

CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Gary L. Hansen, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



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Willows, CA 95988
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www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, April 22, 2014

7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. **Agenda Review:** (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of City Council April 22, 2014, Agenda.
5. **Presentations & Proclamations:**
 - a) Vice Mayor Taylor-Vodden will present a Proclamation to Barbara LaDoucer of the American Legion Auxiliary declaring the Month of May as "Poppy Month".
 - b) Vice Mayor Taylor-Vodden will present a Proclamation to Police Officer Kelly Kuwata declaring May 11 through May 17 as "National Police Week" with special recognition of May 4 & 5 as "California Peace Officer Memorial Ceremonies" and May 15 as "National Peace Officers Memorial day".
 - c) Philip James, Glenn County Office of Education SPARK After-School Program Coordinator, will give the Council a presentation about after-school and summer programs that are offered throughout Glenn County.
6. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General, Payroll & Direct Deposit Check Registers.
 - b) Consider approval of the Minutes of the Special Mid-Year Budget Review Meeting held on March 11, 2014.
 - c) Consider approval of the Minutes of the Regular City Council Meeting held on April 8, 2014.
 - d) Consider passage of second reading and adoption of an Ordinance entitled "An Ordinance of the City Council of the City of Willows adding to chapter 18.110 (General Provisions and Exceptions) of the Willows Municipal Code Section 18.110.114, Density Bonus".
 - e) Consider approval of the renewal of the 2014-2015 contract for services between the City of Willows and 3CORE Inc.

8. **Public Hearings:**

(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).

- a) Conduct a public hearing to solicit input on unmet transit needs. (No formal action required).

9. **Ordinances:** Action taken under item 7(c).

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

11. **New Business:**

- a) Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances and approve the Weed and Rubbish Abatement Schedule for the 2014 fire season.
- b) Appoint a subcommittee comprised of two members of the Council to review applications and/or conduct interviews and make their recommendation of appointments for two members to serve on the Willows Library Board at the June 24, 2014 Council Meeting.

12. **Council Member Reports:**

13. **Executive Session: Executive Session:** Pursuant to California Government Code Sections 54950 et seq., the City Council will hold a Closed Session. More specific information regarding this closed session is indicated below:

Pursuant to Government Code Section 54954.3 the public will have an opportunity to directly address the legislative body on the below items prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.

- a) CONFERENCE WITH LABOR NEGOTIATOR(S) Pursuant to Section 54954.5 (f) & 54957.6

Agency Negotiators: City Council
City Manager Steve Holsinger

Employee Organization(s): Willows Public Safety Association

14. **Report Out of Executive Session:**

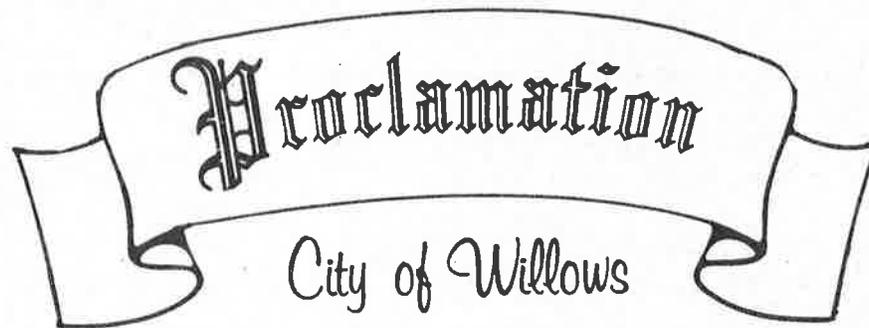
15. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before April 18, 2014.

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. 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



Proclamation
City of Willows

DECLARING THE MONTH OF MAY AS "POPPY MONTH"

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, millions who have answered the call to arms have died on the field of battle; and

WHEREAS, a nation that is at war must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, the red poppy has been designated as a symbol of the sacrifice of all the lives lost in all of the wars; and

WHEREAS, the American Legion Auxiliary, for ninety three years, has pledged to remind America annually of this debt through the distribution of the memorial poppy;

NOW THEREFORE, the City Council of the City of Willows does hereby proclaim the month of May, 2014, as "POPPY MONTH" and ask that all citizens pay special tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy during the month of May.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Willows, Glenn County, California, this 22nd day of April, 2014.

Jeffrey J. Cobb, Mayor

Proclamation

City of Willows

DECLARING MAY 11 THROUGH MAY 17, 2014 AS "NATIONAL POLICE WEEK"
WITH SPECIAL RECOGNITION OF MAY 4 - 5, 2014 AS "CALIFORNIA PEACE OFFICER MEMORIAL
CEREMONIES" AND MAY 15, 2014 AS "NATIONAL PEACE OFFICERS MEMORIAL DAY"

WHEREAS, of all the promises America offers, none is more precious or elusive than the right to be free from crime; and

WHEREAS, the dedicated men and women who have chosen law enforcement as a career face extraordinary risk and danger preserving our freedom and security; and

WHEREAS, during the week of May 11 through May 17, 2014, National Police Week is observed throughout the nation in order to recognize hazardous work, serious responsibilities, and strong commitment of our nation's officers; and

WHEREAS, in conjunction with this important observance, the City of Willows is observing May 15th as Peace Officer's Memorial Day in commemoration of those noble officers who have tragically sacrificed their lives in the line of duty; and

WHEREAS, in the year of 2013, 106 peace officers across the nation were killed in the line of duty. Further it is recognized that 8 of those officers killed being California Peace Officers.

WHEREAS, these special observances provide all Californians with the opportunity to appreciate the heroic men and women who have dedicated their lives to preserving public safety;

NOW THEREFORE, I, Jeff Cobb, as Mayor, do hereby proclaim the week of May 11 through May 17, 2014 as **NATIONAL POLICE WEEK** and with special recognition of May 4th and 5th, 2014 as **CALIFORNIA PEACE OFFICER MEMORIAL DAY** and May 15, 2014 as **NATIONAL PEACE OFFICER MEMORIAL DAY** in the City of Willows and direct all American flags to be displayed at half staff during these honorable dates and week recognizing the loss of these peace officers in preserving our liberty, and encourage all citizens to remember those individuals who gave their lives for our safety and express our appreciation to those who continue to dedicate themselves to making Willows a safer place in which to live.

IN WITNESS WHERE OF, I hereunto set my hand and caused the Seal of the City of Willows to be affixed hereto this 22nd day of April, 2014.

Jeffrey J. Cobb, Mayor

Natalie Butler

From: Philip James <pjames@glenncoe.org>
Sent: Tuesday, April 15, 2014 9:54 AM
To: nbutler@cityofwillows.org
Subject: Expanded Learning Programs in Glenn County

Good Morning Natalie,

I am the new program coordinator for After School Programs in Glenn County. I am responsible for the SPARK After School Program and the Expect Success Summer Camp that are offered throughout Glenn County. These programs provide expanded learning opportunities for youth throughout Glenn County to expand their horizons and learn new talents and/or interests while providing academic support that many of our students require.

One of my goals for the future of these programs is to provide opportunities for students to get involved and give back to their communities. I believe character development is an essential element in the development of our youth and something that our programs can help implement.

I would like the opportunity to speak on behalf of these programs at a City Council Meeting and attempt to identify some community needs that might be able to be addressed through service learning projects implemented through these programs.

Thank you very much,

Philip James

SPARK After School Program Coordinator

Glenn County Office of Education

(530) 682-8959

**MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MID-YEAR BUDGET
REVIEW MEETING HELD
March 11, 2014**

1. Mayor Cobb called the meeting to order at 10:03 a.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
Absent: None

4. **PUBLIC COMMENT:**

Jeff Williams asked if it is possible on the budget document to list how many employees are actually in each department. Finance Director Tim Sailsbery explained to Mr. Williams that each year when the City prepares the budget for passage, each of the budget pages by department has a personnel roster listed on that page.

5. **FY 2013/2014 Budget Review:**

Through the first six months of 2013/2014, General Fund activity has resulted in an operating deficit of \$11.4K compared to a \$30.9K deficit for the same period in 2012/13. Specific revenue and expense items are as follows:

Revenues:

- Taxes are \$127K higher than 2012/13. The increase is due to Property Taxes being up \$115K from last year and Transient Occupancy being up \$30K from last year. However, Sales Tax is down \$27K from the prior year. This is a source of concern and no concrete reason for the decrease has been identified. Staff will solicit input from Council regarding the possibility of retaining Hinderliter, deLamas & Associates to assist with analyzing the issue and determining possible recovery options. Rent for the 57 acres of City farm land is also \$18K greater than the prior year, but this is because the new tenant paid for the entire year in full rather than paying in two installments as has been the practice in previous years.

Expenses:

- Full-time wages are \$19K less than the prior year due to Police Salaries being \$43K lower. Ending the 10% furlough on September 1, 2013 resulted in \$18K greater cost to the city vs. the prior year.
- Employee Benefits are \$15K greater than the prior year.
- Workers Compensation Insurance is \$38K greater than the prior year.
- Professional/Contract Services are \$62K greater than last year. This is mainly due to the City going through legal channels regarding receivership of several blighted properties.
- Property and Liability Insurance is \$19K greater than the prior year.
- Part-time wages are \$15K greater than the prior year.

The Finance Director outlined the revised General Fund projections. Revised revenue projections note a number of revenue items that have been revised from the original estimate. As to expenditures, there is updated activity in a number of categories and some of these items have already been appropriated by the Council and others have not. These items are as follows:

- Legal Fees for Receivership – Costs are \$33K through the end of December and may increase to \$55K+ by the time the process is completed. While it is anticipated that these costs will be recouped at the sale of the properties, conservancy dictates that such revenues not be considered assured or counted upon.
- End of Furlough – The decision, subsequent to budget passage, to end furloughs as of September 1, 2013 creates an anticipated additional cost of approximately \$42K.
- Healthcare Savings – The cafeteria plan amount was set after budget passage. The net result is a \$23K savings in health benefit costs.
- Appropriations of Property Tax Administration Settlement Funds – Civic Center Parking Lot (\$10K), augmentation of Façade Improvement Program (\$20K), and finance software (\$65K) were all appropriated subsequent to budget passage.
- Police Overtime – With the delay in the hiring of a qualified applicant under the CHRP program, General Fund Overtime has been used to cover personnel shortfalls. The overtime budget has been fully utilized through mid-year, and an additional appropriation of \$18K in personnel cost associated with overtime is requested.
- Fire Department Repairs – Replacement of the fence and a larger number of vehicle repairs than anticipated has left the Fire Department in need of additional funding for repairs. \$7K is requested.
- Workers Compensation, Liability, and Property Insurance – As noted, a significant increase in net insurance cost has been experienced. The final numbers were not available at the time of the budget adoption. An additional appropriation of \$23K is requested to cover the cost of said insurance.

Council discussion ensued mainly on the topic of the Legal Fees for the Receivership and why the original estimate of \$23,000 was exceeded and the cost is currently at \$33,000 and anticipated to be approximately \$55,000 upon completion. Council Member Domenighini requested that the Receivership Process be placed on the next agenda for additional discussion, information and/or consideration.

Staff is requesting Council consideration of additional appropriations as well as budgetary transfers. If a majority of the Council directs staff to bring this item back, staff will present for appropriation/transfer at a future meeting the following items:

- Workers Compensation Insurance – Appropriation Request of \$17,000
- Property and Liability Insurance – Appropriation Request of \$5600
- Overtime – Police Department – Appropriation Request of \$15,000
- Receivership Program – Appropriation Request of \$25,000
- Fire Department – Appropriation request of \$7000
- Sewer Enterprise Fund (Utilities) – Appropriation Request of \$25,000

It was the direction given by the Council for staff to bring all of these items back for appropriation at the next regular City Council meeting.

6. General Fund Reserve Policy Concept Discussion:

Many public organizations establish a formal reserve policy to establish a minimum level of reserve funds to maintain at the close of each fiscal year. Such a policy formalizes the legislative body's wishes pertaining to what level of reserve will be allowed. This is done primarily in association with operational fund sources, as these sources are maintained on an ongoing basis. The City does currently have a \$200,000 General Fund reserve set aside in place and has so for a number of years.

Establishing a Reserve Policy generally is accomplished in one of two ways. Either a percentage of General Fund Revenue or Expenditures is established, or a flat dollar amount is established. Further it can be established in a formalized policy, or it can be stated in terms of the desired reserve level of the seated Council. Most recently, the Council seated for the 2010-2011 and 2011-2012 budgets did not establish a formalized policy, but rather they set a minimum overall reserve minimum of \$1,000,000 in developing their budget philosophy.

Setting a formalized policy will provide a communication tool to the organization and constituents regarding the minimum standard to be set for the level of reserve to hold in place. It provides a foundation for spending and investment plans year by year. Whether by percentage method or by dollar method, it provides a basic roadmap and goal for current and future spending plans.

The downside to such a formal policy is twofold. The first will be expenditure demands that tend to occur when the reserve level exceeds the formalized level. It is not at all uncommon for controversy to arise when reserve levels rise above the established level. Similarly, if the Council creates a formality to the process, the flexibility to fall below, even temporarily, becomes an issue of debate.

