



# Willows City Council Regular Meeting

July 11, 2023  
Willows City Hall  
6:00 PM

City Council  
Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Casey Hofhenke, Council Member  
Vacant, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## Agenda

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. CHANGES TO THE AGENDA

### 5. PRESENTATION & DISCUSSION

#### a. **Comprehensive Sign Law Ordinance**

Recommended Action: Receive Comprehensive Sign Law Ordinance presentation (Chap 18.125) and provide direction to staff.

Requested by: Councilmember Hofhenke

Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

### 6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

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

#### a. **Register Approval**

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

Contact: Lori Fahey, Accounting Manager, [lfahey@cityofwillows.org](mailto:lfahey@cityofwillows.org)

#### b. **Minutes Approval**

Recommended Action: Approve minutes of the June 27 and 30, 2023, City Council meetings.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

c. **Financial Consultant - Contract Extension**

Recommended Action: Approve a one-year contract extension with Andy Heath, the City's Finance Consultant.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

d. **Speed Zone Engineering & Traffic Study (Radar Speed Survey)**

Recommended Action: By motion and pursuant to the requirements of the California Vehicle Code Sections 40802 and 40803, adopt the Speed Zone Engineering & Traffic Study (Radar Speed Survey) dated July 3, 2023, by Kittelson & Associates, Inc. and the findings contained therein with the exception of maintaining the maximum speed limit of 25 miles per hour on both Laurel and Cedar Streets between Villa and Tehama.

Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

7. **DISCUSSION & ACTION CALENDAR**

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: [ahover@cityofwillows.org](mailto:ahover@cityofwillows.org)

a. **Design Contract to Rehabilitate the City Swimming Pool**

Recommended Action: Authorize the City Manager to execute an agreement with the lowest responsible bidder, Aquatic Design Group (ADG), to provide design and engineering services necessary to produce the final construction documents for publicly bidding the construction work to rehabilitate the swimming pool in an amount not to exceed \$94,980.

Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

b. **South Tehama Street Water Main Extension Project**

Recommended Action: Approve the attached resolution authorizing the City Manager to execute an agreement with Allen Gill Construction for \$505,934, establishing an overall budget for the project of \$627,791; direct staff to develop an Ordinance to establish an Area of Benefit, and move forward with establishing an Area of Benefit to include those properties that will benefit from the construction of the water main.

Contact: Pat Piatt, Community Development & Services Director, [ppiatt@cityofwillows.org](mailto:ppiatt@cityofwillows.org)

c. **Vacant City Council Seat - Appointment**

Recommended Action: Review and discuss applications and interviews of City Council candidates and appoint a new City Councilmember.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

8. **COMMENTS & REPORTS**

a. Council Correspondence

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

**9. CLOSED SESSION**

Pursuant to Government Code Sections §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.

- a. **Public Employee Performance Evaluation (§ 54957)**  
Title: City Manager
  
- b. **Significant exposure to litigation pursuant to § 54956.9(b)**

**10. ADJOURNMENT**

**This agenda was posted on July 10, 2023.**

  
\_\_\_\_\_  
Amos Hoover, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall 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. 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.*



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# PRESENTATION & DISCUSSION



# PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

07/06/2023 TO 07/07/2023

Payroll Direct Deposit      Z46626      TO      Z46667

General Checking      40770      TO      40781

APPROVAL DATE      07/11/2023

APPROVED \_\_\_\_\_

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
10770	07/07/23	07/02/23	CHR00 CHRISTY, ALISHA	07-23	01-24	495.03
10771	07/07/23	07/02/23	HAR03 HARLAN, HELEN	07-23	01-24	73.80
10772	07/07/23	07/02/23	WHI00 WHITE, MARCELLA	07-23	01-24	204.00
246626	07/07/23	07/02/23	HAN02 HANSEN, GARY L	07-23	01-24	250.00
246627	07/07/23	07/02/23	HOF01 HOFHENKE, CASEY	07-23	01-24	250.00
246628	07/07/23	07/02/23	THO00 THOMAS, RICHARD	07-23	01-24	250.00
246629	07/07/23	07/02/23	VOD00 VODDEN, DAVID	07-23	01-24	250.00
246630	07/07/23	07/02/23	BRO01 Brown, Martha	07-23	01-24	5955.77
246631	07/07/23	06/30/23	BUR00 Burt, Kellie D	07-23	01-24	50.00
246632	07/07/23	07/02/23	BUT01 BUTLER, KATIE LEEANN	07-23	01-24	2117.38
246633	07/07/23	06/30/23	EHO00 EHOEN, MARIA ANNETTE	07-23	01-24	50.00
246634	07/07/23	07/02/23	FAH00 FAHEY, LORI	07-23	01-24	3467.81
246635	07/07/23	07/02/23	HOO00 HOOVER, AMOS	07-23	01-24	2388.00
246636	07/07/23	06/30/23	MEY00 MYERS, HOLLY	07-23	01-24	50.00
246637	07/07/23	06/30/23	VAL01 VALENCIA, LIANIRA	07-23	01-24	200.00
246638	07/07/23	07/02/23	WAC00 WACKERMAN, JANET	07-23	01-24	118.20
246639	07/07/23	07/02/23	BOB00 BOBADILIA, PEDRO D	07-23	01-24	419.00
246640	07/07/23	07/02/23	PIA00 PIATT, JAMES PATRICK	07-23	01-24	4807.69
246641	07/07/23	07/02/23	RUS01 RUSTENHOVEN, TARA L	07-23	01-24	2404.00
246642	07/07/23	07/02/23	ARE00 Arellanes, Ashley Marie	07-23	01-24	653.98
246643	07/07/23	07/02/23	BRI00 BRIONES, BRENDA VALENZU	07-23	01-24	256.00
246644	07/07/23	07/02/23	EHO02 EHOEN, CAITLIN A	07-23	01-24	1373.38
246645	07/07/23	07/02/23	GAM00 GAMBOA, YADIRA	07-23	01-24	352.00
246646	07/07/23	07/02/23	SPE02 SPENCE, KYLIEGH C	07-23	01-24	544.00
246647	07/07/23	07/02/23	VAR00 Vargas, Giovanni	07-23	01-24	592.00
246648	07/07/23	07/02/23	BER01 BERGLUND, SOPHIA	07-23	01-24	467.40
246649	07/07/23	07/02/23	BER02 Berglund, Adessa	07-23	01-24	488.68
246650	07/07/23	07/02/23	BOB01 Bobadilla, Tristan	07-23	01-24	861.74
246651	07/07/23	07/02/23	COB00 Cobb, Trinity	07-23	01-24	595.30
246652	07/07/23	07/02/23	COB02 COBB, EMMA	07-23	01-24	680.60
246653	07/07/23	07/02/23	FLO00 Flowerdew, Nick	07-23	01-24	586.41
246654	07/07/23	07/02/23	GAR00 GARDNER, CAYLIE	07-23	01-24	315.80
246655	07/07/23	07/02/23	HUT04 HUTSON, KRISTINA RENEE	07-23	01-24	783.75
246656	07/07/23	07/02/23	ROP00 ROPER, JILLIAN S	07-23	01-24	425.73
246657	07/07/23	07/02/23	EN000 ENOS, KYLE	07-23	01-24	2549.08
246658	07/07/23	07/02/23	LOM00 LOMBARD, TYLER JOSEPH	07-23	01-24	2108.81
246659	07/07/23	07/02/23	LOP02 Lopez, Jose	07-23	01-24	1834.26
246660	07/07/23	07/02/23	MON00 MONCK, NATHANIAL T	07-23	01-24	4538.77
246661	07/07/23	07/02/23	AB000 ABOLD, STEVEN B	07-23	01-24	2093.18
246662	07/07/23	07/02/23	CAZ01 Cazares, Benjamin L.	07-23	01-24	1643.85
246663	07/07/23	07/02/23	MIN00 MINGS, MICHAEL E	07-23	01-24	1808.15
246664	07/07/23	07/02/23	PFY00 PFYL, NATISA N	07-23	01-24	3001.51
246665	07/07/23	07/02/23	RAN01 RANDOLPH, MATTHEW	07-23	01-24	1824.30
246666	07/07/23	07/02/23	REE00 REED, JOSHUA	07-23	01-24	1828.05
246667	07/07/23	07/02/23	VAS01 VASQUEZ, PEDRO CESAR	07-23	01-24	2132.62

58140.03

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40773	07/06/23	AFL02 AFLAC WAGE WORKS	C30706	07/06/23	AFLAC DEPENT PRETAX	07-23	142.31	142.31
40774	07/06/23	CAL23 CALIFORNIA STATE DISBURSEM	C30706	07/06/23	CHILD SUPPORT	07-23	162.92	162.92
40775	07/06/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30706	07/06/23	STATE INCOME TAX	07-23	1372.31	1372.31
40776	07/06/23	EDD02 EMPLOYMENT DEVELOPEMENT DEP	C30706	07/06/23	SDI	07-23	507.23	507.23
40777	07/06/23	ICM01 ICMA RETIREMENT TRUST 457	C30706	07/06/23	DEFERRED COMP - ICMA	07-23	200.00	200.00
40778	07/06/23	NAT00 NATIONWIDE RETIREMENT SOLU	C30706	07/06/23	USCM DEF. COMP. NAT	07-23	1070.34	
40778	07/06/23	NAT00 NATIONWIDE RETIREMENT SOLU	1C30706	07/06/23	USCM DEF. COMP. MTCH	07-23	278.85	1349.19
40779	07/06/23	PER01 P.E.R.S.	C30706	07/06/23	PERS PAYROLL REMITTANCE	07-23	9280.76	9280.76
40780	07/06/23	UMP00 UMPQUA BANK	C30706	07/06/23	DIRECT DEPOSIT	07-23	39869.65	39869.65
40781	07/06/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30706	07/06/23	FEDERAL INCOME TAX	07-23	3742.97	
40781	07/06/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30706	07/06/23	FICA	07-23	7019.22	
40781	07/06/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30706	07/06/23	MEDICARE	07-23	1641.62	12403.81
TOTAL DISBURSED...							65288.18	65288.18





# Willows City Council Meeting Draft Action Minutes

City Council  
Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Casey Hofhenke, Council Member  
Vacant, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

June 27, 2023  
Willows City Hall  
6:00 PM

1. **CALL TO ORDER - 6:01 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Councilmembers Present: Councilmembers Hansen, Hofhenke, and Mayor Thomas

Councilmembers Absent: Vice Mayor Vodden

4. **CHANGES TO THE AGENDA**

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

Public Comments received: Joyce Kasander

a. **Register Approval**

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

b. **Minutes Approval**

Action: Approved minutes of the June 13, 2023, City Council meeting.

c. **Accept the Pacific Avenue Rehabilitation Project Improvements**

Action: Approved resolution accepting the improvements associated with the Pacific Avenue Rehabilitation Project and authorized the filing of the Notice of Completion and release of surety.

d. **Sale of Surplus Fire Department Vehicle**

Action: Authorized the City Manager, or her designee, to negotiate with Artois Fire Protection District for the sale of a surplus 2003 Chevrolet 2500 pickup truck.

Absent: Vice Mayor Vodden

e. **Library Board of Trustees Appointments**

Agenda Item #6b.

Action: Appointed Dan Gupton, Brian Ramos, and Robert Griffith to the Library Board of Trustees.

f. **Accept Public Utility Easement - Jack-in-the-Box Development**

Action: Approved a resolution accepting a ten-foot wide Public Utility Easement as part of the Jack-in-the-Box development project on 1240 West Wood Street.

Moved/Seconded: Councilmembers Hansen and Hofhenke

Yes: Councilmembers Hansen, Hofhenke, and Mayor Thomas

No: None

Absent: Vice Mayor Vodden

6. **DISCUSSION & ACTION CALENDAR**

a. **South Tehama Street Water Main Extension Contract Award**

Action: Item was continued to the July 11 City Council meeting.

Public Comments Received: Forrest Sprague - submitted a written comment.

Doug Ross

Joyce Kasander

Dennis Asbury

b. **Fire Department Ad Hoc Committee – Councilmember Appointments**

Action: Approved Council participation in the Fire Department Ad Hoc committee and appointed Mayor Thomas and Councilman Hofhenke to the Committee.

7. **COMMENTS & REPORTS**

a. City Council Correspondence

i. Regional Transit Committee Report from Councilmembers Hofhenke and Hansen

ii. SB584 Mayor wants to submit a letter of opposition. To labor force housing tax from the state.

b. City Council Comments & Reports

i. Special Session of City Council on Friday 2pm to discuss/approve FY2023-24 budget.

c. Citizen Comment

8. **CLOSED SESSION began at 7:07pm**

a. **Public Employee Performance Evaluation (§ 54957)**

Title: City Manager

Action: Ad-Hoc committee was established consisting of Councilmember Hansen and Mayor Thomas to work with the City Manager on the Sheriff's contract and direction was provided to City Staff.

**9. ADJOURNMENT – 8:03 PM**

Agenda Item #6b.

Dated: June 27, 2023

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Amos Hoover, City Clerk



# Willows Special City Council Meeting Draft Action Minutes

City Council  
Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Casey Hofhenke, Council Member  
Vacant, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

June 30, 2023  
Willows City Hall  
2:00 PM

**1. CALL TO ORDER - 2:00 PM**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

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

Councilmembers Absent: None

**4. CHANGES TO THE AGENDA**

**5. DISCUSSION & ACTION**

**a. Proposed FY 2023-24 Budget**

Action: Passed resolution to approve the Fiscal Year 2023-24 Budget.

Moved/Seconded: Councilmembers Vodden and Hofhenke

Yes: Councilmembers Hofhenke, Vice Mayor Vodden, and Mayor Thomas

No: Councilmember Hansen

Absent: None

Public Comment Received: Ardythe Brandon

**b. City Council Vacancy and Appointment Process Update**

Action: Received an update on the status of the vacant City Council seat application and appointment process and Council directed staff to maintain the schedule as planned. The Council will interview perspective members in open session at a special meeting prior to the July 11, 2023, Regular City Council meeting.

**6. CLOSED SESSION - 3:45pm**

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**a. Public Employee Performance Evaluation (§ 54957)**

Title: City Manager

b. **Significant exposure to litigation pursuant to § 54956.9(b)**

Agenda Item #6b.

Action: Council gave direction to staff.

7. **ADJOURNMENT – 4:55 PM**

Dated: June 27, 2023

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Amos Hoover, City Clerk



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Date: July 11, 2023  
To: Honorable Mayor and City Council  
From: Marti Brown, City Manager  
Subject: Finance Consultant – Contract Extension

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**Recommendation:**

Approve a one-year contract extension with Andy Heath, the City’s Finance Consultant.

**Rationale for Recommendation:**

The city is in the middle of transitioning from MOMs to Tyler software and continues to need Mr. Heath’s leadership and expertise in the Finance Department to manage the transition and train Finance Department staff on the use of Tyler Technologies software. In addition, the city continues to need Andy’s high-level public-sector finance knowledge and skill especially to build the annual budget and mid-year budget.

**Background:**

For the past two years, Andy Heath, Finance Consultant, has helped the city organize its finances and determine its available revenues in all Funds. Currently, the City is in the middle of transitioning from MOMs financial software to Tyler Technologies, and Mr. Heath is instrumental in this transition and implementation of the new finance software. Mr. Heath’s contract expires in August 2023 and, therefore, needs to be extended.

**Discussion & Analysis:**

Staff recommends executing a one-year contract extension with Mr. Andy Heath at a rate of \$165 per hour. Mr. Heath’s original two-year contract with the City was at a rate of \$135 per hour. However, his hourly rate has increased during this two-year contract and, with its expiration and potential renewal, Mr. Heath is increasing the city’s hourly rate to be consistent with his other public sector contracts. The scope of work for his services will continue to include:

- Lead implementation of the financial software conversion from MOMs finance software to Tyler Technologies.

- Prepare the City Budget and Mid-Year Budget.
- Review, prepare and file annual reports (as necessary).
- Complete monthly journal entries and account reconciliations as necessary.
- Review and evaluate City's General Ledger/Accounting System (e.g., validation of balances), recommend improvements as necessary.
- Assist City with preparation of the Annual Audit.
- Other financial consulting needs as requested by the City Manager.

**Fiscal Impact:**

There is no new fiscal impact. On June 30, 2023, the Council approved the 2023-24 city budget, which includes contractual services (e.g., Mr. Heath's contract) in the Finance Department in the amount of \$80,000.



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Date: July 11, 2023  
To: Honorable Mayor and City Council  
From: John Wanger, City Engineer  
Pat Piatt, Community Development & Services Director  
Marti Brown, City Manager  
Subject: Speed Zone Engineering & Traffic Study (Radar Speed Survey)

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**Recommendation:**

By motion and pursuant to the requirements of the California Vehicle Code Sections 40802 and 40803, adopt the Speed Zone Engineering & Traffic Study (Radar Speed Survey) dated July 3, 2023, by Kittelson & Associates, Inc. and the findings contained therein with the exception of maintaining the maximum speed limit of 25 miles per hour on both Laurel and Cedar Streets between Villa and Tehama.

**Rationale for Recommendation:**

Speed limits for certain streets within the City have been established over the years by engineering traffic and radar speed surveys. Both the frequency and criteria for conducting the surveys is set forth in the California Vehicle Code (CVC) Sections 40802 and 40803. CVC Section 40802 establishes that an engineering and traffic survey is valid for five years and can be extended to seven years upon the satisfaction of specific qualification criterion by the arresting officer, and up to 10 years if in addition a review determines that no significant changes in roadway or traffic conditions have occurred.

**Background:**

Due to the change from a city Police Department to contracting with the County Sheriff for law enforcement services, it is unknown exactly when the last radar speed survey was conducted by the City; however, staff is confident that it has been more than seven years. The topic of radar enforcement was discussed at the Traffic Safety Committee meeting in September 2022, and it was agreed that a new study was needed to ensure that enforcement of the speed limits is defensible in court.

On December 28, 2022, the City Council authorized award of a contract to Kittelson & Associates, Inc. to complete an Engineering and Traffic Study (ET&S) of several streets within the City to ensure that radar enforcement of speeds on specific streets is defensible. All speed surveys were conducted while schools were in session. Additionally, all radar surveys were



completed in accordance with the procedures as outlined in the California Manual on Uniform Traffic Control Devices (CA MUTCD).

Kittelson & Associates has recently completed the ET&S as described in their proposal (copy attached.) The streets that were included in the study were based on known radar-enforced streets and included the following street segments:

	<u>Street Name</u>	<u>Existing Speed Limit</u>
1.	Green Street - Humboldt to Butte	25
2.	Sycamore Street - Humboldt to Marshall	25
3.	Sycamore Street - Marshall to Tehama	25
4.	Sycamore Street - Marshall to Sonoma	25
5.	Laurel Street - Villa to Tehama	25
6.	Laurel Street – Tehama to Sonoma	25
7.	Cedar Street – Vila to Tehama	25
8.	Humboldt Avenue - Railroad Tracks to Wood	25
9.	Humboldt Avenue - Wood to Sycamore	25
10.	Villa Street - Wood to Sycamore	25
11.	Villa Street – Sycamore to Elm	25
12.	Lassen Street – Wood to Oak	25
13.	Lassen Street – Oak to Elm	25
14.	Butte Street – Green to Wood	25
15.	Butte Street – Wood to Oak	25
16.	Butte Street – Oak to Elm	25
17.	Tehama Street – Eureka to Sycamore	25
18.	Tehama Street – Sycamore to Elm	35
19.	Tehama Street – Elm to CR 57	55

As indicated in the report, the recommendations for speed limits are to keep all speed limits the same (based on measured speeds) except for Laurel Street from Villa to Tehama and Cedar Street from Villa to Tehama. The 85<sup>th</sup> percentile speed for traffic on both of these streets was above 30 miles per hour - Laurel Street had an 85<sup>th</sup> percentile of 33 mph and Cedar Street had an 85<sup>th</sup> percentile of 36 mph. By strictly following the rules that establish posted speed limits, the report recommends increasing the speed limit on both of these streets from 25 mph to 30 mph. However, considering that there are schools on both Laurel and Cedar Streets and the consistent presence of students, staff does not recommend increasing the speed limits on either of these street segments.

Based on the ET&S completed by Kittelson, staff recommends adopting all recommendations identified in the report (e.g., to maintain all existing speed limits) except for Laurel and Cedar between Villa and Tehama Streets. For those two street segments, staff recommends that speed limits remain at their current signed speed limits of 25 mph. By not adopting the recommended speed limits for both of these streets, however, speeding tickets issued using radar on either of these street segments may not be defensible if challenged in court.

**Fiscal Impact:**

Adoption of recommended speed limits does not have a direct fiscal impact.

**Attachment:**

- Attachment 1: Engineering and Traffic Study by Kittelson & Associates

# Technical Memorandum

July 3, 2023

Project# 28320

To: John Wanger, P.E.,  
Coastland Civil Engineering, Inc.  
1400 Neotomas Avenue  
Santa Rosa, CA 95405

From: Mingmin Liu, Doreen Gui, and Aaron Elias, T.E.

CC: Patrick J. Piatt

RE: City of Willows Engineering and Traffic Survey



## INTRODUCTION

Kittelson & Associates, Inc. (Kittelson) prepared this memorandum to present the findings of an engineering & traffic survey (E&TS) of 19 roadway segments in the city of Willows (City) to make recommendations about the posted speed limit. The 19 roadway segments where speeds were evaluated, and recommendations made include:

1. Green Street from Humboldt Avenue to Butte Street
2. Sycamore Street from Humboldt Avenue to Marshall Avenue
3. Sycamore Street from Marshall Avenue to Tehama Street
4. Sycamore Street from Marshall Avenue to Sonoma Street
5. Laurel Street from Villa Avenue to Tehama Street
6. Laurel Street from Tehama Street to Sonoma Street
7. Cedar Street from Villa Avenue to Tehama Street
8. Humboldt Avenue from Railroad Tracks north of Brennan Place to Wood Street
9. Humboldt Avenue from Wood Street to Sycamore Street
10. Villa Street from Wood Street to Sycamore Street
11. Villa Street from Sycamore Street to Elm Street
12. Lassen Street from Wood Street to Oak Street
13. Lassen Street from Oak Street to Elm Street
14. Butte Street from Green Street to Wood Street
15. Butte Street from Wood Street to Oak Street
16. Butte Street from Oak Street to Elm Street
17. Tehama Street from Eureka Street to Sycamore Street
18. Tehama Street from Sycamore Street to Elm Street
19. Tehama Street from Elm Street to CR 57

## METHODOLOGY

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### Basis For Recommendations

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An E&TS of speed limits is based on the idea that the majority of drivers behave in a safe and reasonable manner, and therefore, the careful and competent actions of a reasonable driver should be considered legal. Speed limits established on this principle conform to the consensus that motorists themselves determine what speed is reasonable and safe, not one or a few individuals. Studies have indicated that drivers will not significantly alter what they consider to be a safe operating speed, regardless of the posted speed limit, unless there is constant heavy enforcement and/or the presence of traffic calming elements.

At the same time, transportation agencies are encouraged by the U.S. Department of Transportation to improve conditions and opportunities for walking and bicycling and to integrate walking and bicycling into their transportation systems<sup>1</sup>. Walking and bicycling provide numerous individual and community benefits—including health, safety, environmental, transportation, and quality of life. National research and local studies conducted by Kittelson—as well as by other transportation experts—have linked high automobile speeds to decreased non-motorized level of service and higher severity of auto-pedestrian/bicycle collisions.

Finally, speed limit changes are ideally implemented with physical changes in roadway conditions or roadside developments. Unusually short zones of different speed limits with less than one-half mile in length should be avoided to reduce driver confusion.

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### CA MUTCD Guidelines

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According to the 2014 California Manual on Uniform Traffic Control Devices (CA MUTCD)<sup>2</sup>, the 85<sup>th</sup> percentile speed is the key consideration for a speed survey. The 85<sup>th</sup> percentile speed is the speed at or below which 85 percent of motorists travel in a given batch of samples. This threshold is historically considered to be a safe and reasonable speed for most drivers based on typical roadway conditions. Therefore, a speed limit is established at the nearest 5-mile per hour (mph) increment to the 85<sup>th</sup> percentile speed of free-flowing traffic, except when the following two options are employed.

1. The posted speed may be reduced by 5 mph from the nearest 5 mph increment of the 85<sup>th</sup> percentile speed, in compliance with California Vehicle Code (CVC) Section 627 and 22358.5. An explanation for the 5 mph reduction needs to be part of the E&TS.
2. For instances in which the nearest 5 mph increment of the 85<sup>th</sup> percentile speed would require a rounding up, then the speed limit may be rounded down to the nearest 5 mph increment

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<sup>1</sup> United States Department of Transportation, *Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations*, March 2010, accessed June 2023.

[https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/policy\\_accom.cfm](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/policy_accom.cfm)

<sup>2</sup> California Department of Transportation, *2014 California Manual on Uniform Traffic Control Devices*, updated March 2023, accessed June 2023. <https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/ca-mutcd/rev7/camutcd2014-cover-rev7-a11y.pdf>

below the 85th percentile speed, but no further reduction shall be used. Refer to CVC Sections 21400(b) and 22358.6(c).

Another important consideration is the 10 mile per hour (mph) pace speed, or the 10 mph interval that contains the largest number of vehicles in a given sample. It is a measure of the distribution of speeds across the range of the vehicles surveyed. It is desirable to keep the speed limit within the 10 mph pace while considering the 85th percentile speed and other factors not readily apparent to the drivers.

## ANALYSIS AND RESULTS

### Safety Analysis

CVC Section 627 states that accident records shall be considered in an E&TS. To that end, the collision history at the study roadways was obtained from the Statewide Integrated Traffic Records System (SWITRS) for the most recent two year period available (2021 and 2022).

The collision history is attached in Appendix A. There were 3 collisions in the city in 2021 and 2022 combined, and none of the collisions happened on the study segments<sup>3</sup>.

### Speed Data Collection

Speed data were collected on off-peak (i.e., uncongested) hours in April 2023 when schools were in session. A calibrated radar gun that was compliant with CVC Sections 22354.5 and 40802 for the use of radar speed surveillance was used with the goal of collecting data for a sample of 100 vehicles in each direction or for at least two hours for lower volume roadways.

The collected speed data is provided in Appendix B.

### Findings

In general, for all 19 study segments, the 85<sup>th</sup> percentile free flow speeds are slightly higher than the posted speed limits. Based on the difference between the current posted speed limit and 85<sup>th</sup> percentile speed, the segments can be categorized into 3 groups:

1. Posted speed limit equals the rounded 85th percentile speed: 7 segments.
2. Posted speed limit is 5 mph less than rounded 85th percentile speed: 10 segments.
3. Posted speed limit is 10 mph less than rounded 85th percentile speed: 2 segments.

A summary of the recommendations at each of the 19 roadways is provided in Table 1. Detailed recommendations and justifications are presented in the following sections.

<sup>3</sup> To examine if there were more collisions pre-COVID, Kittelson obtained 2019 and 2020 collision records. There were no collisions in the city in 2019 and 4 collisions in 2020. Therefore, pre-COVID collision record was not analyzed in this study.

Table 1 Summary of Speed Recommendations

#	Road Segment	Type	Posted Speed Limit (mph)	85th Percentile Speed (mph)	10 mph Pace (% in Pace)	% Above Pace	Recommendation
1	Green Street from Humboldt Avenue to Butte Street	Major Collector	25	30	18 - 27 (78%)	23%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
2	Sycamore Street from Humboldt Avenue to Marshall Avenue	Minor Arterial	25	32	24 - 33 (81%)	10%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
3	Sycamore Street from Marshall Avenue to Tehama Street	Minor Arterial	25	27	18 - 27 (81%)	12%	Keep current speed limit of 25 mph. Round down from 85th percentile speed.
4	Sycamore Street from Marshall Avenue to Sonoma Street	Major Collector	25	26	17 - 26 (83%)	13%	Keep current speed limit of 25 mph. Round down from 85th percentile speed.
5	Laurel Street from Villa Avenue to Tehama Street	Minor Arterial	25	33	21 - 30 (71%)	25%	<b>Raise speed limit to 30 mph.</b> 5 mph reduction from rounded 85th percentile speed. Consider installing a speed school zone in the vicinity of Willows Community High.
6	Laurel Street from Tehama Street to Sonoma Street	Major Collector	25	30	20 - 29 (66%)	17%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
7	Cedar Street from Villa Avenue to Tehama Street	Major Collector	25	36	27 - 36 (75%)	10%	<b>Raise speed limit to 30 mph.</b> 5 mph reduction from rounded 85th percentile speed. Consider installing a speed school zone in the vicinity of Willows Intermediate School.
8	Humboldt Avenue from Railroad Tracks north of Brennan Place to Wood Street	Minor Arterial	25	30	18 - 27 (71%)	27%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
9	Humboldt Avenue from Wood Street to Sycamore Street	Minor Arterial	25*	31	23 - 32 (78%)	7%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
10	Villa Street from Wood Street to Sycamore Street	Minor Arterial	25	32	24 - 33 (80%)	10%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
11	Villa Street from Sycamore Street to Elm Street	Major Collector	25	31	22 - 31 (76%)	11%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.

#	Road Segment	Type	Posted Speed Limit (mph)	85th Percentile Speed (mph)	10 mph Pace (% in Pace)	% Above Pace	Recommendation
12	Lassen Street from Wood Street to Oak Street	Minor Arterial	25*	29	21 - 30 (92%)	6%	Keep current speed limit of 25 mph. Round down with no further reduction.
13	Lassen Street from Oak Street to Elm Street	Minor Arterial	25*	29	21 - 30 (78%)	10%	Keep current speed limit of 25 mph. Round down from 85th percentile speed.
14	Butte Street from Green Street to Wood Street	Major Collector	25	32	20 - 29 (72%)	24%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
15	Butte Street from Wood Street to Oak Street	Major Collector	25	28	18 - 27 (74%)	16%	Keep current speed limit of 25 mph. Round down from 85th percentile speed.
16	Butte Street from Oak Street to Elm Street	Major Collector	25	30	19 - 28 (65%)	21%	Keep current speed limit of 25 mph. 5 mph reduction from rounded 85th percentile speed.
17	Tehama Street from Eureka Street to Sycamore Street	Other Principal Arterial	25	29	21 - 30 (75%)	8%	Keep current speed limit of 25 mph. Round down from 85th percentile speed.
18	Tehama Street from Sycamore Street to Elm Street	Other Principal Arterial	35	42	33 - 42 (74%)	14%	Keep current speed limit of 35 mph. 5 mph reduction from rounded 85th percentile speed.
19	Tehama Street from Elm Street to CR 57	Other Principal Arterial	55	58	47 - 56 (70%)	19%	Keep current speed limit of 55 mph. Round down from 85th percentile speed.

Notes:

The asterisk sign (\*) indicates the current posted speed limit data is not available and the posted speed limit is assumed from nearby streets of the same functional class.

The highlighted cell indicates a recommended change from current posted speed limit.



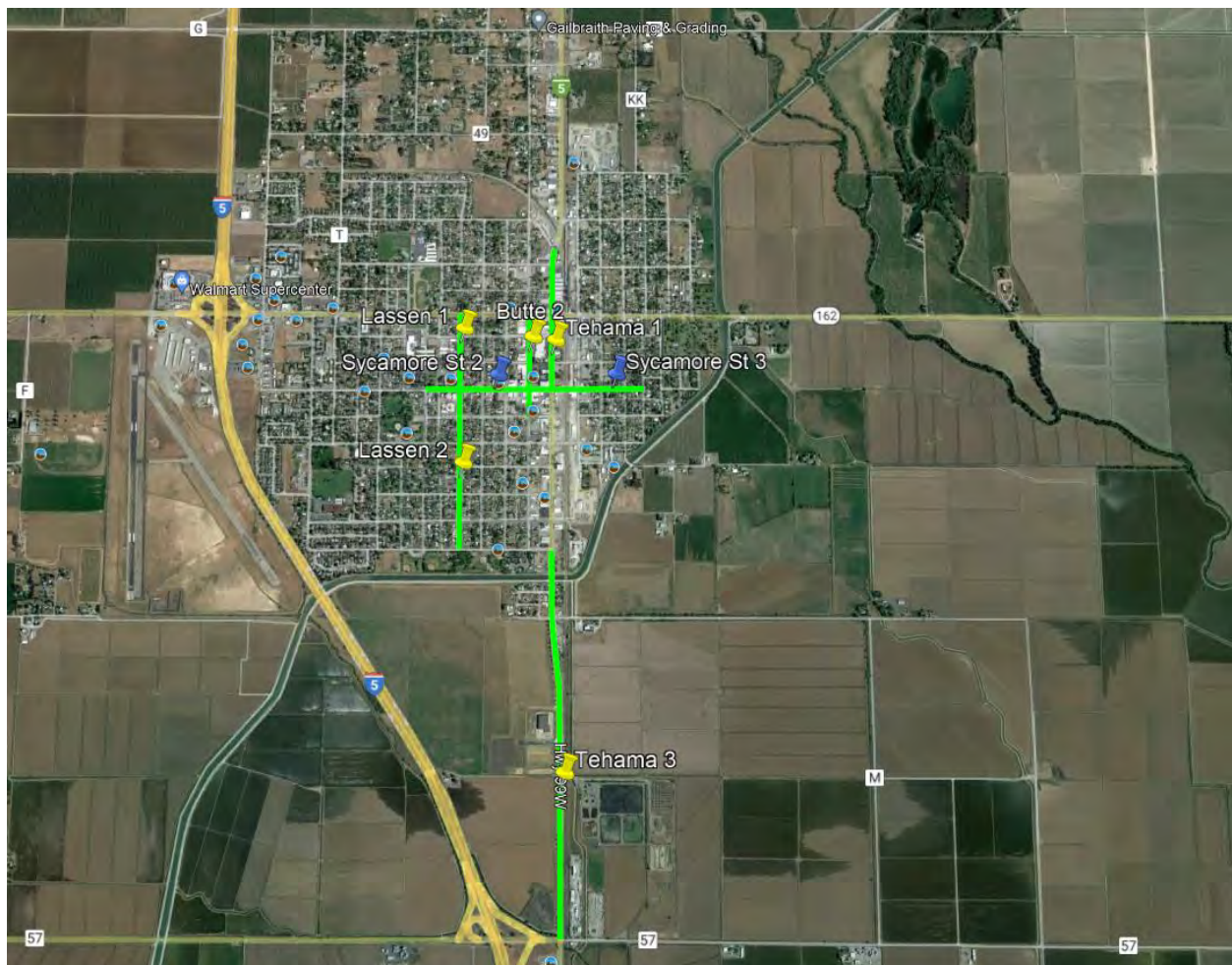
## Group 1 – Round Down from 85<sup>th</sup> Percentile Speed

As shown in Figure 1, there are 7 segments where the current posted speed limit is the same as the nearest 5 mph increment of the 85<sup>th</sup> percentile free flow speed or a round down from it. The pins represent the location where speed data were collected.

- Sycamore Street from Marshall Avenue to Tehama Street
- Sycamore Street from Tehama Avenue to Sonoma Street
- Lassen Street from Wood Street to Oak Street
- Lassen Street from Oak Street to Elm Street
- Butte Street from Wood Street to Oak Street
- Tehama Street from Eureka Street to Sycamore Street
- Tehama Street from Elm Street to CR 57

No change is recommended to the segments as they either meet the standard directly or fill in option 2, where the speed limit can be set as the nearest 5 mph increment below the 85<sup>th</sup> percentile speed.

Figure 1 Segments Where Posted Speed Limit Equals Rounded 85<sup>th</sup> Percentile Speed



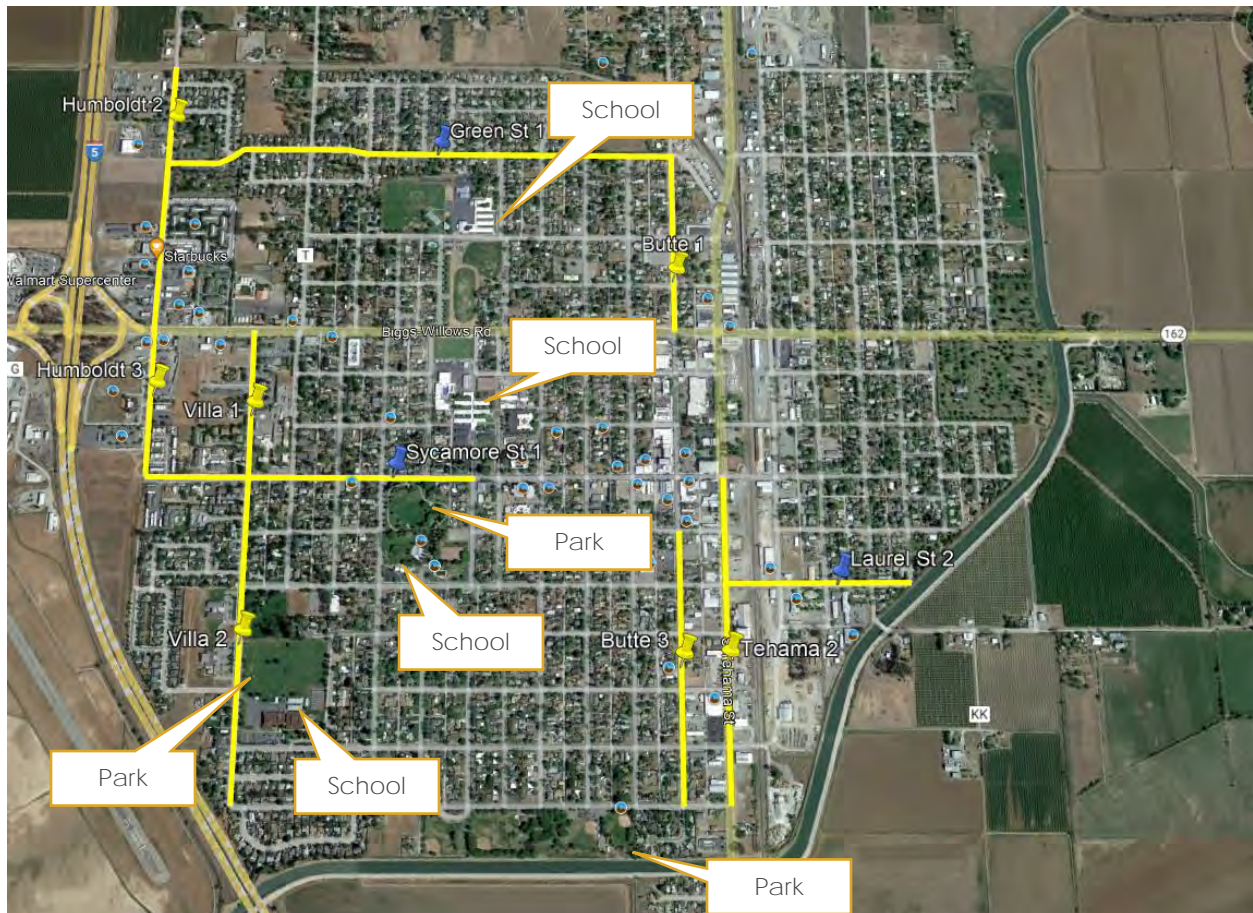


## Group 2 – 5 Mph below 85<sup>th</sup> Percentile Speed

As shown in Figure 2, there are 10 segments where the current posted speed limit is 5 mph below the nearest 5 mph increment of the 85<sup>th</sup> percentile free flow speed. The pins represent the location where speed data were collected.

- Green Street from Humboldt Avenue to Butte Street
- Sycamore Street from Humboldt Avenue to Marshall Avenue
- Laurel Street from Tehama Street to Sonoma Street
- Humboldt Avenue from Railroad Tracks north of Brennan Place to Wood Street
- Humboldt Avenue from Wood Street to Sycamore Street
- Villa Street from Wood Street to Sycamore Street
- Villa Street from Sycamore Street to Elm Street
- Butte Street from Green Street to Wood Street
- Butte Street from Oak Street to Elm Street
- Tehama Street from Sycamore Street to Elm Street

Figure 2 Segments Where Posted Speed Limit Is 5 Mph below Rounded 85<sup>th</sup> Percentile Speed



According to the CA MUTCD, a posted speed limit 5 mph below the rounded 85<sup>th</sup> percentile speed limit can be justified if an explanation is provided in the E&T. Kittelson recommends keeping the current posted speed limit (35 mph for Tehama Street and 25 mph for the other segments) for the following reasons:

- As shown in Figure 2, several schools and parks are located near the segments, which might generate high pedestrian and bicyclist activities:

- Murdock Elementary School
- Willows High School
- Willows Community High
- Willows Intermediate School
- Sycamore Park
- Central Park
- Jensen Park
- The city mainly consists of commercial land uses along Humboldt Avenue, Butte Street, and Tehama Street, and residential land use and public facilities between Humboldt Avenue and Butte Street<sup>4</sup>. Those land uses have the potential to generate high pedestrian and bicyclist activities.
- Most intersections along the study segments are stop controlled. And marked pedestrian crosswalk are not available at some intersections. Therefore, raising the speed limit might result in decreased safety for pedestrians.
- The nearest 5 mph increment is outside the 10-mph pace for 5 of the segments, which indicates most drivers travel at a speed close to the current posted speed limit and raising the speed limit would not be ideal.
  - Green Street from Humboldt Avenue to Butte Street
  - Laurel Street from Tehama Street to Sonoma Street
  - Humboldt Avenue from Railroad Tracks north of Brennan Place to Wood Street
  - Butte Street from Green Street to Wood Street
  - Butte Street from Oak Street to Elm Street

### Group 3 – 10 Mph below 85<sup>th</sup> Percentile Speed

As shown in Figure 3, there are 2 segments where the current posted speed limit is 10 mph below the nearest 5 mph increment of the 85<sup>th</sup> percentile free flow speed. The pins represent the location where speed data were collected.

- Laurel Street from Villa Avenue to Tehama Street
  - 85<sup>th</sup> percentile speed: 33 mph
  - Percentage of vehicles traveled above 30 mph: 25%
- Cedar Street from Villa Avenue to Tehama Street
  - 85<sup>th</sup> percentile speed: 36 mph
  - Percentage of vehicles traveled above 30 mph: 54%

Per the CA MUTCD, it is recommended to raise the speed limit on these two segments. However, only a 5 mph increase from 25 mph to 30 mph is recommended because of the presence of residential and commercial land uses, uncontrolled crosswalks along the segment, and the presence of schools near the segments (Willows Community High at Laurel Street and Culver Ave and Willows Intermediate School at Cedar Street and Villa Avenue).

With the increase in speed limit on Cedar Street and Laurel Street, Kittelson recommends establishing a school speed zone for when children are present to maintain a lower speed in the vicinity of the schools. Per the CA MUTCD, a local authority may declare a 20 or 15 mph prima facie speed limit within 500 feet of a school building or school grounds and an extended 25 mph prima facie speed limit within 500 to 1000 feet from a

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<sup>4</sup> City of Willows, *General Plan Land Use Map – June 2010*, June 2010, accessed June 2023.

<https://www.cityofwillows.org/assets/resources/General-Plan-Landuse-Map-June-2010.pdf>

school or school grounds<sup>5</sup>. The prima facie speed limits would need to be declared by ordinance or resolution and meet the following criteria:

- A. Street is in a residential district.
  - Both Cedar Street and Laurel Street are residential areas
- B. Street outside the school zone has a posted speed limit of no greater than 30 mph.
  - The recommended speed limit as noted above for both streets is 30 mph.
- C. Street has no more than a total of two through lanes (one in each direction)
  - Both streets have a single through lane in each direction
- D. The reduced school speed limit of 20 or 15 is within 500 feet of school grounds.
  - 500 feet from Willows Community High on Laurel Street is approximately Crawford Avenue to Marshall Avenue.
  - 500 feet from Willows Intermediate School on Cedar Street is approximately Villa Avenue to Culver Avenue
- E. The extended school zone speed limit of 25 mph is within 500 to 1000 feet of school grounds.
  - 1,000 feet from Willows Community High on Laurel Street is approximately Villa Avenue to Lassen Street.
  - 1,000 feet from Willows Intermediate School on Cedar Street is approximately Villa Avenue to Merrill Avenue

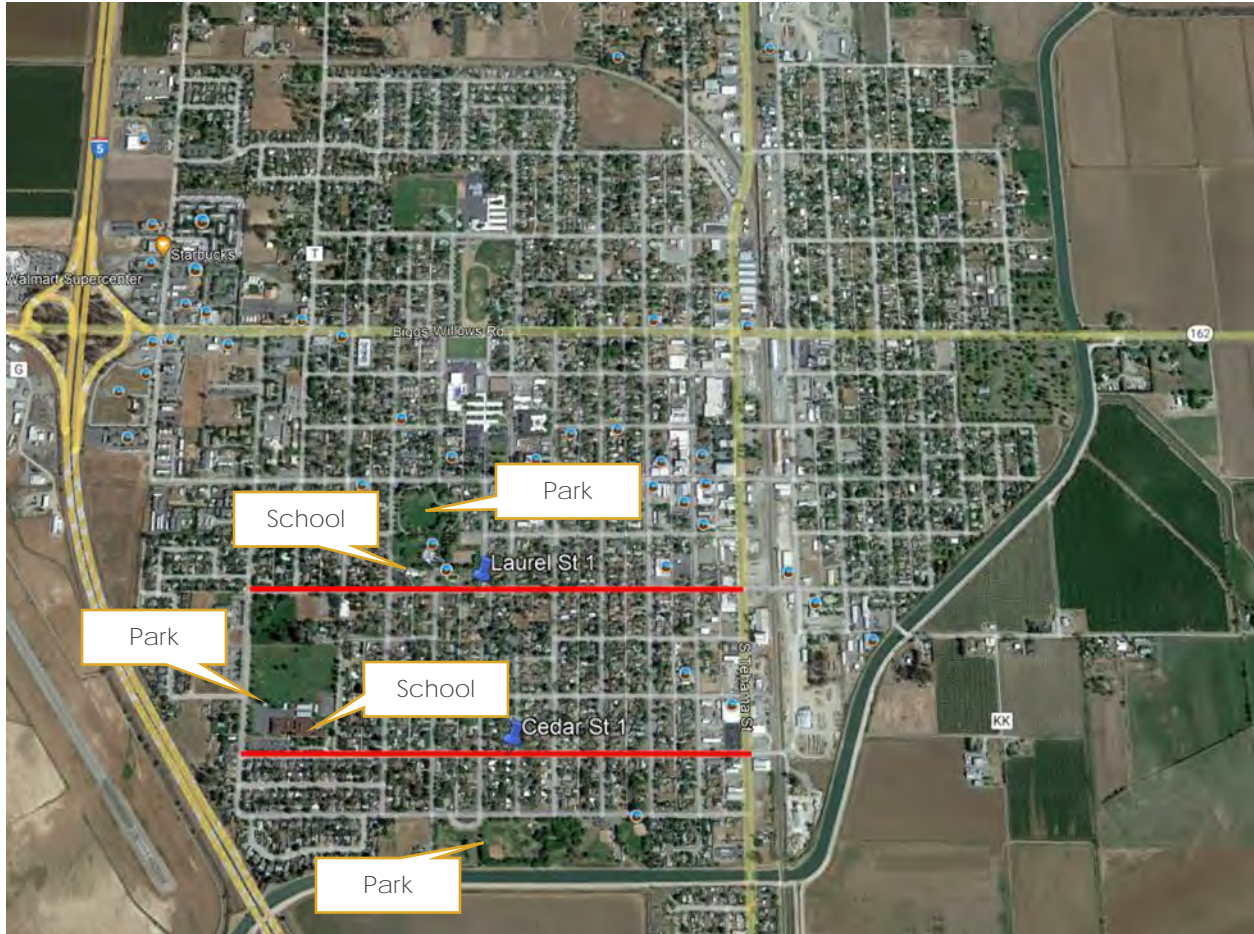
Kittelson recommends the city of Willows adopt an ordinance or resolution establishing the 25 mph school zone with the extended school zone speed limit (Villa Avenue to Lassen Street along Laurel Street and Villa Avenue to Merrill Avenue along Cedar Street) during times children are going to or leaving from school. This recommendation is made per California Vehicle Code Section 627c2 since it would improve the safety of bicyclists and pedestrians in the vicinity of school grounds, especially the more vulnerable pedestrian group of children accessing the schools.

