83	B80404	MARCH STMT PER ATTACHED
035757	04/09/18	KNI03	KNIFE RIVER CONSTRUCTION	318.35	.00	318.35	194007	WET PATCH
035758	04/09/18	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1199997	CYLINDER RENTAL
035759	04/09/18	MOR01	MORRISON & COMPANY	6047.53	.00	6047.53	2353	PROFESSIONAL SERVICES-FEA
035760	04/09/18	NCC01	NCCSIF	32221.50	.00	32221.50	1469	WORKERS COMP.7/1/17-6/30/
035761	04/09/18	NOR18	NORTHERN CALIF. GLOVES	77.76	.00	77.76	504073	GLOVES
035762	04/09/18	O'R01	O'REILLY AUTO PARTS	346.38	.00	346.38	B80404	MARCH STMT PER ATTACHED
035763	04/09/18	OFF05	OFFICE DEPOT, INC.	128.52	.00	128.52	48957001	OFFICE SUPPLIES
035764	04/09/18	PGE01	PG & E	16000.00	.00	16000.00	7715513-3	EDA APPLICATION GAS/ELECT
035765	04/09/18	SAC08	SACRAMENTO VALLEY MIRROR	442.80	.00	442.80	15235	LEGAL AD SALARIES/W SYCAM
035766	04/09/18	SAF03	SAFETY TIRE SERVICE	2039.85	.00	2039.85	33788	TIRES
035767	04/09/18	SEV00	INFRAMARK, LLC	52309.63	.00	52309.63	29143	WILLOWS OPERATIONS APR 20
035768	04/09/18	SUC01	SUCCESS PRINTING	501.39	.00	501.39	4891	WEED ABATEMENT CARDS
035769	04/09/18	SUN07	SUN LIFE FINANCIAL	2691.53	.00	2691.53	B80404	GAP COVERAGE 3/1-3/31/18
035770	04/09/18	THR00	3CORE	1615.00	.00	1615.00	2141	EDA SUPPORT JAN-MAR 2018
035771	04/09/18	USB04	U.S. BANK CORPORATE PAYME	1487.05	.00	1487.05	B80404	MARCH STMT PER ATTACHED
035772	04/09/18	VER02	VERIZON WIRELESS	335.04	.00	335.04	04297533	TELEPHONE EXP.2/27-3/26/1
035773	04/09/18	WIL17	WILLDAN	7928.83	.00	7928.83	712472	CONTRACT PLANNING THROUGH
035774	04/09/18	WILHI	WILLOWS ACE HARDWARE	448.45	.00	448.45	B80404	MARCH STMT PER ATTACHED
035775	04/09/18	WILHQ	WILLOWS AUTO PARTS	130.05	.00	130.05	B80404	MARCH STMT PER ATTACHED
			Cash Account Total.....	353382.22	.00	353382.22		
			Total Disbursements.....	353382.22	.00	353382.22		
			Cash Account Total.....	.00	.00	.00		



## SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD APRIL 10, 2018

*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](http://www.cityofwillows.org) for free PodBean recordings.*

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

The meeting opened with the Pledge of Allegiance led by Interim City Manager Wayne Peabody.

### **Roll Call:**

**Council Members Present:** Council Members Yoder, Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.

**Council Members Absent:** None.

**Staff Present:** Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director Steve Soeth.

**Public Comment/ Written Communications:** None at this time.

### **Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers (35712-35742, Z09082-Z09108, 37304-37335).
- b. Approval of minutes of the Regular City Council Meeting held on March 27, 2018.

Mayor Warren requested that the minutes be corrected in the 1<sup>st</sup> sentence to reflect that Mayor Warren called the meeting to order.

### **Action:**

Motion: Council Member Yoder /Second: Council Member Hansen

Moved to approve the Consent Agenda above with the correction from Mayor Warren and the following item(s). The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

### **Regular Business:**

- a. Consider the approval of the attached resolution;
  - I. By motion, approve and authorize the Mayor to sign the Subdivision Improvement Agreement associated with the South Willows Commercial/Industrial Center Phase 1 Development.



Interim City Manager Peabody introduced the topic sharing as the City moves forward with the EDA project, part of the next phase is to adopt the map. By state code we also have to have a subdivision agreement in place along with APN's allowing someone to agree to install infrastructure. This agreement is unique in that is funded from the EDA funding and the over the counter grant. What makes the grant unique, is that if for some reason the funds fell through the City does not have the rights to it. The agreement was drafted by our City Attorney and Engineer.

Council Member Hansen gave thanks to the City Attorney for his work on this project.

Council Member Williams said he had the compliments although also wanted to give praise to the City Engineer as well. He then asked Interim City Manager if the only responsibility of the City would be sewer and storm drains. Mr. Peabody replied that if the EDA grant were to go away than it would fall back on the land developer to install.

**Action:**

Motion: Council Member Hansen /Second: Council Member Yoder  
Moved to approved and authorize the Mayor to sign the Subdivision Improvement Agreement associated with the South Willows Commercial/Industrial Center Phase 1 Development.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- II. By motion, approve the Final map for the South Willows Commercial/Industrial Center Phase 1 Final Map.

**Action:**

Motion: Council Member Hansen /Second: Council Member Williams  
Moved to approve the Final map for the South Willows Commercial/Industrial Center Phase 1 Final Map.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- b. Consider the approval of the attached resolution incorporating the 2018-19 Budget a list of Projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate said funds.

Community Services Director Soeth introduced the topic sharing with Council that all detail was clearly stated and explained within the agenda item and that he was here if they needed.

Council Member Hansen shared he felt this was a good plan going forward and good work.

Council Member Williams ask Community Development Services Director if this does not tag off the resolution that was passed on March 14<sup>th</sup> for the Sycamore Street. Mr. Soeth replied, Different projects different funding stream. Carried over funds will also be used.

