

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



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, August 12, 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 August 12, 2014, Agenda.
5. Presentations & Proclamations:
 - a) Mayor Cobb will present a Proclamation declaring the month of September as "Support Our Local Hospital Month" to a representative of Glenn Medical Center.
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 approving the minutes of the June 10, 2014, Regular City Council Meeting.
 - c) Consider approving the minutes of the June 24, 2014, Regular City Council Meeting.
 - d) Consider approving the minutes of the July 22, 2014, Regular City Council Meeting.

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) **Review of draft Housing Conditions Survey Report:**

Conduct a Public Hearing, and upon conclusion, consider, by motion, adoption of a Resolution approving the Draft Housing Conditions Survey and authorizing staff to forward it to the State Department of Community Development.

b) **TK Development, LLC Appeal of Planning Commission Action:**

City Council will conduct a Public Hearing based upon an Appeal filed by TK Development in conjunction with the Willows Planning Commission decision on July 16, 2014 consideration of the developer's request to modify or otherwise alter building materials approved for the Willows Senior Housing Project on W Sycamore Ave. (PLEASE NOTE: it is anticipated this hearing will be continued to a date established by the city council during the August 12, 2014 meeting. However, any interested parties are encouraged to attend this Public Hearing process and be heard at this time).

9. **Ordinances:** None

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

a) Update Status of DPO (Draft Proposed Ordinance) Title 2, WMC – establishing time, place and frequency of city council meetings.

b) Staff seeking direction from Council on Writ of Mandate – Solano County Taxpayers Association & California Manufacturers & Technology Association – Sacramento County Superior Court; case #34-2014-80001850.

c) City Manager Employment Anniversary: Seven years of continuous employment elapsed on August 6, 2014. In accordance with the contractual “Conditions of Employment provisions” the Council may consider a salary review & adjustment in conjunction with a Performance Evaluation at this time. Staff is seeking direction from the Council. (Please note, wage adjustments have not been considered or authorized by the council in conjunction with Management & Administrative Staff members since October 2006).

11. **New Business:**

a) Consider, by motion, adoption of a Resolution approving the renewal of the Professional Service Agreement with Coastland Civil Engineering.

b) Consider the composition of the Glenn County Air Pollution Control District Board and the possibility of City membership with the Board.

- c) Consider, by motion, adoption of a Resolution authorizing Joe Flesher, Youth for Christ Director, in coordination with the Public Works Department, to repair and paint the skateboard park in Sycamore Park.
- d) Consider, by motion, adoption of a Resolution authorizing the Closure of City Hall for the week between Christmas and New Year's Day.

12. Council Member Reports:

13. Executive Session: None

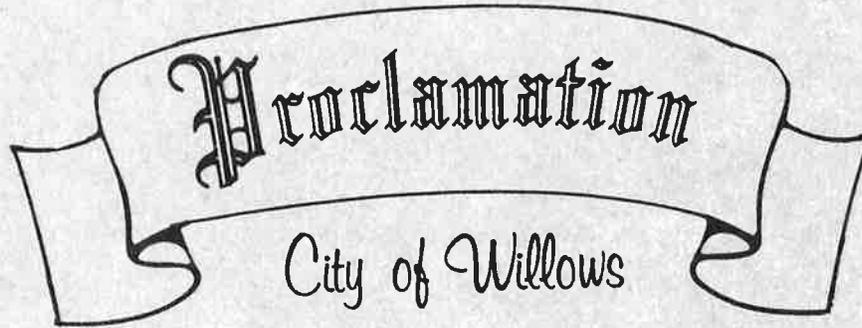
14. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before August 8, 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



**DECLARING THE MONTH OF SEPTEMBER AS
"SUPPORT OUR LOCAL HOSPITAL MONTH"**

WHEREAS, the Hospital is a vital element in the community and a key component in the lives of every citizen of the City, and as part of this recognition it is acknowledged the unquestionable need for a local hospital for our citizens, young and old, today and well into the future; and;

WHEREAS, the Glenn Medical Foundation Board of Directors and volunteers working together with the staff of Glenn Medical Center, led by Mrs. Barbara Rydgen, are presenting the 11th Annual *Splendor in the Valley* fund raising event at Cal Worthington's Big W Ranch in Orland on Saturday, September 13, 2014 at 5:30 p.m.; and

WHEREAS, this fundraising event recognizes the importance of Glenn Medical Center and the critical services it provides to the people of the City of Willows;

NOW, THEREFORE, BE IT PROCLAIMED by the Willows City Council that:

SEPTEMBER IS SUPPORT OUR LOCAL HOSPITAL MONTH

BE IT FURTHER PROCLAIMED that we recognize the hard work and leadership many of Willows' citizens have put forth and encourage them to continue this work and leadership to foster support of our local hospital.

IN WITNESS WHEREOF, the foregoing was Proclaimed on behalf of the citizens of Willows, by the Willows City Council on the 12th day of August, 2014.



Jeffrey J. Cobb, Mayor

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
June 10, 2014

1. Mayor Cobb called the meeting to order at 7:03 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen 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 Domenighini to accept the June 10, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:**

Dan Roach, on behalf of the Veterans of Foreign Wars, stated that in April he was pleasantly surprised with putting a suggestion in the City's Suggestion Box. He was walking into the front door at City Hall and he noticed that the flags were tattered so he put a suggestion in the suggestion box to say it was time to replace the flags. Within two days he received a call from a young man and what was really neat about it was that the young man thanked him for giving him the suggestion, he replaced the flags, and he also set a schedule in place to make sure it didn't happen again. He thought that was super. So now he is extending an invitation to a Flag Day Celebration coming up this Saturday at 8:00 a.m. at Memorial hall where they will be retiring flags beginning at 8:30 until about noon. He also put another suggestion in the box that if the city has any tattered flags that they need to dispose of, the VFW would be happy to provide this service.

Mr. Roach also announced that Glenn Vets is sponsoring a tri-tip sandwich fundraiser at the City Pool on June 20 from 11:00 to 4:00. It will be a drive-through event and the cost is \$10.00 for a sandwich, soda and chips. He urged everybody to attend if they can make it.

7. **Consent Agenda:**

It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden 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 (27441-27483; Z05276-; 35155-33178).
- b) Approval of the Minutes of Regular City Council Meeting held on May 13, 2014.
- c) Adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2014/2015 for the use and/or ability to use the Glenn County Solic Waste System.

- d) Adoption of a Resolution approving the final Parcel Map for the Paula Carroll Trust to subdivide one parcel into three separate parcels.

8. **Public Hearings:** None.

9. **Ordinances:** None.

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

The City Manager announced that he will be out of state from June 14 through June 21. During his absence, Finance Director Tim Sailsbery will be the Acting City Manager.

11. **New Business:**

- a) Consider approving the preparation of letters of support for the Korean Historical Society Museum Project spearheaded by Professor Marn Cha, President:

Staff has had several meetings and communications with Professor Emeritus, Marn Cha, California State University, Fresno. Professor Cha is the current President/founder of the Central California Korean Historical Society. Professor Cha has authored a book about the Korean Air Force and its birthplace here in Glenn County, but formally recognized by the Korean Government as Willows, CA. The Professor and several colleagues have completed extensive research in this region and have identified several historic facts relevant to naming Willows the Birthplace of the Korean Air force. The Central California Historical Society is spearheading an effort to ultimately complete a Museum Project here in Glenn County, adjacent to, but outside the city limits proper. However, the Professor is seeking written support from Glenn County and the City of Willows legislative bodies to encourage funding grants from the Korean Government. Staff is requesting Council consideration of the request and their authorizing the City Manager to prepare a letter for the Mayor's Signature in support of the Korean Historical Society Museum Project; spearheaded by Professor Marn Cha, President. There is no fiscal impact to the City, as the City has no financial obligation. The City's only role is to simply write a letter to support their project and to accept their landmark. Council discussion ensued and it was the unanimous consensus of the Council to direct staff to write a letter of support for this project.

- b) Consider adoption of a Resolution authorizing the City Manager to sign a Public Agency Agreement with Glenn County for General Public Safety Dispatching and Animal Control Services during Fiscal Year 2014/15 Contract Services Period:

This past March, Council directed staff to inform the County by letter, that the City of Willows would not accept the proposed increases in Animal Control and Dispatch fees for 2014/15 Fiscal services period. Initially the County proposed increases in dispatch of approximately 12% or about \$10,700. Additionally, the Animal Control fees were projected to increase by approximately 63% or about \$32,600. A letter was prepared and sent to the County in mid-March, resulting in some additional consideration by County Representatives

and opportunities for the two cities and county to negotiate more acceptable fees for continued services

Recently on June 3, 2014, the Board of Supervisors unanimously ratified a new fee schedule for these services in FY 2014/15 and extended contract terms for one additional year. The newly approved Dispatch Fee is \$93,000 for each city, representing a very modest 5.25% increase over last fiscal year. The newly approved Animal Control Fee is \$55,000 for each city, representing an equally modest increase of approximately 5.75%. Staff is recommending that Council approve the newly ratified fees and name two Council Members as liaisons to the negotiating team to commence negotiations on a successor agreement next year. Negotiations are tentatively slated to commence in January 2015. To help expedite the negotiations process, staff recommends Council appoint the Law Enforcement Sub-Committee to complete this process; primarily because these services are almost exclusively based under the Public Services umbrella.

Although this represents an increase funding commitment of approximately \$7600 during FY 2014/15, this allocation is already scheduled/included in the upcoming budget forecast slated for adoption later this month.

Brief Council discussion ensued and the Council thanked the City Manager for his negotiations expertise with meeting with the County and getting the fees down to where there were somewhat palatable. It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to adopt a Resolution authorizing the City Manager to execute the documents necessary to increase Animal Control & Dispatch Services fees for FY 2014/15; and extending the Contract for Services between Glenn County and the City of Willows for one additional fiscal period. The motion unanimously passed.

c) Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy:

This topic is a continuation of an item introduced first at the March 11, 2014 Regular City Council Meeting, and again it was placed on the mid-year Budget review meeting agenda held on May 22, 2014. At that time, due to early meeting adjournment, this item was tabled to tonight's meeting for discussion. At this stage, staff is requesting that Council

1. Determine if there is a majority will to establish a reserve policy.
2. Determine the method of reserve establishment (flat dollar, percentage of revenue or expense, etc.)
3. Determine target reserve
4. Provide guidance as to desired verbiage in said policy.

If, as a result of the discussion, it is the will of the majority of Council to establish a formal policy, Staff will craft a policy statement based on the outcome of the discussion items noted above and present an agenda item at the time of adoption of the budget.

Significant discussion ensued among the Council and Staff and many numbers, possible scenarios and various ideas and opinions on a reserve policy were kicked around. Some Council

Members thought a policy is necessary to help focus on long-term budgeting. Other Council Members thought that the current procedures and processes practiced in the past few fiscal years have been fiscally responsible and believed that a firm policy may hamper efforts. They liked having the flexibility that the current model allows. Nobody believes the Council or Staff has done any irresponsible spending and that rather than a formal policy, they believed a year-by-year procedure should continue to be followed to maintain the status quo. The City Manager stated that currently the City has \$1.328MM in reserves and he has always advocated for a minimum of \$1MM to be held in reserves. One recommendation was that rather than create a formal reserve policy, that each year when a budget is adopted there would be a statement in the Budget Resolution that would set a General Fund Balance reserve for that fiscal year. This way, future Councils will not be locked into a formal policy and the Resolution can be changed on a Fiscal Year basis if future Councils choose to make a change. This will give future Councils much more flexibility than a formal policy. All of the Council Members liked the idea of incorporating the target reserve into each Fiscal Year's Budget Adoption Resolution. It was the unanimous consensus of the Council that when the 2014/2015 & 2015/2016 budget resolution is adopted that a minimum of a \$1,000,000 reserve be memorialized in the Resolution.

12. Council Member Reports:

Council Member Hansen:

- Congratulated the most recent Willows High School Graduates.

Council Member Domenighini:

- Reported that he attended the Library Board meeting last week and that Library Director Jody Meza has been making significant improvements to the Library. Attendance is up and the late afternoons and evening seem to be the busiest times in the Library. The Library is also partnering with the School to offer tutoring services for approximately 30-40 kids per week.

Vice-Mayor Taylor-Vodden:

- Reported that she attended the most recent LAFCO meeting held on June 9

13. Adjournment: Mayor Cobb adjourned the meeting at 7:51 p.m.

Dated: June 10, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
June 24, 2014

1. Mayor Cobb called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Domenighini led the Pledge of Allegiance.

3. **ROLL CALL:**

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

4. **Agenda Review:** The City Manager pointed out that on item 7(c), the name of the applicant should be “John Hayes” and not “John Hines” as it was shown on the staff report and the Resolution. He asked that this be noted and corrected on the staff report and the Resolution. Additionally, he stated that the second Recommendation on the staff report for this item should actually read like the first recommendation which shows the maximum Façade Improvement mini-grant amount of \$1200.00 rather than \$950. shown in the second recommendation.

- a) It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to accept the June 24, 2014 City Council as amended. The motion unanimously passed.

5. **Presentations & Proclamations:** None

6. **Public Comment/Written Communications:** The following person(s) spoke during public comment:

- Jamie Millen, President of the Willows Chamber of Commerce, announced that the Fourth of July fireworks will be on July 5 this year. Reason being is if they were to have them on the Fourth of July, they wouldn't have them at all because they simply didn't have the money. She then gave a 12-month overview of statistical information about Chamber events, Chamber contacts (walk-ins, phone calls, emails, etc.), Chamber Membership, etc.

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 (27485-27550; Z05310-Z05349; 33180-33198).
- b) Review Resolution #45-2008 showing the City's current Conflict of Interest Code and confirmed it as presented and without changes.

- c) Adoption of a Resolution approving the use of Downtown Façade Improvement Funds for a Mini-Grant to paint the store-front at Westside Outdoorsman at 323 North Tehama Street and authorize a commitment not to exceed \$1200 for the Mini-Grant.