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<sup>5</sup> California MUTCD 2014 Edition Revision 6 Section 7B.15 part 25



Figure 3 Segments Where Posted Speed Limit Is 5 Mph below Rounded 85<sup>th</sup> Percentile Speed



For both segments, a 5 mph increase in speed limit instead of 10 mph is recommended because of the presence of residential and commercial land use and uncontrolled crosswalks along the segment. In addition, traffic calming measures, such as speed humps, raised intersections, and bulb outs, can be provided near the school areas to help reduce vehicle speeds.

## Appendix A Collision Records

ID	ACCIDENT_YEAR	PROC_DATE	JURIS	COLLISION_DATE	COLLISION_TIME	OFFICER_ID	DAY_OF_WEEK	CHP_SHIFT	POPULATION	CNTY_CITY_LOC	SPECIAL_COND	BEAT_TYPE	CHP_BEAT_TYPE
91455571	2021	20210421	9160	20210315	1715	18750	Monday	1400 thru 2159	Incorporated (2500 - 10000)	1102	Not Above	CHP County Road Area	County Road Area
91889939	2022	20221013	9160	20221003	2120	21168	Monday	1400 thru 2159	Incorporated (2500 - 10000)	1102	Not Above	CHP State Highway	State Route
91949672	2022	20221222	9160	20221215	2330	17577	Thursday	2200 thru 0559	Incorporated (2500 - 10000)	1102	Not Above	CHP State Highway	Interstate

ID	CHP_BEAT_CLASS	BEAT_NUMBER	PRIMARY_RD	SECONDARY_RD	DISTANCE	DIRECTION	INTERSECTION	WEATHER_1	WEATHER_2	STATE_HWY_IND	LOCATION_TYPE	SIDE_OF_HWY	TOW_AWAY
91455571	CHP Other	1	COUNTY ROAD H	COUNTY ROAD 48	500	North	Not Intersection	Cloudy	Not Stated	Not State Highway	Not State Highway	Not stated/Not State Highway	Yes
91889939	CHP Primary	10	ORD FERRY RD	STATE ROUTE 45	15	East	Not Intersection	Clear	Not Stated	State Highway	Not State Highway	Not stated/Not State Highway	Yes
91949672	CHP Other	4	INTERSTATE 5 S/B	COUNTY ROAD 57	2640	North	Not Intersection	Clear	Not Stated	State Highway	Not State Highway	Not stated/Not State Highway	No

ID	COLLISION_SEVERITY	NUMBER_KILLED	NUMBER_INJURED	PARTY_COUNT	PRIMARY_COLL_FACTOR	PCF_CODE_OF_VIOL	PCF_VIOL_CATEGORY	PCF_VIOLATION	HIT_AND_RUN	TYPE_OF_COLLISION	MVIW
91455571	Other Visible Injury	0	1	1	(Vehicle) Code Violation	Not Stated	Improper Turning	22107	Not Hit and Run	Overturned	Non-Collision
91889939	Property Damage Only	0	0	1	(Vehicle) Code Violation	Not Stated	Unsafe Speed	22350	Not Hit and Run	Hit Object	Fixed Object
91949672	Property Damage Only	0	0	1	(Vehicle) Code Violation	Not Stated	Improper Turning	22107	Not Hit and Run	Overturned	Non-Collision



ID	PED_ACTION	ROAD_SURFACE	ROAD_COND_1	ROAD_COND_2	LIGHTING	CONTROL_DEVICE	CHP_ROAD_TYPE	NOT_PRIVATE_PROPERTY	STWD_VEHTYPE_AT_FAULT	CHP_VEHTYPE_AT_FAULT
91455571	No Pedestrian Involved	Dry	No Unusual Condition	Not Stated	Daylight	None	0	Y	Pickup or Panel Truck	22
91889939	No Pedestrian Involved	Dry	No Unusual Condition	Not Stated	Dark - Street Lights	None	0	Y	Passenger Car/Station Wagon	1
91949672	No Pedestrian Involved	Dry	No Unusual Condition	Not Stated	Daylight	None	0	Y	Not Stated	-

ID	COUNT_SEVERE_INJ	COUNT_VISIBLE_INJ	COUNT_COMPLAINT_PAIN	COUNT_PED_KILLED	COUNT_PED_INJURED	COUNT_BICYCLIST_KILLED	COUNT_BICYCLIST_INJURED	COUNT_MC_KILLED	COUNT_MC_INJURED	LATITUDE
91455571	0	1	0	0	0	0	0	0	0	39.54051
91889939	0	0	0	0	0	0	0	0	0	39.63061
91949672	0	0	0	0	0	0	0	0	0	39.50232

ID	LONGITUDE	k01_sevr	k02_sevrcl	k03_sevrfl	k04_epdo	k05_impr	k06_imprfl	k07_aggfl	k08_rdepfl	k10_disdf	k11_intxfl	k12_motrf	k21_ydf	k23_odfl	k47_numvh	k48_crshdt
91455571	122.21524	Other Visible Injury	Other Injury	0	10.73	Not Impaired or Unknown	0	0	1	0	0	0	1	0	0	3/15/2021
91889939	122.00658	Property Damage Only	Property Damage Only	0	1	Not Impaired or Unknown	0	1	1	0	0	0	0	0	0	10/3/2022
91949672	122.20106	Property Damage Only	Property Damage Only	0	1	Not Impaired or Unknown	0	0	1	0	0	0	0	0	0	12/15/2022

ID	k49_crshmo	k50_crshmo	k51_crshhr	k52_lat	k53_long	k54_coltyp	k55_vhclss	k56_sfcond	k57_wecond	k58_licond	k59_siviol	k60_crshsv	k62_trnfl	k63_protfl	k64_commfl	k65_peddi	k66_pcy CDI	k67_nv	k68_ev
91455571	3	17:15	17			Overtuned	No Vehicle	Dry	Cloudy, Not Stated	Daylight	0	3	0	0	0	0	0	1	0
91889939	10	21:20	21			Hit Object	No Vehicle	Dry	Clear, Not Stated	Dark - Street Lights	0	0	0	0	0	0	0	1	0
91949672	12	23:30	23			Overtuned	No Vehicle	Dry	Clear, Not Stated	Daylight	0	0	0	0	0	0	0	0	0

ID	k69_svh	k70_wvh	k75_ukvh	k76_stopd	k77_strght	k78_offrd	k79_rturn	k80_lturn	k81_urn	k82_back	k83_stop	k84_pass	k85_change	k86_park	k87_enter	k88_oturn	k89_oppln	k90_parkd	k91_merge	k92_wrong	k93_other
91455571	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91889939	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91949672	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ID	source	k61_crshpl	PARTY_NUMBER   Driver 1	PARTY_TYPE   Driver 1	AT_FAULT   Driver 1	PARTY_SEX   Driver 1	PARTY_AGE   Driver 1	PARTY_SOBRIETY   Driver 1	PARTY_DRUG_PHYSICAL   Driver 1	DIR_OF_TRAVEL   Driver 1
91455571	switrs	WILLOWS	1	Driver	Y	Male	18	Had Not Been Drinking	Not Stated	North
91889939	switrs	WILLOWS	1	Driver	Y	Male	23	Had Not Been Drinking	Not Stated	North
91949672	switrs	WILLOWS	1	Driver	N	Male	36	Impairment Unknown	Impairment Unknown	South

ID	PARTY_SAFETY_EQUIP_1   Driver 1	PARTY_SAFETY_EQUIP_2   Driver 1	FINAN_RESPONS   Driver 1	SP_INFO_1   Driver 1	SP_INFO_2   Driver 1	SP_INFO_3   Driver 1	OAF_1   Driver 1	OAF_2   Driver 1
91455571	Air Bag Deployed	Lap/Shoulder Harness Used	No Proof of Insurance Obtained	Not Stated	Cell Phone Not in Use	Not Stated	None Apparent	Not Stated
91889939	Air Bag Deployed	Lap/Shoulder Harness Used	Yes Proof of Insurance Obtained	Not Stated	Cell Phone Not in Use	Not Stated	None Apparent	Not Stated
91949672	Air Bag Not Deployed	Lap/Shoulder Harness Used	No Proof of Insurance Obtained	Not Stated	Cell Phone Not in Use	Not Stated	None Apparent	Not Stated

ID	PARTY_NUMBER_KILLED   Driver 1	PARTY_NUMBER_INJURED   Driver 1	MOVE_PRE_ACC   Driver 1	VEHICLE_YEAR   Driver 1	VEHICLE_MAKE   Driver 1	STWD_VEHICLE_TYPE   Driver 1	CHP_VEH_TYPE_TOWING   Driver 1
91455571	0	1	Ran Off Road	1997	FORD	Pickup or Panel Truck	22
91889939	0	0	Proceeding Straight	2017	CHEV	Passenger Car/Station Wagon	1
91949672	0	0	Ran Off Road	2005	FORD	Passenger Car/Station Wagon	7



ID	CHP_VEH_TYPE_TOWED   Driver 1	RACE   Driver 1
91455571		Hispanic
91889939		White
91949672		White

## Appendix B Speed Data

# Spot Speed Study

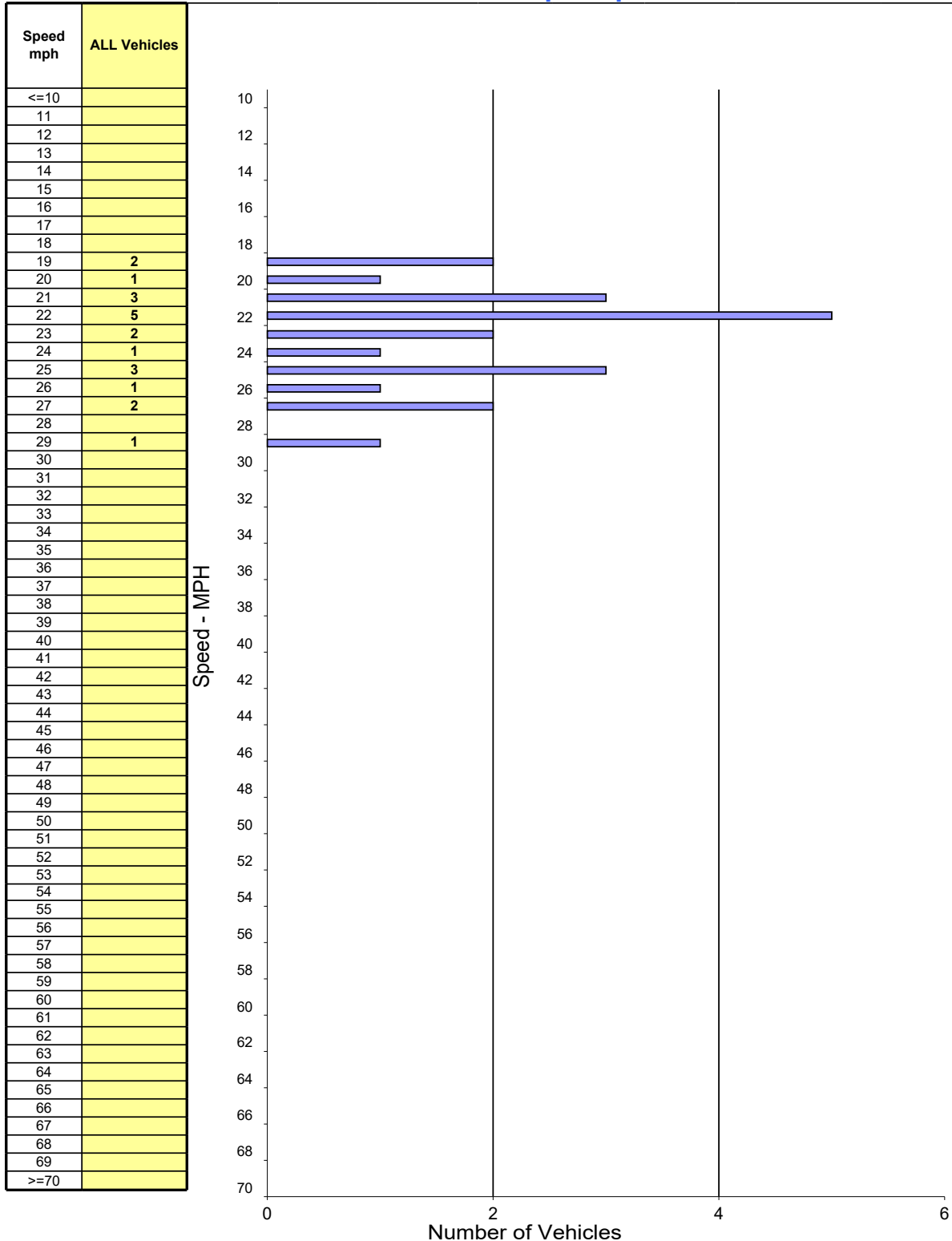
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 14:00-16:00

Location: Green St Bet. Sherwood Way & Crestwood Way  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-001

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	21	19 - 29	22 mph	26 mph	18 - 27	20	95%	0% / 0	5% / 1

# Spot Speed Study

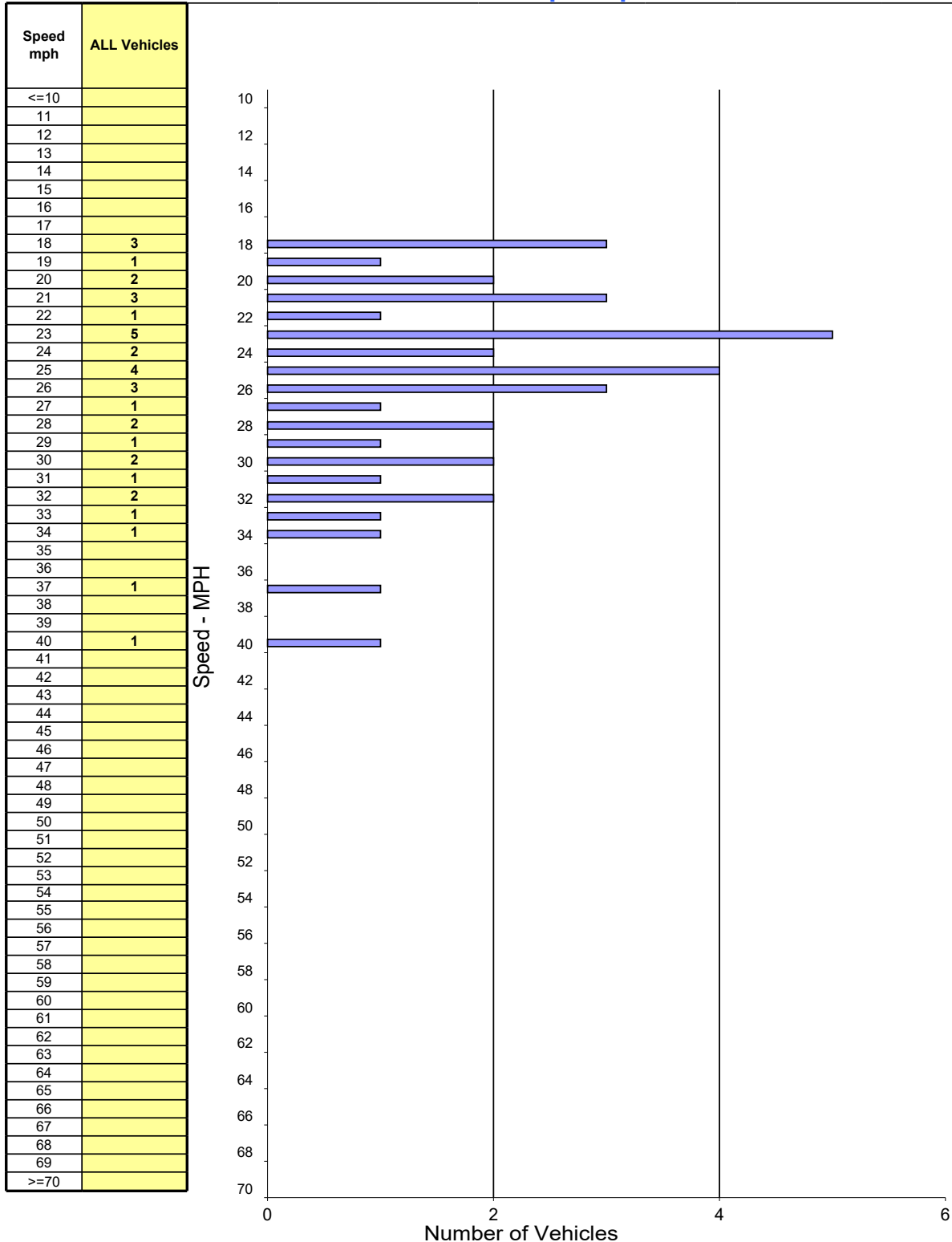
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 14:00-16:00

Location: Green St Bet. Sherwood Way & Crestwood Way  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-001

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	37	18 - 40	25 mph	32 mph	18 - 27	25	68%	0% / 0	33% / 12

# Spot Speed Study

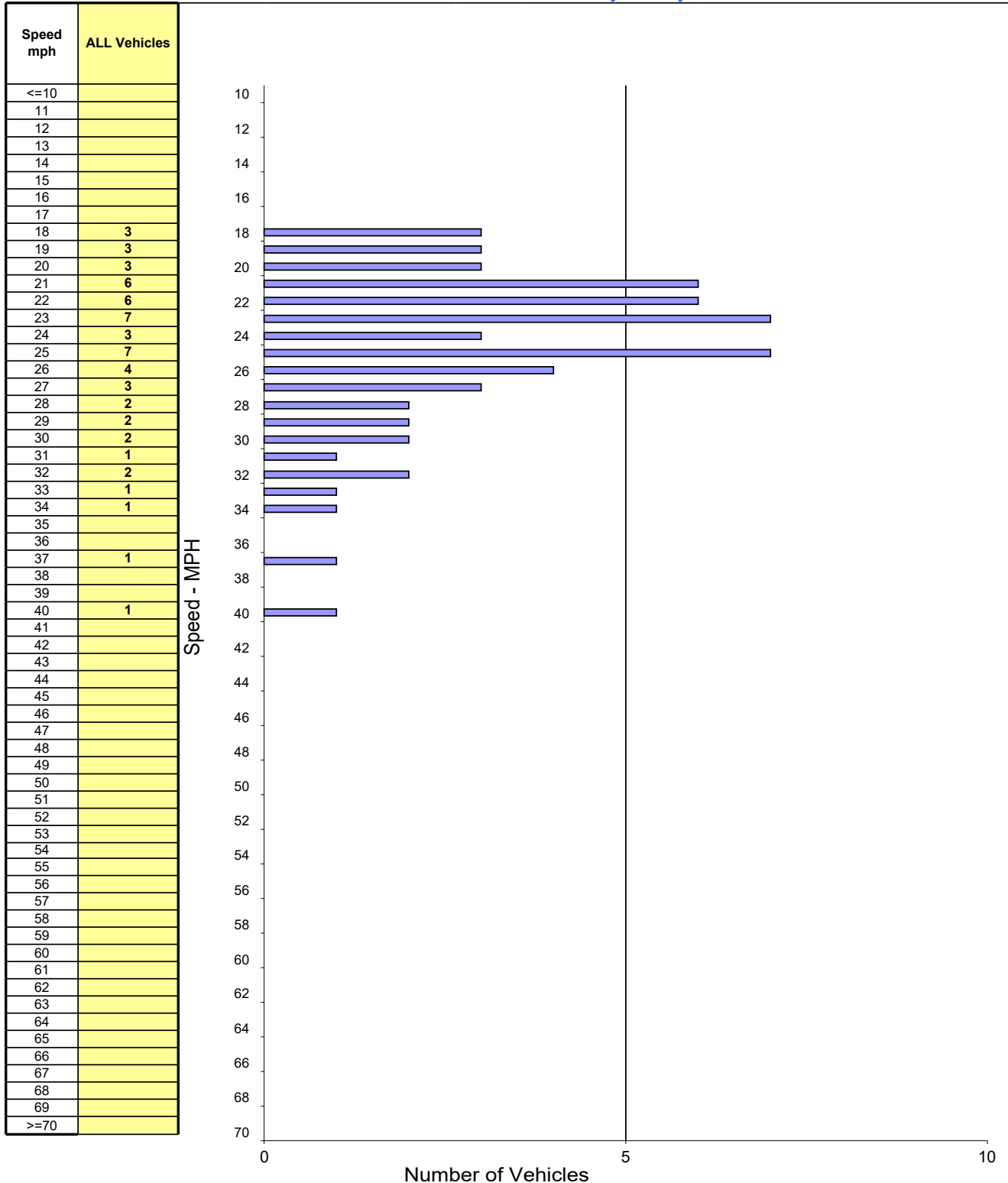
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 14:00-16:00

Location: Green St Bet. Sherwood Way & Crestwood Way  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-001

### Eastbound & Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	58	18 - 40	24 mph	30 mph	18 - 27	45	78%	0% / 0	23% / 13

# Spot Speed Study

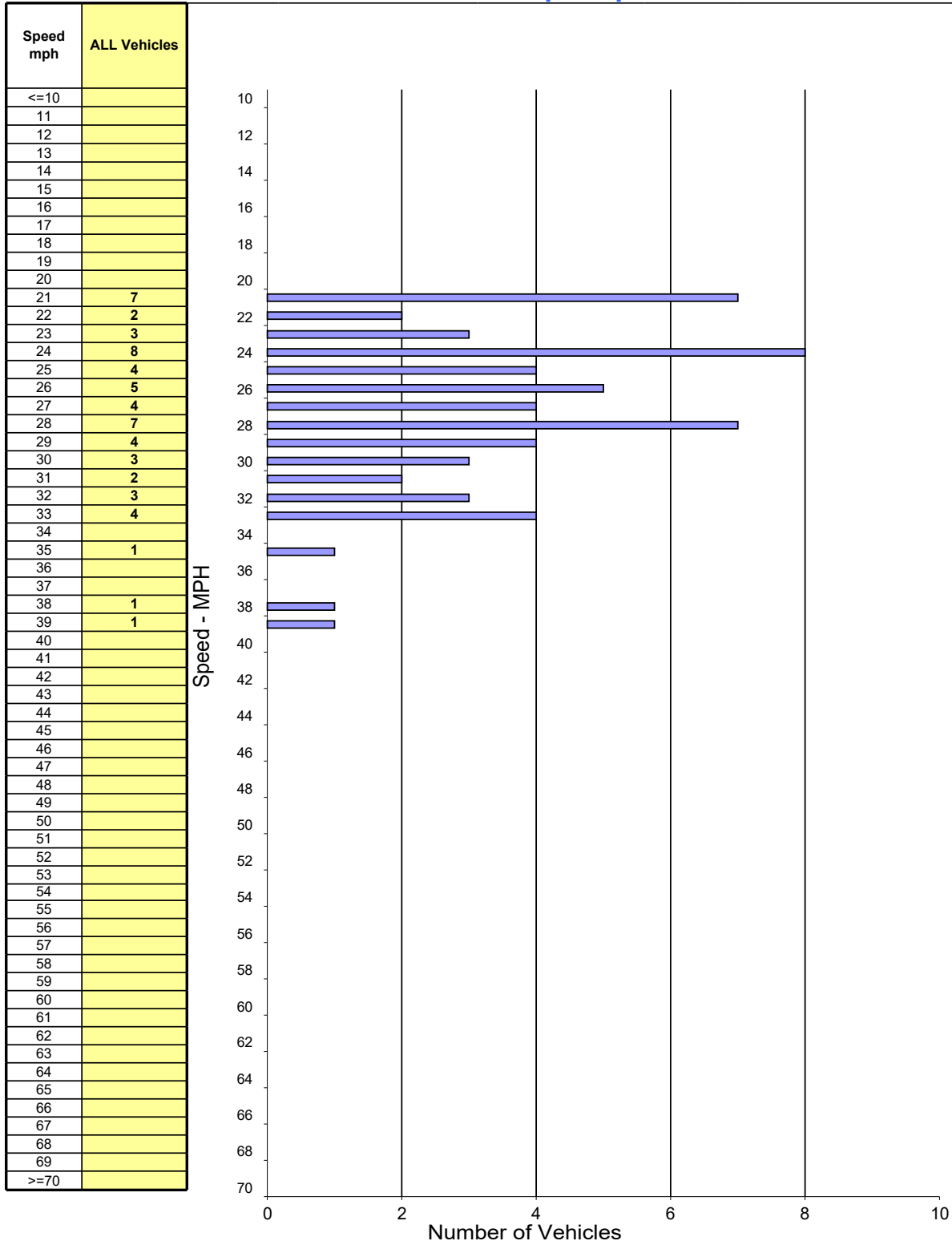
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 09:00-11:00

Location: W Sycamore St Bet. Culver St & Merrill Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-002

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	59	21 - 39	27 mph	32 mph	21 - 30	47	80%	0% / 0	21% / 12

# Spot Speed Study

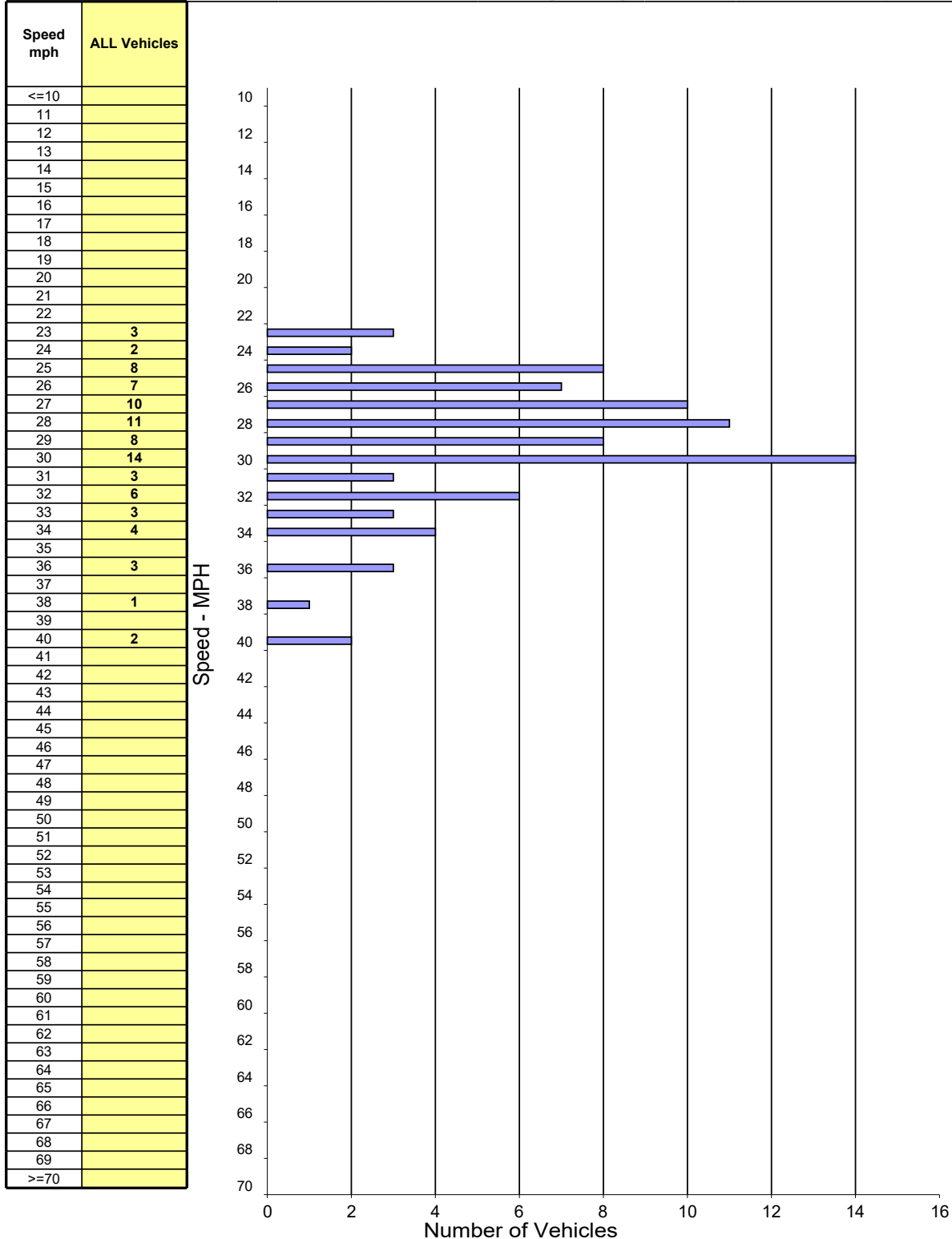
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 09:00-11:00

Location: W Sycamore St Bet. Culver St & Merrill Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-002

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	85	23 - 40	29 mph	33 mph	25 - 34	74	87%	5% / 5	8% / 6

# Spot Speed Study

Prepared by: National Data & Surveying Services

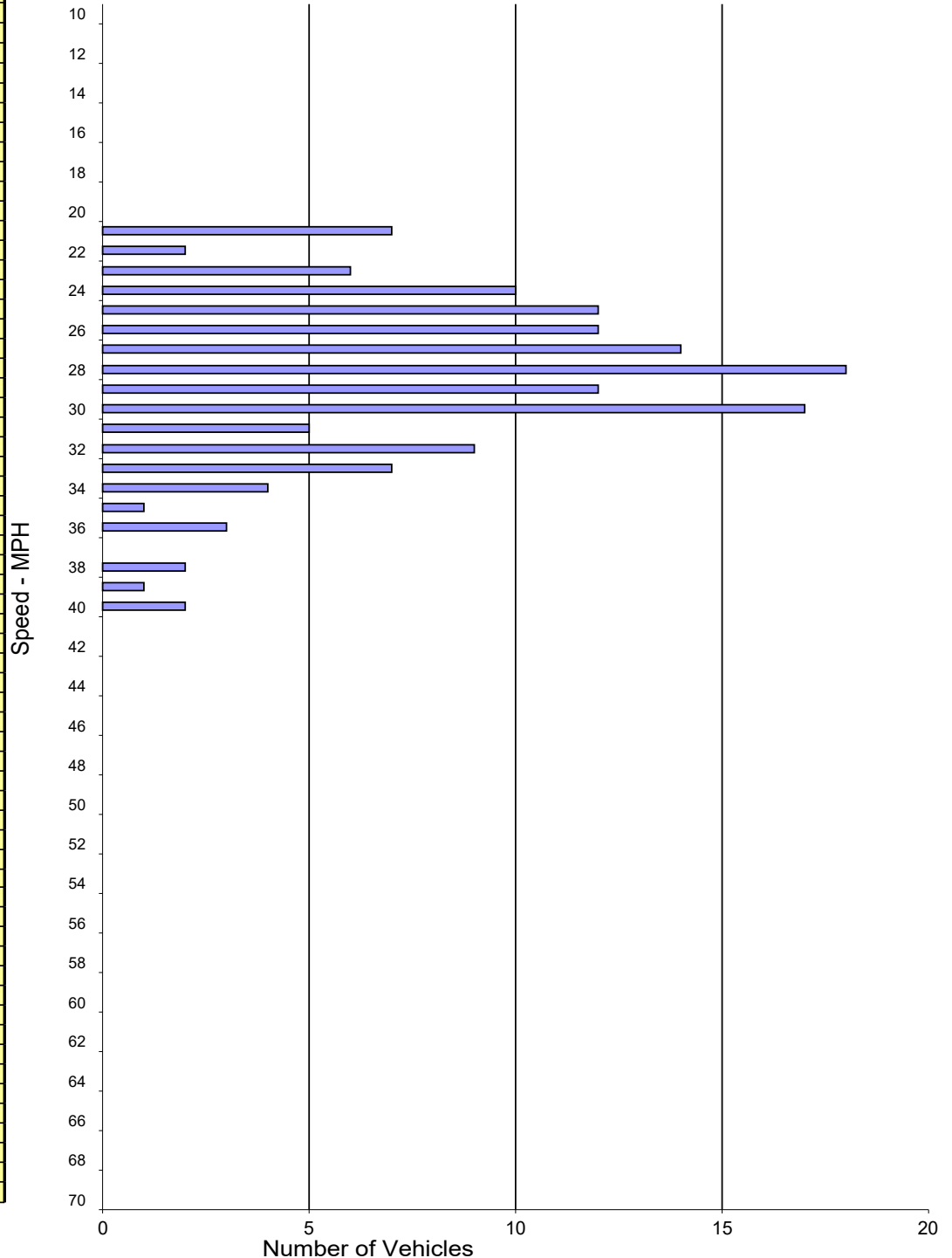
## City of Willows

DATE: 4/17/2023  
TIME: 09:00-11:00

Location: W Sycamore St Bet. Culver St & Merrill Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-002

### Eastbound & Westbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	7
22	2
23	6
24	10
25	12
26	12
27	14
28	18
29	12
30	17
31	5
32	9
33	7
34	4
35	1
36	3
37	
38	2
39	1
40	2
41	
42	
43	
44	
45	
46	
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67	
68	
69	
>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	144	21 - 40	28 mph	32 mph	24 - 33	116	81%	10% / 15	10% / 13



# Spot Speed Study

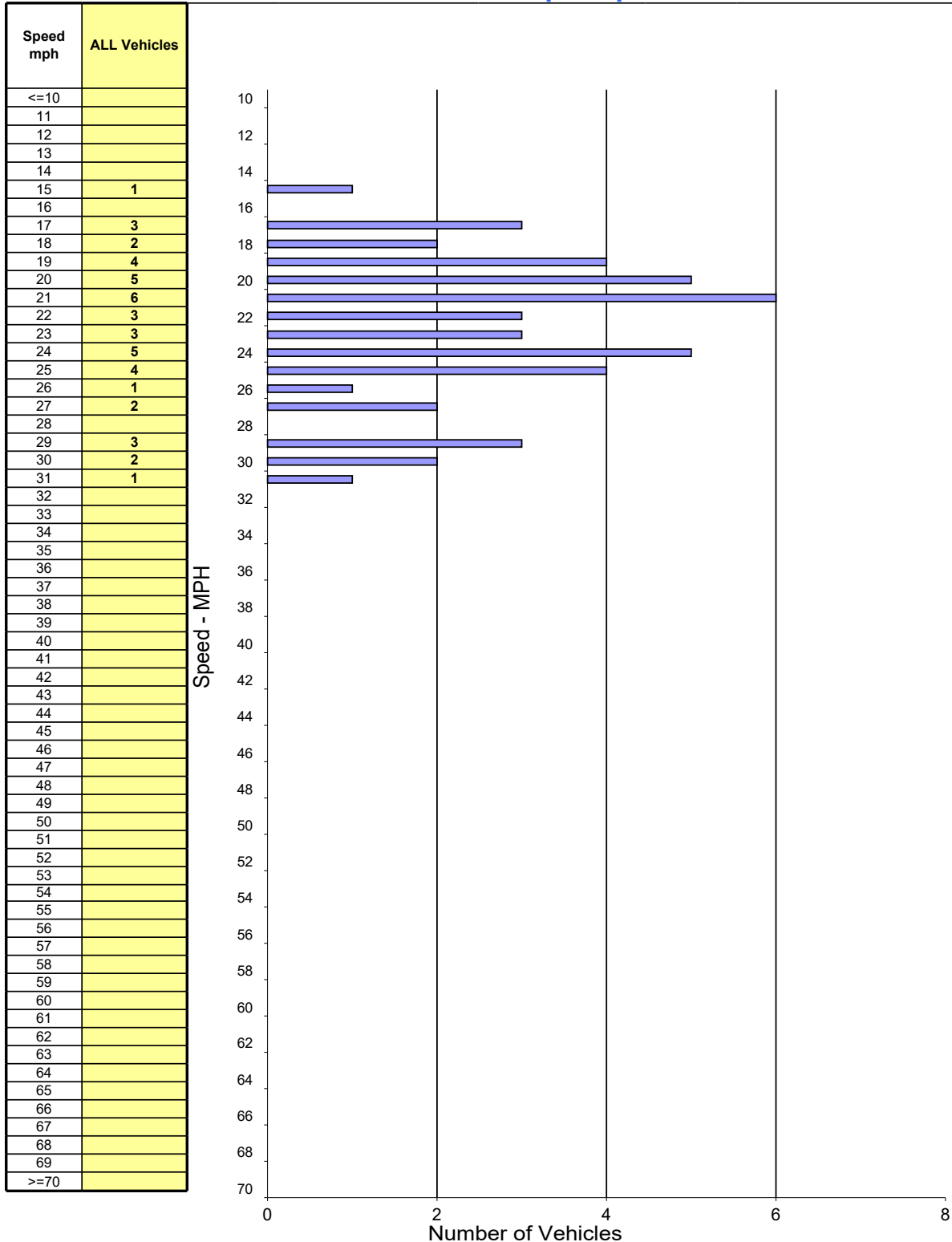
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 09:00-11:00

Location: W Sycamore St Bet. N Plumas & N Shasta St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-003

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	45	15 - 31	22 mph	27 mph	17 - 26	36	80%	2% / 1	18% / 8

# Spot Speed Study

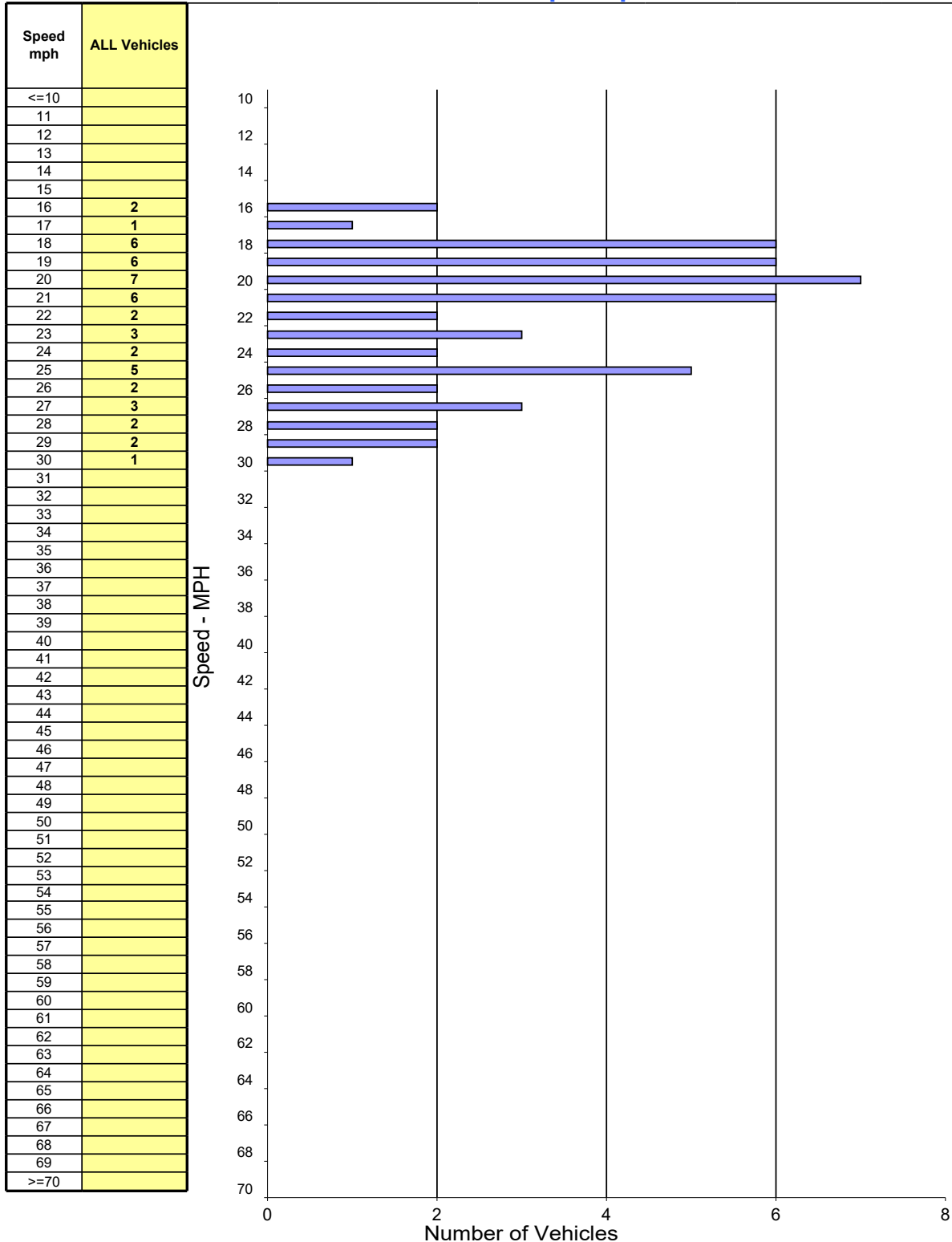
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 09:00-11:00

Location: W Sycamore St Bet. N Plumas & N Shasta St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-003

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	50	16 - 30	21 mph	27 mph	18 - 27	42	84%	6% / 3	10% / 5

# Spot Speed Study

Prepared by: National Data & Surveying Services

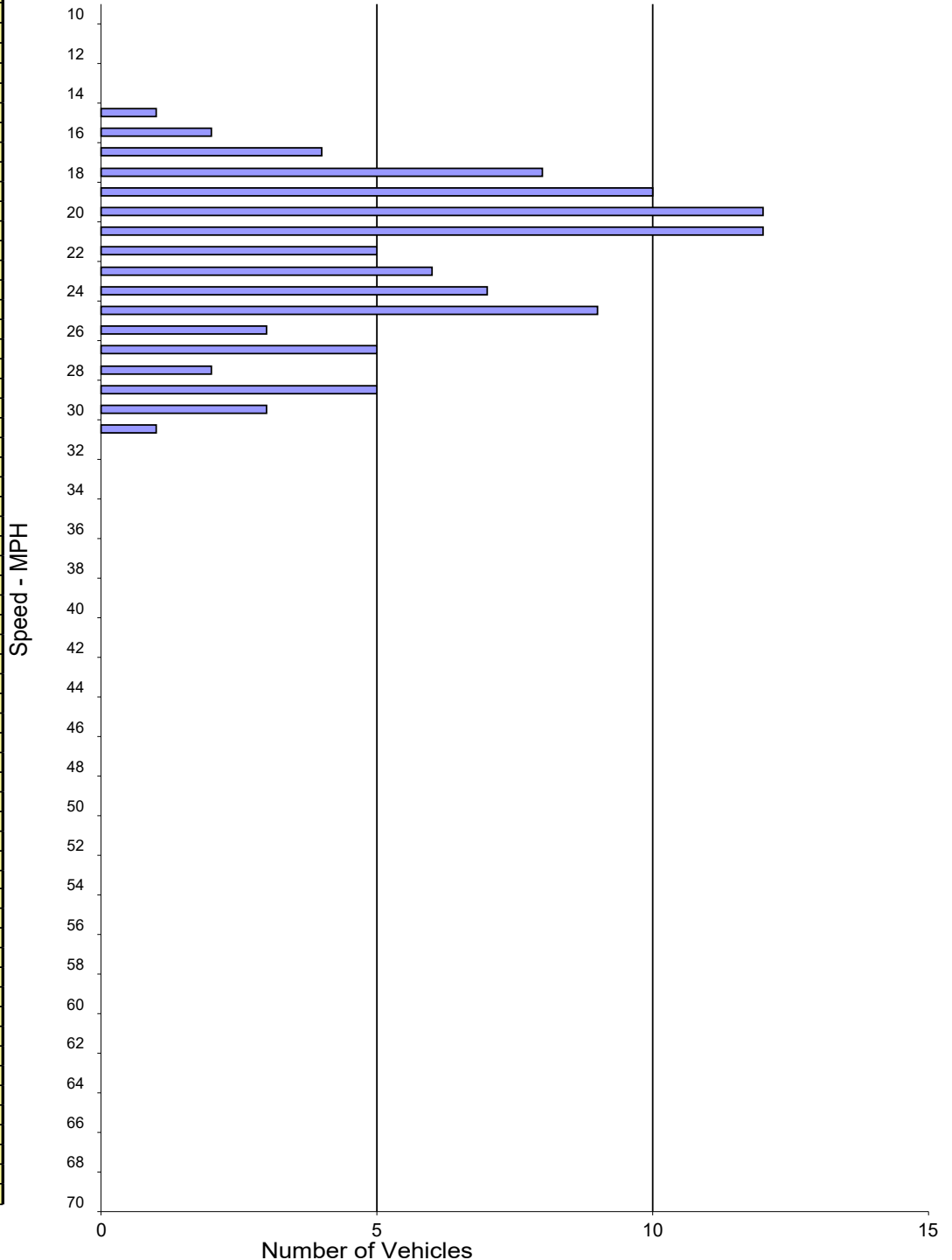
## City of Willows

DATE: 4/27/2023  
TIME: 09:00-11:00

Location: W Sycamore St Bet. N Plumas & N Shasta St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-003