Secondly, a formalized policy creates a formalized picture as noted by the seated Council that establishes the policy. Subsequent Councils must go through a more formalized process to change said policy. The flexibility to budget is also somewhat limited under such a formalized process.

Whether the Council wishes to create a reserve policy strictly for a "rainy day" fund, or break said reserve into further components (capital, debt, pension, etc.) also enters into the picture. As it stands now, these issues are handled on an annual operating basis. Formalizing the nature of said reserve(s) will also play a role in the flexibility of the current and future Councils.

Council should determine whether or not a formalized policy is necessary, and if so, what method should be used in establishment and whether there should be components to said reserve.

Council discussion ensued and it was the consensus of the Council to continue this discussion during the upcoming budget cycle for fiscal year 2014/2015. For clarification purposes the City

Manager stated that the Council could adopt a formal policy, but in terms of future context, they can't tie the hands of a future City Council; therefore, the policy would essentially be good for a period of two years typically when there is a change in the make-up of the Council. What he believes he hears the Council saying is that they want to have a discussion during the upcoming fiscal year's budget development process and the discussion should be an annual focus point to make sure that the Council is where they want to be financially. Given that each future Council could follow that policy, he asked if it would be helpful if, when staff brings forward the upcoming budget discussion, that they could include the Council's formal preference for the General Fund Reserve to be restated as part of the budget adoption Resolution, so that it is set for that fiscal period and for the next Council to look at what was in that Resolution when the budget was adopted. His suggestion is that the policy becomes a formal part of each fiscal year's budget adoption Resolution in the future. Additionally, knowing that when staff brings forth the budget for fiscal year 2014/2015, they will include a trailer item for fiscal year 2015/2016 so the Council could then focus on two fiscal years out and then at the mid-year budget review of 2014/15 the Council could make their adjustments and set policy and direction for what they want to do with the 2015/16 budget. The City Manager's suggestion is to make this a statement in each budget adoption Resolution for future fiscal years. The consensus of the Council was to follow the City Manager's recommendation and make this a statement in each future fiscal year's budget adoption Resolution.

7. Minimum Wage/Part-Time Temporary Position Wage Scale:

Effective July 1, 2014, the California Minimum Wage will increase to \$9.00 per hour from the current \$8.00 per hour and it will increase again on July 1, 2016 to \$10.00 per hour. The City has several positions in the part-time employ with wage levels set at less than \$9.00 per hour and these positions must be brought to \$9.00 per hour as of July 1, 2014. Additionally, a number of positions in the current wage scale have not been reviewed since 2008, and in some instances, even longer. As a result, the concept of moving the scale for these positions by \$1.00 per hour (in line with the move from \$8.00 per hour to \$9.00) is an issue that staff is requesting that Council consider as we move into budgeting for the 2014/15 fiscal year.

Discussion ensued and the consensus of the Council was to increase the minimum wage employees to \$9.00 per hour and to give the part-time temporary positions a \$1.00/hour increase in wages to become effective July 1, 2014. The Finance Director stated that this will be brought back before the Council during the upcoming fiscal year's budget development process. Recreation Director Carol Lemenager then pointed out that the lifeguard positions will be starting in June and she stated that she would like the Council to authorize her to start them at the increased wage rather than waiting until July 1. It was the consensus of the Council to allow her to increase the wages of the lifeguards effective June 1.

8. Cost of County Services-Dispatch and Animal Control- Fiscal and Administrative Impacts:

The City recently received a notice from Glenn County stating that Dispatch Costs are projected to increase to \$99,071 for fiscal year 2014/15. This increase represents an increase of approximately \$10,696, or 12% higher than the previous fiscal year. Additionally, Animal

Control fees are projected to increase to \$84,634 which represents an increase of approximately \$32,634 or 63% higher than the previous year. While the Dispatch fee increase may be disconcerting, that is something that the City Manager and the Fire Chief will review and discuss. There hasn't been a formal agreement with the County on this topic since roughly 2008. There was a period a number of years ago that the City and the County came together to jointly fund a study for a Centralized Dispatch system for Glenn County. As the City continues in their discussions with the County, the City Manager stated that he will be adamant that they continue those discussions from the perspective of the matrix study that was performed. There has been no decision as to whether there plans to be a Centralized Dispatch Center moving forward or not, but for the moment the City continues to utilize the Sheriff's office for dispatch services for all of public safety, with the exception that the Fire Department does all of their own dispatching through their department. So, while there is an increase of \$10,000 overall for dispatch fees for the upcoming year, \$21,000 of the total dispatch fee charged by the County is for fire dispatch. Staff is unsure why the City is being charged by the County for fire dispatch since the Fire Department does their own dispatching. This is also disturbing to the City of Orland as well because they have a contract with Corning to dispatch all of their fire calls. The City Manager stated that this fee being charged to the Cities by the County for fire dispatch is odd and something that will need to be looked at closer.

With regards to Animal Control fees, some years back the County was going to increase the Animal Control fee to some \$80,000 per year and at that time the Council asked staff to look into doing their own animal control in-house with the Police Department and terminating the animal control agreement with the County. There was never a decision made with respect to bringing Animal Control in-house because ultimately the County withdrew the offer and ultimately agreed to lock the fee in at \$52,000 and there hasn't been an increase to Animal Control fees for four years. That said, the proposed new fee of \$84,600 is a 63% increase and is simply not acceptable.

The City Manager had contacted the City Manager in Orland to discuss the possibility of shared resources and Orland expressed an interest in looking into a shared service agreement. The City Manager believes that Animal Control is something that the City could accommodate in-house. The two Cities could put a total of \$104,000 on the table, but it believed that it wouldn't even cost that much to fund animal control in the two cities for a year if done in-house. It is the City Manager's recommendation to the Council as they look at these fees and have further discussions, that the Council votes to direct City staff to cancel the contract with Glenn County Animal Control and begin setting in place an agreement so that for fiscal year 2014/2015 the City can accommodate Animal Control through the Police Department and share some of that resource with the City of Orland to help to off-set some of the expense of providing service.

Council discussion ensued and all Council Members seemed to be in agreement that the increase in Animal Control expense is unacceptable. They discussed the possibility of having a comprehensive report prepared showing the cost of sharing Animal Control services with Orland versus paying the County for the service. They also agreed that there seemed to be no justification by the County for the increases to either Animal Control or Dispatch services, especially if there is no additional "services" that the City would receive for the increased costs. They also wondered why the City is being charged by the County to dispatch fire calls if the Fire

Department is responsible for their own dispatching. All were in agreement that these are things that need to be looked into. Most of the Council Members agreed that they would like explore the possibility of having these types of services handled in-house eventually so that the City has control over the costs and the service. Some Council Members believed that the County Employee costs are out of control and that the City is simply supplementing County operations. Mayor Cobb stated that he would like to hear from the public on this topic and see what they have to say, however after the public speaks he would like one final discussion to nail down exactly what the Council's motion is going to be because they want to be very specific on this.

Becky Love stated that she can't see the City doing anything with Orland – especially with the Police Department. She thinks Willows needs to hire a CSO if they want to do Animal Control because she wanted to know why we should take one of the City's Officers off the street, who has great training, and put them into Animal Control. She believes if you ask most of the people of Willows, they would say the same thing; which, she stated, a lot of people don't attend the meetings because they think the Council doesn't pay any attention to the public. She also stated that she believes the people in Willows need to know more about the Police K-9 dog, and she thinks that probably none of the Council Members have ever gone out and watched the dog, and she has because it is an investment for her. She believes everybody in Willows should go out and watch the dog work and know how much money the dog brings into the City of Willows. Years ago, in the 60's, the City dog catcher came out of the Maintenance department and it was not with the Police Department at all. She stated that if we don't have Animal Control in Willows, that's too bad, because we need our Police Officers on the streets because there are so many drugs in this town and her neighborhood was full of them. She thanks God for Willows Police Department and (Officer) Mrs. Kuwata that the drugs are now no longer there. Again, she stated that she doesn't think the City needs to do any business with Orland with Animal Control and we should let them handle their own stuff. She also stated that she thinks each one of the Council Members should talk to more of the citizens in this town and listen to them.

Police Sergeant Carl Walter stated that he wanted to point out that if the Police Department engages in Animal Control activities, the City is looking at, based on the County's own statistics, a 22% increase just in calls for service. These calls would be mostly coming during times of the day when there is only one Officer on duty. This could potentially result in having to hire additional staff to maintain, whether it be a CSO or a Police Officer, so the City needs to consider the possibility that this may not just simply be an \$85,000 issue, but it may additionally burden the City financially for additional staffing just to maintain this service. Also, if the City contracts with Orland, we would then need to decide if we are sending an Officer off of the street in Willows to send to Orland. These are all considerations that he encourages the Council to keep in mind while they are discussing this whole issue, and to realize it isn't just an \$85,000 issue because it could negatively impact the Police Department's direct services.

Jeff Williams stated that he thought he read or heard somewhere that the City would be combining the CSO position and the Animal Control position, but he stated that he hasn't heard that discussion here today and he wondered if it will be discussed.

Mayor Cobb stated that the Council hasn't even decided whether they will even be doing any of this yet and that what Mr. Williams may have heard was a member of the public suggesting that.

Mr. Williams apologized, stating that he thought that he read that one of the proposals was to combine the two positions as one unit. He asked whether that was something that was being considered.

The City Manager stated that actually the staff report suggests that the City combine the current Code Enforcement efforts with Animal Control and have that service provided as a shared resource with the City of Orland. The City currently does not have a CSO, nor does the City of Orland. The City currently has an Officer assigned to Code Enforcement priorities. It would be the intent of this proposal to combine the Code Enforcement efforts and Animal Control into one separate focus of the Police Department under the Law Enforcement umbrella of services.

Mr. Williams stated that what he is actually concerned with is if the CSO and the Animal Control position have to be sworn Officers. Mayor Cobb stated that typically a CSO is not a sworn Officer. Mr. Williams stated that our current Code Enforcement Officer is a sworn Officer and he thinks it would be a waste of money because retirement is much greater for Law Enforcement and Public Safety retirements. He stated if the City decides to go in the direction of doing in-house Animal Control, that they hire a person that is trained and qualified, but not over-qualified.

Sergeant Walter spoke again, stating that it just came to his attention that the thought was to combine the current Code Enforcement position with Animal Control, and if that is to be accomplished, as far as he could tell, that would require the Police Department to get rid of the K-9 program. He stated that if that is the intent of this Council, he believes that is a discussion that they need to have elsewhere because there are a lot of members of this community that contribute thousands of dollars towards the K-9 program. He stated that it would be virtually impossible to maintain the K-9 along with an Animal Control position – it just isn't going to be feasible. If the Council's intention is to do away with the K-9 program, he stated that he guarantees it is going to be a contentious issue.

Willows Police Officer Kelly Kuwata, who is the K-9 handler for the department, addressed the City Council and she presented them with a written "K-9 Activity" report showing all K-9 activity since she became the Certified handler on June 14, 2013. She also presented a verbal summary of the report. She stated that the K-9, Rocko, has been an integral part of the department and has been utilized not only by the Willows Police Department, but also by allied agencies in Glenn County. She stated that it is imperative that the K-9 Program continues to be an active unit with the Willows Police Department. Rocko is not even four years old and he has a long career ahead of him as an active K-9 for the Police Department. The citizens of Willows wanted Rocko for the Police Department and they donated the money so that Rocko could be purchased. The citizens continue to donate money for Rocko's continued maintenance and care. She stated that the Council should not decide to eliminate the K-9 program without notifying the citizens who paid for Rocko. The citizens have a right to know what the Council's intentions are with the K-9 program.

