

ITEM 11 (a)

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Annual Audit of City of Willows' Financial Statements

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2014

SITUATION (or BACKGROUND):

Roy R. Seiler, CPA, has completed the annual audit of the financial statement for the City of Willows. As a summary of City performance and activity, please refer to the Management Discussion and Analysis section of the City of Willows financial statements.

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

Upon acceptance of the audits

California State Controller
United States Department of Agriculture
United States Federal Audit Clearinghouse (If Applicable)
Municipal Finance Corporation

ALTERNATE ACTIONS

1. Accept by motion
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2014

Respectfully submitted,



Tim Sailsbery
Finance Director

Following Items Available for Review at City Hall:

- EXHIBIT A: Auditor's Transmittal Letter
- EXHIBIT B: City of Willows Financial Statements

ROY R. SEILER

CERTIFIED PUBLIC ACCOUNTANT

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Willows, CA 95988

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Fax: 530-934-8849

E-mail: Roy.Seiler@yahoo.com

Members of the City Council and
The Management of the
City of Willows
Willows, California

I have audited the financial statements of the City of Willows (the City) for the year ended June 30, 2014, and have issued my report thereon dated December 16, 2014. Professional standards require that I provide you with the following information related to my audit.

My Responsibility under U.S. Generally Accepted Auditing Standards

As stated in my engagement letter dated May 14, 2014, my responsibility, as described by professional standards, is to plan and perform my audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because I did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me.

As part of my audit, I considered the internal control of the City of Willows. Such considerations were solely for the purpose of determining my audit procedures and not to provide any assurance concerning such internal control.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in the notes to the financial statements. I noted no transactions entered into by the City during the year that were both significant and unusual, and of which, under professional standards, I am required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the computation of depreciation expense and fixed asset useful life. Management's estimate of depreciation and fixed asset useful life is based on estimates in determining that it is reasonable in relation to the financial statements as a whole.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in my judgment, may not have been detected except through my auditing procedure. An audit adjustment may or may not indicate matters that could have a significant effect on the City's financial reporting process (that is, cause future financial statements to be materially misstated). In my judgment, none of the adjustments I proposed, whether recorded or unrecorded by the City, either individually or in the aggregate, indicate matters that could have a significant effect on the City's financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to my satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditor

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditor. However, these discussions occurred in the normal course of my professional relationship and my response was not a condition to my retention.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing my audit.

This information is intended solely for the use of the Council and management of the City of Willows and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Roy R. Seiler, CPA

ITEM 11 (b)

AGENDA ITEM

January 13, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Draft Multi-family residential design guidelines

RECOMMENDATION

Staff is recommending the Council receive the staff report, discuss and provide comment, and adopt the Draft Multi-family residential design guidelines for implementation

SUMMARY

On April 9, 2013 at a Joint Commission/City Council workshop, the Commission expressed the desire to implement Multi-family residential design guidelines for future multi-family development projects. Currently the Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval, however is not specific to multiple family residential developments. The proposed Design Guidelines will be used as a guideline by developers when bringing projects forward for development in the City within R-2, R-3, RP, CC, CG and CH zoning districts.

On May 15, 2013 the Commission and Staff started the process by reviewing other cities multi-family residential design guidelines for ideas on what they felt would bring about a project that would complement the city. Through subsequent meetings over the past year and half, the Commission has reviewed the text of the attached guidelines. By a unanimous vote at the December 17, 2014 meeting, the Commission made a motion to forward the draft guidelines to the City Council for review and adoption. Attached is the final draft with photos added to emphasize the design guidelines text.

Environmental Review and Analysis:

The project was reviewed pursuant to and under the California Environmental Quality Act (CEQA). City Staff determined the project is exempt from CEQA guidelines and is exempt per Section 15262.

FINANCIAL CONSIDERATIONS

No financial considerations will be made with respect to implementation of these guidelines.

RECOMMENDATION

Staff is recommending the Council receive the staff report, discuss and provide comment, and adopt the Multi-family residential design guidelines.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karen Mantele". The signature is fluid and cursive, with a large loop at the end.