### Eastbound & Westbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	
13	
14	
15	1
16	2
17	4
18	8
19	10
20	12
21	12
22	5
23	6
24	7
25	9
26	3
27	5
28	2
29	5
30	3
31	1
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
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54	
55	
56	
57	
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67	
68	
69	
>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	95	15 - 31	21 mph	27 mph	18 - 27	77	81%	7% / 7	12% / 11

# Spot Speed Study

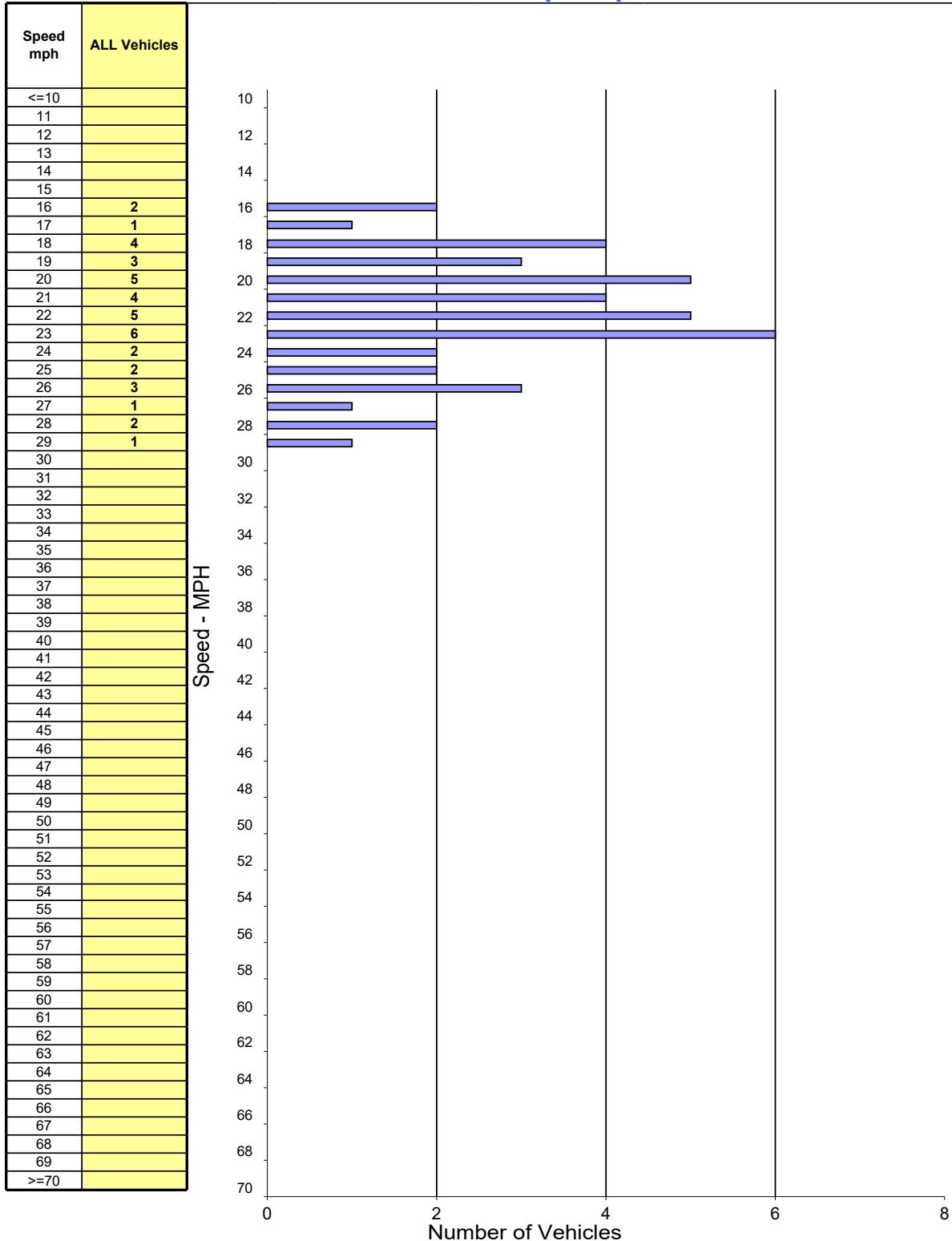
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 11:00-13:00

Location: E Sycamore St Bet. Yolo St & Sacramento St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-004

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	41	16 - 29	22 mph	26 mph	17 - 26	35	85%	4% / 2	10% / 4

# Spot Speed Study

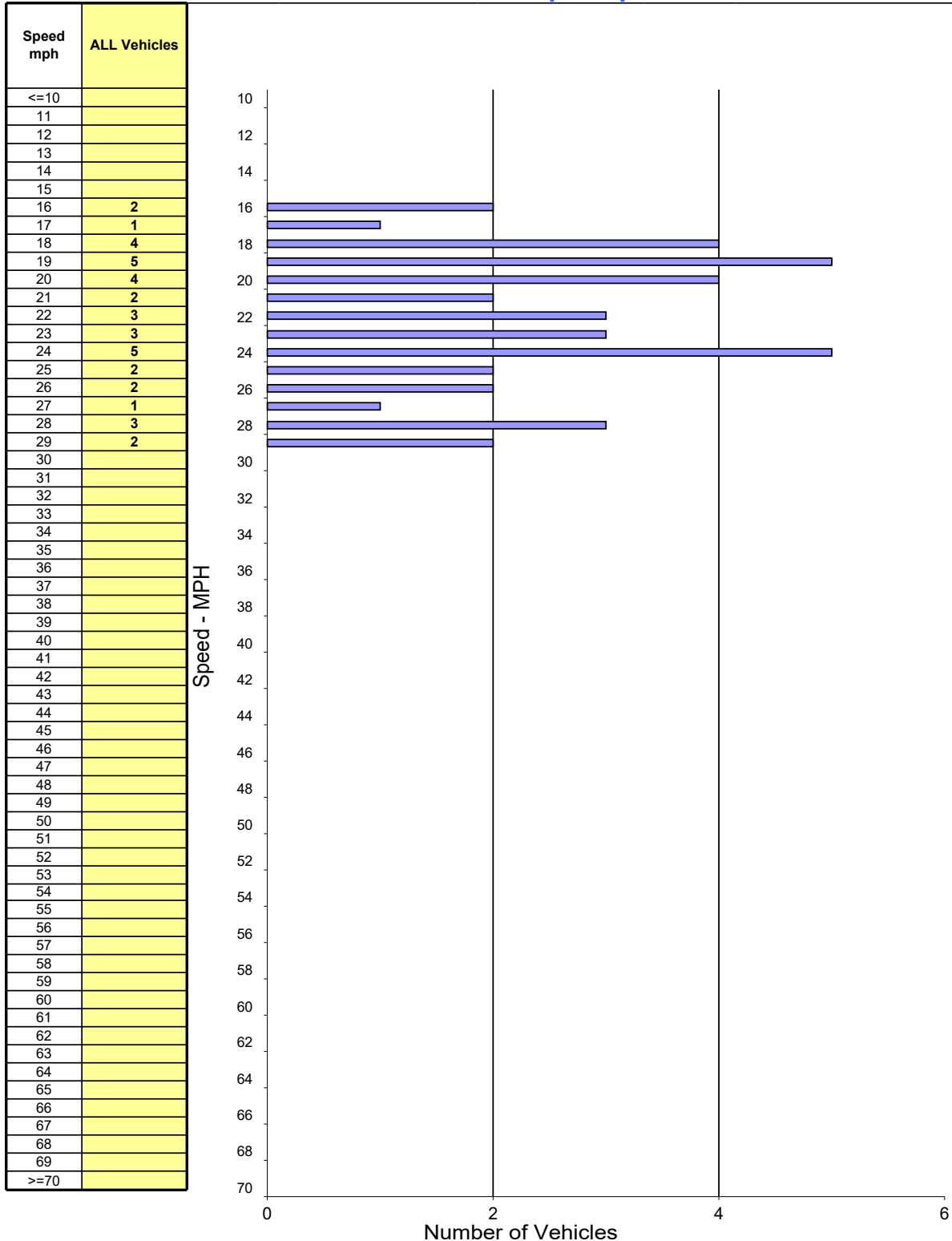
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 11:00-13:00

Location: E Sycamore St Bet. Yolo St & Sacramento St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-004

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	39	16 - 29	22 mph	27 mph	16 - 25	31	79%	0% / 0	21% / 8

# Spot Speed Study

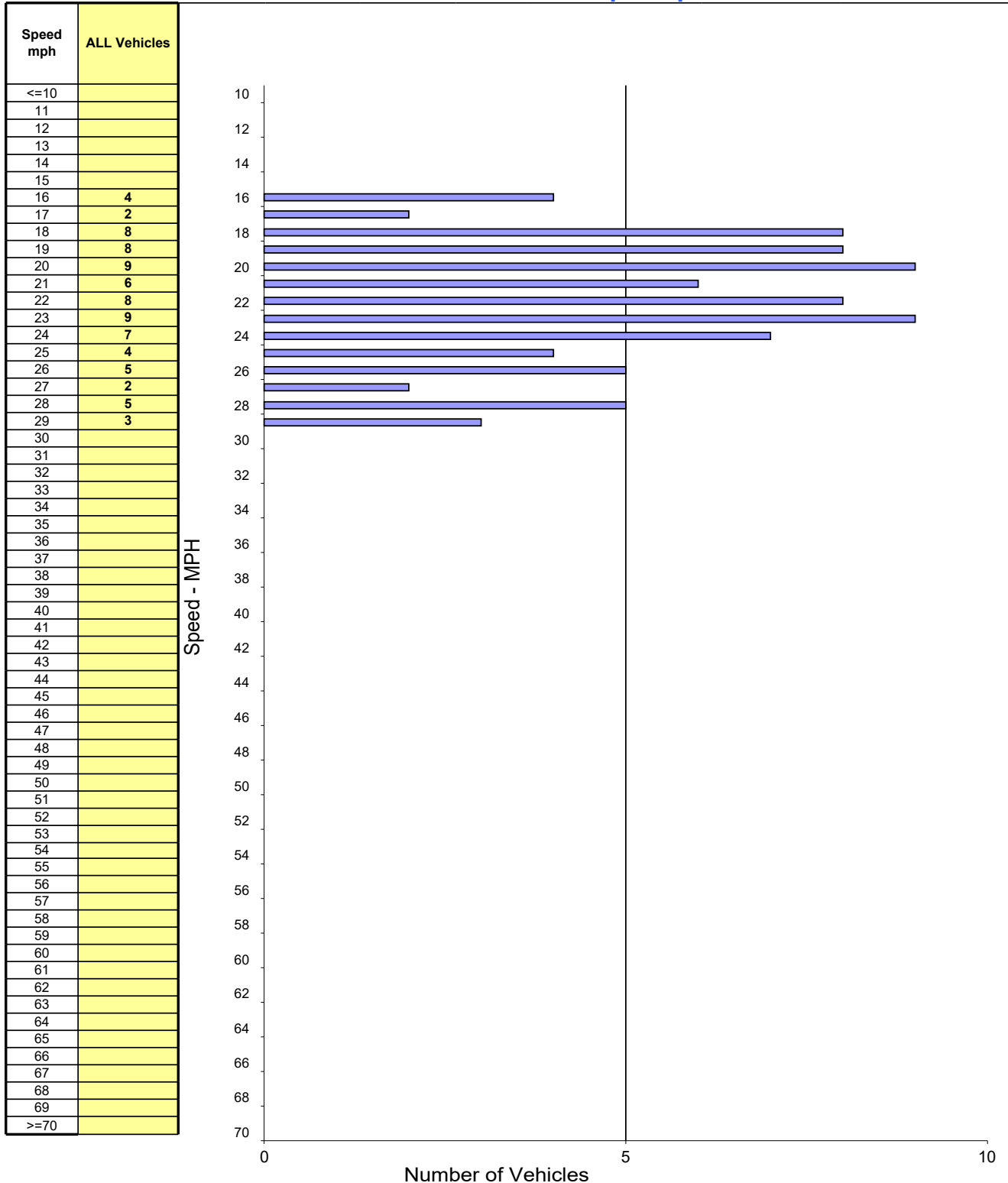
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 11:00-13:00

Location: E Sycamore St Bet. Yolo St & Sacramento St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-004

### Eastbound & Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	80	16 - 29	22 mph	26 mph	17 - 26	66	83%	5% / 4	13% / 10

# Spot Speed Study

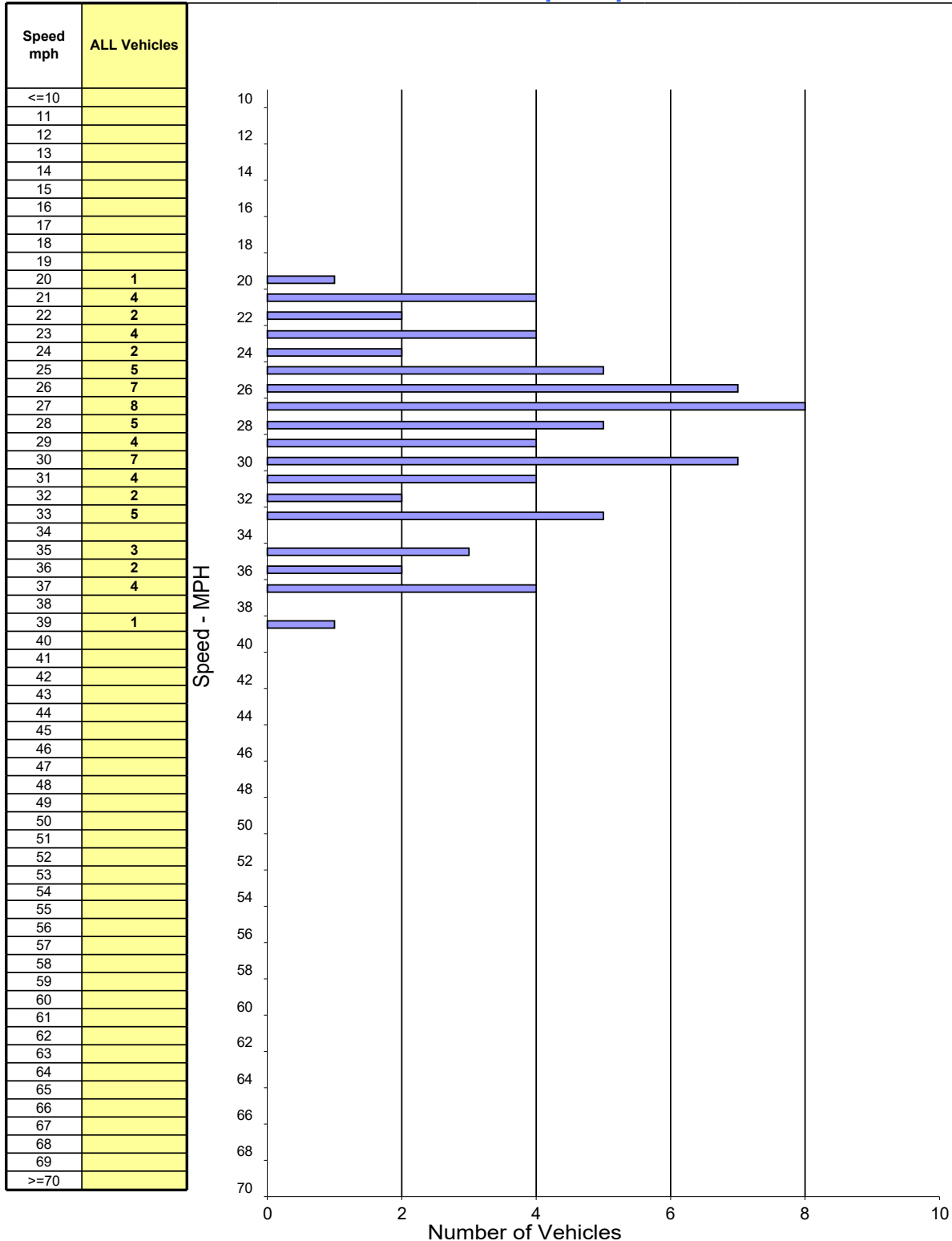
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 11:00-13:00

Location: Laurel St Bet. Merrill Ave & Marshall Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-005

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	70	20 - 39	28 mph	33 mph	24 - 33	49	70%	15% / 11	15% / 10

# Spot Speed Study

Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023

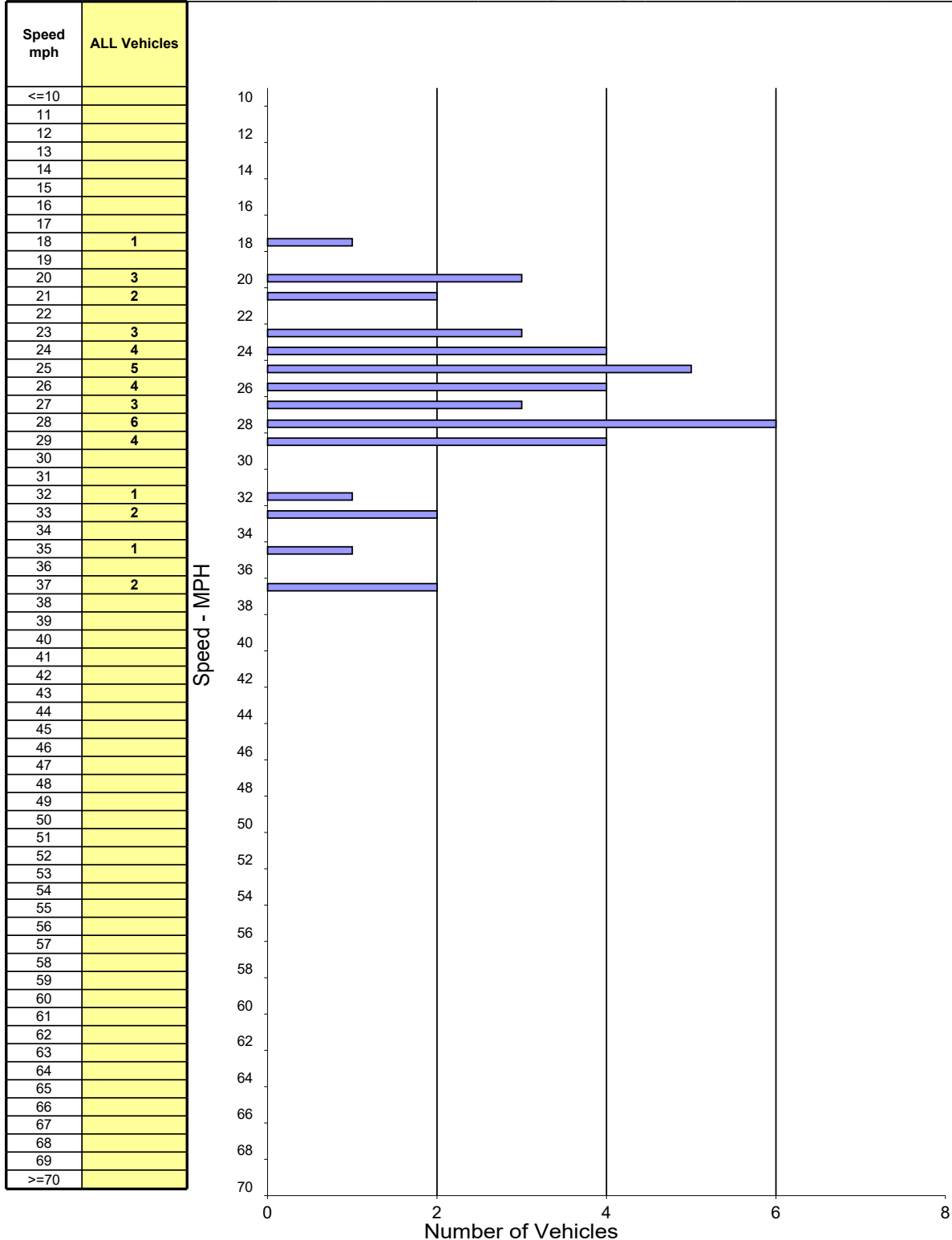
Location: Laurel St Bet. Merrill Ave & Marshall Ave

TIME: 11:00-13:00

Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-005

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	41	18 - 37	26 mph	29 mph	20 - 29	34	83%	2% / 1	15% / 6



# Spot Speed Study

Prepared by: National Data & Surveying Services

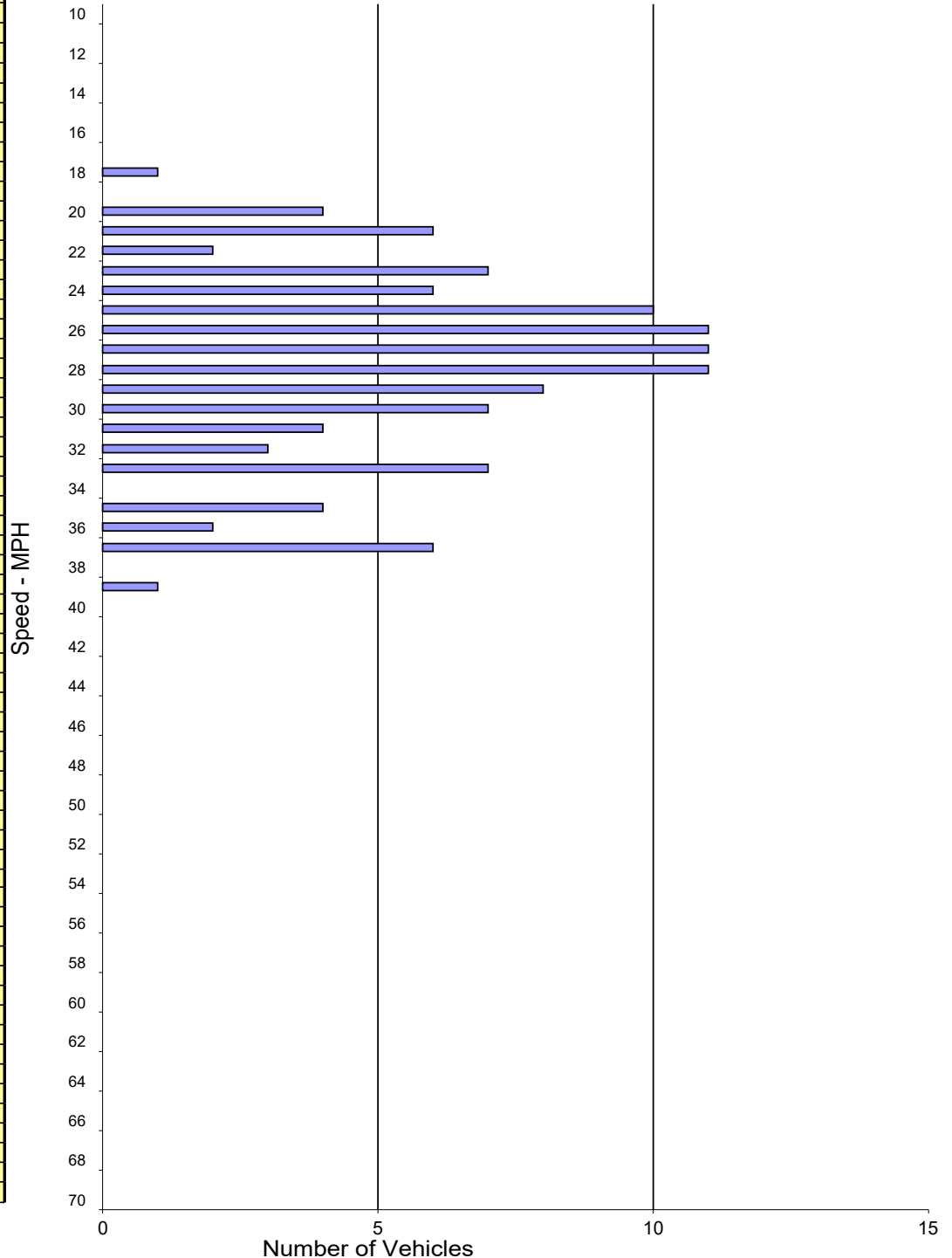
## City of Willows

DATE: 4/27/2023  
TIME: 11:00-13:00

Location: Laurel St Bet. Merrill Ave & Marshall Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-005

### Eastbound & Westbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	
13	
14	
15	
16	
17	
18	1
19	
20	4
21	6
22	2
23	7
24	6
25	10
26	11
27	11
28	11
29	8
30	7
31	4
32	3
33	7
34	
35	4
36	2
37	6
38	
39	1
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>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	111	18 - 39	27 mph	33 mph	21 - 30	79	71%	4% / 5	25% / 27

# Spot Speed Study

Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023

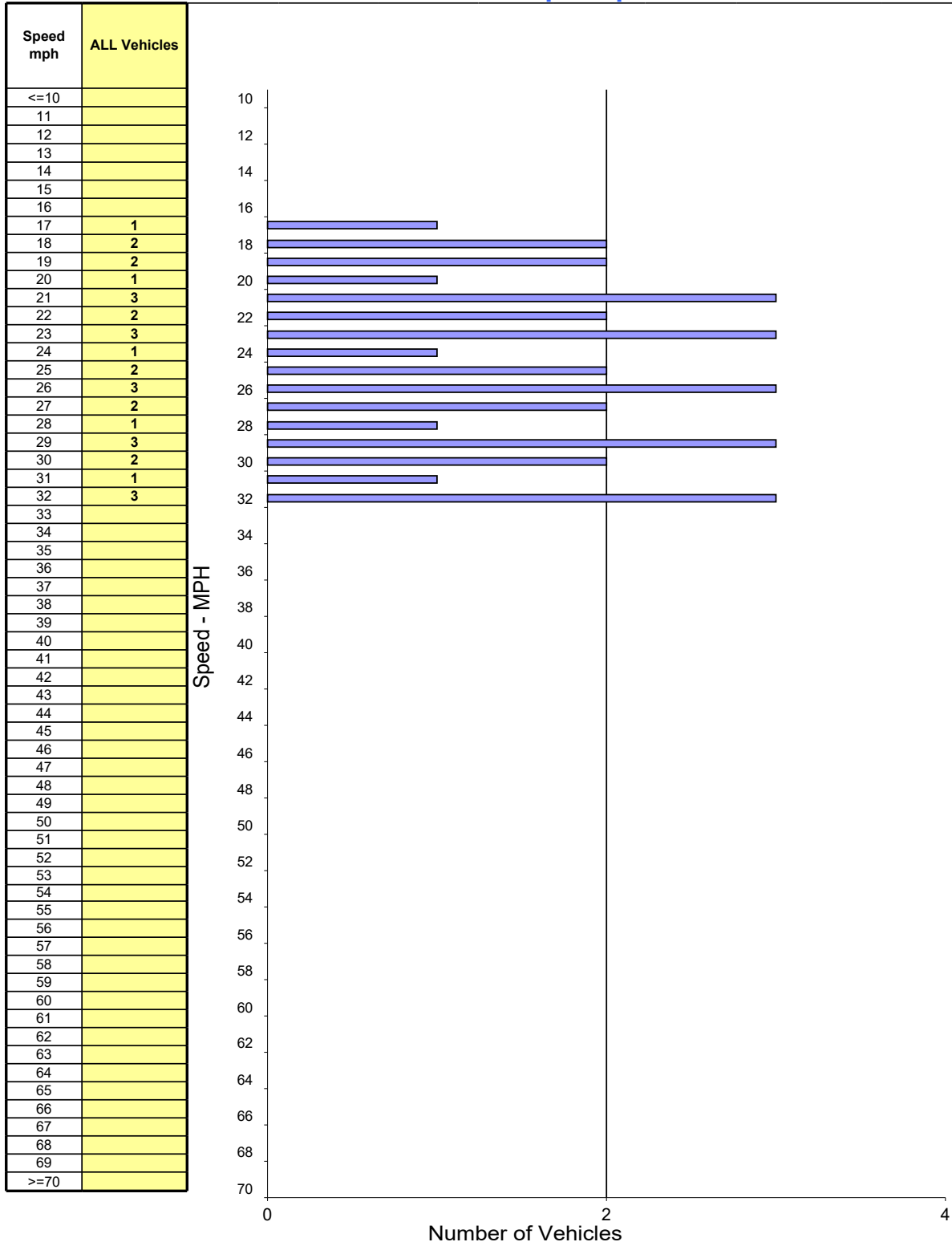
Location: Laurel St Bet. Yolo St & Sacramento St

TIME: 11:00-13:00

Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-006

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	32	17 - 32	25 mph	30 mph	21 - 30	22	69%	18% / 6	13% / 4

# Spot Speed Study

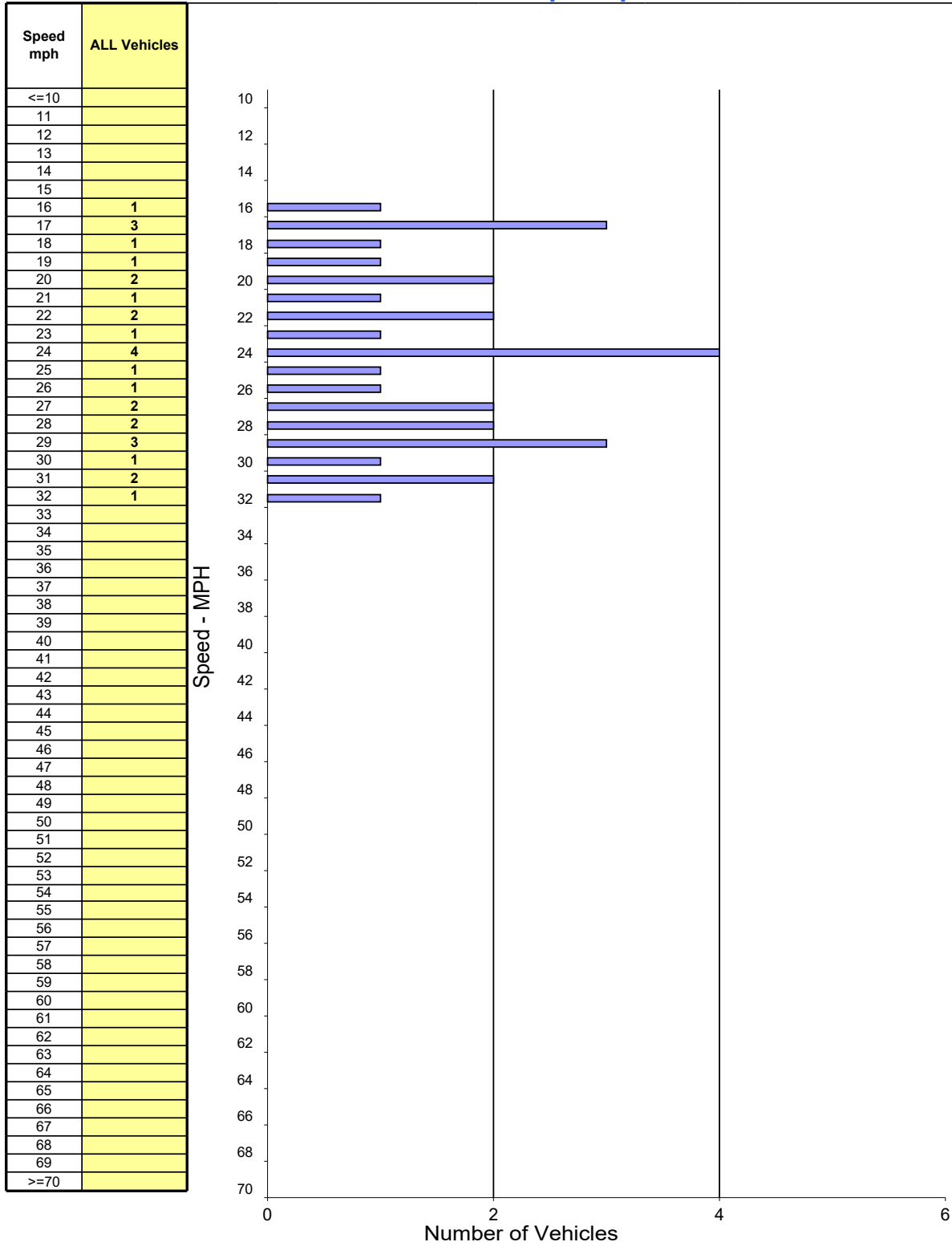
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 11:00-13:00

Location: Laurel St Bet. Yolo St & Sacramento St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-006

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	29	16 - 32	24 mph	29 mph	20 - 29	19	66%	20% / 6	14% / 4

# Spot Speed Study

Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023

Location: Laurel St Bet. Yolo St & Sacramento St

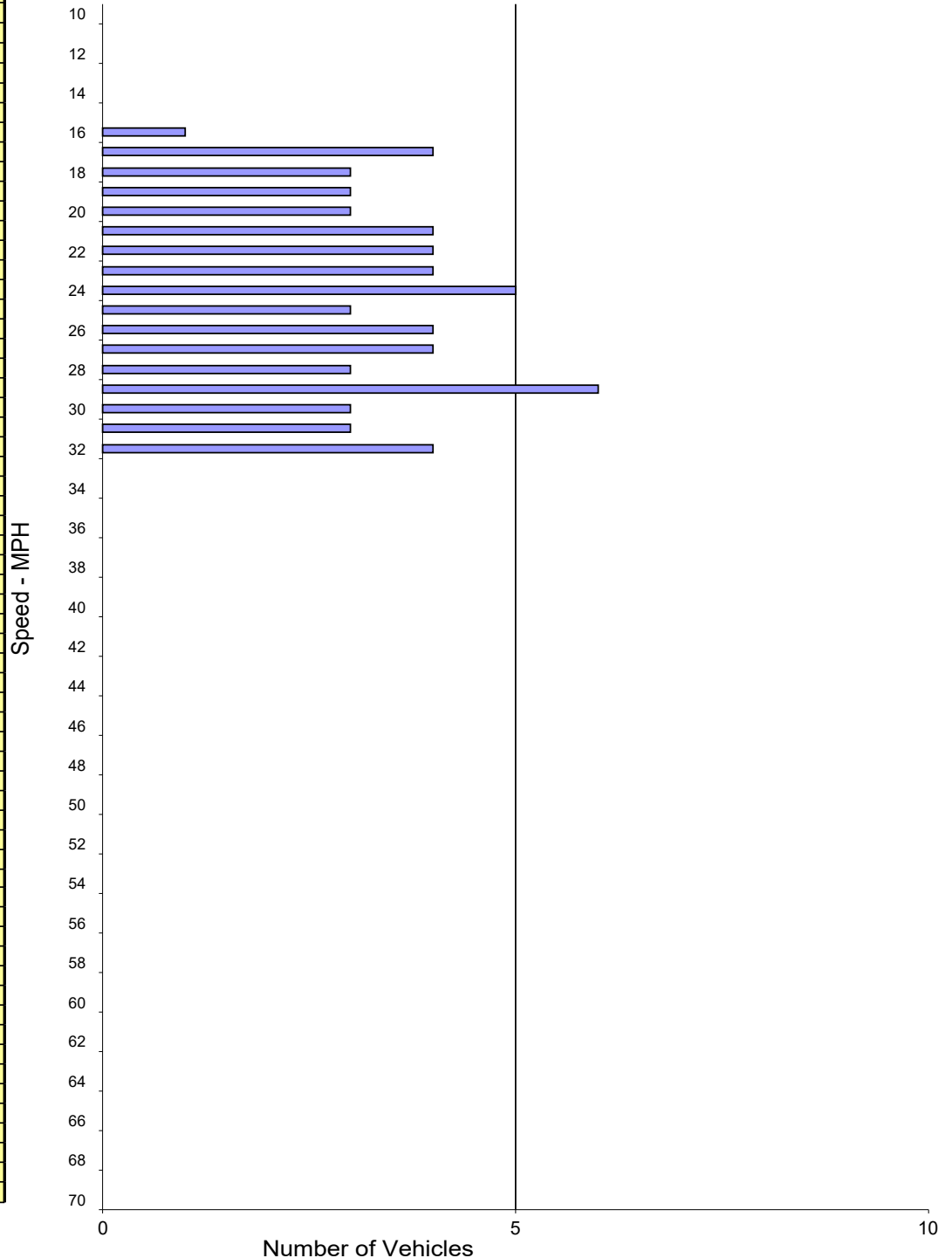
TIME: 11:00-13:00

Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-006

### Eastbound & Westbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	
13	
14	
15	
16	1
17	4
18	3
19	3
20	3
21	4
22	4
23	4
24	5
25	3
26	4
27	4
28	3
29	6
30	3
31	3
32	4
33	
34	
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65	
66	
67	
68	
69	
>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	61	16 - 32	24 mph	30 mph	20 - 29	40	66%	18% / 11	17% / 10

# Spot Speed Study

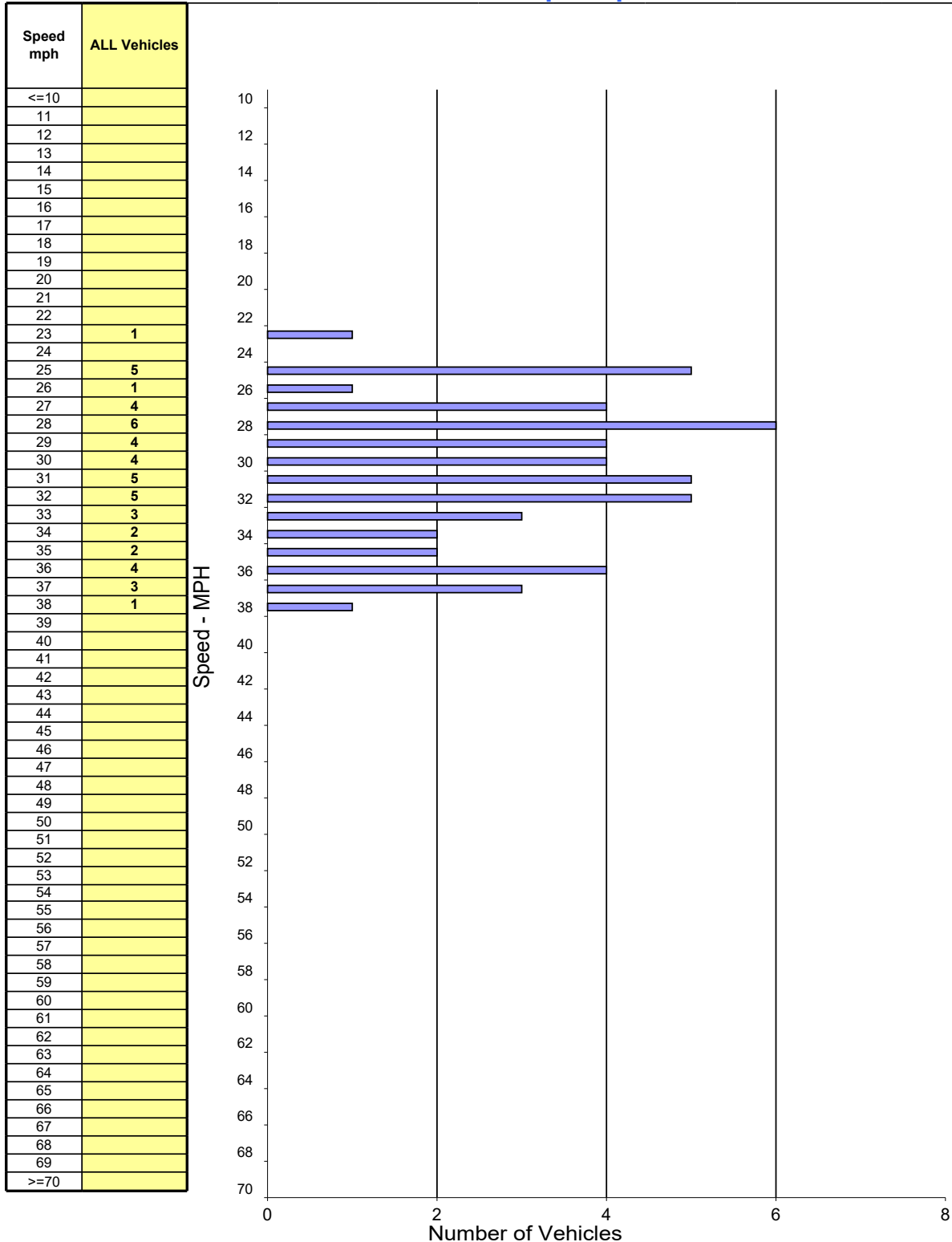
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-11:00

Location: Cedar St Bet. Marshall Ave & Murdock Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-007

### Eastbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	50	23 - 38	30 mph	36 mph	25 - 34	39	78%	2% / 1	20% / 10

# Spot Speed Study

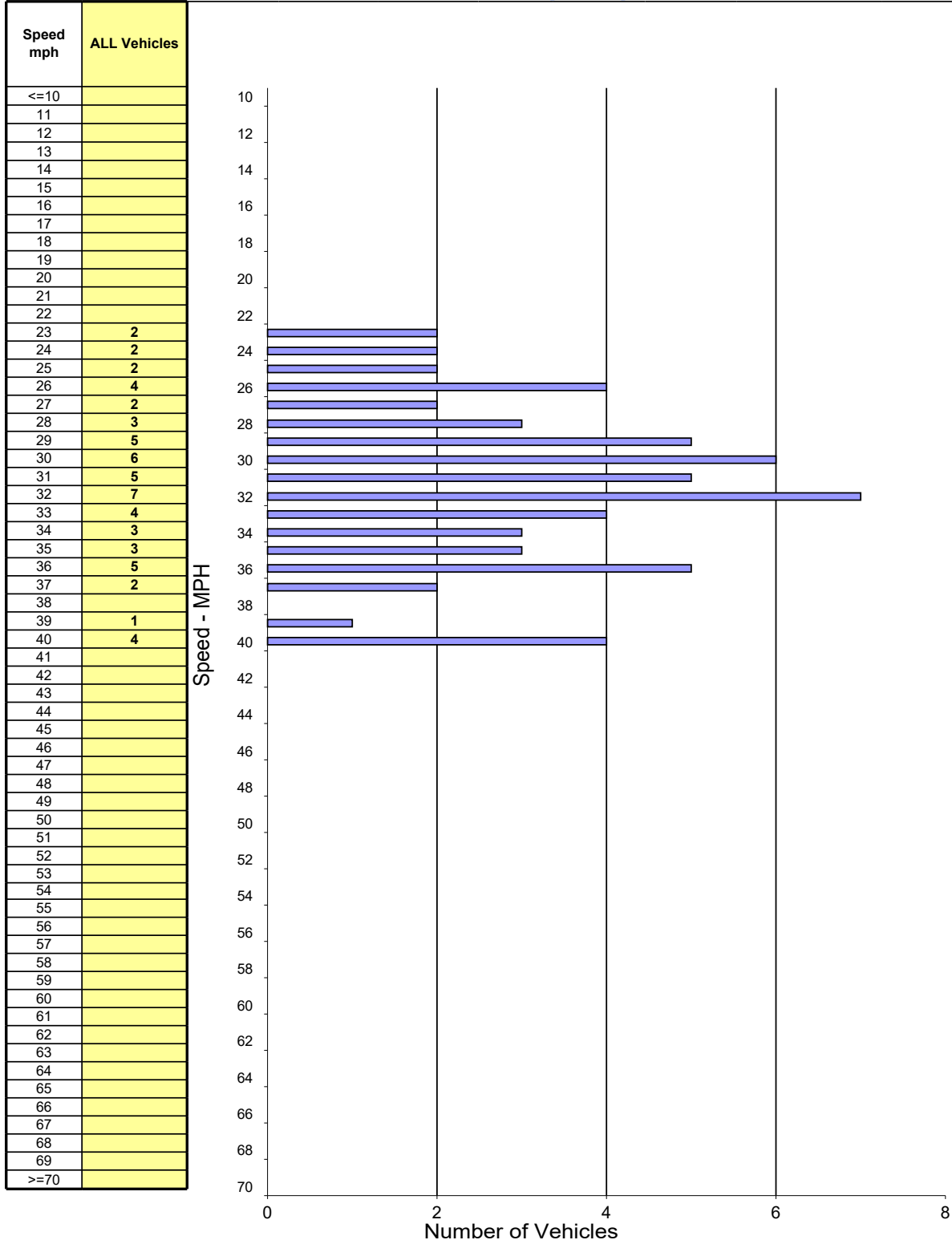
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-11:00

Location: Cedar St Bet. Marshall Ave & Murdock Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-007

### Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	60	23 - 40	31 mph	36 mph	27 - 36	43	72%	16% / 10	12% / 7

