



Willows City Council Regular Meeting

August 8, 2023
Willows City Hall
6:00 PM

City Council
Rick Thomas, Mayor
David Vodden, Vice Mayor
Gary Hansen, Council Member
Casey Hofhenke, Council Member
Forrest Sprague, 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. **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.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.
Contact: Lori Fahey, Accounting Manager, lfahey@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the minutes of the July 25, 2023, Special and Regular City Council meetings.
Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

c. **Street Banner Program Review**

Recommended Action: Consider and approve the local not-for-profit organization requests from VFW Post 1770, VFW Auxiliary to Post 1770, the Willows Lions Club, and the Willows Car and Bike Association to issue banners under the Street Banner Program.
Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

6. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Mayor opens the public hearing, members of the public may request to speak. When you are called on by the Mayor, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Council, please give it to the City Clerk for distribution.

a. Unmet Transit Needs – Glenn County Transportation Commission

Recommended Action: Conduct public hearing to receive public comment on Unmet Transit Needs in Glenn County and forward comments to the Glenn County Transportation Commission for consideration.

Contact: Ashlee Veneman, Glenn County Planning and Community Development Agency,
ashleev@countyofglenn.net

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. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to § 54956.9(b)

b. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to § 54956.9(b)

c. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to § 54956.9(b)

10. ADJOURNMENT

This agenda was posted on August 3, 2023.

Amos Hoover

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.

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.



PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

07/13/2023 TO 07/25/2023

Check Register 53414 TO 53490

APPROVAL DATE 08/08/2023

APPROVED _____



City of Willows

Check Register

Packet: APPKT00033 - 20230630 ACCRUAL #2

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1014	ACCESS	07/13/2023	Regular	0.00	445.04	53414
1052	AMAZON.COM	07/13/2023	Regular	0.00	390.42	53415
1068	ANDY HEATH FINANCIAL SERV	07/13/2023	Regular	0.00	4,320.00	53416
1193	CALIFORNIA BUILDING STAND	07/13/2023	Regular	0.00	95.40	53417
1243	CITY OF ORLAND	07/13/2023	Regular	0.00	23,825.37	53418
1261	COMCAST CABLE	07/13/2023	Regular	0.00	147.94	53419
1278	CORNING FORD MERCURY	07/13/2023	Regular	0.00	89,939.38	53420
1334	DEPT. OF CONSERVATION	07/13/2023	Regular	0.00	242.23	53421
1360	DOWN RANGE INDOOR TRAININ	07/13/2023	Regular	0.00	107.21	53422
1463	GANDY-STALEY OIL CO.	07/13/2023	Regular	0.00	4,792.91	53423
1498	GLENN CO. OFFICE OF EDUCA	07/13/2023	Regular	0.00	20.00	53424
1564	INDUSTRIAL TRUCK & FARM	07/13/2023	Regular	0.00	206.91	53425
1566	INFRAMARK, LLC	07/13/2023	Regular	0.00	56,987.45	53426
1577	INTERSTATE BATTERIES OF THE ROC	07/13/2023	Regular	0.00	442.37	53427
1637	JULIE CHAMPAGNE	07/13/2023	Regular	0.00	221.00	53428
1665	KNIFE RIVER CONSTRUCTION	07/13/2023	Regular	0.00	75,520.20	53429
1680	LANNIE'S SEPTIC TANK SERV	07/13/2023	Regular	0.00	493.36	53430
1420	LORI FAHEY	07/13/2023	Regular	0.00	137.55	53431
1760	MATSON & ISOM TECHNOLOGY	07/13/2023	Regular	0.00	5,070.25	53432
1792	MJB WELDING SUPPLY, INC.	07/13/2023	Regular	0.00	48.00	53433
2312	NAPA AUTO PARTS	07/13/2023	Regular	0.00	95.12	53434
1849	NORTH STATE AIR COND. &	07/13/2023	Regular	0.00	617.37	53435
1851	NORTH STATE WATER TREATME	07/13/2023	Regular	0.00	150.00	53436
2343	OPPENHEIMER INVESTIGATIONS GR	07/13/2023	Regular	0.00	8,875.00	53437
1864	O'REILLY AUTO PARTS	07/13/2023	Regular	0.00	220.69	53438
1917	PG & E	07/13/2023	Regular	0.00	158.60	53439
2342	ROBERT BURT CONSTRUCTION	07/13/2023	Regular	0.00	37,708.64	53440
2041	SACRAMENTO VALLEY MIRROR	07/13/2023	Regular	0.00	441.60	53441
2334	STREAM IT NETWORKS LLC	07/13/2023	Regular	0.00	85.00	53442
2341	SUPERIOR INSTALLS	07/13/2023	Regular	0.00	2,471.38	53443
1439	THE FIRST CHOICE COFFEE S	07/13/2023	Regular	0.00	45.00	53444
2232	US BANK	07/13/2023	Regular	0.00	514.19	53445
2233	US BANK ST. PAUL CM-9703	07/13/2023	Regular	0.00	2,500.00	53446
2248	VERIZON WIRELESS	07/13/2023	Regular	0.00	445.81	53447
2295	WILLOWS ACE HARDWARE	07/13/2023	Regular	0.00	1,171.81	53448
2282	WILLOWS HARDWARE, INC.	07/13/2023	Regular	0.00	38.10	53449
1902	WYATT PAXTON	07/13/2023	Regular	0.00	4,940.00	53450
2340	YARDSCAPES	07/13/2023	Regular	0.00	140.00	53451