8. Public Hearings:

- a) Annual Lighting & Landscaping Assessment District – Final Engineer’s Report:

Prior to this item being heard, City Manager Holsinger recused himself and exited the Council Chamber, as he owns property in the Lighting and Landscaping District.

City Engineer John Wanger presented this item to the Council. The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council Meetings. The first action to appoint an Engineer of Work and direct the preparation of the Engineer’s Report, was completed on March 11, 2014. The second action to receive the Preliminary Engineer’s Report and setting the date of the required public protest hearing, was completed on May 27, 2014. Tonight is the third and final step in the process, which is to conduct the public protest hearing, approve the Engineer’s Report as presented or as amended and authorize the levy of assessments for Fiscal Year 2014-2015.

What is before the Council is the Engineer’s Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on May 27, 2014, the proposed assessments shown in this report have not changed from the preliminary report. If there are no changes requested by the Council at this time, the proposed assessments shown in the report will be passed on to the County Assessor’s office for inclusion on the tax rolls.

The report outlines costs from FY 2013-14, summarizes the projected costs for FY 2014-15 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2013) of +2.20% for Zones A and B. The raised maximum annual assessment for Zone A is now \$437.40 per parcel, and the raised maximum annual assessment for Zone B is now \$6213.60 per parcel. While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during FY 2014-15 will be reduced from the FY 2013-14 assessments to \$194.92. The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied and collected during FY 2014-15 will be increased from the FY 2013-14 assessments to \$4678.88. per parcel due to revised utility costs. This amount is below the allowed maximum annual assessment for Zone B.

During FY 2008-09, the Council implemented a minimum reserve balance of 10 to 20%. It is noted that the projected Assessment District reserve balances for both zones at the end of FY 2014-15 are above that target. If it is found that an excess reserve balance does exist at the end of FY 2014-15, the assessments may be reduced the following year.

At tonight’s meeting, the rules governing this type of assessment district requires that a public protest hearing be held to hear any comments or concerns from property owners within the

district. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the Resolution approving the Engineer's Report and authorize the levy of assessments per the Engineer's Report. The adoption of tonight's Resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for inclusion on the tax rolls.

Brief Council discussion ensued and Mayor Cobb opened up the Public Hearing at 7:20 p.m. Having nobody from the public speak during the Public Hearing, Mayor Cobb subsequently closed the Public Hearing at 7:20 p.m. It was then **moved** by Council Member Hansen and **seconded** by Council Member Mello to adopt a Resolution approving the annual Engineer's Report, Confirming the Assessment Diagram and the Annual Assessment amounts and authorizing the City of Willows Landscaping & Lighting Assessment District; Zone A – Birch Street Villa and Zone B – Walmart. The motion unanimously passed.

The City Manager returned to the Council Chambers at this time.

b) 2014/2015 & 2015/2016 Budget Adoption:

On May 22, 2014 the City Council held a budget review and analysis session workshop and as a result of that meeting the Council, by consensus, provided direction to staff to return with a budget resolution. The proposed budget carries a General Fund operating deficit for 2014/15 of \$67,511 and 2015/16 of \$80,764 to be covered by General Fund Reserves currently estimated to be at \$1.328 million. The budget, as presented for adoption has expenditure levels of \$6,081,249 for FY 2014/15 and \$5,976,881 for FY 2015/16.

Additionally, in accordance with debt covenants associated with the USDA loan for the wastewater treatment plant renovation, 1/10th of an annual loan payment must be placed into reserved status each year from the Sewer Enterprise Fund. This will continue annually until the equivalent of a full annual loan payment is held in reserve. The amount to be designated for 2014/15 and 2015/16 is \$36,000 each. This will be the eighth and ninth years of said debt reserve designation.

The only change to this budget document from the presentation of May 22 is that \$8000 in General Fund expenditure was added (by consensus of the Council) for the demolition of bathrooms and re-routing of electrical lines at Jensen Park.

This Budget is presented for adoption without consideration of actions yet to be taken by the State of California or the County of Glenn regarding their respective 2014/15 and 2015/16 budgets. Should actions taken by these agencies have an impact on the financial status of the City of Willows, Staff will return to the City Council for further budgetary action.

In addition, at the June 10, 2014 meeting, Council, by consensus, requested that a targeted General Fund Balance of a minimum of \$1,000,000 be memorialized in the budget Resolution. Verbiage has been included in the Resolution that is being proposed for adoption this evening.

Brief Council discussion ensued and Mayor Cobb opened up the Public Hearing at 7:25 p.m. Hearing no comments from the public, Mayor Cobb subsequently closed the Public Hearing at 7:25 p.m. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to adopt a Resolution adopting the 2014/15 and 2015/16 Annual Budget, Designating Sewer Enterprise Fund Debt Reserve, and Setting Targeted General Fund Balance Level. The motion unanimously passed.

9. **Ordinances:** None

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

The City Manager reported that a few weeks ago he circulated a draft letter to the Council regarding the Korean Air Force Museum Project and he has only received comments back from one member of the Council. He would like to finalize the letter and send it out but first he wanted to make sure that there were no additional comments from the Council before he does so. The Council stated they had no additional comments so they authorized the City Manager to send the letter.

The City Manager also reported that as of this time, Staff currently has no scheduled business items for the Council Meeting scheduled for July 8. Staff has been debating cancelling that meeting and he wanted to make that announcement to the Council and if there is any objection he would like to hear from the Council, and if not, it is Staff's intention to cancel the July 8 meeting. The next meeting would be held on July 22 when there is a Public Hearing scheduled, along with some additional business items that cannot be heard until that meeting. Mayor Cobb, Vice Mayor Taylor-Vodden and Council Member Hansen all indicated that they would all be out of town or had other commitments on July 8 and therefore could not attend the meeting. It was determined that since there also would not be a quorum for that meeting, the meeting would be cancelled and Staff will post the appropriate notice.

Council Member Hansen asked if it would be possible for the Public Works Department to place a "City Limit" sign on Highway 99 (north-bound traffic right-of-way) on the South end of town, South of County Road 57. The City Manager stated that this is doable and he will have the Public Works crew install a sign at that location.

11. **New Business:**

- a) Consider, by motion, the appointment of Robert Griffith to the Willows Planning Commission to complete the unexpired term of Huston Carlyle, which term expires 12/31/2015:

It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to approve the appointment of Robert Griffith to the Willows Planning Commission to complete the

unexpired term of Huston Carlyle, which term expires 12/31/2015. The motion unanimously passed. Mayor Cobb stated that due to the absence of City Clerk, Natalie Butler, from tonight's meeting, he directed Staff to see that the Clerk administers the Oath of Office to Mr. Griffith the following day.

- b) Consider the Council Member subcommittees recommendations and, by motion, appoint two members to the Library Board of Trustees for a term running from July 1, 2014 and expiring June 30, 2017:

Council Member Domenighini stated that there are two seats on the Library Board that are expiring at the end of June. These seats are currently filled by Julie Price and Lynn Soeth who both reapplied for reappointment to the Board. There was also a third applicant, Rosie Martin. Each of the applicants bring new perspectives and they are all capable and each would be an asset to the Board. He and Vice Mayor Taylor-Vodden interviewed all three individuals and they very much enjoyed the interviews and the conversation with all of the applicants, but it was not an easy process to decide which individuals to appoint to the positions. Vice Mayor Taylor-Vodden concurred that all three applicants would be an asset to the Board but the decision ultimately came down to experience, therefore the subcommittee's recommendation is to reappoint Julie Price and Lynn Soeth to the Library Board. It was then **moved** by Council Member Mello and **seconded** by Council Member Hansen to reappoint Julie Price and Lynn Soeth to the Library Board of Trustees for a term running from July 1, 2014 and expiring June 30, 2017. The motion unanimously passed.

- c) Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy:

The County Elections Office has recently provided the city with a Municipal Elections Calendar in anticipation of the November 4, 2014, General Election. Prior to noticing the public and accepting nomination documents for available Council seats, it seems an appropriate time for the Council to review, discuss, reaffirm and possibly modify the City's current Election Policy. The City of Willows Administrative Procedures and Policy Manual No. 9-1 currently limits the candidate statement to 200 words and indicates that the Candidate will be responsible for the cost of publishing the statement.

Elections Code 13307 states as follows:

"(a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district may prepare a candidate's statement on an appropriate form provided by the Elections Official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the occupation of the candidate' and a brief description of the candidate's education and qualifications expressed by the candidate himself and herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations".

On July 11, 2006, this item was on the agenda for discussion and it was requested at that time that the Council be given the opportunity to review this policy prior to each election. There are no financial considerations unless the Council chooses to change the policy and agrees to incur the cost of Candidates' Statements. In which case, the cost would be determined by the number of Candidates that file a Statement of qualifications.

It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to approve Administrative Procedures & Policy No. 9-1 as currently written and with no changes. The motion unanimously passed.

12. Council Member Reports:

Council Member Mello:

- Reported that he spoke to the City Manager about enforcing the yard sale sign Ordinance. He believes the signs have gotten out of hand. If someone in Willows is having a yard sale there are three places they advertise; one is Craigslist, one is the local newspaper, and one is the "Community Yard Sale Pole" located at the corner of Wood Street and Pacific. He paid a young lady a few weeks ago to count all of the pins, nails, screws and staples in this pole, and that pole alone had over 1200 holes; this is not to mention other unsightly poles throughout the City. He believes this is a safety hazard and it's an eyesore. He said he would think up some alternative solutions where to place yard sale advertisements, but in the meantime, he would like to see more enforcement when placing these advertisements illegally on street signs and utility poles.

Council Member Hansen:

- Reported that he attended the most recent Transit & Transportation Committee meeting that took place last Thursday. He reported on the topic of discussions and on the actions taken at that meeting.

Council Member Domenighini:

- Reported that the chess table from the high school wood shop has now been set up in the Library and makes a nice addition to the Teen Café.
- Reported that he and Council Member Hansen spoke to Nora at Cal-Trans about the manhole cover problem on Wood Street.

Vice-Mayor Taylor-Vodden:

- Reported that she appeared before the Board of Supervisors last week on behalf of the City for the KVB project that they were voting on a change in the financing options.

13. Adjournment: Mayor Cobb adjourned the meeting at 7:52 p.m.

Dated: May 24, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
July 22, 2014

1. Mayor Cobb called the meeting to order at 7:03 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Cobb led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
Absent: None.
4. **Agenda Review:** It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to accept the July 22, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**

Council Member Taylor-Vodden requested to remove item 7(b) "Consider adopting a Resolution authorizing the adjustment of the Holiday Schedule and closure of City Hall between the Christmas and New Year's Holiday period".

It was then **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to approve the Consent Agenda Items 7(a) & 7(c). The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General, Payroll and Direct Deposit Check Registers (27551-27654; Z05350-Z05430; 33200-33259).
- c) Approval of allocating the surplus property sales revenue; in accordance with each respective department's equipment sacrifices during the public auction process.

The consensus of the Council was to table item 7(b) to the next City Council Meeting.

8. **Public Hearings:**
 - a) Grantee Performance Report – Housing Rehabilitation Revolving Loan Account- - Public Hearing for Submission as required under CDBG Guidelines:

The California Department of Housing and Community Development – Community Development Block Program (CDBG) – requires specific reporting of grantee activity and performance annually and at the conclusion of the grant period. As part of the performance report, a public hearing is required in order to gather public comment and input. The portion of housing rehabilitation loans that meet the criteria to be considered program income by CDBG standards are placed into a Revolving Loan Account (RLA) for re-use in one of the following

ways according to the City's Program Income Re-Use Plan: Housing Rehabilitation Loans, Economic Development Loans, Placement of Funds into an open CDBG Grant activity and Placement of Funds into a CDBG eligible activity ("Program Income Waiver").

The City received approval under the Program Income Waiver Program to utilize funds for the replacement of the bay doors at the Willows Fire Station. This project was completed in 2013-2014 and is reported on this grantee performance report.

Mayor Cobb opened up the Public Hearing at 7:09 p.m. Doug Ross spoke during the Public Hearing and Mayor Cobb closed the Public Hearing at 7:16 p.m. It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to authorize submission of the Grantee Performance Report – Housing Rehabilitation Revolving Loan Account – to the California Department of Housing and Community Development. The motion unanimously passed.

- b) Conduct a Public Hearing and consider adoption of a Resolution confirming the costs of abatement services and declaring them a Special Assessment:

In accordance with the California Administrative Code a hearing is required prior to the adoption of the resolution confirming cost of weed abatement and declaring those costs a lien against those properties on which work was performed. The purpose of this hearing is to discuss the cost of abatement only. The hearing to protest and to order abatement was held on May 27, 2014. Mayor Cobb opened the Public Hearing at 7: 16 p.m. John Joseph, owner of a rental property located at 140 N. Ventura, spoke during the public hearing to contest his abatement charges. The Council reviewed pictures of the property before and after abatement and it was the consensus of the Council that the charges were justified and will remain. Mayor Cobb closed the Public Hearing at 7:29 p.m.

It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to adopt a Resolution confirming the costs of abatement and declaring them a Special Assessment. The motion unanimously passed.

9. **Ordinances:** None

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

- a) City Manager Holsinger gave the Council an update on the O'Reilly Auto parts store on Wood Street. He stated they will be going out to bid for Contractors in August and he anticipates demolition and construction will begin in November.
- b) The City Manager explained that Willows Municipal Code section 2.05.040 (Regular Meeting date, time & place) states that the City Council will hold one meeting a month on the second Tuesday and the meeting shall be held at 7:30 p.m. This has not been past practice of the Council for many years and he suggested that there be an amendment to the Ordinance. He asked that rather than name a specific time and date in the Ordinance,

that the Council allow him to draft a new Ordinance in such a way as to allow meeting dates and times to be established by Council Resolution. This way if subsequent Councils chose to change the dates and times of meetings they will not have to do a whole Ordinance amendment, but rather just adopt a new Resolution. This would be much less time consuming and more cost effective than going through a full Ordinance amendment each time there is a change. The Council directed staff to develop an amended Ordinance to allow for the time and date of the meetings to be established by Resolution and to introduce the Ordinance amendment to the Council at a future meeting.