Council Member Williams then shared, concerns about lifting sidewalks from trees. He then acquired information about the City tree list. Suggesting that maybe the City eliminate some of the problem trees so that we do not continue to have these problems.

Mayor Warren than shared while she was on the Planning Commission, they had went through the tree list for this very problem and has eliminated the trees that caused these kinds of issues.

**Action:**

Motion: Council Member Yoder /Second: Council Member Hansen  
Moved to approve approval of the attached resolution incorporating the 2018-19 Budget a list of Projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate said funds.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- c. Consider the approval of the attached resolution requesting a grant from the United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG) for a Biomass Cogeneration feasibility study and business case development for the City of Willows.

Interim City Manager Peabody introduced this item sharing that the staff was before the Council with an outside of the box thought pattern. Sharing the City may have an opportunity in our general area with materials that surround us. After some research, there is the possibility that walnut holes and shells can be burnet to produce energy. So what is before the council today is a grant from USDA that look very favorable on this type of application. The City hopes to use these powers generated for cold storage, waste water treatment plant, etc.

Council Member Williams questioned the item, pointing out there is a 12,000.00 match stated in the item. Asking The City Manager to explain. Mr. Peabody replied, it's based off of wages just as the City did with the Cold Storage.

Council Member Yoder shared it is times of the future and that he felt this was a good idea.

Council Member Mello shared there was going to be no waste soon on everything that we grow.

Council Member Hansen expressed it was a good plan and goes hand and hand with the Cold Storage.

Mayor Warren then closed with this is the perfect thing for our community.

Mrs. Samons of Glenn County then approved the podium sharing with Council that this is one more step in master plan in green waste! There is a lot of interest in Food Manufacturing interested within Willows.

Council Member Williams asked Mrs. Samons, what kind of job creation this would bring? Mrs. Samons respond with it depends on the size, the biomass not as much. The associate plants would be what brings that jobs. They look to bring in 20-30 jobs on average that way the jobs can be more sustainable.

**Action:**

Motion: Council Member Hansen /Second: Council Member Williams

Moved to approve the attached resolution requesting a grant from the United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG) for a Biomass Cogeneration feasibility study and business case development for the City of Willows.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- d. Staff seeks Council direction regarding the future organization structure of the Recreation Department.

Administrative Services Director Salsbery introduced the topic asking Council for direction regarding the future of the Recreation Department after the retirement of Carol Lemenager.

Giving the Council three options that staff had come up with.

Option 1: Create a special district that would require tax payers a parcel tax to fund the district.

Option 2: Leave the Program as is. Hiring a full time Recreation Coordinator.

Option 3: Hire multiple part-time employees to sustain the Recreation Department.

Council Member Hansen shared he felt there was more important items such as emergency dispatch and transportation to place on the ballot. He then shared he felt as though the option 2 follows with the original map that City Manager had given to Council at an earlier date.

Council Member Mello shared he felt option 2 would be the best interest of the City.

Council Member Yoder expressed that he liked option #1 to help/encourage people to get involved. But at this time he felt option #2 would be best.

Council Member Williams shared that he felt option #1 would have a difficult time passing through the voter and option #2 would be best.

Council Member Warren shared that time was not on our side and she agreed with her fellow Council Members that option #2 would be best.

By Consensus, Council directed staff to move forward with option #2.

**Council/Staff Reports/Comments:**

**a. Staff Reports/Comments:**

Community Development Services Director Soeth shared that the annual Community Clean-Up Day would be held on Saturday, June 23<sup>rd</sup>, from 8:00am to 12:00pm. The event will be held at 1600 S. Tehama Street (Hwy99) Willows. (Behind the Waste Water Treatment Plant)

**b. City Council Reports/Comments:**

**Council Member Hansen:**

- Glenn Ground Water Meeting, routine business was discussed. A Highlight for the City was the budget numbers remain the same at about 10 thousand. The Cities share will be about 6-7 thousand giving a total of about 16-17 thousand.
- Had a fun time participating in the Fish and Wild Life Judging the Junior Duck Stamp. Sharing it was an honor judging 2,336 pieces of art. Awarding 100 winners! He went on sharing great compliments to the talents these students have.

**Council Vice-Mayor Mello:**

- It is nice that the Sheriff Department has put the new radar gun to work. He expressed he has had citizens approach him venting.

**Council Member Williams:**

- Attended the Cities and Counties Economic Development Committee on March 29<sup>th</sup>. He will have more to report after minutes are published.
- Complimented Council Member Hansen for his efforts he has for this City.
- Requested that staff modify the weed abatement to be in coordination with the annual clean up.

**Mayor Warren:**

- Attended the LAFCO meeting, routine business with some things coming down the pipe.

**Adjournment:**

The Meeting was adjourned at 7:47 PM.

Dated: April 11, 2018

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Robyn Johnson, City Clerk



# PUBLIC HEARINGS

**AGENDA ITEM**

**TO:** Honorable Mayor Warren and members of the City Council  
**FROM:** Wayne Peabody, Interim City Manager  
**SUBJECT:** Annual Unmet Transit Needs Public Hearing

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**RECOMMENDATION**

It is recommended that the Mayor conduct the annual public hearing and allow an opportunity to receive input on unmet transit needs in Glenn County.

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**SITUATION (or BACKGROUND):**

Annually the County holds public hearings to receive input from the citizens and Council regarding transit needs. The Glenn County Transportation Commission has asked to hold a hearing at tonight's Council meeting. As indicated in the attached correspondence, the County has advertised and published a legal notice for conduct of a public hearing. A representative from Glenn County will be present to review the guidelines and answer any questions.

**FINANCIAL CONSIDERATIONS:**

None

**NOTIFICATION**

Public Hearing Notice advertised in the Sacramento Valley Mirror.

**ALTERNATE ACTIONS**

None recommended.

