

CITY COUNCIL

Larry Domenighini, Mayor
Gary L. Hansen, Vice Mayor
Lawrence Mello, Council Member
Jeff William, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holstinger

CITY CLERK
Natalie Butler



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

CITY COUNCIL REGULAR MEETING AGENDA

**Tuesday, February 24, 2015
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 February 24, 2015 Agenda.
5. Presentations & Proclamations:
 - a) California Water Service will be providing an update on the Chromium-six treatment initiative and available Grant funding to help mitigate some of the financial impacts of the treatment processes in the Cal Water District Service areas. *(back-up materials not available at the time of agenda distribution however may be available for distribution by Cal Water Representatives at the time of the meeting)*
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General, Payroll & Direct Deposit Check Registers.
 - b) Consider approval of City Council Minutes of the December 9, 2014 regular meeting
 - c) Consider approval to authorize City Staff to seek bids in conjunction with City Tow Services Contract; currently set to expire March 28, 2015.
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).* – None Scheduled

9. Ordinances: None

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

a) City Manager - out of town during a portion of March 2015

11. New Business:

a) Consideration of Façade Improvement Funding approval in an amount not-to-exceed \$6,661.00 for a project located at 311 N Butte Street (APN: 002-142-009) owned by Ben & RaeAnn Titus. Staff is recommending approval and adoption of a Resolution authorizing funding under the Façade Improvement Program.

b) Consider approval, by Resolution, authorizing City Staff to submit a Grant Application to the Federal Economic Development Administration, during the Second Funding Cycle of FY 2015 - ending March 12, 2015, in an amount not-anticipated-to-exceed \$3,500,000.00 for Infrastructure Development in conjunction with the North Valley Commercial Center (i.e. South Willows Business Park) and if successful; acknowledge responsibility to fund the “matching funds” portion of the project grant funding award.

c) Consider approval of recommendations of the sub-committee report on Chamber of Commerce funding request methodology; as directed by the City Council during the December 9, 2014 regular meeting.

12. Council Member Reports:

Public Safety Sub-Committee: Vice-Mayor Hansen and Council Member Yoder – report out on meeting of February 19, 2015

13. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before February 20, 2015.

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

Period
1/22/2015 TO 2/18/2015

General Checking 28459 TO 28543

Payroll Direct Deposit Z06001 TO Z06067

Payroll Checks 33628 TO 33665

APPROVAL DATE 2/24/2015

Approved _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
028309	01/29/15	TT100	TITUS PROPERTIES	-58.00	.00	-58.00	B41218u	CK# 028309 Reversed
028455	01/16/15	DAP00	DAPPER TIRE CO., INC.	470.41	.00	470.41	1373927y	CK# 028455->258455 Repla
028456	01/16/15	GLE13	GLENN CO. CLERK-RECORDER	50.00	.00	50.00	B50116y	CK# 028456->258456 Repla
028457	01/16/15	WILH1	WILLOWS ACE HARDWARE	110.27	.00	110.27	B50116y	CK# 028457->258457 Repla
028459	01/30/15	AB000	STEVE ABOLD	200.00	.00	200.00	B50129	PUB. WKS. TOOL PARKS/PUB
028460	01/30/15	AFLO1	AFIAC- FLEX ONE	1391.99	.00	1391.99	613395	PREMIUMS JAN 2015
028461	01/30/15	ARW02	STEVEN H ARMENTROUT	482.28	.00	482.28	B50129	SEWER REFOUND-547 N SHASTA
028462	01/30/15	AMR01	AMARDS COMPANY	18.28	.00	18.28	7809	BRASS ENGRAVING
				148.24	.00	148.24	07682	ENGRAVING COUNCIL ITEMS
			Check Total.....:	166.52	.00	166.52		
028463	01/30/15	CAL01	CALIFORNIA WATER COMPANY	1271.41	.00	1271.41	B50129	WATER EXPENSE 12/12/14-1/
028464	01/30/15	CAL18	CALIFORNIA BUILDING STAND	88.20	.00	88.20	B50129	BSF OCT-DEC 2014
028465	01/30/15	COM16	COMCAST CABLE	140.60	.00	140.60	B50129	INTERNET SERVICE FD 1/19-
				145.60	.00	145.60	0B50129	INTERNET ADMIN 1/29-2/28/
			Check Total.....:	286.20	.00	286.20		
028466	01/30/15	COR02	CORBIN WILLIAMS SYSTEMS	407.87	.00	407.87	00B501151	CONT.SERV. FINANCE FEB 20
028467	01/30/15	CUR01	L.N. CURTIS & SONS	52.22	.00	52.22	343100	FREIGHT OMITTED INV#1240
028468	01/30/15	DAY02	DAY WIRELESS SYSTEMS (04)	146.44	.00	146.44	376799	ANTENNA REPAIR
				285.76	.00	285.76	376885	RADIO REPAIR VEHICLE #106
			Check Total.....:	432.20	.00	432.20		
028469	01/30/15	DEP01	DEPT. OF CONSERVATION	209.22	.00	209.22	B50129	SMTP OCT-DEC 2014
028470	01/30/15	DEP18	GLENN COUNTY DEPT. OF	93000.00	.00	93000.00	150121	DISPATCH FEES FY 2014-15
028471	01/30/15	EVE00	EVERGREEN NOTE SERVICING	50.00	.00	50.00	B50129	MONTHLY ACCOUNTS DECEMBER
028472	01/30/15	GLE05	GLENN CO. FLEET SERVICES	2802.54	.00	2802.54	FL1532	VEHICLE RENTAL & MAINT DE
028473	01/30/15	GLE13	GLENN CO. CLERK-RECORDER	50.00	.00	50.00	B50130	NOTICE OF EXEMPTION FILLN
028474	01/30/15	GLE21	GLENN CO. SHERIFFS DEPT.	4583.33	.00	4583.33	11214-02	ANIMAL CONTROL OCT 2014
				4583.33	.00	4583.33	11315-03	ANIMAL CONTROL NOV 2014
				4583.34	.00	4583.34	11315-04	ANIMAL CONTROL DEC 2014
			Check Total.....:	13750.00	.00	13750.00		
028475	01/30/15	HOL05	STEVE HOISINGER	300.00	.00	300.00	B50129	VEHICLE ALLOW. CITY MANAG
028476	01/30/15	ICM01	ICMA RETIREMENT TRUST 457	2871.86	.00	2871.86	B50130	DEFERRED COMP JAN 2015
028477	01/30/15	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B50129	VEHICLE ALLOW. RECREATION
028478	01/30/15	LIB01	THE LIBRARY CORPORATION	842.00	.00	842.00	010112	SERVER SUPPORT #2 FEB 201
				235.00	.00	235.00	120132	SERVER SUPPORT #1 JAN-DEC
			Check Total.....:	1077.00	.00	1077.00		
028479	01/30/15	MCD01	MCDONALD'S ELECTRIC STORE	186.04	.00	186.04	22309	STREET LIGHT REPAIR
				110.86	.00	110.86	22319	HPS
				12.79	.00	12.79	22385	BUBS
				4660.59	.00	4660.59	2119001	REPAIR/REPLACE LIGHTS JEN
			Check Total.....:	4970.28	.00	4970.28		
028480	01/30/15	NAT26	NATIONAL FIRE SYSTEMS, IN	250.00	.00	250.00	81419	SEMI ANNUAL SERVICE
028481	01/30/15	NOR43	NORTH STATE RECORDS SOLUT	20.00	.00	20.00	15456	SHREDDING THROUGH 1/12/15
028482	01/30/15	OCL00	OCLC, INC.	67.95	.00	67.95	367224	MONTHLY GROUP SERVICE SUB
028483	01/30/15	PAP01	PAPA	160.00	.00	160.00	B50129	PAPA SEMINAR PARKS/PW