The City Manager also requested that the Council give their input and feedback on Municipal Code section 10.50.121 (Parking for consecutive period exceeding 120 hours – Prohibited). There was recently a concern raised that this may be too prohibitive. However, in his discussion with Police Chief Dahl, Chief Dahl pointed out that the State Motor Vehicle Code only allows 72 hours, so in the City's jurisdiction our Ordinance allows 2/3 longer a period of time to park on a City Street. He is unaware of any problems that the City has had as a result of this Municipal Code section, at least not in the eight years since he has been the City Manager. However, if it is the pleasure of the Council to extend the parking limits beyond 120 hours, that is something that is possible but he would like to hear the thoughts of the entire Council on whether they want to amend this particular section of the Municipal Code.

Council discussion ensued and it was ultimately the majority consensus of the Council to leave the code as written and not to make any amendments to it at this time, as they believe 5 days is adequate time to park on a City Street. Council Member Domenighini disagreed and thought the Ordinance was too restrictive, especially if a person went on vacation or was hospitalized for more than 5 days and they could potentially come home to find that their vehicle had been towed. It was brought up by City Staff that in cases such as these, a call to the Police Department to make them aware of the circumstances would be helpful so the vehicle wouldn't be towed. No action was taken and no direction was given to Staff to amend the Ordinance.

11. New Business:

- a) Consider adoption of a Resolution to Authorize the City Manager to submit an application for Cleanup and Abatement Account Interim Emergency Drinking Water funds from the State Water Resources Control Board:

As a result of recent legislative actions set forth in California Code of Regulations, Title, 22, which became effective July 1, 2014, new standards regarding Chromium six must be implemented. California Water Service Company is currently exhausting every effort to seek funding to mitigate the impacts to the residents/customers within the City of Willows Municipal Water system. The financial assistance program from the California State

Water Resources Control Board for funding under the cleanup and abatement account interim emergency drinking water is one potential funding source currently available. However, only the City of Willows can apply; much like the Federal HOME Loan program funding being used on the Willows Senior Apartment project. Therefore Cal Water representatives approached City Staff about the possibility of the “City of Willows seeking funding under this program. If the Council authorizes City Staff to submit this application, the City will enter into a MOU with Cal Water to see that staff costs to submit the grant application will be offset. Staff is recommending City Council approval to submit the Grant Application.

Lengthy Council and Staff discussion ensued. Tara Henry of California Water Service’s San Jose office was present at the meeting and answered questions of the Council and also of the three members of the audience that spoke during the discussion: Rick Reynolds, Alan Schauer and Walter Michael.

Upon concluding discussions it was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to adopt a Resolution authorizing submittal of an application to the California State Water Resources Control Board for funding under the cleanup and abatement account interim emergency drinking water financial assistance program; and if selected, the execution of a standard agreement, any amendments thereto, and of any related document necessary to participate in the state water resources financial assistance program. The motion unanimously passed.

- b) Consider adopting a Resolution extending Contract Planning Services Agreement with Wildan Engineering for fiscal year 2014/2015:

Thought the past few fiscal years, several options for providing Planning & Environmental services have been explored by city staff. A Contract for Planning Services was awarded to Wildan Engineering Consultants for the fiscal year 2009/10 period and ending June 30, 2010. That contract has since been extended through each subsequent fiscal year, at the same terms & conditions.

The proposal is to provide Planning Services under the same hourly billing rate as in prior years. Wildan Engineering Consultants currently serve Glenn County with Engineering Services. Contract extension will allow the City of Willows to be able to maintain a consistent one-day-per-week on-site planner at City Hall. Staff is recommending approval of the Wildan proposal.

Brief discussion ensued and it was **moved** by Council Member Mello and **seconded** by Council Member Hansen to adopt a Resolution authorizing the extension of the public agency agreement with Wildan Engineering Consultants for General Planning and Environmental services during fiscal year 2014-2015. The motion unanimously passed.

- c) Consider adoption of a Resolution authorizing a side-letter addendum agreement to expand Wildan Engineering’s Professional Services Agreement (re: above agenda item) to include HOME Program Administration Services, as requested under the HOME Program Guidelines:

This is a follow-up item to the previous item to extend contract services with Wildan Engineering Consultants. Now that Council has agreed to extend the contract for another fiscal year, in addition to the general services offered by the terms of the contract, this past year the City was successful in securing a \$4.5MM Housing loan the the Federal HOME Loan program. This program obligated the City to administer the funding for this loan project under some very specific mandates and guidelines. Therefore, it is necessary to have specialized tracking & auditing mechanisms developed for future review under program guidelines. The funding for this project included \$100,000 in funding for the City to comply with the Administrative portion of the loan program. Staff recommends that the City enter into a side-agreement with Wildan Engineering Consultants to provide the majority of these specialized Administrative functions.

Brief discussion ensued and it was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to adopt a Resolution authorizing a side-letter addendum to the Public Agency Agreement with Wildan Engineering Consultants for specialized administrative planning and environmental services in conjunction with the HOME Loan Program associated with the Willows Senior Apartment Project. The motion unanimously passed.

12. Council Member Reports:

Council Member Hansen:

- Was not able to attend the last Transit & Transportation Meeting. He also announced that it is really good to see a lot of new buildings and business activity happening throughout the City and that things in Willows appear to be looking up as far as growth.

Vice-Mayor Taylor-Vodden:

- Reported that she recently attended the “Expect Success” summer program at Glenn County Office of Education.

13. Executive Session: None

14. Adjournment: Mayor Cobb adjourned the meeting at 8:26 p.m.

Dated: July 22, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

August 12, 2014

TO: Honorable Mayor Cobb and Members of City Council
FROM: Karen Mantele, Principal Planner
SUBJECT: Review of draft Housing Conditions Survey Report

RECOMMENDATION

Adopt the attached resolution approving the submittal of a Housing Conditions Survey to HCD

Project Background:

In April of 2013 the City of Willows applied for and received Planning and Technical Assistance grant funding from the 2013 Community Development Block Grant Program (CDBG) to fund the preparation of a city wide Housing Condition Survey (HCS) (Grant # 13-CDBG-8939).

The City of Willows solicited for contract services to prepare the Survey and selected PMC (contractor) to prepare the document. The attached document is the result of their surveying the City's housing stock. The HCS will be used to assess current housing conditions throughout the City to establish the need for housing rehabilitation for the purpose of benefiting low-and moderate income homeowners of single-family and multi-family residences /units. The results provide detailed documentation and analysis of exterior housing conditions and the geographic locations of those housing units in need of rehabilitation and will also comply with a current Housing Element goal to ensure quality, safe, and livable housing stock in the City.

The data from the survey will assist elderly and low-and moderate-income homeowners with housing preservation and with eliminating any health and safety issues the housing units may have. The survey of the units was documented on tablet computers producing an overall point rating of the condition of the units. A parcel by parcel survey was carried out in May of 2014 with the preparation and processing of the draft and final documents. The results were mapped and tabulated using GIS software to record the housing conditions on a parcel-by-parcel basis in order to facilitate the tabulation of citywide data by occupancy status, census tract, and block group level.

As the Survey results shows, 58.2% of the single family housing stock (963 units), 78.3% of duplexes (47 units), and 68.4% of multi-family housing (13 total) within the City of Willows is in need of some form of rehabilitation, with 10.5% of MF in dilapidated condition. The survey shows that housing units located east of I-5 and south of State Route (aka Wood Street) have the highest number in need of substantial repair out of all the census block groups surveyed. According to the survey report, overall 59% of the housing stock in the City of Willows is in need of some form of rehabilitation.

Environmental Review and Analysis:

The project was reviewed pursuant to and under the California Environmental Quality Act (CEQA). Staff has determined that the project is exempt from further environmental review pursuant to CEQA Section 15262, Feasibility and Planning Studies.

Although it is not a requirement of the State guidelines, a public hearing notice was published in the local newspaper prior to the hearing.

RECOMMENDATION:

Adopt the attached resolution approving the Draft Housing Conditions Survey, and forwarded to the State Department of Community Development.

Attachments:

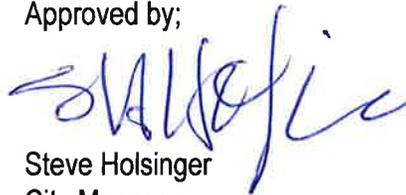
1. Draft Housing Conditions Survey /CC only printed version (Full version on city website/
www.cityofwillows.org)
2. Draft Council Resolution

Submitted by:



Karen Mantele
Principal Planner

Approved by;



Steve Holsinger
City Manager

HOUSING CONDITONS SURVEY
FULL VERSION ON CITY WEBSITE

HOUSING CONDITIONS SURVEY

July 2014

CITY OF

Willows
CALIFORNIA



Prepared by:

CTPC/WILLOWS

251 North Larson
Willows, CA 95986

Prepared by:

PMC

2729 President Park Drive, Suite 226
Dunwoody, GA 30328

This study was funded by a CD05 Planning and Technical Assistance Grant from the California Department of Housing and Community Development.



PC RESOLUTION NO. _____-2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RECOMMENDING APPROVAL OF THE DRAFT HOUSING CONDITIONS SURVEY AND FORWARD TO HCD

WHEREAS, the City of Willows desires to provide decent housing and a suitable living environment for every California family by assessing the current housing conditions throughout the City in order to establish the need for housing rehabilitation; and

WHEREAS, the City applied for and received 2013 State Community Development Block Grant funds to prepare a Housing Conditions Survey; and

WHEREAS, the City awarded a services contract to PMC (consultant) to prepare a Housing Conditions Survey; and

WHEREAS, the Planning Commission met on July 16, 2014 to review said Draft Housing Conditions Survey and recommended the survey be forwarded to the City Council for final review; and

WHEREAS, the City Council did, on August 12, 2014, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

WHEREAS, the City Council has reviewed the Draft Housing Conditions Survey, provided comments, and recommend it to be forwarded to HCD.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby recommend forwarding the Draft Housing Conditions Survey to the State Department of Housing and Community Development.

IT IS HEREBY CERTIFIED that the foregoing Resolution No. _____ was duly introduced and legally adopted by the City Council at its regular meeting held on this 12th day of August, 2014, by the following vote,

AYES in favor of _____
NOES _____
ABSTAIN _____
ABSENT _____
APPROVED: _____

ATTESTED

Jeffrey t. Cobb, Mayor

Natalie Butler, City Clerk

HOUSING CONDITIONS SURVEY

July 2014

CITY OF

Willows
CALIFORNIA



Prepared for:

CITY OF WILLOWS

201 North Lassen
Willows, CA 95988

Prepared by:

PMC[®]

2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670

This study was funded by a CDBG Planning and Technical Assistance Grant from the California Department of Housing and Community Development.



Table of Contents

Introduction.....	1
Purpose of the Survey.....	1
Survey Methodology.....	3
Definition of Housing Conditions.....	3
Overall Housing Conditions.....	4
Housing Conditions by Housing Unit Type.....	7
Housing Conditions by Census Block Group.....	8
Conclusion Summary.....	9

Tables

Table 1: Housing Conditions Survey Results.....	6
Table 2: Results by Housing Unit Type.....	7
Table 3: Results by Census Block Group.....	8

Figure

Figure 1: Survey Area Map.....	2
Figure 2: Housing Units in Need of Rehabilitation.....	5
Figure 3: Percentage of Housing Units in Need of Rehabilitation.....	6

Appendices

Appendix A: Sample Housing Conditions Survey Form	
Appendix B: Housing Conditions Survey Results	
Appendix C: Photographs of Housing Conditions	
Appendix D: Results by Census Tract & Block Group	

INTRODUCTION

In 2013, the City of Willows received Planning and Technical Assistance grant funding from the 2013 Community Development Block Grant Program (CDBG) to fund a Housing Conditions Survey. In May 2014, PMC conducted a windshield survey of housing conditions, consisting of 1,733 residential parcels throughout the city. Housing conditions were assessed by an exterior survey of quality, condition, and improvement action. A map displaying the survey area is provided in **Figure 1**.

The intention of the Housing Conditions Survey was to generate information that would assist the City in assessing current housing conditions to establish the need for housing rehabilitation. The results from the Housing Conditions Survey will be used to identify possible target areas for housing rehabilitation efforts for the purpose of benefitting elderly and low- and moderate-income homeowners of single-family and multi-family homes.

According to the Housing Conditions Survey results, most of the communities and outlying areas contain several housing units that are in need of minor, moderate, or substantial rehabilitation repairs. The majority of housing units surveyed are in need of rehabilitation. A small percentage of the housing units surveyed are categorized as dilapidated and in need of replacement, reconstruction, or major rehabilitation.

PURPOSE OF THE SURVEY

The Housing Conditions Survey was conducted to assess current housing conditions throughout the city by providing detailed documentation and analysis of local housing conditions and the geographic locations of housing units that are in need of housing rehabilitation.

The data from the survey will assist elderly and low- and moderate-income homeowners with housing preservation and could assist with eliminating any health and safety issues the units may have. This survey provides a detailed assessment of the exterior conditions of residential units documented on tablet computers, producing an overall point rating of the condition of the units.

Key elements of the work involved in the survey included: compiling, researching, and analyzing housing data and maps to determine the survey area; conducting a parcel-by-parcel field survey to determine housing conditions citywide; and preparation of an analysis report that documents the identified needs, as well as resources and anticipated actions to address those needs. The preparation of this Housing Conditions Survey has been accepted by the City.