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	38	0.00	324,071.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	70	38	0.00	324,071.30



City of Willows

Check Register

Packet: APPKT00035 - 20230713 FY23-24 KB TEST

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1564	INDUSTRIAL TRUCK & FARM	07/13/2023	Regular	0.00	78.98	53452

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	78.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	78.98



City of Willows

Check Register

Packet: APPKT00041 - 2023/6/30 ACCRUAL #3

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
2210	U.S. BANK NATIONAL ASSOCIATION	07/18/2023	Regular	0.00	7,418.50	53463
2284	WILLDAN	07/18/2023	Regular	0.00	32,282.61	53464

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	2	0.00	39,701.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	2	0.00	39,701.11



City of Willows

Payment Reversal Register

APPKT00039 - 2023/6/13 VOID WILLDAN MICR ISSUE

Canceled Payables

Vendor Set: 01 - Vendor Set 01
Bank: Gen Chk - General Checking

Vendor Number	Vendor Name				Total Vendor Amount
2284	WILLDAN				-10,047.03
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	53338	06/13/2023	06/13/2023	06/13/2023	-10,047.03
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
00713796	FOR PROFESSIONAL SERVICES RENDERED THROUGH 4/28	05/26/2023	05/26/2023	10,047.03	



City of Willows

Check Register

Packet: APPKT00044 - 20230721 AMAZON CORRECTIONS KB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1052	AMAZON CAPITAL SERVICES	07/21/2023	Regular	0.00	1,030.34	53465
2349	syncb/amazon	07/21/2023	Regular	0.00	220.76	53466

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	2	0.00	1,251.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	3	2	0.00	1,251.10



City of Willows

Payment Reversal Register

APPKT00042 - 2023/7/13 AMAZON.COM

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number **Vendor Name**
1052 AMAZON CAPITAL SERVICES

Payment Type **Payment Number**
Check 53415

Payable Number: **Description**
1KRD317NMWME ZIP BOOKS

Total Vendor Amount
-390.42

Original Payment Date	Reversal Date	Cancel Date	Payment Amount
07/13/2023	07/13/2023	07/13/2023	-390.42
	Payable Date	Due Date	Payable Amount
	06/30/2023	07/12/2023	390.42



City of Willows

Payment Reversal Register

APPKT00040 - 2023/06/30 REVERSE PAYMENT

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number Vendor Name
1052 AMAZON.COM

Payment Type Payment Number
Check 53316

Payable Number:
13N1-YC4M-7CXC

Description
ZIP BOOKS- WILLOWS LIBRARY

Total Vendor Amount
-639.92

Original Payment Date	Reversal Date	Cancel Date	Payment Amount
06/13/2023	06/13/2023	06/13/2023	-639.92
Payable Date	Due Date	Payable Amount	
06/01/2023	06/01/2023	639.92	