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
028484	01/30/15	PER07	VAUGHN PERKINS	250.00	.00	250.00	B50129	RENT ELK CREEK LIB. FEB 2
028485	01/30/15	PER01	PG & E	8624.82	.00	8624.82	B50129	P.G. & E. STMT THROUGH 1/
028486	01/30/15	R&R01	R & R AUTOBODY	980.22	.00	980.22	1824	REPAIR 2009 CROWN VICTORI
028487	01/30/15	SAC08	SACRAMENTO VALLEY MIRROR	81.00	.00	81.00	13098	LEGAL AD HOUSEING ELE/APP
028488	01/30/15	SAI02	TIMOTHY I. SALLSBERRY	200.00	.00	200.00	B50129	VEHICLE ALLOW. FINANCE FE
028489	01/30/15	SC000	SCOTTY'S ELECTRIC MOTOR R	1287.96	.00	1287.96	61030q	REPAIR KSH PUMP
028490	01/30/15	SEL01	ROY SELLER, C.P.A.	9800.00	.00	9800.00	26599	PROFESSIONAL SERVICES ANNU
028491	01/30/15	SEV00	SEVERN TRENT ENVIRONMENTA	3922.92	.00	3922.92	2076216	WASTEWATER TREATMENT OCT
				47918.15	.00	47918.15	2076544	WILLOWS OPERATION MONTHLY
				47918.15	.00	47918.15	2077051	WILLOWS OPERATION MONTHLY
				2945.00	.00	2945.00	2077089	WASTEWATER TREATMENT DEC
			Check Total.....:	102704.22	.00	102704.22		
028492	01/30/15	SEI05	SIEMENS INDUSTRY INC.	320.00	.00	320.00	0003994	SIGNAL MAINTENANCE TERAMA
028493	01/30/15	TIT02	BEN AND RAERANN TITUS	58.00	.00	58.00	B50129	SIGN PERMIT REFUND
028494	01/30/15	TO000	TOOLS PLUS INDUSTRIES	108.72	.00	108.72	42756	BOMBER JACKETS
			Check Total.....:	109.23	.00	109.23	42769	CAUTION TAPE
			Check Total.....:	217.95	.00	217.95		
028495	01/30/15	TOZ01	TOZIER'S OFFICE PRODUCTS	166.63	.00	166.63	44982	TONER
028496	01/30/15	UNI02	UNIFORMS, TUXEDOS & MORE	290.20	.00	290.20	134716	FD BOOTS
028497	01/30/15	VER02	VERIZON WIRELESS	50.08	.00	50.08	553918	TELEPHONE EXP. DEC 10 - J
028498	01/30/15	WAL07	WAL-MART COMMUNITY	318.10	.00	318.10	B50129	STMT PER ATTACHED THROUGH
028499	01/30/15	WILH7	WILLOWS PACIFIC ASSOCIATE	151639.00	.00	151639.00	B50129	PASS THROUGH FUNDS DRAWDO
258455	01/16/15	DAP00	DAPPER TIRE CO., INC.	-470.41	.00	-470.41	1373927u	CK# 258455 Reversed
258456	01/16/15	GLE13	GLENN CO. CLERK-RECORDER	-50.00	.00	-50.00	B50116u	CK# 258456 Reversed
258457	01/16/15	WILH1	WILLOWS ACE HARDWARE	-110.27	.00	-110.27	B50116u	CK# 258457 Reversed
			Cash Account Total.....:	401487.92	.00	401487.92		
			Total Disbursements.....:	401487.92	.00	401487.92		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information
028501	02/12/15	AME02	AMERIPRIDE UNIFORM SVCS.	139.46	.00	139.46	B50209	UNIFORM SERVICE FD JAN 20
				711.51	.00	711.51	B50209	UNIFORM SERVICE PW JAN 20
			Check Total.....:	850.97	.00	850.97		
028502	02/12/15	ATT01	A.T. & T.	967.99	.00	967.99	B50209	TELEPHONE EXP. 12/19/14-1
028503	02/12/15	AMA01	AMARDS COMPANY	18.28	.00	18.28	A7809	BRASS ENGRAVING
028504	02/12/15	BAK06	BAKER & TAYLOR BOOKS	581.27	.00	581.27	1114139	NEW PRINT MAT. LIBRARY JA
028505	02/12/15	BAR01	BARCELOUX BROTHERS AUTO	199.68	.00	199.68	B50209	JANUARY STMT PER ATTACHED
028506	02/12/15	BIG00	BIG DOOR ENTERTAINMENT	2125.00	.00	2125.00	B50209	CHARLEY JENKINS DEPOSIT 6
028507	02/12/15	BUR02	BURROWS OIL COMPANY	91.53	.00	91.53	115284	VEH MAINT GAS FD
				2581.91	.00	2581.91	B50209	JANUARY STMT PER ATTACHED
			Check Total.....:	2673.44	.00	2673.44		
028508	02/12/15	CLE02	CLEVELAND'S UPHOLSTERY	205.00	.00	205.00	B50209	UPHOLSTERY REPAIR #4 FLAT
028509	02/12/15	COM16	COMCAST CABLE	48.70	.00	48.70	B50209	INTERNET PD 2/7-3/6/15
				55.15	.00	55.15	B50209	INTERNET LIBRARY 2/3-3/2/
			Check Total.....:	103.85	.00	103.85		
028510	02/12/15	COR10	CORNING LUMBER CO., INC.	27.98	.00	27.98	B50209	JANUARY STMT PER ATTACHED
028511	02/12/15	DAY02	DAY WIRELESS SYSTEMS (04)	498.00	.00	498.00	566688	PD EQUIPMENT MAINTENANCE
028512	02/12/15	DEM01	DEMCO, INC.	819.49	.00	819.49	5504398	ID CARDS
028513	02/12/15	EMP00	EMPLOYERS INVESTIGATIVE S	510.75	.00	510.75	084198	PD INVESTIGATION
028514	02/12/15	EGL00	EGL ENVIRONMENTAL	85.00	.00	85.00	570530A	BACTI ANALYSIS
028515	02/12/15	FP000	FRANCOTE-POSTALIA, INC.	44.72	.00	44.72	289825	METER RENTAL
				11.13	.00	11.13	290783	SCALE RENTAL
			Check Total.....:	55.85	.00	55.85		
028516	02/12/15	GAL06	GALE	38.62	.00	38.62	4155346	JANUARY BOOKS
028517	02/12/15	GAND1	GANDY-STRALEY OIL CO.	524.23	.00	524.23	B50209	CARDLOCK FD JAN 2015
028518	02/12/15	GLE23	GLENN CO. PLANNING & PUB.	1319.74	.00	1319.74	B50209	ANNUAL SEWER CONNECTION 5
028519	02/12/15	GLE29	COUNTY OF GLENN	2790.42	.00	2790.42	B50209	CITY COUNCIL ELECTION SR
028520	02/12/15	HEL01	HELENA CHEMICAL COMPANY	1582.72	.00	1582.72	B50209	JANUARY STMT PER ATTACHED
028521	02/12/15	INK01	THE INKWELL	30.32	.00	30.32	5574	FILE FOLDER FD
				6.13	.00	6.13	5643	PLASTIC CLEAR TAB
				19.77	.00	19.77	5702	WALL CALENDAR
			Check Total.....:	56.22	.00	56.22		
028522	02/12/15	INT01	INTERSTATE SALES	1236.83	.00	1236.83	9762	WOOD/BOLTS/WASHERS
028523	02/12/15	INT17	INTERSTATE BATTERIES OF T	267.51	.00	267.51	0038134	BATTERY #11 LEAF TRUCK
028524	02/12/15	ITF01	INDUSTRIAL TRUCK & FARM	272.87	.00	272.87	B50209	JANUARY STMT PER ATTACHED
028525	02/12/15	KRU02	LEONARD G. KRUP	1665.00	.00	1665.00	23015	PROFESSIONAL SERVICES JAN
028526	02/12/15	LIS03	LISA TAYLOR PHOTOGRAPHY	150.00	.00	150.00	566060	CITY COUNCIL PHOTOS
028527	02/12/15	MAR11	RYAN MARTINDALE	249.00	.00	249.00	B50209	EMT CLASS REGISTRATION
028528	02/12/15	MAT01	MATSON & ISOM TECHNOLOGY	1507.43	.00	1507.43	48777	POLICE C.A.R.S. SYSTEM IN
				2965.00	.00	2965.00	48875	MANAGED PARTNER AGREEMENT
				96.75	.00	96.75	21792IN	C.A.R.S. SOFTWARE INSTALL
			Check Total.....:	4569.18	.00	4569.18		
028529	02/12/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	065628	CYLINDER RENTAL JAN 2015
028530	02/12/15	NAT26	NATIONAL FIRE SYSTEMS, IN	424.66	.00	424.66	34627	MAINT/INSP

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information-Description
028531	02/12/15	NCR43	NORTH STATE RECORDS SOLTUT	20.00	.00	20.00	15651	SHREDDING THROUGH 2/2/15
028532	02/12/15	OSCO1	OSCAR'S	603.34	.00	603.34	224998	YOUTH/ADULT TEE SHIRTS
028533	02/12/15	PER01	P.E.R.S.	24264.51	.00	24264.51	B50211	PERS 2/15/15
028534	02/12/15	PWC00	PWC INC	2486.25	.00	2486.25	41185	PROFESSIONAL SERVICES 7/2
				925.33	.00	925.33	B50211	PROFESSIONAL SERVICES 9/2
			Check Total.....:	3411.58	.00	3411.58		
028535	02/12/15	STEO1	SIERRA CENTRAL C.U.	950.00	.00	950.00	B50211	CREDIT UNION 2/15/15
028536	02/12/15	SYK01	GENE SYKES	71.00	.00	71.00	B50209	REIMBURSE DRIVER'S LICENS
028537	02/12/15	UN111	UNITED RENTALS NORTHWEST,	1479.36	.00	1479.36	2119001	BOOK RENTAL
028538	02/12/15	USB02	US BANK	740.00	.00	740.00	1115685	EQUIP. MAINT. 1/20-2/20/1
028539	02/12/15	VCS00	VIGILANT CANINE SERVICES	250.00	.00	250.00	1892	CANINE MAINTENANCE JAN 20
028540	02/12/15	W1100	WILLOWS AUTOMOTIVE	141.36	.00	141.36	4443	CHERRY STREET GENERATOR R
				98.90	.00	98.90	4450	PRESSURE WASHER REPAIR
			Check Total.....:	240.26	.00	240.26		
028541	02/12/15	W1117	WILLDAM	6052.50	.00	6052.50	B50211	INVOICES PER ATTACHED
				5985.00	.00	5985.00	02-15101	INSPECTION SERVICES THROU
				1325.00	.00	1325.00	02-15202	INSPECTION SERVICES THROU
			Check Total.....:	13362.50	.00	13362.50		
028542	02/12/15	W11AD	WILLOWS HARDWARE, INC.	500.28	.00	500.28	B50209	JANUARY STMT PER ATTACHED
028543	02/12/15	W11HI	WILLOWS ACE HARDWARE	1215.86	.00	1215.86	B50210	JANUARY STMT PER ATTACHED
			Cash Account Total.....:	72014.24	.00	72014.24		
			Total Disbursements.....:	72014.24	.00	72014.24		
			Cash Account Total.....:	.00	.00	.00		