FIGURE 1: SURVEY AREA MAP

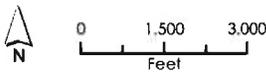
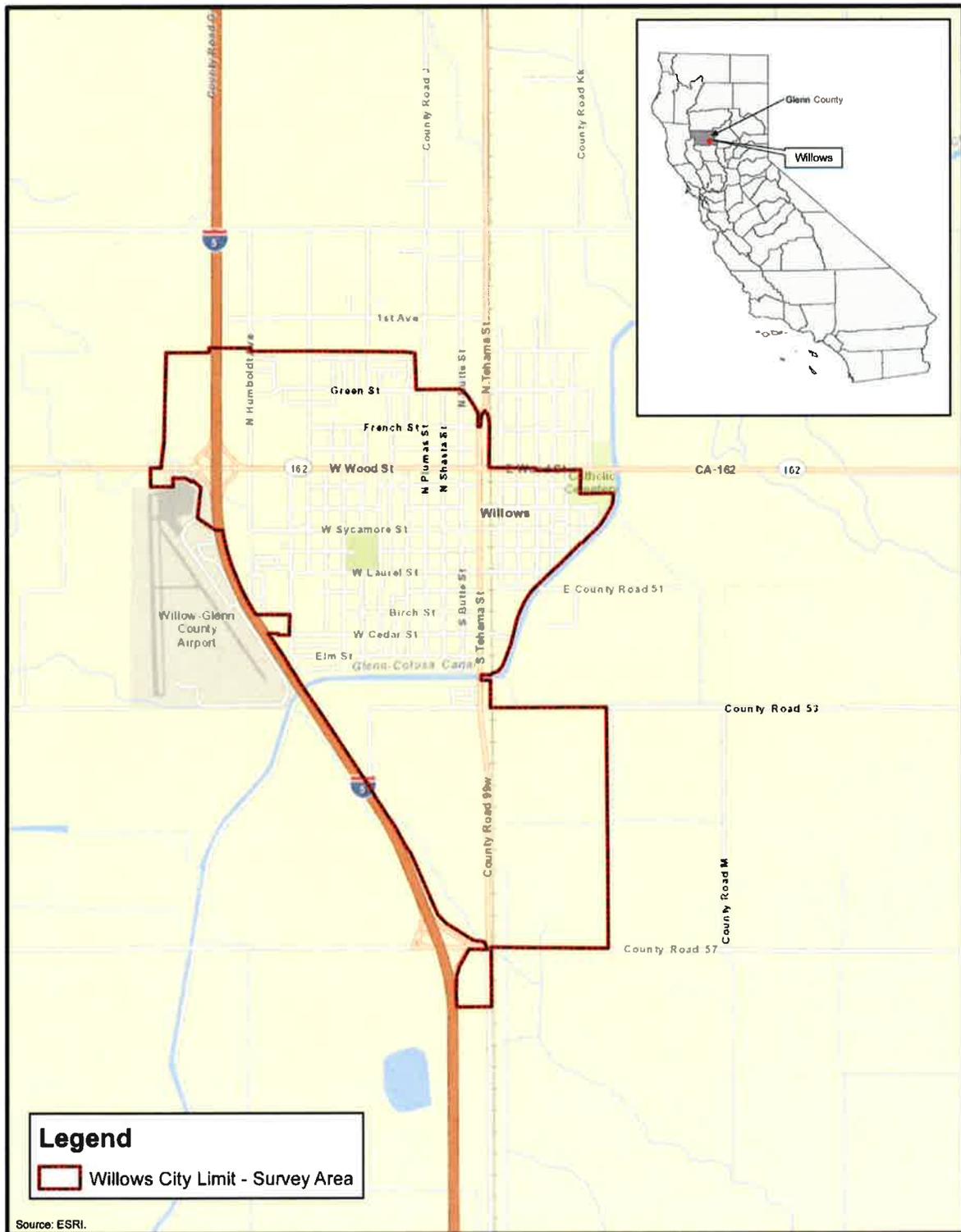


Figure 1
Survey Area Map

SURVEY METHODOLOGY

A citywide windshield Housing Conditions Survey was conducted by two teams of two persons. Each team was equipped with a GPS-enabled ArcPAD tablet PC, which was used to navigate and record housing condition data in ArcGIS for each parcel.

Housing conditions were assessed by an exterior survey of quality, condition, and improvement action. Information compiled by the survey included five structural categories (foundation, roofing, siding, windows, and electrical) and two supplemental categories (frontage improvements and additional factors). Based on scores assigned to the five categories, each housing structure was rated as being in sound or dilapidated condition, or in need of minor, moderate, or substantial repairs. The information collected during the survey is summarized in **Table 1**, Housing Conditions Survey Results.

DEFINITION OF HOUSING CONDITIONS

Each residential housing unit was scored according to structural criteria established by the California Department of Housing and Community Development (HCD). The types of structures surveyed were wood frame homes, modular homes, mobile homes, and masonry homes. Modular homes are prefabricated homes and were counted if they were on a permanent foundation.

As previously noted, the five primary categories that were rated were foundation, roofing, siding, windows, and electrical, as well as two supplemental categories: frontage improvements and additional factors. Within each structural category, the housing unit is rated from “no repairs needed” to “replacement needed.” Points are aggregated for each unit and a designation is made as follows:

Sound – 9 or fewer points: a unit that appears new or well maintained and structurally intact. The foundation should appear structurally undamaged and there should be straight roof lines. Siding, windows, and doors should be in good repair with good exterior paint condition. Minor problems such as small areas of peeling paint and/or other maintenance items are allowable under this category.

Minor – 10 to 15 points: a unit that show signs of deferred maintenance, or which needs only one major component, such as a roof.

Moderate – 16 to 39 points: a unit in need of replacement of one or more major components and other repairs, such as roof replacement, painting, and window repairs.

Substantial – 40 to 55 points: a unit that requires replacement of several major systems and possibly other repairs (e.g., complete foundation work, roof structure replacement and re-roofing, painting and window replacement).

Dilapidated – 56 or more points: a unit suffering from excessive neglect, where the building appears structurally unsound and maintenance is nonexistent, not fit for human habitation in its current condition, may be considered for demolition, or, at minimum, major rehabilitation will be required.

OVERALL HOUSING CONDITIONS

According to the 2008–2012 American Community Survey, which provides housing unit estimates based on estimates produced by the US Census Bureau’s Population Estimates Program, approximately 76 percent of Willows’ housing units were built before 1980, with the highest percentage of housing units (approximately 24 percent) constructed between the years of 1970 and 1979. Approximately 6 percent of the housing stock in the city was built between 2000 and 2012. The City of Willows General Plan Land Use Map shows the large majority of low- and medium-density residential areas concentrated north and west of the Central Canal, which intersects the city south of Jensen Park and borders the city to the east.

Based on the results of the survey detailed in this report, the city has relatively few housing units that are dilapidated and less than 10 percent (7%) of the housing units surveyed are in need of substantial repairs. However, the majority of housing units surveyed are in need of some form of rehabilitation (minor, moderate, or substantial).

As shown in **Table 1**, a total of 1,733 housing units were surveyed with a housing condition survey form (**Appendix A**) for each unit in the entire Housing Conditions Survey area. The survey results are provided in **Appendix B**. Overall survey results indicate 38.3 percent (664 units) are in sound condition, 59 percent (1,023 units) are in need of rehabilitation efforts ranging from minor to substantial, and 2.7 percent (46 units) are in dilapidated condition and are in need of replacement/reconstruction or major rehabilitation, at minimum.

Table 2 gives a more detailed summary of the housing conditions by housing unit type and **Figure 2** identifies the housing units in need of rehabilitation throughout the City. Please refer to **Appendix C** for photographs of housing units rated as sound or dilapidated or in need of minor, moderate, or substantial repair.

Typical structural defects and unit components in need of upgrading observed included roofs in need of replacement (missing or peeling composition shingles, etc.), damaged siding, peeling paint, cracked foundations, and single-pane windows. Most of the units appeared to be structurally sound, but were in need of rehabilitation, maintenance, and cosmetic improvements. Relatively very few units are in need of replacement, reconstruction, or major rehabilitation.

FIGURE 2: HOUSING UNITS IN NEED OF REHABILITATION

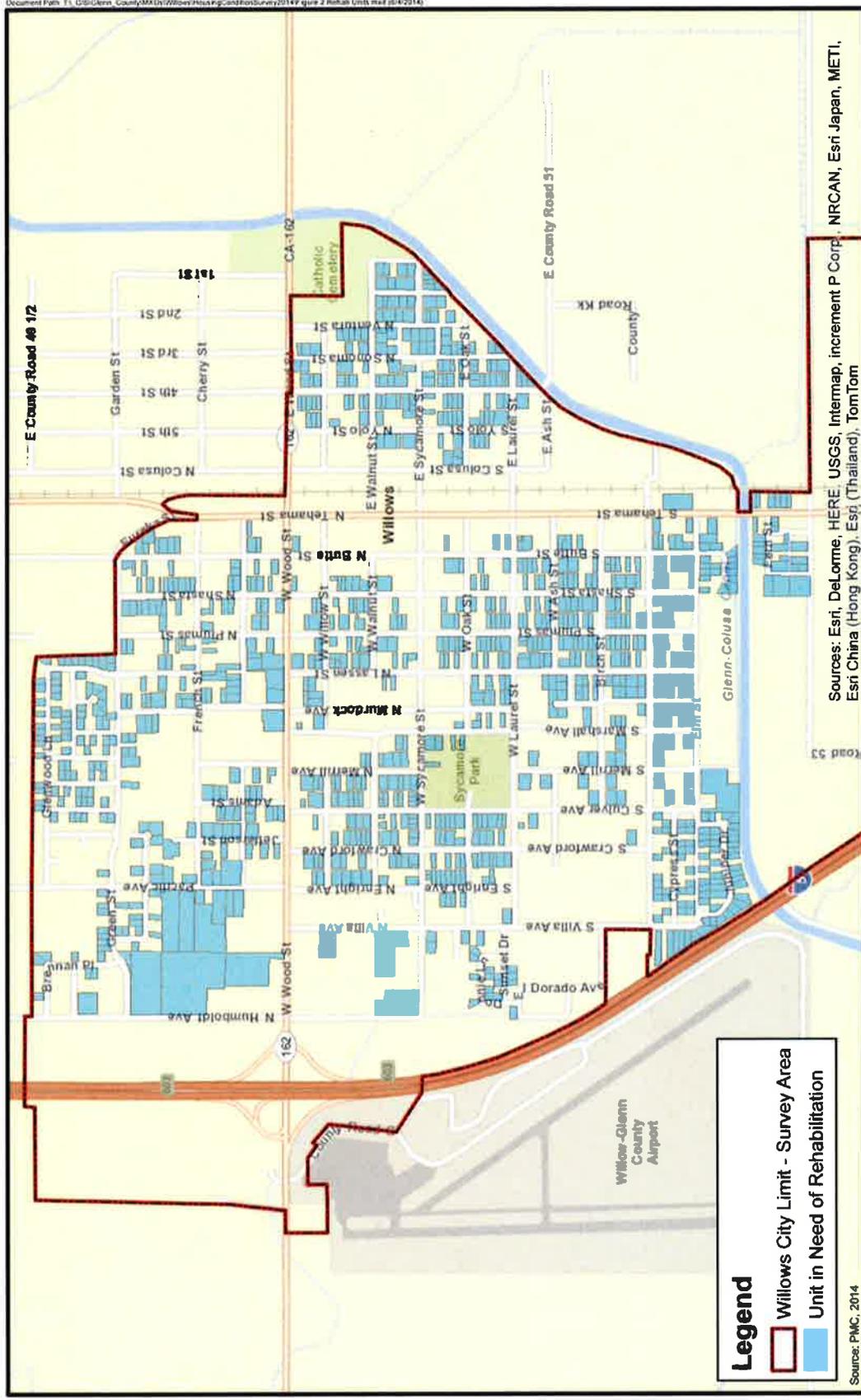


Figure 2
Housing Units in Need of Rehabilitation



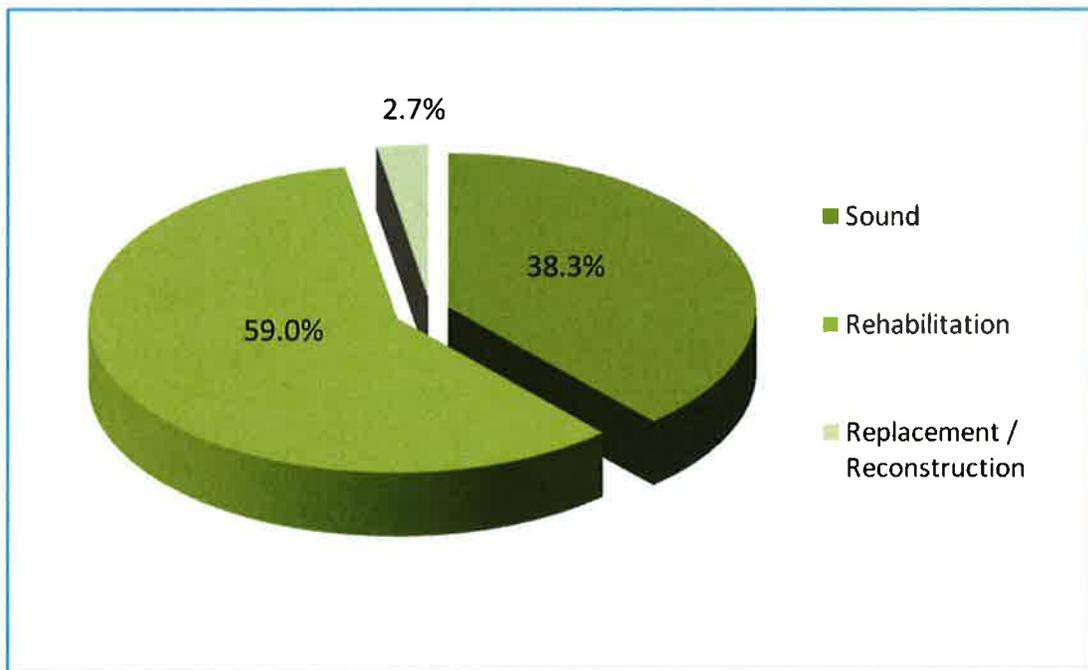
Table 1
Housing Conditions Survey Results

Housing Condition	Number of Surveyed Units	Percentage of Surveyed Units
Sound	664	38.3%
Minor	403	23.3%
Moderate	498	28.7%
Substantial	122	7.0%
Dilapidated	46	2.7%
Total Units	1,733	100%

Source: PMC Housing Conditions Survey, May 2014.