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**RECOMMENDATION**

It is recommended that the Mayor conduct the annual public hearing and allow an opportunity to receive input on unmet transit needs in City of Willows.

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Respectfully submitted,



Wayne Peabody,  
Interim City Manager

**Attachments:**

Letter from the Glenn County Transportation Commission requesting the public hearing with the following attachments:

- Unmet Transit Needs Pages A-B
- Reasonable to Meet 2018/2019 Page C
- Glenn Ride ridership July 2015-March 2018
- Dial-A-Ride ridership, Orland and Willows, July 2015-March 2018

# **GLENN COUNTY TRANSPORTATION COMMISSION**

*Bruce Roundy, City of Orland, Chairman*  
*Gary Hansen, City of Willows, Vice-Chair*  
*Jeff Williams, City of Willows*  
*John Viegas, County of Glenn*  
*Dwight Foltz, County of Glenn*  
*Rick Beale, County of Glenn*  
*Salina Edwards, City of Orland (Alternate)*  
*(Vacant), County of Glenn (Alternate)*

**P.O. Box 1070**  
**777 N. Colusa Street**  
**Willows, California 95988**  
  
**(530) 934-6530**  
**FAX (530) 934-6533**

*Mohammad Qureshi,*  
*Executive Director*

DATE: April 18, 2018

TO: Willows City Council

From: Glenn County Transportation Commission

RE: Unmet Needs and Needs that are Reasonable to meet

Attachments:

- Unmet Transit Needs Pages A-B
- Reasonable to Meet 2018/2019 Page C
- Glenn Ride ridership July 2015-March 2018
- Dial-A-Ride ridership, Orland and Willows, July 2015-March 2018

The *Transportation Development Act (TDA), Statutes and Administrative Code of Regulations*, requires specific actions on the part of local transportation planning agencies such as the Glenn County Transportation Commission (GCTC). One of these requirements (Section 99401.5) is that the Local Transportation Commission (LTC) explicitly define the phrases "Unmet Transit Needs" and "Needs that are Reasonable to Meet" in terms of local conditions, and that these definitions be documented by resolution or within the agency's minutes. Definitions have been developed to both comply with legislative mandates and be responsive to actual community need within the TDA funding guidelines.

Under TDA direction (Section 99401.5 (c)), the LTC has the authority to identify the unmet transit needs of their jurisdiction and those needs that are considered reasonable to meet. GCTC staff has determined, through contacts with Caltrans representatives, that clear and comprehensive definitions are helpful in ensuring clarity in this annual process. With the above in mind, the following discussion is offered:

An Unmet Transit Need can be found to exist when there is any identifiable group within the population that has no dependable and/or affordable access to community employment, medical, commercial, public, or social services. Transit needs are not static--they can fluctuate with such variables as unemployment, population demographics, land use and circulation patterns, and variations in the local economy. Because of this, transportation needs are annually re-evaluated and revised as necessary.

An unmet transportation need (as opposed to a desire) has, for purposes of our definition, two components:



- 1) A trip destination that provides a necessity of life;  
and
- 2) A physical or financial obstacle between the individual and the necessary destination which the individual is unable to overcome.

Necessary trip purposes may be defined as follows:

- a) to obtain or maintain employment;
- b) to obtain non-emergency medical and/or dental care;
- c) shopping for necessities of life;
- d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;
- e) to obtain education; or
- f) for the maintenance of life, health, physical and mental well-being

The population groups with the greatest inferred needs are the very young, the handicapped, the economically disadvantaged, and the elderly. There may be considerable overlap among these groups; for instance, many of the elderly may be both economically disadvantaged and handicapped. However, it is not to be implied that all, or even most of these people are transportation-disadvantaged. The aspects described simply identify sub-groups of the population that may tend to contain a disproportionately large number of people with transportation difficulties (in contrast to the general population).

An identified transportation need can be reasonably met by determining whether or not a transportation service can meet established need and meet the criteria found in the Transportation Development Act. This requires a cost-benefit analysis and feasibility study of alternative transit systems compared with existing service, level of performance, and cost. In any event, the cost of any transit system cannot exceed the apportionment for the jurisdiction providing or supporting the service.

Attached are definitions of "Unmet Transit Needs" and "Needs that are Reasonable to Meet." Also attached are ridership figures for Glenn Transit Service's Glenn Ride and Dial-A-Ride service.

Glenn Ride is a public transit program that provides transportation services to the general public with no qualifications except payment of fare. Glenn Ride has been in operation since August 1998 and has experienced fairly consistent ridership growth. Ridership has grown 209% since Glenn Ride's inception and the program continues to meet its required 10% fare box return as mandated by the Transportation Development Act. Ridership is 6.2% lower for July 2017-March 2018 compared to the same time frame as last fiscal year.

Glenn Transit also operates a specialized paratransit program known as Dial-A-Ride. The program operates within 1-1/2 mile radius of the respective city halls of Orland and Willows and to the

Willows City Council  
April 24, 2018

Cannella/Huggins Drives area, Leisure Mobile Home Park, east of Orland, and the Willows Mobile Home Park, west of Willows. Individuals qualifying are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. Transportation is door-to-door to each requested destination. The ridership for this program in the City of Orland averages 62 persons per month and 117 persons per month in the City of Willows.

Glenn Transit also provides non-emergency medical transportation to qualifying Glenn County residents. Volunteer drivers from the community provide transportation to individuals for medical appointments. Qualifying individuals are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. The Volunteer Medical Transportation is the program servicing this need.

The GCTC has requested this time and advertised this meeting as an opportunity for residents in the community to provide input on transit needs within the Glenn County Region.