# Spot Speed Study

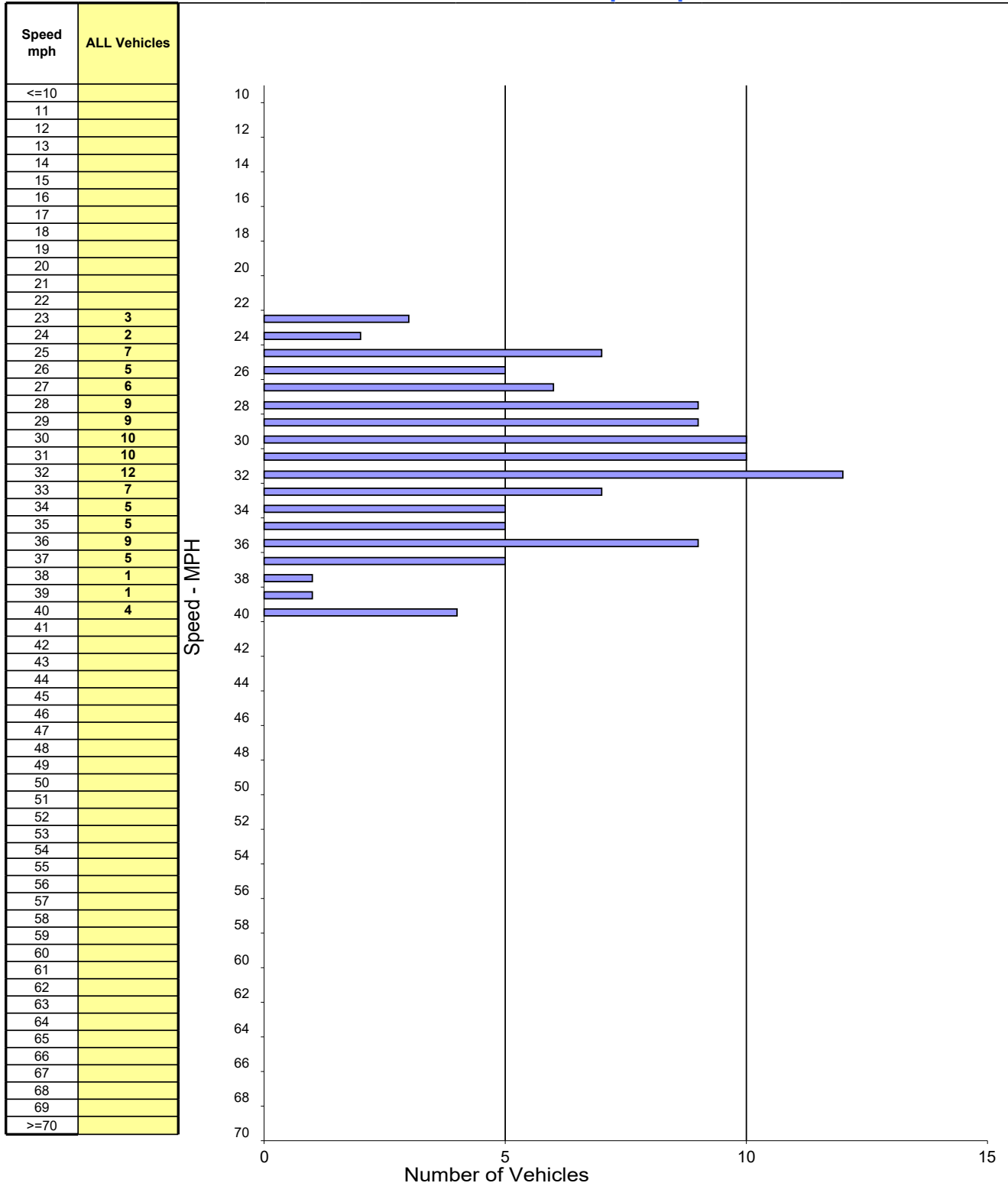
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-11:00

Location: Cedar St Bet. Marshall Ave & Murdock Ave  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-007

### Eastbound & Westbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	110	23 - 40	31 mph	36 mph	27 - 36	82	75%	15% / 17	10% / 11

# Spot Speed Study

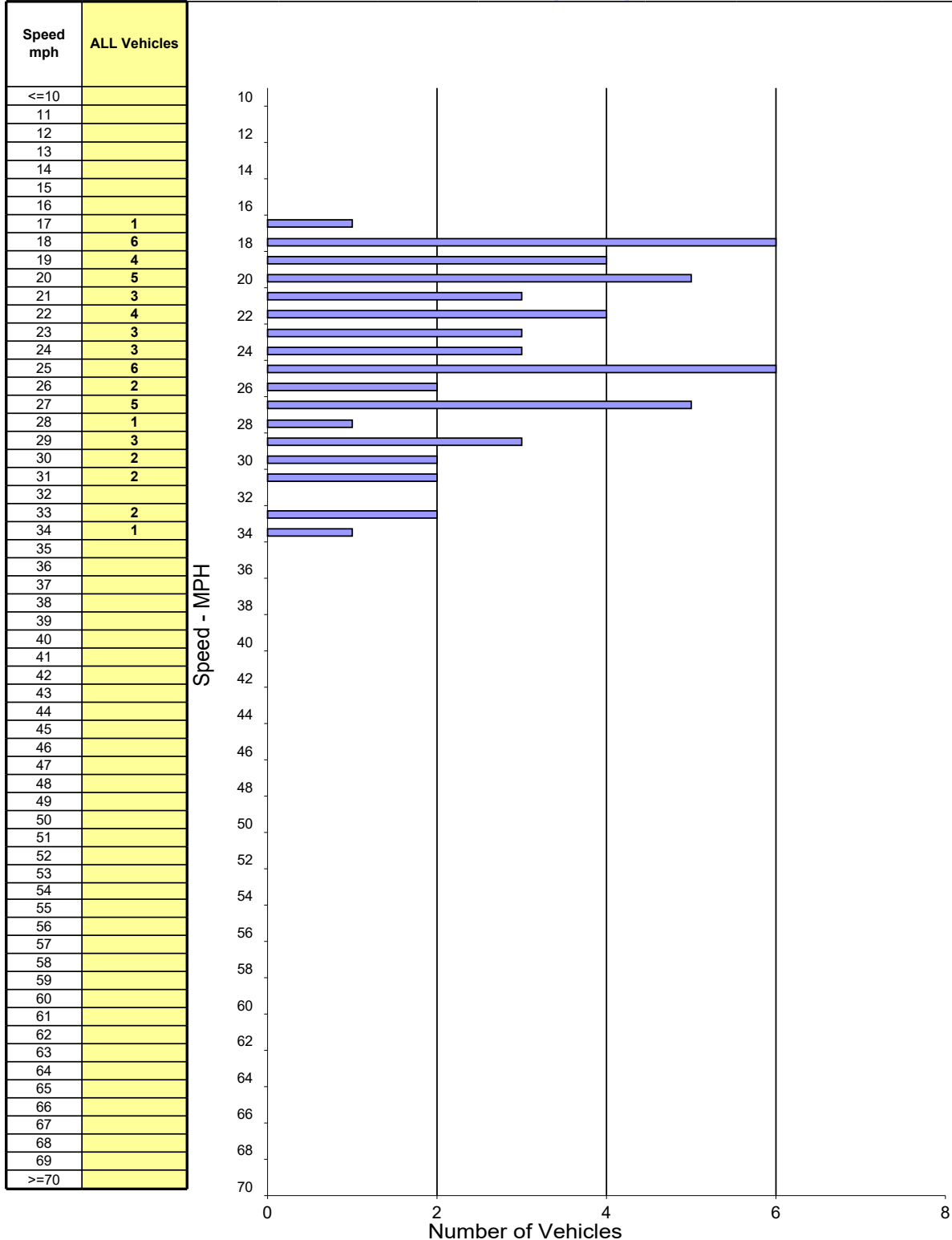
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 13:00-15:00

Location: Humboldt Ave Bet. Joy Way & Green St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-008

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	53	17 - 34	24 mph	29 mph	18 - 27	41	77%	1% / 1	21% / 11



# Spot Speed Study

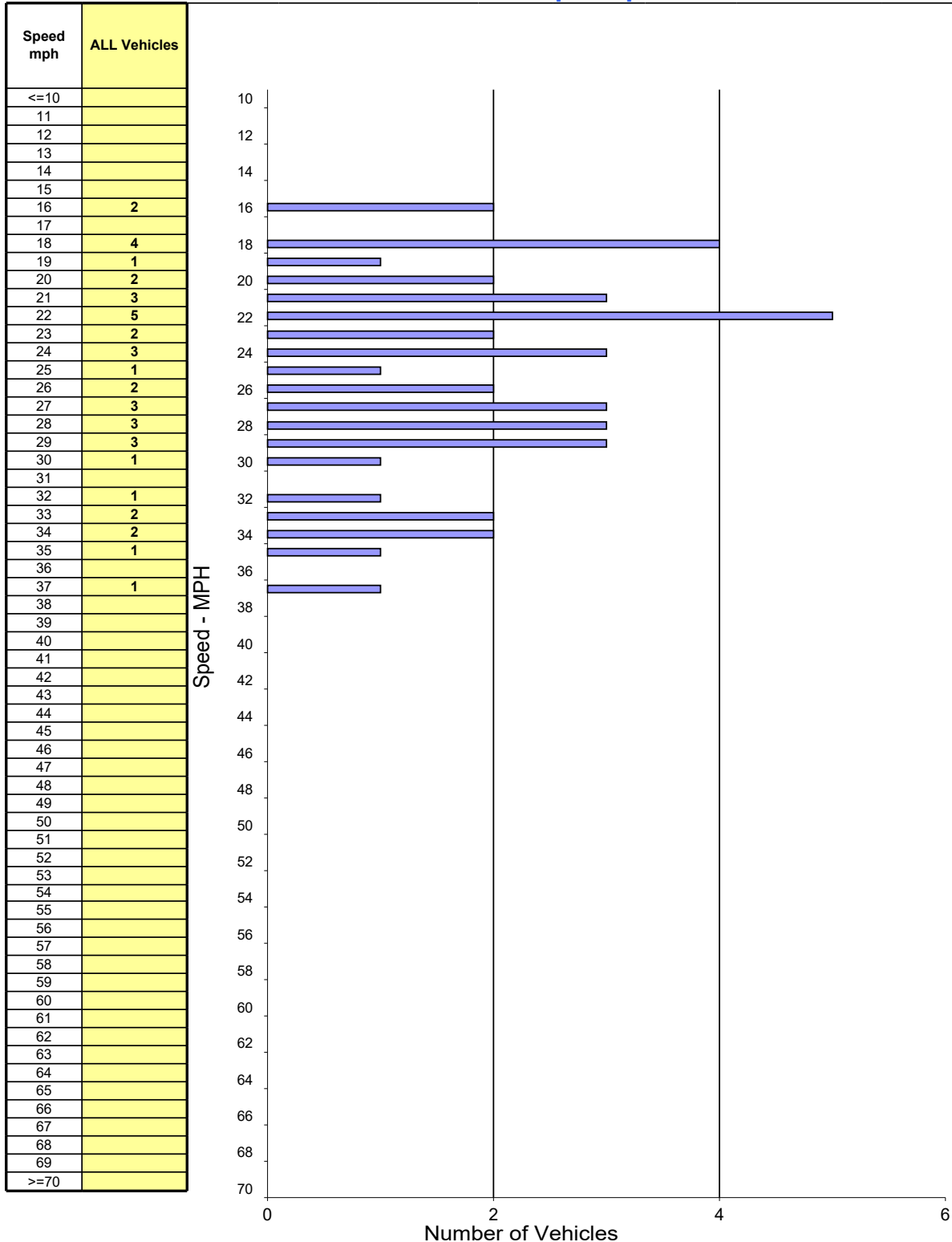
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 13:00-15:00

Location: Humboldt Ave Bet. Joy Way & Green St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-008

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	42	16 - 37	24 mph	32 mph	20 - 29	27	64%	16% / 7	20% / 8

# Spot Speed Study

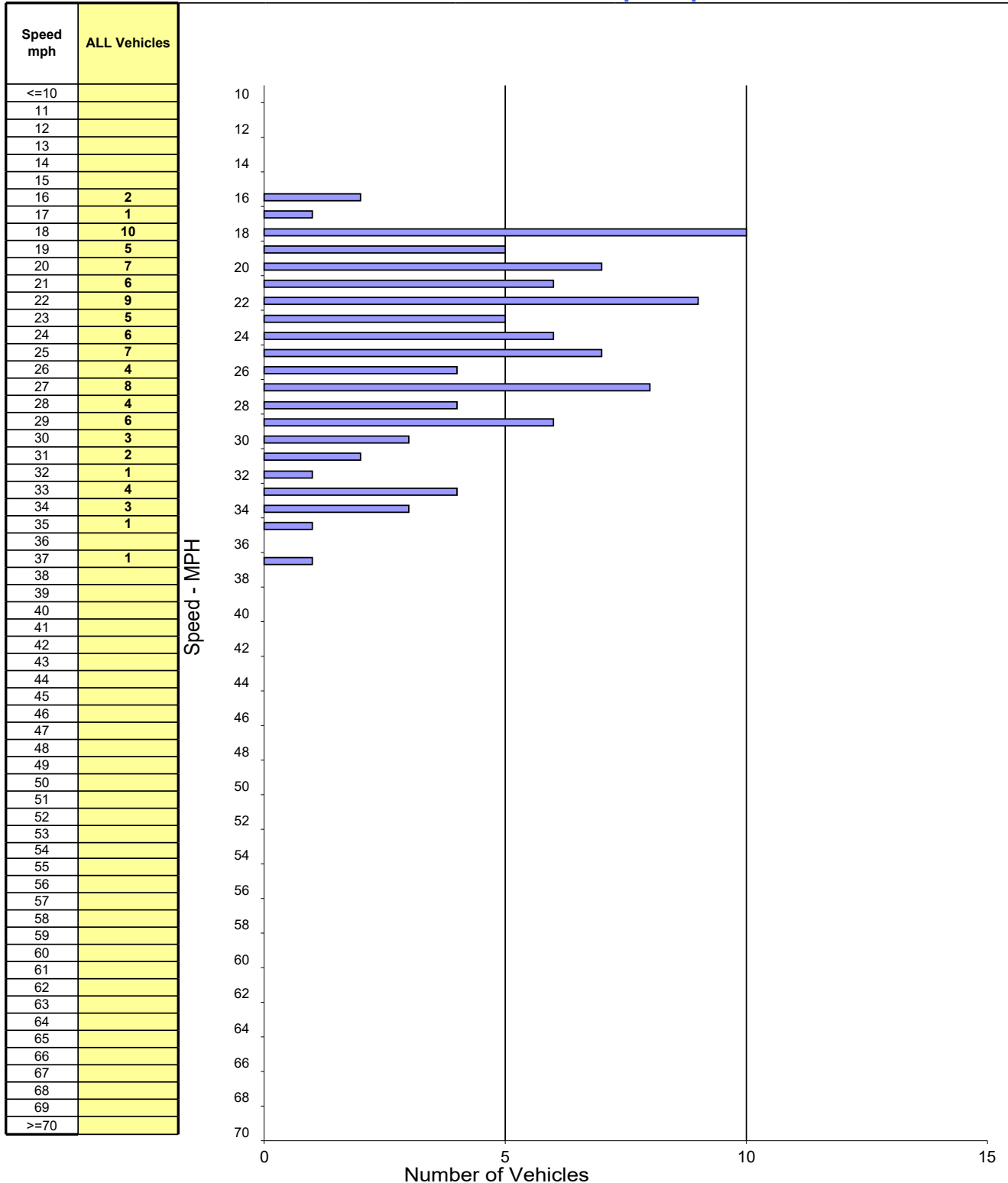
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/27/2023  
TIME: 13:00-15:00

Location: Humboldt Ave Bet. Joy Way & Green St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-008

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	95	16 - 37	24 mph	30 mph	18 - 27	67	71%	3% / 3	27% / 25

# Spot Speed Study

Prepared by: National Data & Surveying Services

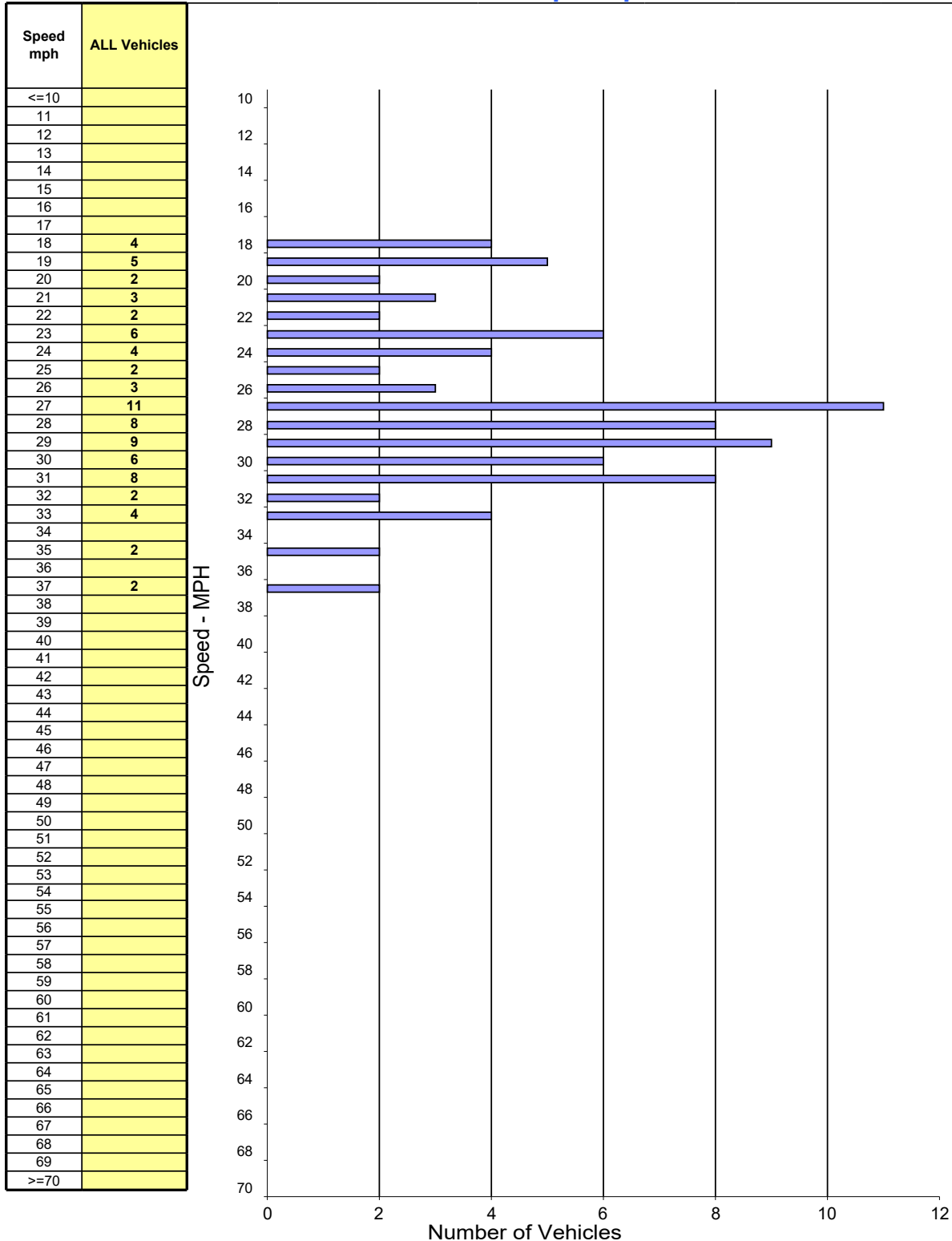
## City of Willows

DATE: 4/18/2023  
TIME: 09:00-11:00

Location: 226 Humboldt Ave  
Posted Speed: None Clear/Dry

Project #: 23-100010-009

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	83	18 - 37	27 mph	31 mph	22 - 31	59	71%	16% / 14	13% / 10

# Spot Speed Study

Prepared by: National Data & Surveying Services

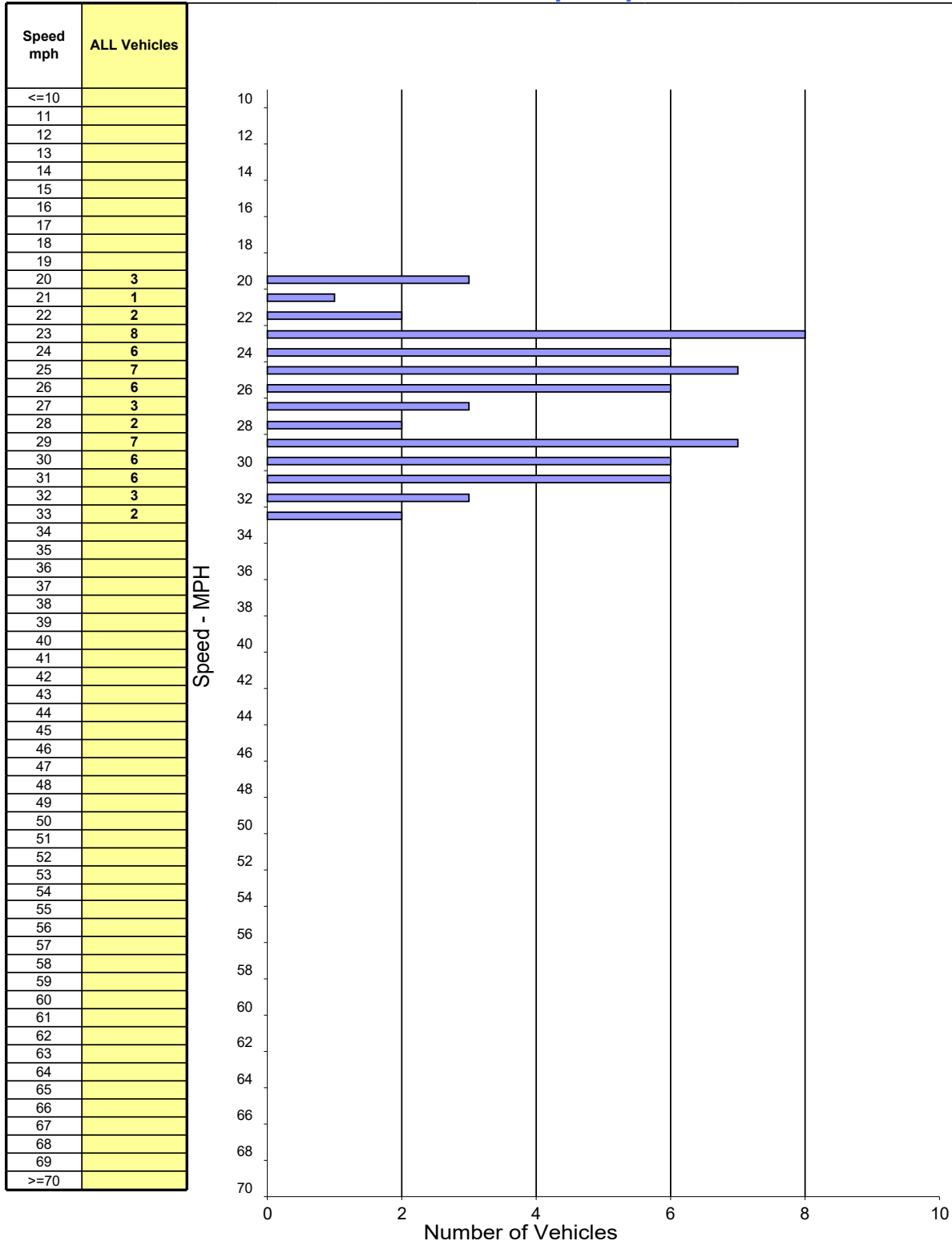
## City of Willows

DATE: 4/18/2023  
TIME: 09:00-11:00

Location: 226 Humboldt Ave  
Posted Speed: None Clear/Dry

Project #: 23-100010-009

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	62	20 - 33	26 mph	31 mph	23 - 32	54	87%	9% / 6	4% / 2

# Spot Speed Study

Prepared by: National Data & Surveying Services

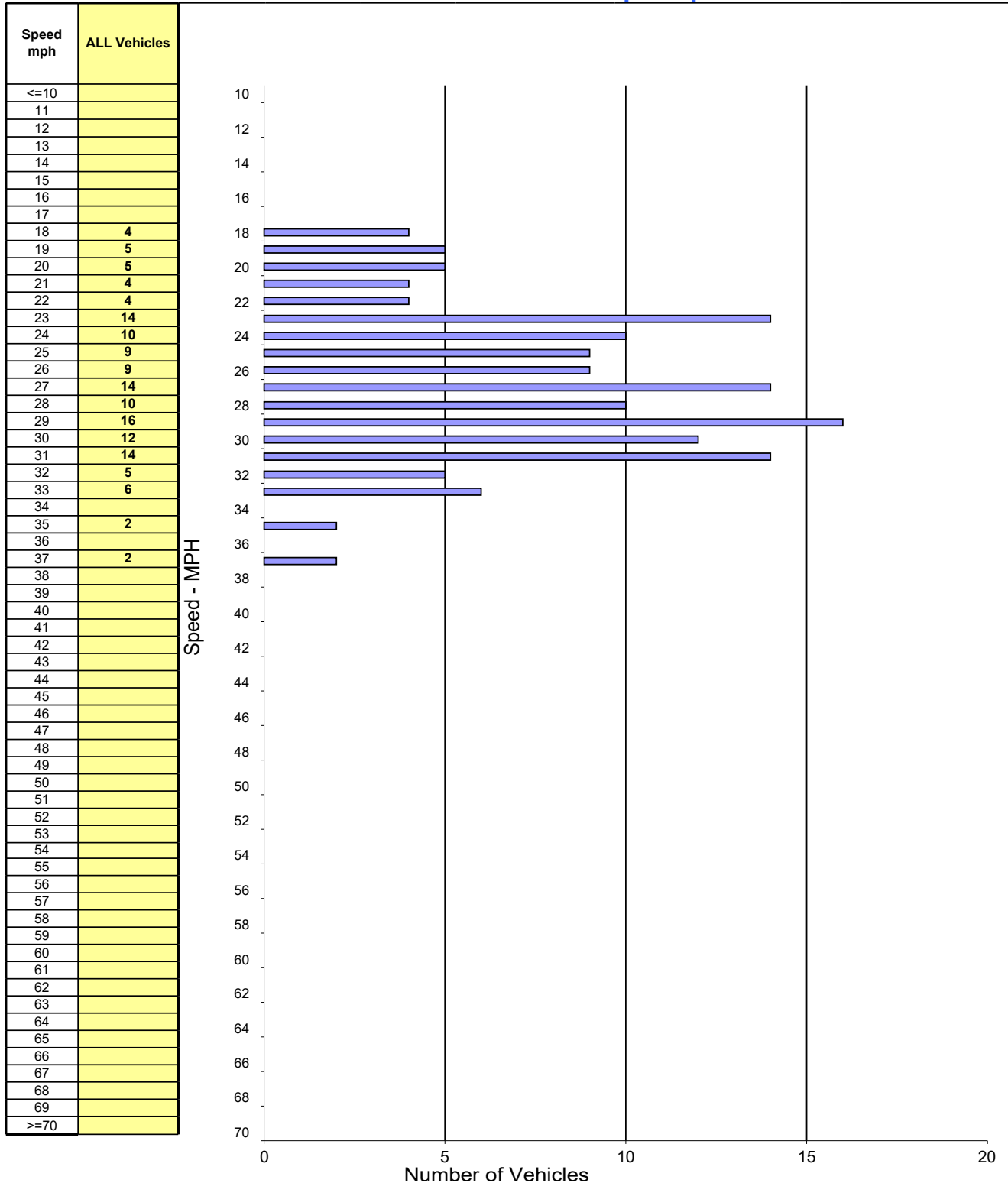
## City of Willows

DATE: 4/18/2023  
TIME: 09:00-11:00

Location: 226 Humboldt Ave  
Posted Speed: None Clear/Dry

Project #: 23-100010-009

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	145	18 - 37	27 mph	31 mph	23 - 32	113	78%	15% / 22	7% / 10

# Spot Speed Study

Prepared by: National Data & Surveying Services

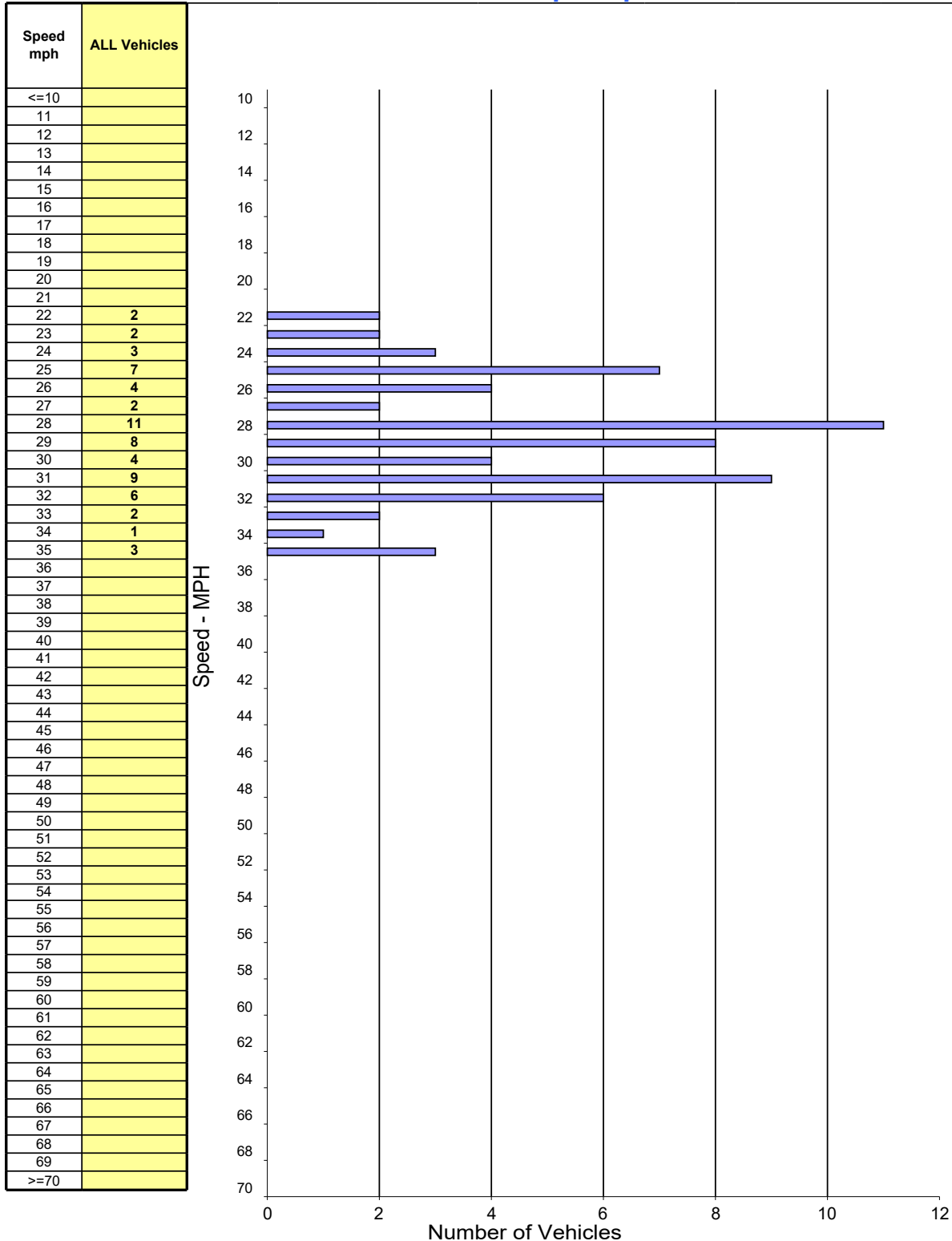
## City of Willows

DATE: 4/18/2023  
TIME: 09:00-11:00

Location: 240 N Villa Ave  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-010

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	64	22 - 35	29 mph	32 mph	23 - 32	56	88%	3% / 2	10% / 6

# Spot Speed Study

Prepared by: National Data & Surveying Services

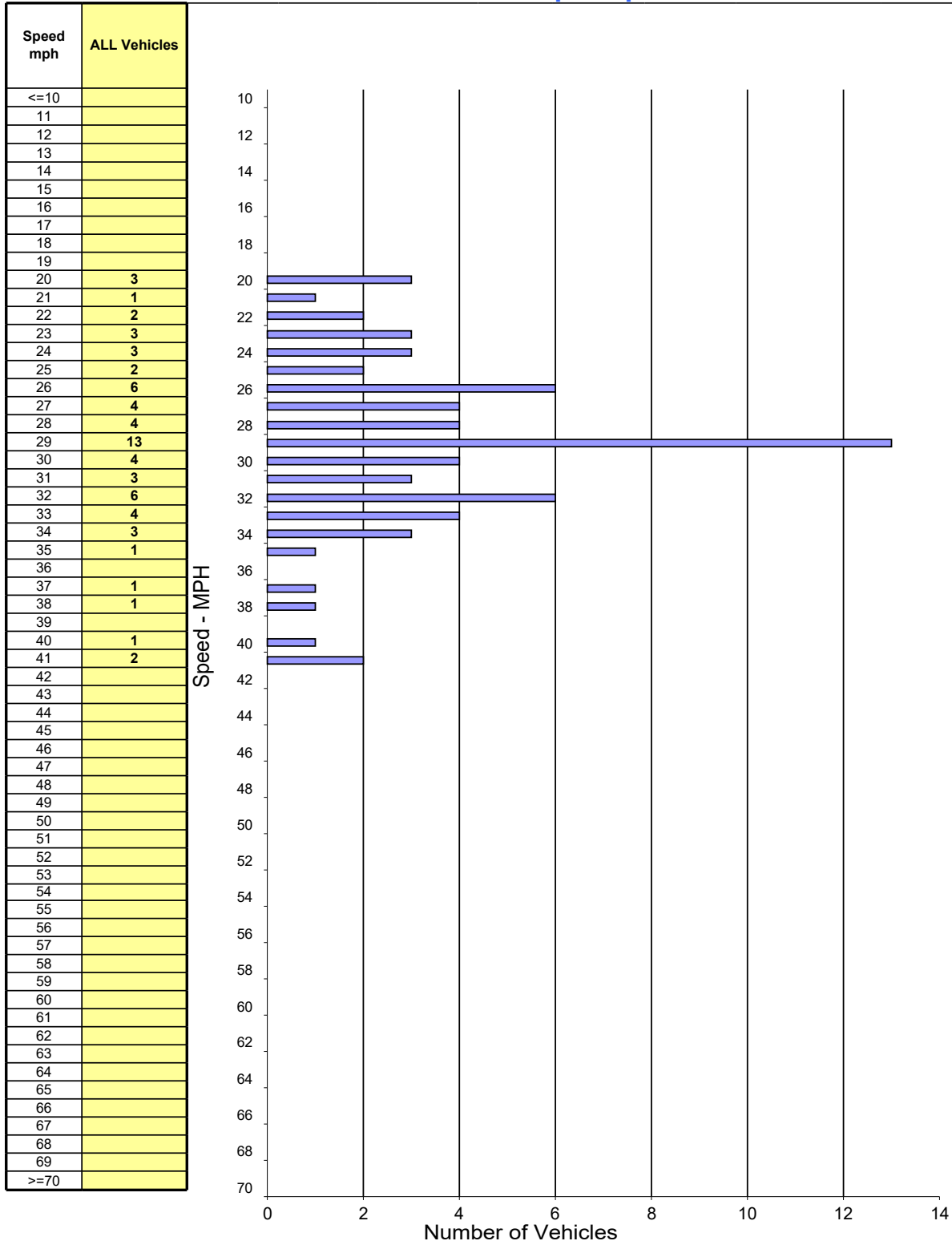
## City of Willows

DATE: 4/18/2023  
TIME: 09:00-11:00

Location: 240 N Villa Ave  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-010

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	67	20 - 41	29 mph	33 mph	24 - 33	49	73%	13% / 9	14% / 9

# Spot Speed Study

Prepared by: National Data & Surveying Services

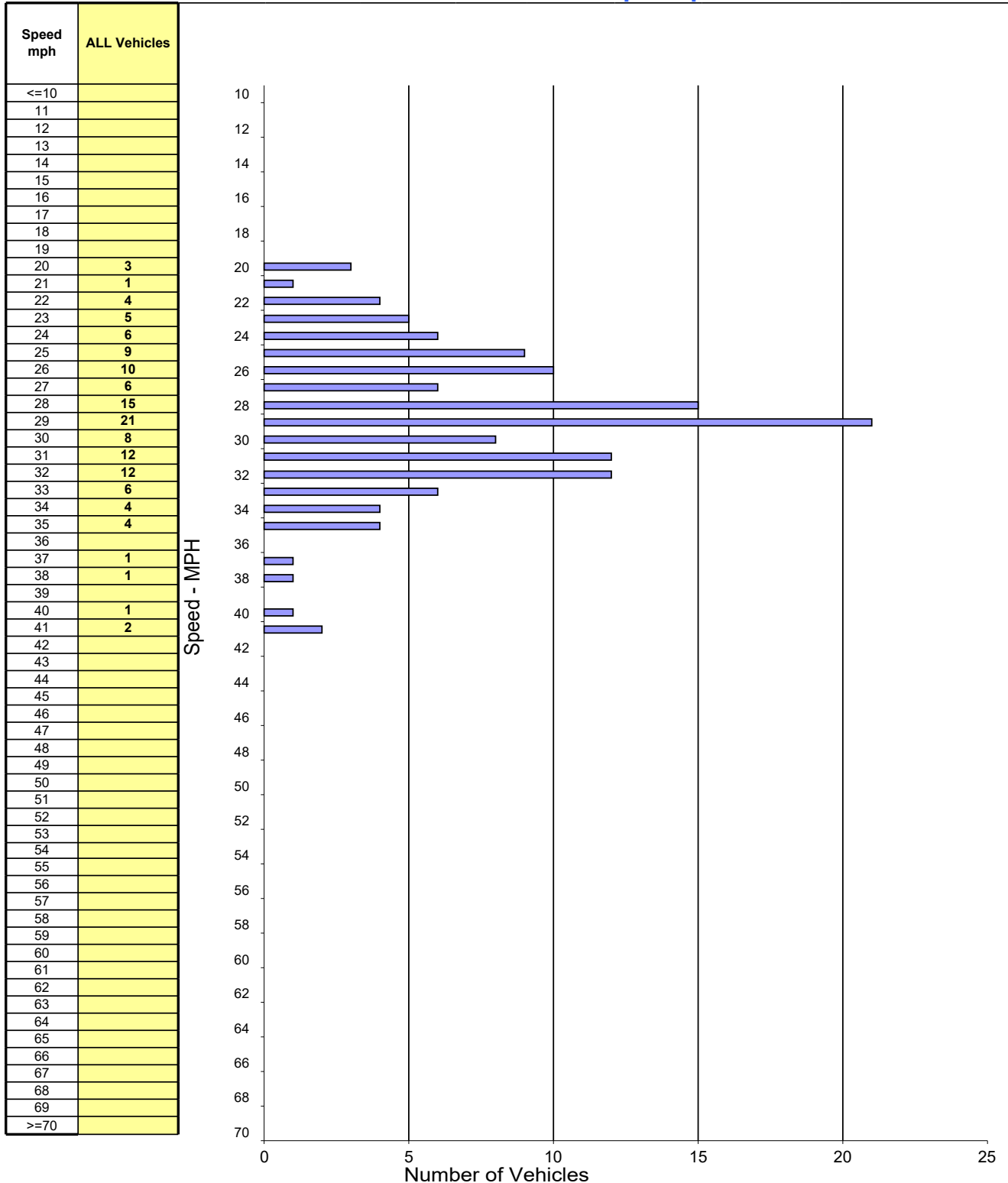
## City of Willows

DATE: 4/18/2023  
TIME: 09:00-11:00

Location: 240 N Villa Ave  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-010

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	131	20 - 41	29 mph	32 mph	24 - 33	105	80%	9% / 13	10% / 13



# Spot Speed Study

Prepared by: National Data & Surveying Services

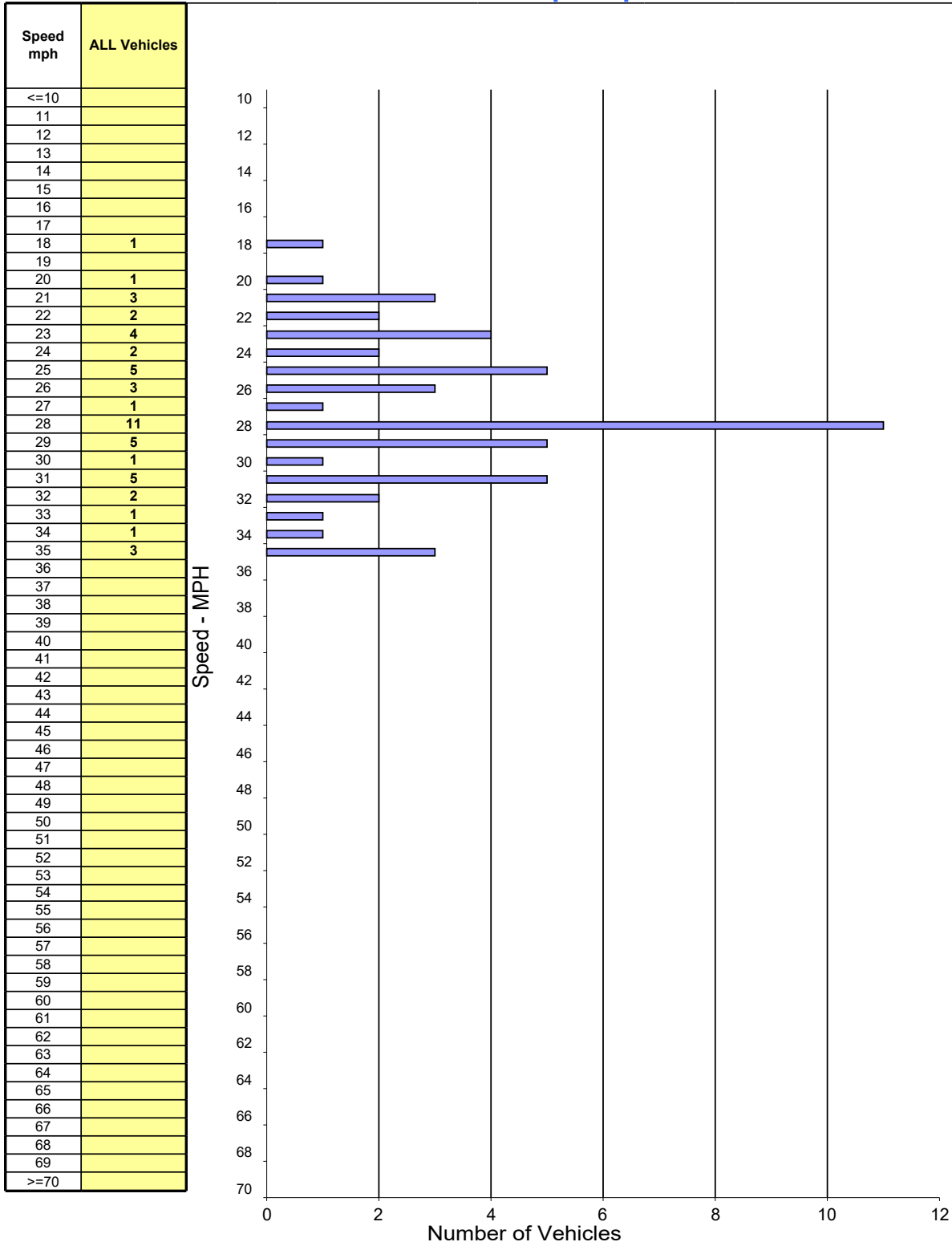
## City of Willows

DATE: 4/18/2023  
TIME: 11:00-13:00

Location: 451 S Villa St  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-011

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	51	18 - 35	28 mph	31 mph	22 - 31	39	76%	9% / 5	14% / 7

# Spot Speed Study

Prepared by: National Data & Surveying Services

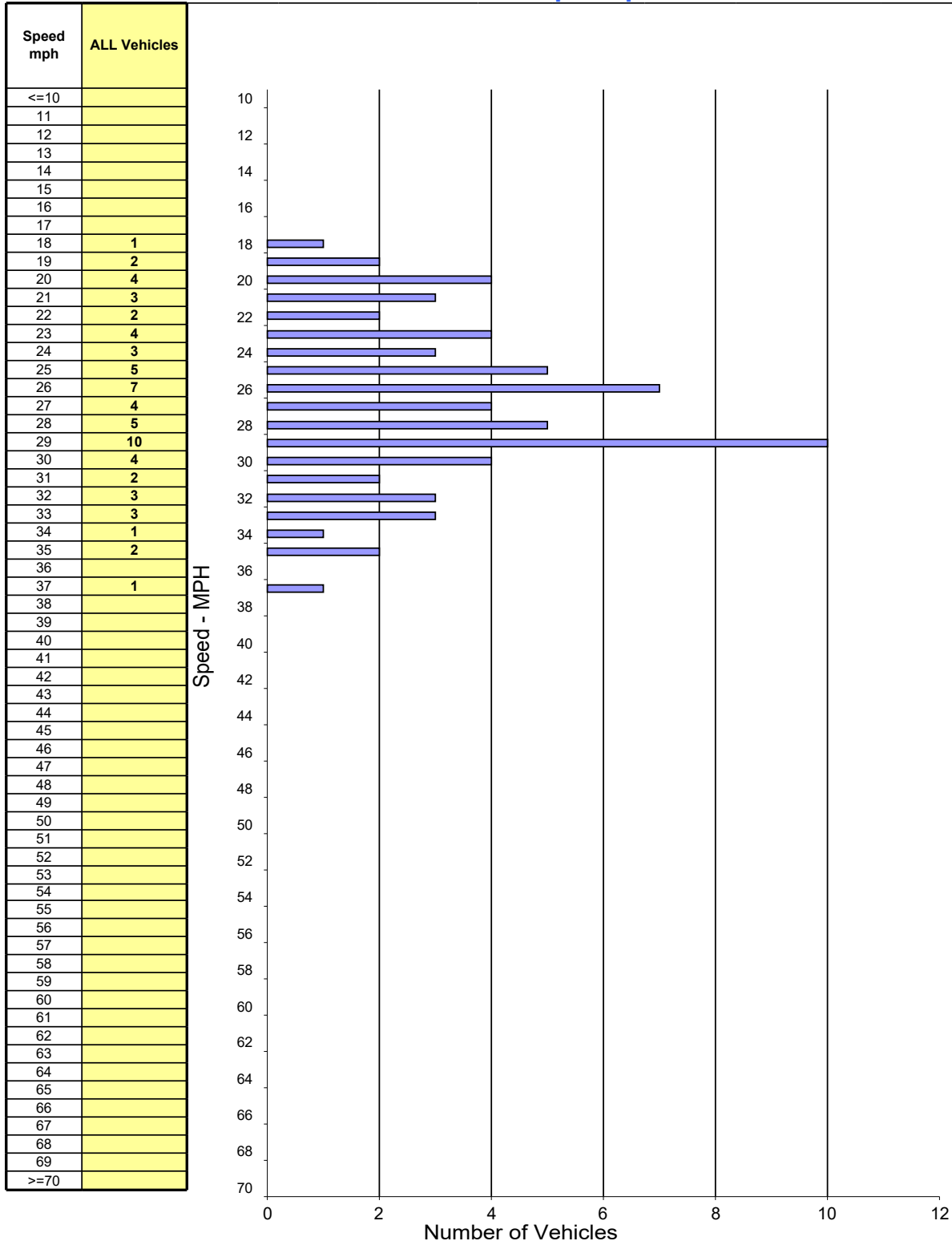
## City of Willows

DATE: 4/18/2023  
TIME: 11:00-13:00

Location: 451 S Villa St  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-011