The City Manager then reiterated some of what was discussed earlier in the meeting and he stated that he believed that sharing Animal Control services with Orland would be the most practical move going forward. He disputes the fact that the City doesn't do things with the City

of Orland as was alleged earlier during the comment period. Since he has been in Willows, the City has strived to have shared resources with all of the agencies locally. The agencies have all come together as a unit from an Economic Development standpoint, and just a little over a year ago, was awarded \$4.6 Million in Federal Grant monies which never have to be repaid. That is a significant benefit to the citizens of the City of Willows and a project is about to get started on Sycamore Street, which was something that the citizens of this community really spoke out about and wanted to see take place. It was through the associations that were made and the cooperative efforts that the City had working with both the City of Orland and Glenn County representatives that brought that all together. He continued, stating that when he first arrived in Willows the cooperation among the various agencies was almost non-existent and it was more about an expressed hatred among the agencies. Agencies wanted to look for opportunities to sue one another and the problem was that in the past that type of behavior was being promoted and it shouldn't have been. In the more recent years the City of Willows has had nothing but great successes through the participation with both the County and the City of Orland and even other outside agencies. To give an example of something that has worked out really well for the Willows Community and the City of Orland is the Willows Librarian, Jody Meza, who is the Orland Librarian that the City of Willows contracts with Orland to run the Willows Library operations. The Willows Library has substantially improved through this shared resource agreement with the City of Orland. Additionally, when the City of Willows most recently needed Police Officers on the street, the City utilized shared resources with both the Glenn County Sheriff's Department and the City of Orland. At every opportunity this City has had, we have shared resources, equipment and personnel and it has been to the benefit of the City of Willows and its Citizens because we are able to provide a lot more service at no real significant increase of costs. If the City wants to provide significant levels of service to the community, they need to look to the outside and make agreements with other agencies and make collaborative efforts to get things done. That is what the City has achieved over the last six years and the City Manager expressed that he was happy to be part of it, and in fact, was instrumental in achieving this. He stated that he is going to take personal credit for pushing the right buttons and stepping on the right toes to even get the Matrix Project underway to look at Centralized Dispatch. He believes he was instrumental in pushing the Centralized Dispatch issue to the forefront and getting it on the table before the County and both Cities. People have been talking about Centralized Dispatch for some twenty years and nothing ever moved forward. Now the study has been done, the data is there, and the Cities and the County can take a look at it. He believes it is wrong for anybody to assume that any shared resource agreement is a bad idea. This City has benefited significantly by collaborating with other agencies in sharing resources and he would like to see the City of Willows continue doing this. He encouraged the Council to remember that it was shared resources that provided the opportunity for the City to offer exceptional services to the citizens of this community without a significant increase in cost. The Animal Control issue is another opportunity to do the same, and he believes we could do a better job bringing Animal Control in-house and controlling it without runaway costs, and we have the opportunity to share it with the City of Orland. Both cities will want to have Animal Control at some level and this is an opportunity for the City to be a leader in providing services to the community. He encourages the Council to approve the proposal as it was submitted.

Council discussion ensued once again and Council Member Domenighini stated that he would like to get additional information from the County explaining the additional costs. He also

thought it would be a good idea for staff to conduct a study to determine how much performing Animal Control duties in-house would cost and what it would involve. He sees Animal Control and Dispatch as two separate issues, but for Animal Control he would like to have a bid prepared by the City and compare it to the bid from the County in order to determine which is more cost effective. He is fine with saying that it is Council's current intention to withdraw from the County Animal Control, but he isn't quite ready to cut the cord just yet on the Animal Control agreement. With regards to Dispatch, he believes we need to have a greater understanding of the charges, especially the \$21,000 charge to dispatch for Fire when the Fire Department does all of their own dispatching in-house.

Council Member Mello believes that Animal Control could be shared between the Cities of Willows and Orland. He knows we could do it in-house, but he would like to see a plan in place for the Council to review before he makes a decision to turn anything over to anybody.

Council Member Hansen stated that due diligence on the City's part means that we need to look at other options. As the City Manager stated earlier, the City has got remarkable working relationships both with the County of Glenn and the City of Orland. The City wouldn't be mindful if they didn't look into their options with the City of Orland and shared resources. He stated that he has not been completely impressed with the Animal Control services that the County has offered over the years. The reports are generally statistically the same quarter by quarter and year by year. He believes that due diligence and to be fiscally prudent and offer the best service to the citizens, the City needs to explore the options with the City of Orland. He would like to see staff develop a plan and he thinks it is doable and workable to perform Animal Control in-house and he believes it makes good sense. Although he appreciated Officer Kuwata's report on the K-9 program and he stated that he supports the K-9 program, he pointed out that this particular discussion is not about the K-9 program but rather to develop Animal Control services that will work for the citizens of the City of Willows. He believes the Council should direct staff to explore the option of shared services with Orland for Animal Control for the City. He believes Dispatch services is something that the Council needs to explore, but it is a separate and different issue from Animal Control. He believes the \$21,000 the City is being charged for fire dispatch is a bit bizarre, but that is a discussion for another day.

Council Member Taylor-Vodden believes it is time to make a change and time to explore new ways of doing things and evaluate why the City has done things the way that they have in the past. She believes the City should move forward with this exploration but she believes they may be a little premature to say that they have to have the contract in place prior to dealing with what the Council has in front of them right now, which is the County's decision to move forward with imposing these fees on the City. She believes the City needs to tell the County that they simply do not accept the fee increase they are proposing. She believes the Council needs to make that statement to the County and do so quickly.

Mayor Cobb wrapped up his comments by reiterating Council Member Hansen's earlier comment that this is not a discussion about the Police K-9 program and that is not what the Council is even considering tonight. He also stated that he doesn't really care for the idea of negotiating different costs with the County. The County has already given the City a set price and he does not want to have to bicker back and forth with the County to get them to a lower

price. He hopes the County will make an effort to work this out with the City, but at this point he is just not too pleased with the County's proposed increases. With that, Mayor Cobb stated that he would be happy to entertain a motion.

It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to direct staff to work with Orland City staff to prepare Animal Control and Dispatch operational plan alternatives. The motion unanimously passed.

The City Manager asked that as a secondary issue, if the Council would like staff to inform the County that it is the intention of the City to withdraw from the Animal Control contract if the rate remains at \$84,600. The emphasis of impressing upon the County that the City is not going to continue this service cannot be done without the Council's blessing to do so.

It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Hansen to authorize the City Manager to prepare a letter to the County that states that the Council is not prepared to accept the terms of their proposed increase in fees for Animal Control for the upcoming Fiscal year. The motion passed 4/1, with Council Member Domenighini voting no.

At 12:10 p.m. Mayor Cobb called for a recess to break for lunch. Mayor Cobb reconvened the meeting at 12:47 p.m.

9. Egret & Night Heron Deterrence Discussion:

This is a continued discussion from the regular City Council session of February 25th concerning a request by Alan Schauer to have the Police Department assume responsibility for former volunteer efforts in monitoring and deterring bird nesting activity within the City. The City Manager stated that when the preliminary discussion took place, Police Chief Dahl was not present at the meeting to have an opportunity to weigh in with his thoughts. By way of summarizing what had transpired at the previous meeting, the City Manager stated that there was not a great deal of support by the staff to try to turn over to the Police Department what has been a citizen volunteer effort in past years. He doesn't believe that there is an interest on the part of the staff or the Council in having Law Enforcement Officers in the Police Department (the City's most expensive resource) take on this effort because the Police Officers have other important responsibilities out and around the County that they need to attend to. He doesn't want to see the Police Department strapped with chasing the birds around the town because he thinks it is particularly important in this organization to understand that the Council is currently contemplating adding Animal Control services as part of the duties in the Police Department. He doesn't believe now would be the time to turn a volunteer program over to the Police Department.

Police Chief Dahl added that the fact of the matter is, that with staffing levels in the Police Department as they are now, they simply will not have the time to take over these efforts. He also stated that if the Department takes over the Animal Control duties, they just unfortunately will not have time to take this project on.

Alan Schauer stated that his request was only to have the Police Department be an extra set of eyes on the street and it would be incidental activity and non-interfering with regular Police

Officer duties. He has no interest at all in using Officers dedicated to deter the birds, but when they see them, if they could simply note them and get in touch with a volunteer to let them know the location(s) of the birds. He doesn't see his request as interfering with Police work. He just wants the Officers to be cognizant of the birds and to call a volunteer. The fundamental notion of utilizing the Police Department is for continuous surveillance because the Officers are already out and about in the community all day long, but volunteers are not always out in the community on a regular basis. Mr. Schauer said it was certainly not his intention to interfere in normal Police activities. He stated that he does not see this as a project as much as he sees it as another thing for Police to view when they are out on Patrol looking around.

Council discussion ensued and while the Council understood and was sensitive to Mr. Schauer's request, it was ultimately the consensus of the Council to not have the Police Officers take on this activity, however, they asked Chief Dahl if he could contact the VIPS and the Explorers and see if they are available to assist in the volunteer efforts to deter the birds from nesting in the City. The Council also expressed their appreciation to Mr. Schauer and his team of volunteers for all of their efforts in the past years to successfully deter the birds from nesting.

10. Building Department Planning & Development Projects review:

Building Official Clay Dawley reviewed recent, current and anticipated development projects with the Council. He indicated that last year the City reviewed between 45 and 50 sets of plans ranging anywhere from small residential projects to larger commercial and industrial improvement projects. There were a total of 195 permits issued and the total construction value for the year 2013 was \$3,460,000. A total of 607 field inspections took place, and of those, 490 were residential.

He noted some of the current projects that are under review are 1340 West Sycamore which is the 49-unit Willows Senior Apartments project. There is an O'Reilly auto parts store project that will be located at 1257 West Wood Street that is also currently under review. The hotel at 475 North Humboldt is currently undergoing a brand change to convert to a Best Western so they are undergoing some new construction, upgrades and landscaping projects. There is an automated car wash currently under review that will be coming to 1261 West Wood Street.

Ongoing projects are located at 460 North Humboldt which is a newly built Dollar Tree, 255 N. Tehama Street which is an existing building that will be home to a new Ace Hardware Store, and 6504 County Road 57, Wilbur Ellis, is expanding their fertilizer blending facility.

The Council thanked Mr. Dawley for his report and Council Member Domenighini stated that in the future he would really appreciate hearing periodic reports from all of the departments.

11. Adjourn: Mayor Cobb adjourned the meeting at 1:17 p.m.

Dated: March 11, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
April 8, 2014

1. Mayor Cobb called the meeting to order at 7:04 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**

<u>Present:</u>	Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
<u>Absent:</u>	None
4. **Agenda Review:** It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to accept the April 8, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Charles Anderson, the Regional Public Affairs Manager for the Sacramento Valley Division of the League of California Cities – Northern Division, gave the Council a presentation, outlining the various services that the League provides to Cities in the State.
 - b) California Water Service Local Manager Rosanna Marino, and Water Quality Program Manager Shreya Ramesh gave the Council an update on the progress of the Chromium 6 pilot study and future compliance schedule.

Mayor Cobb called for a brief recess at 7:25 p.m. and reconvened the meeting at 7:28 p.m.

6. **Public Comment/Written Communications:**

The following person(s) spoke during public comment:

Jeff Williams spoke on the topic of placing the payroll and general check registers on the City's website and suggested this is something the City should consider doing.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General, Payroll and Direct Deposit Check Registers (27202-27263; Z05127-Z05161; 33050-33073).

8. **Public Hearings:**

- a) Conduct a Public Hearing to introduce an Ordinance entitled “An Ordinance of the City Council of the City of Willows, adding to Chapter 18.110 (General Provisions and Exceptions) of the Willows Municipal Code Section 18.110.114, Density Bonus”.

The City of Willows has initiated a draft zoning text amendment to the City’s Municipal Code, chapter 18.110 (General Provisions and Exceptions) to include Density Bonus. The City intends to update the Housing Element in 2014, per the State Department of Housing and Policy Development requirements. This year the State is allowing for an expedited Housing Element review if an agency has an adopted Density Bonus Ordinance, per Government Code Section 65915. Therefore in order to allow the City of Willows this expedited review opportunity, a zoning text amendment has been initiated. The City Attorney has reviewed the draft text language and has approved the language.

On March 19, 2014, the City of Willows Planning Commission heard and reviewed the text amendment proposal and recommended by Resolution that the City Council adopt the proposed amendment to the Municipal Code/Zoning Ordinance.

Staff recommends that the Council conduct the required Public Hearing and pass first reading of the proposed Ordinance. Mayor Cobb opened the Public Hearing at 7:34 p.m. and hearing no comments, closed the public hearing at 7:34 p.m. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to read by title only the Ordinance next in line. The motion unanimously passed. It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to pass first reading of an Ordinance entitled “An Ordinance of the City Council of the City of Willows adding to Chapter 18.110 (General Provisions and Exceptions) of the Willows Municipal Code Section 18.110.114, Density Bonus”. The motion unanimously passed.

9. **Ordinances:** Action taken under item 8 (a).

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

The City Manager announced that the Council Members received an invitation to attend the Grand Opening and Ribbon-Cutting Ceremony for the new Dollar Tree store scheduled to occur on May 10. He also announced that he will be having minor knee surgery the following day and that he will be out of the office for a few days. During his absence he indicated that Finance Director, Tim Sailsbery, will be in charge of running day-to-day City operations.

11. **New Business:**

- a) Annual Housing Element Progress Report:

The preparation of a General Plan Annual Progress Report (APR) as required per Government Code 65400, reports the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement and development of housing, and the status of

implementation of these programs. Additionally the APR included the Regional Housing Needs Allocation (RHNA) numbers and where the City stands with meeting these numbers.

The City has implemented all of the required programs that were time sensitive – one year from certification implementation. Most recently in the past couple of years the City has implemented HD-1.5.1 which is to annually apply for grant funds to include HOME and CDBG General Allocation funds. Over the past couple of years the City has applied for both HOME and CDBG grants which have been granted to the City for both new housing units (Senior Housing) and for studies associated with Housing for all income groups (Housing Element Update and Housing Conditions Survey).

The City will be undertaking the preparation of another Housing Element Update this year, and new programs will be implemented as a result of new state mandates. However the report before the Council tonight takes into account the efforts the City has made in meeting the current programs and numbers over the past year (April 1, 2013 to March 31, 2014). Staff is asking that the Council authorize the forwarding of the report to the Governor’s Office of Planning and Research and the State Department of Housing and Community Development as required per Government Code.