## **I. UNMET TRANSIT NEEDS 2018-2019**

For the purposes of allocating Transportation Development Act funds, an "Unmet Transit Need" is hereby recognized by the Glenn County Transportation Commission (GCTC) if any one or combination of the following criteria is found to exist:

1. Transportation needs identified by the GCTC which are desirable, but have not yet been implemented or addressed.
2. Transportation needs identified by the GCTC which have significant support, but have not yet been implemented or addressed.
3. Transportation needs identified through the public hearing process, whether delivered in writing or public testimony.
4. Those transit needs which, through transit needs studies or other methods approved by the Commission, are included by the Commission in the Regional Transportation Plan for Glenn County and have been designated a high need to be implemented or funded.

The above criteria for determining "Unmet Transit Needs" is further supplemented by the following guidelines:

1. A population group must have been defined and located which, by reason of age, physical or mental impairment, economic disadvantage, or a combination of these, has no reliable or accessible transportation for necessary trips. The size and location of the group must be such that the feasibility of providing service shall meet the criteria as defined as reasonable to meet.
2. Transit needs are to be determined in light of the following definition of "Necessary trips":
  - A. A trip destination that provides a necessity of life, and presence of a physical or financial obstacle between the individual and the necessary designation, which the individual is unable to overcome. Necessary trip purposes may be defined as follows:
    - a) to obtain or maintain employment;
    - b) to obtain non-emergency medical and/or dental care;
    - c) shopping for necessities of life;
    - d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;
    - e) to obtain education; and

A

f) for the maintenance of life, health, physical and mental well-being.

3. Unmet transit needs specifically exclude:

- A. Trips for social events, recreational, or religious purposes are not considered as necessary. It shall be the policy of the GCTC, however, to serve these desires if they can be served concurrently within the limits of other defined "transit needs".
- B. Individuals requiring the assistance of a medical attendant (in addition to the vehicle driver) are not considered as needing a transportation service and shall be deemed to be more properly served by a medical emergency vehicle.
- C. Trips of less than one mile in length made by individuals who are not elderly or disabled are not considered as "transit needs". An able-bodied person can walk this distance in a reasonable amount of time without undue physical strain. Provisions for the elderly and disabled are made through the existing dial-a-ride/paratransit system.
- D. Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes.
- E. Improvements funded or scheduled for implementation in the following fiscal year.
- F. Future transportation needs.
- G. Trips that would duplicate transportation services to the general public.

## **II. REASONABLE TO MEET 2018/2019**

An "Unmet Transit Need" identified under the above criteria and guidelines, as it pertains to the allocation of Transportation Development Act funds, may be found "Reasonable to Meet" only if the following conditions and standards of performance prevail:

**Cost Effectiveness:** 1) The new, expanded or revised transit service would not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocation of Transportation Development Act Funds. 2) The new expanded or revised transit service would allow the responsible operator or service claimant to meet minimum state subsidy fare box and revenue ratios.

**Community Acceptance:** A significant level of support exists for the public subsidy of transit service designed to address the unmet transit need in Glenn County including, but not limited to, support from public groups and community meetings reflecting a public commitment to public transit.

**Equity:** The new, expanded or revised transit service is needed by, and will benefit, either the general public or the elderly and disabled population as a whole. Transit service cannot be provided for a specific subset of these groups.

**Operational Feasibility:** The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.

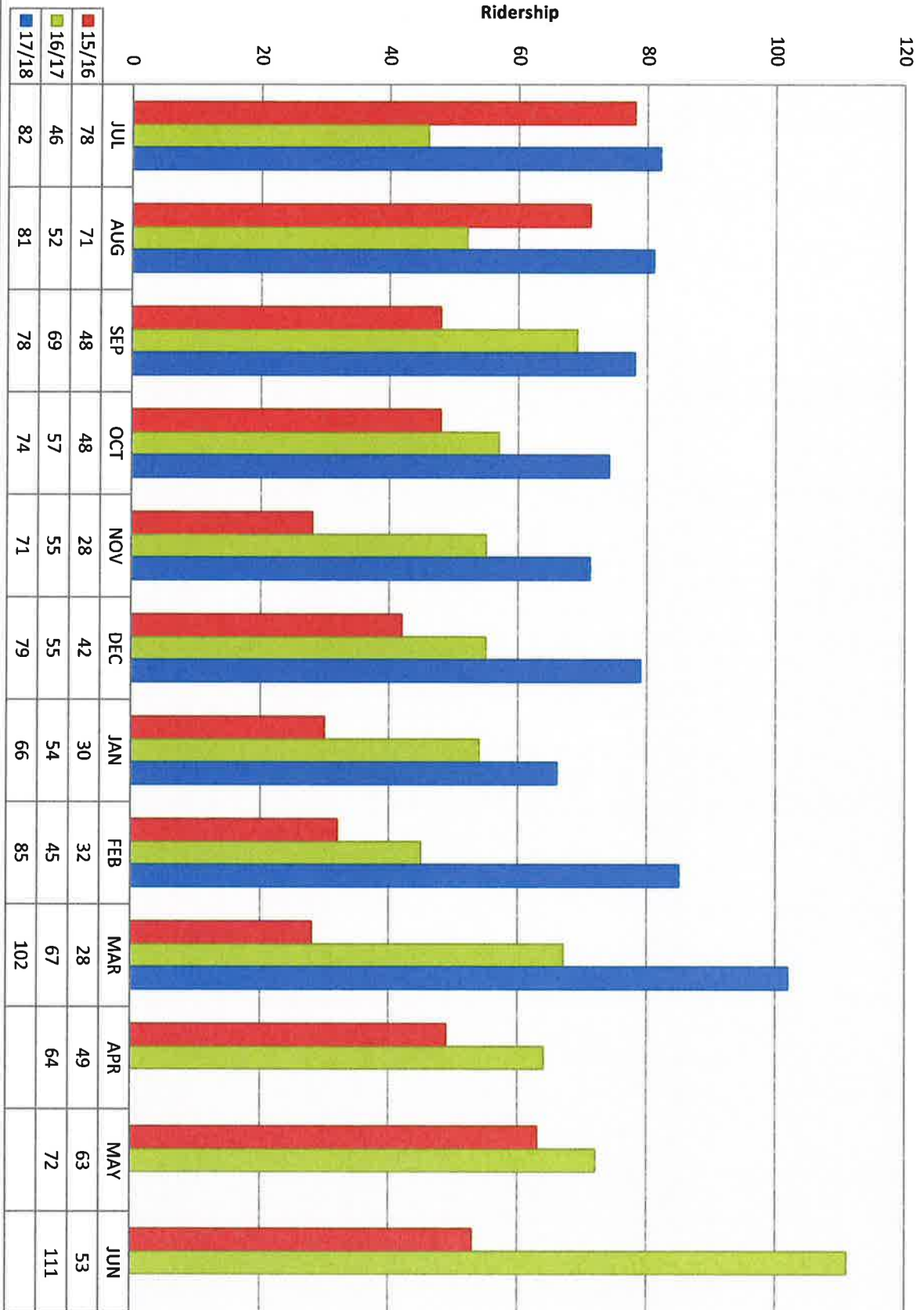
**Financial Feasibility:** 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