City of Willows

Check Register

Packet: APPKT00047 - 20230725 ACCOUNTS PAYABLE KB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1008	A.T. & T.	07/25/2023	Regular	0.00	977.74	53467
1082	ARAMARK	07/25/2023	Regular	0.00	166.81	53468
1198	CALIFORNIA WATER SERVICE	07/25/2023	Regular	0.00	93.69	53469
1172	CALIFORNIA WATER SERVICE	07/25/2023	Regular	0.00	4,656.21	53470
1275	CORBIN WILLITS SYSTEMS	07/25/2023	Regular	0.00	830.52	53471
1288	CREATIVE COMPOSITION	07/25/2023	Regular	0.00	149.80	53472
1415	EWING IRRIG. PRODUCTS, INC.	07/25/2023	Regular	0.00	520.15	53473
1499	GLENN COUNTY TAX COLLECTO	07/25/2023	Regular	0.00	729.11	53474
1577	INTERSTATE BATTERIES OF THE ROG	07/25/2023	Regular	0.00	140.30	53475
1606	JEREMY'S PEST STOMPERS	07/25/2023	Regular	0.00	50.00	53476
1955	MATTHEW RANDOLPH	07/25/2023	Regular	0.00	53.00	53477
2312	NAPA AUTO PARTS	07/25/2023	Regular	0.00	144.95	53478
1830	NEC FINANCIAL SERVICES LL	07/25/2023	Regular	0.00	268.08	53479
1866	OFFICE DEPOT, INC.	07/25/2023	Regular	0.00	145.38	53480
1896	PAPE MACHINERY INC.	07/25/2023	Regular	0.00	137.10	53481
2041	SACRAMENTO VALLEY MIRROR	07/25/2023	Regular	0.00	285.20	53482
2044	SAFETY TIRE SERVICE	07/25/2023	Regular	0.00	295.96	53483
2217	UNDERGROUND SERVICE ALERT	07/25/2023	Regular	0.00	476.22	53484
2282	WILLOWS HARDWARE, INC.	07/25/2023	Regular	0.00	49.21	53485

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	28	19	0.00	10,169.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	28	19	0.00	10,169.43



City of Willows

Check Register

Packet: APPKT00048 - 20230630 ACCRUAL #4 KB

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1026	AERIAL INSPECTION SERVICE	07/25/2023	Regular	0.00	1,322.00	53486
1103	BAKER & TAYLOR BOOKS	07/25/2023	Regular	0.00	119.48	53487
1158	BYWATER	07/25/2023	Regular	0.00	3,000.00	53488
1258	COLE HUBER LLP	07/25/2023	Regular	0.00	13,547.23	53489
1434	FGL ENVIRONMENTAL	07/25/2023	Regular	0.00	52.00	53490

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	5	0.00	18,040.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	5	0.00	18,040.71



Willows City Council Special Meeting Draft Action Minutes

July 25, 2023
Willows City Hall
5:00 PM

Agenda Item #5b.

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

1. CALL TO ORDER – 5:00pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent:

4. PRESENTATION

a. City Council Appointment – Swearing in

Action: Forrest Sprague was sworn in as a City Council member.

5. CLOSED SESSION

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

Property located at 153 North Lassen Street

Action Reported: Provided direction to City Staff to provide written correspondence to property owners.

Public Comment: Robert Wise, Lisa Davis, and Brenda Crockett

6. ADJOURNMENT – 6:39pm

Amos Hoover, City Clerk.



Willows City Council Meeting Draft Action Minutes

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

City Manager
Marti Brown

City Clerk
Amos Hoover

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

July 25, 2023
Willows City Hall
6:00 PM

1. CALL TO ORDER - 6:43 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

5. PRESENTATION & DISCUSSION

a. Code Enforcement Efforts – Cedar Hills Apartments, 600 North Humboldt Street

Action: Received presentation from Building Inspector Wyatt Paxton and Fire Chief Nathan Monck on the conditions and actions being taken related to Cedar Hills Apartments.

Public Comment: Jim Yoder, Glenn County District 4 Supervisor and Janelle Kelly, Glenn County HHSA Representative

b. Study Session - Master Fee Schedule, Impact Fees, and Cost Recovery Process

Action: Received presentation from Community Development & Services Director Pat Piatt on the purpose, use and need of the Master Fee Schedule, Impact Fees, and Cost Recovery Process.

Public Comment: Jim Yoder, Glenn County District 4 Supervisor and Janelle Kelly, Glenn County HHSA Representative

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Register Approval

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

b. Minutes Approval

Action: Approved minutes of the July 11, 2023, City Council meeting.

c. **Wastewater Treatment Plant Maintenance Agreement Budget Increase**

Action: Adopted a resolution to amend the Inframark Agreement and approve expenditures that exceeded the contractual expenditures of \$60,000 annually for maintenance and repairs to the Wastewater Treatment Plant and increase the maintenance and repair budget by \$44,159 for additional expenditures through the remainder of the contract expenditure period ending October 31, 2023.