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
December 9, 2014

1. Interim Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Mello, Hansen & Interim Mayor Domenighini.
Absent: None
4. **Agenda Review:**
 - a) It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to approve the December 9, 2014 City Council Agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:** None

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

- RaeAnn Titus stated that she wanted to bring the Council up to date on her Façade Improvement Project Application. She met with the Greater Willows Improvement League (GWIL) in November and they weren't able to come to an agreement on paint colors for her building. At this time she and the GWIL board are at an impasse and she just wanted to point out that she has reviewed the Façade Improvement eligibility requirements that are on the City's website and on page two of the requirements (# 8) it states that an applicant is allowed to do a repaint and that is considered an eligible façade improvement. GWIL's argument is that the color that she has chosen for the repaint is too close to the color that is already on the building that she is requesting to repaint. She states that if a repaint is an eligible improvement under the Façade Improvement eligibility requirements, she doesn't understand why GWIL does not want to grant her the funds for that portion of the project. Mrs. Titus stated that she doesn't really know where to go from this point and inquired of the Council what more she needs to do to receive the grant funding and she feels that she is being asked to do arbitrary things. She has asked previously if there was any place in writing that states that GWIL is authorized to pick the color of her building and she has not received anything to date where that is stated.

Mayor Domenighini requested staff to respond to Mrs. Titus' concerns and questions, as the Council is prohibited under the provisions of the Brown Act from entering into discussions under "Public Comment" items that are not listed on the agenda.

City Manager Steve Holsinger stated that there is not a lot that he can add. There is a process in place and that process was deviated to some extent, in that the Council, by adoption of a Resolution, conditioned approval of GWIL's acceptance of the project

based on coming to an agreement on the colors and that hasn't been achieved. Based on what the Council has directed staff to do, there would not be a reimbursement on that portion of the project without GWIL's acceptance of the color. Without belaboring this issue too much because this is not an agendized item and the Council cannot discuss it tonight, he stated that the Council could direct staff to bring an item back at the January City Council Meeting and pick up the discussion at that time, or Mrs. Titus and GWIL can continue to work toward a consensus. Beyond that, he stated that he doesn't really have anything else to add.

Mayor Domenighini stated that as he sees it, there are two options; either resolve the issues between Mrs. Titus and GWIL or the Council could request to have this as an agendized item next month.

Mrs. Titus stated that she thinks she would like to have it as an agendized item for the Council to discuss because she and GWIL are at an impasse where GWIL is saying that they can choose her color and she is not seeing anywhere in writing that states that that is a requirement. She believes the only way to resolve this issue is to bring it before the Council. The City Manager then stated that if it is the consensus of the Council that they wish to agendize an item, the Council just needs to let staff know and direct them accordingly. Again, he just wanted to reiterate that the Council has an adopted Resolution that sets conditions on this project, unless it is the desire of the Council to revisit that Resolution. He believes that if that is their desire, it would likely take some legal review because he is not sure how the Council could go about doing that.

Mayor Domenighini stated that he believes the Council should direct staff accordingly under item 10 on the agenda, since that is the time that Council should discuss any items that they would like placed on a future agenda.

7.

Consent Agenda:

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

- a) Approval of General, Payroll & Direct Deposit Check Registers (28211-25258; Z05826-Z05881; 33522-33530)
- b) Approval of the Minutes of the November 12, 2014, Regular City Council Meeting.
- c) Approval of the Minutes of the November 25, 2014, Regular City Council Meeting.

8.

Public Hearings: None.

9.

Ordinances: None.

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

- Mayor Domenighini asked the City Council if they desired to place an item on the January agenda to discuss and take possible action on the Titus Façade Improvement application. Council Member Mello stated that he would like to see it on the next agenda because he has some questions and if Mrs. Titus is bringing up this point, he would like to have representatives of GWIL present at the meeting. Council Member Yoder stated that he wouldn't mind discussing this item in January. He stated that there is a Resolution that has been adopted by the City Council and he doesn't know if there is a system in place where if the project is denied, where does the applicant go from there. He stated that off-hand he doesn't know what, if anything, that procedure might be and he inquired whether in the past GWIL has denied other peoples' projects based on similar criteria. Council Member Hansen stated that he doesn't recall off the top of his head what the due process or the appeal process is for this this type of issue so he said he would like to agendaize it for the next meeting. Council Member Williams agreed. It was the unanimous consensus of the Council to direct staff to place this item on the next City Council Meeting Agenda. Mayor Domenighini closed by telling Mrs. Titus that if she believes that he could be of service to either herself or GWIL about this issue, to feel free to contact him.

- The City Manager updated the Council on an upcoming major weather event that is moving into the area and it is expected to bring heavy rain and strong winds beginning the following day. He stated that staff has made all necessary preparations in anticipation of the incoming storm, including picking up leaves and clearing the city drain inlets. All plans and emergency items are in place to deal with this weather event and he gave kudos to the Public Works crew, the Fire Department and the Fire Department Volunteers for their hard work in preparing for this storm. He announced that sandbags will be available at the City's Corporation yard from 7:00 a.m. to 3:30 p.m. for people who need them and he stated that he would keep the Council updated regularly as things progress.

11. New Business:

- a) Discuss and Advise regarding status of Willows Chamber of Commerce Proposed Funding Request Form – Willows Chamber of Commerce (Tabled from the November 25, 2014 City Council Meeting):

The City Manager stated that the City is currently at a stalemate, and that stalemate is really the consequence of the direction that the Council has provided to staff. The Council had directed staff to discontinue making the quarterly payments to the Chamber of Commerce and to meet with the Chamber members and devise a system that would

recognize contributions that the City is making towards community events. In that process there was a subcommittee consisting of now former Mayor Jeff Cobb and former Vice Mayor Terry Taylor-Vodden who are no longer on the Council. During this process the definition of "Community Events" became something that was defined as "an event that was solely sponsored by the Chamber that was available to all members of the Willows community free of charge". When the subcommittee, the City Manager and Members of the Chamber met, it was strongly emphasized that that would be considered the principal criteria of a "Community Event" and the City Manager believed that everybody in the group had an understanding of that definition. However, subsequently, there was a form that the Chamber attempted to submit to the City Council during a meeting in September, for an item which was not agendaized. The City Manager disallowed the form to be handed out to the Council during that meeting and he subsequently wrote a letter to the Chamber which clearly articulated what the issues were with their original funding form that they presented to the City Manager and he asked them to revise the form and resubmit it for consideration. The form came back to the City, basically unchanged, with a letter that essentially stated that because the City has had a change of Council Members since the form was initially submitted, the Chamber wanted the new Council to review it.

The City Manager stated that he does not believe that the form is appropriate for approval at this point. He thinks the problem with the form is that there are still items/events on the form that do not meet the definition or criteria of a "Community Event". There is still no clear understanding by the Chamber about how the funding is to work. He stated that he doesn't have so much of a problem with the "procedures" part of the funding, although he believes it is important for the Council to note that it seems a little odd to him that the Chamber is essentially demanding that the Council go to the Chamber to explain what they are doing. Nonetheless, the form as it appears has items on it that he believes are inappropriate to be funded by the City – most specifically and to use one example would be for the Council to allow the Chamber to use City funds to sponsor Candidates' Night. He doesn't believe it would be appropriate for the Council to ever consider making a contribution towards Candidates' Night. There are also items listed on the form that are not totally sponsored entirely by the Chamber and there are items that take place outside of the City of Willows so the Council would essentially be making a gift of public funds outside the boundaries of the City, which he also believes in inappropriate. The City Manager stated that it would be his suggestion to the Council that rather than belabor this topic back and forth for an extended period of time, that the Council considers authorizing a \$2500.00 payment to be given to the Chamber to help to pay for the various Holiday events that they have just recently sponsored such as the Light Parade, the Craft Faire, the Decorating Contest and other Holiday events that were specifically a direct benefit to the Citizens of the City of Willows. Therefore, he believes it would be appropriate for the Council to approve a \$2500.00 payment to the Chamber this time in recognition of those events that have been conducted over this Holiday Season. He also suggested that a new 2-member subcommittee be appointed to sit down and meet with the members of the Chamber and readdress some of these issues. Further he stated that if the current members of the Council wish to change the direction previously provided to staff by the previous Council during the passage of the current fiscal year budget that would be

the time to do it. If not, staff is still looking at the same mechanism and following directions of the previous Council that they are looking toward public recognition of the City's funding of Chamber sponsored Community Events, as they were defined. If there cannot be some type of formalized agreement by all parties prior to the end of the fiscal year in June of 2015, he suggests that the Council authorize an additional \$2500.00 payment to the Chamber to go specifically towards helping to fund the Fourth of July Fireworks and that will then satisfy the Council's funding commitment to supply the Chamber with an amount of \$5000 for fiscal year 2014/2015.