Karen Mantele
Principal Planner

Approved by:

Steve Holsinger
City Manager

Attachments:

1. Draft resolution adopting the Multi-family residential guidelines
2. Proposed Multi-family residential design guidelines

ATTACHMENT 1

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, ADOPTING THE MULTI-FAMILY RESIDENTIAL DESIGN GUIDELINES FOR THE CITY OF WILLOWS

WHEREAS, the City of Willows desires to implement a set of multi-family residential design guidelines to guide developers with development projects; and

WHEREAS, the Planning Commission has undertaken the task of drafting a set of guidelines over the past year; and

WHEREAS, the Planning Commission on December 17, 2014 made a motion to forward the draft guidelines to the City Council for review and adoption; and

WHEREAS, the City Council on January 13, 2015 has reviewed all evidence submitted in connection with the Multi-family residential design guidelines, including public testimony, staff report, supporting documentation, and all other relevant documents and evidence which are part of the record of proceedings; and

WHEREAS, the City Council makes the following findings:

1. That the design guidelines are exempt from CEQA review per Section 15262 of the CEQA Guidelines.
2. That guidelines will be a stand-alone document used in conjunction with Section 2.45 of the WMC.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby adopt the Multi-family residential design guidelines for implementation.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 13th day of January, 2015, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Domenighini, Mayor

Natalie Butler, City Clerk

Multi-family Residential Design Guidelines

Multi-family Residential Design Guidelines

DESIGN GUIDELINES INTRODUCTION

A. These guidelines provide direction to designers as well as to establish criteria for review of multi-family residential projects.

The purpose of the design guidelines is to provide a clear set of design policies to project sponsors such as developers, property owners, architects, designers and public agencies including City projects. These are the primary design criteria which the city staff, Commission and the City Council will use to evaluate a project proposal. These guidelines apply to all projects that require design review of multi-family residential projects.

B. These guidelines are intended to supplement and enhance design concepts that promote “Optimum Design” by exhibiting thoughtful relationships in the following areas: site- natural and built environment and landscaping.

The phrase “Optimum Design” is used throughout the guidelines as it is the desire of the City of Willows to upgrade the design quality of projects from “adequate” to “optimum” that in large part led to the creation of this document. While optimum design is difficult to define, the design guidelines establish a framework of design review which identifies the goals and review criteria for approval that an overall design concept must address. These guidelines will address areas of concern that will promote a quality designed project in the end.

C. These guidelines represent the City’s design preferences.

In order for projects to receive discretionary approvals, it is expected that the guidelines will be followed. Adherence to the guidelines, however, is not meant to stifle design creativity. An applicant/designer may propose an alternate approach to a guideline(s). In that case, it shall be the responsibility of the applicant/designer to demonstrate to City staff, and commission how the proposal creates an equal or higher level of design quality

than the guideline(s) would provide. Early review of projects with the Staff is encouraged to receive feedback prior to investing a large amount of time and money.

D. The present document is intended to be the principal one governing design related issues.

The City of Willows has several documents that deal with design; including the General Plan, the Zoning Code and other design guidelines. These typically are general in nature. In contrast, the present guidelines are intended as the primary authority for design issues but they should be used in conjunction with other City regulations.

Multiple-Family Residential

Note: This section primarily addresses the Multi-family Residential (16-30 dwellings units per acre), Office Professional, and General Commercial land use designations as identified in the **General Plan**. The zoning districts these design guidelines apply to are R-2, R-3, RP, CC, CG, and CH.

Design Review is intended to promote high-quality design and well-built and maintained buildings, landscaping and public amenities in order to further the relationship between the appearance of buildings and structures, property



Fig. 1 This affordable housing development demonstrates “optimum design” which is expected in all multi-family developments.