Moved/Seconded: Councilmember Hansen and Vice Mayor Vodden

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

No: None

Absent: None

Public Comment: Kathy Gilmore

7. **PUBLIC HEARING**

a. **Weed Abatement – Special Assessment**

Public Hearing opened at 8:07 pm and closed at 8:17 pm.

Action: Adopted resolution confirming costs of abatement and declaring a special assessment on those properties abated by the City as of August 4, 2023; and removing the 25% administrative fee on Tawni Smith's charges reducing his bill to \$325.

Moved/Seconded: Councilmember Hansen and Vice Mayor Vodden

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

No: None

Absent: None

8. **DISCUSSION & ACTION CALENDAR**

a. **Citygate Associates Contract – Law Enforcement Services Contract**

Action: No action taken.

Public Comment: Marlina Sparkman, Brenda Crockett, Jim Yoder, Glenn County District 4 Supervisor, Tom Arnold, Glenn County District 3 Supervisor, Justin Gibbs, Glenn County Sheriff, Jack Sparkman, Doug Ross

b. **City Council Committee Appointments**

Action: Council appointed Vice Mayor Vodden to the Finance committee, Councilmember Hofhenke as the Primary for the Regional Transit committee, and Councilmember Sprague to the Glenn County Waste Management Regional Agency, Regional Transit committee, and Transportation Commission alternate.

9. COMMENTS & REPORTS

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

10. CLOSED SESSION

- a. **Public Employee Performance Evaluation (§ 54957)**
Title: City Manager

Action: No action taken.

11. ADJOURNMENT – 10:44 PM

Dated: July 25, 2023

Amos Hoover, City Clerk



Date: August 8, 2023
To: Honorable Mayor and Councilmembers
From: Amos Hoover, City Clerk
Marti Brown, City Manager
Subject: Street Banner Program Review

Recommendation:

Consider and approve the local not-for-profit organization requests from VFW Post 1770, VFW Auxiliary to Post 1770, the Willows Lions Club, and the Willows Car and Bike Association to issue banners under the Street Banner Program.

Rationale for Recommendation:

The organizations that have applied for the banner program have demonstrated their desire to participate in the banner program, and the services they continually provide to the residents of the City of Willows are representative of the spirit of the local community and are excellent candidates for participation in the program.

Background:

At the January 18, 2023, Planning Commission meeting and by the direction of Council, Staff requested that the Planning Commission recommend additional banner assignments to the City Council, including two CGI Design recommendations – the Willows Fire Department and the Glenn County Sheriff's Office. However, the Planning Commission has recommended eight non-profit organizations for the Street Banner Program.

At the 14 February City Council meeting, the Council directed staff to openly solicit applications from non-profit groups to demonstrate their desire to have a banner in lieu of designating specific organizations. So far to date, four organizations have submitted applications: VFW Post 1770, VFW Auxiliary to Post 1770, the Willows Lions Club, and the Willows Car and Bike Association.

Discussion & Analysis:

There are a total of eight remaining banners that have yet to be sponsored. Approving these applications will leave four remaining locations that could potentially be filled by another round

of solicitations from non-profit organizations or a push for additional sponsorships by local businesses.

Fiscal Impact:

There is no cost associated with this recommendation other than staff time. CGI Digital has established this program at no cost to the City and via business sponsorship.

Attachment:

- Attachment 1: Non-Profit Banner Program Applications

RECEIVED
MAR 29 2023
City of Willows

Non-Profit Name VFW Post 1770 and VFW Auxiliary to Post 1770

Address 525 W Sycamore St., Willows, CA 95988

Contact Person **Carol Lemenager**

Phone Number 530-519-2396

Non-Profit Designation **501c3**

Non Profit EIN  and 94-4747959

Purpose of Organization (Responses may be submitted on a separate sheet of paper)

Support Veterans and their Families

Honor Guard, Veterans Support, Monthly Dinners, Wreaths Across America, Community Social Events, Scholarships, Youth Education, Flag Etiquette, Blood Drives, and much more.

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City of Willows
Non-Profit Banner Application

The City of Willows launched a Street Banner Program in 2022 that allows businesses to purchase a banner in one of 25 established locations for a one-year period and over three consecutive years. 17 of the locations have been sold for this year and there are eight remaining locations. CGI Communications, the company administering the program on the City's behalf, has offered to donate the remaining available banners to registered non-profit organizations to install at the eight locations. If your organization is interested in displaying a banner with your information on it in Downtown Willows, please complete this form and return it to City Hall, 201, N. Lassen Street. If more than eight organizations submit an application, presentations to the City Council may be required for selection of the non-profits that will receive a banner, at no charge, in one of the final eight locations. Applications will be accepted until April 7, 2023.