A housing unit is deemed in need of rehabilitation if it is classified as in need of minor, moderate, or substantial repair. A total of 59 percent, or 1,023 of the 1,733 housing units surveyed, are in need of some form of rehabilitation. A housing unit is deemed in need of replacement or reconstruction if it is classified as dilapidated. A total of 2.7 percent, or 46 of the 1,733 housing units surveyed, are in need of replacement or reconstruction. **Figure 3** depicts the portion of housing units identified as sound, in need of rehabilitation, and in need of replacement or reconstruction.

Figure 3
Percentage of Housing Units in Need of Rehabilitation



HOUSING CONDITIONS BY HOUSING UNIT TYPE

As shown in **Table 2**, the community is primarily made up of single-family housing units, the majority of which are single-family homes, and very few which are modular homes or mobile homes. Duplex homes have the highest percentage of homes in need of rehabilitation, relative to the total number of housing units of the housing type. Multi-family homes are the least common housing type within the survey area.

The table illustrates that 39.2 percent of the single-family homes surveyed were in sound condition, with 58.2 percent requiring some form of repairs (963 units in minor, moderate or substantial condition). The majority of duplex housing units surveyed were found to be in need of minor, moderate, or substantial rehabilitation, with 18.3 percent in sound condition, 78.3 percent in need of rehabilitation (47 units), and 3.3 percent in dilapidated condition. Of the small number of multi-family housing units surveyed, 21.1 percent were found to be in sound condition, 68.4 percent were in need of some form of rehabilitation (13 units), and 10.5 percent were in dilapidated condition.

Table 2
Results by Housing Unit Type

Housing Type	Sound	Minor	Moderate	Substantial	Dilapidated	Housing Unit Type Total	Percent In Need of Rehabilitation
Single-Family	649	378	474	111	42	1,654	58.2%
	39.2%	963 units = 58.2%			2.6%		
Duplex	11	21	18	8	2	60	78.3%
	18.3%	47 units = 78.3%			3.3%		
Multi-Family	4	4	6	3	2	19	68.4%
	21.1%	13 units = 68.4%			10.5%		
Total	664	403	498	122	46	1,733	59.0%
		1,023 units				100%	-
Percent	38.3%	23.3%	28.7%	7.0%	2.7%	100%	-
		59.0%					

HOUSING CONDITIONS BY CENSUS BLOCK GROUP

Table 3 shows the census block groups within census tract 104.00 with the highest concentrations of housing units in need of rehabilitation. Census block group 104.00-1 has the highest concentration of housing units in need of rehabilitation (78.9 percent). Census block group 104.00-2 contains the most housing units (471 units total) of all the census block groups and is composed of mostly single-family homes. Census block group 104.00-2 is located east of Interstate 5 (I-5) and north of State Route 162 (SR 162). Almost half of the homes in this census block group are in need of rehabilitation (48 percent). Most housing units show that minor or moderate repairs are needed. Census block group 104.00-5, located east of I-5 and south of SR 162, covers the second smallest area of the census block groups, and has the third highest concentration of housing units in need of rehabilitation (68.9 percent). Census block group 104.00-5 has the highest total number of housing units in need of rehabilitation.

Census block group 104.00-4 is partially located within the city limits on the western side of the City, located between I-5 and SR 162. This census block group has the lowest concentration of housing units in need of rehabilitation (30.1 percent), none of which are in need of more than minor or moderate repairs. On the contrary, census block group 104.00-7, located east of I-5 and south of SR 162, has the highest number of housing units in need of substantial repair (39 units) out of the census blocks groups. Refer back to **Figure 2** for a map of the housing units in need of rehabilitation, and to **Appendix D** for a map of the results by census tract and block group.

Table 3
Results by Census Block Group

Census Block Group	Minor	Moderate	Substantial	Total Need Rehabilitation	Percentage
104.00-1	37	104	16	157	78.9%
104.00-2	115	92	19	226	48.0%
104.00-3	30	5	2	37	38.1%
104.00-4	25	6	0	31	30.1%
104.00-5	78	138	23	239	68.9%
104.00-6	52	68	23	143	58.1%
104.00-7	66	85	39	190	70.4%

Source: PMC Housing Conditions Survey, May 2014.

CONCLUSION SUMMARY

The survey of the city's housing stock found that, overall, the majority of housing units in Willows are in need of some form of rehabilitation, mostly minor or moderate. Approximately 38 percent of the housing units in the community of Willows are in sound condition. Only about 3 percent of the homes surveyed were found to be in dilapidated condition and in need of replacement, reconstruction, or major rehabilitation. The majority of homes surveyed (59 percent) were found to be in need of minor, moderate, or substantial repair. The housing units needing minor to substantial repairs should receive attention during the planning period.

One of the City's current Housing Element goals is to continue the rehabilitation of substandard residential units using available subsidies for lower-income residents to ensure quality, safe, and livable housing stock in the City of Willows. This Housing Conditions Survey will be used by the City to establish the need for housing rehabilitation for the purpose of benefiting elderly and low- and moderate income homeowners. Rehabilitation work on housing units throughout the city will range from minor to substantial repairs and replacement, reconstruction, or major repair, where necessary. The City may also explore the possibility of offering rehabilitation assistance for rental units.

Programs which assist elderly and/or lower-income homeowners with home maintenance and repair should continue to be an important part of the City's housing program. Housing units that are improperly or insufficiently maintained can develop hazardous conditions that may endanger those living within the unit and/or decrease their overall quality of life; thus, housing programs assisting homeowners with rehabilitation and maintenance should continue. Some effects that could arise from the conditions surveyed include roof leakage or increased utility use and rates from poorly sealed, broken, or single-pane windows. For these reasons, it is important to identify areas that are showing the sort of wear that could lead to these effects. Once these symptoms are identified, programs could be established to assist the occupants of these units to help rehabilitate the homes exhibiting signs of stress, or help prevent a sound home from becoming otherwise.

APPENDIX A

SAMPLE HOUSING CONDITIONS SURVEY FORM

Address: _____ City: WILLOWS

MAP #: _____

Vacant: Yes No

For Sale: Yes No

Air conditioning: Yes No

CONSTRUCTION TYPE:

Wood Frame

Masonry

Mobile

Modular

Other _____

STRUCTURE TYPE:

Single Family with Detached Garage

Single Family with Attached Garage

Duplex

Multi-Family # of Units _____

Other _____

FRONTAGE IMPROVEMENTS IF APPLICABLE:

Curbs Yes No

Paved Street Yes No

Gutters Yes No

Sidewalks Yes No

Driveway Yes No

Adequate Site Drainage Yes No

#1 - FOUNDATION:

- 0 Existing foundation in good condition.
- 10 Repairs needed
- 15 Needs a partial foundation
- 25 No foundation or needs a complete foundation.

#4 - WINDOWS:

- 0 No repair needed.
- 1 Broken window panes
- 5 In need of repair.
- 10 In need of replacement.

#2 - ROOFING:

- 0 Does not need repair
- 5 Shingles missing
- 5 Chimney needs repair
- 10 Needs re-roofing
- 25 Roof structure needs replacement and re-roofing.

#5 - ELECTRICAL:

- 0 No repair needed.
- 5 Minor repair
- 10 Replace main panel.

#3 - SIDING/STUCCO:

- 0 Does not need repair.
- 1 Needs re-painting.
- 5 Needs to be patched and re-painted.
- 10 Needs replacement and painting.
- 10 Asbestos/Lead-Based. 12

STRUCTURAL SCORING CRITERIA

- Sound: 9 or less
- Minor: 10 - 15
- Moderate: 16 - 39
- Substantial: 40 - 55
- Dilapidated: 56 and over

DILAPIDATED UNIT

56 A unit suffering from excessive neglect, where the building appears structurally unsound and maintenance is nonexistent, not fit for human habitation in its current condition, may be considered for demolition or at a minimum, major rehabilitation will be required.

Points based on criteria outlined above	#1 Foundation	#2 Roofing	#3 Siding/Stucco	#4 Windows	#5 Electrical	TOTAL POINTS
Comments:						
Surveyor _____ Date _____						

APPENDIX B HOUSING CONDITIONS SURVEY RESULTS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS

Sound: The housing unit appears new or well maintained and structurally intact. The foundation appears structurally undamaged and the roof lines are straight. Siding, windows, and doors appear in good repair with good exterior paint condition. Minor problems such as small areas of peeling paint and/or other maintenance items are allowable under this category.



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS

Minor: The housing unit shows signs of deferred maintenance, or needs only one major component, such as a new roof.



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS

Moderate: The housing unit needs replacement of one or more major components and other repairs, such as roof replacement, painting, and window repairs.



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS

Substantial: The housing unit requires replacement of several major systems and possibly other repairs (e.g. complete foundation work, roof structure replacement and re-roofing, as well as painting and window replacement).



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS



APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS

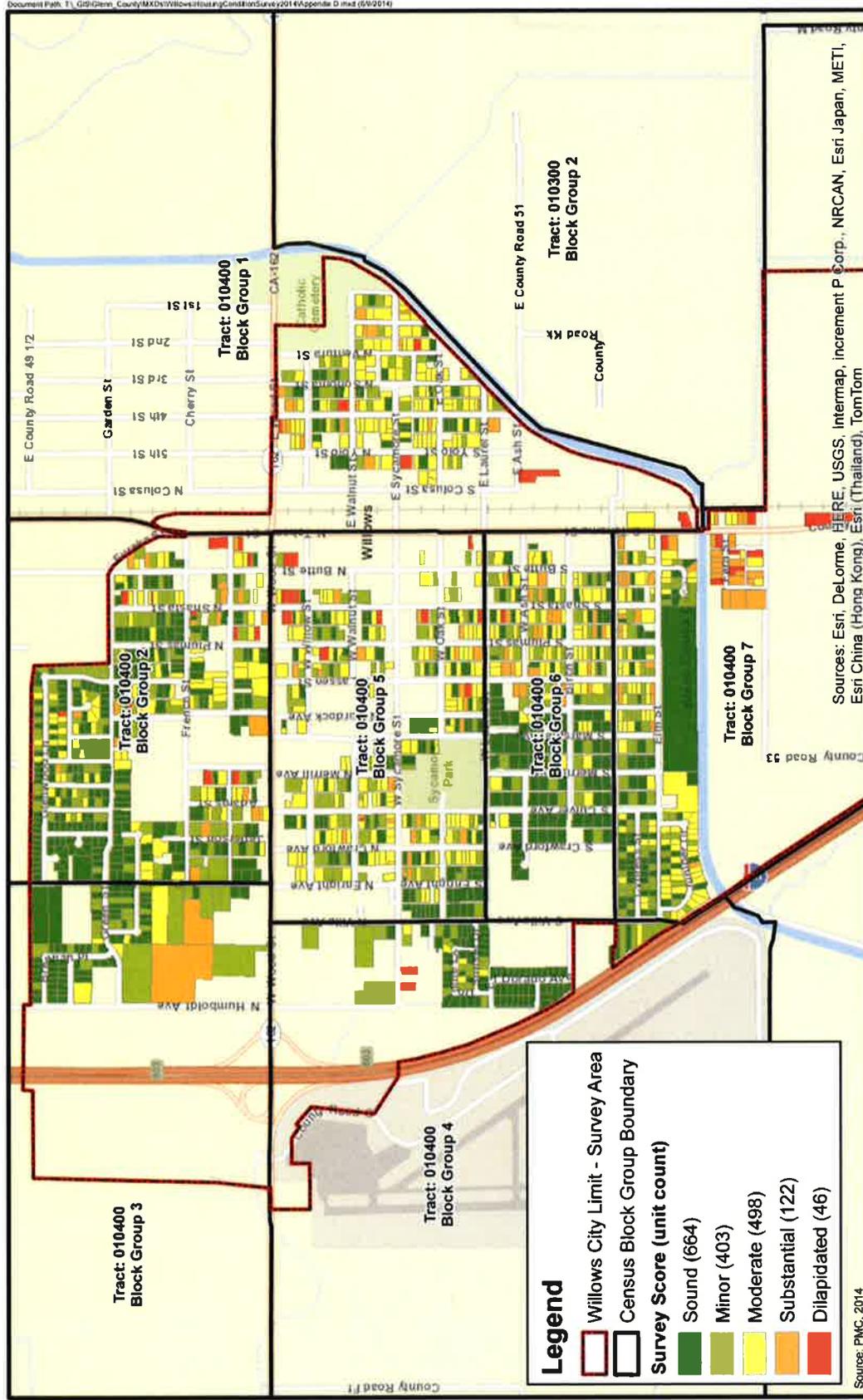
Dilapidated: The unit suffering from excessive neglect, where the building appears structurally unsound and maintenance is nonexistent, not fit for human habitation in its current condition, may be considered for demolition, or, at minimum, major rehabilitation will be required.

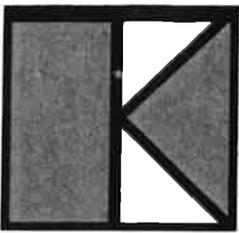


APPENDIX C
PHOTOGRAPHS OF HOUSING CONDITIONS

APPENDIX D

RESULTS BY CENSUS TRACT & BLOCK GROUP





TK Development, LLC



July 25, 2014

Ms. Karen Mantele
Principal Planner
City of Willows
201 N. Lassen
Willows, CA 95988

RE: Appeal the Planning Commission decision of July 16, 2014 regarding a changing the Fencing Material from a CMU wall to a decorative cedar architectural style perimeter fence.