I. GOALS

- A. To develop multi-family housing that is compatible with the existing neighborhood structures and surrounding homes and provides “optimum design”.
- B. To provide a quality living environment.
- C. To develop multi-family housing that encourages residents to take pride and a sense of ownership in their neighborhood.
- D. To encourage multiple-family projects which are safe, contribute to safer neighborhoods, and support Police and Fire Department efforts to promote public safety.
- E. To enhance the public realm with attractive buildings and landscaping treatment along the City’s streetscape.
- F. To encourage energy efficient design.



Fig. 2 Outdoor recreation space

II. SITE DEVELOPMENT GUIDELINES

A. EXISTING CONDITIONS/ SITE CONSTRAINTS



Fig. 3 Make every effort to protect the existing natural resources.



Fig. 4 Multi-family units that provide interaction with the rest of the residents encouraging sense of

1. Incorporate existing natural features such as trees, topography, creeks, and riparian vegetation into the site plan. These and similar natural elements should be considered when developing a site plan. Every effort should be made to preserve dominant elements, such as mature trees, for example. When trees must be removed mitigation may be required. Refer to Chapter 12.30 of the Municipal Code which governs tree removal and replacement issues.
2. Integrate new development carefully into existing neighborhoods.
3. For purposes of noise attenuation, early acoustical site planning is encouraged. State law and the General Plan regulate acceptable noise levels for both indoor and outdoor environments. Mitigate noise to stipulated levels. Use the structure of the home to shelter the private yards from noise. Use the building skin to reduce noise within homes to acceptable levels. The use of frontage roads with structures facing Transitional Streets and side-on treatment are all preferable to back-on treatment with walls or fences to block noise. Sound walls should be considered only after all other options have been exhausted.
4. When sound walls are found to be necessary along a street, locate them a minimum of 25 feet from the edge of the road and provide a significant landscaped buffer. Earth berms are encouraged to minimize the perceived height of the wall. Extend walls between buildings to create pockets of protected common space avoiding long continuous walls for the entire length of a project site.
5. When existing public amenities such as parks or school playgrounds are in the immediate vicinity, provide pedestrian access to take advantage of these features.

B. NEIGHBORHOOD AND STREET PATTERN

1. Locate multiple-family units close to the center of a neighborhood in order to place larger numbers of residents close to open space, commercial uses and potential transit stops.
2. Integrate multiple-family projects with pedestrian and bicycle circulation systems that extends to neighborhood centers, and to adjacent neighborhoods and shopping districts.
3. When duplexes, triplexes, or four plexes are developed within a single family neighborhood, design the buildings to resemble a single family home. Provide individual front doors to each unit and interior stairs. Take design cues from existing single family homes in the neighborhood.
4. If a multiple-family project is located across the street from a single family neighborhood, orient the buildings to the street with individual entries, patio areas and landscaping facing the single family homes. Parking lot areas and carports should not be located along these street frontages.



Fig. 5 Multi-family units that blend into the neighborhood to resemble single family dwellings.



Fig. 6 Multi-family units which have parking facing the street frontage.

C. SPACE HIERARCHY

It is important to clearly delineate public space (streets), communal space (common open space, play areas, laundries, etc.) and private space (dwelling and private yards). Residents feel uncomfortable when the public violates the communal space or when other residents intrude on the private spaces.

1. Make the distinction between public streets and project common open space clear enough so that residents and non-residents alike can see the division of space.
2. Locate common facilities such as laundries and play areas so they are clearly intended for the residents and are not public amenities.
3. Provide a visual buffer in the form of landscaping, privacy walls or semi-private patios between the interior of dwellings and sidewalks and common open spaces



Fig. 7 Multi-family units with children play areas

D. ORIENTATION

1. Multiple-family developments should be easy to navigate through in a logical, common sense manner. Give thought to how a visitor will enter the site, park the car, if any, and find a particular unit.
2. Provide orientation maps when a development does not follow an easy to comprehend street pattern.
3. Clearly identify each building and dwelling unit to assist visitors and emergency respondents. Note: illuminated addressees are required by the Zoning Code.
4. Building orientation should be optimized for heat gain, shading, day lighting and natural ventilation.
5. Provide shading on east, west and south walls with overhangs, awning or deciduous trees.
6. Design buildings, sidewalks, pathways, streets and crossings to encourage walking and bicycling. Sidewalks should connect to existing city streets. Refer to City of Willows Bicycle Master Plan.