It was the unanimous consensus of the Council to accept the report as submitted and authorize staff to forward the report with any amendments to the Governor’s Office of Planning and Research, and the State Department of Housing and Community Development as required by Government Code Section 65400 (b)(2).

12. Council Member Reports:

Council Member Mello:

- Reported that the Toys for Tots fundraiser held recently went well.
- Announced that April 11 & 12 there will be a Craft Show Expo at Memorial Hall.

Vice-Mayor Taylor-Vodden:

- Attended a Farmers’ Market Advisory Committee meeting and they are very excited about the Willows Market for this year, particularly coordinating the Market with the opening of the new Ace Hardware store in that area. The Market will be held on Saturday mornings this year as opposed to previous years when it was held on a weeknight. The first day of this year’s Farmers’ Market will be May 24.

13. Adjournment: Mayor Cobb adjourned the meeting at 7:42 p.m.

Dated: April 8, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

ORDINANCE NO. 709-2014

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING TO CHAPTER 18.110 (GENERAL PROVISIONS AND EXCEPTIONS) OF THE WILLOWS MUNICIPAL CODE SECTION 18.110.114 DENSITY BONUS

THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council does hereby amend Chapter 18.110 (General Provisions and Exceptions) of the Willows Municipal Code specifically adding Section 18.110.114 regarding Density Bonus; in accordance with California Government Code Section 65915 and which Willows Municipal Code is hereby amended to read as follows:.

Sections:

- 18.110.010 Scope.
- 18.110.020 Accessory buildings.
- 18.110.030 Accessory uses.
- 18.110.040 Bed and breakfast.
- 18.110.050 Fences.
- 18.110.060 Height exceptions.
- 18.110.070 Home occupations.
- 18.110.080 Temporary use.
- 18.110.090 Nonconforming uses.
- 18.110.100 Yards.
- 18.110.110 Storage containers.
- 18.110.111 Emergency Shelter Development & Managerial Standards.
- 18.110.112 Second Dwelling Unit.
- 18.110.113 Reasonable Accommodation Request under the Fair Housing Acts.
- 18.110.114 Density Bonus.**

18.110.010 Scope.

Each and every district shall be subject to the provisions of this chapter in addition to the requirements and regulations set out in each of the district regulations. [Ord. 680-08 § 1(7.01), 3-11-08; Ord. 632-91 § 7.01, 10-22-91].

18.110.020 Accessory buildings.

Accessory buildings conforming to the building code of the city of Willows shall be permitted as follows:

(1) Attached Accessory Building. An accessory structure may be attached to the main building; provided, that it shall be made structurally a part of and have a common wall with the main building and it shall comply with all other requirements, including setbacks, for main buildings.

(2) Detached Accessory Buildings. Detached accessory buildings shall be located as follows:

(a) To comply with side and front yard requirements for main buildings.

(b) Three feet from the rear property line, unless the property abuts an alley. If abutting an alley, no rear setback is required.

(c) Ten feet from any property line abutting a public street.

(3) Accessory building(s) shall not be erected in any R district, unless and until the main building is erected and occupied or until a use permit is first secured. [Ord. 680-08 § 1(7.02), 3-11-08; Ord. 632-91 § 7.02, 10-22-91].

18.110.030 Accessory uses.

Accessory uses as defined in WMC 18.25.010 shall be permitted as appurtenant to any permitted use without the necessity of securing an administrative use permit or use permit, unless particularly provided in this chapter. [Ord. 680-08 § 1(7.03), 3-11-08; Ord. 632-91 § 7.03, 10-22-91].

18.110.040 Bed and breakfast.

These regulations shall apply wherever the bed and breakfast use is permitted.

(1) A maximum of five guest bedrooms or 10 guests at one time shall be provided by a bed and breakfast establishment.

(2) The owner/operator shall reside on the property.

(3) Meals shall not be provided to other than guests of the establishment.

(4) All facilities shall meet with the health and safety regulations of the Glenn County health department. [Ord. 680-08 § 1(7.04), 3-11-08; Ord. 632-91 § 7.04, 10-22-91].

18.110.050 Fences.

(1) Fences shall not be placed or erected on public property unless an encroachment permit has been first obtained from the director of public works.

(2) In R districts, fences in side and rear yards may not exceed six feet in height and may not exceed three and one-half feet in front yards. [Ord. 680-08 § 1(7.05), 3-11-08; Ord. 632-91 § 7.05, 10-22-91].

18.110.060 Height exceptions.

Towers, spires, chimneys, machinery penthouses, scenery lofts, cupolas, water tanks, radio aeriels, television antennas and similar architectural and utility structures and necessary mechanical appurtenances may be built and used to a height not more than 10 feet above the height limit established for the district in which the structures are located; provided, however, no such architectural or utility structure in excess of the allowable building height shall be used for sleeping or eating quarters or for any commercial advertising purposes. Additional heights for public utility structures may be permitted upon the approval of the planning commission. [Ord. 680-08 § 1(7.06), 3-11-08; Ord. 632-91 § 7.06, 10-22-91].

18.110.070 Home occupations.

A home occupation as defined in WMC 18.25.080 shall be permitted in any residence upon first securing a use permit only if all the following regulations can be met:

(1) Is confined completely within a legal structure and occupies not more than 25 percent of the floor space of a dwelling or 50 percent of that of an accessory building.

(2) Involves no sales of merchandise other than that produced on the premises or directly related to and incidental to the services offered.

(3) Is carried on by the member of the family occupying the dwelling with no other persons employed.

(4) Produces no evidence of its existence upon or beyond the premises such as external alteration creating nonresidential or unsightly appearance of a structure, noise, smoke, odors, vibrations, etc., except one sign not to exceed two square feet in area and pertaining directly to the particular home occupation. The sign must be approved by the planning commission with regard to design and placement.

(5) Does not generate pedestrian or vehicular traffic beyond that normal in the neighborhood in which such use is located.

(6) Meets the requirements of the chief building inspector and fire district of the jurisdiction. [Ord. 680-08 § 1(7.07), 3-11-08; Ord. 632-91 § 7.07, 10-22-91].

18.110.080 Temporary use.

Notwithstanding any of the provisions of this title to the contrary, the following uses shall be permitted in any zoning district of the city upon the issuance of an administrative use permit in the manner hereinafter provided by Chapter 18.130 WMC:

(1) Circuses, carnivals, and amusement parks.

(2) Temporary use of trailer, mobile homes, manufactured housing, or modular units for temporary office or caretaker quarters.

(3) Temporary uses not specifically identified in this section and not normally associated with or accessory to uses permitted in the zoning districts. [Ord. 680-08 § 1(7.08), 3-11-08; Ord. 632-91 § 7.08, 10-22-91].

18.110.090 Nonconforming uses.

(1) Continuation.

(a) The lawful use of land existing at the time of the passage of the ordinance codified in this title, although such use does not conform to the provisions hereof, may be continued. However, nonconforming commercial and industrial uses operated on open land not accessory to a permanent building on the site may be continued for a period not longer than five years after such uses become nonconforming.

(b) If any nonconforming use is abandoned or discontinued for any reason, subsequent use of such land shall be in conformity with the provisions of this title. The discontinuance of a nonconforming use for a period of six months or more is, in itself, prima facie evidence of abandonment.

(2) Changing to Another Such Use. If no structural alterations are made, a nonconforming use of a building may be changed to another nonconforming use of the same or more restricted classification.

(3) Alterations of Buildings. No existing building designed, arranged or intended for or devoted to a use not permitted under the regulations of this title for the district in which such building or premises is located shall be enlarged, extended, reconstructed, or structurally altered, unless such use is changed to a use permitted under the regulations specified by this title for such district in which said building is located. However, authorized maintenance shall be permitted not exceeding a total amount (during a period of five years) of 50 percent of the assessed value of the building according to the assessments thereof by the assessor of the county.

Notwithstanding the above, an owner of a nonconforming building intended for residential use may apply for a conditional use permit to allow maintenance of the building in excess of the amount specified.

(4) Destruction of Building. If at any time any building in existence or maintained at the time of the adoption of the ordinance codified in this title or amendments thereto which does not conform to the regulations for the district in which it is located shall be destroyed by fire, explosion, act of God, or act of the public enemy, to the extent of more than 50 percent of the value thereof, then and without further action by the city council, said building and the land on which said building was located or maintained shall from and after the date of such destruction be subject to all the regulations of the district in which such land and/or building is located. For the purposes of this title, the value of any building shall be the estimated cost of the replacement of the building in kind, as determined by the building official.

Notwithstanding the above, nonconforming residential structures solely for residential use located in an office, commercial or industrial zone may be continued as a residential use; provided, that there shall be no increase in the number of dwelling units or total floor area of the former structure. An owner of a nonconforming building intended for residential use may at any time apply to the city manager or his/her designee for a zoning clearance letter to allow the continued use, maintenance and improvement of the nonconforming structure including its reconstruction in the event it is destroyed more than 50 percent by any of the enumerated acts; provided, that the following conditions are met:

(a) A building permit for reconstruction is issued within six months of destruction.

(b) Reconstruction conforms to the current development standards regarding parking, height, setback, and other provisions of this code.

(5) Applicability of Chapter to New or Changed Districts. The foregoing provision shall also apply to nonconforming uses in districts hereafter changed or established, and any time limit for the suspension of a nonconforming use of the land shall date from the date of the enactment of the ordinance codified in this title or any amendment of district boundaries which first creates a nonconforming use or uses.

(6) Certificate of Use and Occupancy. The owner or occupant of any land or building classified as a nonconforming use under provisions of this title shall, upon notification by the planning commission, make application for a certificate of use and occupancy and shall, on a schedule established by the planning commission, thereafter apply for renewal of said certificate. The planning commission may waive the requirement for initial application for a certificate of

use and occupancy and/or periodic renewal, either on a case-by-case basis, or categorically for a class or classes of nonconforming properties.

(7) Enlargement of Nonconforming Use. Any nonconforming use or building may be permitted to be enlarged, extended, reconstructed, or structurally altered in cases where an application for a use permit is first approved, as provided in Chapter 18.135 WMC, Use Permits. The regulations of this chapter are subject to this section. [Ord. 680-08 § 1(7.09), 3-11-08; Ord. 664-00 § 7.09, 6-27-00; Ord. 632-91 § 7.09, 10-22-91].

18.110.100 Yards.

(1) No yard or other open space provided about any building for the purpose of complying with the regulations of this title shall be considered as providing a yard or open space for any other building or structure.

(2) In any case where a setback line, building line or official plan line has been established, the required yards on the street frontage of lots shall be measured in accordance with such lines and in no case shall the provisions of this title be construed as permitting any structure to extend beyond such lines.

(3) Garages, carports and other accessory buildings may be attached to and have a common wall with the main building or, when located as required by this title, may be connected thereto by a breezeway.

(4) Cornices, eaves, canopies, fireplaces, and similar architectural features, but not including any flat wall or window surface, may extend into any required yard a distance not to exceed two feet.

(5) Uncovered porches or stairways, fire escapes or landing places may extend into any required front or rear yard a distance not to exceed six feet and into any required side yard a distance not to exceed one-half of the width of the side yard required for the lot.

(6) In any R district where 50 percent or more of the building sites in any one block or portion thereof in the same district have been improved with buildings, the required front yard shall be a depth equal to the average of the front yards of the improved building sites, to a minimum requirement of that specified for the district, but in no case less than 16 feet.

(7) In any full block frontage lots, the front yards may be varied so that the required yard depth is not reduced more than five feet, the average of all lots equals the required yard depth and corner lot yards are not reduced.

(8) No yard may be used or allowed to be used for the storage, accumulation or placement of junk, automobiles or other motor vehicles, machinery, or building materials except:

(a) Automobiles regularly in use which are parked within the off-street parking space provided for on said property.

(b) Building materials as may necessarily be required for construction upon the lot wherein said yard is located immediately prior to and during such construction.

(c) As may be allowed by the specific regulations applicable to the district wherein said yard lies. [Ord. 680-08 § 1(7.10), 3-11-08; Ord. 632-91 § 7.10, 10-22-91].

18.110.110 Storage containers.

Storage container units shall be permitted subject to the following:

(1) Storage containers shall be permitted within all residential zones (R-1, R-2, R-3 and R-P), subject to the following:

(a) An administrative use permit, pursuant to provisions of Chapter 18.130 WMC, must be obtained prior to placement of a storage container on a property.

(b) Containers may not be located in front, side, or rear yard setbacks, or be located forward of the principal residence on the lot. Storage containers may not be located within utility line easements and are subject to applicable city fire code compliance, including maintaining defensible space around the container and separation from other buildings.

(c) The maximum height of a storage container is limited to eight feet above finished grade.

(d) Containers cannot be located on a property prior to placement of the principal residence.

(e) Containers require issuance of a building permit, and must meet design criteria and foundation criteria noted herein.