Dear Karen:

Please accept this letter as a request to appeal the Planning Commission decision of July 16, 2014 regarding the change in the perimeter fencing material. Pacific West Communities, Inc, (PWC) is requesting a change to the original approval of the Willows Senior Apartments located at approximately 1330 Sycamore Street in Willows, CA. They are as follows:

- Change the perimeter fencing material from a CMU Wall to a Decorative Cedar Architectural Style Fence.

The reason for our request; PWC received \$500,000.00 less than anticipated of Affordable Housing Program Funds, administered through the Federal Home Loan Bank.

The changing the CMU wall to a decorative Cedar style fence will save the project at least \$212,025.00 as with the cedar fence there is no need to construct a concrete footing, installing of steel bars the entire length and height of the wall, 1,100 lineal feet long and 38 Pilasters at a cost of \$41,000.00. You will notice from exhibit AX.5, for longevity and ease of maintenance the 4x4 post are set in concrete, use of metal fastener's to secure the 2x4 wolmanized wood nailer to the 4x4 post. You will also notice the use of three horizontal nailer boards rather than the standard two install by most fencing companies.

PWC looks forward to your support for the requested change.

Should you have any questions or need additional information, please notify me at your earliest convenience.

Best Regards,

A handwritten signature in black ink, appearing to read 'Kenneth L. Koss'.

Kenneth L. Koss
Managing General Partner
TK Development, LLC



City of Willows
 201 N. Lassen Street
 Willows, Ca. 95988
 530.934.7041 (tel)
 530.934.7402 (fax)

City Use Only – do not write in this area

Date Received _____

File Number(s) _____

Land Use Designation _____

Zoning _____

Planning Permit Application - please print or type

Project title Willows Senior Apts Project address 1340 W. SCYMORE STREET

APN(s) _____

Application Type

<u>Appeal</u> <input checked="" type="checkbox"/> Appeal \$202	<u>General Plan Amendment</u> <input type="checkbox"/> Major \$1,042 + PTA deposit
<u>Design Review</u> <input type="checkbox"/> Minor/Major \$257 + \$116 per PC meeting + PTA Deposit	<u>Sign Permit</u> <input type="checkbox"/> Administrative Program \$58
<u>Environmental Assessment CEQA Review</u> <input type="checkbox"/> Categorical Exemption w/no initial study \$58 <input type="checkbox"/> Notice of Determination \$29+ County Posting Fee <input type="checkbox"/> Initial Study w/Minor Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/Mitigated Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/EIR Consultant Fee + 5% <input type="checkbox"/> Impact Report (EIR) Consultant Fee +5%	<u>Minor/Major Subdivision</u> <input type="checkbox"/> Minor \$259 + \$29/lot + PTA deposit <input type="checkbox"/> Major \$514 + \$29/ lot + PTA deposit <input type="checkbox"/> Vesting Tentative Map \$618 + \$29/lot + PTA deposit <input type="checkbox"/> Final Map \$511 + \$29/lot + PTA deposit <input type="checkbox"/> Certificate of Compliance \$207 <input type="checkbox"/> Voluntary Lot Merger \$207 <input type="checkbox"/> Lot Line Adjustment \$318 <input type="checkbox"/> Revisions & Extensions \$174
<u>Use Permits</u> <input type="checkbox"/> Minor \$104 + PTA deposit <input type="checkbox"/> Major \$518 + PTA deposit <input type="checkbox"/> Temporary Use \$207 <input type="checkbox"/> Home Occupation Permit \$78	<u>Zoning Amendment</u> <input type="checkbox"/> Rezoning-Prezoning \$1,000 deposit + Consultant Fee + 5% <input type="checkbox"/> Variance (Minor) \$104 + PTA deposit <input type="checkbox"/> Variance (Major) \$518 + PTA deposit
<u>Pass Through Agreement (PTA)</u> *Projects deemed Categorical Exempt \$500 minimum deposit *Projects requiring Environmental Review minimum... \$1,000 deposit, actual cost using staff fully allocated rate	<u>Zoning Clearance Letter</u> <input type="checkbox"/> Administrative \$116

* For applications with a PTA deposit, the actual costs to process will be charged. The applicant will receive an accounting of costs. If costs to process are less than the deposit, the excess will be refunded. If costs are more than the deposit, an additional deposit will be required.

Project Description APPEAL PLANNING COMMISSION'S DECISION OF 7-16-14 REGARDING CHANGING THE PERIMETER FENCING MATERIAL FROM A CMU WALL TO A DECORATIVE CREAM ARCHITECTURAL STYLE FENCE

ATTACH A SEPARATE SHEET FOR EXPLANATION IF NECESSARY

WILLOWS PACIFIC ASSOCIATES

ENDORSEMENT ID: CITYOFWILL
MEMO: City of Willows

CHECK NO: 00000023
MEMO:

DATE: 07/21/14

COUNT	AMOUNT
195 Permits & Fees	202.00

CHECK TOTAL: *****\$202.00

IF CASH IF THIS DOCUMENT DOES NOT HAVE A LARGE FAINT IMAGE OF THE "SECURE DOCUMENT" SHIELD OVER A FADING PATTERN OF THE WORDS "SECURE DOCUMENT"

WILLOWS PACIFIC ASSOCIATES
430 E. STATE STREET SUITE 100
EAGLE, ID 83616

 Wells Fargo Bank, N.A.

TWO HUNDRED TWO AND XX / 100 Dollars

07/21/14 DATE *****\$202.00 AMOUNT

THE
CITY OF
ER City of Willows



AGENDA ITEM

August 12, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve the Renewal of the Professional Service Agreement with Coastland Civil Engineering.

RECOMMENDATION

Staff recommends that the City Council approve by resolution the renewal of the Professional Services Agreement with Coastland Civil Engineering to provide services as the City Engineer for the next three Fiscal Years; commencing July 2014 thru June 30, 2017.

SUMMARY

Throughout the past six fiscal years, Coastland Civil Engineering has served the City of Willows in the capacity of City Engineer. A Contract for Engineering Services was awarded to Coastland Civil Engineering during the fiscal 08/09 period; and ending June 30, 2011. That Contract had been renewed by mutual agreement in accordance with contract provisions for an additional three year term.

The current proposal is to provide City Engineering Services under the same hourly billing rate for the City Engineer as in prior years. The proposal also incorporates modest rate adjustments for additional staff supporting services available through Coastland Offices. Contract Renewal will allow the City of Willows to be able to maintain a superior level of professional engineering services over the next three fiscal years.

FINANCIAL CONSIDERATIONS -

Total expense is not anticipated to exceed allocated funding within the 2014/2015 fiscal work plan.

NOTIFICATION

John Wanger, CEO, Coastland Civil Engineering

RECOMMENDATION

Staff recommends that the City Council approve by resolution the renewal of the Professional Services Agreement with Coastland Civil Engineering to provide services as the City Engineer for the next three Fiscal Years; commencing July 2014 thru June 30, 2017.

Steve Holsinger



Attachments:

Resolution authorizing Renewal of agreement
Exhibit "A" - Coastland Proposal Letter – dated July 29, 2014

**City of Willows
Resolution No. ___ 2014**

**Resolution of the City Council of the City of Willows Approving an Agreement between the
City of Willows and Coastland Civil Engineering, Inc. for Engineering Services and
Authorizing the City Manager to sign said Agreement on Behalf of the City.**

Whereas, the City Council of the City of Willows desires to enter a professional services agreement with Coastland Civil Engineering, Inc. to perform the statutory functions of City Engineer as prescribed by State laws and Municipal Code; and

Whereas, it is necessary for the City of Willows to employ a registered professional civil engineer specifically trained, experienced and licensed in the State of California; and

Whereas, Coastland Civil Engineering, Inc. has the necessary qualifications and has agreed to perform engineering services as stipulated in the subject agreement; and

Whereas, Coastland Civil Engineering, Inc., is an independent contractor, and not an employee of the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby approve the agreement between the City of Willows and Coastland Civil Engineering, Inc attached and incorporated by this reference as Exhibit(s) "B" and authorized the City Manager of the City of Willows to execute said agreement.

IT IS HEREBY CERTIFIED that the foregoing Resolution No. ___ 2014 was duly introduced and legally adopted by the City Council of the City of Willows at its regular meeting held on this 12th day of August 2014, by the following roll call vote: ()

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved

Attested

Jeffrey T Cobb, Mayor

Natalie Butler, City Clerk



Coastland

Civil Engineering - Construction Management - Building Dept. Services

July 29, 2014

Mr. Steve Holsinger
City Manager
City of Willows
201 N. Lassen Street
Willows, CA 95988

RE: City Engineering Contract Renewal

Dear Steve,

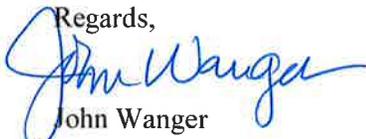
We have greatly enjoyed assisting the City of Willows over the last six years in providing City Engineering services to the City. Per our original contract, the term of the contract expired on June 30, 2014. As you know, we are very interested in continuing to provide these services. Accordingly, please accept this letter officially expressing our interest in extending the contract for whatever term the City deems acceptable.

With our original contract, Section V of the contract ("Compensation to Engineer") provided a specific rate for the designated City Engineer, as well as referred to a Schedule of Hourly Rates that was applicable at that time. Paragraph A of that section of the contract also allowed for the adjustment of hourly rates each July 1, as may be mutually agreed upon by both parties. We would like to propose keeping the hourly rate of the designated City Engineer at the \$155 per hour that was specified in the original agreement. Additionally, I have provided a copy of our most current Schedule of Hourly Rates that would be applicable for design projects, development review or other services as may be agreed upon by the City. We ask that this new Schedule of Hourly Rates be included in a contract extension.

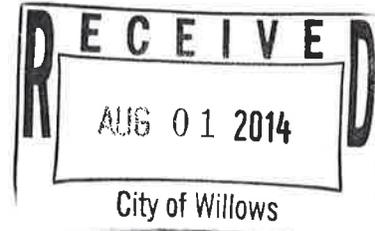
We appreciate all of the service we have been able to provide over the last six years to the City. We have thoroughly enjoyed working with you and the City's staff. We hope to continue providing these services for many years to come.

Please let me know if you have any questions or need any additional information.

Regards,


John Wanger
CEO

\\ccesbs\contracts\willows\city engineering contract extension 7-29-14.doc





Coastland

Civil Engineering - Construction Management - Building Dept. Services

SCHEDULE OF HOURLY RATES

July 01, 2014 through June 30, 2015

PROFESSIONAL SERVICES

Principal Engineer	\$170-190/hour
Supervising Engineer	\$150-170/hour
Senior Engineer	\$130-150/hour
Associate Engineer	\$115-130/hour
Assistant Engineer	\$90-115/hour
Junior Engineer	\$90-110/hour
Principal Designer	\$130-140/hour
Engineering Assistant	\$100-130/hour
Senior Engineering Technician	\$110-125/hour
Engineering Technician	\$95-110/hour
Engineering Aide	\$80-90/hour
Resident Engineer	\$135-160/hour
Construction Manager	\$130-145/hour
Construction Inspector*	\$105-120/hour
Construction Administrator	\$70-80/hour
Building Official	\$135-155/hour
Building Plan Check Engineer	\$135-155/hour
Plans Examiner	\$95-125/hour
Building Inspector	\$90-110/hour
Building Technician	\$70-80/hour
CLERICAL	\$70-80/hour
VEHICLE	\$12-15/hour
MILEAGE	\$0.65/mile**
OUTSIDE SERVICES	Cost + 15%
MATERIALS	Cost + 15%

- Computer time is included in the hourly rates used above.
- Consultation in connection with litigation and court appearances will be quoted separately.
- Additional billing classifications may be added to the above listing during the year as new positions are created.

* Includes services subject to prevailing wage rates.

** Mileage rates are subject to change based on fuel cost increases

AGENDA ITEM

August 12, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Council consideration of the current composition of the Glenn County Air Pollution Control Board.

RECOMMENDATION:

Staff is seeking direction from the City Council concerning the composition of the County Air Pollution Control District Board and potential interest in requesting a membership seat on the District Board.

SUMMARY

Staff was recently notified by Glenn County concerning the composition of the Air Pollution Control District Board membership in accordance with a 1994 Health & Safety Statute requirement. In June 1994, The Cities of Orland & Willows partnered with Glenn County through a joint Resolution to vest membership in the District Board in the County Board of Supervisors for Glenn County as a county-wide district. Due to changes in population distribution throughout Glenn County currently, there is a possibility that one or both cities may wish to request a membership seat on the District Board. Orland City Council has recently decided to seek a membership seat on the County Air Pollution Control District Board. Staff is seeking direction from city council on the possibility of requesting a membership seat on the County Control Board.

RECOMMENDATION

Staff is seeking direction from the City Council concerning the composition of the County Air Pollution Control District Board and potential interest in requesting a membership seat on the District Board.

Respectfully submitted,


Stephen A Holsinger
City Manager

Attachments: Back-up materials from Glenn County and City of Orland

MEMORANDUM

TO: City Council
City Manager
City Clerk

FROM: Gregory P. Einhorn, City Attorney

SUBJECT: **Composition of the Glenn County Air Pollution Control District Board**

DATE: July 30, 2014

1. Request from Glenn County regarding the Composition of the Glenn County Air Pollution Control District Board

The City recently received the following request from Glenn County:

Glenn County has been researching the Air Pollution Control District Governing Board's authority. The County Board of Supervisors have been operating under Section 40100 as the ex officio Glenn County Air Pollution Control District Board. As the incorporated areas of Glenn County represent 48% of the population, we are looking for the City's Ordinance or Resolution required per Section 40100.7(a), which consents to the exclusion of the County District from the requirements of 40100.5. Please forward to us a copy of said Ordinance or Resolution so that we may have it on file.

Staff has researched and believes this request provides an opportunity for the City Council to discuss Orland's participation, with Willows, on the Glenn County Air Pollution Control Board.