Fig. 8 Apartment directory is helpful to assist visitors and emergency respondents

E. SECURITY THROUGH DESIGN

Formal surveillance is undertaken by police, caretakers and security guards. Equally important is informal surveillance, which involves the casual observation of neighbors, children, and visitors by residents as they go about their daily lives. It can be facilitated by the positioning of windows and gardens, the location and design of pathways and play areas, the quality of lighting and landscaping, and the avoidance both of large, ambiguous spaces and of small, secluded ones. The feeling that others will see if help is necessary reassures residents that they are not alone and this encourages use of communal areas. This, in turn, improves security because intruders will rarely trespass if they think they are being observed.



Fig.9 Children's play area is within view of many residents of the apartment complex.

1. Orient dwellings and windows of frequently used rooms (living and dining rooms) to overlook common open space.
2. Locate parking areas such that the walk from parking to the dwellings is short and direct as possible, and provided with adequate lighting.
3. Ensure that the entry to each dwelling is visible from at least one other dwelling.
4. Child play areas shall be located and taken into consideration, so there is a safe buffer between the public roadway and the child play area.
5. Limit the height of solid fencing between private yards and common open spaces to 4.5 feet in height. If a six foot fence is desired, the top 18 inches should allow for vision in and out of the yard.

Fig.10 Public walkway separated from complex parking lot.

6. Provide semi-private spaces at the entries to units in the form a small sitting area with a low fence, a porch or a balcony.

Such spaces provide a transition from public to private space, which encourages residents to take "ownership" of the fronts of their units and to engage in casual socialization and interaction with neighbors. The more time residents spend in the public realm, the greater the number of "eyes on the street" and the smaller the likelihood of crime in the area.

7. Design the site so that "shortcut" pedestrian access through the site is discouraged. This will enhance the sense of community and security.
8. Avoid outdoor areas that are between or behind buildings that have little or no surveillance. These spaces with ambiguous "ownership" should be placed within the control of individual units.

Fig. 11 Multi-family units which have privacy walls for separation of space.

Fig.12 Low walls form as a separation from public walkway area.

F. COMMON OPEN SPACE

1. Incorporate common open spaces into a site plan as a primary design feature. The open spaces should not be remnant spaces or space left over after the buildings are placed on the site.
2. Provide common useable open space for all multiple family projects.
3. Provide between 70%-80% of the common open space as a landscaped or garden area, with the remaining area in hardscape. Common open space should contain landscaped areas as well as hardscape areas that encourage social

4. Utilize all weather surfacing within the hardscape area such as concrete or pavers and include features to encourage social interaction such as: benches, low walls for sitting, shade structures, a structure for community mailboxes, a laundry facility.
5. Create a sense of enclosure for the common open space, for example with the dwellings the space serves and/or with low walls or fences, and/or with landscaping such as hedges or trees. The common space should have a parking area bordering no more than one side of the space. A common space should be visible by as many of the dwellings it serves as possible. Residents are more likely to respect and protect a common space when their perception is that it "belongs" to them.
6. Use landscaping, building placement and fencing to create gateways to a common open space. This creates a distinction between the public realm and the semiprivate nature of the open space.
7. When a multiple-family project exceeds 20 units, with two (or more) bedroom units (unless it is a restricted Senior project), open space accommodation should be made for a minimum of two common open space areas, one for adults and one for a child play area. Each area should be furnished appropriately for its user group.



Fig.13 Private space separated by open space walkway.



Fig.14 Separate play area for younger children.

9. Include play equipment for children under the age of five in child play areas. The play area should be visible to as many units as possible to provide casual surveillance. Separate the play area from traffic. Provide benches or picnic tables for adults that are accompanying younger children.
10. Include a paved area with basketball hoop and benches in teenager play areas. As a group, teenagers can be noisy. To minimize conflicts avoid locating the teen play area directly adjacent to units, the child play area, or adult open space.