(f) Containers cannot be placed in any city-designated entryway locations.

(g) No more than one storage container may be allowed per lot.

(2) Storage containers may be permitted in the following commercial and industrial zones (CG, CH, ML and MH), subject to the following:

(a) The placement of storage containers shall be subject to a use permit, pursuant to the provisions of Chapter 18.135 WMC, before the planning commission.

(b) Containers may not be located in front, side, or rear yard setbacks.

(i) In zones where no setback is otherwise required, a minimum setback shall be established through the use permit process, taking into account existing and planned land uses on adjoining properties.

(ii) Storage containers may not be located within utility line easements and are subject to applicable city fire code compliance, including maintaining defensible space around the container and separation from other buildings.

(c) Containers require the issuance of a building permit, and must meet design criteria and foundation criteria noted herein.

(d) Containers cannot be placed in any city-designated entryway locations.

(e) The maximum height of a storage container is limited to 10 feet above finished grade.

(3) The following design criteria shall apply to placement of a storage container:

(a) The container shall be maintained in quality condition, free of rust or other signs of deterioration.

(b) The container shall be painted (colors consistent with city design criteria as noted in Chapter 2.45 WMC).

(c) Screening shall be utilized as necessary to reduce visibility from public vantage points, and may include use of solid fencing or fencing with screening slats, landscaping and similar measures.

(4) The following foundation and building criteria shall apply to the placement of a storage container:

(a) Use of a foundation or other system which, in the opinion of the building official, provides necessary support for the storage container. The foundation may include, but not be limited to, use of a concrete pad or similar durable surface able to adequately support the structure.

(b) Storage containers shall be outfitted with a safely locking door mechanism.

(c) No electrical power may be provided to a storage container.

(5) No advertising is allowed on storage containers.

(6) The temporary use of a storage container shall be allowed in any residential, commercial or industrial zone pursuant to the following:

(a) A temporary use permit shall be obtained, pursuant to provisions of Chapter 18.130 WMC.

(b) The permit shall be granted for a period not to exceed 12 months.

(c) The permit shall expire when the project receives a certificate of occupancy or the building permit expires, whichever occurs first.

(d) Depending upon the term of the use and location of the proposed temporary storage container, temporary screening requirements and other design considerations may apply.

(e) Zoning district setbacks shall apply to the placement and location of the storage container.

(f) Storage containers shall not be used for any type of advertising.

(7) Nonconforming Storage Container(s). All storage container(s) lawfully existing prior to the adoption of the ordinance codified in this section may continue in use, subject to the provisions of this section, even when later amendments or prior amendments to any provision of this title have caused such lawfully existing storage container(s) to become nonconforming under the

terms of this chapter. Storage container(s) not lawfully existing prior to the adoption of the ordinance codified in this section must be brought into conformance or removed.

(a) Nonconforming Storage Container(s). The owner of a nonconforming container shall within six months of notification of nonconformity either:

(i) Remove the container; or

(ii) Obtain a new permit, with variances to allow the nonconforming aspect; or

(iii) Obtain a new permit subject to modification or relocation of the container to achieve conformity with this division; or

(iv) Obtain an extension of time within which the container must be moved under the amortization provisions of subsection (7)(b) of this section; or

(v) Apply for a permit to allow a nonconforming storage container to remain on the property as described under subsection (7)(e) of this section.

(b) Amortization.

(i) An owner of nonconforming container(s) may delay removal, modification, or relocation of the container(s) for a reasonable period in order to recover the original costs where, at the time specified for removal, the costs were not yet fully amortized. The amortization period shall be proportionate with the investment involved.

(ii) The owner of a nonconforming container(s) may apply to the city manager for an extension of time within which the container(s) must be removed. The application shall contain the following information:

(A) Address and detailed location of the container(s);

(B) The date the container(s) was placed;

(C) Whether and when a permit was issued;

(D) The cost of container placement;

(E) The remaining term of the container(s) owner's lease of the real property, if applicable; and

(F) The present value of the container(s).

(iii) The city manager shall consider the information presented on the application in acting on the request for extension. If the city manager finds that the circumstances

warrant granting an extension of time for amortization of the container, the city manager may grant the extension for a reasonable time not to exceed three years.

(c) Use Permit or Planned Development Permit. Nonconforming storage container(s) that were permitted and installed pursuant to a conditional use permit or planned development permit, prior to the adoption of the ordinance codified in this section, may continue in use until changes, expansions, or alterations other than normal maintenance and upkeep are proposed for or made to such container(s). At the time of such change, any such container(s) must be brought into conformance with the provisions of this chapter.

(d) Alterations to Existing Development. When structural alterations, additions or remodeling with a value, as determined by the building official, of 25 percent or more of the full value of the improvements as shown on the last equalized assessment roll or \$15,000, whichever is greater, are made to the exterior of a building or to a site containing a nonconforming container(s), any and all such nonconforming storage container(s) must be brought into conformance with the provisions of this chapter whether or not changes or alterations are proposed for or made to the container(s), or such storage container(s) must be removed.

(e) Retention of Nonconforming Storage Containers. Any owner or user of such nonconforming storage container(s) wishing to maintain such a container(s) in its existing condition may apply to the city manager for a permit to allow continued maintenance and use of the container(s). Application shall be made within 30 days of the container's owner or user being notified of the need to bring such container(s) into conformance. Such permit, if granted, shall establish a specific period of time for continued use and maintenance, based upon an individual assessment of the facts and circumstances relating to the particular container(s). Factors to be considered in approving or denying such a permit shall be the initial container's cost, the container's age, the value of any proposed structural alterations to the existing storage container, existing placement of the container on the subject property, its overall condition and appearance, and similar facts and circumstances. However, the intent of the city is to ensure compliance with the provisions of this chapter and the keeping of storage containers on private properties, and in no instance shall a nonconforming storage container be approved by city permit for a period of more than three years. Failure to apply for a permit within the 30 days specified herein shall constitute a waiver of the right to request any longer period for maintenance or use of an existing nonconforming container(s).

(f) Annexation Change of Zone. Any container(s) that becomes nonconforming after the adoption of the ordinance codified in this section because of annexation, zone change, or other city action shall be subject to the provisions of this section. [Ord. 685-09 § 2, 8-11-09]

18.110.111 Emergency Shelter Development & Managerial Standards

An Emergency Shelter shall comply with the requirements of this Section, where allowed by 18.60.020(7) and 18.60.030(10).

1. Purpose. The provisions of this Section are intended to provide opportunities for the development of permanent emergency shelters to provide temporary housing, with minimal supportive services for homeless persons, and to establish standards for these shelters.

2. Location. An Emergency Shelter shall be proposed in the (CG) General Commercial zoning district, subject to the permit requirements of Section 18.60.020(7), provided that a minimum distance of three hundred (300) feet shall be maintained from any other emergency shelter, as measured from the property line.

3. Project review and approval.

(a) Emergency Shelters with up to fifty (50) beds are principally permitted in the CG zoning district. Provided that, during seasonal or emergency events of flooding, extreme temperature, or natural disaster, such shelters shall not be limited with regard to the number of persons served, subject to occupancy limits of the Fire Department and the Uniform Building Code, so long as the operating conditions set forth in this Section are met.

(b) Emergency Shelters with greater than fifty (50) beds in the CG zoning district shall require approval of a Conditional Use Permit in compliance with Section 18.60.030(10).

(c) An Emergency Shelter with fifty (50) beds or less in the CG zoning district is exempt from Design Review. An Emergency Shelter with greater than fifty (50) beds in any zoning district, including the CG zoning district, shall require Design Review in compliance with Section 2.45.010.

4. Development Standards.

(a) Maximum number of beds. As determined by CUP, except that a maximum of fifty (50) beds shall be permitted, by right, in the CG zoning district.

(b) Length of Stay. Temporary shelter shall be available to residents for no more than 180 days in any twelve (12) month period.

(d) Intake/waiting area. A client intake/waiting area shall be provided at a minimum of ten (10) square-feet per bed provided at the facility, with a minimum of 100 square-feet. Said intake/waiting area shall be in a location not adjacent to the public right-of-way. If located at the exterior of a building, the intake/waiting area shall be visually separated from public view by a minimum of six (6) foot tall visually screening

mature landscaping or a minimum six (6) foot tall decorative masonry wall, and shall provide consideration for shade/rain provisions.

- (e) Lighting. Adequate external lighting shall be provided for security purposes.
- (f) Security. Security personnel shall be provided during the hours that the emergency shelter is in operation.
- (g) On-site management. At least one (1) facility manager shall be on-site at all hours that the facility is open. Additional support staff shall be provided, as necessary, to ensure that at least one staff member is provided in all segregated sleeping areas, as appropriate.

18.110.112 Second Dwelling Units

1. Purpose. The provisions of this Section are intended to provide opportunities for the development of second dwelling units which provide complete independent living facilities for one or more persons.

2. Requirements. The requirements of this section apply to the development and construction of secondary dwelling units. This section establishes development standards in compliance with the Government Code section 65852.1. Second dwelling units as permitted by this title, are subject to the following requirements or conditions:

- (a) May be constructed in any R-1 or R-2 zone if the subject property contains one legal single-family dwelling, provided that the second unit does not exceed the allowable density for the lot upon which the second unit shall be located.
- (b) The second unit is either attached to the existing dwelling, or detached from the existing dwelling and located on the same lot as the existing dwelling.
- (c) No more than one second dwelling unit shall be allowed on any parcel.
- (d) The design of the second dwelling unit is compatible with the design of the primary dwelling unit and the surrounding neighborhood in terms of exterior treatment, and scale.
- (e) The total floor area of an attached second unit shall not exceed 30 percent of the existing living space.
- (f) The total floor space for a detached second dwelling unit shall not exceed one thousand two hundred (1,200) square feet and may not have more than one bedroom.
- (g) New construction for second dwelling units shall conform to all requirements of this title and all provisions of the current California Building Code.
- (h) Payment of all costs attendant thereto, for provide additional City services.
- (i) Shall comply with the setback and height requirements of the applicable residential zoning district for the primary dwelling.
- (j) The second dwelling unit shall provide for utilities separate from the primary residential dwelling.
- (k) The second dwelling unit shall comply with the lot coverage of the applicable zoning district

- (l) The second dwelling unit shall be required to provide one off-street uncovered parking space.
 - (m) Deed restrictions: One unit on the property shall be owner-occupied and shall be the primary residence of the property owner, the other may be rented. Prior to issuance of any permit, pursuant to this chapter, or occupancy of the second dwelling unit, an affidavit of owner occupancy and declaration or agreement of restrictions, in a form acceptable to the city attorney shall be executed by the property owner(s) and recorded in the office of the recorder of Glenn County, stating that:
 - a. the second dwelling unit shall not be sold separately,
 - b. the second dwelling unit is considered legal only so long as either the primary residence or the second dwelling unit is occupied by the owner of record of the property,
 - c. the restrictions shall be binding upon any successor in ownership of the property and lack of compliance shall void the approval of the unit and may result in legal action against the property owner.
3. The developer of a subdivision that includes second dwelling units shall record a declaration of owner occupancy prior to the recordation of the Final Map or Parcel Map. Each lot with a second dwelling unit shall remain unoccupied until the property transfers ownership, allowing for compliance with the recorded owner-occupancy restriction.
 4. Environmental Determination. The Council finds that the adoption and implementation of this ordinance are exempt from the provisions of the California Environmental Quality Act in that the Council finds there is no possibility that the implementation of this ordinance may have significant effects on the environment.

18.110.113 Reasonable Accommodation Request under the Fair Housing Acts

1. Purpose. The purpose of this ordinance is to establish a formal procedure for persons with disabilities seeking equal access to housing under the Federal Fair Housing Act and the California Fair Employment and Housing Act (the Acts) in the application of zoning laws and other land use regulations, policies and procedures.

2. Findings. The Council of the City of Willows finds as follows:

(a) Housing that is accessible to people with disabilities has been identified as a special housing need in the Housing Element of the City's current General Plan.

(b) Policy RC-1.3.2 of the 2009-2014 Housing Element calls for amendment of the Municipal Code to provide a formal process for a person with disabilities to make a reasonable accommodation request seeking equal access to housing to reasonable accommodation in the application of the City's zoning laws.

(c) Both the Federal Fair Housing Act and the California Fair Employment and Housing Act impose an affirmative duty on local governments to make reasonable accommodation (modifications or exceptions) in their land use regulations and practices when such accommodation may be necessary to afford disabled persons an equal opportunity to housing.

(d) The City of Willows has historically provided for reasonable accommodation through the use of existing regulatory procedures not specifically designed for people with disabilities.

(e) Codification of a formal process for persons with disabilities seeking equal access to housing to request reasonable accommodation in the application of the City's land use regulations and establishment of relevant criteria to be used when considering such requests will ensure prompt, fair and efficient handling of such requests in accordance with the fair housing laws' reasonable accommodation mandate.

3. Applicability. A request for reasonable accommodation may be made by any person with a disability, their representative or any entity, when the application of a zoning law or other land use regulation, policy or practice acts as a barrier to fair housing opportunities. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment. This Chapter is intended to apply to those persons who are defined as disabled under the Acts.