Non-Profit Name Willows Lions Club

Address P.O. Box 822, Willows, CA 95988

Contact Person Lion Jamie Hart

Phone Number (H) 530 934 5898 (C) 530 518 7993

Non-Profit Designation 501 c 4

Non Profit EIN 680008410

Purpose of Organization (Responses may be submitted on a separate sheet of paper)

Please see separate sheet attached

What are the activities of your organization that provides a direct benefit to the City of Willows residents
(Responses may be submitted on a separate sheet of paper)

Please see separate sheet attached

Purpose of Organization:

The purpose of Lions Club is best reflected by its' motto: "We Serve". Started in 1917 by Melvin Jones who felt instead of businesses keeping profits for themselves that they should focus their efforts outward to helping their communities. Later at the International Convention in 1925 held in Seneca Falls, New York, Helen Keller challenged the Lions to be "Knights for the Blind in the crusade against darkness" giving the Lions its' first focus on working towards preventing blindness. Its' Global Service Challenges have now expanded to include focus on fighting childhood cancer, increasing diabetes awareness, fighting hunger and protecting the environment.

The current Lions Clubs International President's motto is "Together We Can", which mirrors another famous quote by Helen Keller, namely "Alone we can do so little, together we can do so much". Part of its' Mission Statement also speaks to working together expanding beyond individual members to joining with "volunteers and partners to improve health and wellbeing, strengthen communities and support those in need through humanitarian services...".

What are the activities of your organization that provides direct benefit to the City of Willows residents?

Chartering on May 4, 1956, the Willows Lions Club has performed many activities to the benefit of the City of Willows residents for nearly 67 years. Construction of the small gazebo in Jenson Park is one example of this. More recently benches have been added, one being handicap accessible. Other benches erected include one in a shaded area in Sycamore Park. The Willows Lions additionally collaborated with the local Rotary and Kiwanis to have a walkway installed between the Jenson Park parking lot and the small Gazebo.

Our Club has also beautified Willows by having purchased trees to later help plant at City Hall, Jenson, Sycamore and Central Parks. Other examples in the area of the environment include adopting a section of Highway 162 to remove trash, cleaning out weeds in planters in downtown Willows and power washing some of its' business buildings.

Assistance also extends to individual members of the community. Many residents of lower income levels have benefited from getting glasses, with the Willows Club paying the bill for the exam and glasses. Performing vision screenings of children attending Head Start programs is another example working towards preservation of sight.

Activities also extends to Elementary, Intermediate and High School aged youth. Children at the Elementary level get to learn more about our Flag during Flag Day presentations at Murdock and Walden Academy. At the Intermediate level, young artists can compete in a drawing a poster on the subject of Peace. Boys and girls Basketball athletes also get a chance to challenge other teams in tournament play against Intermediate Schools in Orland, Durham and Paradise with the Willows Lions providing trophies as well as securing the services of the referees. Not to be left out, High Schoolers can compete in a California Lions Student Speaker Contest, with winners at the local level moving onto next level contest. High School Seniors also get the opportunity to continue their education through two students being awarded \$1,000 Scholarships. It is to be noted that performing service activities is one of the criteria to determine who gets awarded.

City of Willows
Non-Profit Banner Application



The City of Willows launched a Street Banner Program in 2022 that allows businesses to purchase a banner in one of 25 established locations for a one-year period and over three consecutive years. 17 of the locations have been sold for this year and there are eight remaining locations. CGI Communications, the company administering the program on the City's behalf, has offered to donate the remaining available banners to registered non-profit organizations to install at the eight locations. If your organization is interested in displaying a banner with your information on it in Downtown Willows, please complete this form and return it to City Hall, 201, N. Lassen Street. If more than eight organizations submit an application, presentations to the City Council may be required for selection of the non-profits that will receive a banner, at no charge, in one of the final eight locations.

Non-Profit Name Willows Car and Bike Association
Address PO Box 1115 or 405 S. Butte Willows
Contact Person Colleen Worthington
Phone Number 530-767-9022
Non-Profit Designation 501(c)(3)
Non Profit EIN 81-4819029

Purpose of Organization (Responses may be submitted on a separate sheet of paper)

The mission of the Willows Car and Bike Association is to provide a fun activity for all ages and bring together people that love cars and motorcycles of all years and styles while raising money for our scholarship program.