Lengthy discussion ensued among the Council, Staff and Chamber President Jamie Millen and it was ultimately **moved** by Council Member Hansen and **seconded** by Council Member Yoder to authorize a lump-sum payment to be made to the Chamber in the amount \$2500.00 to assist in covering the expenses associated with all of the Chamber's recent and upcoming Community Holiday Events. The motion unanimously passed. It was also the unanimous consensus of the Council to form a 2-person subcommittee, consisting of Council Members Williams and Mello, to meet with the Chamber members to further discuss, review and revise the funding form & procedures.

- b) Discuss and, by consensus, advise Staff regarding whether or not to post ongoing disbursement information publicly and if desired to post, direct staff the method of which Council prefers the information be posted:

This item is brought before the Council at the request of Council Member Williams for discussion and ultimate direction to staff. Disbursement information in the form of check registers have historically been available to the Public on an as requested basis. City Staff has maintained adherence to providing information which is legal to distribute on a case by case basis. Further, in addition to this practice and the Council approval of check registers, a Councilmember, serving as a member of the Finance Committee, reviews and signs-off on each disbursement of the City. As such, public access, management review, and Council review (both as a body and as individual members) is, has been and remains in place.

The Finance Department is prepared to honor the wishes of the majority of Council regarding this issue and respectfully requested that there be no individual payroll disbursements included, as the compensation of City Employees is already publicly available on the California State Controller's website, where such information is provided on an annual basis based upon W-2 information. Further, the organization "Transparent California" formally requests and receives from the City the information provided to the State Controller's Office but requests said information with individual names attached. Members of the public may utilize these resources as they choose.

The City of Orland has previously been noted by Council Member Williams as an example of public posting of disbursements when citing the desire for the City of Willows to publically post, and, based upon review of Orland's activity, payroll disbursements are not included, in detail, in said postings. It is the Finance Director, Tim

Salsbery's, belief that the annualized information provided as stated previously is more than sufficient and he asks that the Council concur and honor that methodology.

Whether to post distribution reports as check runs are completed or post disbursement reports as part of the agenda packet will need to be determined by the Council. At first glance, including information with the agenda may seem to be the preferred method. However, City Staff does not have a set day/date of disbursements as semi-monthly payroll responsibilities (rather than bi-weekly payroll) preclude set days of the week for disbursements. This may create inefficiencies with including in an agenda packet, and may create situations of as much as 3 ½ weeks from check processing to posting in an agenda packet. Staff requests that, if the majority of the Council decides to go with public posting, that this issue be subject to discussion. If it is determined that posting separately from the agenda packet is the preferred method, then length of period of posting should be determined in order to preserve data usage space on the website.

Discussion ensued among the Staff and the Council and it was ultimately the unanimous consensus of the Council to include disbursement information with the City Council agenda packet but it is not necessary to include individual payroll disbursements because that information is already accessible and available to the public. Additionally, the Council authorized managerial discretion to the Finance Director to go ahead and make disbursements on an as-needed and as-due and payable basis so checks are being issued in a timely manner and the Finance Department doesn't have to wait for weeks for council approval for checks to be disbursed.

- c) Consider appointments to various committees, commissions, and/or panels for 2015:
 The unanimous consensus of the Council was to ratify the following committee assignments for 2015:

WILLOWS CITY COUNCIL 2015 COMMITTEE REPRESENTATIVES

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	Domenighini	12/09/2014	5/1/2017
*Glenn County Waste Management Regional Agency	Hansen Mello (Alternate)	12/09/2014	01/2016
*Transit Committee	Hansen Yoder Williams (Alternate)	12/09/2014	01/2016
*Transportation Commission	Hansen Yoder, (Alternate)	12/09/2014	01/2016

LAFCO (Term is four years)	Domenighini Mello (Alternate)	12/9/2014	05/2017
City Select Committee	Mayor	12/2004	12/2015
Countywide Mosquito & Vector Committee	Mayor	12/09/2014	01/2/2015
Finance Committee	Williams Mello	12/09/2014	12/2015
GCID Voting Delegate	Mayor	12/2000	12/2015
League Legislative Delegate	Mayor	12/2004	12/2015
Library Board	Domenighini	12/09/2014	12/2015
3CORE (Formerly known as Tri- Counties Economic Development Committee)	Mello Yoder (Alternate)	12/09/2014	12/2015
CDBG Loan Committee	Domenighini Hansen	12/09/2014	12/2015
Public Safety (Police & Fire) Committee	Hansen Yoder Williams (Alternate)	12/09/2014	12/2015
City & Counties Economic Development Steering Committee	Hansen Yoder Williams (Alternate)	12/09/2014	12/2015

* **The City Selection Committee confirms the final appointments to these Committees.**

d) Appointment of Mayor and Vice Mayor 2015:

It was **moved** by Council Member Williams and **seconded** by Council Member Mello to retain Council Member Domenighini as the Mayor for the year 2015 and to retain Council Member Hansen as the Vice Mayor for the year 2015. The motion unanimously passed.

12. **Council Member Reports**

- Council Member Hansen reported that he attended the recent Holiday Craft Faire and the Light parade and both events were well attended and successful.
- Council Member Mello announced that Ruminano Cheese now has a business on Sycamore Street inside of Holly Myers' antique store. He also announced that the Chamber of Commerce has 12 more "Downtown Willows" street signs that they will be requesting that the City install in the near future. Lastly he announced that the Glenn County Planning and Public Works agency will be hosting a Household Hazardous Waste collection event on December 13 at the Orland fair grounds.

- Council Member Williams asked if an item could be placed on a future agenda to discuss and possibly take action on allowing Council Members to have their personal information placed on the City's website, i.e., Post Office Box, email, cell phone number, etc. The Council directed staff to place this item on a future agenda for discussion and/or action.
- Mayor Domenighini reported that the Willows "Friends of the Library" raised \$1200 at the Craft Faire. He also stated that there will be a Library Trustee Meeting this Thursday. Lastly, he reported that he attended yesterday's LAFCO meeting
- The City Manager asked the Council if they were agreeable to having City Council head-shots and group photos taken just prior to the next Council Meeting on January 13 at 6:30 p.m. The Council agreed. He also announced that a press conference with the local media is scheduled to take place this Thursday at 5:00 to discuss any questions they may have about tonight's meeting.

13. Executive Session: None

14. Adjournment: Mayor Domenighini adjourned the meeting at 8:55 p.m.

Dated: December 9, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

February 24, 2015

AGENDA ITEM

TO: Honorable Mayor Domenighini & Willows City Council

VIA: Steve Holsinger, City Manager

FROM: Jason Dahl, Chief of Police

SUBJECT: City Tow Services Contract

RECOMMENDATION

To approve by motion and vote, to authorize the City Manager, Chief of Police and Finance Director to seek bids (RFP) for a contract providing Tow Services for the City of Willows.

SITUATION (or BACKGROUND)

Currently the City of Willows tow services are provided by L&T Towing under the current contract. This contract is set to expire on March 28, 2015 and is currently due for rebidding in accordance with the original agreement. The direction of the current contract is that it shall have a three (3) year term.

This contract will provide for a specific towing company to provide services including, flat repair, towing of city vehicles and other governmental towing (evidence and storage tows, abatement, etc.) and/or other field vehicle servicing needs.

It is requested that the Council authorize the City Manager, Finance Director and Chief of Police to negotiate a contract with a tow company for the services for no more than three (3) years indicated by the open bid process.

FINANCIAL CONSIDERATIONS

The contract will determine the costs associated for the city for towing and other vehicle services.

NOTIFICATION

L&T Towing
A+ Towing

ALTERNATE ACTIONS

1. To approve by motion and vote, to authorize the City Manager, Chief of Police and Finance Director to seek bids (RFP) for a contract in providing Tow Services for the City of Willows.
2. To not approve the authorization to the City Manager, Chief of Police and Finance Director to seek bids (RFP) for a contract to provide Tow Services for the City of Willows.
3. Return the item to staff for further development and return it before Council at a future date.