A request for reasonable accommodation may include a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing- related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice. Requests for reasonable accommodation shall be made in the manner prescribed by Section_18.110.113 (4).

4. Application Requirements.

(a) Application. Requests for reasonable accommodation shall be submitted on an application form provided by the Planning Department, or in the form of a letter, to the City Manager and shall contain the following information:

- (i) The applicant's name, address and telephone number.
- (ii) Address of the property for which the request is being made.
- (iii) The current actual use of the property.
- (iv) The basis for the claim that the individual is considered disabled under the Acts.
- (v) The zoning code provision, regulation or policy from which reasonable accommodation is being requested.
- (vi) Why the reasonable accommodation is necessary to make the specific property accessible to the individual.

(b) Review with other land use applications. If the project for which the request for reasonable accommodation is being made also requires some other discretionary approval (including but not limited to; conditional use permit, design review, general plan amendment, zone change, annexation, etc.), then the applicant shall file the information required by subsection 4(a) together for concurrent review with the application for discretionary approval.

5. Review Authority

(a) The City Manager. Requests for reasonable accommodation shall be reviewed by the City Manager or his/her designee if no approval is sought other than the request for reasonable accommodation.

(b) Other Review Authority. Requests for reasonable accommodation submitted for concurrent review with another discretionary land use application shall be reviewed by the authority reviewing the discretionary land use application.

6. Review Procedure

(a) City Manager Review.

The City Manager, or his/her designee, shall make a written determination within 45 days and either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with Section 18.110.113(7) (Findings and Decision).

(b) Other Reviewing Authority.

The written determination on whether to grant or deny the request for reasonable accommodation shall be made by the authority responsible for reviewing the discretionary land use application in compliance with the applicable review procedure for the discretionary review. The written determination to grant or deny the request for reasonable accommodation shall be made in accordance with Section 18.110.113(7) (Findings and Decision).

7. Findings and Decision

(a) Findings. The written decision to grant or deny a request for reasonable accommodation will be consistent with the Acts and shall be based on consideration of the following factors:

(i) Whether the housing, which is the subject of the request, will be used by an individual disabled under the Acts.

(ii) Whether the request for reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Acts.

(iii) Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the City.

(iv) Whether the requested reasonable accommodation would require a fundamental alteration in the nature of a City program or law, including but not limited to land use and zoning.

(v) Potential impact on surrounding uses.

(vi) Physical attributes of the property and structures.

(vii) Alternative reasonable accommodations which may provide an equivalent level of benefit.

(b) Conditions of Approval. In granting a request for reasonable accommodation, the reviewing authority may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable accommodation would comply with the findings required by Subsection A above.

8. Appeal of Determination. A determination by the reviewing authority to grant or deny a request for reasonable accommodation may be appealed to the Planning Commission in compliance with (Appeals) of Section 18.130.060 of the Municipal Code."

18.110.114 Density Bonus

1. Purpose

The purpose of this Chapter is to implement Government Code Section 65915. If any provision of this Chapter should conflict with a provision of such statute, the statutory provision shall prevail.

2. Definitions.

Terms defined in Government Code Section 65915 shall have the same meaning in this Article.

3. Eligibility.

A. The City shall grant a density bonus, the amount of which shall be as specified in Government Code Section 65915(f), and incentives or concessions, the amount of which shall be as specified in Government Code Section 65915(d)(2), when a housing development applicant seeks and agrees to construct a housing development, excluding any units permitted by the density bonus, that will contain at least any one of the following:

1. Ten percent of the total units for lower income households, as defined in Health and Safety Code Section 50079.5.

2. Five percent of the total units for very low income households, as defined in Health and Safety Code Section 50105.

3. A senior citizen housing development, as defined in Civil Code Sections 51.3 and 51.12, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Civil Code Section 798.76 or 799.5.

4. Ten percent of the total dwelling units in a common interest development as defined in Civil Code Section 1351 for persons and families of moderate income, as defined in Health and Safety Code Section 50093, provided that all units in the development are offered to the public for purchase.

B. The City shall grant the concession or incentive requested by the applicant unless the City Council makes a written finding, based upon substantial evidence, of either of the following:

1. The concession or incentive is not required in order to provide for affordable housing costs, as defined in Health and Safety Code Section 50052.5, or for rents for the targeted units to be set as specified in Government Code Section 65915(c).

2. The concession or incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.

3. The concession or incentive would be contrary to state or federal law.

4. Continued Affordability.

A. A housing development applicant shall agree to continued affordability of all low- and very low income units that qualified the applicant for the award of the density bonus for 30 years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program. Rents for the lower income density bonus units shall be set at an affordable rent as defined in Health and Safety Code Section 50053. Owner-occupied units shall be available at an affordable cost as defined in Health and Safety Code Section 50052.5.

B. A housing development applicant shall agree that the initial occupant of the moderate-income units that are directly related to the receipt of the density bonus in the common interest development, as defined in Civil Code Section 1351, are persons and families of moderate income as defined in Health and Safety Code Section 50093, and that the units are offered at an affordable cost as defined in Health and Safety Code Section 50052.5. The City shall enforce an equity sharing agreement consistent with Government Code Section 65915(c) unless it is in conflict with the requirements of another public funding source or law.

5. Projects with a Child Care Facility.

A. When an applicant proposed to construct a housing development that conforms to the requirements of Section 3(A) and includes a child care facility that will be located on the premises of, as part of, or adjacent to, the project, the City shall grant either of the following:

1. An additional density bonus that is an amount of square feet of residential space that is equal to or greater than the amount of square feet in the child care facility.

2. An additional concession or incentive that contributes significantly to the economic feasibility of the construction of the child care facility.

B. The City shall require, as a condition of approval of the housing development, that all of the following occur:

1. The child care facility shall remain in operation for a period of time that is as long as or longer than the period of time during which the density bonus units are required to remain affordable.

2. Of the children who attend the child care facility, the children of very low income households, lower income households or families of moderate income shall equal a percentage that is equal to or greater than the percentage of dwelling units that are required for very low income households, lower income households, or families of moderate income pursuant to Section 3(A).

C. Notwithstanding any other provision of this Section, the City shall not be required to provide a density bonus or concession or incentive for a child care facility if it finds, based upon substantial evidence, that the community has adequate child care facilities.”

SECTION 2: The City Council of the City of Willows finds that the foregoing amendment and adoption of Ordinance No. 709-2014 is consistent with the General Plan, all applicable specific plans and the City of Willows Zoning Ordinance.

SECTION 3: The City Council of the City of Willows hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment because of the specific components by which this Ordinance updates the City’s zoning regulations to ensure consistency with the Housing Element and fair housing laws. It is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 4. Severability. Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful,

unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance and, to that end, the provisions hereof are severable.

SECTION 5. *Judicial Review.* The time within which judicial review must be sought is governed by California Code of Civil Procedure Section 1094.6.

SECTION 6. *Effective Date.* This ordinance shall take effect and be in force thirty (30) days after its adoption as provided by Government Code Section 36937.

SECTION 7. *Posting.* The City Clerk shall cause this Ordinance to be published and/or posted within fifteen days after its adoption.

INTRODUCED for first reading on the 8th day of April 2014.

PASSED SECOND READING AND ADOPTED at a public meeting of the City Council of the City of Willows on the ____ day of _____ 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Jeffrey T. Cobb, Mayor

Natalie Butler, City Clerk

AGENDA ITEM

April 22, 2014

TO: Honorable Vice-Mayor Taylor-Vodden and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Consideration of possible renewal of the Fiscal Year 2014/15 Contract for Services between the City of Willows and 3CORE, Inc.

RECOMMENDATION

Staff is recommending City Council approval for the renewal of the 2014-2015 Contract for Services between the City of Willows and 3CORE, Inc.

SUMMARY

Each fiscal year it is necessary to renew our membership commitment with 3CORE (Formerly Tri-County Economic Development) and establish a list of priority projects. The membership commitment for the city of Willows will remain the same for the next fiscal year; at \$5,000 for the 2014/15 fiscal period.

Staff is now seeking council consensus to renew the annual contract commitment for next fiscal year. Historically our return-on-investment has been approximately 10-to-1 or ten dollars returned for each dollar invested. Therefore, staff believes it is prudent at this time to continue our membership in 3CORE and recommends council approval for renewal.

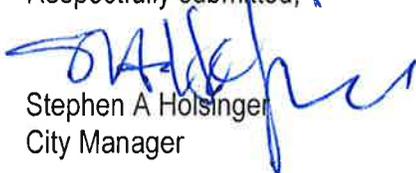
FINANCIAL CONSIDERATIONS

Contract renewal will require a \$5,000 cash match for member services with 3CORE, Inc during FY 2014/15..

RECOMMENDATION

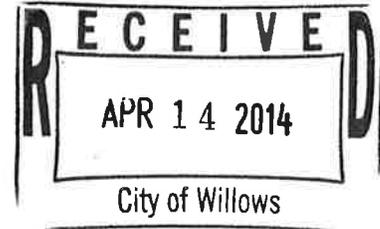
Staff is recommending City Council approval for the renewal of the 2014-2015 Contract for Services between the City of Willows and 3CORE, Inc.

Respectfully submitted, .


Stephen A Holsinger
City Manager



April 10, 2014



Steve Holsinger
City of Willows
201 North Lassen
Willows, CA 95988

RE: 3CORE Economic Development District – Membership Cash Match 2014-15

Dear Steve,

Thank you for taking the time to meet with us recently to discuss the upcoming year and your involvement in the EDA District. As a member of the District, 3CORE strives to identify resources for your area through grants, collaboration and partnerships to further economic development in our communities and continue to improve the lives of our residents.

As required by the Economic Development Administration, the 3CORE Board of Directors and staff have established the final figures for the fiscal year 2014-2015 District member cash match contributions. Last year the City paid \$5,000. **This year, the adjusted cash match for Fiscal Year 2014-2015 for the City of Willows will remain at \$5,000.**

As we approach 2015, 3CORE will lead the District in updating our Community Economic Development Strategies (CEDs) for the next five years. 3CORE will convene all District members around October 2014. Our goal will be to identify priority projects for your geographic area as well as on a regional level. Identifying regional needs and opportunities increases our competitiveness when seeking grant funding.

Enclosed is a copy of the 2014-2015 cash match invoice and agreement for your review and signature. The agreement outlines the variety of services available to members of the 3CORE Economic Development District as well as those available on a fee-for-service basis. Additionally, this year's agreement has been modified to include thirty (30) hours of grant development work to be provided to you over the course of the year.

Please return one signed copy of the cash match agreement along with the cash match payment to 3CORE.

If you have any questions, please contact me at (530) 893-8732 ext. 204. Thank you for your continued support and we look forward to our continued partnership.

Sincerely,

Marc Nemanic
Executive Director



3CORE

FINANCING • MENTORING • PERSPECTIVE

INVOICE

Date: April 9, 2014

To: Steve Holsinger
City of Willows
201 North Lassen
Willows, CA 95988

From: 3CORE, Inc.

Amount Due: \$5,000

For: Cash Match for fiscal year 2014-2015
for the annual EDA planning grant.

If you have any questions regarding this statement, please contact Marc Nemanic at (530) 893-8732 ext. 204 or at mnemanic@3coreedc.org. Thank you.

**CONTRACT FOR SERVICES BETWEEN 3CORE, Inc.
AND THE CITY OF WILLOWS FOR ECONOMIC PLANNING AND COORDINATION
ACTIVITIES**

In consideration of the provisions of the Economic Development Administration Planning Grant Program, the City of Willows hereby agrees to provide \$5,000 as consideration to the 3CORE, Inc. for the City of Willows annual District Membership, and to match any planning grant funds received by 3CORE from the Economic Development Administration.

As a District Member, the City of Willows shall have access to and may receive services through their district membership and cash match as described in Attachment A. The City of Willows shall also have access to and may receive additional services as those described in Attachment B on a Fee-for-Service basis.

Members may leave the District subject to the conditions in Attachment C.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Agreement to be executed by their duly authorized agent(s) this _____ day of _____, 2014.

The City of Willows

Name: _____
Steve Holsinger

Date: _____

Title: _____

3CORE, Inc.

Name: _____
Marc Nemanic

Date: 4/11/14

Title: Executive Director

AGREEMENT TO PROVIDE ECONOMIC DEVELOPMENT AND PLANNING SERVICES

ATTACHMENT A – SERVICES PROVIDED TO JURISDICTIONS WITH ANNUAL SUSTAINING DISTRICT MEMBERSHIP AND CASH MATCH

3CORE is to help implement activities necessary or appropriate for the City of Willows.