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	66	18 - 37	27 mph	32 mph	20 - 29	47	71%	4% / 3	25% / 16

# Spot Speed Study

Prepared by: National Data & Surveying Services

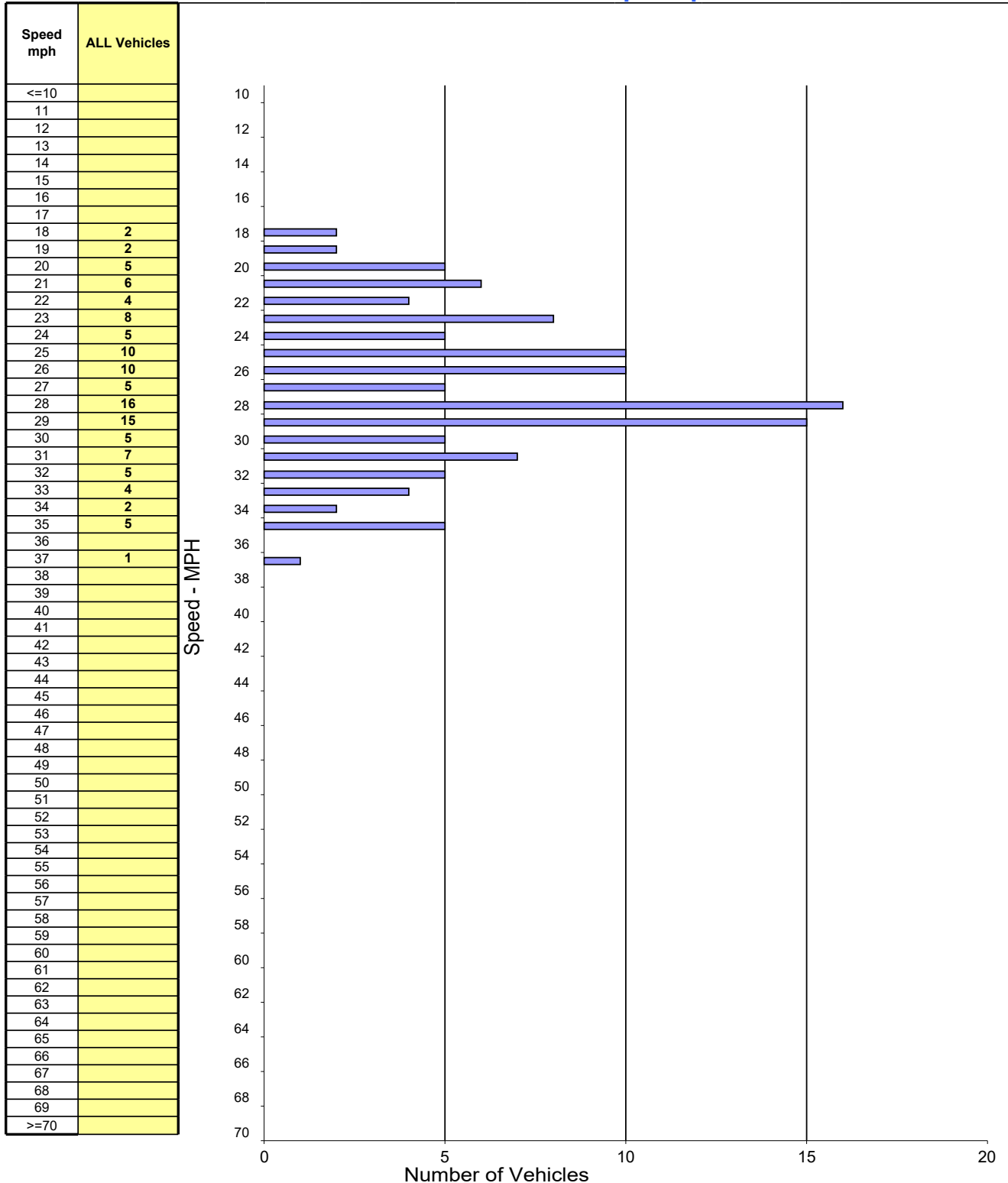
## City of Willows

DATE: 4/18/2023  
TIME: 11:00-13:00

Location: 451 S Villa St  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-011

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	117	18 - 37	28 mph	31 mph	23 - 32	86	74%	16% / 19	11% / 12

# Spot Speed Study

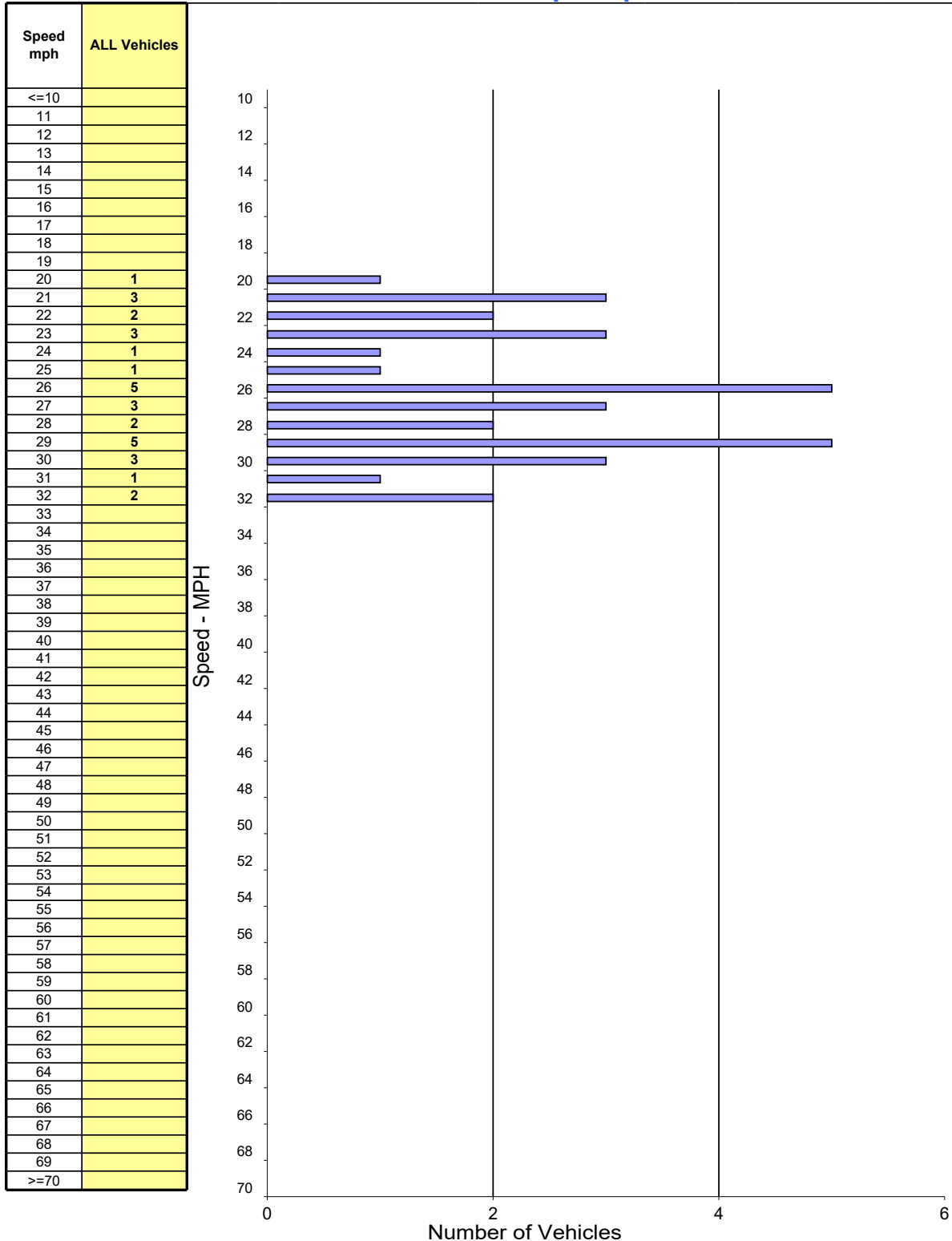
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 14:00-16:00

Location: N Lassen St Bet. W Willow St & W Walnut St  
Posted Speed: None Clear/Dry Project #: 23-100010-012

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	32	20 - 32	26 mph	30 mph	21 - 30	28	88%	3% / 1	10% / 3

# Spot Speed Study

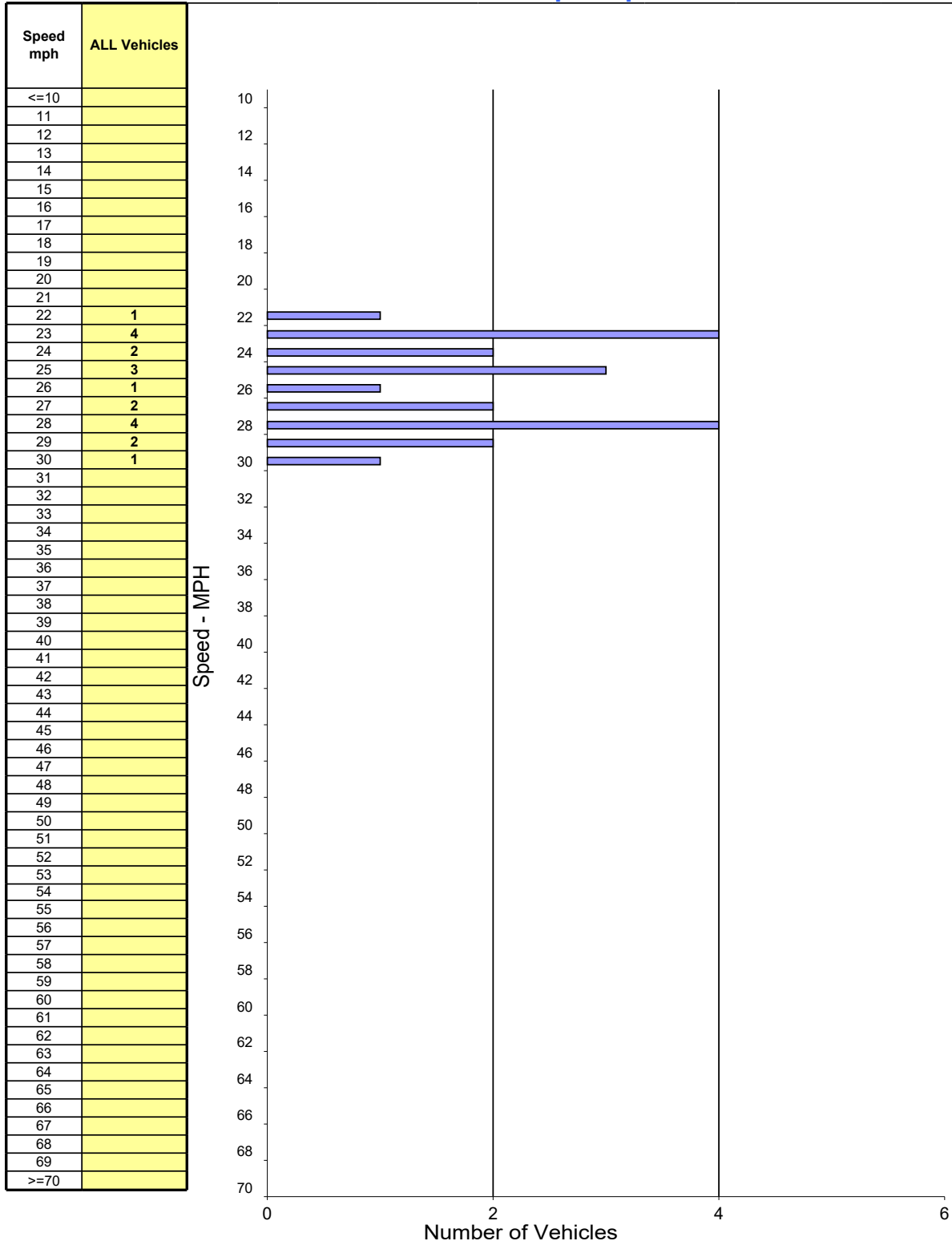
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 14:00-16:00

Location: N Lassen St Bet. W Willow St & W Walnut St  
Posted Speed: None Clear/Dry Project #: 23-100010-012

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	20	22 - 30	25 mph	28 mph	21 - 30	20	100%	0% / 0	0% / 0

# Spot Speed Study

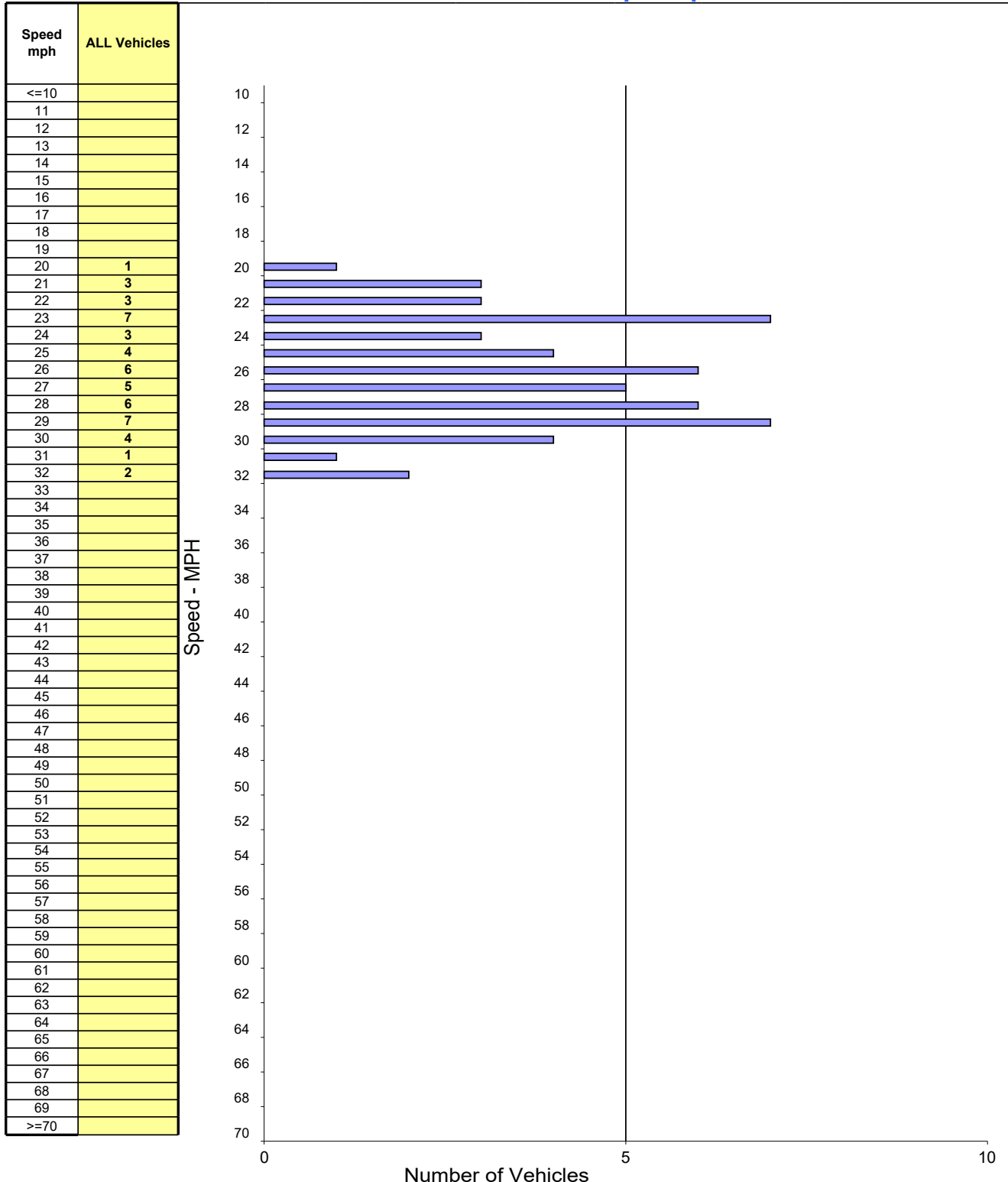
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 14:00-16:00

Location: N Lassen St Bet. W Willow St & W Walnut St  
Posted Speed: None Clear/Dry Project #: 23-100010-012

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	52	20 - 32	26 mph	29 mph	21 - 30	48	92%	1% / 1	6% / 3

# Spot Speed Study

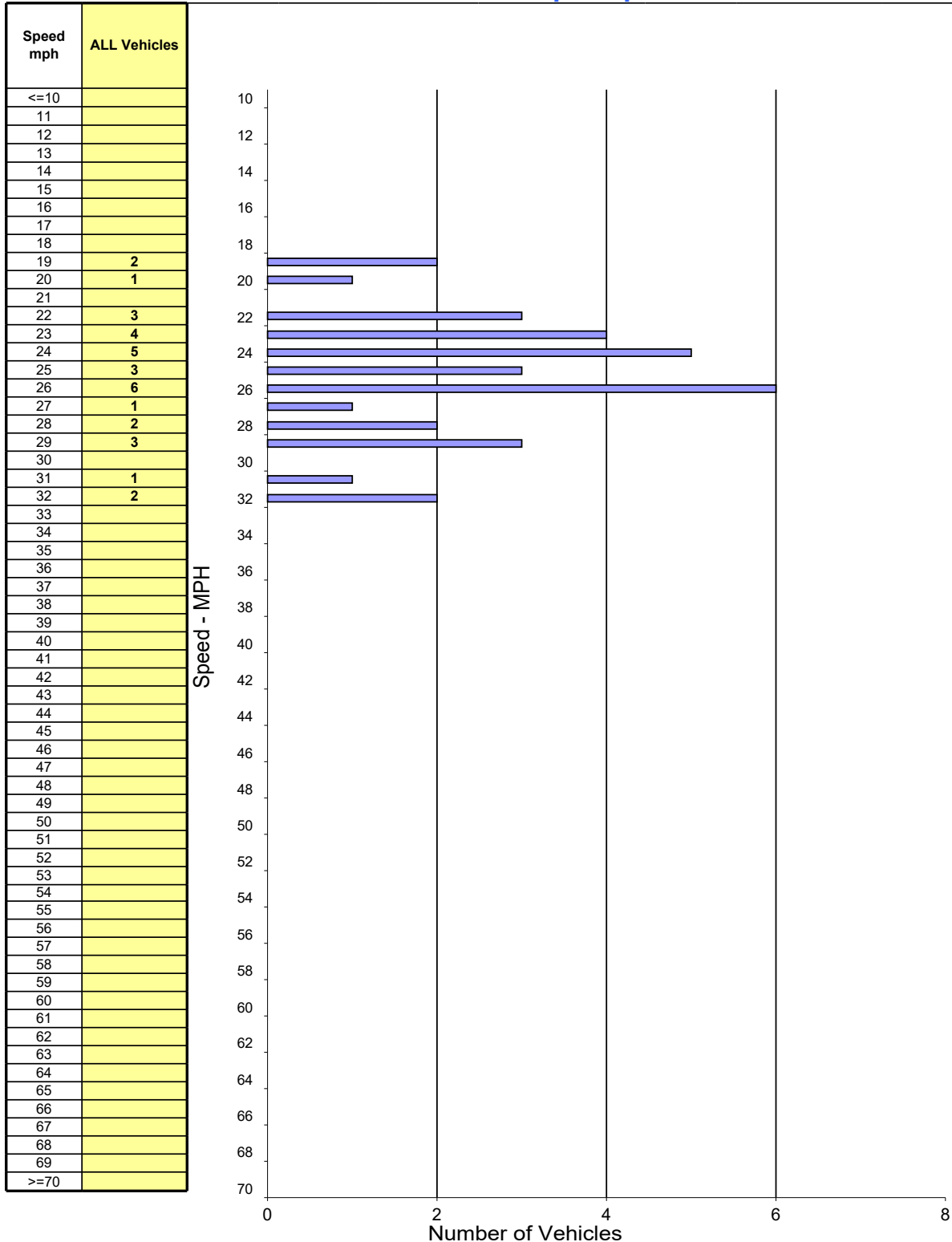
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 13:00-15:00

Location: S Lassen St Bet. W Ash St & Birch St  
Posted Speed: None Clear/Dry Project #: 23-100010-013

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	33	19 - 32	25 mph	29 mph	20 - 29	28	85%	6% / 2	10% / 3

# Spot Speed Study

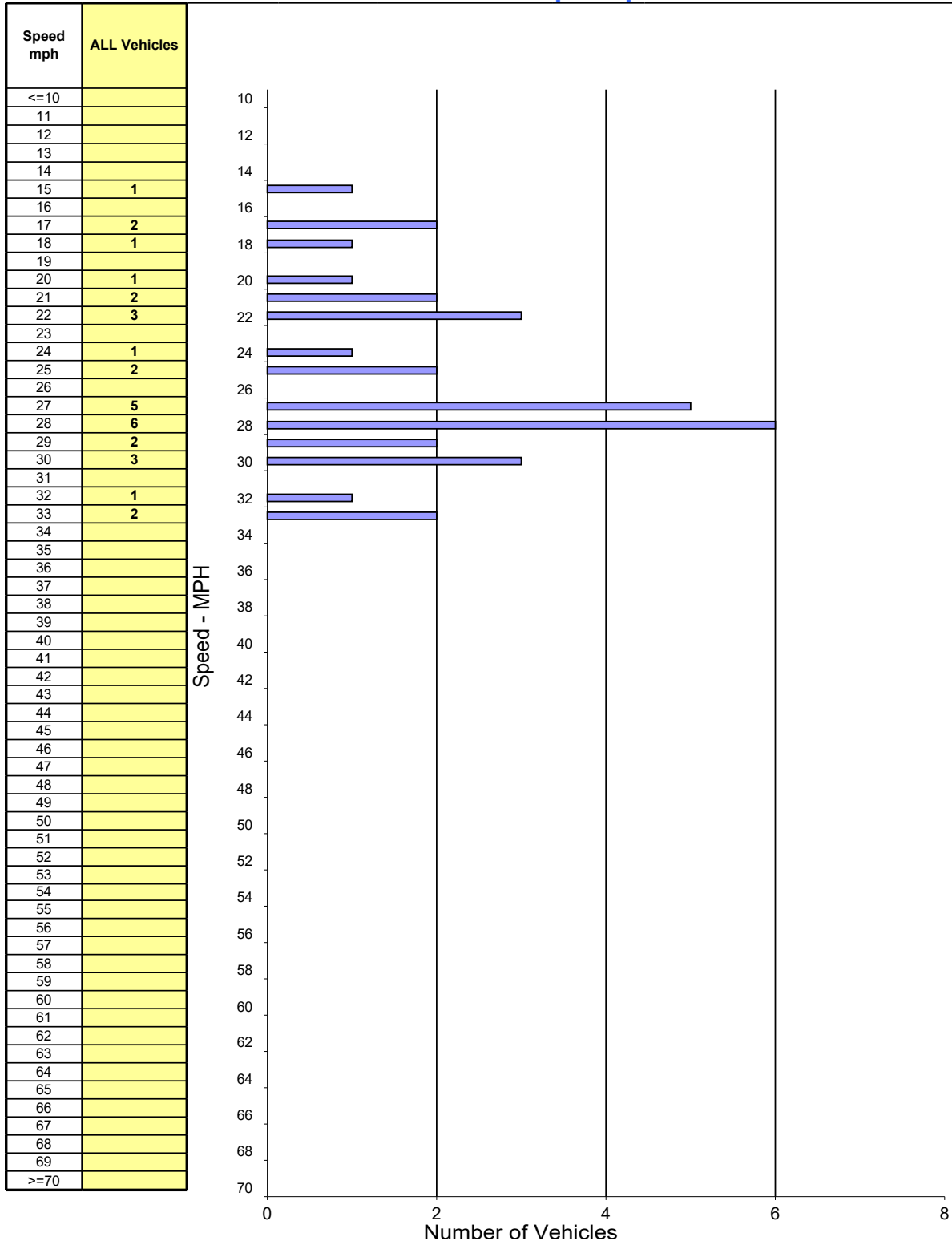
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 13:00-15:00

Location: S Lassen St Bet. W Ash St & Birch St  
Posted Speed: None Clear/Dry Project #: 23-100010-013

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	32	15 - 33	27 mph	30 mph	21 - 30	24	75%	15% / 5	10% / 3



# Spot Speed Study

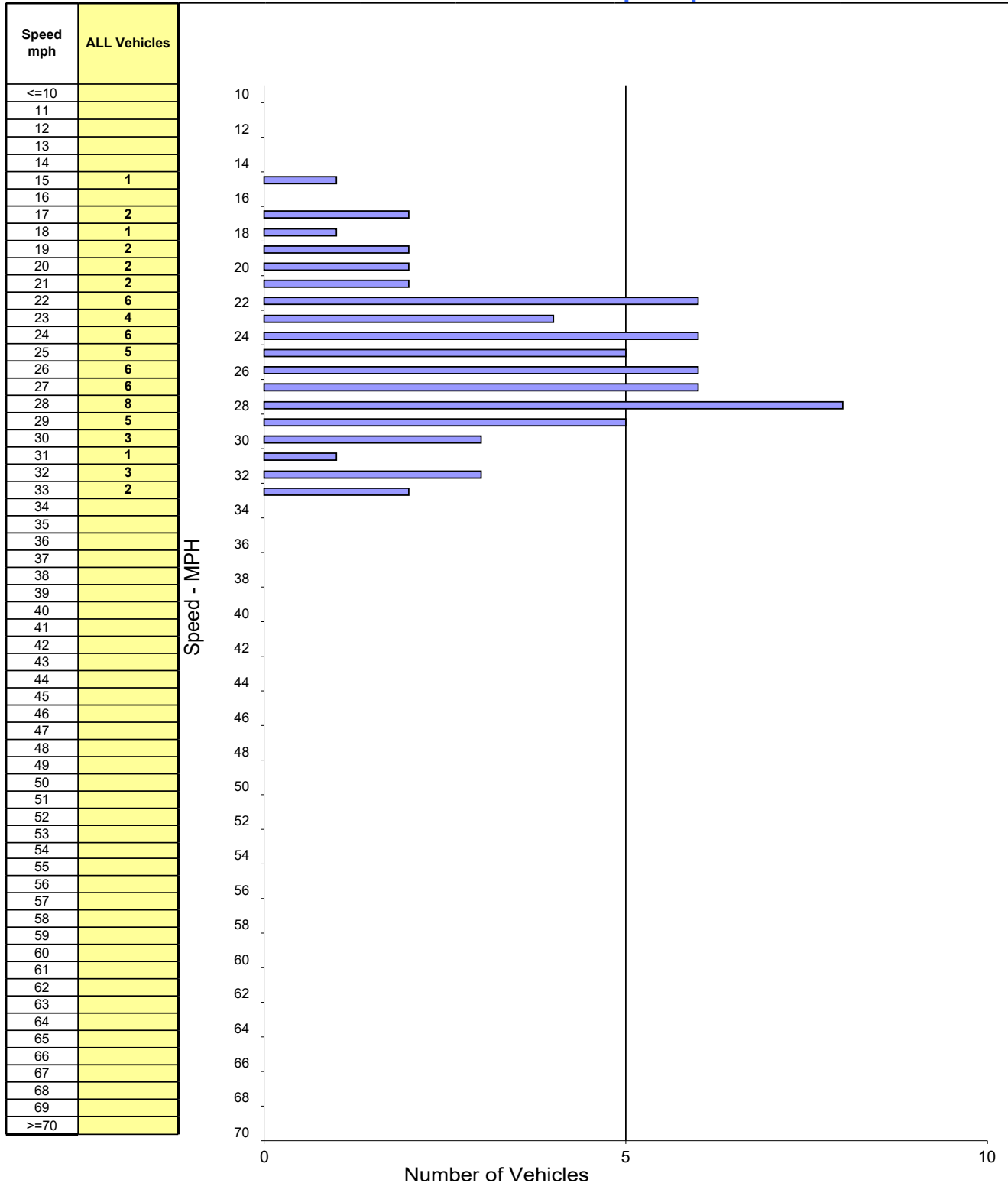
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/17/2023  
TIME: 13:00-15:00

Location: S Lassen St Bet. W Ash St & Birch St  
Posted Speed: None Clear/Dry Project #: 23-100010-013

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	65	15 - 33	26 mph	29 mph	21 - 30	51	78%	12% / 8	10% / 6

# Spot Speed Study

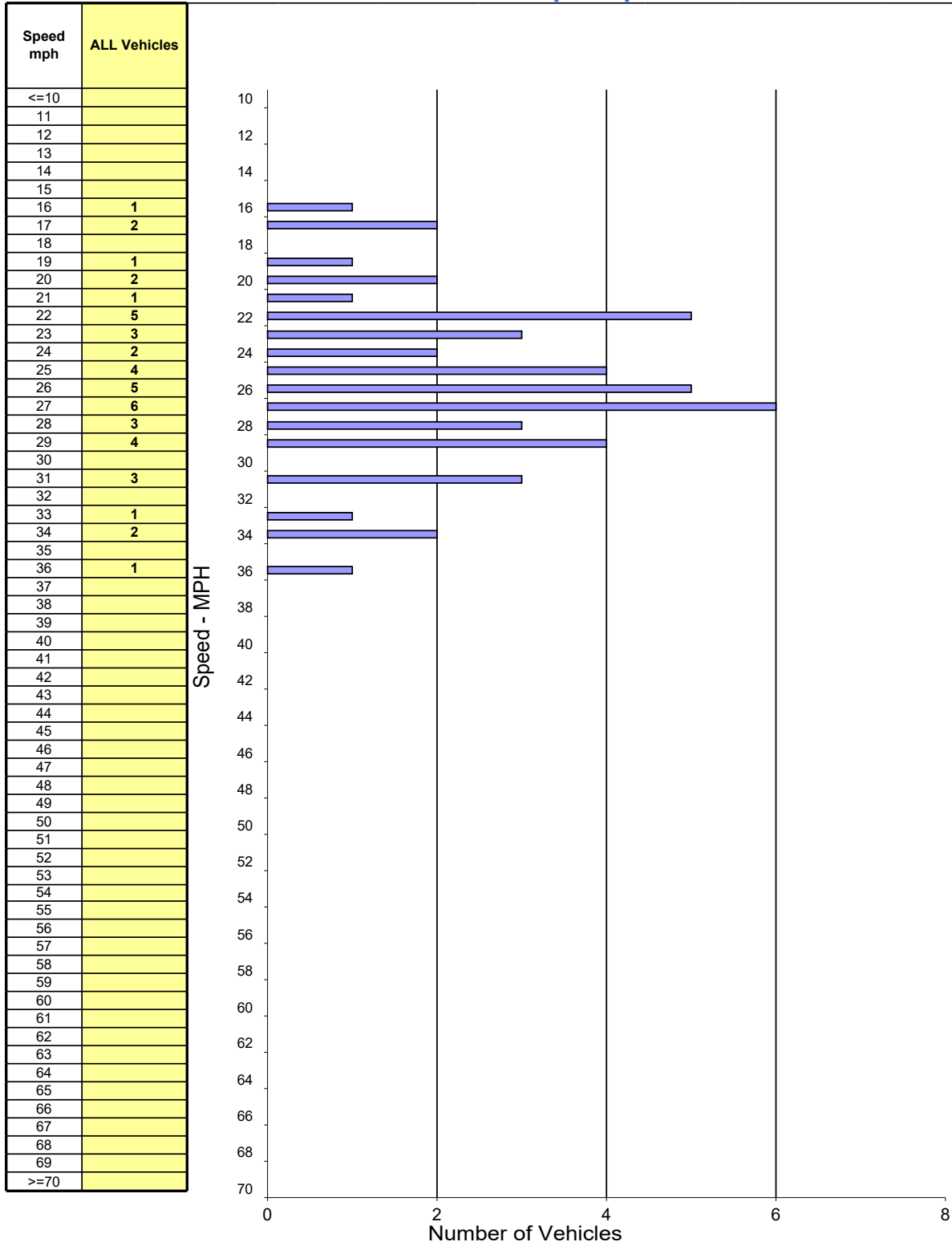
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 13:00-15:00

Location: N Butte St Bet. French St & Vine St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-014

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	46	16 - 36	26 mph	31 mph	20 - 29	35	76%	8% / 4	16% / 7

# Spot Speed Study

Prepared by: National Data & Surveying Services

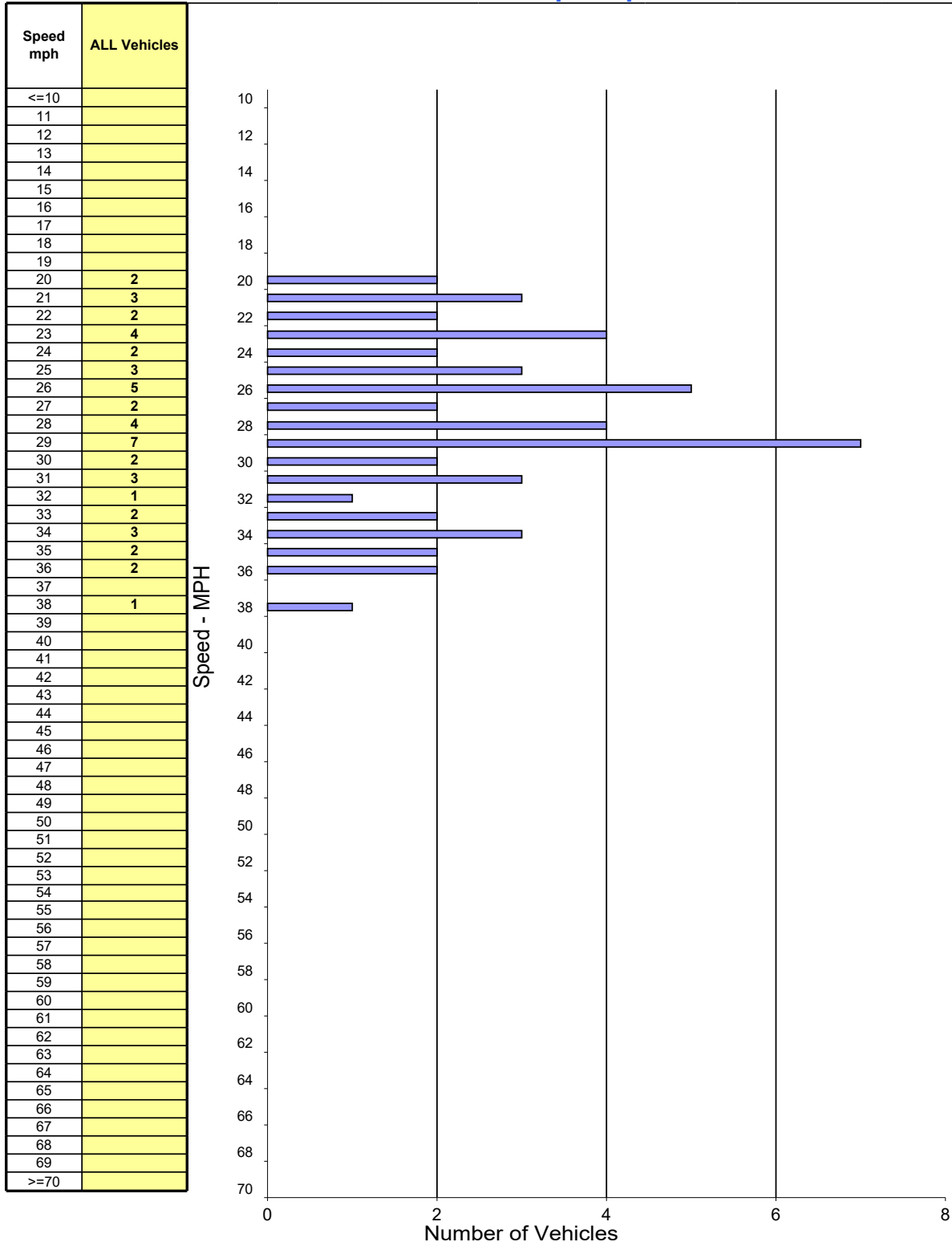
## City of Willows

DATE: 4/28/2023  
TIME: 13:00-15:00

Location: N Butte St Bet. French St & Vine St  
Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-014

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	50	20 - 38	28 mph	34 mph	20 - 29	34	68%	0% / 0	32% / 16

# Spot Speed Study

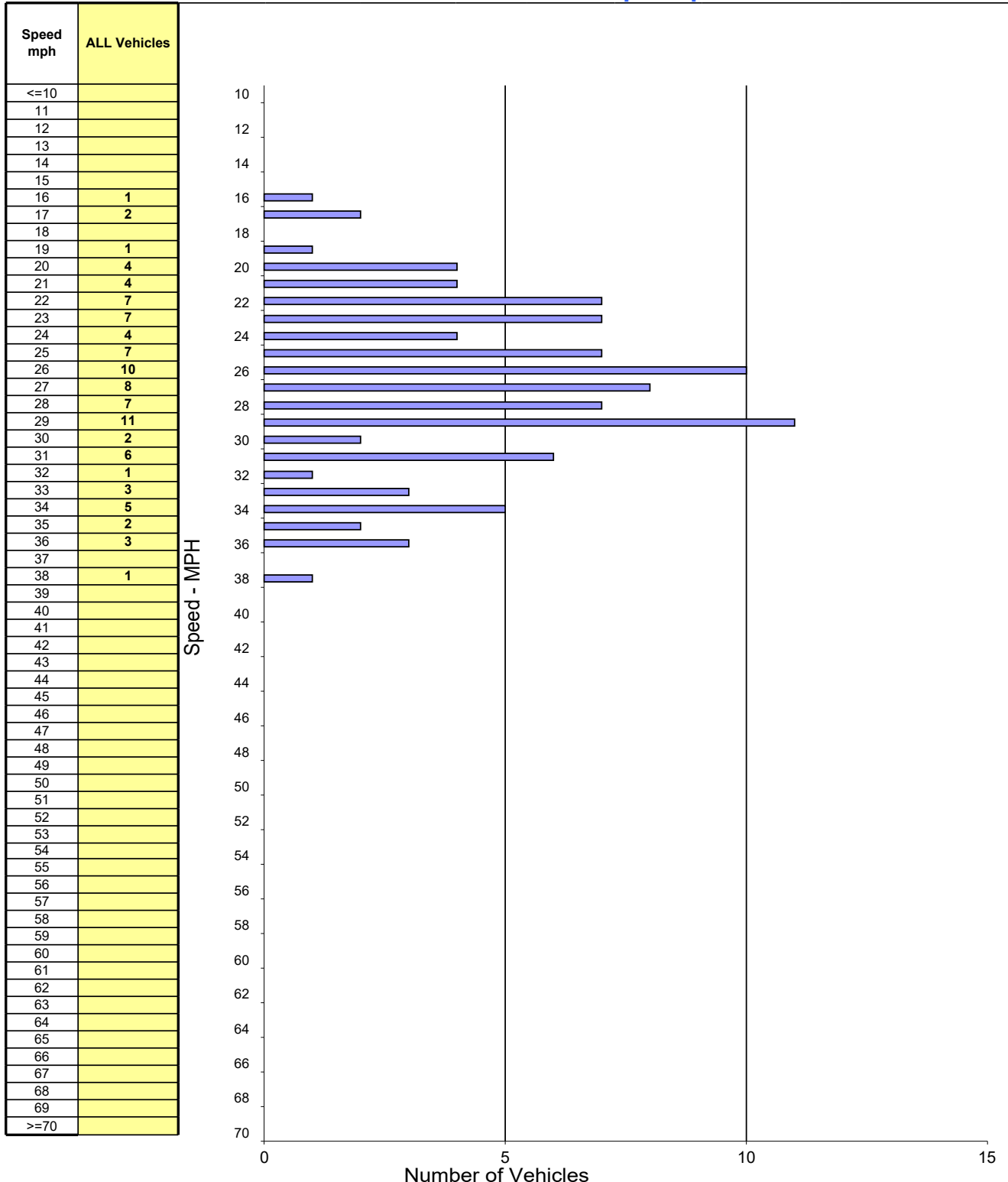
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 13:00-15:00

Location: N Butte St Bet. French St & Vine St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-014

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	96	16 - 38	27 mph	32 mph	20 - 29	69	72%	4% / 4	24% / 23

# Spot Speed Study

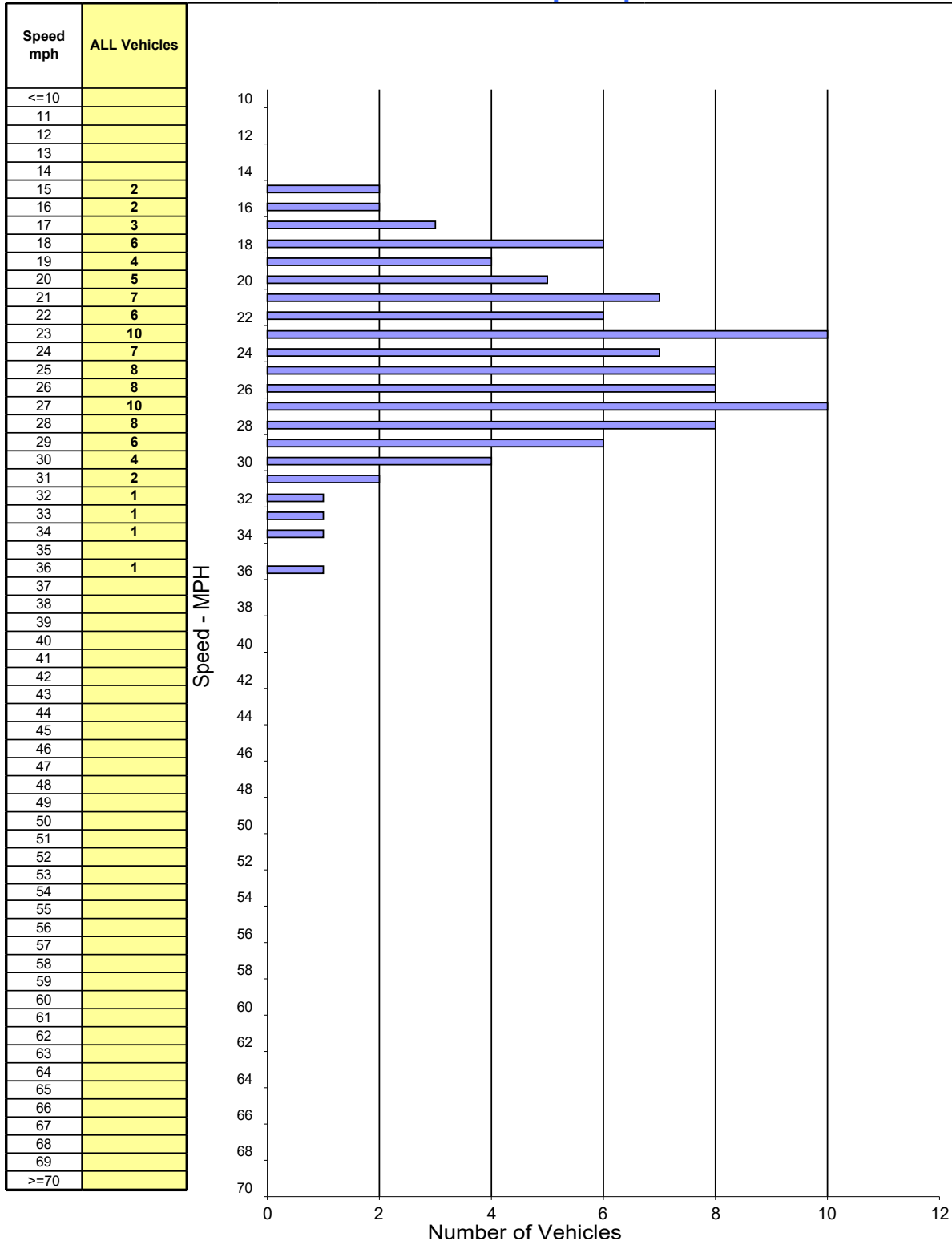
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 10:03-11:28

Location: N Butte St Bet. W Willow St & W Walnut St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-015

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	102	15 - 36	24 mph	29 mph	20 - 29	75	74%	16% / 17	10% / 10

# Spot Speed Study

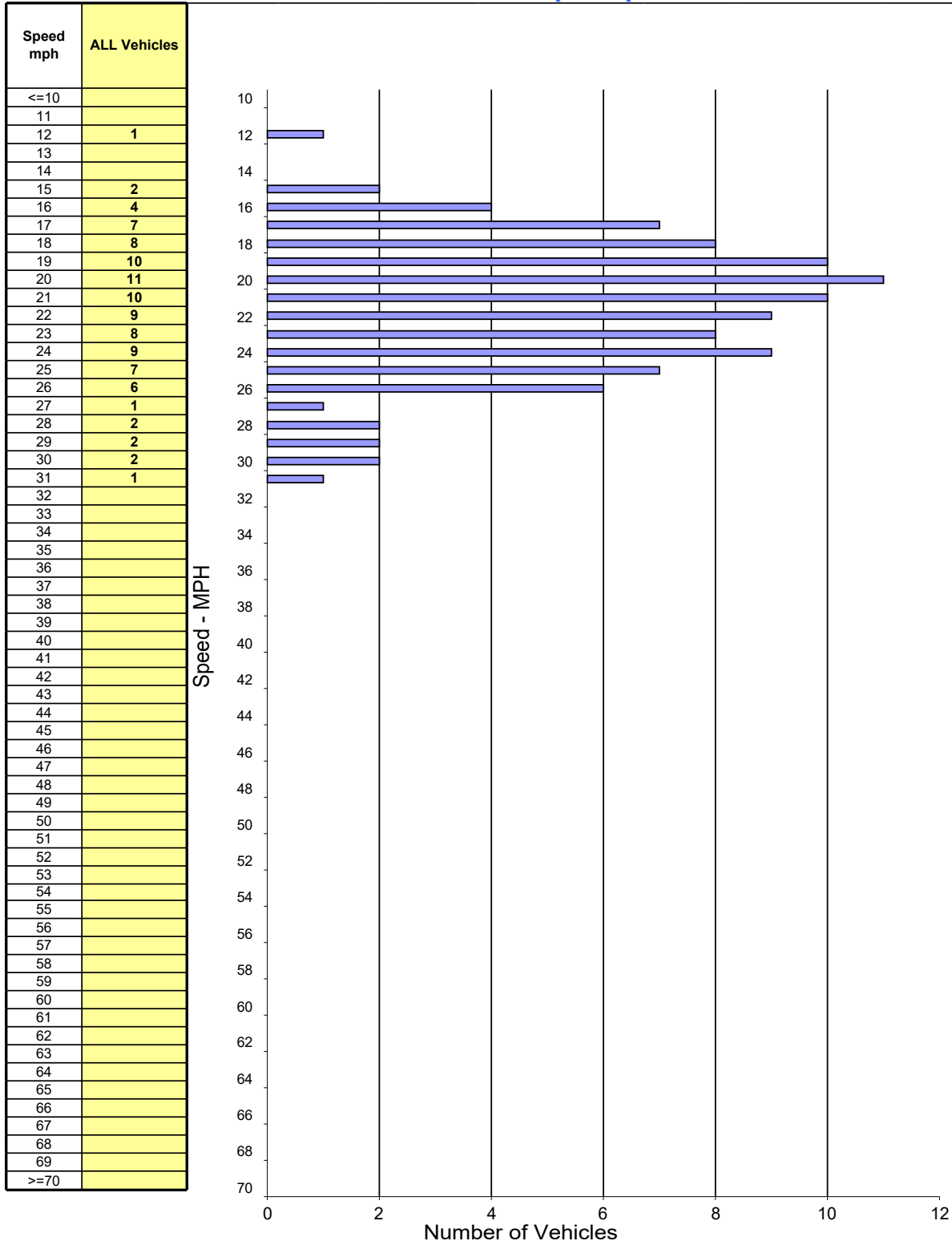
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 10:03-11:28