RECOMMENDATION:

To approve by motion and vote, to authorize the City Manager, Chief of Police and Finance Director to seek bids (RFP) for a contract in providing Tow Services for the City of Willows.

Respectfully submitted,

Approved by,

Jason Dahl,
Chief of Police


Steve Holsinger,
City Manager

Attachments:

EXHIBIT A: Bid (RFP) package



EXHIBIT A

Request for bids for TOWING AND EMERGENCY ROADSIDE SERVICES

of City of Willows Vehicles and Equipment
and other vehicles under care/control of the City of Willows

Notification:

The City of Willows hereby extends and invitation for bids to provide exclusive towing and emergency roadside services to vehicles and equipment owned, operated, seized and under the control of the City of Willows.

General information:

This agreement is to establish an exclusive service contract between the City of Willows and a roadside service firm to conduct specified services under contract at an agreed bid price.

Currently the City of Willows when requiring roadside service for any of its fleet is paying the public market price. Selection of the service to provide any requested service is determined by the rotation policy. This agreement would only have the one selected service provide all roadside services to city fleet vehicles and equipment. The price of the services would be subject to the agreed fee schedule.

Scope of Agreement:

The area of this agreement shall be that of the sphere of influence of the City of Willows. Any services provided outside the City of Willows Sphere of Influence shall be outside of this agreement and subject to rates of the providing service. Services outside the Sphere of Influence shall not be exclusive to the vendor selected in this agreement.

Services to be provided under this agreement:

- Towing of City of Willows vehicles from service location to city yard, county yard, or other designated location within the immediate Willows area.
 - This towing may be the result of collision, or mechanical breakdown or other circumstances requiring the vehicle to be towed.
- Towing of City of Willows motorized equipment from service location to city yard, county yard, or other designated location within the immediate Willows area.
 - This towing may be the result of collision, or mechanical breakdown or other circumstances requiring the equipment to be towed.
- Towing of City of Willows trailers, or other auxiliary equipment

- This towing may be the result of collision, or mechanical breakdown or other circumstances requiring the trailer or auxiliary equipment to be towed.
- Towing of other than City of Willows' vehicles when taken in accordance to legal authority and under the care and control of the City of Willows for evidence, evidence processing or inspections or asset purposes.
- Storage of vehicles, seized in accordance to law for purposes of evidence, evidence processing, inspections, or asset purposes. Said storage shall be in a secure location.
 - It is understood that once the City of Willows has concluded it's seizure of the vehicle, then any additional fees beyond the release of such vehicle are subject to the private party under private party rates and not the City of Willows fleet services contract.
- Other roadside services of City of Willows vehicles, equipment, trailers, and auxiliary equipment including but not limited to the following:
 - Changing of a flat tire
 - Removing vehicle from obstacles, ditches, or other geographical situations whereas removal from such obstacle, ditch or other geographical situation would allow the vehicle, equipment, trailer or auxiliary equipment to immediately return to service.
 - Emergency roadside services as required for City of Willows vehicles, motorized equipment, trailers, and auxiliary equipment.
 - (Clean roadway) Removal of debris or other items from roadway (not to include HAZMAT materials)

Requirements:

1. Only full service firms that can provide the indicated services and are currently on the Willows area California Highway Patrol Rotation are eligible to submit bids for consideration. Further the awarded contractor shall maintain the CHP rotational status during the agreement.
2. Bidders will only be allowed to use towing vehicles that have a current towing license and certified by the California Highway Patrol.
3. Bidders must be available 24 hours, 7 days a week to provide needed services during the term of the agreement.
4. Bidders must maintain a valid City of Willows Business License at all times during the contract term.
5. Bidder upon successful awarding of the bid shall supply to the police department a valid insurance policy and such bidder shall retain insurance during the term of the agreement. Upon award of the contract bidder shall additionally name the city as an additional insured for \$1,000,000.00.

Information:

Additional bid information may be obtained by contacting the Willows Chief of Police. Bidders are cautioned that they are not to rely upon any oral statements that they may obtain during the bidding process. Any alterations, additions or deletions to this agreement must be in writing. Any modifications shall be transmitted to all bidders.

Incomplete and Altered Bids:

Incomplete or altered bids and bids containing items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the City of Willows will not be considered.

Term and Conditions of Agreement:

The TOWING AND EMERGENCY ROADSIDE SERVICES contract/agreement shall be a minimum of one year from date of issuance. Said agreement may be extended for two additional one year periods if City of Willows and successful bidder mutually agree. This agreement shall not exceed three (3) years.

Unless either the City of Willows or the successful bidder terminates this agreement within thirty (30) days of its expiration such agreement shall automatically continue for each one year extension period.

The City of Willows will not consider any terms and conditions other than the terms and conditions contained in the subject bid. Bidders that submit their own terms and conditions will not be considered and will be rejected. Any bid response containing alterations to the General Terms and Conditions or terms and conditions contained in the subject bid, will not be considered and will be rejected.

City's Rights:

The City of Willows reserves the right not to enter into any agreement, cancel this process at any time, amend the process at any time, or to award more than one contract to the lowest, responsive, responsible bidders if it is in the interest of the city.

Should no submitted bids meet the city's cost expectation, all bids may be rejected and the process reopened. All bidders shall be notified of the lowest bid amounts submitted, rejected and of the reopening of the bid process.

Pricing:

Bid prices shall remain firm for the duration of this agreement. In case of default by the awarded vendor, the City of Willows may procure the services from another source and may recover the loss by legal process. As indicated this agreement shall commence the date awarded and continue for one year from such date. Also as indicated the agreement may be extended for two one year periods unless terminated within thirty (30) days of its expiration. Should such extensions occur with mutual agreement the prices shall remain as agreed in the original bid.

Federal, State and Local Laws:

The successful bidder must operate in conformity with all applicable federal, state and local laws. It is the responsibility of the awarded bidder to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel and contract awarded and the award will be made to the next lowest, responsive, responsible bidder.

Business License:

It is unlawful for any person to furnish supplies, services or transact any kind of business within the City of Willows without a valid City of Willows Business License.

Business Licenses may be obtained at the Willows City Hall at 201 N. Lassen St. Willows.

Compliance:

Late, incomplete or incorrect services shall be documented and monitored for the purpose of evaluating performance when considering continuation or extension of this agreement. Failure to meet the requirements as set forth may be cause for the City of Willows to cancel the balance of this agreement.

Invoices and Payment Terms:

Upon rendering service a service receipt will be signed by an authorized employee of the City of Willows. The completed invoice with all charges shall be delivered to the Willows Police Department at 201 N. Lassen St. Willows, CA 95988 within 30 days of the rendered service.

The City of Willows agrees to pay all billings associated with rendered services no later than 30 days upon receipt of such bill or invoice listing all associated charges for such service.

Each service shall have a separate service receipt and billed undependably or be specifically individually identified separately if billed collectively.

Regardless if billing individually or collectively the following must be included; the date, time, location, the vehicle number or license plate, service rendered and associated charges.

Addenda:

Addenda to this bid are valid only if in writing and issued by the Willows Police Department.

Addenda issued are required to be acknowledged and returned by participating bidders in order to be considered further in the evaluation process. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

Non-Collusion:

The bidder certifies that this bid response is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same project and is in respects fair, without outside control, collusion fraud or otherwise illegal action.

Conflict of Interest:

Bidder states that no City officer or employee, nor any business entity in which they have an interest in the bid award have been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract.

Evaluation:

Bids will be evaluated based on meeting or exceeding minimum specifications. Bids submitted on the basis of "All or Nothing" may be rejected. Bid evaluation shall include applicable prompt payment terms discount.

Award:

The bid may be recommended by staff to the Willows City Council to be awarded to the lowest responsible and responsive bidder complying with the provisions of the Invitation to bid. In determining whether a bid is lowest and responsive and the bidder is responsible, the following may be considered by the City:

- a) Ability to perform the services required within the specified time.
- b) Reputation, judgment and experience
- c) The quality of performance in previous contracts
- d) Previous compliance with laws as well as employment practices
- e) Financial ability to perform contract
- f) The quality, availability and adaptability of the supplies or the contractual services to the particular use required
- g) Ability to provide maintenance and service
- h) Whether bidder is in arrears to the City or County, in debt on contract, is a defaulter on surety to the City or whether the bidder's taxes or assessments are delinquent.
- i) Such other information as identified having a bearing on the decision to make the award.

The decision of the Willows City Council shall be final in determining the successful bidder.

Bid Results:

All bidders shall be notified by mail as to which bidder was successful. The awarded bid shall be available for review by all bidders. All bidders are invited and encouraged to view the awarded

bid. The successful bid shall be available for review at the Willows City Hall, 201 N. Lassen, Willows, Ca 95988. Successful bid information shall not be released in its entirety by telephone.

Bid Submittal:

All bidders are advised to read the General Conditions contained within this document prior to submittal of bid.