G. SEMI-PRIVATE OPEN SPACE

1. Provide each unit with a minimum of 40 square feet of semi-private open space directly adjacent to the unit. It is not intended for the space to have a privacy (6 foot) wall. The intent is to provide a balcony on units above the ground level and a small patio area on the ground level.
2. These semi-private spaces should feature an open wall, low wall, or hedge or other element

Fig.15 Separate play area for teenage children.



Fig.16 Semi-private spaces on both levels

H. PEDESTRIAN CIRCULATION

1. These semi-private spaces shall not require noise protection.
2. Provide sidewalks from dwellings to all common facilities such as; laundry, play areas, trash dumpsters, parking, and in accordance with the current building codes.
3. Locate sidewalks so that adults will walk through common open spaces on the way to common facilities such as laundries.



I. LANDSCAPING AND SITE

1. Water all common areas using an automatic irrigation system.
2. Refer to the City's Master Tree List regarding street trees.
3. Avoid the use of ivy as a ground cover as it creates a habitat attractive to rats.
4. Encourage the use of landscaping to provide privacy screening when possible.
5. Along public street frontage provide a landscaped area between the curb and sidewalk that is planted with ground cover and street trees. In mixed use and urban settings a contiguous sidewalk with tree wells may be used when on-street parking is adjacent to the

Fig.17 Landscaping along street frontage

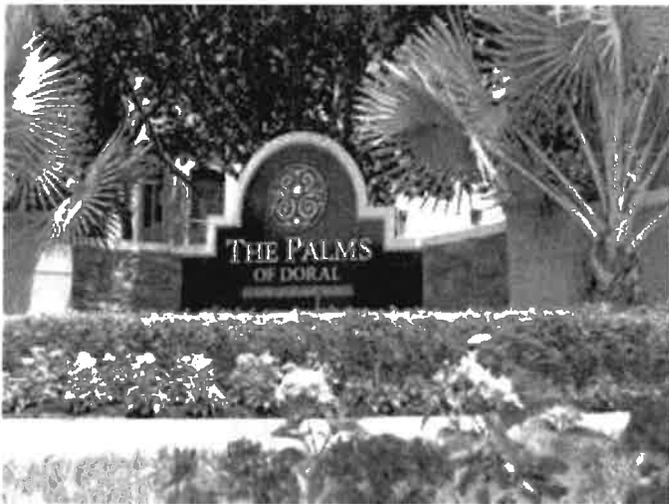


Fig.18 Front entrance to apt complex should be landscaped



11. Fencing

- a. If perimeter project fencing is utilized along public streets, use decorative iron, pre-painted welded steel, concrete wall or wood picket fencing.
- b. The use of barbed wire or razor wire at the tops of fences is unacceptable.
- c. Fencing that encloses semi-private patio areas should be consistent with the architecture of the buildings.

J. PARKING

1. Provide for parking in small lots reasonably close to the dwellings they serve and within sight of some of the dwellings. Provide required parking on-site.



Fig.19 Parking in the rear of the apartment



Fig.20 Lighting provides security



K. LIGHTING

- 1 Provide lighting for safety and security at all common areas that have regular night time use.
- 2 Light should be even, without glare and dark spots in accordance with city standards.
- 3 Provide pedestrian scaled light standards for on-site streets, parking areas and common areas that do not exceed 14 feet in height.

1. Mailboxes
 - a. Consider mail delivery early in the design process.
 - b. In multiple-family developments provide Community Mailbox Units (CMUs).
 - c. Locate CMUs in sheltered a location with night time lighting to permit mail pickup in inclement weather and at

Fig.21 Mailbox location is important



Fig.22 Laundry room with open space areas



Fig.23 A slatted chain link enclosure; however should be solid walls with a heavy gate enclosure



3. Common Buildings

In larger projects (of more than 100 units) a common building that provides space for meetings is encouraged.

Other uses may be combined in this structure, such as laundry, rental management offices, and mailboxes.