Location: N Butte St Bet. W Willow St & W Walnut St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-015

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	100	12 - 31	21 mph	25 mph	17 - 26	85	85%	7% / 7	8% / 8

# Spot Speed Study

Prepared by: National Data & Surveying Services

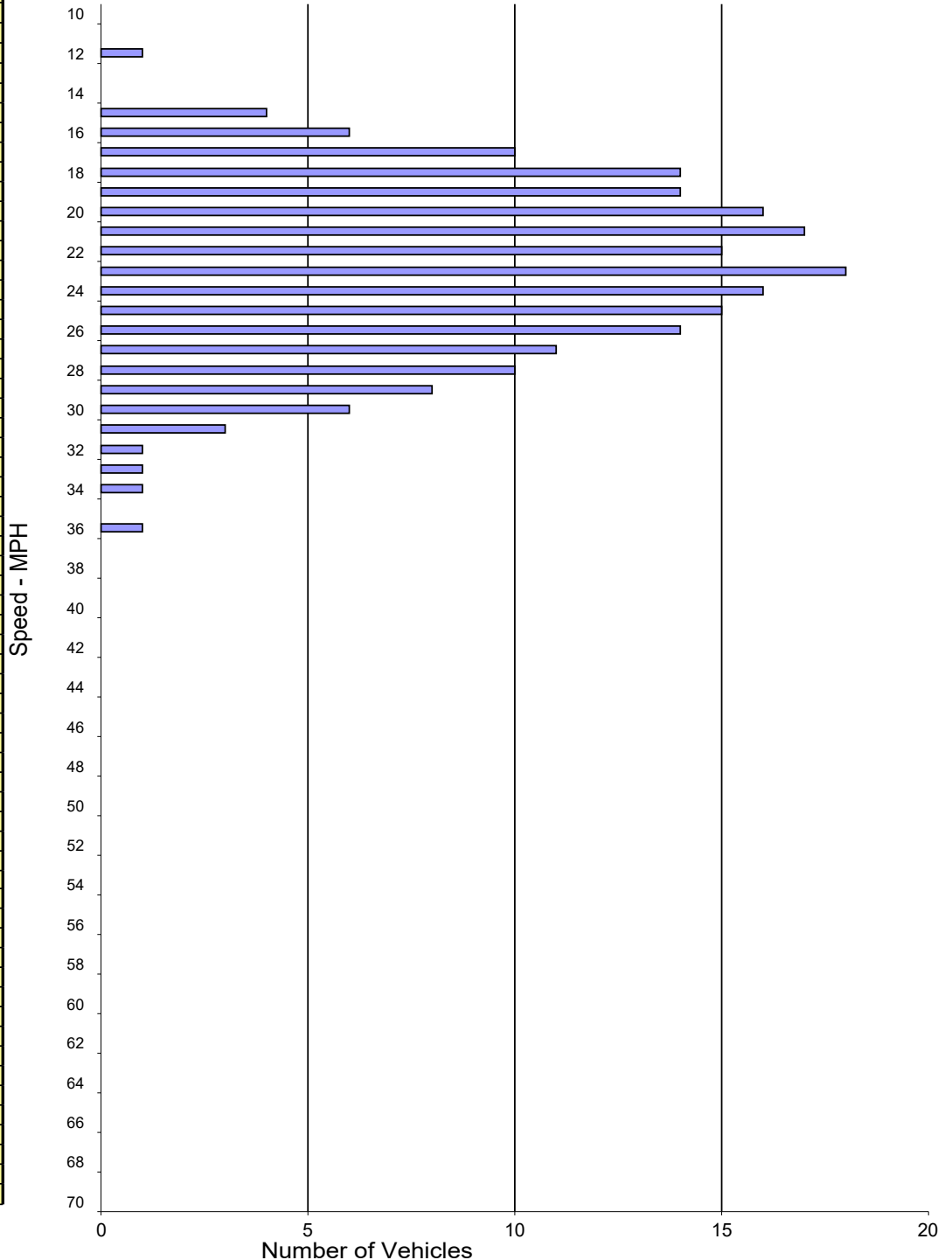
## City of Willows

DATE: 4/28/2023  
TIME: 10:03-11:28

Location: N Butte St Bet. W Willow St & W Walnut St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-015

### Northbound & Southbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	1
13	
14	
15	4
16	6
17	10
18	14
19	14
20	16
21	17
22	15
23	18
24	16
25	15
26	14
27	11
28	10
29	8
30	6
31	3
32	1
33	1
34	1
35	
36	1
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	202	12 - 36	23 mph	28 mph	18 - 27	150	74%	10% / 21	16% / 31

# Spot Speed Study

Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023

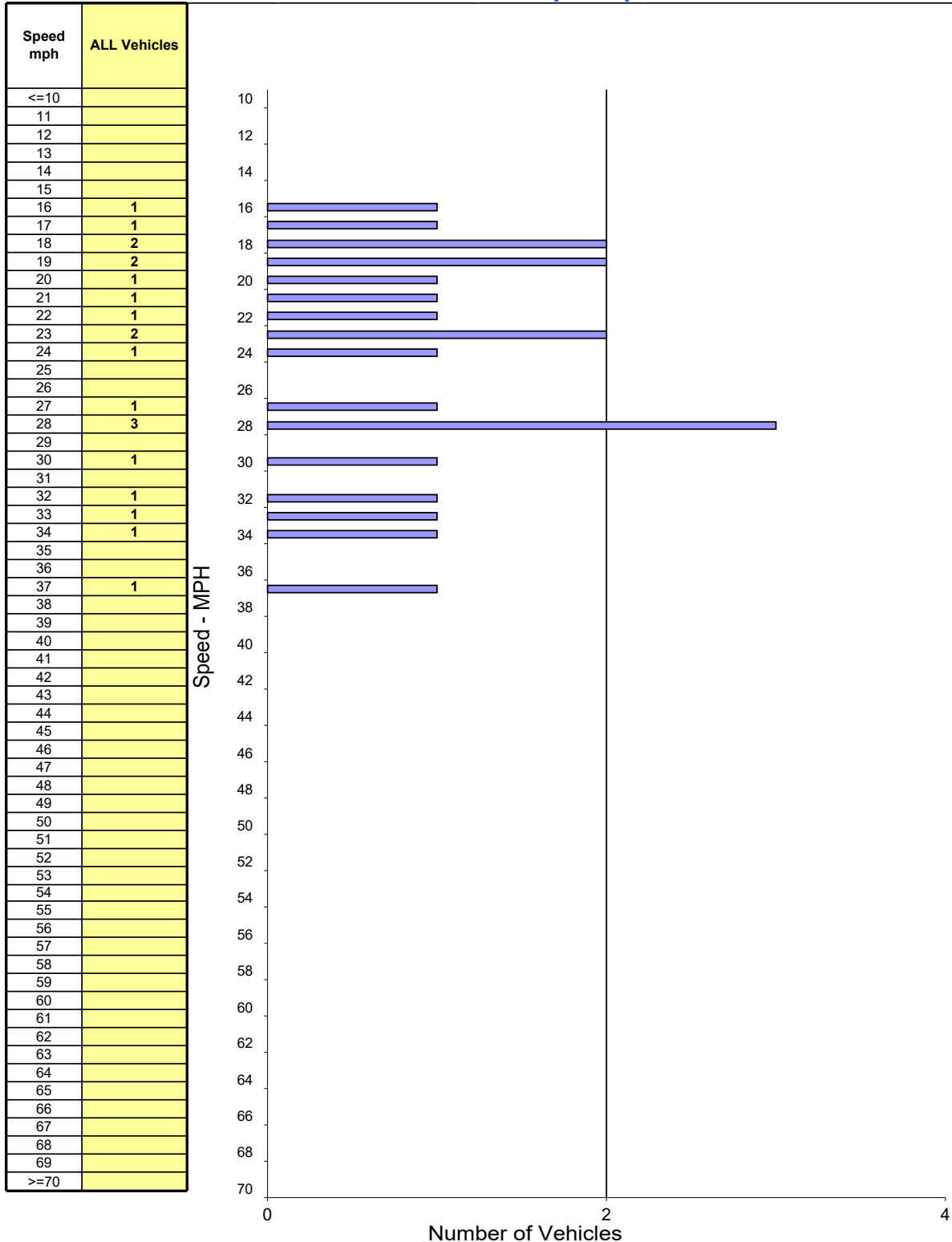
Location: S Butte St Bet. W Ash St & Birch St

TIME: 09:00-11:00

Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-016

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	21	16 - 37	23 mph	32 mph	15 - 24	12	57%	0% / 0	43% / 9



# Spot Speed Study

Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023

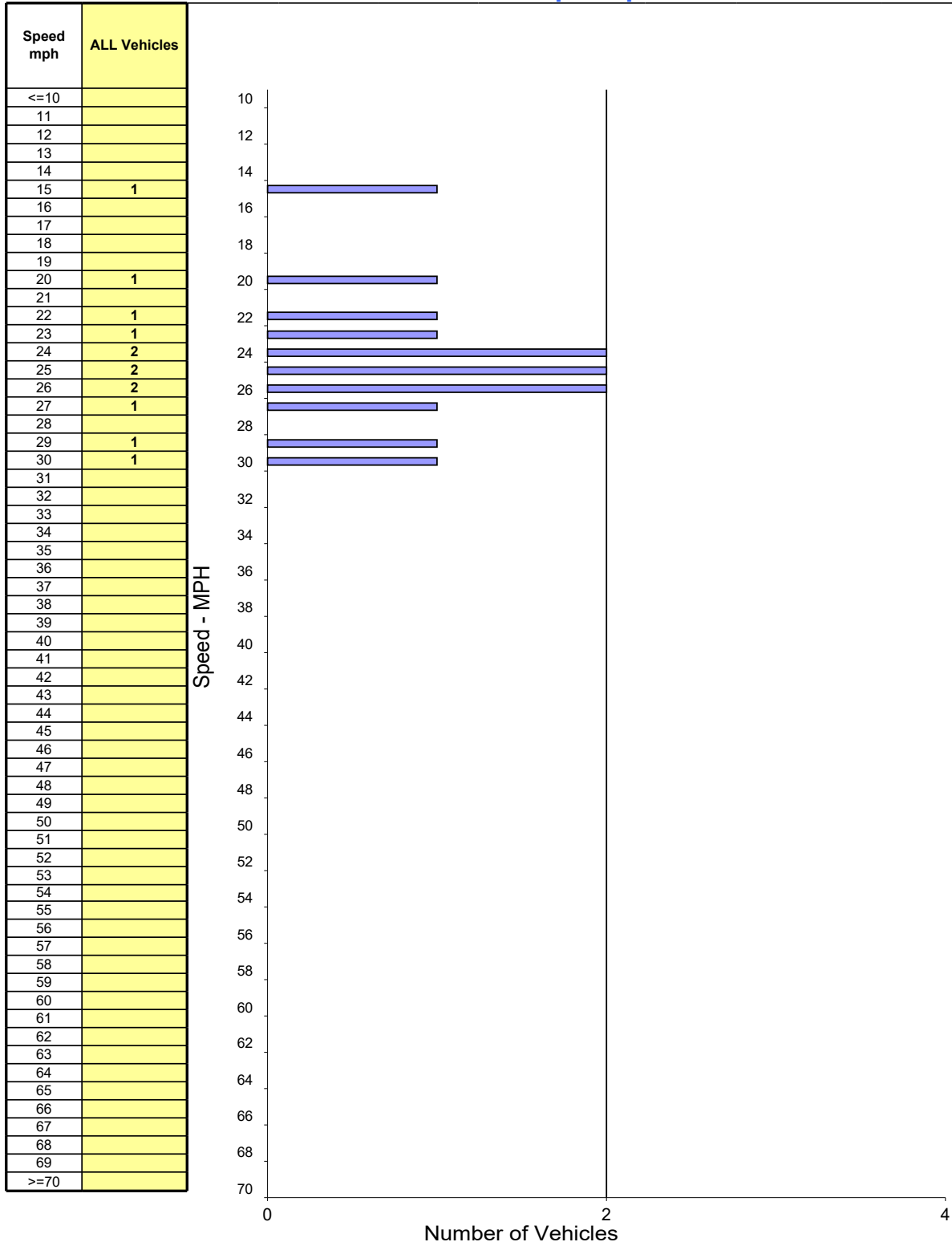
Location: S Butte St Bet. W Ash St & Birch St

TIME: 09:00-11:00

Posted Speed: 25 MPH Clear/Dry

Project #: 23-100010-016

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	13	15 - 30	25 mph	29 mph	20 - 29	11	85%	7% / 1	8% / 1

# Spot Speed Study

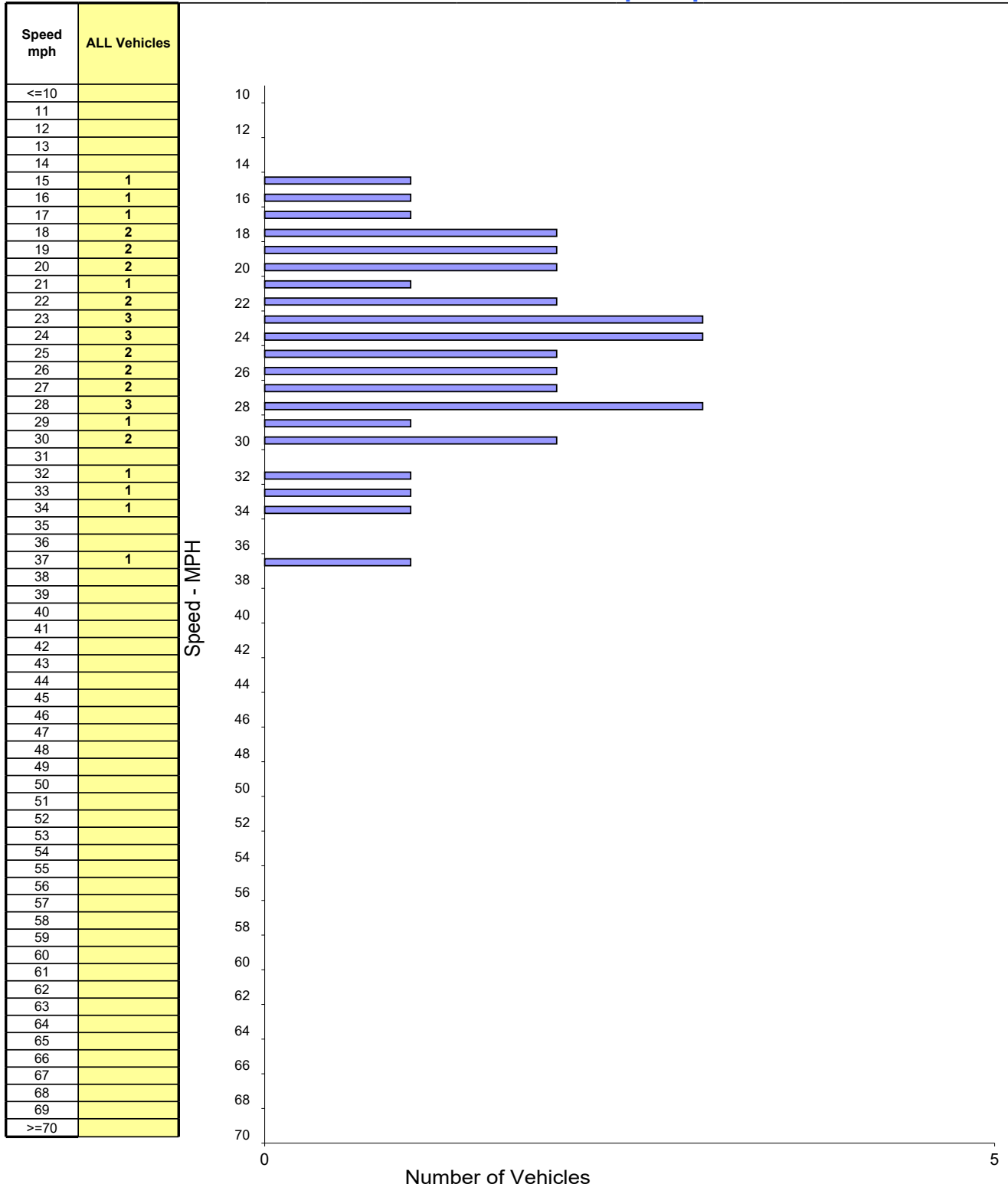
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-11:00

Location: S Butte St Bet. W Ash St & Birch St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-016

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	34	15 - 37	24 mph	30 mph	19 - 28	22	65%	14% / 5	21% / 7

# Spot Speed Study

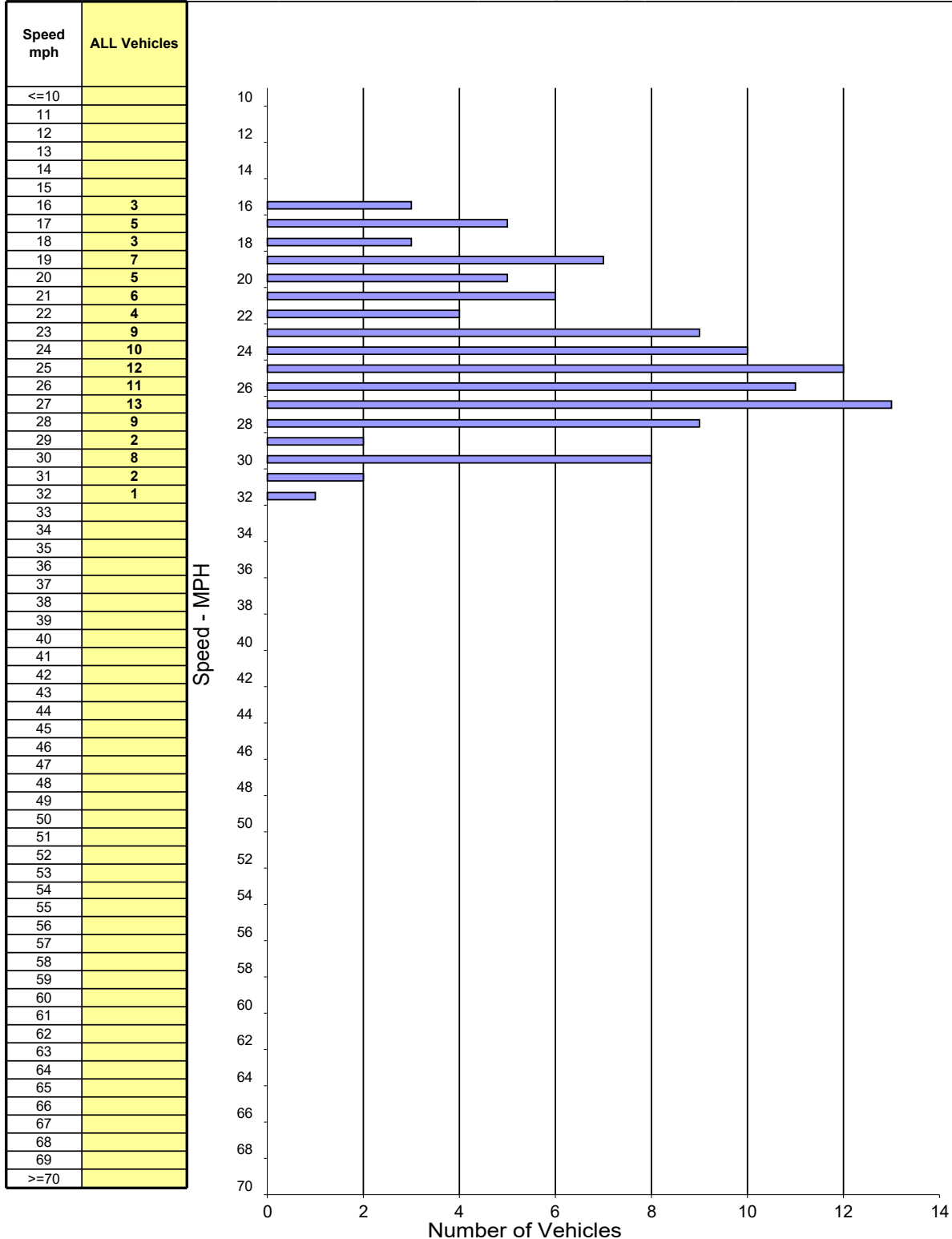
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-10:00

Location: N Tehama St Bet. W Willow St & E Walnut St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-017

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	110	16 - 32	25 mph	28 mph	19 - 28	86	78%	10% / 11	12% / 13

# Spot Speed Study

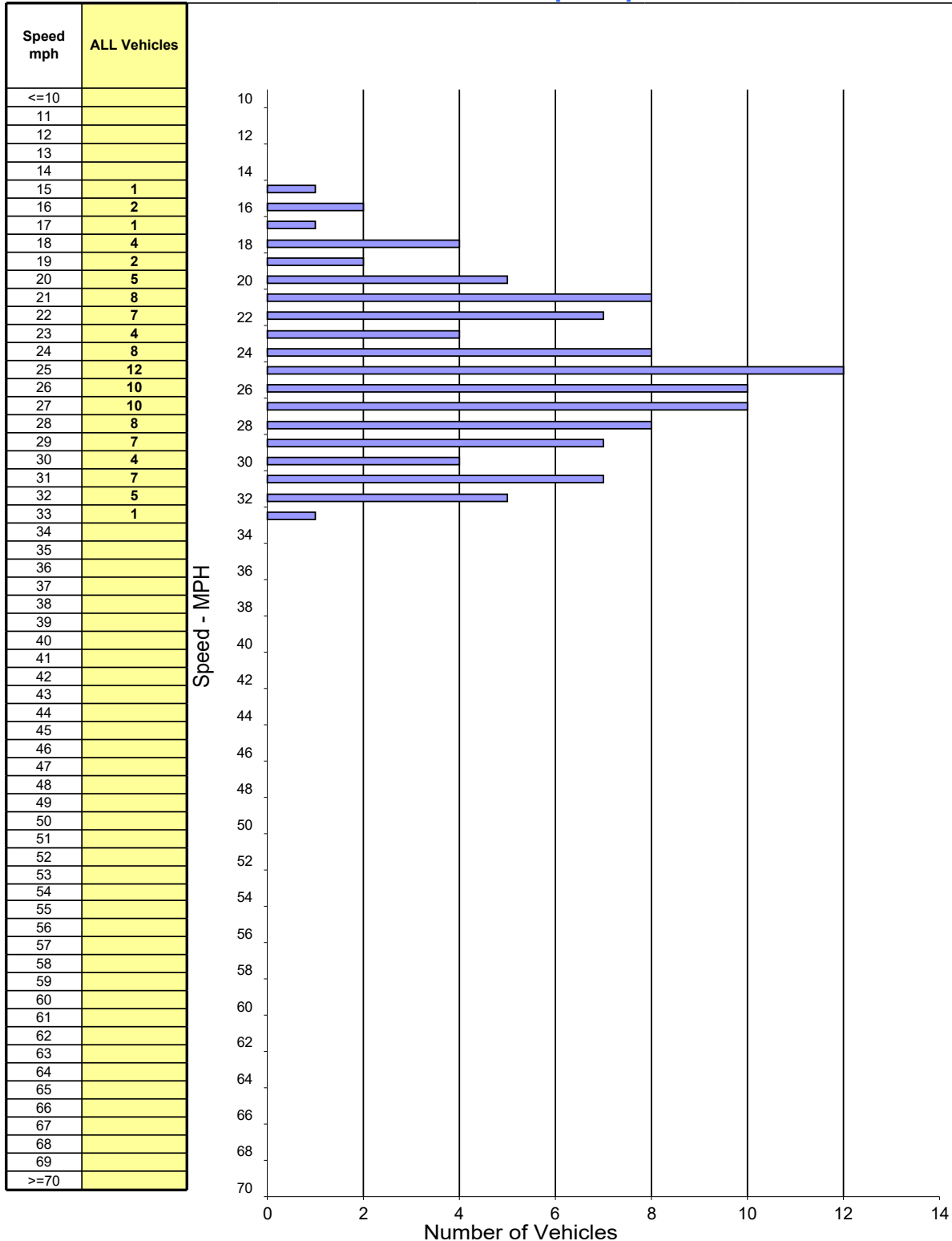
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-10:00

Location: N Tehama St Bet. W Willow St & E Walnut St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-017

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	106	15 - 33	25 mph	30 mph	20 - 29	79	75%	9% / 10	17% / 17

# Spot Speed Study

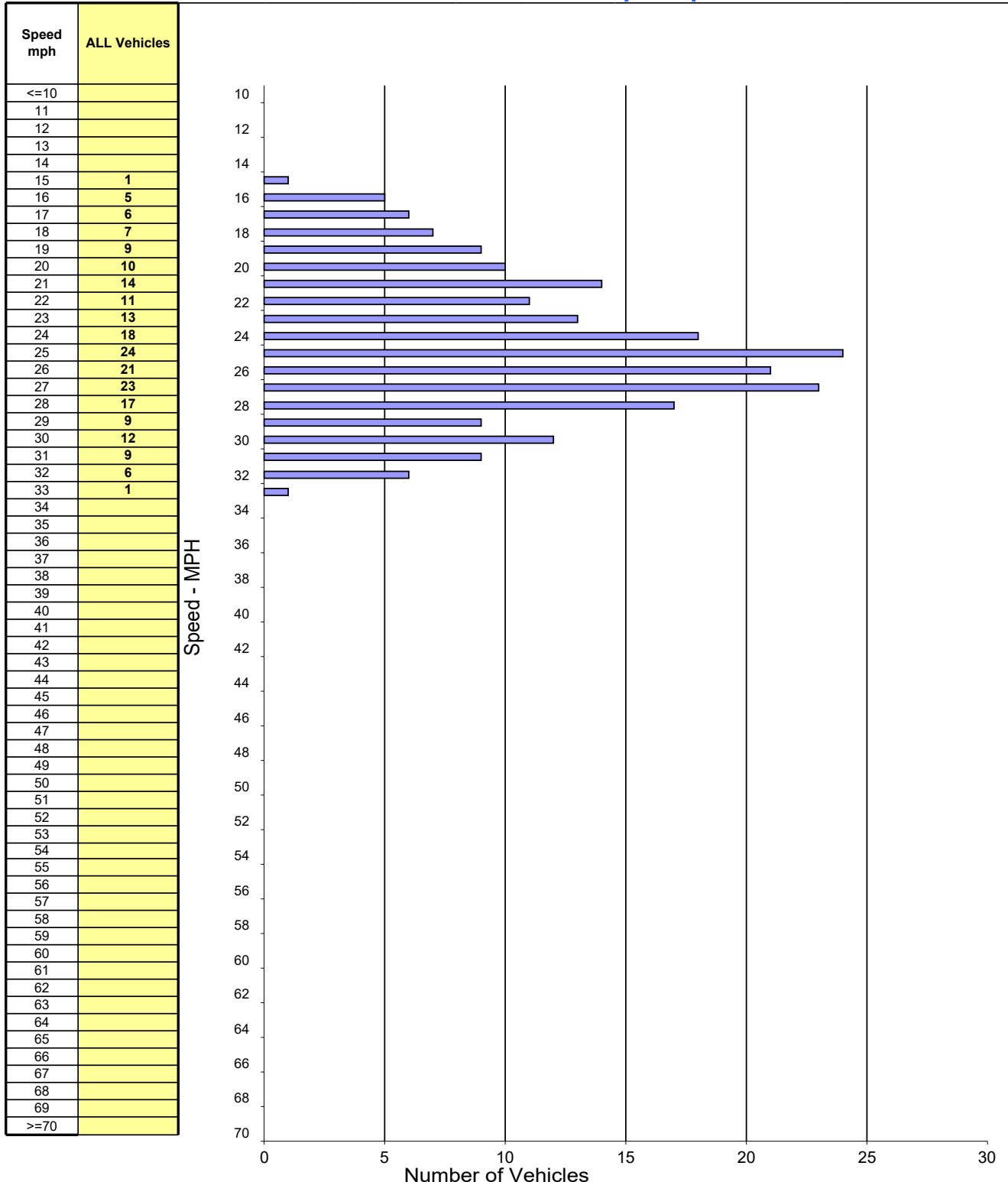
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 09:00-10:00

Location: N Tehama St Bet. W Willow St & E Walnut St  
Posted Speed: 25 MPH Clear/Dry Project #: 23-100010-017

### Northbound & Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	216	15 - 33	25 mph	29 mph	21 - 30	162	75%	17% / 38	8% / 16

# Spot Speed Study

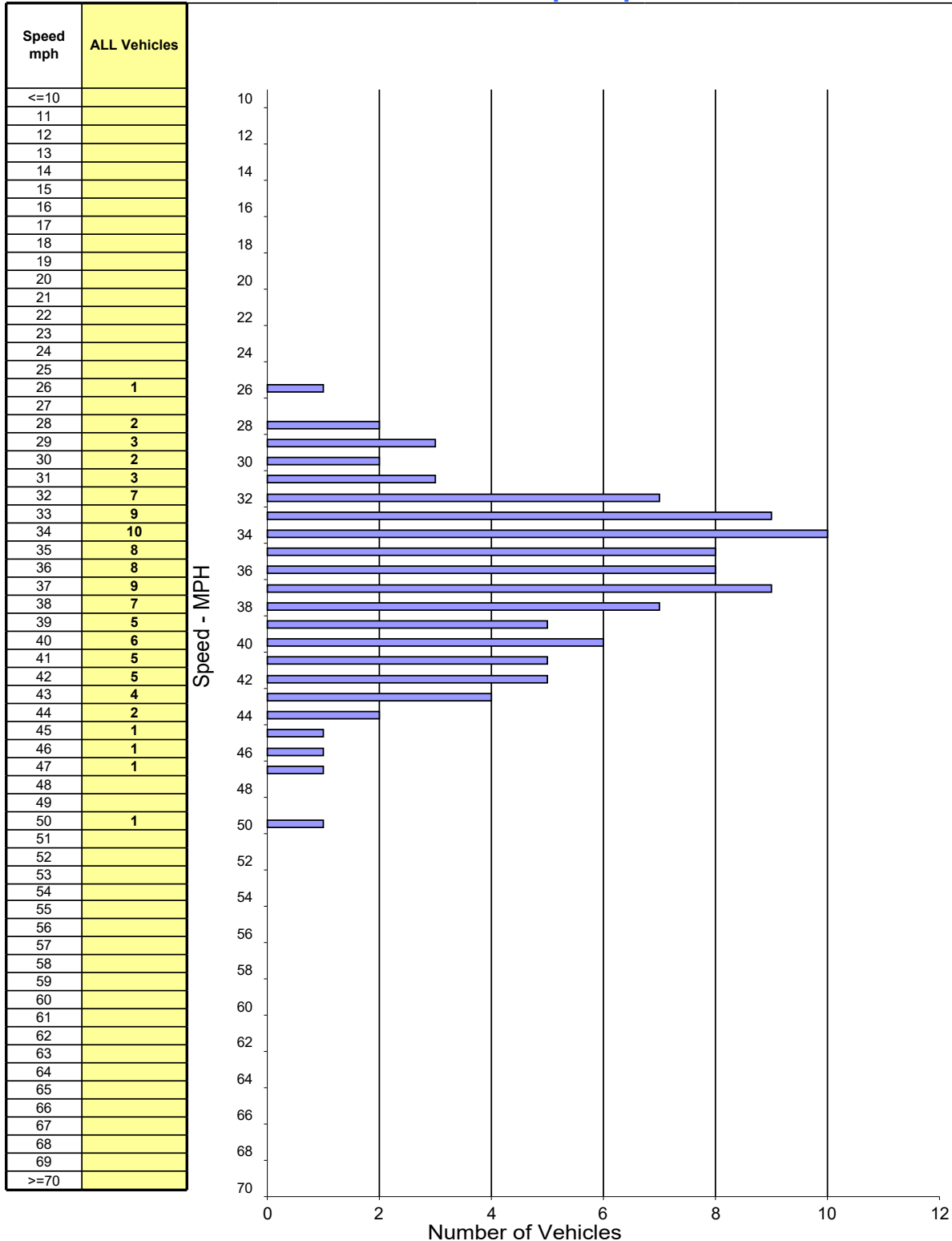
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 11:45-12:45

Location: S Tehama St Bet. W Ash St & Birch St  
Posted Speed: 35 MPH Clear/Dry Project #: 23-100010-018

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	100	26 - 50	36 mph	41 mph	32 - 41	74	74%	11% / 11	15% / 15

# Spot Speed Study

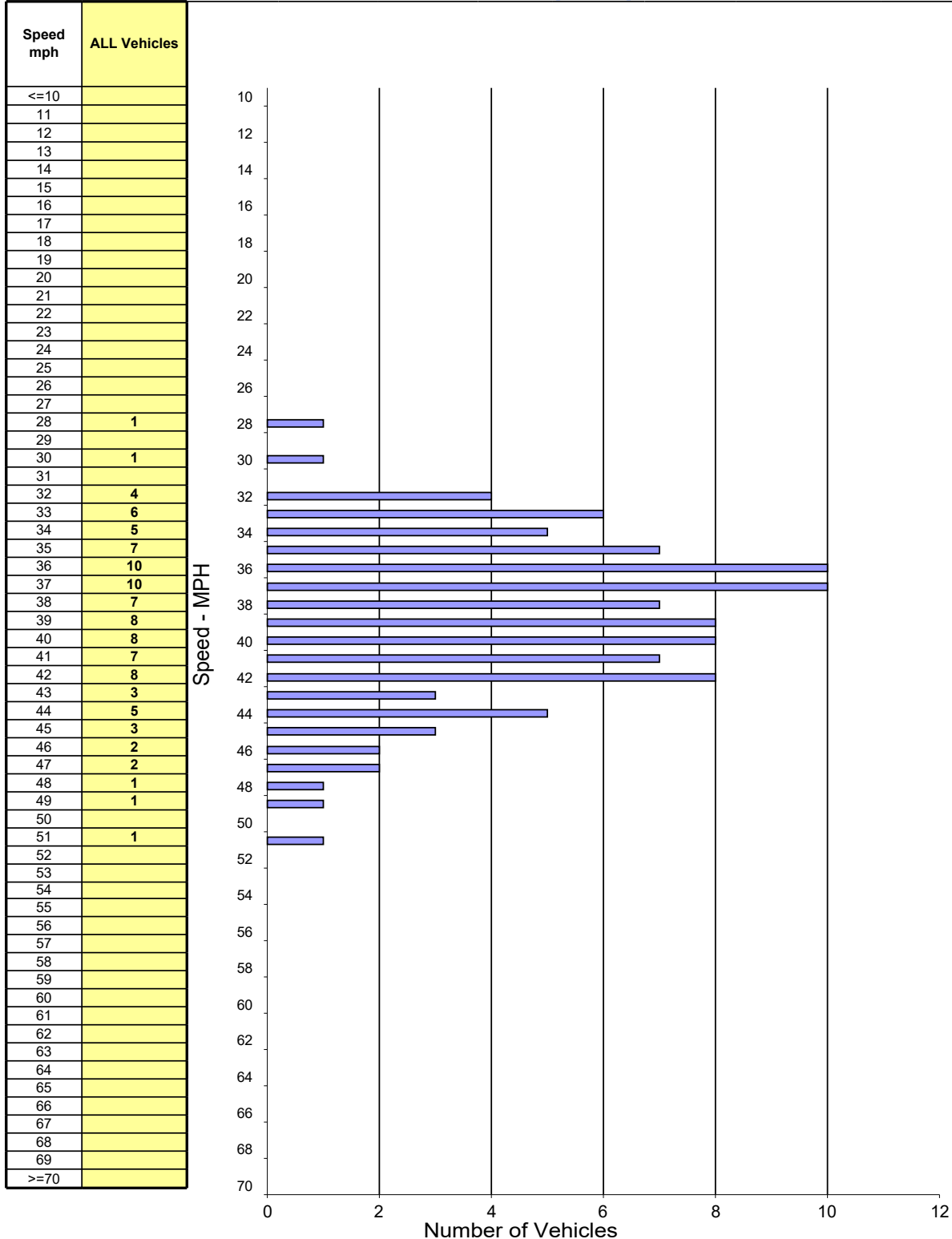
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 11:45-12:45

Location: S Tehama St Bet. W Ash St & Birch St  
Posted Speed: 35 MPH Clear/Dry Project #: 23-100010-018

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	100	28 - 51	38 mph	43 mph	33 - 42	76	76%	6% / 6	18% / 18

# Spot Speed Study

Prepared by: National Data & Surveying Services

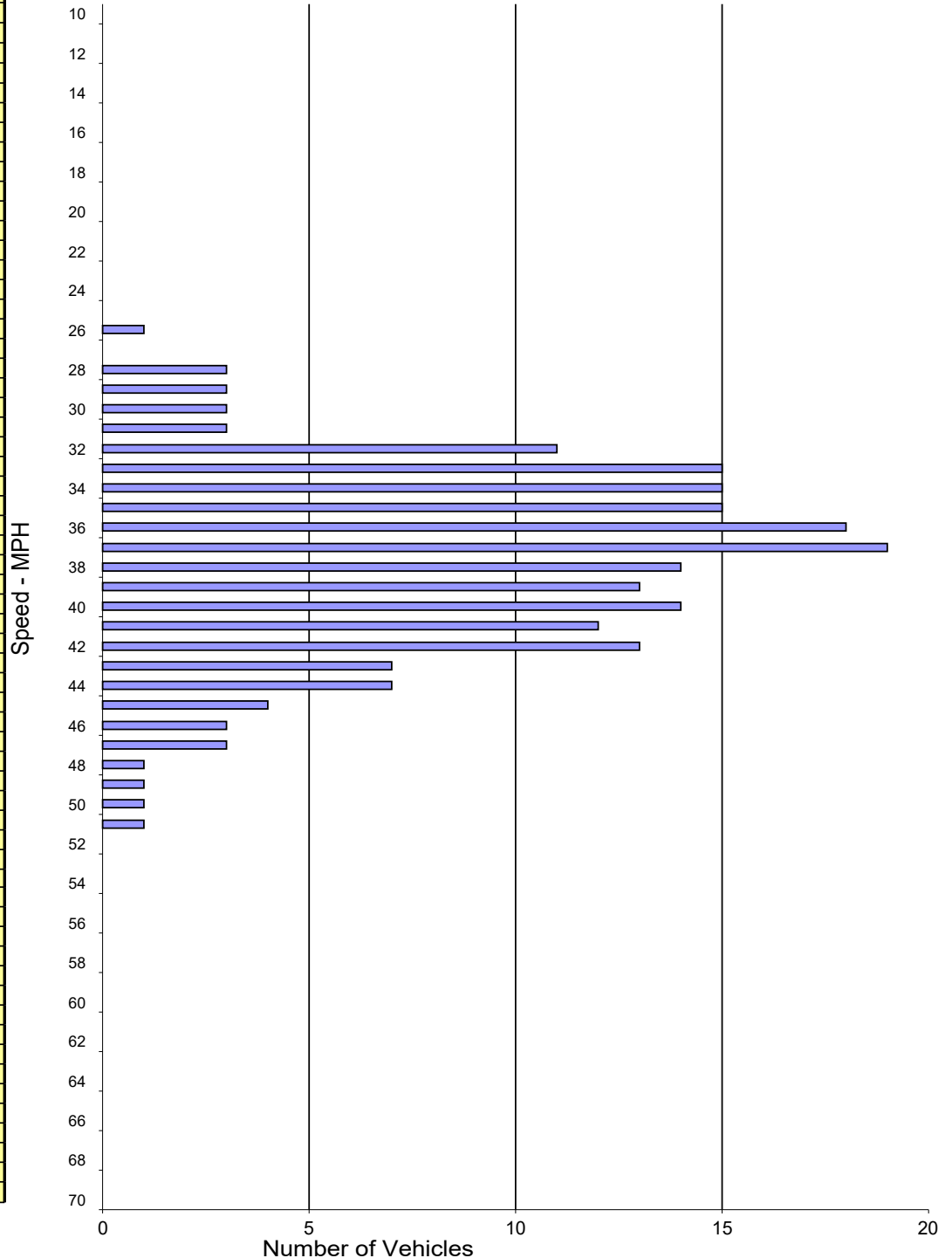
## City of Willows

DATE: 4/28/2023  
TIME: 11:45-12:45

Location: S Tehama St Bet. W Ash St & Birch St  
Posted Speed: 35 MPH Clear/Dry Project #: 23-100010-018

### Northbound & Southbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	1
27	
28	3
29	3
30	3
31	3
32	11
33	15
34	15
35	15
36	18
37	19
38	14
39	13
40	14
41	12
42	13
43	7
44	7
45	4
46	3
47	3
48	1
49	1
50	1
51	1
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	200	26 - 51	37 mph	42 mph	33 - 42	148	74%	12% / 24	14% / 28



# Spot Speed Study

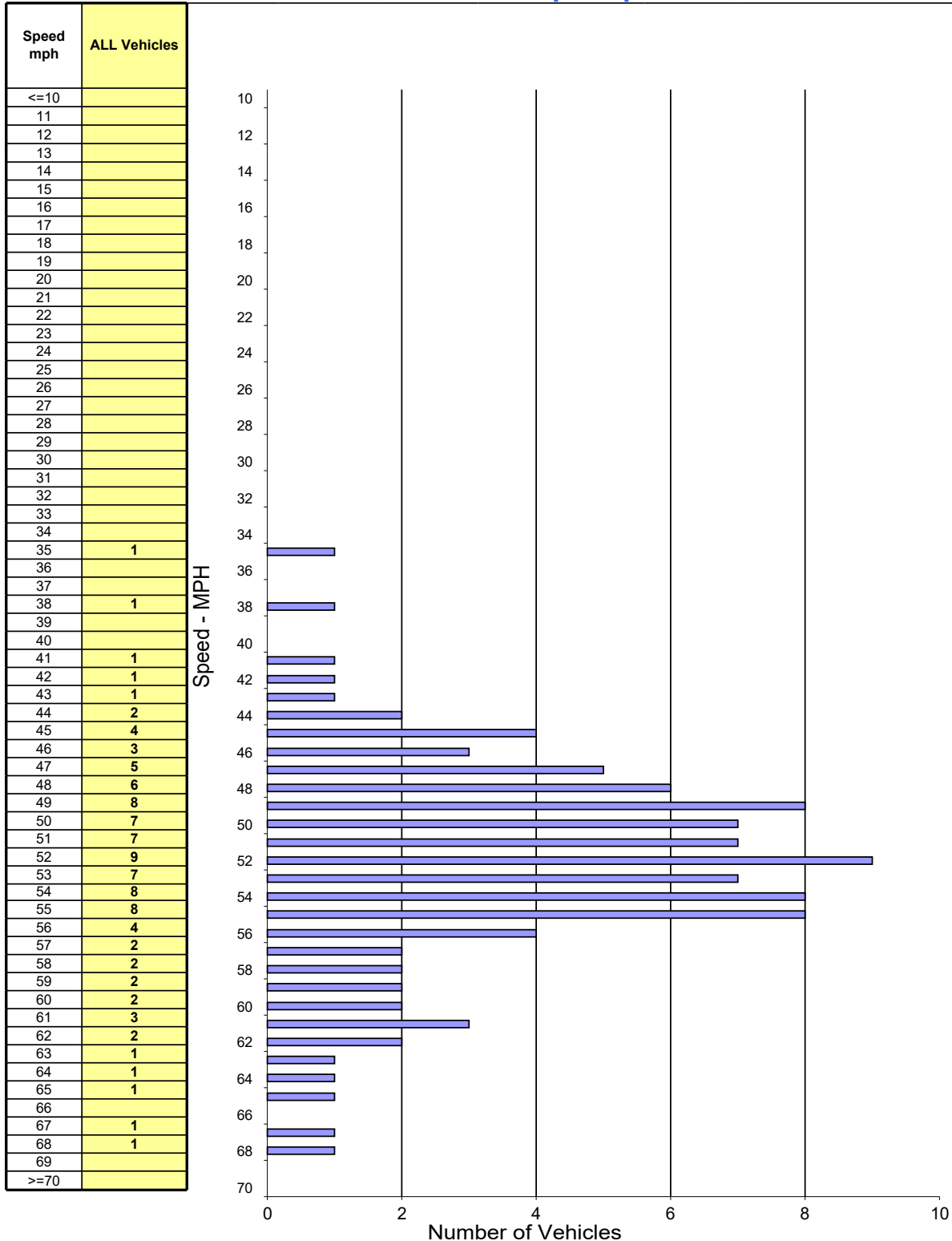
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 12:55-13:55

Location: Hwy 99/S Tahema St S/O Rumlano Cheese(101 Harvest Dr)  
Posted Speed: 55 MPH Clear/Dry Project #: 23-100010-019

### Northbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	101	35 - 68	52 mph	58 mph	47 - 56	69	68%	13% / 14	18% / 18