Bids must be submitted in a sealed container or envelope clearly marked on the outside: **"FIELD SERVICES BID – DO NOT OPEN."** Bids will be accepted during normal business hours.

Bids must be received by the City Clerk's Office by 4:00 p.m. on March 20, 2015.

Mailing address:

CITY OF WILLOWS
ATTN: CITY CLERK
201 N. LASSEN ST
WILLOWS, CA 95988

It is the responsibility of the bidder to assure that the bid is received by the City Clerk prior to the bid opening deadline date and time. Bids received beyond the bid opening deadline with not be accepted and will be returned unopened. The time stamp located in the City will serve as the official time stamp.

Late bids, unsealed bids, unlabeled bids, incomplete bids or bids otherwise not in compliance with the conditions as set forth in this Invitation to Bid, will be rejected.

By submitting a response, bidder acknowledges and accepts the Conditions and all terms and conditions contained in this Invitation to Bid.



TOWING AND EMERGENCY ROADSIDE SERVICES

for City of Willows Vehicles and Equipment
and other vehicles under care/control of the City of Willows

BID QUOTATION SCHEDULE

Must be submitted as bid

**NOTE: Must be
submitted to:
City Clerk
201 N. Lassen St.,
Willows, Ca. 95988
no later than
March 20, 2015
4:00 P.M.**

Bidder Information:

Firm Name: _____
Address: _____
City/State/Zip: _____
Phone # () _____ 2nd Phone # () _____

The following includes City Vehicles, equipment and vehicles under care and control of the City of Willows (Evidence tows, etc.)

Class 1 or 2 Vehicles or equipment (less than 10,000 lbs.):

Towing – within Willows Sphere of Influence..... \$ _____/Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence)..\$ _____/Mile
Change of flat tire..... \$ _____/Each
Winching (100 ft. maximum)..... \$ _____ Each

Class 3, 4, or 5 Vehicles or equipment (10,000 lbs. to 19,499 lbs.)

Towing – within Willows Sphere of Influence..... \$ _____/Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence)..\$ _____/Mile
Change of flat tire..... \$ _____/Each
Winching (100 ft. maximum)..... \$ _____ Each

Class 6 Vehicles or equipment (19,500 lbs. to 26,000 lbs.)

Towing – within Willows Sphere of Influence..... \$ _____/Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence)..\$ _____/Mile
Change of flat tire..... \$ _____/Each
Winching (100 ft. maximum)..... \$ _____ Each

City of Willows
QUOTATION SCHEDULE – Page 2

Class 7 Vehicles or equipment (26,001 lbs. to 33,000 lbs.)

Towing – within Willows Sphere of Influence..... \$ _____/Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ _____/Mile
Change of flat tire..... \$ _____/Each
Winching (100 ft. maximum)..... \$ _____ Each

Class 8 Vehicles (33,001 lbs. and over):

Towing – within Willows Sphere of Influence..... \$ _____/Each tow
(Includes abatement tows)
Additional Tow fee (outside Willows Sphere of Influence).. \$ _____/Mile
Change of flat tire..... \$ _____/Each
Winching (100 ft. maximum)..... \$ _____/Each

Emergency Road Services:

Battery Jump Start:

Within Willows Sphere of Influence..... \$ _____/Each
Outside Willows Sphere of Influence..... \$ _____/Each

Unlock Doors:

Within Willows Sphere of Influence..... \$ _____/Each
Outside Willows Sphere of Influence..... \$ _____/Each

Out of Gas:

Within Willows Sphere of Influence..... \$ _____/Each
Outside Willows Sphere of Influence..... \$ _____/Each

City of Willows
QUOTATION SCHEDULE – Page 3

Removal of Debris or other Road Hazards from roadway:
(not to include HAZMAT spills or materials). Up to 1.5 hours service per incident.

Within Willows Sphere of Influence..... \$ _____/Each incident
Within Willows Sphere of Influence (beyond 1.5 hours)... \$ _____/per additional
hour.

Storage:

Storage of City Vehicles, Equipment or vehicles under
care and custody of City of Willows with storage facility.
(Evidence storages, etc.)..... \$ _____/Day

(Note: once vehicles are released from care and custody of the City of Willows, this
contract shall not apply and normal storage charges are applicable to owner of
vehicle/equipment.)

**ATTESTMENT, CERTIFICATION AND AUTHORIZATION FOR
SUBMITTAL OF BID**

I attest that I am the owner or authorized person of the listed firm/company to present this bid for
consideration by the City of Willows. _____ (Initial)

I attest that I have reviewed and understand the conditions and requirements for making said bid
and agree to such terms. _____ (Initial)

I further attest that my firm or the firm I own or represent minimally meets or exceeds the
requirements as indicated for this bid. _____ (Initial)

Name: _____ Title: _____
(Print) (Print)

Signature: _____ Date: _____

BELOW AREA FOR CITY USE: -----

Opened: By: _____ **Date/time:** _____

Notified of bid results: Yes No

By: Mail Phone Other _____

AGENDA ITEM

February 24, 2015

TO: Honorable Mayor Domenighini and Members of City Council
FROM: Karen Mantele, Principal Planner
SUBJECT: Facade Improvement Program Funding Request; Ben & RaeAnn Titus
311 N. Butte Street, Willows (APN: 002-142-009)

RECOMMENDATION

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for the exterior facade rehabilitation project for an existing commercial building located at 311 N. Butte Street, authorizing the commitment of \$6,661 (50% of project cost estimate)

SUMMARY

In June of 2008 the City Council adopted Resolution #31-2008 which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. This resolution and funding will implement a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program (PROGRAM) to support downtown revitalization efforts. The program was seeded by the Wal-Mart project conditions of approval, and funds were committed and deposited with the City to which a portion has been set aside for this PROGRAM.

On October 28, 2014 the City Council heard a request for reimbursement of Downtown Façade Improvement funding from Ben and RaeAnn Titus to complete plaster/stucco, painting, signage and landscaping at the aforementioned property, located within the Central Commercial zoning district. The Council adopted a resolution for funding this eligible work, with stipulations that any reimbursement shall have full approval from GWLL regarding paint color options, and that all programmatic rules, regulations and procedures of Administrative Staff have been satisfied regarding signage. The Council recommended if the applicants could not satisfy the stipulation on paint color options to resubmit a modified application for the other project work.

Subsequently the applicants have since modified their application for funding under this program and have resubmitted an application requesting 50% reimbursement for plaster/stucco and landscaping work for a total project cost of \$13,322. GWLL Board of Directors have completed their full review of the modified application and recommend approval of the application. Under the current program criteria, a qualifying project could seek funding of 50% of the expended project costs. The project cost estimates are attached. The type of work under this project qualifies for funding.

FINANCIAL CONSIDERATIONS

The approval of the attached resolution commits the City to \$6,661 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution.

NOTIFICATION

Ben & RaeAnn Titus have been notified.

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution approving the use of Façade Improvement Funds to reimburse/assist Ben & RaeAnn Titus with improvements to their businesses not to exceed a total of \$6,661.

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by:



Steve Holsinger
City Manager

Attachments:

- 1) Draft Resolution
- 2) GWIL Letter
- 3) Project cost estimate(s)



RESOLUTION No. ____-2015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF DOWNTOWN FAÇADE IMPROVEMENT FUNDS FOR BEN & RAEANN TITUS, OWNERS OF AN EXISTING COMMERCIAL BUILDING LOCATED AT 311 N. BUTTE STREET, ASSESSORS PARCEL NUMBER 002-142-009

WHEREAS, on June 13, 2000, the City Council of the City of Willows adopted the Community Vision and Action Plan per Resolution No. 16-2000 which recommended a Community Goal to establish a Façade Improvement Program (PROGRAM), and

WHEREAS, on June 24, 2008 the City Council of the City of Willows adopted Resolution No. 31-2008 implementing a Downtown Façade Improvement Program, and,

WHEREAS, funding is available for the PROGRAM through partial allocation of the Wal-Mart Economic Impacts contribution, and

WHEREAS, Ben & RaeAnn Titus have requested the use of PROGRAM funds not to exceed \$6,661, for reimbursement of plaster/stucco and landscaping work for property located at 311 N. Butte Street, within the Central Commercial Zoning district, and

WHEREAS, exterior siding/stucco and landscaping work are an eligible items under the PROGRAM, and

WHEREAS, in an effort to further the goal of providing assistance to businesses within the Central Commercial Zoning District for downtown revitalization, it is recommended that the Council consider approving the use of PROGRAM funds for this project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve as follows:

1. That City Council Resolution No. 29-2014 adopted October 28, 2014, approving PROGRAM funding not to exceed \$12,000, is hereby repealed.
2. That the exterior siding/stucco and landscaping project qualifies as an eligible use of PROGRAM funds.
3. That the City Council hereby commits \$6,661 of the PROGRAM funds to Ben & RaeAnn Titus for the exterior plaster/stucco and landscaping project.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of February, 2015, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Domenighini

Natalie Butler, City Clerk

GWIL LETTER

**GREATER WILLOWS
IMPROVEMENT LEAGUE**

201 N Lassen Street, Willows, CA 95989
(530)834-7041

January 27, 2015

RE: Fagade Improvement Application (Dated January 21, 2015)
Ben and Raeann Titus
311 N. Butte Street

Mr. Holinger:

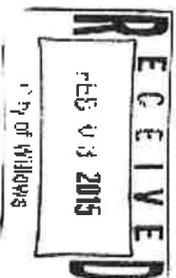
GWIL is in receipt of a modified application from Ben and Raeann Titus for their project located at 311 N. Butte Street, Willows.