2. Due to the Change in Unincorporated/Incorporated Population, Orland and Willows May Select One Representative Each to Serve on the Glenn County Air Pollution Control District Board

When local air districts were first created, they were county districts; the governing boards were the countys' boards of supervisors.

In 1994, the law (California Health and Safety Code) was changed, providing for city representation if the incorporated population was greater than 35% of the total county population. It may have been the case that 20 years ago the incorporated population was less than 35%, so there would have been no need to reconfigure the air district's governing board.

City Council, City Manager, City Clerk
July 30, 2014
Page 2 of 2

With a combined incorporated population of 48%, Orland and Willows are entitled to representation on the Board. The math works out to one council member (or mayor) and an alternate from each of the two cities, for a seven member air district board. (By agreement, the number of city representatives could be greater; e.g., 2 from each city.)

However, the cities can opt out of representation, but must do so by resolution. This is the resolution referenced in the County's request. No such resolution exists because the issue of city participation has likely not been previously addressed.

3. Subject for Council Discussion

The Council has two options for consideration and discussion. One: the cities of Orland and Willows may adopt such an opt-out resolution now. By so doing, the County's Board of Supervisors would continue as the air district's governing board. Two: and in keeping with intent of the Health and Safety Code, the cities could consider jointly responding to the County with a request for membership on the air district's board.

/mk

Steve Holsinger

From: Steve Holsinger <sholsinger@cityofwillows.org>
Sent: Tuesday, August 05, 2014 2:24 PM
To: Natalie Butler
Subject: FW: Air Pollution Control District Board
Attachments: Air Pollution Control District.pdf

Follow Up Flag: Follow up
Due By: Thursday, August 07, 2014 8:30 AM
Flag Status: Flagged

FYI, if you're following this question, I may add an item for introduction to the next agenda....

Thanks
Steve H

From: Debbie Lambert [mailto:dlambert@countyofglenn.net]
Sent: Tuesday, August 05, 2014 12:51 PM
To: Peter Carr; Steve Holsinger
Cc: Steve D. Soeth; Jim Donnelly
Subject: FW: Air Pollution Control District Board

In reference to the below correspondence, attached you will find a Minute Order and Resolution that establishes the Board of Supervisors as the Glenn County Air Pollution Control District Governing Board. Thank you for your time spent helping us clarify this matter.

Kind regards,

*Debbie Lambert, Deputy Clerk
Board of Supervisors*

From: Debbie Lambert
Sent: Friday, August 01, 2014 9:06 AM
To: Peter Carr; Steve Holsinger
Cc: Angie Crook; Steve D. Soeth
Subject: FW: Air Pollution Control District Board

Our Air Pollution Control Officer advised that there was a bill in 1993 AB 75 that gave cities the right to be on the local air pollution control board. A second urgency bill AB 2720 chaptered in 1994 gave them the ability to not be on the air board. A lot has transpired over the years. Orland and Willows should have decided to let the county's Board of Supervisors continue with the Air Board responsibilities in the summer of 1994.

http://leginfo.ca.gov/pub/93-94/bill/asm/ab_2701-2750/ab_2720_cfa_940630_203535_asm_floor

[http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=ab_2720&sess=9394&house=B&author=assembly_member_bornstein_\(coauthor:_senator_leslie\)](http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=ab_2720&sess=9394&house=B&author=assembly_member_bornstein_(coauthor:_senator_leslie))

If we find any additional information, we will forward it to you.

Thank you,

*Debbie Lambert, Deputy Clerk
Board of Supervisors*

From: Debbie Lambert
Sent: Friday, July 25, 2014 11:59 AM
To: Peter Carr; Steve Holsinger
Cc: Steve D. Soeth
Subject: Air Pollution Control District Board

Glenn County has been researching the Air Pollution Control District Governing Board's authority. The County Board of Supervisors have been operating under Section 40100 as the ex officio Glenn County Air Pollution Control District Board. As the incorporated areas of Glenn County represent 48% of the population, we are looking for the City's Ordinance or Resolution required per Section 40100.7(a), which consents to the exclusion of the County District from the requirements of 40100.5. Please forward to us a copy of said Ordinance or Resolution so that we may have it on file. Below is the Health and Safety Code pertaining to County Air Pollution Control Districts.

Thank you,

*Debbie Lambert, Deputy Clerk
Board of Supervisors*

HEALTH AND SAFETY CODE - HSC

DIVISION 26. AIR RESOURCES [39000 - 44474]

(Division 26 repealed and added by Stats. 1975, Ch. 957.)

PART 3. AIR POLLUTION CONTROL DISTRICTS [40000 - 41357]

(Part 3 added by Stats. 1975, Ch. 957.)

CHAPTER 2. County Air Pollution Control Districts [40100 - 40131]

(Chapter 2 added by Stats. 1975, Ch. 957.)

ARTICLE 1. Administration [40100 - 40104]

(Article 1 added by Stats. 1975, Ch. 957.)

40100.

Except as provided in Section 40100.5, a county board of supervisors shall be ex officio the county district board of the county.

(Added by Stats. 1994, Ch. 3, Sec. 2. Effective January 28, 1994.)

40100.5.

- (a) The membership of the governing board of each county district shall include (1) one or more members who are mayors, city council members, or both, and (2) one or more members who are county supervisors.
- (b) The number of those members and their composition shall be determined jointly by the county and the cities within the district, and shall be approved by the county, and by a majority of the cities that contain a majority of the population in the incorporated area of the district.
- (c) The governing board shall reflect, to the extent feasible and practicable, the geographic diversity of the district and the variation of population between the cities in the district.
- (d) (1) The members of the governing board who are mayors or city council members shall be selected by the city selection committee. When selecting a member of the governing board, the city selection committee may also select a mayor or another city council member as an alternate to serve and vote in place of the member who is absent or disqualified from participating.

(2) In districts where the county and the cities have agreed that each city shall be represented on the governing board, each city shall select its own representative to the governing board. When selecting a member of the governing board, each city may also select its mayor or another city council member as an alternate to serve and vote in place of the member who is absent or is disqualified from participating.

(3) The members of the governing board who are county supervisors shall be selected by the county.

(e) This section does not apply to any district in which the population of the incorporated area of the county is 35 percent or less of the total county population, as determined by the district on June 30, 1994, or to a county district having a population of more than 2,500,000 as of June 30, 1990.

(f) If a district fails to comply with subdivisions (a) and (b), the membership of the governing board shall be determined as follows:

(1) In districts in which the population in the incorporated areas represents between 36 and 50 percent of the total county population, one-third of the members of the governing board shall be mayors or city council members, and two-thirds shall be county supervisors.

(2) In districts in which the population in the incorporated areas represents more than 50 percent of the total county population, one-half of the members of the governing board shall be mayors or city council members, and one-half shall be county supervisors.

(3) The number of those members shall be determined as provided in subdivision (b), and the members shall be selected pursuant to subdivision (d).

(4) For purposes of paragraphs (1) and (2), if any number that is not a whole number results from the application of the term "one-third," "one-half," or "two-thirds," the number of county supervisors shall be increased to the nearest integer, and the number of mayors or city council members decreased to the nearest integer.

(Amended by Stats. 2009, Ch. 332, Sec. 75.9. Effective January 1, 2010.)

40100.7.

(a) Section 40100.5 shall not apply to a county district if each city in the county consents, by the adoption of an ordinance or resolution, to the exclusion of the county district from the requirements of Section 40100.5.

(b) Within 60 days from the date of the adoption of an ordinance or resolution by all cities in the county to exclude the county district from the requirements of Section 40100.5, if requested by a majority of the cities in the county, the county district shall establish an advisory committee consisting of a mayor, or a city council member, from each city in the county. The members shall be selected by the city selection committee.

(c) Subdivision (a) shall become inapplicable, and Section 40100.5 shall apply, if, at any time after the condition prescribed in subdivision (a) has been met, a majority of the cities which contain a majority of the population in the incorporated areas of the county, as established by the most recent census data, have adopted resolutions requesting the application of Section 40100.5.

(Amended by Stats. 1995, Ch. 91, Sec. 80. Effective January 1, 1996.)

40101.

(a) (1) The board of supervisors of a county in which a county district is functioning may appropriate funds to the county district, which funds shall be deposited in the treasury of the county district.

(2) All such appropriations are legal charges against the county.

(b) A county district may contract, by a memorandum of understanding, joint powers agreement, or other agreement, with the county in which the county district is functioning, to provide facilities and administrative, legal, health coverage, risk management, clerical, and other support services, including, but not limited to, those facilities and services that the county provided to the county district prior to July 1, 1994.

(Amended by Stats. 1994, Ch. 260, Sec. 2. Effective July 21, 1994.)

40102.

A county district which is included entirely within another district created by special law, or pursuant to Chapter 5 (commencing with Section 40300), shall cease to function and exercise its powers upon the date the other district commences to function and exercise its powers.

(Added by Stats. 1975, Ch. 957.)

40103.

When a county district ceases to function and exercise its powers because it is included entirely within a regional district created pursuant to Chapter 5 (commencing with Section 40300), the regional district shall succeed to all the funds, property, and obligations of the county district.

Where the county district is included within two or more such regional districts, the funds, property, and obligations of the county district shall be apportioned to the regional districts as agreed upon by the regional districts and county district.

(Added by Stats. 1975, Ch. 957.)

40104.

Notwithstanding any other provision of law, a county may delegate air pollution rulemaking and enforcement duties to a duly created joint powers authority established for air pollution control purposes of which the county is a member.

(Added by Stats. 1991, Ch. 1201, Sec. 6. Conditionally operative by Sec. 1 of Ch. 1201, as amended by Stats. 1992, Ch. 765

**GLENN COUNTY BOARD
OF SUPERVISORS**

Courthouse, 526 West Sycamore Street
P. O. Box 391
Willows, California 95988
916-934-6400 FAX 916-934-6419



Charles Harris, Sr.
Ken Burbank
Dick Mudd
Marilyn F. Baker
Keith Hansen
Carolyn Davis

District 1
District 2
District 3
District 4
District 5
County Clerk-
Recorder

At its meeting held on June 21, 1994, the Board took the following action:

Minute Order of the Board of Supervisors
County of Glenn, State of California

THE CHAIRMAN ADJOURNED TO A MEETING OF THE
GLENN COUNTY BOARD OF SUPERVISORS

17. **RESOLUTION/AIR POLLUTION CONTROL DISTRICT**
Also Present: Bill Duckworth, Assistant Air Pollution Control Officer
Candy Woods, Air Pollution Assistant
Matter: Recommendation of Air Pollution Control Officer Ed Romano to adopt Joint Resolution No. 94-065 of the Glenn County Board of Supervisors, Orland City Council and the Willows City Council "Establishing the Governing Board of the Glenn County Air Pollution Control District," whereby the cities opt out of being Control Board members and the Board of Supervisors shall be the Governing Board of the County of Glenn Air Pollution Control Board.
Motion/Second: Supervisor Hansen/Supervisor Harris
Order: Adopt Resolution No. 94-065
Vote: Unanimous.

BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 94- 065

* * *

Joint Resolution of the Glenn County Board of Supervisors,
City of Orland City Council, and the City of Willows City Council

RESOLUTION ESTABLISHING THE GOVERNING BOARD OF THE
GLENN COUNTY AIR POLLUTION CONTROL DISTRICT

* * *

WHEREAS, It is in the best interest of the County and the Cities of Orland and Willows to operate the Glenn County Air Pollution Control District in the most efficient and economical manner; and

WHEREAS, Section 40100.5 of the Health and Safety Code specifies the membership of the Governing Board of the Air Pollution Control District; and

WHEREAS, Section 40100.7 allows cities by resolution to opt out of being Control Board Members; and

WHEREAS, the Board of Supervisors includes representatives elected from each of the cities; and

WHEREAS, the cities of Orland and Willows are the only incorporated cities in Glenn County, and each lies wholly and separately within a county supervisorial district.

NOW, THEREFORE, the Board of Supervisors of the County of Glenn and the City Council of Orland and the City Council of Willows do hereby resolve that the Governing Board of the County of Glenn County Air Pollution Control Board be comprised of the members of the Board of Supervisors of the County of Glenn.

BE IT FURTHER RESOLVED that by adopting this resolution, the City of Orland and City of Willows each consent to the exclusion of Glenn County from the requirements of Section 40100.5 of the Health and Safety Code.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately as to each agency that adopts it. However, this resolution shall not become operative unless and until AB 2720, or equivalent legislation, takes effect.

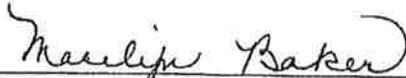
94-065

This resolution was passed by the Board of Supervisors of the County of Glenn at a regular meeting thereof on June 21, 1994, by the following vote:

AYES: Supervisors Hansen, Burbank, Harris, Mudd, & Baker (Chairman)

NOES: None

ABSENT OR ABSTAIN: None.