- ◆ Development and annual update of the Comprehensive Economic Development Strategy (CEDS) for the District and related priority projects.
- ◆ Participation in the CEDS Advisory Board.
- ◆ Planning and execution of at least one (1) meeting held with your jurisdiction annually to update priorities and provide status reports of pending activities within the District.
- ◆ Assistance with the identification of funding sources for various public sector projects identified as priorities within the CEDS.
- ◆ Assistance with the identification of funding sources for various private sector projects requested by the member jurisdiction and related to identified priorities within the CEDS.
- ◆ Up to thirty hours (30 hours) of grant development work annually for funding under the Economic Development Administration, the Community Development Block Grant Program, U.S. Department of Agriculture, or other agency or organization for specific projects identified as priorities within the CEDS. Any time in excess of 30 hours will be covered under the fee-for-service option noted in Attachment B.
- ◆ Staff hours spent managing the Economic Development Administration Planning District as required by EDA.
- ◆ Maintaining key memberships in national, state, and regional organization representing the tri-county region.

AGREEMENT TO PROVIDE ECONOMIC DEVELOPMENT AND PLANNING SERVICES

ATTACHMENT B – SERVICES PROVIDED TO JURISDICTIONS ON A FEE-FOR-SERVICE BASIS

Fee-for-Service Contracts – Jurisdictions who decide to execute Fee-for-Service contracts are typically required to go through a competitive procurement process.

The Fee-For-Service rate is Eighty Dollars an hour (\$80.00).

3CORE may provide the City of Willows with services on a **Fee-for-Service** basis that may include but not be limited to the following:

- ◆ Assistance with identification of funding sources for various public sector projects that exceed the application allowed under Attachment A specifically identified as priorities within the Comprehensive Economic Development Strategy (CEDS).
- ◆ Planning, organization, writing, and submittal of State Community Development Block Grant (CDBG) Over-the-Counter (OTC) grants, General/Native American Allocation grants, or Enterprise Grants.
- ◆ Development of grant applications to various State and Federal Agencies **not** identified as priorities within the CEDS.
- ◆ Contract economic development staff.
- ◆ Grant/Project Management and/or Administration. Tasks could include such items as: overseeing subcontractors, tracking project budget, ensuring that project timelines are adhered to, preparation and submittal of various reporting documents, acting as a conduit between local jurisdiction and project consultants or project subcontractors, other project management related items.
- ◆ Grant/Project Implementation. Implementation of various grants including those related to community visioning, business needs assessments, general plan revisions, economic development plan preparation/implementation, various feasibility studies, and community development.
- ◆ Business Retention/Expansion Program planning, implementation, and management.
- ◆ Loan portfolio management including, but not limited to the following:
 - Loan payment billings and collections,
 - On-going portfolio management and periodic review of loan portfolio,
 - Remittance of all loan payments to the city or county,
 - Managing delinquencies, workouts and modifications,
 - Sending appropriate late notices to the borrower according to 3CORE guidelines,
 - Collecting financial statements and tax returns,
 - Verification that the borrower maintains the appropriate insurance covering the collateral property throughout the life of the loan,

- Notifying the city or county of any delinquencies beyond 45 days,
 - Foreclosure and liquidation activities,
 - Utilizing the 3CORE Loan Administration Board as an advisory body for action to be taken on any delinquencies and notifying the city or county as to the Board's recommended action,
 - Job creation/retention monitoring.
- ◆ Loan pre-qualification and underwriting including, but not limited to the following:
- Eligibility review includes preliminary eligibility for available loan programs, credit worthiness, background checks, and appropriate financing structure to maximize public benefit and repayment.
 - Loan pre-qualification services include document gathering, review, and recommendation of specific financing through available public and private funding sources.
 - Loan Underwriting includes all phases of financial due diligence including loan structuring, cash flow analysis, collateral review and valuation, credit worthiness, guarantor validation, and debt service assessment. Loan closing and documentation includes all necessary loan documents and security-related actions needed to properly close and secure a loan made by a requesting jurisdiction. Cost is determined on a case-by-case basis based on the quality of underwriting documentation.
 - Loan monitoring includes covenant compliance reviews, quarterly financial assessment to determine financial trends, and long-term repayment ability of loans.

AGREEMENT TO PROVIDE ECONOMIC DEVELOPMENT AND PLANNING SERVICES

ATTACHMENT C—MEMBERSHIP OPT-OUT POLICY

The 3CORE Board of Directors has approved a membership opt-out policy for cities or counties who may consider leaving the District.

Any member may leave the District. If a member leaves the District, then no services will be provided to the departing city or county as outlined in this agreement nor will the city or county priority projects be included in the current or any subsequent CEDS.

A city or county may re-enter the District if:

- ◆ The city or county pays back what cash match obligations they would have paid during the opt-out period up to two (2) years;
- ◆ Pay a 50% re-entry fee based on the unpaid cash match obligation in #1 above; and,
- ◆ Pay the current year cash match obligation.

The 3CORE Board of Directors, in their sole discretion, may modify the terms of re-entry for any member to encourage full participation by all eligible members, and to maintain reasonable and proportional member cost sharing based on objective standards established by the Board from time-to-time.

AGENDA REPORT

MEETING DATE: April 22, 2014
TO: Honorable Mayor Cobb and City Council Members
FROM: Natalie Butler, City Clerk
SUBJECT: Annual Unmet Transit Needs Public Hearing

Recommendation

Conduct a public hearing for input on unmet transit needs.

Annually the County holds public hearings to receive input from the citizens and Council Members regarding transit needs. The Glenn County Transportation Commission has asked to hold a hearing at tonight's Council meeting for this purpose. As indicated in the attached correspondence, the County has advertised and published a legal notice for conduct of a public hearing. Mardy Thomas, Senior Planner for Glenn County Planning and Public Works agency, will present and review the guidelines and answer any questions.

Staff Recommendation

Conduct a public hearing for input on unmet transit needs.

Submitted by:



Natalie Butler,
City Clerk

GLENN COUNTY TRANSPORTATION COMMISSION

Gary Hansen, City of Willows, Chairman
Larry Domenighini, City of Willows, Vice-Chair
John Viegas, County of Glenn,
Michael Murray, County of Glenn
Bruce Roundy, City of Orland
Steve Soeth, County of Glenn
Salina Edwards, City of Orland (Alternate)
Dwight Foltz, County of Glenn (Alternate)

P.O. Box 1070
777 N. Colusa Street
Willows, California 95988

Di Aulabaugh,
Deputy Director

(530) 934-6540
FAX (530) 934-6533

DATE: April 22, 2014

TO: Willows City Council

From: Glenn County Transportation Commission

RE: Unmet Needs and Needs that are Reasonable to meet

Attachments:

- Unmet Transit Needs Pages A-B
- Reasonable to Meet 2014/2015 Page C
- Glenn Ride ridership July 2009-February 2014
- Dial-A-Ride ridership, Willows, July 2009-February 2014

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

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

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

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

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

Necessary trip purposes may be defined as follows:

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

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

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

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

Glenn Ride is a public transit program, provides transportation services to the general public—no qualifications, except payment of fare. Glenn Ride has been in operation since August 1998 and has experienced fairly consistent ridership growth. Ridership has grown 287% since Glenn Ride's inception and the program continues to meet its required 10% fare box return as mandated by the Transportation Development Act. Ridership is 9.7% higher for July 2013-February 2014 compared to the same time frame as last fiscal year.

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

Cannella/Huggins Drives area, Leisure Mobile Home Park, east of Orland, and the Willows Mobile Home Park, west of Willows. Individuals qualifying are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. Transportation is door-to-door to each requested destination. The ridership for this program in the City of Orland averages 93 persons per month and 188 persons per month in the City of Willows.

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

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

I. UNMET TRANSIT NEEDS 2014-2015

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;

A

- 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 2014/2015

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.

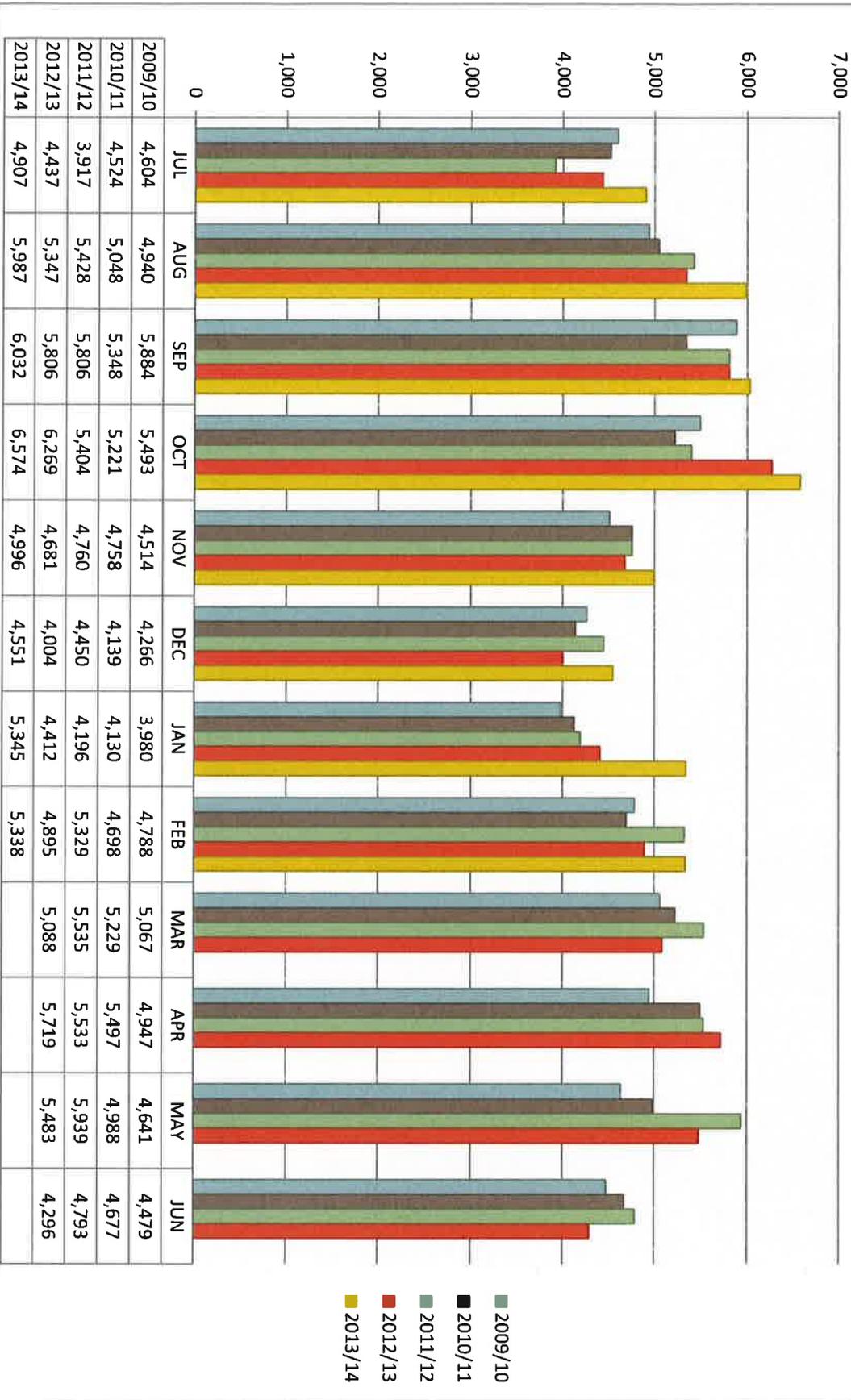
Financial Feasibility: 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

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.