GWIL members have reviewed the application and would recommend approval of the application.

Sincerely,



Dana Owens
GWIL Committee Member



ATTACHMENT 3

Cost Estimate for Titus project

MILLER PLASTERING

Geof Miller, Owner

P.O. Box 1143, Orland, Ca. 95963

(530) 321-0728 Cell (530) 865-8176 Fax

Job:

311 No Butte Street
Willows, Ca. 95988

Date: Feb 9, 2015

Estimates are good for 30 days

-Patch stucco that is missing on south side of building = \$4000

-Recolor south wall = \$650

-Acrylic Add = \$650

Total for south wall = \$5300

-Add stucco to west wall \$4200

Total for all = \$9500

Sunrise Landscape
PO Box 1295
Willows, CA 95988

9-13-14

To: Titus Properties

This is a bid for 311 North Butte Street (South Side). This bid proposal is landscaping the parking strip which includes a pressure vacuum breaker, sprinkler valve, sprinkler controller, complete drip system, top soil, black chip rock, 5 Raywood Ash trees, 3 Indian Hawthorns, 6 Peter Pan Agapanthus, tree stakes, and labor. Total \$3822.00

Sincerely:



Mark Amaro

AGENDA ITEM

February 24, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve by Resolution, authorization for Staff to submit a US Economic Development Administration funding application in support of the proposed Infrastructure Development Requirements at the North Valley Commercial Center/Basin Street Properties Project in South Willows.

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a 2015 Economic Development Assistance Programs funding application in support of the proposed Infrastructure Development Requirements at the North Valley Commercial Center/Basin Street Properties Project in South Willows.

SUMMARY

3CORE on behalf of the City of Willows, in partnership with Basin Street Properties have been investigating funding opportunities in support of the necessary infrastructure improvements; including Highway 99 traffic accommodations, bridge work necessary to access the business park, main street/entry-way highway, frontage improvements, as well as water, sewer and associated improvements to commence development of the North Valley Commercial Center Project.

Under this newly announced Federal Funding Opportunity, US Economic Development Assistance programs solicit applications from agencies in rural and urban areas to provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA's Public Works and Economic Adjustment Assistance programs. Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities.

In preliminary communications with the EDA Representatives in our Region, the Basin Street Project, in conjunction with partnership efforts involving the City of Willows, California Water Service Company, and Glenn County Economic Development Steering Committee, would meet several of the funding criteria established for this grant funding opportunity. Several of the Investment Priorities identified with this project include:

Collaborative Regional Innovation

1. Initiatives that support the development and growth of innovation clusters based on existing regional competitive strengths. Initiatives must engage stakeholders; facilitate collaboration among urban, suburban, and rural

(including tribal) areas; provide stability for economic development through long-term intergovernmental and public/private collaboration; and support the growth of existing and emerging industries

2. Public/Private Partnerships

Investments that use both public- and private-sector resources and leverage complementary investments by other government/public entities and/or nonprofits.

3. National Strategic Priorities

Initiatives that encourage job growth and business expansion related to advanced manufacturing; information technology (e.g., broadband, smart grid) infrastructure; communities severely impacted by automotive industry restructuring; urban waters; natural disaster mitigation and resiliency; access to capital for small, medium-sized, and ethnically diverse enterprises; and innovations in science and health care.

4. Environmentally-Sustainable Development

Investments that promote job creation and economic prosperity through projects that enhance environmental quality and develop and implement green products, processes, places, and buildings as part of the green economy. This includes support for energy-efficient green technologies.

5. Economically Distressed and Underserved Communities

Investments that strengthen diverse communities that have suffered disproportionate economic job losses and/or are rebuilding to become more competitive in the global economy.

Eligible applicants for EDA financial assistance under the Public Works and Economic Adjustment Assistance programs include a(n): (i) District Organization of a designated Economic Development District; (ii) Indian Tribe or a consortium of Indian Tribes; (iii) State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; (iv) institution of higher education or a consortium of institutions of higher education; or (v) public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State.

The next available funding cycle deadline is:

March 12, 2015 for funding cycle 2 of FY 2015; to be considered during a particular funding cycle, completed applications must be validated and time- stamped by Grants.gov by 11:59 p.m. Eastern Time on the applicable funding cycle deadline. Eligibility requirements include a Resolution of the Local Agency Legislative Board acknowledging the application submittal and the matching funds requirements if the application process is successful. Staff is recommending approval of the required Resolution and authorizing submittal of necessary application materials and authorizing the City Manager or his designee(s) to execute, in the name of the applicant, all the required documents.

FINANCIAL CONSIDERATIONS -

None at this time, future funding is contingent upon successful application for Federal Funding Opportunity, US Economic Development Assistance programs. When successful, the City of Willows would become responsible for the "Matching Funds" portion of project funding; contingent upon the level of grant authorized under the program. The City of Willows has sufficient available funding to accommodate these requirements as necessary.

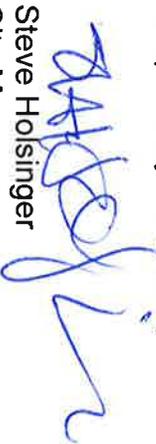
NOTIFICATION

Bill White, Chairperson, Basin Street Properties
Marc Nemanic, Executive Director, 3CORE, Inc.
Courtney Farrell, Community Resource Manager, 3CORE, Inc.

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a 2015 Economic Development Assistance Programs funding application in support of the proposed Infrastructure Development Requirements at the North Valley Commercial Center/Basin Street Properties Project in South Willows.

Respectfully submitted,



Steve Holsinger
City Manager

Attachments: Resolution authorizing submittal of Federal Funding Opportunity, US Economic Development Assistance programs and any/all supporting documentation required under EDA guidelines...

RESOLUTION # ____ 2015

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE U.S. ECONOMIC
DEVELOPMENT ADMINISTRATION FOR FUNDING UNDER THE ECONOMIC
DEVELOPMENT ASSISTANCE PROGRAM; AND IF SELECTED, THE EXECUTION
OF ANY STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OF ANY
RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE EDA FUNDING
PROGRAM OPPORTUNITY ENDING MARCH 12, 2015.**

WHEREAS, The U.S. Economic Development Administration is authorized to allocate Grants; under the Economic Development Assistance Program, made available from the FFO ending March 12, 2015; funding for cycle two, FY 2015 and

WHEREAS, on February 9, 2015 the Department issued a 2015 Notice of Funding Availability announcing the availability of funds under the EDA program (the "FFO"); and

WHEREAS, In response to this, cycle two FY 2015 FFO, the City of Willows a municipal corporation (the "Applicant"), wishes to apply to the U.S. Economic Development Administration for, and receive an allocation of, Economic Development Assistance funds.

NOW THEREFORE BE IT RESOLVED THAT: In response to the 2015 FFO, the Applicant (City of Willows) shall submit an application to the EDA to participate in the Economic Development Assistance program for an allocation of funds in support of the following activities and/or programs:

- A. Construction of necessary infrastructure improvements; including Highway 99 traffic accommodations, bridge work necessary to access the business park, main street/entry-way highway, frontage improvements, as well as water, sewer and associated improvements to commence development of the North Valley Commercial Center Project.
- B. If the application for funding is approved, then the Applicant hereby agrees to use the EDA funds for eligible activities in the manner presented in its application as approved by the EDA in accordance with the statutes and regulations cited in the FFO Application process & requirements.
- C. The Applicant may also execute any standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the EDA for participation in the Economic Development Assistance program (collectively, the required documents).

BE IT FURTHER RESOLVED THAT: The applicant authorizes the City Manager or his designee(s) to execute, in the name of the applicant, all the required documents.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of February, 2015, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor Larry Domenighini

The above Mayor of the City of Willows ("the applicant") does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

ATTESTED:

Natalie Butler, City Clerk

AGENDA ITEM

February 24, 2015

TO: Honorable Mayor Domenighini, and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: City Council Ad Hoc Sub-committee report: Chamber of Commerce

RECOMMENDATION

Staff is seeking direction from the City Council concerning the sub-committee recommendation to fund the Chamber of Commerce Special Events/Activities

SITUATION

During discussion at the regular City Council session in December 2014, there was lengthily debate about prior efforts to develop a mutually acceptable methodology to fund Chamber sponsored "Community Events". A two person sub-committee of the city council agreed to meet with the chamber to discuss and revise the latest "chamber funding request form". The sub-committee did meet with the Chamber in January and formulated some suggestions for further evaluation and consideration of the City Council. At the request of Mayor Domenighini the attached sub-committee recommendation report was placed on the agenda for public dissemination and consideration by the City Council at the February 24th regular meeting. Staff is seeking direction from the council concerning any alteration or modification to past directions provided to staff on appropriate identification of "community events" and the proper allocation of public funds to support those events.