4. Refuse Containers

- a. When dumpsters are to be used, designers should coordinate with the refuse pickup provider to determine the size and number of dumpsters required. When individual garbage cans are used, they must either fit in the garage or into a special enclosure.
- b. When there are five or more units, provide dumpsters for garbage collection within a City approved enclosure.
- c. Shield all dumpsters within an enclosure a minimum of six feet tall. Allow adequate size to accommodate the needed dumpsters and recycling containers. All enclosures and gates should be detailed to withstand heavy use. Provide wheel stops or curbs to prevent dumpsters from banging into walls of enclosure.
- d. Encourage the use of recycling within the enclosure allowing for stacking recycling crates (in small projects) and recycling dumpsters (in large projects).
- e. Locate dumpsters sufficiently far from units to reduce to minimum problems with offensive odors.
- f. Provide an opening so that pedestrians can access the dumpsters without opening the large gates.
- g. Provide lighting at trash enclosures for night time security and use.

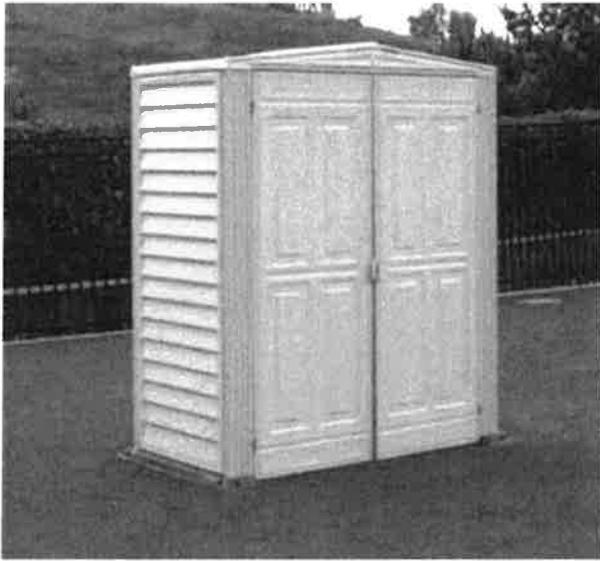


Fig.24 Prefabricated steel storage shed that is not



Fig.25 Screening utility equipment should be compatible with the architectural design of the building

5. Storage

Provide outdoor storage units for such items as barbecues, bicycles, big wheels, etc. which otherwise would tend to accumulate on balconies and patio areas. 60 cubic feet of storage volume per dwelling unit should be provided for as a minimum. Storage units should be covered and capable of being locked. They should be constructed of materials similar to that used for the units. *Prefabricated steel storage units such as those sold at the local home center are not appropriate.*

6. Outdoor meters, transformers, vents and flue

a. Make allowance for electrical transformer locations.

b. Make allowance for gas and electric meters and water heaters. Consider enclosures or rooms for these items to screen them from public view.

c. Combine plumbing vents and water heater/ furnace flues to minimize the visual blight frequently seen on rooftops

7. General

All site features including; trash enclosures, fencing, light fixtures, mailboxes, laundry facilities utility screens, should be architecturally compatible with the main structures and must be screened from view.

Utility meters and equipment must be placed in locations which are not exposed to view from the street or they must be suitably screened. All screening devices are to be compatible with the architecture and color of the adjacent structures.



Fig.26 No articulation of building materials or color to break up the form



III. BUILDING DESIGN GUIDELINES

A. FORM AND MATERIALS

1. Break up the mass of larger structures with articulation of the form, use of color and the use of multiple materials, including: horizontal wood, cement fiber and composite siding, vertical wood siding, stucco, wood shingles, real and cultured masonry.
2. When panel siding is used, provide 5/8" thick minimum and the use of battens which are nominal 2x material. *3/8" and 1/2" panel siding often does not stay flat.*
3. When wood trim is used, provide nominal 2x material or other approved material. *1x wood trim does not stand up well to sun exposure in this climate.*
4. Avoid dressing up fronts of building with higher quality materials and switching to less expensive siding material on the sides and back. Design all four sides of buildings with quality materials.
5. Within mixed income developments, provide the same level of detailing and materials on the affordable units as on the market rate units.