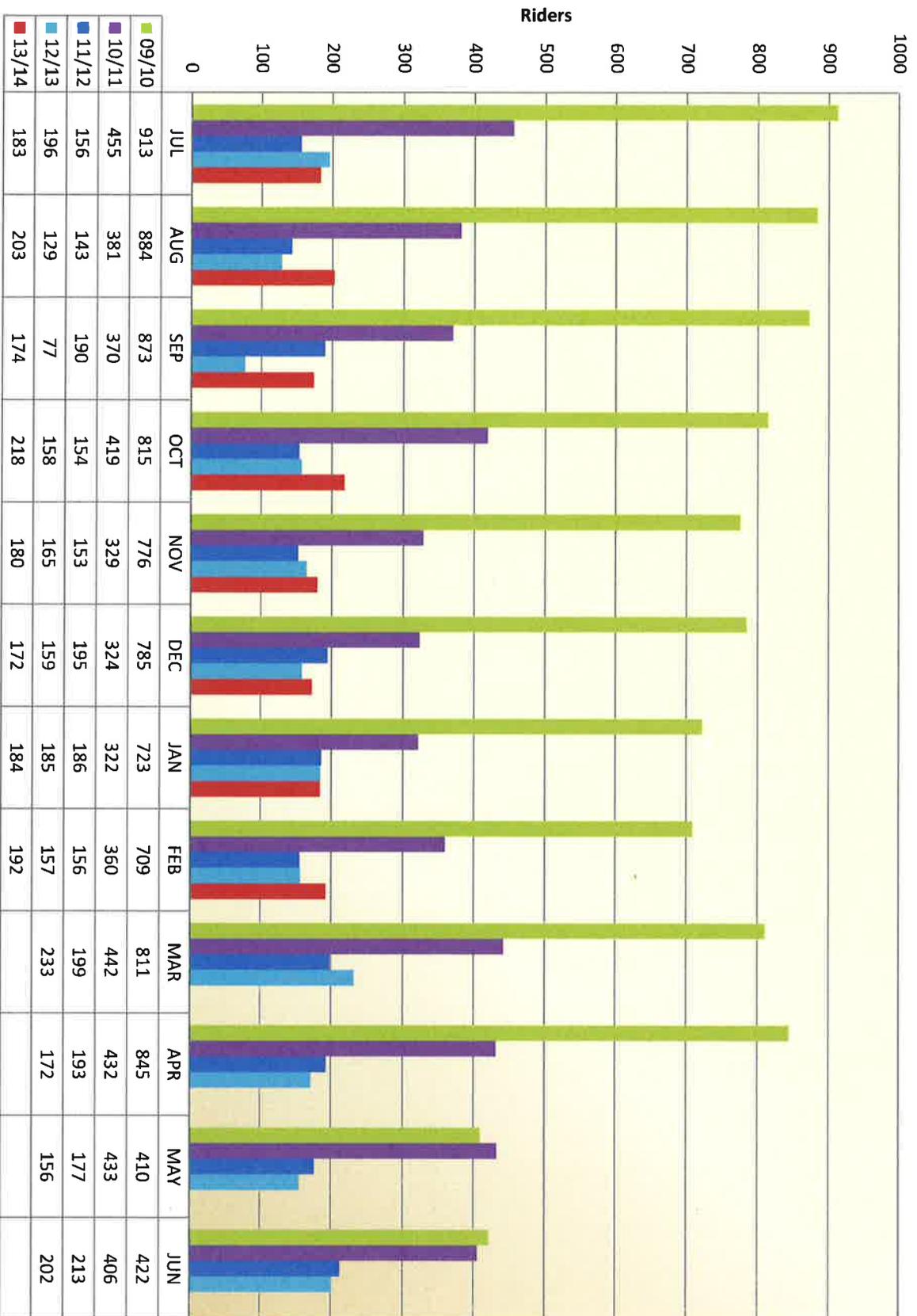
System Impact: The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

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.

GLENN RIDE RIDERSHIP



Willows Dial-A-Ride Ridership



PROOF OF PUBLICATION

No. 2293

In the Matter of
Glenn Co. Planning & Public Works
Legal Notice of Public Hearing... Unmet Transit/
Transportation Needs (Spanish & English)
777 N. Colusa St., Willows, CA 95963

State of California)
 County of Glenn) ss

The undersigned resident of the County of Glenn,
 State of California, says:

That I am, and at all time herein mentioned was
 a citizen of the United States and not a party to
 nor interested in the above entitled matter; that
 I am the principal clerk of the publisher of:

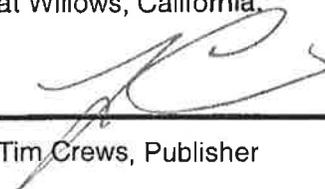
The Sacramento Valley Mirror

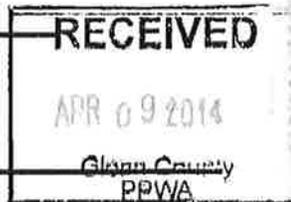
That said newspaper is one of general circulation
 as defined by Section 6000 Government Code of
 the State of California, Case No. 27,207 by the
 Superior Court of the State of California, in and
 for the County of Glenn, Case #02CV00614; that
 said newspaper at all times herein mentioned was
 published twice a week (on Wednesdays and
 Saturdays) in the town of Willows and County
 of Glenn; that the notice of which the annexed
 is a true printed copy, was published in said
 newspaper on the following days:

April 2, 2014

I certify (or declare), under penalty of perjury, that
 the foregoing is true and correct, at the County
 of Glenn, Willows, California.

Dated April 8, 2014
 at Willows, California


 Tim Crews, Publisher



LEGAL NOTICE

LEGAL NOTICE NOTICE OF PUBLIC HEARING

Notice is hereby given that the GLENN COUNTY TRANSPORTATION COMMISSION will conduct **Unmet Transit/Transportation Needs Public Hearings** to receive public input that will assist the Commission in identifying Unmet Transit/Transportation needs that may exist in Glenn County. A Spanish Language interpreter will be available for the public hearings.

Please note the following schedule of meetings and locations:

Hearing Body	Location	Date and Time
Willows City Council	Council Chambers Willows City Hall 201 N. Lassen, Willows	Tuesday April 22, 2014 At 7:00 p.m.
Orland City Council	Council Chambers Carnegie Center 912 Third Street, Orland	Monday May 5, 2014 At 7:30 p.m.
Glenn County Board of Supervisors	Supervisors Chambers Glenn County Memorial Hall 525 West Sycamore Street Willows, CA 95988	Tuesday May 6, 2014 At 6:15 p.m.
Transportation Commission	Supervisors Chambers Glenn County Memorial Hall 525 West Sycamore Street Willows, CA 95988	Thursday May 15, 2014, At 9:00 a.m.

If you are unable to attend the scheduled meetings, please mail your comments to the Glenn County Transportation Commission, P.O. Box 1070, Willows, CA 95988 or FAX comments to (530) 934-6533 or e-mail comments to transit@countyofglenn.net by Wednesday, May 14, 2014. Please describe in detail the transportation service need.

The meeting rooms are wheelchair accessible and disabled parking is available in front of the Willows City Hall, Glenn County Memorial Hall and on Mill Street, north side of the Carnegie Center in Orland. Individuals who require special accommodations (American Sign Language interpreter, accessible seating, documentation in alternate forms, etc.) are requested to contact the Glenn County Transportation Commission at (530) 934-6530 at least 14 days prior to the scheduled hearing date. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line at 1-800-735-2922.

AVISO LEGAL

NOTICIA LEGAL NOTICIA DE AUDIENCIA PÚBLICA

Este aviso es para notificar que la COMISIÓN DE TRANSPORTACIÓN DEL CONDADO DE GLENN conducirá una **audiencia pública de las necesidades de Tránsito que no han sido correspondidas** para recibir la opinión del público que asistirá la Comisión en identificar las necesidades de Tránsito que no han sido correspondidas que puedan existir en el Condado de Glenn. Un interprete de español estara disponible para la audiencia publica.

Favor de anotar los horarios y lugares de las juntas:

Audiencia Pública	Lugar	Fecha y Horario
Willows City Council	Council Chambers Willows City Hall 201 N. Lassen St, Willows	Martes 22 Abril, 2014 a las 7:00 p.m.
Orland City Council	Council Chambers Carnegie Center 912 Third St., Orland	Lunes 5 Mayo, 2014, a las 7:30 p.m.
Glenn County Board of Supervisors	Supervisors Chambers Glenn County Memorial Hall 525 W. Sycamore Street Willows, CA 95988	Martes 6 Mayo, 2014, a las 6:15 p.m.
Comisión de Transportación	Supervisors Chambers Glenn County Memorial Hall 525 W. Sycamore Street Willows, CA 95988	Jueves 15 Mayo, 2014 a las 9:00 a.m.

Si usted no puede asistir a las juntas, favor de enviarnos sus comentarios a la Comisión de Transportación del Condado de Glenn, P.O. Box 1070, Willows, CA 95988 o envíe sus comentarios por FAX al (530) 934-6713 o envíe sus comentarios por correo electrónico a transit@countyofglenn.net antes del Miercoles , 14 Mayo, 2014. Por favor describa en detalle la necesidad del servicio de transportación.

Los lugares donde se llevaran acabo las juntas son accesible a las sillas de ruedas y estacionamiento para incapacitados esta disponible en frente del Willows City Hall, Glenn County Courthouse y en la Mill Street, al lado del norte del Carnegie Center en Orland. Individuos que requieran comodidades especiales (interprete de señas, asientos accesibles, documentación de formas alternativas, etc.) se les pide que hablen a la Comisión de Transportación del Condado de Glenn al (530) 934-6530 por lo menos 14 días antes de la fecha de la junta. Usantes del TDD pueden hablar a la línea del TDD del Servicio del California Relay al 1-800-735-2929 o a la Línea de Voz al 1-800-735-2922.

April 22, 2014

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief
Subject: Annual Weed & Rubbish Abatement

RECOMMENDATION

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2014 fire season.

SITUATION (or BACKGROUND):

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

FINANCIAL CONSIDERATIONS:

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

Notification:

Willows Journal
Willows PSA
Willows Public Works

ALTERNATE ACTIONS:

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

RECOMMENDATION:

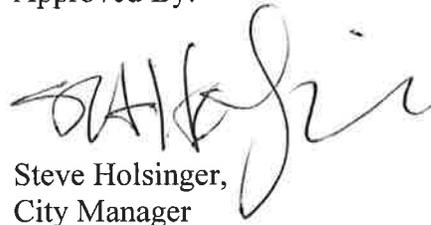
Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2014 fire season.

Respectfully Submitted



Wayne Peabody
Fire Chief

Approved By:



Steve Holsinger,
City Manager

Attachments:

- Exhibit A: 2014 Weed Abatement Schedule
- Exhibit B: Resolution
- Exhibit C: Initial Weed Abatement Survey (Given the Night of Council meeting)

Exhibit A

WEED AND RUBISH ABATEMENT

2014 FIRE SEASON

April 22, 2014	Council Adopts resolution declaring weeds and rubbish a nuisance. Approve May 27 th , 2014 as the date for the Hearing to Protest and July 22 nd 2014 as the date for Hearing to confirm cost and declare costs as a lien against the property as of August 7 th , 2014.
April 23, 2014	Begin to solicit bids for 2014 Weed Abatement Contractor. Publish at least three times.
May 14, 2014	Last day to mail the Notice of Public Hearing to protest to the paper for the May 27 Council Meeting. (Publication date will be May 17, 2014 – 10 days prior to the public hearing).
May 8, 2014	Bid opening-2:00 p.m.
May 27, 2014	7:00 p.m.-Hearing on protest. Council orders abatement. Award contract to abate.
May 28, 2014	Resurvey-Start abatement
June 1, 2014	Last date for property owner to do own abatement
July 9, 2014	Last day to mail Notice of Public Hearing to protest to the paper for the July 22 Council Meeting. (Publication Date will be July 12 – 10 days prior to the public hearing).
July 17, 2014	Posting of individual abatement cost list outside door at least 3 days prior to hearing to confirm report and declare cost lien.
July 22, 2014	Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 7, 2014.
August 7, 2014 On or before	Transmit abatement cost to auditor's office for inclusions on taxes. Owner has 10 days from date of hearing (July 22 nd) to pay assessment prior to transmittal.

Exhibit B

RESOLUTION NO.

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

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

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

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

1. That all weeds growing upon private property and all rubbish, refuse and dirt upon private property within the City of Willows are hereby declared to be public nuisances.
2. That such weeds, rubbish, refuse and dirt are growing upon or are upon the parcels of private property described in the report attached hereto and marked Exhibit C and by this reference made a part hereof.
3. That said nuisances shall be abated as provided by Section 39560 and 39588 of the Government Code of the State of California, and pursuant thereto the Fire Chief of the City of Willows shall give notice as provided by Section 39564 through 39567, inclusive of said Government Code.
4. That the City Council of the City of Willows hereby fixes Tuesday, May 27, 2014, at 7:00 p.m. in the City Council Chambers, Civic Center, Willows, California, as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse, and dirt hereinabove declared to be public nuisances.

PASSED AND ADOPTED by the City Council of the City of Willows this 22nd day of April, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

AGENDA REPORT

MEETING DATE: April 22, 2014
TO: Honorable Mayor Cobb and Members of the City Council
FROM: Natalie Butler, City Clerk
SUBJECT: Upcoming expiration of terms of Library Board Trustees

As outlined in Section 2-10 of the City's Code of Ordinances, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for three-year overlapping terms and serve at the pleasure of the City Council. The terms of current Board Members Lynn Soeth and Julie Price are scheduled to expire on June 30, 2014.

It has been the City's practice to advertise these positions in order to give citizens an opportunity to participate on the Library Board. The following schedule is presented for Council's consideration:

- April 22, 2014 – Selection of two Council Members to serve as a Subcommittee to review applications and/or interview applicants.
- June 6, 2014 – Final day to accept letters of interest and/or applications.
- Week of June 9 or June 16, 2014 – Subcommittee review of applications and/or interview of candidates by Council Subcommittee.
- June 24, 2014 – Council Subcommittee recommendations presented to Council and appointments made.

STAFF RECOMMENDATION:

Appoint a subcommittee comprised of two members of the Council to review applications and/or conduct interviews and recommend appointments at the June 24, 2014 Council Meeting.

Submitted by:



Natalie Butler
City Clerk



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

****THIS DOCUMENT IS A PUBLIC RECORD****

Date: _____

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: _____ Phone: _____

Address _____ Yrs. In Area: _____

_____ E-Mail: _____

Occupation: _____

I feel that I can be an asset to the City in the above capacity because: _____

My Library concerns are: _____

Signature

The City of Willows is an Equal Opportunity Provider