**ADA Conformity:** The new, expanded, or revised transit service, conforming to the requirements of the American with Disabilities Act, will not impose an undue financial burden on the transit operator or claimant if complementary paratransit services are subsequently required.

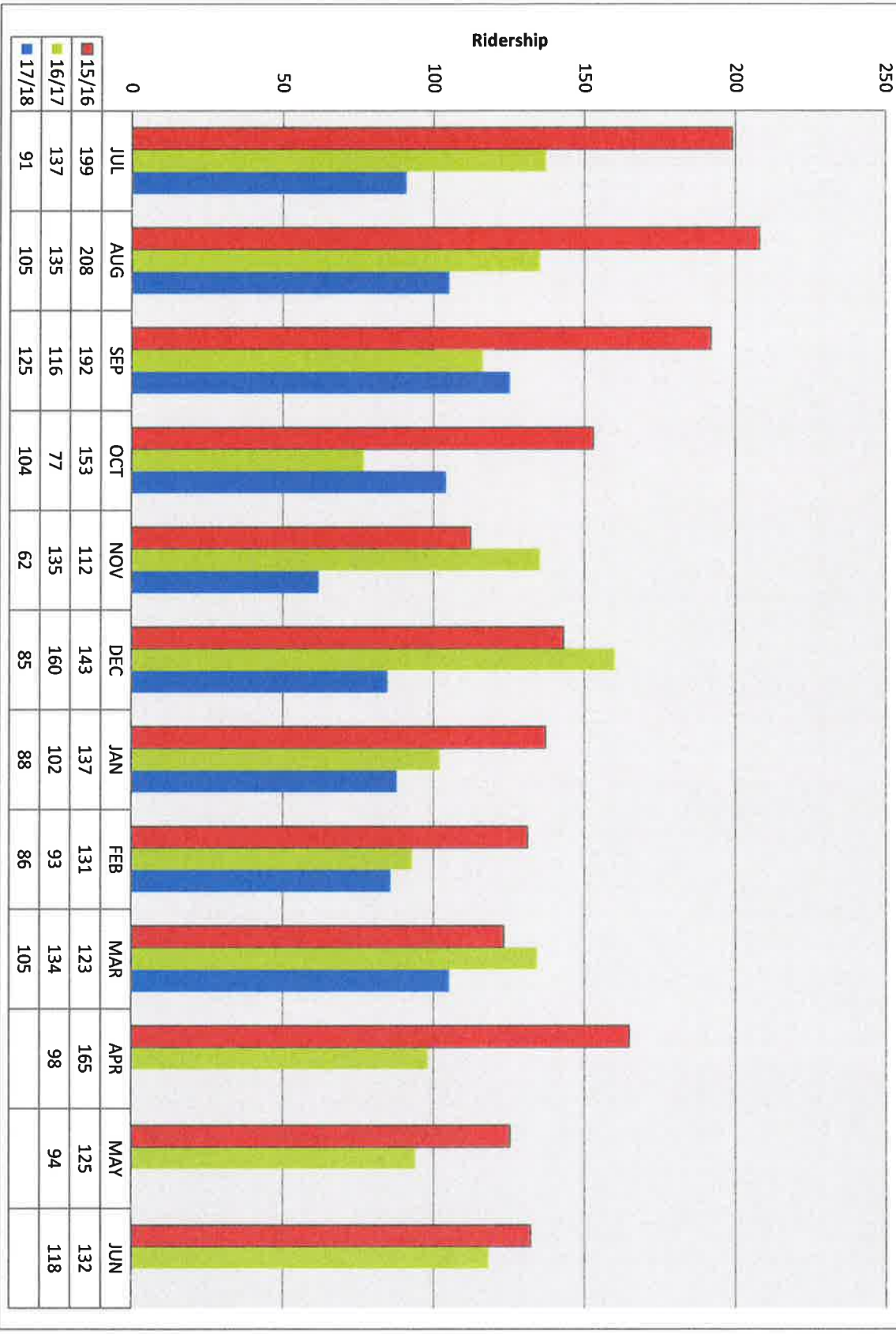
**System Impact:** The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

**Impact Limits:** 1) Transit services designed or intended to address an unmet transit need shall, in all cases, provide coordination efforts with transit services currently provided, either publicly or privately, and transit services shall not duplicate services currently or hereafter provided either publicly or privately. 2) No transit need shall be determined reasonable to meet until it has been reviewed and evaluated to the satisfaction of and obtained subsequent approval from the Glenn County Transportation Commission.