# Spot Speed Study

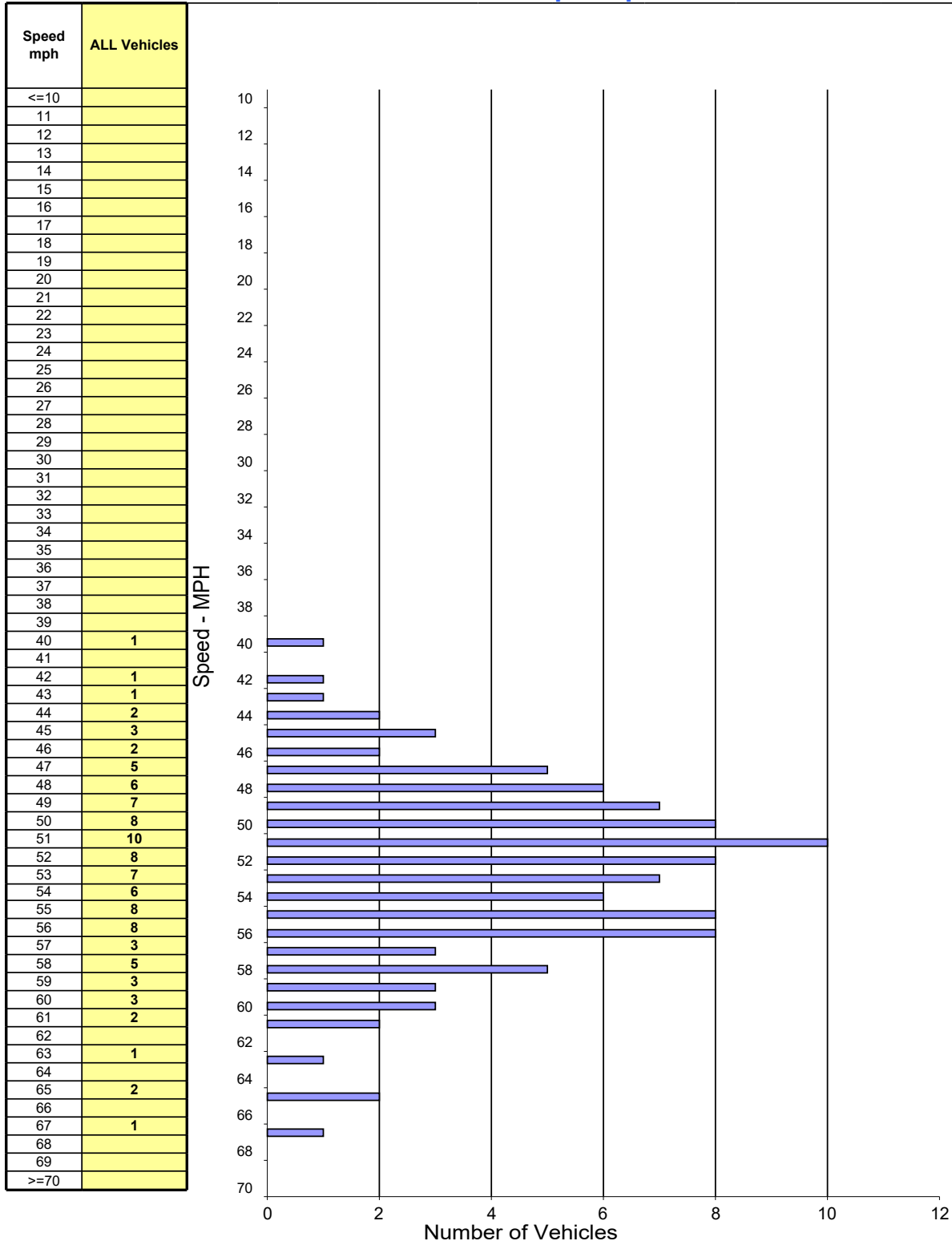
Prepared by: National Data & Surveying Services

## City of Willows

DATE: 4/28/2023  
TIME: 12:55-13:55

Location: Hwy 99/S Tahema St S/O Rumlano Cheese(101 Harvest Dr)  
Posted Speed: 55 MPH Clear/Dry Project #: 23-100010-019

### Southbound Spot Speeds



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	103	40 - 67	52 mph	58 mph	47 - 56	73	71%	9% / 10	20% / 20

# Spot Speed Study

Prepared by: National Data & Surveying Services

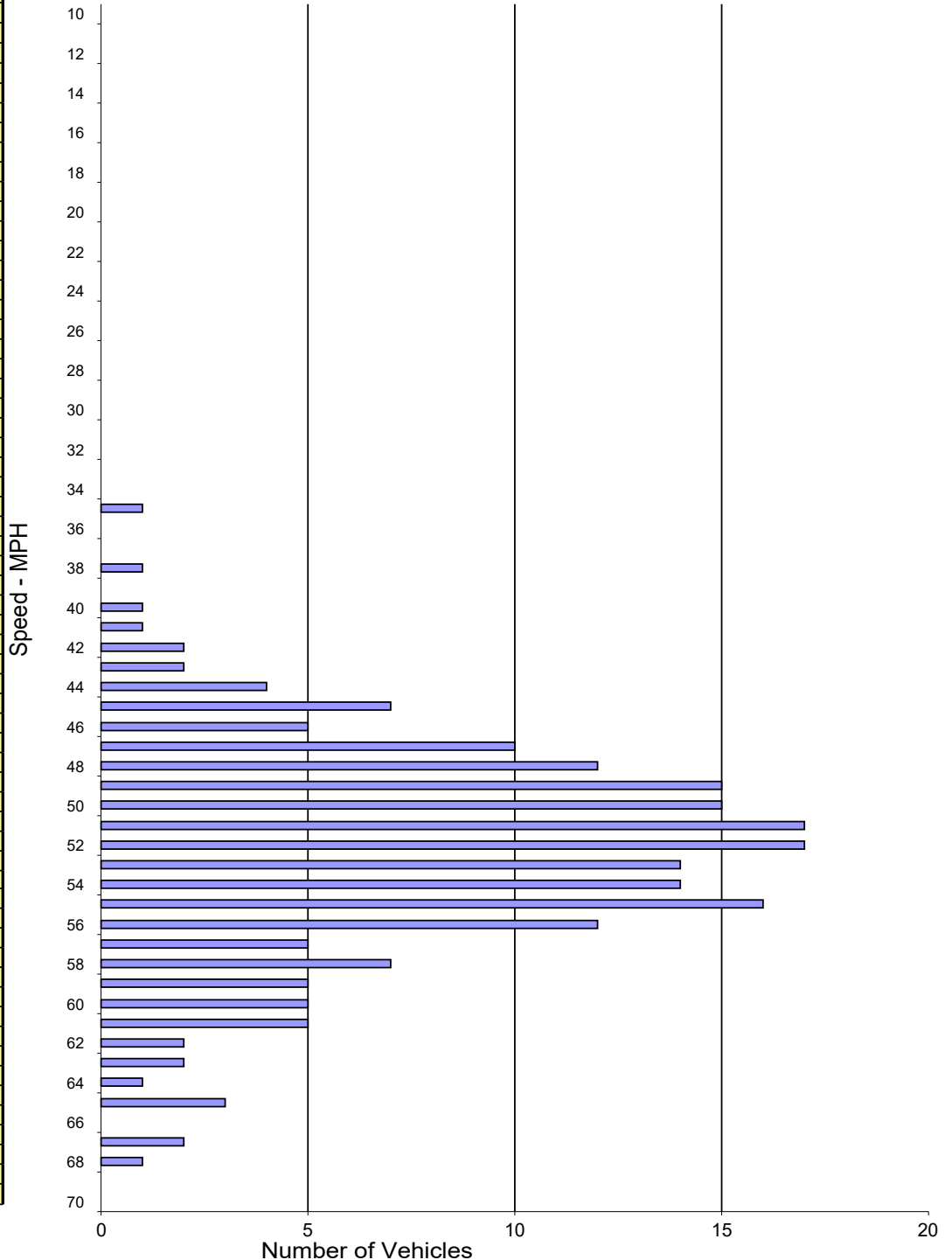
## City of Willows

DATE: 4/28/2023  
TIME: 12:55-13:55

Location: Hwy 99/S Tahema St S/O Rumlano Cheese(101 Harvest Dr)  
Posted Speed: 55 MPH Clear/Dry Project #: 23-100010-019

### Northbound & Southbound Spot Speeds

Speed mph	ALL Vehicles
<=10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	1
36	
37	
38	1
39	
40	1
41	1
42	2
43	2
44	4
45	7
46	5
47	10
48	12
49	15
50	15
51	17
52	17
53	14
54	14
55	16
56	12
57	5
58	7
59	5
60	5
61	5
62	2
63	2
64	1
65	3
66	
67	2
68	1
69	
>=70	



SPEED PARAMETERS									
Class	Count	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	204	35 - 68	52 mph	58 mph	47 - 56	142	70%	11% / 24	19% / 38



# DISCUSSION & ACTION CALENDAR



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Date: April 11, 2023  
To: Honorable Mayor and Councilmembers  
From: Patrick Piatt, Community Development & Services Director  
Marti Brown, City Manager  
Subject: Design Contract to Rehabilitate the City Swimming Pool

---

**Recommendation:**

Authorize the City Manager to execute an agreement with the lowest responsible bidder, Aquatic Design Group (ADG), to provide design and engineering services necessary to produce the final construction documents for publicly bidding the construction work to rehabilitate the swimming pool in an amount not to exceed \$94,980.

**Rationale for Recommendation:**

It is a priority of the City Council to reopen the City's swimming pool by June of 2024. The first step in this process is to prepare construction drawings. Once completed, the bid process for construction services will commence.

**Background:**

The City swimming pool has been a source of community enjoyment and recreation for decades. Generations have spent summer days engaged in cost free swimming, participating in swim lessons, and in organized recreation programs designed to increase fitness.

During the 2020 and 2021 swim season, the pool was closed due to the COVID-19 pandemic with the intention that it would reopen in the summer of 2022. Upon inspection prior to the 2022 swim season, staff realized that there were public health and safety concerns that needed to be addressed before reopening the pool to the public.

In the summer of 2022, a health and safety assessment by Total Aquatic Management (Attachment 1), a Northern California pool company with 25 years of experience in reviewing municipally owned swimming pools, was completed. The result was a list of critical improvements that would be needed before the pool could be reopened to the public. The assessment focused on safety, functionality, and accessibility.

On April 11, 2023, the City Council directed staff to begin the process of rehabilitating the City pool, including design, engineering, construction and construction management.

On May 29, 2023, the City Engineer circulated a Request for Proposals (RFP) for construction drawings and specifications to rehabilitate the pool. The RFP included only the necessary elements to reopen the public pool while meeting the needs of the community and all legal requirements for the operation of a publicly owned facility. Once complete, the project will be publicly bid as required by both the Willows Municipal Code and the State's Public Contract Code.

**Discussion & Analysis:**

Design and engineering improvements to a public swimming pool is a specialty project and, as it turns out, finding a firm with the correct qualifications proved challenging. As a result, the City Engineer approached Total Aquatic Management, as well as other agencies and construction firms experienced with public swimming pool repairs and construction in order to generate a list of qualified firms. Of all the agencies and firms contacted, there were only two firms in California that had the necessary qualifications for the project. The RFP was sent to both of these firms. Only ADG responded and submitted a proposal.

ADG has been vetted by the City Engineer and it was determined that they have the required qualifications to perform the requested services. The ADG proposal is higher than had originally been anticipated, but their estimate is equivalent to roughly 15% of the construction costs, which is consistent with industry standards.

Given the desired timeframe to reopen the pool by the summer of 2024 and ADG is well qualified to complete the project, staff recommend moving forward with executing a contract with ADG.

Should the council wish to re-circulate the RFP, staff would post it on a general site used for all engineering and design services with a new proposal submission deadline of August 2023. If qualified proposals are received, the award would occur in September 2023. Consequently, construction would most likely not be complete by May of 2024. Additionally, given that the type of work associated with the project is specialized, it is doubtful that proposals from qualified, experienced design firms would be received.

**Fiscal Impact:**

On April 11, 2023, staff presented to Council an estimated budget to repair the city swimming pool that included an estimated \$55,688 for design and preparation of construction drawings and bid documents. In the end, the total cost for design services for the minimum repairs necessary to reopen the swimming pool and the only bid received is for \$94,980. The bid exceeds the estimated cost by \$39,292.

It may be possible to absorb the shortfall by using a portion of the budget that is currently earmarked for construction (\$445,510) and/or contingency (\$111,377). However, it is also very possible that these other project line items may also exceed the estimated budget once the

project is bid, and construction is underway. Should all budgetary line items for this project exceed the overall estimated project budget, additional funds will need to be allocated either from the General Fund Reserve or by defunding another ARPA funded project (e.g., the Master Fee Schedule Update, City Hall Upgrades, Public Works equipment). As the City has already experienced on several occasions, especially since the pandemic, the actual cost of projects, equipment and apparatus frequently exceed the estimated and projected cost.

**Attachments:**

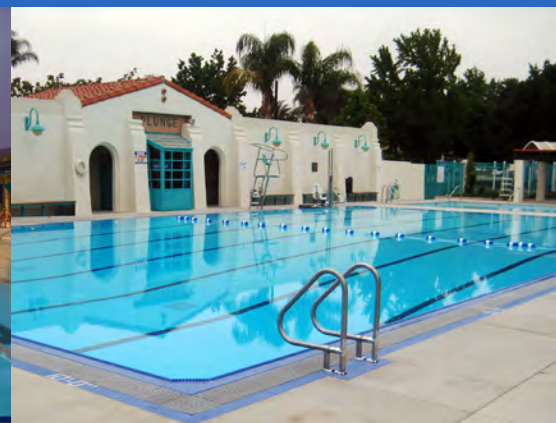
- Attachment 1: ADG Proposal
- Attachment 2: ADG Fee Proposal
- Attachment 3: ADG Hours by Task Proposal





# CITY OF WILLOWS SYCAMORE PARK SWIMMING POOL REHABILITATION

AQUATIC DESIGN GROUP | 23 JUNE 2023



2226 Faraday Ave. Carlsbad, CA 92008

[aquaticdesigngroup.com](http://aquaticdesigngroup.com) \ 800.938.0542





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23 June 2023

City of Willows  
Attn: John Wanger, PE  
City Engineer  
[jwanger@cityofwillows.org](mailto:jwanger@cityofwillows.org)

RE: City of Willows – Sycamore Park Swimming Pool Rehabilitation

Dear Mr. Wanger and Selection Committee Members:

**Aquatic Design Group** is honored to submit our proposal package to assist with the plan to rehabilitate the swimming pools at Sycamore Park. Enclosed you will find our project approach and schedule, project team, references, and exceptions. Our scope / fee proposal will be delivered as a separate file.

For more than 39 years, Aquatic Design Group has worked with municipalities, architects and contractors throughout the State of California to design recreational aquatic facilities that help enhance a community. Our focus for the Sycamore Park Swimming Pool Project will be to develop a design solution that includes all necessary repairs to address operational deficiencies and compliance with applicable health and safety codes, local building codes, and Americans with Disabilities Act (ADA) codes, all while being financially feasible and sustainable for generations to come. We will take our previous experience of completing hundreds of renovation projects throughout the state of California to the Sycamore Park Swimming Pools that will only aid in delivering the Project on-time and on-budget.

If you have any questions regarding our qualifications or ability to deliver quality service, please contact me directly at 760.444.8303 or [dberkshire@aquaticdesigngroup.com](mailto:dberkshire@aquaticdesigngroup.com). We welcome the opportunity to further discuss how we can support you and the City to help make this exciting project a reality for the Willows community.

Thank you,  
**AQUATIC DESIGN GROUP, INC.**

A handwritten signature in blue ink that reads "Dennis R. Berkshire".

Dennis Berkshire  
Principal / President



## A. PROJECT APPROACH AND SCHEDULE

Since 1984, Aquatic Design Group has worked with clients from around the globe to help bring their dreams to reality. This experience results in quality and efficient design solutions that lead to projects delivered on time and on budget. We have worked on projects of all shapes and sizes in 45 states and 27 countries around the world.

For more than 39 years, Aquatic Design Group has set the standard for quality design and consulting services within the aquatics industry. Our goal is to provide this service with dedication and commitment to the highest possible level of customer satisfaction, delivered in a professional manner by a team of talented individuals who love what they do.

### Firm's Approach.

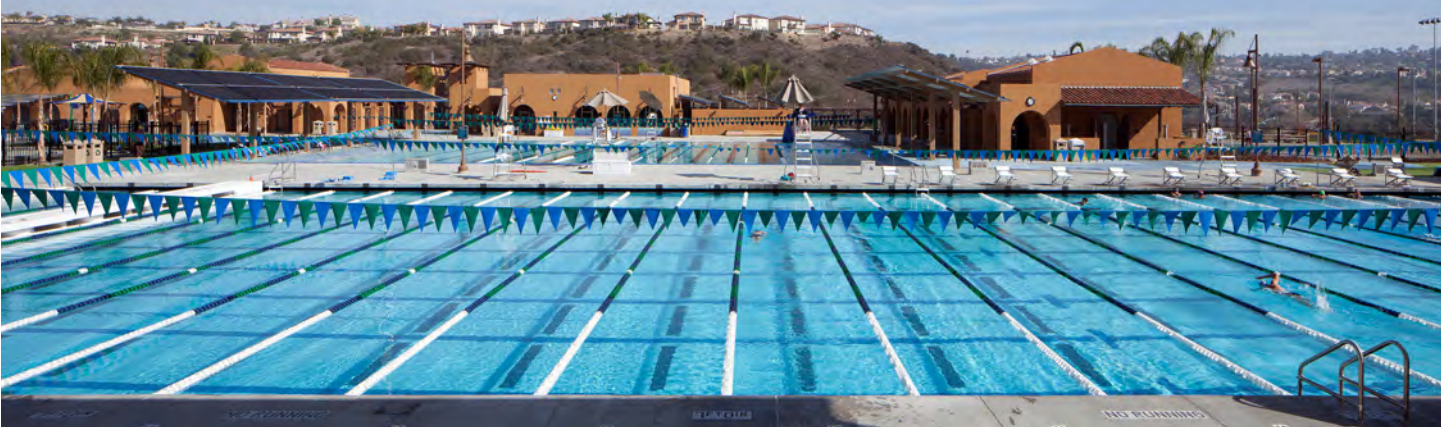
Our firm consistently utilizes a team approach for project delivery and control during all phases of design. The Principal and Project Designers remain with the project from concept to completion. This means that Aquatic Design Group design team members produce all necessary drawings and cost estimates, and perform all necessary administrative, management, and coordination services throughout the entire course of the project. We believe that a group of talented design professionals working together can provide a more objective analysis of potential design schemes, as well as a higher level of creativity and idea exchanging. In our experience, the success of your project will depend upon involving all team members early on and throughout the design and engineering process.

Aquatic Design Group will work with the City of Willows to identify the latest technology trends as it relates to mechanical equipment systems. We will evaluate every product's energy efficiency, ease of use, and lifecycle costs to help determine its potential use in the facility. We will also look closely at the current and proposed distribution channels and service providers in the area to make sure that any product or system that we specify is locally available and can be serviced quickly and efficiently by local vendors when at all possible. We believe this is a core tenant in a successful long-term project.

Since members of our team have backgrounds in pool construction, our approach tends to place emphasis on practical, cost-effective construction methods. Through experience on over 3,500 projects, we know what works and can specify those materials, processes and equipment which will give the City of Willows the best value and ease of maintenance. We are fully versed in the latest technology within the industry and can offer the City of Willows a full range of operational control systems.







Accuracy in estimating is a prerequisite to the successful implementation of any project. At Aquatic Design Group, we take great pride in our record of bringing projects in within budget. During each design phase, an estimate of probable construction cost is prepared, complete with quantity take-offs for all construction trades. The project budget is taken seriously.

Consequently, our firm has developed cost estimating and project cost control systems which make sure that construction cost limitations are achieved during both design and construction. Our cost estimating system utilizes recently completed projects as the primary source of cost data with secondary levels of data derived from leading cost estimating resource publications. Our entire system is computerized and is comparative for a variety of swimming pool types and sizes. In addition, since initial capital costs are only part of the overall picture, we will provide detailed operational cost estimates (utilities and chemicals) for your maintenance and operations staff to review.

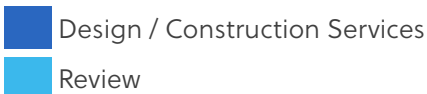
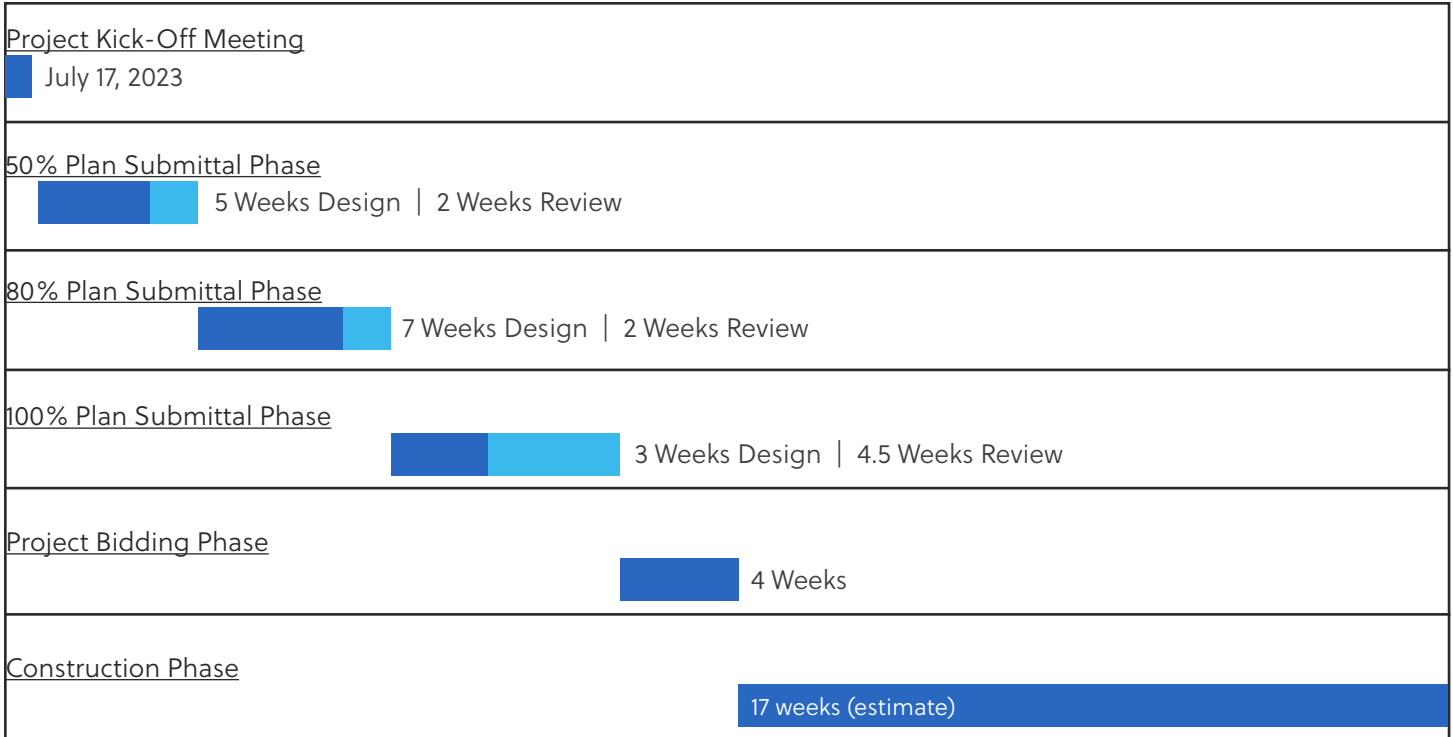
Quality is a top priority at Aquatic Design Group, and we commit to a culture of quality on our team. We always strive for a deep understanding of the needs and expectations of our clients, business partners, and communities in which we work, live and play. Aquatic Design Group focuses on quality as a process and not a singular event; it's built into our workflow and is not simply verified after the deliverables are developed. This ensures fewer construction related changes and associated costs due to change orders or delays, as well as reducing the time required for reviews by your staff and reviewing agencies.

Key features of our process include:

- Thorough understanding of the project requirements
- Stakeholder identification
- Adherence to project requirements
- Independent quality control review of cost, calculations, technical specifications, constructibility, budget, and schedule.



## PROPOSED PROJECT SCHEDULE



### ESTIMATED PROJECT DATES\*

Project Kick-Off Meeting  
July 17, 2023

50% Plan Submittal Phase  
July 18 – August 25 | Review: August 28 – September 8

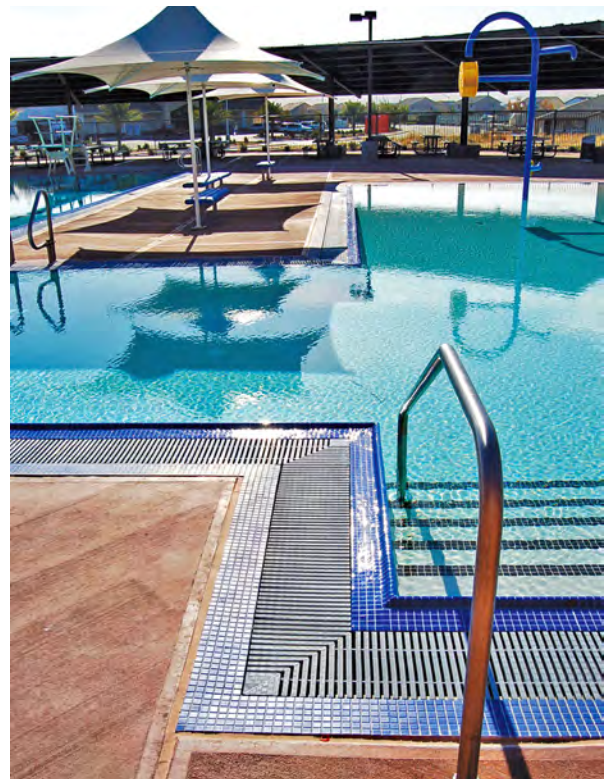
80% Plan Submittal Phase  
September 11 – October 27 | Review: October 30 – November 22

100% Plan Submittal Phase  
November 27 – December 15

Project Bidding Phase  
January 3, 2024 – January 31

Construction Phase  
February 5 – May 31

\* Dates and durations are estimates and will be finalized upon selection and a mutual agreement of the final Project scope.







## B. PROJECT TEAM

Since 1984, **Aquatic Design Group** has worked with clients from around the globe to help bring their dreams to reality. This experience results in quality, efficient design solutions that lead to projects delivered on time and on budget. We have worked on projects of all shapes and sizes in 45 states and 25 countries around the world.

For more than 39 years, Aquatic Design Group has set the standard for quality design and consulting services within the aquatics industry. Our goal is to provide this service with dedication and commitment to the highest possible level of customer satisfaction, delivered in a professional manner by a team of talented individuals who love what they do.

Aquatic Design Group is focused on swimming pool and water feature architectural, structural, mechanical and electrical design services within the following market segments: parks and recreation, higher education, high schools, hospitality, health care, and anything else that might call for an aquatics specialist. We specialize in all types of water including: competition, recreation, leisure, therapy, and ornamental and natural water features.



Plain and simple: we love what we do and we do it well. Our staff of 16 includes: a third generation pool designer; a former distributor of pool equipment and chemicals; an All-American swimmer; a pool contractor with more than 27 years' experience building pools; and others that love playing in the water with or without their families. We know what it takes to bring an aquatic facility to reality. Aquatic Design Group is a highly trained group of talented designers, project managers, technicians and administrative staff, all guided by a passion for aquatic facilities and those who experience them.

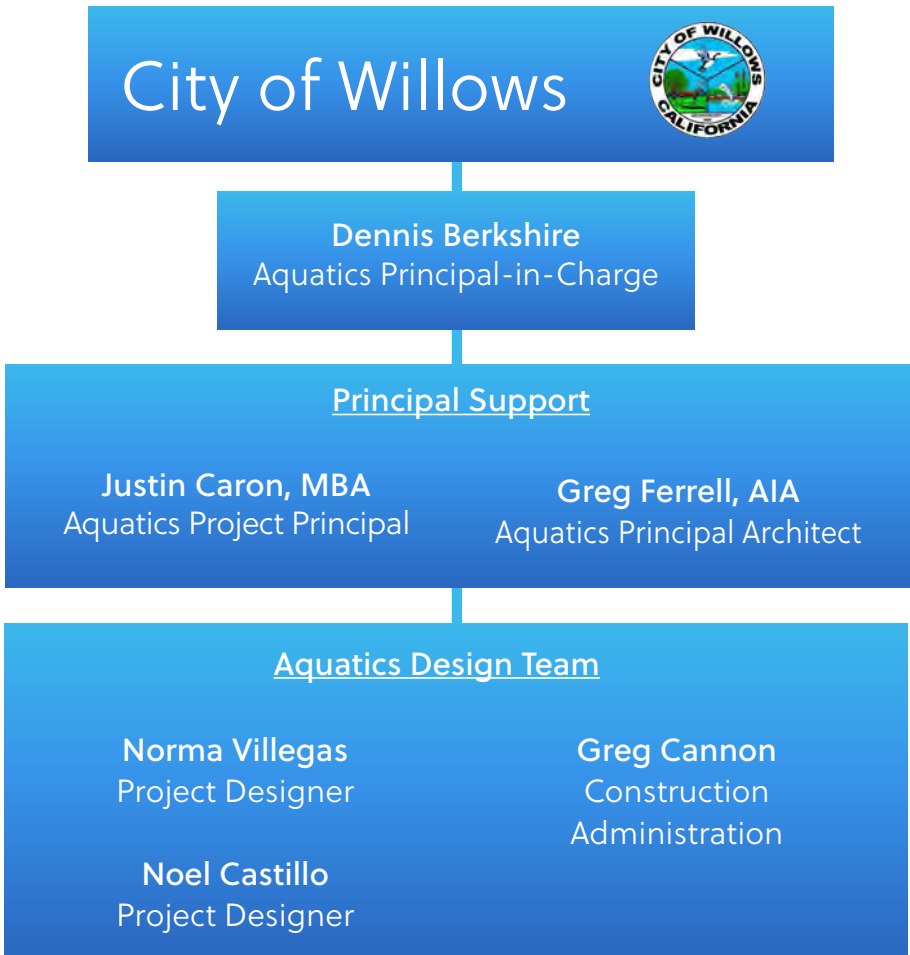




**Firm Organization Chart**

The Aquatic Design Group Team assembled for the Sycamore Park Swimming Pool Rehabilitation project has a strong, established working relationship and will be ready to hit the ground running. Below you will find our proposed Organizational Chart for the project team. Detailed resumes for key team members are included in the following section.

Our project team will remain responsive to short notice requests and meetings throughout the entire project. This will be accomplished because our proposed team will remain the same from start to finish. Through use of mobile technology we can respond to immediate requests and participate in video conferencing on a regular basis.



**Estimated Staff Hours Including Study\***

- Dennis Berkshire: 119 hours
- Justin Caron: 20 hours
- Greg Ferrell, AIA: 27 hours
- Scott Ferrell, AIA: 38 hours
- Greg Cannon: 44 hours
- Noel Castillo: 104 hours
- Norma Villegas: 104 hours
- Cara Johnson: 3 hours
- Tamara Thomas: 10 hours

*\* All hours listed are estimates based on the current proposed scope of work.*

# DENNIS BERKSHIRE

## AQUATICS PRINCIPAL-IN-CHARGE

### EDUCATION

San Jose State University - San Jose, California - 1981-1984, Business Administration

Delta State University- Cleveland, Mississippi - 1980-1981, General Studies

### SPEAKING EXPERIENCE

World Aquatic Health Conference - Model Aquatic Health Code

Arizona Parks and Recreation Association - Facilities that Encourage Healthy Communities

National Environmental Health Association - Aquatic Innovations

Athletic Business - Aquatic Innovations

### CERTIFIED INSTRUCTOR

Certified Instructor (CPO) - National Swimming Pool Foundation

Certified Instructor (AFO) - National Recreation and Park Association

### PROFESSIONAL AFFILIATIONS

Association of Pool & Spa Professionals, Board Member

International Association of Amusement Parks & Attractions

National Parks & Recreation Association

National Sanitation Foundation Standards 50, Board Member

World Waterpark Association

AQUATICDESIGNGROUP.COM



Dennis has over 40 years of experience in the aquatics industry, with national field experience in swimming pool design, construction and operation, and training. Dennis chaired the Operator Training Module for the Model Aquatic Health Code and is working with National Sanitation Foundation Standards 50 Board Member.

As an instructor for the Certified Pool Operator course and the Aquatic Facility Operator course, he has trained over 1,000 swimming pool and aquatic facility operators. In addition, Dennis was named as one of "Power 25" by Aquatics International Magazine for his efforts in shaping the Model Aquatic Health Code.

## PROJECT EXPERIENCE

Alga Norte Community Park, Carlsbad, CA

Antelope Aquatics Complex, Antelope, CA

Arcadia Park Pool, Arcadia, CA

Balboa Park Pool Renovation, San Francisco, CA

Bay Meadows, San Mateo, CA

Belmont Plaza Pool Facility Assessment, Long Beach, CA

Belvedere Community Park Pool, Los Angeles, CA

Central Park Aquatic Center, Roseville, CA

Charter Swim Complex Olympic Time Trial Pool, Long Beach, CA

East Oakland Sports Center, Oakland, CA

Fontana Park Aquatic Center, Fontana, CA

Garvey Park Splash Zone Replacement, Rosemead, CA

Hamilton Pool Renovation, Novato, CA

Hart Park Pool Renovation, Orange, CA

Hartnell College Competition Pool Renovation, Salinas, CA

International Swim Center, Santa Clara, CA

Lincoln Village Pool Replaster, Rancho Cordova, CA

Mike Shellito Indoor Pool Splashpad, Roseville, CA

Perris Valley Aquatic Center "DropZone", Perris, CA

Rancho Cordova Community Pools Improvements, Rancho Cordova, CA

Richmond Swim Center Renovation, Richmond, CA

Roseville Aquatic Facility, Roseville, CA

South Lake Tahoe Recreation Swim Complex, South Lake Tahoe, CA

The Wave @ Emerald Glen, Dublin, CA

West Sacramento Recreation Center, West Sacramento, CA

Willows High School Needs Assessment Study, Willows, CA



# JUSTIN CARON, MBA

## AQUATICS PROJECT PRINCIPAL

### EDUCATION

Capella University- Minneapolis, Minnesota – Masters of Business Administration (2009)

Auburn University- Auburn, Alabama – Bachelor of Arts, Communications, Psychology (2003)

### SPEAKING EXPERIENCE

2023 TRAPS – Design Trends for Risk Management in Aquatics

2021 WRPA – The Great Symphony Air and Water Quality

2021 AOAP – Understanding the Head(back)aches of Aquatic Special Features

2021 CPRS – Understanding the Head(back)aches of Aquatic Special Features

2020 AOAP – Small Drops of Change that Make Big Splashes

### PROFESSIONAL AFFILIATIONS

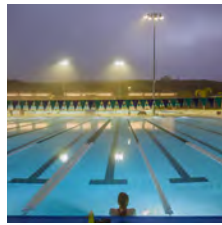
Certified Aquatic Facility Operator (AFO)

College Swimming Coaches Association

National Recreation & Park Association

USA Swimming

World Waterpark Association  
Innovation & Technology Committee



Justin has spent much of his life in and around pools. He was a six-time All American and two-time captain for Auburn University's swim team, which won four SEC titles and one national championship title while he was there. He has also coached at elite camps around the country and spends most of his free time now in the pool with his two young children. His unique combination of passion for swimming and technical knowledge enables him to relate to all members during the design process. Justin is responsible for project management, programming, planning, business development, and communication between the Client, other design professionals, and Aquatic Design Group.

### PROJECT EXPERIENCE

Adventure Park Wet Play Addition, Visalia, CA

Alga Norte Community Park, Carlsbad, CA

Apple Campus Spas, Cupertino, CA

City Heights Pool Renovation, San Diego, CA

Club One Multi-sport, San Jose, CA

DryTown Waterpark Renovation, Palmdale, CA

East Oakland Sports Center, Oakland, CA

El Cariso Pool Renovation, Los Angeles, CA

El Corazon Aquatic Center, Oceanside, CA

Granada Hills Pool and Bathhouse, Los Angeles, CA

Jurupa Valley Aquatic Center "The Cove", Riverside, CA

Marguerite Swim Center, Mission Viejo, CA

Memorial Park Pool, San Diego, CA

Moffett Place Recreation Center, Sunnyvale, CA

Obregon Park Pool, Los Angeles, CA

Pawley Pool, Indio, CA

Perris Valley Aquatic Center "DropZone", Perris, CA

Southwestern College Aquatic Center, Chula Vista, CA

Standley Middle School Joint Facility Aquatic Center, San Diego, CA

Temecula Community Recreation Center Pool Renovation,  
Temecula, CA

The Wave @ Emerald Glen, Dublin, CA

Walnut Ranch Aquatics Center Study, Walnut, CA

Waterfront Park, San Diego, CA

Willows High School Needs Assessment Study, Willows, CA

Yucca Valley Aquatics and Recreation Center, Yucca Valley, CA



# GREG FERRELL, AIA

## AQUATICS PRINCIPAL ARCHITECT

### EDUCATION

New School of Architecture and Design - San Diego, CA – Bachelor of Architecture (2011)

### PROFESSIONAL LICENSES

Registered Architect - State of California #C-35802

Registered Architect – District of Columbia #ARC103234

Registered Architect – State of Florida #AR98819

Registered Architect – State of Indiana #AR11700155

Registered Architect – State of Nevada #8152

Registered Architect – State of New Jersey #21A102137700

Registered Architect – State of North Carolina #14951

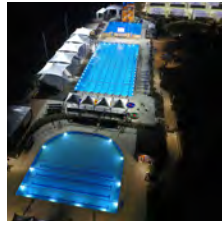
Registered Architect – State of Texas #26660

Registered Architect – State of Washington #13136

### PROFESSIONAL AFFILIATIONS

American Institute of Architects

NCARB



Greg is a registered architect with more than 350 completed aquatic projects in his professional career. His experience consists of programming, master planning, concept design, and construction document drawings for municipal recreation, resorts, waterparks, high school competition, leisure aquatic facilities, and water features. In addition, Greg has extensive experience with understanding the complexities associated with California recreation projects.

As the Aquatics Principal Architect, Greg is responsible for production and execution of the overall design process, from concept to completion.

## PROJECT EXPERIENCE

Adventure Park Wet Play Addition, Visalia, CA  
 Apple Campus Aquatics, Cupertino, CA  
 Balboa Park Pool Renovation, San Francisco, CA  
 Choctaw Casino and Resort Expansion, Durant, OK  
 City Heights Pool Renovation, San Diego, CA  
 Downtown Summerlin Water Features, Las Vegas, NV  
 DryTown Waterpark Renovation, Palmdale, CA  
 East Oakland Sports Center, Oakland, CA  
 El Corazon Aquatic Center, Oceanside, CA  
 Elk Grove Aquatics Center, Elk Grove, CA  
 Grape Day Park Master Plan, Escondido, CA  
 Jurupa Valley Aquatic Center "The Cove", Riverside, CA  
 LEGOLAND Friends Splash Park, Carlsbad, CA  
 LEGOLAND Waterpark Expansion, Carlsbad, CA  
 Marguerite Swim Center, Mission Viejo, CA  
 Oceanside Beachfront Resort, North and South Blocks, Oceanside, CA  
 Perris Valley Aquatic Center "DropZone", Perris, CA  
 Rancho Cordova Community Pools Improvements, Rancho Cordova, CA  
 Richmond Swim Center Renovation, Richmond, CA  
 SeaWorld Aquatica Waterpark Improvements, San Diego, CA  
 Surf Stream Australia, Joondalup, Australia  
 The Grand Del Mar, Del Mar, CA  
 The Wave @ Emerald Glen, Dublin, CA  
 Waterfront Park, San Diego, CA  
 Willows High School Needs Assessment Study, Willows, CA

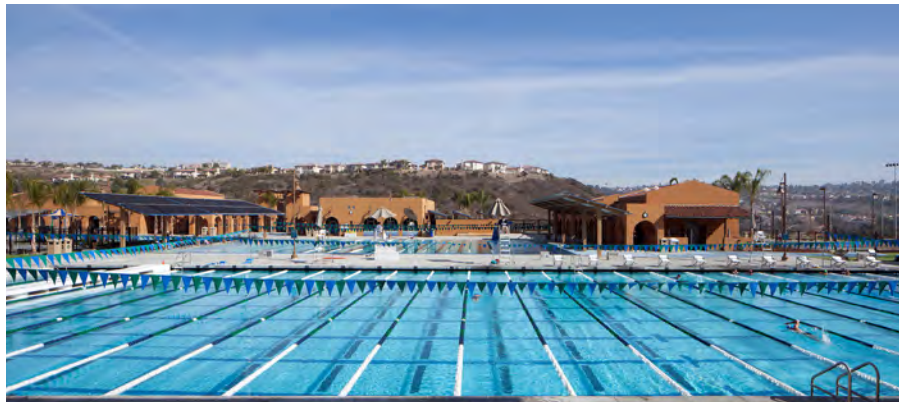


## SELECT RECREATION EXPERIENCE

Adventure Park Wet Play Addition, Visalia, CA  
 Alga Norte Community Park, Carlsbad, CA  
 Antelope Aquatics Complex, Antelope, CA  
 Balboa Park Pool Renovation, San Francisco, CA  
 Belvedere Community Park Aquatic Center, Los Angeles, CA  
 Brea Municipal Plunge, Brea, CA  
 Brooks Street Pool Assessment, Oceanside, CA  
 Carmel Valley Community Park, San Diego, CA  
 Central Park Aquatic Center, Roseville, CA  
 City Heights Urban District Aquatic Center, San Diego, CA  
 Civita Central Park, San Diego, CA  
 Diamond Valley Lake Aquatic Facility, Hemet, CA  
 Dolores Bengston Aquatic Center, Pleasanton, CA  
 DryTown Waterpark Renovation, Palmdale, CA  
 East Oakland Sports Center, Oakland, CA  
 El Cariso Pool, Sylmar, CA  
 El Centro Splash Pad, El Centro, CA  
 El Corazon Aquatic Center, Oceanside, CA  
 Elk Grove Aquatics Center, Elk Grove, CA  
 Fontana Park Aquatic Center and Splash Park, Fontana, CA  
 Gaffey Street Pool, Los Angeles, CA  
 Garvey Park Splash Zone, Rosemead, CA  
 Grape Day Park Master Plan, Escondido, CA  
 Hamilton Pool, Novato, CA  
 Janet Evans Swim Complex, Fullerton, CA  
 Jurupa Valley Aquatic Center "The Cove", Riverside, CA  
 LEGOLAND Friends Splash Park, Carlsbad, CA  
 LEGOLAND Hotel, Carlsbad, CA  
 Lompoc Aquatic Center, Lompoc, CA  
 Memorial Park Pool, San Diego, CA  
 Mike Shellito Indoor Pool Splashpad, Roseville, CA  
 Mira Mesa Community Aquatic Center, Mira Mesa, CA  
 Mission Swimming Pool Renovation, San Francisco, CA  
 Moffett Place Recreation Center, Sunnyvale, CA  
 Norman S. Johnson Aquatic Center, Arcadia, CA  
 Oregon Park Pool, Los Angeles, CA  
 Osage Station Park Improvements, Danville, CA  
 Pechanga Sports Center, Temecula, CA  
 Perris Valley Aquatic Center "DropZone", Perris, CA  
 Pinney Memorial Pool Feasibility Study, Ridgecrest, CA  
 Rancho Cienega Sports Complex, Los Angeles, CA  
 Rancho Cordova Community Pools Improvements, Rancho Cordova, CA  
 Richmond Swim Center Renovation, Richmond, CA  
 Rosemead Aquatic Center, Rosemead, CA  
 Roseville Aquatics Complex, Roseville, CA  
 Samuel C. Pannell Community Center, Sacramento, CA  
 Santee Aquatics Center, Santee, CA  
 South Lake Tahoe Recreation Swim Complex Master Plan, South Lake Tahoe, CA  
 Splash! Swim School, San Ramon, CA  
 Sweetwater Betterment Park, San Diego, CA  
 Temecula Community Recreation Center Pool Renovation, Temecula, CA  
 The Wave @ Emerald Glen, Dublin, CA  
 The Wave Waterpark, Vista, CA  
 Tierrasanta Community Swimming Pool, San Diego, CA  
 West Sacramento Recreation Center, West Sacramento, CA  
 William Woollett Jr. Aquatic Center, Irvine, CA

## RELEVANT EXPERIENCE

The following pages highlight select recreation projects that have been completed throughout the State of California.





## CORDOVA COMMUNITY POOLS REPLACEMENT

Rancho Cordova, California



Aquatic Design Group was retained to assist in the preparation of two conceptual design packages for the development of a new aquatic center. Upon finalizing the design concept, Aquatic Design Group was retained to provide design, engineering and construction observation services for the new, two-pool configuration.

The new aquatic facility includes 10-lane x 25-yard competition pool and a 2,300 SF activity pool featuring a zero-depth entry with water play toys that transitions to a section of the pool that features two short-lanes ideal for therapy and learn-to-swim programs.

**Project Details**

Completion Date: Fall 2021

Owner: Cordova Recreation & Park Department



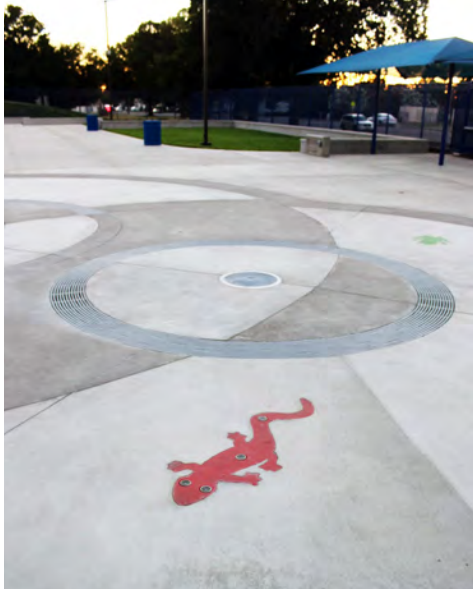


# JOE WILSON POOL REPLACEMENT

Tracy, California



Aquatic Design Group provided design and engineering services for the demolition of existing pool and deck, reuse of pump room with modifications, new 7-lane swimming pool with recreation “u-shape” shallow segment to zero depth, new small splash pad in two locations (one inside the pool control fence on the pool deck, and another outside the pool fence in the landscape), and pool deck / drainage design for the City of Tracy.