FINANCIAL CONSIDERATIONS

None, \$5,000 had already been allocated in the fiscal work plan to support community events sponsored by the Chamber.

NOTIFICATION

Jamie Millen, President, Willows Chamber of Commerce

RECOMMENDATION

Staff is seeking direction from the City Council concerning the sub-committee recommendation to fund the Chamber of Commerce Special Events/Activities

Respectfully submitted,

Steve Holsinger
City Manager



Attachment(s): Sub-Committee Recommendation Report

City Council AD HOC Committee Recommendation

The following is the AD HOC Committee recommendation to the Council on the guidelines for the use of City funds provided to the Willows Chamber of Commerce for yearly Chamber sponsored Community Events and Community Outreach.

Taking into account the City Manager and former City Council Ad Hoc committee recommendations, Which is to collaborate with the Chamber and develop a more community spirited methodology in funding support of specific Chamber sponsored Community Events held within the City of Willows.

On January 20th 2015, the AD HOC Committee being Mr. Mello and Mr. Williams met with Chamber President Mrs. Millen and staff. We met for over 2 hours on the subject of City Funds supporting Chamber Supported Events.

RECOMMENDATIONS OF EVENTS/ITEMS TO SUPPORT

The Ad Hoc Committee reviewed all Community Events, Community Support and Community Outreach items the Chamber supports. To include events the Chamber is involved in directly or indirectly. We identified these events and recommend to Council the Events or items the City of Willows should support. (See attachment).

RECOMMENDATION AND STIPULATIONS TO RECEIVE CITY FUNDS

In order for the Chamber Of Commerce to receive \$5,000 Annually from the City, the Chamber agrees to the following stipulations and guidelines:

- 1.) ANNUAL FIREWORKS EVENT: That \$2,500 be exclusively earmarked in support of the Annual Fireworks Event. Said funds will not be used for any other event, and is exclusively to be use for the Annual Fireworks Event.
- 2.) ALL OTHER EVENTS: That \$2,500 will be earmarked for “Other Events” (See attached). The Chamber has the responsibility to share, divide or disburse funds between these “Other Events” as need. Recommend that Stipulations are not needed on how the fund are to be shared and in what amount to be shared for these “Other Events”.

The Chamber understands by excepting \$5,000 in City funds. The City of Willows is supporting the Annual Fireworks Event and all other community events on the attachment.

RECOMMENDATION SUMMARY

- 1.) *\$2,500 earmarked towards the Annual Fireworks Event*
- 2.) *\$2,500 earmarked and divided between additional events & Items. No tracking is needed.*

The following is a list of recommended Community Events and items that will share the annual \$5,000 funds the City of Willows provides to the Willows Chamber Of Commerce.

Community Events

Annual Fireworks Event With a \$2,500 Exclusive Earmark

ADDITIONAL EVENTS

An Earmarked \$2,500 will be divided, shared or disbursed between the following.

Community Events

Craft Fair

Business Expo's

Light Parade

Santa Wishes

Decorating Contest

Community Support

Willows Car & Bike Show

Farmers Market

Lamb Derby

Community Outreach

Bulletin Board & Windows

NOTE: See back following page for Comments on the above events.

Chamber of Commerce Community Events

FIREWORKS.....normally cost \$10,000. We do a very extensive mailing to ask for donations, which are usually \$6000. The rest is raised by collection cans, fundraisers, and a few donations by local organizations. We have tried park activities during the day, but find that people prefer home celebrations and only come to the park for the fireworks.

CRAFT FAIRE... Usually forty to fifty vendors attend. Their gross is wide range, depending on the market, with the highest being just over \$2000. Most of these vendors are local people and organizations, thus their monies come back to the community. The YLI (a St. Monica's Group) sponsors the kitchen for snacks and lunch, and that profit goes back to their organization to be used for local needs. We draw in buyers from all over the area, including several from the activities at Thunderhill. It is a steady crowd all day.

LIGHT PARADE.....This happens at dark, on the same evening as the Craft Faire, which continues the Christmas Kickoff. We usually have between 20 to 25 parade participants. It is well attended by viewers, and culminates at the tree in the Plaza. We recruit all year long for parade participants. No entry fee is charged and no prizes are awarded.

SANTAS WISHES.....Usually Santa listens to over 100 happy children with wishes. Each child is given a gift of candy, crayons, coloring books, etc. We decorate his float and the gazebo area where he sits.

DECORATING CONTEST..... We ask that people submit their own or someone else's home or business, so we know where to judge. We give out monetary prizes of Willows Business Bucks, so the spending stays local. We submit a newspaper article of the winners so people will know where to visit to view the lighted and decorated homes.

FALL DINNER..... We have revised the Steak & Lobster to Tri-Tip and Prawns so the disaster of last year with the no-lobster is avoided. We had, for years, planned this with the Fire Dept, but they opted out for this year. A couple of the smaller veterans groups wished to join us, and we have added it to be a great pairing. It will continue and become a great success as the other was. Sometimes, you just have to regroup!

GLENN COUNTY FAIR..... The Carnival offers pre-sale, multi-passes and bracelets at a lower cost. As a favor to the Glenn County Fair and our local residents we sell these at our office. We also distribute them to other businesses in Willows for residents to buy local. They appreciate that they do not have to go to Orland ahead of time to take advantage of the price cut. We take care of ticket distribution and collection for the Fair

VOID

AT NO COST. This is a service, but it does use our time.

WILLOWS CAR and BIKE SHOW.....The Show does not have an office or place of business. We take multiple calls throughout the year for information. We pass out flyers, applications and business cards from our office and direct them to the website for further information. Both vendor and entrants like the ease of having a place to pick up the forms and gain more information. We post their events on our community calendar.

LAMB DERBY.....They also, do not have an office or place of business. We are a clearing house for information for them. We pass out vendor and parade forms, and answer multiple calls throughout the year for them. Since they are not familiar with the internet, we maintain and update a WEBSITE for them. We post their events on our community calendar.

BUSINESS EXPO.....We previously did this separately, but for the last two years we have partnered with the Farmers Market. The Market has not been attended well, and we do not know if they will continue next year. We will continue the expo no matter what transpires. It is open FREE OF CHARGE to any local club, church or business. A Chamber membership is not required.

FARMERS MARKET.....We help publicize the event by sending out mass emails and putting the event on our online calendar. We pass out booklets on food buying and other items they supply to us. We publicize it in our newsletter for the Willows area. We direct phone calls to their office for current information.

NEWSLETTER.....We do our newsletter in-house with information we receive every month from businesses, personal contact and notices. We offer ½ page free advertising to any business who wishes to submit their business copy. We will insert a flyer at a minimal charge and offer a great rate for a 6 month run. We include in the newsletter a monthly activities calendar for all those events we are made aware of. We mail to all our members and a few others FREE of CHARGE.

BUSINESS DIRECTORY.....This is one of our most time consuming activities. There are over 300 businesses in Willows, and we categorize them for easy viewing. This is an all-year project as things are constantly changing, opening, closing, moving, etc. We feel this is vital to our community. It includes ALL the businesses that we know of. It is our hope that people will show ideas where they know where to go. We distribute about 4500 by Every Door Direct Mail, and stock Room Copies at all the Motels. We furnish the copy to the High School Print Shop and after 3 or 4 revisions and corrections we still must fold, 3 tab, sort and prepare for USPSO mailing. We do not get grant funding for this activity. We use general funds, but may be pursuing other avenues of funding for this activity.

BULLETIN BOARD & WINDOWS..... We maintain the bulletin board at the Post Office, and place flyers in the windows at the front of our office. It is our hope to purchase two portable bulletin boards to publicize local events in various locations around town.

OPENINGS/OPEN HOUSES..... We are available to provide these services free of charge to anyone here in town.

VOID

CERTIFICATES of ORIGIN..... We provide this service to any grower in this area, with their membership. We currently serve 8 farmers and must keep up on all the regulations depending on the product in the state shipping out of the country. We must log in and keep these records and duplicates for 5 years. We authorize over 500 per year at **NO COST** to our members. Having these documents authorized somewhere else is very costly to the growers.

Request Statement Form/Procedures

Community Events	Date of Event	Cost	Requested Amount	Date Submitted	Date Approved	Date Paid
Fireworks						
Craft Fair						
Business Expo's						
Light Parade						
Santa Wishes						
Decorating Contest						
Candidates Night						
Fall Dinner						
Community Support						
Glenn County Fair						
Willows Car & Bike Show						
Lamb Derby						
Farmers Market						
Community Outreach						
Newsletter						
Business Directory						
Bulletin Board & Windows						
Grand Openings/Open Houses						
Certificates of Origin						