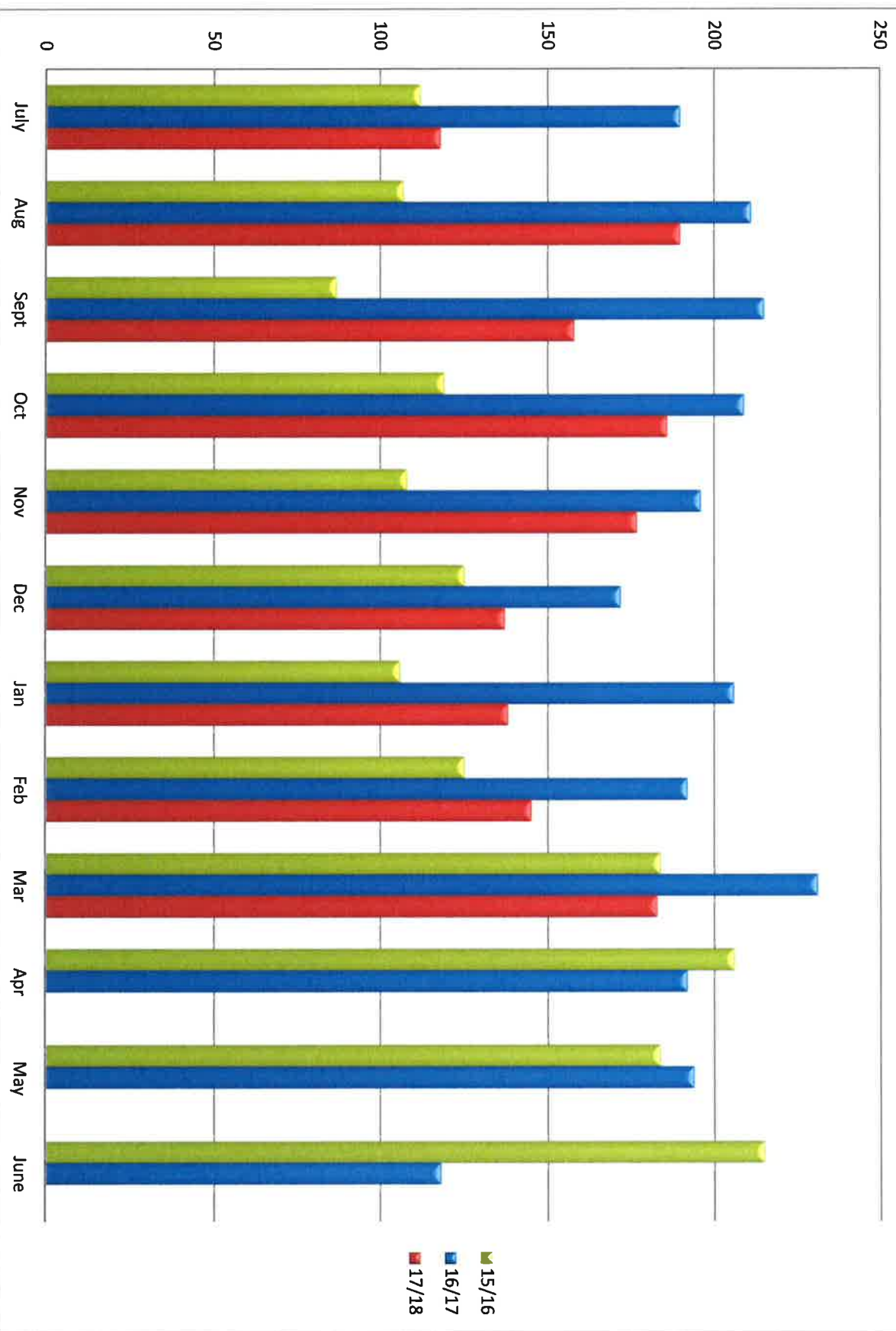
# Orland Dial-A-Ride Ridership



# Willows Dial-A-Ride Ridership



# Volunteer Transportation Ridership







# REGULAR BUSINESS

**AGENDA ITEM**

**TO:** Honorable Mayor Warren and Members of the City Council  
**FROM:** Wayne Peabody, Interim City Manager  
**SUBJECT:** Annual Weed & Rubbish Abatement

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**RECOMMENDATION**

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2018 fire season and allow staff to solicit bids for abatement contractor.

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**SITUATION (or BACKGROUND):**

Each year the Willows Fire Department abates weeds, rubbish, refuse and dirt from different lots and alleyways. In order to commence this process, it is necessary for the City Council to adopt the attached resolution. This resolution declares that weeds, rubbish, refuse and dirt are a public nuisance and sets a date for a hearing. Attached is a list of dates that indicate the time frame we will be working in 2018.

**FINANCIAL CONSIDERATIONS**

Unknown, dependent upon responsiveness of public and contractor cost of services.

**NOTIFICATION**

Willows Journal  
Willows PSA  
Willows Public Works

**ALTERNATE ACTIONS**

1. Request additional information from staff
2. Reject staff recommendation and/or direct item to be returned.

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**RECOMMENDATION**

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2018 fire season and allow staff to solicit bids for abatement contractor.

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Respectfully submitted,



Wayne Peabody  
Interim City Manger

**Attachments:**

- Exhibit A: 2018 Weed Abatement Schedule
- Exhibit B: Resolution
- Exhibit C: Initial Weed Abatement Survey  
(Given the Night of Council meeting)

**WEED AND RUBISH ABATEMENT  
2018 FIRE SEASON**

Initial weed abatement survey to be completed and ready for submission by: April 23<sup>rd</sup>.