**Project Details**

Completion Date: Summer 2016

Owner: City of Tracy



## HART PARK POOL IMPROVEMENTS

Orange, California



Aquatic Design Group provided programming, planning, construction documents and construction administration services as required for the renovation of an existing pool with a new fully compliant pool configuration for the City of Orange. In addition, the Hart Park Pool facility is listed on the National Register of Historic Places requiring additional steps to preserve the historic nature of the facility while bringing the pools up to current code requirements.



### Project Details

Completion Date: Summer 2009

Owner: City of Orange



## C. FEE PROPOSAL

See separate fee proposal enclosed in separate email.







## D. REFERENCES

### Garfield Square Pool, San Francisco, CA

Aquatic Design Group provided design and engineering services for renovation and modernization of the existing swimming indoor pool including: replacement of existing mechanical and chemical systems, replacing the existing pool shell and liner, and upgrades as necessary to make the pool fully code / ADA compliant for the City of San Francisco.

#### Reference

City of San Francisco  
Mr. Toks Ajike  
Director of Capital & Planning  
(415) 581-2543  
[toks.ajike@sfgov.org](mailto:toks.ajike@sfgov.org)



### Folsom Aquatic Center Improvements, Folsom, CA

Aquatic Design Group provided design, engineering and construction observation services for resurfacing of the competition pool and swimming pool deck replacement with water slide refurbishment for the City of Folsom.

#### Reference

City of Folsom  
Mr. Chad Gunter  
Senior Recreation Coordinator  
(916) 355-8319  
[cgunter@folsom.ca.us](mailto:cgunter@folsom.ca.us)



### Cordova Community Pools Replacement, Rancho Cordova, CA

Aquatic Design Group was retained to provide design, engineering and construction observation services for the new, two-pool configuration currently under construction. The new aquatic facility includes a 10-lane x 25-yard competition pool with stairs that run the length of the pool and a 2,300 SF activity pool featuring a zero-depth entry with water play toys that transitions to a section of the pool that features two (2) short-lanes ideal for therapy and learn-to-swim programs.

#### Reference

Cordova Recreation and Park District  
Ms. Jill Nunes  
Director of Parks & Recreation  
916.842.3316  
[jnunes@crpd.com](mailto:jnunes@crpd.com)







## E. EXCEPTIONS

Aquatic Design Group has reviewed the “Public Agency Agreement” and have the following exceptions:

### Indemnity

The language included appears to be for a contractor and not a designer. We propose indemnity language that is consistent with California Civil Code 2782.8.

### Proposed Language

Aquatic Design Group (CONSULTANT) and (City of Willows) CLIENT mutually agree, to the fullest extent permitted by California Civil Code 2782.8, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys’ fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.

These indemnification provisions shall survive the termination or expiration of this Agreement and shall remain in full force and effect as long as permitted by law.



## **1.0 INTRODUCTION**

- 1.1 AQUATIC DESIGN GROUP, INC. of Carlsbad, California (hereinafter referred to as “CONSULTANT”), proposes to provide consulting design services to CITY OF WILLOWS, (hereinafter referred to as “CLIENT”) for the following project:

Sycamore Park Swimming Pool Rehabilitation  
Willows, California

- 1.2 In conformance with the Request for Proposal dated 26 May 2023 as issued by John Wanger, CONSULTANT shall provide:

## **2.0 SCOPE OF WORK**

- 2.1 CONSULTANT shall provide design and engineering services as hereinafter described for the following improvements for the swimming pools:
- 2.1.1 Removal of the fiberglass coating in both the main pool and the Tot pool and replaster both.
  - 2.1.2 Repair/restoration of the concrete decking around the pools.
  - 2.1.3 Renovation of the mechanical room equipment.
  - 2.1.4 Replacement of the disinfection system.
  - 2.1.5 Replacement of the filter media.
  - 2.1.6 Replacement of the fencing around the pools.
  - 2.1.7 Replace starting blocks.
  - 2.1.8 Install a portable/mobile lifeguard stand.
  - 2.1.9 Installation of an ADA pool lift.
  - 2.1.10 Consideration of replacement of the diving board stand.
  - 2.1.11 Study and design of two (2) shade / solar cover options for the existing restroom/changing room and mechanical room.

### **3.0 SCOPE OF SERVICES**

#### **3.1 Background Information:**

3.1.1 CONSULTANT shall review the program and available information pertaining to the project including all available plans, drawings, and utility information furnished by CLIENT to ascertain the requirements of the project and shall arrive at a mutual understanding of such requirements with CLIENT.

#### **3.2 Initial Site Inspection:**

3.2.1 CONSULTANT shall conduct field investigations and photographs of the existing site conditions. During the site inspection, CONSULTANT shall document unusual or special conditions that could potentially affect the design or construction of the proposed improvements.

#### **3.3 Shade Structure(s) Study:**

3.3.1 Work with CLIENT to review industry trends, programmatic needs, and establish shade structure(s) priorities.

3.3.2 Prepare shade structure conceptual plan(s) for review and consideration by CLIENT.

3.3.3 Prepare a basis of design document for use by CLIENT that describes the shade structure(s) characteristics and capabilities.

3.3.4 Prepare a cost estimate for the potential construction costs of the shade structure(s) components.

#### **3.4 50% Plan Submittal:**

3.4.1 In conformance with the above scope of work and based upon the mutually agreed upon program, schedule and construction budget requirements, CONSULTANT shall prepare, for approval by CLIENT, 50% Plan Submittal Documents consisting of drawings and other documents illustrating the scale and relationship of swimming pool project components. 50% Plan Submittal deliverables shall include the following:

3.4.1.1 Swimming pools demolition plan and technical specifications.

- 3.4.1.2 Swimming pool deck demolition plan and technical specifications.
  - 3.4.1.3 Preliminary swimming pool plan view(s).
  - 3.4.1.4 Preliminary swimming longitudinal sections.
  - 3.4.1.5 Preliminary swimming finish details.
  - 3.4.1.6 Preliminary swimming deck, deck drainage and appurtenances details.
  - 3.4.1.7 Preliminary shade cover(s) plan and details.
- 3.4.2 CONSULTANT shall provide CLIENT with infrastructure requirements, including design criteria, as needed to service the swimming pool equipment, including:
- 3.4.2.1 Sanitary/storm sewer requirements and points of connection.
  - 3.4.2.2 Domestic water requirements and points of connection.
  - 3.4.2.3 Natural gas requirements and points of connection.
  - 3.4.2.4 HVAC requirements for swimming pool equipment.
  - 3.4.2.5 Electrical requirements and points of connection for swimming pool equipment.
- 3.4.3 CONSULTANT shall submit to CLIENT an estimate of probable construction cost based upon current area, volume, or other unit costs.
- 3.5 80% Plan Submittal:
- 3.5.1 Based upon the approved 50% Plan Submittal Documents and any adjustments authorized by CLIENT in the program, schedule or construction budget, CONSULTANT shall prepare, for approval by CLIENT, 80% Plan Submittal Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to swimming pool architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. 80% Plan Submittal Phase deliverables shall include the following:
- 3.5.1.1 Architectural Drawings:
    - Swimming pool plan view(s).
    - Swimming pool longitudinal and cross-sections.
    - Swimming pool finish details.
    - Swimming pool rail goods details.
    - Swimming pool deck plan views.

- Swimming pool deck domestic water and drainage details.
- Shade structure(s) plan views and details.

3.5.1.2 Structural Drawings:

- Swimming pool structural sections.
- Miscellaneous swimming pool structural details.
- Miscellaneous swimming pool deck and appurtenances structural details.
- Miscellaneous shade structure(s) structural details.

3.5.1.3 Mechanical Drawings:

- Swimming pool piping plan.
- Swimming pool mechanical equipment piping plan.
- Swimming pool mechanical equipment sections.
- Miscellaneous swimming pool mechanical details.

3.5.1.4 Electrical Drawings:

- Swimming pool single phase panel schedule.
- Miscellaneous swimming pool electrical details.

3.5.1.5 Miscellaneous:

- Swimming pool structural calculations.
- Final form swimming pool technical specifications in CSI format.
- Miscellaneous swimming pool deck and appurtenances details.

3.5.1.6 Miscellaneous:

- Draft swimming pool technical specifications in CSI format.

3.5.2 CONSULTANT shall advise CLIENT of any adjustments to previous estimates of probable construction cost indicated by changes in requirements or general market conditions.

3.5.3 CONSULTANT shall file documents required for the approval of governmental authorities having jurisdiction over the Project.

CONSULTANT shall bear primary responsibility for approvals from governmental authorities having jurisdiction over the Project.

3.6 100% Plan Submittal:

3.6.1 Based upon the potential revisions required of the 80% Plans, CONSULTANT shall prepare, for approval by CLIENT, 100% Plan Submittal Documents consisting of Drawings and Specifications setting forth in detail the requirements for construction of the swimming pool(s) improvements. 100% Plan Submittal Documents deliverables shall include the following:

3.6.1.1 Architectural Drawings:

- Final swimming pool plan view(s).
- Final swimming pool longitudinal and cross-sections.
- Final swimming pool finish details.
- Final swimming pool rail goods details.
- Final swimming pool deck plan views.
- Final swimming pool deck domestic water and drainage details.
- Final shade structure(s) plan views and details.

3.6.1.2 Structural Drawings:

- Final swimming pool structural sections.
- Miscellaneous final swimming pool structural details.
- Miscellaneous final swimming pool deck and appurtenances structural details.
- Miscellaneous final shade structure(s) structural details.

3.6.1.3 Mechanical Drawings:

- Final swimming pool piping plan.
- Final swimming pool mechanical equipment piping plan.
- Final swimming pool mechanical equipment sections.
- Miscellaneous final swimming pool mechanical details.

3.6.1.4 Electrical Drawings:

- Final swimming pool single phase panel schedule.
- Miscellaneous final swimming pool electrical details.

3.6.1.5 Miscellaneous:

- Final swimming pool structural calculations.
- Final form final swimming pool technical specifications in CSI format.
- Miscellaneous final swimming pool deck and appurtenances details.

3.6.1.6 Miscellaneous:

- Final swimming pool technical specifications in CSI format.

3.6.2 CONSULTANT shall advise CLIENT of any adjustments to previous estimates of probable construction cost indicated by changes in requirements or general market conditions.

3.7 Final Plan Approval, Bidding or Negotiation Phase:

3.7.1 CONSULTANT shall file documents required for the approval of governmental authorities having jurisdiction over the Project. CONSULTANT shall bear primary responsibility for approvals from governmental authorities having jurisdiction over the Project.

3.7.2 CONSULTANT, following final approval of the 100% Plan Submittal Documents and the latest estimate of probable construction cost, shall assist CLIENT in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction. Services provided by CONSULTANT during this phase to include:

3.7.2.1 Assist CLIENT in preparation of addenda.

3.7.2.2 Assist CLIENT in responding to Contractor requests for clarification of the Construction Documents.

3.7.2.3 Assist CLIENT in review of bids and/or proposals in determination of lowest responsive bidder/proposer.

3.8 Construction Observation Phase:

3.8.1 CONSULTANT shall be a representative of and shall advise and consult with CLIENT: 1) during construction until final payment to the Contractor is due; and 2) as an Additional Service at CLIENT's direction from time to time during the correction period described in the Contract for Construction. CONSULTANT shall have authority to act on behalf of CLIENT only to the extent provided in this proposal unless otherwise modified. CONSULTANT shall provide the following construction support services:

- 3.8.1.1 Provide clarification, as required, of construction documents and respond to contractor requests for information.
- 3.8.1.2 Review and approval of swimming pool-related sample and material submittals specified in Contract Documents.
- 3.8.1.3 Assistance with the issuance and negotiation of change orders.
- 3.8.1.4 Review of contractor-submitted Record Drawings for contract conformance and completeness based upon field observations.

3.8.2 CONSULTANT shall visit the site at intervals appropriate to the stage of construction or otherwise agreed by CLIENT and CONSULTANT in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents. However, CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations, CONSULTANT shall keep CLIENT informed of the progress and quality of the Work and shall endeavor to guard CLIENT against defects and deficiencies in the Work.

3.9 Visits to the Project Site:

3.9.1 CONSULTANT shall visit the offices of CLIENT and/or the Project Site in conformance with the following schedule:

- 3.9.1.1 Design Phases..... One (1) site visit
- 3.9.1.2 Construction Observation Phase... Four (4) site visits



- 3.10 CONSULTANT's services are intended for the CLIENT's sole use and benefit and solely for the CLIENT's use on the Project. Except as agreed to in writing, CONSULTANT's services and work product shall not be used or relied on by any other person on entity, or for any purpose following substantial completion of the Project.
- 3.11 CONSULTANT's services shall be provided consistent with and limited to the standard of care applicable to such services, which is that CONSULTANT shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances.
- 3.12 CONSULTANT shall seek to comply with Building Codes applicable to the Project as is consistent with the professional standard of care and may seek and rely on the direction and input of public officials and others in doing so.
- 3.13 CONSULTANT's services shall be limited to those expressly set forth above, and CONSULTANT shall have no other obligations or responsibilities for the Project except as agreed to in writing or as provided in this Agreement.
- 3.14 This Agreement and all obligations described herein are intended for the sole benefit of the Parties and are not intended to create any third-party rights or benefits.

#### **4.0 EXCLUSIONS TO SCOPE OF SERVICES**

- 4.1 CLIENT shall provide full information regarding requirements for the project, including a program which shall set forth CLIENT's design objectives, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment, systems and site requirements. Additional information that may be required by CONSULTANT as prepared by other members of the project team shall include:
  - 4.1.1 Soils testing/engineering, including finalized geotechnical investigation report. Note: Unusual soil conditions such as expansive soils, fill soils, soils with low bearing capacity (under 2,000 psf), and high water tables which require additional engineering will be considered an additional service and compensated for in conformance with Article 7.1.2, below. This includes piles, piers, and/or mat slabs, and dewatering systems.

- 4.1.2 Destructive testing of existing pool structures to confirm as-built condition. Note: CONSULTANT cannot guarantee structural integrity of existing pool structures without confirming as-built condition of pool wall thickness, concrete reinforcement and compressive strength. Additional engineering for deficient structures will be considered an additional service and compensated for in conformance with Article 7.1.2, below.
  - 4.1.3 Utilities design to swimming pool mechanical equipment points of connection if required, including:
    - 4.1.3.1 Sanitary sewer.
    - 4.1.3.2 Storm sewer.
    - 4.1.3.3 Domestic water.
    - 4.1.3.4 Natural gas.
    - 4.1.3.5 Pool heater flues and combustion / ventilation air louvers.
    - 4.1.3.6 Design and specification of heat exchangers (if utilized in lieu of pool heaters), including hot water or steam piping and controls.
    - 4.1.3.7 Electrical distribution, including single line diagram, three phase conduit and conductors, motor starters, and single phase conduit and conductors.
    - 4.1.3.8 Telephone and data communications.
  - 4.1.4 Architectural, structural, mechanical, HVAC and electrical design of mechanical equipment room or other building structures as required.
  - 4.1.5 Landscape design including planting, irrigation, site drainage, site lighting, and FF&E.
  - 4.1.6 Miscellaneous plan check and permit fees as may be required by regulatory agencies.
  - 4.1.7 Storm Water Management Programming, Civil site work, water remediation and runoff control per jurisdictional requirements, if required.
  - 4.1.8 Meets and bounds survey / topographic map of site.
- 4.2 All construction projects require inspection and maintenance following completion. Operation, inspection, and maintenance are the sole responsibility of the Project Owner and CONSULTANT shall have no

responsibility for any failures by the Project Owner or others to properly operate, inspect, or maintain the Project.

## **5.0 INDEMNITY**

- 5.1 CONSULTANT and CLIENT mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
- 5.2 In the event CONSULTANT's indemnity obligations set forth above are in conflict with the Prime Contract or Agreement signed by CLIENT for this specific project, CONSULTANT agrees that the indemnity obligations provided in the Prime Contract shall govern in all instances to the fullest extent permitted by law.
- 5.3 These indemnification provisions shall survive the termination or expiration of this Agreement and shall remain in full force and effect as long as permitted by law.

## **6.0 USE OF DOCUMENTS / ELECTRONIC FILES**

- 6.1 CLIENT acknowledges the CONSULTANT's construction documents as instruments of professional service. Nevertheless, the drawings and specifications shall become the property of CLIENT upon completion of the work and payment in full of all monies due to the CONSULTANT. CLIENT shall not reuse or make any modifications to the drawings and specifications without the prior written consent of CONSULTANT. CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold the CONSULTANT harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the construction documents by CLIENT or any person or entity that acquires or obtains the plans and specifications from or through CLIENT without the written authorization of the CONSULTANT.
- 6.2 Electronic files may be provided by CONSULTANT for review by CLIENT and use by the Design Team in the preparation of construction documents. CONSULTANT assumes no responsibility for determining whether the data or software format are correct, up-to-date, or together represent actual conditions, or liability for the translations or results thereof. Acceptance or use by CLIENT of electronic files shall constitute

a total release from liability, and as an indemnification for all costs or expenses from any claims, suits, judgments, or any other actions or liability as a result of such use. Under no circumstances shall delivery of the electronic files be deemed a sale by CONSULTANT, and CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall CONSULTANT be liable for any loss of profit of any consequential damages as a result of re-use of electronic files. Drawing plan views may be delivered in AutoCAD .dwg or Adobe .pdf format. Drawing detail sheets are considered proprietary and will be delivered in AutoCAD .dwg or Adobe .pdf format only.

## 7.0 COMPENSATION

7.1 CLIENT shall compensate CONSULTANT for services rendered as follows:

7.1.1 Basic Services for Swimming Pool Renovation: The Scope of Services described above in Articles 2.1.1 through 2.1.10 shall be compensated for by a time and materials, plus reimbursable expenses, not-to-exceed fee of: EIGHTY-SIX THOUSAND FOUR HUNDRED EIGHTY AND 00/100 DOLLARS (\$86,480.00) assigned to CONSULTANT.

7.1.2 Basic Services for Shade Structure(s) Study: The Scope of Services described above in Article 2.1.11 shall be compensated for by a time and materials, plus reimbursable expenses, not-to-exceed fee of: THREE THOUSAND SEVEN HUNDRED THIRTY-FIVE AND 00/100 DOLLARS (\$3,735.00) valuation assigned to CONSULTANT.

7.1.3 Additional Services: If requested, additional services will be billed for on an hourly basis, in conformance with the rates outlined in Article 7.3, below.

7.1.4 Reimbursable Expenses: In addition to basic compensation, an allowance of \$8,500 shall be provided for reimbursable expenses. Reimbursable expenses will be billed at CONSULTANT's direct cost, and shall include the following:

- 7.1.4.1 Plotting and reproduction expense of Drawings, Specifications and other documents.
- 7.1.4.2 Special delivery and handling of documents and correspondence such as courier and overnight delivery services.

7.1.4.3 Travel and lodging expenses associated with travel outside of Carlsbad, CA in connection with the Project.

7.2 Terms of Payment:

7.2.1 Payments for Basic Services shall be made based upon percentage of completion in not less than monthly installments, in conformance with the following schedule of values:

7.2.1.1	Background Information.....	\$ 1,720.00
7.2.1.2	Initial Site Inspection.....	\$ 2,585.00
7.2.1.3	50% Plan Submittal.....	\$23,320.00
7.2.1.4	80% Plan Submittal.....	\$34,470.00
7.2.1.5	100% Plan Submittal.....	\$11,220.00
7.2.1.6	Final Plan Approval, Bidding or Negotiation.....	\$ 4,225.00
7.2.1.7	Construction Observation.....	\$ 8,940.00
7.2.1.8	Shade Structure(s) Study.....	\$ 3,735.00

7.3 Hourly Rates:

7.3.1 Compensation for additional services (when requested and authorized in advance by CLIENT) shall be provided in conformance with the following hourly rates:

7.3.1.1	Principal.....	\$ 235.00 per hour
7.3.1.2	Project Architect / Engineer.....	\$ 215.00 “ “
7.3.1.3	Project Manager.....	\$ 195.00 “ “
7.3.1.4	Designer.....	\$ 155.00 “ “
7.3.1.5	Administrative.....	\$ 100.00 “ “

**8.0 TIME**

8.1 CONSULTANT shall prosecute design work in conformance with the following schedule, contingent upon receipt of all required information (program, base sheets, soils data, etc.) from CLIENT or CLIENT’s designated representative:

8.1.1 50% Plan Submittal: Complete within five (5) calendar weeks of Project Kick-Off Meeting.

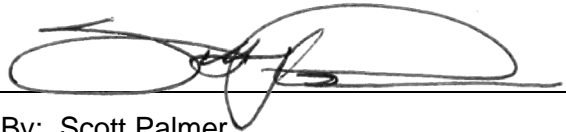
8.1.2 80% Plan Submittal: Complete within seven (7) calendar weeks of approval of 50% Plan Submittal and authorization to proceed with 80% Plan Submittal.

8.1.3 100% Plan Submittal: Complete within three (3) calendar weeks of approval of 80% Plan Submittal and authorization to proceed with 100% Plan Submittal.

**9.0 AUTHORIZED SIGNATURES**

9.1 This proposal is valid for thirty (30) calendar days from the date referenced below and is submitted for and on behalf of CONSULTANT by:

**AQUATIC DESIGN GROUP, INC.**

A handwritten signature in black ink, appearing to be 'Scott Palmer', written over a horizontal line.

By: Scott Palmer  
Its: Director of Marketing

A handwritten signature in black ink, appearing to be 'Gregory S. Ferrell', written over a horizontal line.

By: Gregory S. Ferrell, AIA  
Its: Principal

23 June 2023

Date

Sycamore Park Swimming Pool Rehabilitation - Willows, CA										
Aquatic Design Group										
Task	Aquatics PIC	Aquatics Project Principal	Aquatics Principal Architect	Aquatics Project Architect	Aquatics Construction PM	Aquatics Designer(s)	Clerical	Total Hours	Total Labor Costs	
	\$235	\$235	\$235	\$215	\$195	\$155	\$100			
1 Background Information	6	0	0	0	0	2	0	8		
2 Initial Site Inspection	11	0	0	0	0	0	0	11		
3 50% Plan Submittal	28	8	8	8	0	72	1	125		
4 80% Plan Submittal	36	8	14	24	0	96	8	186		
5 100% Plan Submittal	8	4	4	6	2	36	2	62		
6 Final Plan Approval, Bidding or Negotiation	12	0	1	0	6	0	0	19		
7 Construction Observation	6	0	0	0	36	2	2	46		
<b>Proposal Subtotal Hours</b>	<b>107</b>	<b>20</b>	<b>27</b>	<b>38</b>	<b>44</b>	<b>208</b>	<b>13</b>	<b>457</b>		
1 Background Information	\$1,410	\$0	\$0	\$0	\$0	\$310	\$0		\$1,720	
2 Initial Site Inspection	\$2,585	\$0	\$0	\$0	\$0	\$0	\$0		\$2,585	
3 50% Plan Submittal	\$6,580	\$1,880	\$1,880	\$1,720	\$0	\$11,160	\$100		\$23,320	
4 80% Plan Submittal	\$8,460	\$1,880	\$3,290	\$5,160	\$0	\$14,880	\$800		\$34,470	
5 100% Plan Submittal	\$1,880	\$940	\$940	\$1,290	\$390	\$5,580	\$200		\$11,220	
6 Final Plan Approval, Bidding or Negotiation	\$2,820	\$0	\$235	\$0	\$1,170	\$0	\$0		\$4,225	
7 Construction Observation	\$1,410	\$0	\$0	\$0	\$7,020	\$310	\$200		\$8,940	
<b>Proposal Labor Costs</b>	<b>\$25,145</b>	<b>\$4,700</b>	<b>\$6,345</b>	<b>\$8,170</b>	<b>\$8,580</b>	<b>\$32,240</b>	<b>\$1,300</b>		<b>\$86,480</b>	
<b>Reimbursable Expenses</b>									<b>\$8,500</b>	
<b>TOTAL FEES</b>									<b>\$94,980</b>	

Sycamore Park Swimming Pool Rehabilitation Shade Structure Study - Willows, CA										
Aquatic Design Group										
Task	Aquatics PIC	Aquatics Project Principal	Aquatics Principal Architect	Aquatics Project Architect	Aquatics Construction PM	Aquatics Designer(s)	Clerical	Total Hours	Total Labor Costs	
	\$235	\$235	\$235	\$215	\$195	\$155	\$100			
1 Shade Structure Study	12	0	1	1	0	3	0	17		
<b>Proposal Subtotal Hours</b>	<b>12</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>17</b>		
1 Shade Structure Study	\$2,820	\$0	\$235	\$215	\$0	\$465	\$0		\$3,735	
<b>Proposal Labor Costs</b>	<b>\$2,820</b>	<b>\$0</b>	<b>\$235</b>	<b>\$215</b>	<b>\$0</b>	<b>\$465</b>	<b>\$0</b>		<b>\$3,735</b>	
<b>Reimbursable Expenses</b>										
<b>TOTAL FEES</b>									<b>\$3,735</b>	



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Date: July 11, 2023  
To: Honorable Mayor and City Council  
From: John Wanger, City Engineer  
Pat Piatt, Community Development & Services Director  
Marti Brown, City Manager  
Subject: South Tehama Street Water Main Extension Project

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**Recommendation:**

Approve the attached resolution authorizing the City Manager to execute an agreement with Allen Gill Construction for \$505,934, establishing an overall budget for the project of \$627,791; direct staff to develop an Ordinance to establish an Area of Benefit, and move forward with establishing an Area of Benefit to include those properties that will benefit from the construction of the water main.

**Rationale for Recommendation:**

On June 15, 2023, bids were opened publicly for the South Tehama Street Water Main Extension Project. Seven bids were received ranging from \$505,934 to \$646,585. Based on both the Willows Municipal Code and the State's Public Contract Code, the project must be awarded to the lowest responsive and responsible bidder.

**Background:**

At the August 8, 2022, City Council meeting, the Council authorized the bid of the South Tehama Street Water Main Extension Project. Although bidding was authorized, an agreement between the City and California Water Services (Cal Water) was needed prior to commencing construction. On May 9, 2023, the City Council authorized the City Manager to execute an agreement with Cal Water for the Water Main Extension Project and to take control and ownership of the City's existing water system at the southern end of the City. Accordingly, staff advertised the project for public bid in accordance with the City Municipal Code and the State's Public Contract Code.

On June 15, 2023, seven bids were received and opened ranging from \$505,934 to \$646,585. The Engineer's Estimate for the project was \$491,000 - \$539,986. The low bid was submitted by Allen Gill Construction, Inc. out of Palo Cedro, California. Staff reviewed Allen Gill Construction's bid and found that it was complete and responsive, that their contractor's license is active and valid (they possess a Class A license as required by the bid documents that



expires on 7/31/24), that they are registered with the Department of Industrial Relations (as required by State law), that the bid submitted is mathematically correct and that the bid contained the required information per the bid documents.

According to the California Environmental Quality Act (CEQA), the project is determined to be Categorical Exempt in accordance with Section 15282(k), because the project is less than one mile in length within a public street or highway for the installation of a new pipeline.

Staff found that Allen Gill Construction's bid satisfies the bidding requirements for the project and recommend awarding the project to them.

#### Area of Benefit Information

At the June 27, 2023, City Council meeting, the Council continued this agenda item to the July 11 meeting and directed staff to include appropriate actions for the establishment of an Area of Benefit to recover costs associated with construction of the waterline. Accordingly, the resolution has been modified to include language and provide direction to establish the Area of Benefit.

Typical requirements to establish an Area of Benefit include, but are not limited to:

- File with the City Clerk a report in writing which shall contain:
  - (i) An implementation program for future development; and/or (ii) a financing plan with respect to the proposed public facilities project.
  - A general description of the proposed public facilities project.
  - An estimate of the total cost of the public facilities project(s) based on the projected time for commencement and completion thereof in accordance with the Capital Improvement Program.
  - A Capital Improvement Program establishing a schedule for the timing of construction of the public facilities project and the estimated costs therefore.
  - A diagram showing the Area of Benefit to be designated and the boundaries and dimensions of the subdivision of land within the Area of Benefit.
  - Preliminary information concerning the method pursuant to which the costs are proposed to be apportioned among the parcels within the Area of Benefit in proportion to the estimated benefits to be received by those parcels and a preliminary estimate of the amount of the facilities benefit assessments which will be charged to each such parcel.
  - The amount of the contribution and/or advance, if any, which the city or other public entity will make toward the cost of the public facilities project(s).

Once the above information is submitted, the City Council may declare its intention to designate an Area of Benefit by adopting a resolution of intention which typically includes the following:

- A definitive description of the specific public facilities project, the cost of which is proposed to be charged to the properties located within the Area of Benefit.
- A Capital Improvement Program with respect to the public facilities project(s).

- The proposed boundaries of the Area of Benefit.
- Information concerning the method by which the costs are proposed to be apportioned among the parcels within the Area of Benefit and an estimate of the amount of the facilities benefit assessments which will be charged to each such parcel.
- The amount of the contribution and/or advance, if any, which the city will make toward the total cost.
- The time and place at which the city council will hold a hearing to consider designation of the Area of Benefit.

Following submission of the above information, a public hearing would be held to hear any protests. If there is no majority protest or if the Council overrules any protests, a resolution ordering designation of the Area of Benefit and establishment can be adopted. Once the resolution is adopted, a map is typically filed/recorded along with a Notice of Assessment as a lien is recorded on each benefitting property. The lien typically stipulates that the fee associated with the lien is due upon the recordation of a map for a development on the parcel or issuance of building permit(s) on the property.

The cost to establish an Area of Benefit is not included in the budget for the South Tehama Street Water Main Extension Project.

#### Hexavalent Chromium (Chrome 6) MCL information

As mentioned at the June 27, 2023, Council meeting, the City received notice on June 16, 2023 from the California Water Resources Control Board that the State will be taking public comments on the implementation of new Maximum Concentration Limits of Chrome 6. The proposed MCL for Chrome 6 is 10 ppb.

Currently, test results from the City's existing well that supplies water to three customers of the small city water system at the south end of the City has indicated Chrome 6 levels of approximately 20 ppb. The information from the State indicates that the implementation of the new limits, if adopted, is to be determined. Accordingly, it is unknown when the new limits will go into effect. Staff feels it could be as early as the end of the year. If new limits are adopted, it is unclear how much time, if any, the State will allow agencies to come into compliance with the new regulations; however, if the City does not move forward with the agreement with Cal Water and construction of the waterline, the City will likely face installation of State mandated treatment facilities to treat the well water and ensure that it satisfies the new regulations. It is highly unlikely that adding filtration will make fiscal sense, as it is an expensive endeavor, and the system only serves three primary customers at this time.

#### Fiscal Impact:

Based on the low bid for the project, the overall recommended budget for this project is as follows:

Construction:	\$ 505,934
Contingency (10%):	\$ 50,593

CM/Inspection:           \$ 71,264  
(estimate is based on eight weeks of construction and minimal testing.)  
Estimated total           \$ 627,791

This overall project budget exceeds past presentations to the City Council in prior reports (e.g., \$561,000) primarily due to an increase in construction costs since the project costs were estimated approximately one year ago. However, it should be noted that from a construction standpoint, this is a straightforward project and no additional cost overruns are anticipated.

The primary source of funding for this project is ARPA funds. If an Area of Benefit is implemented, all costs associated with this project will be recoverable; however, payback of the monies will only occur if development occurs on benefitting parcels.

**Attachment:**

- Attachment 1: Resolution XX-2023



**City of Willows  
Resolution xx-2023**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH ALLEN GILL CONSTRUCTION FOR THE S. TEHAMA WATER MAIN EXTENSION 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 S. Tehama Water Main Extension Project ("Project"); and

**WHEREAS**, bids for the Project were opened on June 15, 2023, 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 \$505,934 to a high of \$646,585, with the low bid being from Allen Gill Construction; and

**WHEREAS**, staff has determined that Allen Gill Construction bid satisfies the bidding requirements for the Project; and

**WHEREAS**, staff has verified that Allen Gill Construction possesses valid California Contractor's Licenses under the requested Class A, number 623652 (expires 7/31/2024) 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) in accordance with Section 15282(k) of Title 14 of the California Code of Regulations in that this project is less than one mile in length within a public street or highway for the installation of a new pipeline ; and

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

**WHEREAS**, the City desires to recover the costs of constructing the watermain as development occurs on adjacent parcels that will benefit from the new watermain; and

**WHEREAS**, in order to recover construction costs, the City desires to pursue and implement an Area of Benefit over the benefiting properties adjacent to the new watermain improvements.

**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 in accordance with Section 15282(k) of Title 14 of the California Code of Regulations.

3. In accordance with California Public Contract Code Section 20160 and following other applicable laws, the City Council of the City of Willows hereby finds the bid of Allen Gill Construction for the S. Tehama Water Main Extension Project to be the lowest responsive bid and waives any irregularities in such bid in accordance with applicable law.

4. The contract for the S. Tehama Water Main Extension Project is hereby awarded to Allen Gill Construction, in the amount of \$505,934.00, conditioned on Allen Gill Construction's timely execution of 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 Allen Gill Construction for performance of the Project in accordance with the bid documents and applicable law upon submission by Allen Gill Construction of all documents required pursuant to the Project bid documents.

6. That the overall budget for the Project be established at \$627,791.

7. 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.

8. City staff is hereby directed to issue a Notice of Award to Allen Gill Construction.

9. The City Manager is hereby authorized and directed to execute a contract amendment with Coastland Civil Engineering to provide construction management and inspection services for this project.

10. That staff is directed to establish an Ordinance outlining the requirements for establishment of an Area of Benefit and to move forward with implementing an Area of Benefit to include those properties that will benefit from the construction of the watermain associated with 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 AND ADOPTED** by the City Council of the City of Willows this 30th day of June 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Richard Thomas, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk



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Date: July 11, 2023  
To: Honorable Mayor and Council  
From: Amos Hoover, City Clerk  
Marti Brown, City Manager  
Subject: Vacant City Council Seat - Appointment

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**Recommendation:**

Review and discuss applications and interviews of City Council candidates and appoint a new City Councilmember.

**Rationale for Recommendation:**

At the May 23, 2023, City Council meeting, former Councilmember Jeff Williams resigned from his Council seat requiring it to be filled. At the June 13, 2023, Council meeting, the Council elected to undergo an application and appointment process.

**Background:**

At the June 13, 2023, City Council meeting, staff was directed to advertise and accept applications for consideration of appointments to fill the vacant City Council seat after former Councilmember Jeff Williams resigned on May 23, 2023. Per Government Code 36512(b), the Council has 60 days from the date of the vacancy to either (1) appoint a Council Member to fill the vacancy for the remainder of the term; or (2) call a special election at which a councilperson would be elected to fill the vacancy; or (3) appoint the next highest vote getter from the last election.

As a result of Council direction, the vacancy was noticed and posted on the City's website and Facebook page. Applications were accepted from June 14, 2023, through June 28, 2023. Two applications were received and are attached for Council review (Attachment 1). Applicant residency and voter registration is required to qualify as a candidate and be appointed. The City Clerk has verified and confirmed that both applicants reside in the city limits and are registered voters.

**Discussion & Analysis:**

Applicants will be interviewed in open session and in order of when applications were received by the City Clerk at City Hall. Although the interviews are open to the public, no public comments will be accepted during the Special City Council Meeting that starts at 4:30 pm.

Following completion of the interview process, the Council will recess before the 6:00 pm Regular City Council Meeting. Council deliberation and potential appointment of a new City Councilmember will occur during the Discussion & Action section and Agenda Item #7c. of the Regular City Council Meeting. At that time, the public may also comment on this agenda item.

Applications were received from the following residents:

1. Forest Sprague, and
2. Evan Hutson.

**Fiscal Impact:**

There is no fiscal impact.

**Attachments:**

- Attachment 1: Resolution XX-2023
- Attachment 2: Applications





**City of Willows  
Resolution ##-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
TO APPOINT A QUALIFIED COUNCIL APPLICANT TO FILL A VACANCY ON THE WILLOWS CITY COUNCIL**

**WHEREAS**, a vacancy was created on the Willows City Council due to the resignation of former Council Member Jeff Williams on May 23, 2023; and

**WHEREAS**, on June 13, 2023, the City Council, pursuant to Government Code §36512, established the appointment process to fill the vacancy and remaining term limit ending November 2024; and

**WHEREAS**, at a Special Meeting on July 11, 2023, the City Council held interviews to appoint a candidate; and

**WHEREAS**, at the Regular Meeting of July 11, 2023, the City Council appointed a Council Member candidate to serve said term.

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

1. The above recitals are true and correct.
2. Pursuant to Government Code §36512, XXXXXXXXXXXX is hereby appointed as a member of the City Council and shall serve the remaining unexpired term of former Council Member Jeff Williams, which expires November 2024.
3. XXXXXXXXXXXX is a current resident of and registered voter in the City of Willows.
4. The appointed candidate shall take office and be officially sworn-in at the next Regular City Council Meeting on July 25, 2023, and serve as if elected at a municipal election for office.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 11<sup>th</sup> day of July, 2023 by the following vote:

AYES:

NOES:

ABSENT: None

ABSTAIN: None

APPROVED:

ATTESTED:

\_\_\_\_\_  
Richard Thomas, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk

**Application to Fill Willows City Council Vacancy**  
**(Term Expires December 2024)**

Name: Forrest J. Sprague

Address:

E-mail:

Phone:



Are you a registered voter? Yes

Have you previously attended a City Council meeting? Yes

Present Employer: Retired General Contractor, Land Developer, and Home Builder

**Previous Governmental Bodies/Elective Offices served and Dates:**

Willows Planning Commissioner	1990/91
Glenn County Planning Commissioner	1992/93
Chief of Staff for State Senator	1993 - 1999
Glenn County Supervisor	2001 - 2004

Current or Former Civic and/or Charitable Organization Memberships: None

Hobbies or Talents: I build and restore wooden furniture.

Vocational Schools attended: US Navy Aviation Electrician School. Received an AA Degree equivalency diploma in 1969.

College and Professional education: Sierra College and continuing education institutions.

Major Subjects: Architectural Design, Business Accounting, Construction Management, Contract and Real Estate Law, Sales and Marketing techniques, and Political Science.

Dates of Completion: Ongoing from the mid-1970s through the early 2000s.

Special awards or recognition received: National Defense, Good Conduct, and Viet Nam Service Metals. Resolutions from the City of Willows, Glenn County, and California State Senate

Are you associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? No.

City policy and state law direct all Council members to NOT vote on matters when potential conflicts of interest exist. Would you abstain from voting if such a conflict arises? Yes

**Willows City Council Application**  
**Page two**

**Reasons why you want to become a member of the Willows City Council:**

I want to restore the City's positive attitudes and business-friendly policies that existed from the 1970s through the 1990s.

I want to ensure that every tax dollar is spent wisely and properly accounted for, and that each City department operates as efficiently and effectively as possible.

Like others, I want the City to move forward. However, I realize that the public's trust and fiscal accountability must be restored at City Hall. Transparency needs to be a constant practice.

**Include specific policy objectives you would like to work toward:**

Building a well-known "Willows means Business" reputation that attracts—*not attacks*—the expansion of existing businesses and the development of new residential, commercial, industrial businesses, and job creation opportunities.

I believe that our tax dollars can be saved by hiring local firms and consultants, whenever possible, for services needed to operate the City.

**Other information which would be useful to the City Council in reviewing your application:**

During my tenure as chief of staff to a state senator, and as a consultant to various legislative subcommittees, I provided the members with analyses on various matters presented to those bodies. I provided suggested text to those committees for legislative changes to existing laws and/or regulations.

I organized performance audits of the Department of Fish and Game, the Office of Public School Construction and the Department of General Services. Those reports resulted in policy changes that streamlined procedures, expedited applications, and saved taxpayer dollars.

Signature of Applicant: \_\_\_\_\_



Date Signed: \_\_\_\_\_

6/27/23

By signing this application, you are confirming that you are the person listed in this application, and that all information provided is truthful and correct.

Submit the completed and signed application package to the City Clerk's Office at City Hall, or email to City Clerk Amos Hoover at [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

Applications are due no later than Wednesday, June 28 at 4:30 p.m.

All information provided will be available for public review after the submission deadline.

# RESUME

Forrest J. Sprague



- 1968-1972 The United States Navy. Duties included an instructor and training coordinator for other aircraft electrical maintenance personnel, an electric shop supervisor, and a quality assurance inspector.
- 1974-1989 A working carpenter foreman, labor cost estimator, field superintendent, project and construction manager, employed by various land development companies in California.
- 1989-1993 Self-employed land developer and home builder
- 1993-1999 Chief of Staff and principal consultant to a California State Senator
- 2001-2004 Glenn County Supervisor
- 2000-2010 Self-employed land developer and home builder
- 2010 to present Retired





**Application to Fill Willows City Council Vacancy**  
**(Term Expires December 2024)**

**Application Requirements:**

1. Application
2. Current Resume
3. Proof of Residency Documents (Two Required). For example: Driver's License/State Identification Card, Utility Bill, Internet/Cable Bill, etc.

Please submit the application, resume and proof of residency documents at City Hall or via email to the City Clerk at [ahooover@cityofwillows.org](mailto:ahooover@cityofwillows.org).

Name: Evan Cole Hutson

Full Address: [REDACTED]

E-mail Address: [REDACTED]

Primary Phone Number: [REDACTED]

Secondary Phone Number: [REDACTED]

Are you a registered voter?       Yes      \_\_\_ No

Have you previously attended a City Council meeting?       Yes      \_\_\_ No

Present Employer: Hutson Insurance Agency Inc.      Job Title: Owner/Agent

Previous Governmental Bodies/ Elective Offices Applicant has served:

Position/ Office Held:	Dates:
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>

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Current or Former Civic and/or Charitable Organization Memberships:

Knights of Columbus (2012-Present) Westside Wrestling (2018-2021)

Willows Volunteer Fire Dept. (2018-Present)

Willows Little League (2014-Present)

Position(s) Held:

KofC - Grand Knight & Treasurer

WLL - Coach (T-Ball-Major)

Dates:

WVFD - President, VP, Captain

W-W - Coach, President

see above

Special Interests, Hobbies or Talents:

See above - through WVFD I am an E.M.T.

College, Professional, Vocational Schools attended:

Simpson University

Major Subject(s): Business Administration

Degree(s): Bachelors

Dates of Completion: 2011

Special awards or recognition received:

N/A

Are you associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? If yes, please name the Organization or Employment.

Yes  No  Unsure

If so, which organization/employment: N/A

City policy and state law direct all Council members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?

Yes       No

**Please attach a statement explaining the reasons why you want to become a member of the Willows City Council, including what specific Council and policy objectives you would like to work toward. Also, please share any other information which would be useful to the City Council in reviewing your application. Add additional pages as needed.**

Signature of Applicant:       Date Signed: 6/28/23

By signing this application, you are confirming that you are the person listed in this application, and that all information provided is truthful and correct.

Submit the completed and signed application package to the City Clerk's Office at City Hall, 201 N. Lassen St. Willows, CA 95988 or via email to Amos Hoover, City Clerk/Assistant to the City Manager at [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org). **Applications are due to the City Clerk's Office at City Hall no later than Wednesday, June 28 at 4:30 p.m.**

All information provided will be available for public review after the submission deadline.

Evan Hutson



06/28/2023

City of Willows  
Willows City Council  
201 N Lassen St  
Willows, CA 95988

To Whom It May Concern:

As a child, I remember days at the city pool, park events, and youth sports all being the heart and soul of our town. As a small farm town, I believe Willows has an opportunity to continue to improve and grow and still hold onto the values that have made it the place it is. Which is a home to so many people. Since my return from college, I have been a member of several different non-profits that selflessly provide activities and support to our community. The next progression from being on the ground would be in a fundamental role to bring changes to help our community members and businesses grow.

As a member of the City Council, I would strive to work toward growing our town in a positive direction by working on regulations to draw new business into our community and to support the businesses we currently rely on. As a business owner, homeowner, commercial property owner, and a Willows grown patron, I believe I bring a perspective to the City Council of what makes our community great yet also some of the struggles that our community members face.

We are a small rural community where you can walk down the street and have a great conversation with people that would give you the shirt off their back. As part of that city leadership, I believe we owe it to those members of our community to continue to find ways to support their business and provide housing and new business opportunities. Being a city council member will allow us to work together to ensure the needs of our youth, community and the city are met.

I look forward to being a part of our town's leadership and continuing in a new way to give back to our community.

Sincerely,

A handwritten signature in cursive script that reads "Evan Hutson".

Evan Hutson



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# EVAN HUTSON

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## PROFESSIONAL SUMMARY

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Motivated business professional bringing 12 years of entrepreneurial experience. Dedicated and personable with extensive experience in managing administrative and sales operations and personnel. Well-versed in training, educating, motivating and supporting staff members. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

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## SKILLS

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- Critical Decision-Making Skills
- Financial Transactions
- Business Management and Development
- Effective Communicator and Public Speaker
- Operations Management
- Independent Thinking
- Issue and Conflict Resolution
- Integrity and Transparency
- Approachable and Outgoing
- Professionalism

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## WORK HISTORY

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**PART-TIME FAE/EMT, 11/2021 - Current**

**CITY OF WILLOWS FIRE DEPARTMENT – Willows, CA**

- Carried out daily and weekly duties accurately and efficiently.
- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines.

**INSURANCE AGENT/OWNER, 06/2011 - Current**

**HUTSON INSURANCE AGENCY INC. – Willows, CA**

- Consulted with customers to assess needs and propose optimal solutions.
- Trained and motivated employees to perform daily business functions.
- Oversaw business budget planning and administration, accounting functions, purchasing, and bi-weekly payroll to handle financial needs.
- Employed prompt decision-making and in-depth research to resolve issues.

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## EDUCATION

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**Bachelor of Arts: BUSINESS ADMINISTRATION, 04/2011**

**Simpson University - Redding, CA**



# COMMENTS AND REPORTS



# CLOSED SESSION