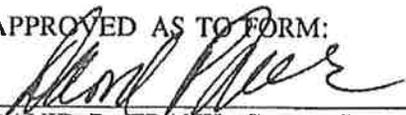
MARILYN BAKER, Chairman, Board of
Supervisors, Glenn County, California

ATTEST:



CAROLYN DAVIS, County Clerk-Recorder
and ex officio Clerk, Board of Supervisors,
Glenn County, California

APPROVED AS TO FORM:



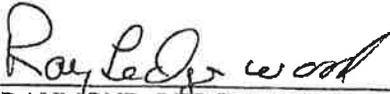
DAVID R. FRANK, County Counsel,
Glenn County, California

This resolution was passed by the City Council of the City of Orland at a regular meeting thereof June 13, 1994 by the following vote:

AYES: Councilmembers Royce, McGowan, Temple, Gee, Ledgerwood

NOES: None

ABSENT OR ABSTAIN: None



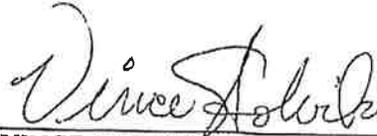
RAYMOND LEDGERWOOD,
Mayor, City of Orland
Orland, California

This resolution was passed by the City Council of the City of Willows at a regular meeting thereof June 14, 1994 by the following vote:

AYES: Stoull, Murray, Bungarz, Knowles, Holvik

NOES: NONE

ABSENT OR ABSTAIN: NONE



VINCE HOLVIK
Mayor, City of Willows
Willows, California

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND

RESOLUTION NO. 14-_____

BE IT RESOLVED BY THE CITY OF ORLAND AS FOLLOWS:

WHEREAS, section 40100.5 of the California Health and Safety Code (section 40100.5) provides that the membership of the governing board of each county air quality district shall include (1) one or more members who are mayors, city council members, or both, and (2) one or more members who are county supervisors; and,

WHEREAS, section 40100.5 further provides that in districts in which the population in the incorporated areas represents between 36 and 50 percent of the total county population, one-third of the members of the governing board shall be mayors or city council members, and two-thirds shall be county supervisors; however, if any number that is not a whole number results from the application of the term "one-third," "one-half," or "two-thirds," the number of county supervisors shall be increased to the nearest integer, and the number of mayors or city council members decreased to the nearest integer; and,

WHEREAS, the population of the County of Glenn is 52%/48% unincorporated/incorporated; and,

WHEREAS, there are two incorporated cities in the County of Glenn: Willows and Orland; and,

WHEREAS, section 40100 therefore provides that City Councils of Orland and Willows may each appoint a member of its City Council and an alternate to serve upon a seven member Glenn County Air Pollution Control District.

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

The City Council does hereby appoint a council member and an alternate to serve upon the Glenn County Air Quality Management District for a term set forth by the Council.

AGENDA ITEM

August 12, 2014

TO:  Steve Holsinger, City Manager
FROM: Skyler Lipski, Parks & Public Works Director
SUBJECT: Sycamore Skate Park Paint Project

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution authorizing Joe Flesher, Youth for Christ Director, in coordination with the Public Works Department, repair and paint the skateboard park in Sycamore Park.

SITUATION

Joe Flesher recently approached City Staff with an idea to prevent graffiti and vandalism to the skateboard park by allowing those that use the park to paint a mural or design on the concrete surface.

Please read his attached "Letter of intent" and supporting documents for further details.

City Staff supports this effort to improve our park facilities and is requesting Council consider the following two items in order to create a coordinated effort between the two parties:

1. Allowing the City Manager to allocate up to a maximum of \$500/year as needed to support this endeavor; and
2. Allow the group to use one (1) City-owned pressure washer, and one (1) City-owned backpack blower during the project.

FINANCIAL CONSIDERATIONS

Up to a maximum of \$500/year allocation from the Community Discretionary Fund

NOTIFICATION

No published notice is required.

ALTERNATE ACTIONS

- a) Deny recommendation
 - b) Request more information from Staff
-

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution authorizing Joe Flesher, Youth for Christ Director, in coordination with the Public Works Department, repair and paint the skateboard park in Sycamore Park.

Respectfully submitted,



Skyler Lipski
Parks & Public Works Director

Attachments: Resolution
 Letter of Intent and typical paint designs

RESOLUTION No. _____

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
TO COORDINATE WITH JOE FLESHER, YOUTH FOR CHRIST DIRECTOR TO REPAIR
AND PAINT THE SYCAMORE PARK SKATEBOARD PARK FACILITY**

WHEREAS, the City acknowledges the importance of providing safe, inviting facilities for recreation; and

WHEREAS, the City acknowledges the skateboard park is prone to graffiti and vandalism; and

WHEREAS, a proposal to have youth and those that use the skateboard park paint a design and/or mural has been proposed by Joe Flesher with Youth For Christ; and

WHEREAS, the City may contribute up to a maximum of \$500/year toward the project at the discretion of the City Manager from the Community Discretionary Fund; and

WHEREAS, the City will only allow the project to commence if all individuals working on the project sign a standard "Release of Liability" waiver.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby directs Joe Flesher with Youth For Christ in coordination with the City of Willows Public Works Department to carry out all necessary tasks to repair, prepare, and paint the skateboard park surface.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 12th day of August, 2014, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Jeff Cobb

Natalie Butler, City Clerk



YOUTH FOR CHRIST®

GIVE LIFE TO YOUR STORY

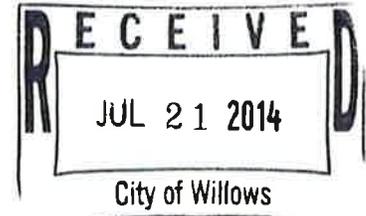
July 21, 2014

TO: Skyler Lipski Deputy Public Works Director

CC: Carol Lemenager Parks and Recreations

FM: Joe A Flesher Director Youth for Christ

Subject: Sycamore Skateboard Park



As per your request, this is a letter of intent of a co adventure with the City of Willows to repair and paint the skateboard park located in Sycamore Park. I would first like to thank both you and Carol for you interest in helping with this project.

With our ministry, I am down at the skateboard park on a frequent basis and saw a need that I believe would both benefit the City of Willows and the kids in our community who use the Sycamore Skate Park. As I watched a young man from New York graffiti our park, I asked the kids why they let other kids destroy their park by painting graffiti where they ride. Their reply was simple, "It's not our property". I went on to explain that it was theirs and asked them if they would be interested in painting the park in order to give them ownership of the park and the enthusiasm and ideas that formed was encouraging.

I have contacted others in our community and am currently trying to get appropriate murals and designs that would both individualize our park and look good as well. What I would like to see is those in our community to join together in support of our youth and support a project that allows the youth to participate in a project that allows them some artistic choice while giving them ownership of the park they hang out in. I believe that if they are a part of the project working hard to improve the looks of the park, they will be less likely to allow someone to come along and graffiti "Their" park.

I understand the budget problems facing our city and am not sure how much the City of Willow will be able to help, but I believe that together we can come up with something that we can all live with. I have done some research and have found that the paint that needs to be used is a 100% Acrylic paint that allows the concrete to breath and we will need both primer and a main coat. My intention first of all, would be to repair the areas that are in need. This would be the time to have the fencing that is broken repaired along with any major cracks if any.

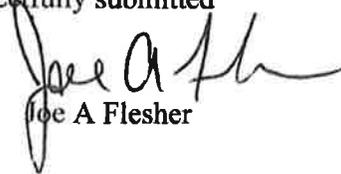
Joe Flesher, YFC Direct Affiliate
PO Box 1331
Willows, CA 95988
530-586-0933

In order to prepare for the project, the park will need to be cleaned and prepped for painting. My plans are to use those kids I work with who are in need Community Service hours to do most of the prep work needed to be able to paint the park. I believe they can power blow and power wash the park along with any other work needed to prepare for the project. In our community, we have several kids who are in need of Community Service hours and I believe this will give them a chance to earn those hours while doing a service that will benefit them in the end.

I am not sure if the City has a power washer but if they do, I would request that they make available the power blowers and power washer for use in preparing the park for painting. In addition, I would like the City of Willows to check into any available funds they have to help with the cost of paint for the project. If only a portion of the cost is available, I will then set into motion a fund raising effort to raise the remaining portion. Other than the cost of the repairs for broken fencing, all other people power will be provided by the kids in our community.

Any and all participation from the City of Willows is welcome and encouraged as I believe the more we get involved with the youth in our community the more we show them that we as a community do care about our kids and want to provide a safe environment for them to play and hang out in.

Respectfully submitted



Joe A Flesher

- [About»](#)
- [Support SPS](#)
- [SPS Board of Directors 2014](#)
- [How to Teach Skateboarding](#)

Your best source for skatepark information

- [1: Plan»](#)
- [2: Fund](#)
- [3: Build»](#)
- [4: Manage](#)
- [Skateparks»](#)
- [Testimonials](#)
- [Forum](#)
- [SPS Store](#)
- [Vendors](#)
- [RSS Feed](#)
- [Facebook](#)

Painting Murals in Skateparks

By

Guest Editorial

– June 20, 2011

A few years ago we had A LOT of offensive, gang-looking tagging and graffiti showing up at Carolina Skatepark with the #1 target being the big bowl (likely due to it's depth and the ability to not be seen easily from street level.) We'd heard that the "unwritten code" with graffiti artists is they will not tag each others artwork – so we thought we'd give a "graffiti art" inspired mural a shot.



We got a hold of a local spray paint art legend named "Grave" who was into doin' positive, permission mural pieces. He and his crew came up with a Seascape concept that we presented to the PARD folks and they gave it the green light. We purchased \$1,000 worth of paint from money raised from a series of four skateboard contests.

We researched what kind of paint to use and how to do it. We would use 100% acrylic primer paint and top coat paint – mainly because it allows the concrete to "breathe." It was decided (with PARD) to coordinate the start of the mural project coinciding with a comprehensive skatepark cleanup/repair

• **SPS Site Map**

• **Recent Articles**

- [An Interview with Evergreen Skateparks: Building Skateparks that Flow for Everyone](#)
- [An Interview with Tony Misiano: Replacing Modular Parks](#)
- [2013 Skateboarding Fatalities](#)
- [How To Choose a Great Skatepark Site](#)
- [The Castlegar Skate Program](#)
- [Think Globally, Skate Locally](#)
- ["Underexposed" in the Public Eye: Amelia Brodka Interview](#)
- [2012 Skateboarding Fatalities](#)
- [Replacing Modular Parks with Concrete](#)
- [The Skatepark Bid Process](#)
- [Sample RFP for a Skatepark Bid \(Replacing a Modular Skatepark\)](#)
- [Stand Up For Skateparks](#)

• **Browse by Month**

• **Contributor Login**

- [Register](#)
- [Log in](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

by the Parks folks. The skatepark was closed for 1-week, PARD staff power washed with a cleaner/degreaser and repaired any surface cracks with a hybridized Portland cement product that uses an acrylic admix (Ardex or Patchcrete is recommended). Then our graffiti crew brought in a guy who usually paints warehouses to spray on the primer coat with a 5 gallon pro paint sprayer provided by PARD.

[About Arras WordPress Theme](#)

Copyright Skaters for Public Skateparks. All Rights Reserved.



After the primer coat went down, then we used a gradient-style, blue-to-white 100% acrylic top coat that would create the water look for the Seascape. After struggling to do “detail” work with the paint in buckets, the artists and EPSA traded in the un-used gallons for cases of spray paint – their more familiar medium. When the park re-opened with the mural still unfinished, we hung a sign indicating wet paint in the bowl when the artists were working on it. Skaters complied and did not skate the big bowl while it was wet and it dried up pretty fast to help ease safety concerns. After several weeks, the mural was done and was not tagged for over a year. It still goes un-tagged for the most part, and has greatly reduced the graffiti.





Words and photos by Paul Zimmerman.

Facebook comments:









AGENDA ITEM

TO: Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Authorize Closure of City Hall for the week between Christmas and New Year's Day (observed).

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution; authorizing a "specific" modification to the City Holiday Schedule (e.g. during Fiscal 2014/2015 only) and directing the closure of City Hall for one week between Christmas Eve and New Year's Day (observed).

SITUATION

As has been customary over the last several fiscal years, the Holiday Schedule for Administrative Staff at City Hall does require modification and a similar adjustment could be facilitated during the upcoming Christmas Holiday period.

Staff proposes a modification to the Holiday Schedule as follows; Proposed: Close City Hall in observance of Christmas Eve, Wednesday, December 24th and extending the closure through Sunday, January 4th 2015 and reopening for regular business on Monday, January 5th. This is essentially the same schedule as the last five Christmas Seasons. *(Note: this adjustment only impacts City Hall Admin Staff and all employees will utilize personal leave/vacation hours during the proposed closure period)*. All Admin Staff members have unanimously elected to use personal leave time during this closure.

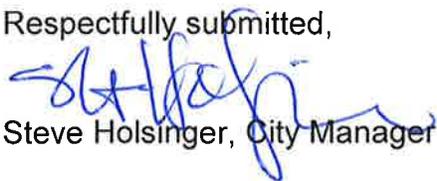
NOTIFICATION:

Public Announcement(s) – Sacramento Valley Mirror (contingent upon council approval)

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution; authorizing a "specific" modification to the City Holiday Schedule (e.g. during Fiscal 2014/2015 only) and directing the closure of City Hall for one week between Christmas Eve and New Year's Day (observed).

Respectfully submitted,


Steve Holsinger, City Manager

Attachments: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS AMENDING THE CITY HOLIDAY SCHEDULE AND
AUTHORIZING CLOSURE OF CITY HALL BETWEEN CHRISTMAS EVE
AND NEW YEAR'S HOLIDAY PERIOD**

WHEREAS, the City of Willows Personnel Rules and Regulations; does identify specific City Holidays to be recognized by City Employees; and

WHEREAS, during a prior period of fiscal constraint, it became customary to close City Hall during the week between Christmas and New Year's Day, and

WHEREAS, a corresponding adjustment to hours of operation for administrative services at Willows City Hall during the period from Christmas to New Years was authorized by City Council; and

WHEREAS, given the history of the closure period, City business has become minimal and it is the desire of City Administrative Staff to utilized a combination of provided Holidays and compensatory time off to continue the closure period; and

WHEREAS, the result of the proposed Holiday Schedule Adjustment/Utilization of Compensatory Time Off will accommodate a closure of City Hall between Christmas Eve and New Year's Holiday (observed).

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS hereby authorizes an adjustment to City Holidays scheduled for City Hall Administrative staff only and directs the closure of City Hall from the close of business on Tuesday, December 23, 2014 and re-open at the open of business on Monday, January 5, 2015. Said closure period is authorized for the 2014-15 fiscal year only.

It is hereby certified that the foregoing resolution - 2014 of the City Council was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on the 12th Day of August, 2014, by the following vote:

Ayes in favor:

Noes:

Absent:

Abstain:

Approved:

Attest:

Jeffrey Cobb, Mayor

Natalie Butler, City Clerk