April 24, 2018	Council Adopts resolution declaring weeds and rubbish a nuisance. Approves May 24 <sup>th</sup> , 2018 as the date for the Hearing to Protest and July 24 <sup>th</sup> 2018 as the date for Hearing to confirm cost and declare costs as a lien against the property as of August 3 <sup>th</sup> , 2018.
April 25, 2018	Begin to solicit bids for 2018 Weed Abatement Contractor. Publish at least three times. (Publish May 3, May 5 & May 10)
May 11, 2018	Bid opening-2:00 p.m.
May 9, 2018	Last day to mail the Notice of Public Hearing to protest to the paper for the May 22 <sup>nd</sup> Council Meeting. (Publication date will be May 12, 2018 – 10 days prior to the public hearing).
May 22, 2018	7:00 p.m.-Hearing on protest. Council orders abatement. Award contract to abate.
May 23, 2018	Resurvey-Start abatement
May 27, 2018	Last date for property owner to do own abatement
July 11, 2018	Last day to mail Notice of Public Hearing to protest to the paper for the July 24 Council Meeting. (Publication Date will be July 14 – 10 days prior to the public hearing).
July 20, 2018	Posting of individual abatement cost list outside door at least 3 days prior to hearing to confirm report and declare cost lien.
July 24, 2018	Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 3, 2018.
August 3, 2018	Transmit abatement cost to auditor's office for inclusions on taxes. Owner as 10 days from date of hearing (July 24 <sup>th</sup> ) to pay assessment directly to the City prior to transmittal to the auditor.



**CITY OF WILLOWS  
RESOLUTION NO. 2018-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF WILLOWS DECLARING PUBLIC NUISANCES**

**WHEREAS**, there exists in the City of Willows private property upon which there are growing weeds and upon which there exists weeds, rubbish, refuse, and dirt; and

**WHEREAS**, the City Council of the City of Willows has determined that such weeds, rubbish, refuse and dirt constitute public nuisances and should be abated;

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

1. That all weeds growing upon private property and all rubbish, refuse and dirt upon private property within the City of Willows are hereby declared to be public nuisances.
2. That such weeds, rubbish, refuse and dirt are growing upon or are upon the parcels of private property described in the report attached hereto and marked Exhibit C and by this reference made a part hereof.
3. That said nuisances shall be abated as provided by Section 39560 and 39588 of the Government Code of the State of California, and pursuant thereto the Fire Chief of the City of Willows shall give notice as provided by Section 39564 through 39567, inclusive of said Government Code.
4. That the City Council of the City of Willows hereby fixes Tuesday, May 22, 2018, at 7:00 p.m. in the City Council Chambers, Civic Center, Willows, California, as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse, and dirt hereinabove declared to be public nuisances.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 24th day of April, 2018,  
by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTEST:


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Kerri Warren, Mayor

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Robyn Johnson, City Clerk

**AGENDA ITEM**

**TO:** Honorable Mayor Warren and Members of City Council  
**FROM:** John Wanger, City Engineer   
**SUBJECT:** Award of the West Sycamore Street Rehabilitation Project

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**RECOMMENDATION**

Staff recommends that the City Council approve the resolution awarding a construction contract for the West Sycamore Street Rehabilitation Project to Northwest Paving in the amount of \$734,327.00, and that an overall budget of \$968,830.00 be established for this project via appropriation, by motion, of \$624,000 from STIP (Fund 308), 140,410.00 from SB1 Funds (Fund 306) and \$184,420 from RSTP (Fund 310.)

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**SUMMARY**

This project involves rehabilitation of a portion of West Sycamore Street (between Lassen Street and Tehama Street). The rehabilitation of West Sycamore Street is anticipated to include a grind and overlay of the pavement surface course, replacement of broken curb, gutter, sidewalk, and replacement/reconstruction of non-conforming curb ramps and accessible paths of travel to the maximum extent practicable. Also included will be replacement of the existing sanitary sewer main as it crosses Sycamore Street at the alley that extends from Plumas Street to Shasta Street, and the installation of a 48" storm drain manhole and 18" storm drain pipe at the corner of Butte Street. By replacing these sections of pipe with this project, it will prevent excavation in the roadway in the future.

In addition to the reconstruction of the road, the project also involves pavement re-striping for pedestrian crossings, installation of pedestrian crossing signs and re-striping for diagonal street parking on West Sycamore Street.

The majority of the work associated with reconstructing the road and repairing damaged curb, gutter and sidewalk will be paid for with state monies. The sewer replacement work will be funded from the Sewer Maintenance Enterprise Fund.

Staff advertised the project for public bid in accordance with the Public Contract Code in mid-March, with a bid opening date of April 11, 2018. The engineer's estimate for the construction of the was \$878,346.70 (Base Bid of \$726,163.35 and Bid Alternate No.1 of \$152,183.35.)

Bids were opened on April 11, 2018. Seven (7) bids were received ranging from a low bid of \$743,327.00 (Base Bid \$613,335.00 plus Bid Alternate No. 1 \$129,992.00) to a high of \$1,167,357.64 (Base Bid \$966,521.37 plus Bid Alternate No.1 \$200,836.27.) The low bid was received from Northwest Paving, Inc. (Northwest Paving.) Based on the bids received, staff has completed a check of Northwest Paving's bid and found that their contractor's license is active and valid, that they possess a Class A license as required by the bid documents, and that Northwest Paving and their three proposed subcontractors are registered with the Department of Industrial Relations (as required by the recently passed legislation.) The bid submitted by Northwest Paving did have a minor mathematical error in the amount of \$111.00 in the calculation of Bid Alternate No.1 (Bid Item 9); however, this did not change the order of bidders (Northwest is still the low bidder.) Northwest's bid contained the required information per the bid documents.

Based on information contained in Northwest Paving's bid, staff has determined that it satisfies the bidding requirements for the Project. As part of the due diligence process in reviewing Northwest Paving's qualifications, several public agencies for whom Northwest Paving has recently performed work were contacted. These agencies had positive comments regarding Northwest Paving's performance in the areas of quality control, safety and timely performance of the work. Accordingly, staff is recommending award of the project to Northwest Paving.