What are the activities of your organization that provides a direct benefit to the City of Willows residents
(Responses may be submitted on a separate sheet of paper)

We put on the car and bike show once a year. This year is the 37th Annual Show. In the last 12 yrs we have put all proceeds into our scholarship fund. We have given to date \$63,500 in scholarships to Glenn Co students as well as an additional \$25,000 in donations to community events and needs. We are a complete volunteer group focused on giving back to our community.



PUBLIC HEARING

GLENN COUNTY TRANSPORTATION COMMISSION

Gary Hansen, City of Willows, Chair
Bruce Roundy, City of Orland, Vice Chair
Jim Yoder, County of Glenn

Tom Arnold, County of Glenn

Matt Romano, City of Orland

Rick Beale, Public Member, County of Glenn

Monica Rossman, County of Glenn (Alternate)

Vacant, City of Willows (Alternate)

225 N. Tehama Street
Willows, California 95988

(530) 934-6540

FAX (530) 934-6103

transit@countyofglenn.net

Mardy Thomas
Executive Director

WILLOWS CITY COUNCIL BOARD REPORT

August 8, 2023

Submitted on behalf of the Glenn County Transportation Commission

EXECUTIVE SUMMARY

Prior to allocating Transportation Development Act (TDA) funds, the Glenn County Transportation Commission, acting as the transportation planning agency, is required to hold a minimum of one public hearing to receive comments on unmet transit needs that may exist and that might be reasonable to meet. This is one of four public hearings being held; the other three are to be held before the City Council of Willows, the Glenn County Board of Supervisors and the Glenn County Transportation Commission.

RECOMMENDATION(S):

Conduct public hearing to receive public comment on Unmet Transit Needs in Glenn County and forward comments to the Glenn County Transportation Commission for consideration.

HISTORY AND BACKGROUND:

In 1971, the California Legislature enacted the Transportation Development Act (TDA) to ensure "the efficient and orderly movement of people and goods in the urban areas of the state." The TDA provides two funding sources: the Local Transportation fund (LTF), a ¼-cent general sales tax collected statewide and the State Transit Assistance fund (STA) which is now derived from an excise tax on gasoline and diesel fuel.

TDA recognizes that rural counties have different transportation needs. Counties with a population under 500,000 as of the 1970 Census may use LTF funding for transit and local streets and roads provided that certain conditions are met first.

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

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

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

It was through this process that the need for a public transportation system was identified and implemented, which is Glenn Ride. Glenn Ride has been in operation for 25 years with ridership growing 203% since its beginning in 1998.

ANALYSIS/DISCUSSION

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

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

Necessary trip purposes may be defined as follows:

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

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

An identified transportation need can be reasonably met by determining whether or not a transportation service can meet established need and meet the criteria found in the Transportation Development Act.

This requires a cost-benefit analysis and feasibility study of alternative transit systems compared with existing service, level of performance, and cost. In any event, the cost of any transit system cannot exceed the apportionment for the jurisdiction providing or supporting the service.

Attached are the Glenn County adopted definitions of “Unmet Transit Needs” and “Needs that are Reasonable to Meet”. The Glenn County Transportation Commission and Regional Transit Committee/Glenn Transit Service aim to meet as many if not all transportation needs for County residents, and currently offers several services to address these needs, such as follows.

Glenn Ride is a public transit system that provides transportation services to the general public—there are no barriers to entry or restrictions, except payment of fare. Glenn Ride has been in operation since August 1998 and experienced consistent ridership growth until the COVID-19 pandemic. Though Glenn Ride has continued to meet its required fare box return, as mandated by the Transportation Development Act, limited services and safety measure mandates during the pandemic significantly decreased ridership numbers, though numbers have been steadily recovering and increased by almost 7% this last fiscal year.

Glenn Transit also operates a specialized paratransit program known as Dial-A-Ride. The program operates within 1-1/2 mile radius of the respective city halls of Orland and Willows, and to the Cannella/Huggins Drive area, Leisure Mobile Home Park, east of Orland, and the Willows Mobile Home Park, west of Willows. Individuals qualifying are those 60 years of age and older, permanently disabled, low-income social service assisted or low-income non-social service assisted (income guidelines are provided on the transit card application required for service). Transportation is door-to-door to each requested destination.

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

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

I. UNMET TRANSIT NEEDS 2023-2024

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

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

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

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

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

II. REASONABLE TO MEET 2023/2024

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

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

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

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

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

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

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

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

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



COMMENTS AND REPORTS



CLOSED SESSION