**FINANCIAL CONSIDERATIONS -**

The estimated overall budget for this project is summarized as follows:

Construction Contract (Base Bid plus Bid Alternate No.1)	\$ 743,327.00
Estimated Construction Management/Inspection	\$ 129,675.00
Estimated Design Engineer Construction Support Services	\$ 8,495.00
Estimated Testing	\$ 13,000.00
Construction Contingency (10%)	<u>\$ 74,333.00</u>
Total Estimated Construction Cost	\$ 968,830.00

Please note that the Construction Management and Inspection will be provided by Coastland Civil Engineering (the City Engineer) and testing will be completed by Geocon Consultants, Inc. (Geocon) as subconsultants to Coastland, as staff does not have the necessary time to devote to providing these services. Coastland and Geocon both have experience in overseeing roadway reconstruction projects of this size.

The project is proposed to be funded as follows:

Fund 308-STIP	\$ 624,000
Fund 318-Sewer Maintenance Enterprise Fund	\$ 20,000
Fund 306-SB1	\$ 140,410
Fund 310-RSTP	<u>\$ 184,420</u>
Total Funding	\$ 968,830

The STIP funds will be reimbursed through Caltrans as the project progresses (monthly invoicing.) Accordingly, staff is requesting that the above-shown appropriations from Funds 306 and 310 be approved in addition to the base funding from STIP. The \$20,000 in Sewer Funds are already appropriated via the annual appropriation of capital funds, so additional appropriation is not necessary.

**NOTIFICATION**

None required

**ALTERNATE ACTIONS**

None recommended.

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**RECOMMENDATION**

Staff recommends that the City Council approve the resolution awarding a construction contract for the West Sycamore Street Rehabilitation Project to Northwest Paving in the amount of \$734,327.00, and that an overall budget of \$968,830.00 be established for this project via additional appropriation, by motion, of \$624,000 from STIP (Fund 308), \$140,410.00 from SB1 Funds (Fund 306) and \$184,420 from RSTP (Fund 310.)

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Respectfully submitted,

/s/ John Wanger

John Wanger  
City Engineer

Attachments: Resolution

Approved,

/s/ Steve Soeth

Steve Soeth  
Community Development Services Director



**CITY OF WILLOWS  
RESOLUTION NO.2018-XX**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH NORTHWEST PAVING, INC.  
FOR THE WEST SYCAMORE STREET REHABILITATION PROJECT AND APPROVE AN OVERALL  
BUDGET FOR THE PROJECT**

**WHEREAS**, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the West Sycamore Street Rehabilitation Project ("Project"); and

**WHEREAS**, bids for the Project were opened on April 11, 2018 in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

**WHEREAS**, seven bids were received with the bids ranging from a low bid of \$743,327.00 (Base Bid \$613,335 plus Bid Alternate No. 1 \$129,992) to a high of \$1,167,357.64 (Base Bid \$966,521.37 plus Bid Alternate No.1 \$200,836.27), with the low bid being from Northwest Paving, Inc.; and

**WHEREAS**, staff has determined that Northwest Paving, Inc. bid satisfies the bidding requirements for the Project; and

**WHEREAS**, staff has verified that Northwest Paving, Inc. possesses valid California Contractor's Licenses under the requested Class A, number 822126 (expires 2/28/2019) as required to qualify to perform the Project; and

**WHEREAS**, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) in accordance with the approvals received from Caltrans the project; and

**WHEREAS**, City staff does not have the manpower or expertise to provide the construction management, inspection and testing for this project and is requesting that the City Engineer (Coastland Civil Engineering) provide these services for this project; and

**WHEREAS**, Coastland Civil Engineering has the expertise and manpower to provide the requested services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS  
AS FOLLOWS:**



1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
2. The Project is categorically exempt from CEQA and NEPA in accordance with the approvals received from Caltrans as cited in this resolution.
3. In accordance with California Public Contract Code Section 20160 and following and other applicable laws, the City Council of the City of Willows hereby finds the bid of Northwest Paving, Inc. for the West Sycamore Street Rehabilitation Project to be the lowest, responsive bid and waives any irregularities in such bid in accordance with applicable law.
4. The contract for the West Sycamore Street Rehabilitation Project is hereby awarded to Northwest Paving, Inc., in the amount of \$734,327.00, conditioned on Northwest Paving's timely executing the Project contract and submitting all required documents, including, but not limited to, executed bonds/surety, certificates of insurance, and endorsements, in accordance with the Project bid documents.
5. The City Manager is hereby authorized and directed to execute with Northwest Paving, Inc. for performance of the Project in accordance with the bid documents and applicable law upon submission by Northwest Paving, Inc. of all documents required pursuant to the Project bid documents.
6. That the overall budget for the Project be established at \$968,830.00.
7. That appropriations of \$140,410 from Fund 306-SB1 and \$184,420 from Fund 310-RSTP for this project are hereby approved.
8. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.
9. City staff is hereby directed to issue a Notice of Award to Northwest Paving, Inc.
10. The City Manager is hereby authorized and directed to execute a contract amendment with Coastland Civil Engineering to provide construction management, inspection and testing services for this project.
11. This Resolution shall become effective immediately.
12. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council

of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 24<sup>th</sup> day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:


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Kerri Warren, Mayor

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Robyn Johnson, City Clerk

**AGENDA ITEM**

**TO:** Wayne Peabody, Interim City Manager   
**FROM:** Tim Sailsbery, Administrative Services Director  
**SUBJECT:** Confirm Date and Time for Budget Workshop

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**RECOMMENDATION**

By Consensus, Confirm Date and Time for the Budget Workshop for the Week of May 21

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**SITUATION (or BACKGROUND):**

Staff requests that a special meeting set up in a budget workshop format be set for the week of May 21.

**NOTIFICATION**

Special Meeting Agenda will be posted at least 24 hours prior to meeting

**ALTERNATE ACTIONS**

None at this time.

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**RECOMMENDATION**

By Consensus, Confirm Date and Time for the Budget Workshop for the Week of May 21

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Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery  
Administrative Services Director