B. ENTRANCES



1. Orient the main entrance of each unit, or the building to the street or to a common open area.
2. Entries to the units should be clearly identified, protected from the weather and provided with lighting for night time safety and security.

C. MASSING ARTICULATION



1. Incorporate features such as balconies, cantilevers, dormers, bay windows, patios, entries, accent materials, etc. to provide articulation and interest.
2. Provide wood trim or stucco surrounds at window and door openings. Windows set in stucco without any trim or surround are discouraged.



Fig.27 Personal touches adds to the personalization of a unit.



D. PERSONALIZATION

1. Provide opportunities for residents to add their own touches to the exterior of their units. For example by using planter boxes or hooks for hanging plants and by providing space for a chair and/or bench and potted plants.

This allows residents to personalize their unit which helps to create a greater sense of community.

E. GARAGES/ CARPORTS

1. Design garages or carports with an architectural treatment that derives from the main buildings in terms of materials, detailing, roof materials and colors.
2. Locate garages or carports so as to minimize their impact from the public street. The main buildings should be the dominant visual statement along the public streetscape. Prefabricated carports are not allowed.
3. Carports, detached garaged and accessory structures should be designed as an integral part of the architecture of projects. They should be similar in materials, color and detail to the principal structures of a development.



ITEM (c)

AGENDA ITEM

January 13, 2015

TO: Honorable Mayor Domenighini, and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Sycamore Skate Park Paint Project

RECOMMENDATION

Staff recommends that the City Council authorize an increase in funding for Joe Flesher, Youth for Christ Director, in conjunction with the previously approved repair and re-paint of the skateboard park at Sycamore Park.

SITUATION

This past August, Joe Flesher 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. During the August 12, 2014 Council Meeting, Council adopted a Resolution in support of this project and initially allocated \$500 toward completion of the project.

Recently Mr. Flesher advised city staff on the status of the project and some potential pit-falls of following through with inferior paint products in completion of the repainting process. Mr. Flesher had some professional painting distributors/consultants visit the skate park this past November and provide recommendations concerning the proper products & procedures for this type of project.

As a result of this additional information gathered by Mr. Flesher, he contacted the city, as originally instructed, to inquire about an increase in funding for the project. The January 13th meeting was the first available meeting to present this request to the City Council for consideration. Staff wholeheartedly supports the request and enthusiastically recommends approval of an additional \$2,000 in funding to adequately complete the necessities of the project. Thank you, staff and Mr. Flesher are available to discuss the request and necessary increase.

FINANCIAL CONSIDERATIONS

City staff recommends approval of the request for an additional \$2,000. Adequate funding is available in our Community Discretionary Funds; current - Balance \$121K through then end of November. No formal Resolution is required, since an augmentation would be codified during the mid-year budget review process: charging FUND - 330.5760.075 as the expenditure account: Community Discretionary Fund-Community Promotion Expenditure

NOTIFICATION

Mr. Joe A Flesher, Director of Youth for Christ

ALTERNATE ACTIONS

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

RECOMMENDATION

Staff recommends that the City Council authorize an increase in funding for Joe Flesher, Youth for Christ Director, in conjunction with the previously approved repair and re-paint of the skateboard park at Sycamore Park.

Respectfully submitted,



Steve Holsinger
City Manager

Attachments: Letter requesting increase in December 2014
Materials from the August 12th 2014 original CC Approval process



YOUTH FOR CHRIST®

GIVE LIFE TO YOUR STORY

November 25, 2014

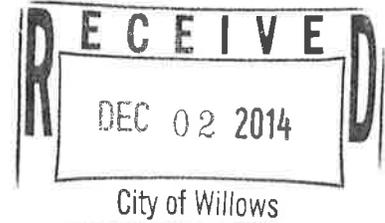
To: Steve Holsinger City Manager

CC: Skyler Lipski Deputy Public Works Director

Carol Lemenager Parks and Recreations

FM: Joe A Flesher Director Youth for Christ

Subject: Sycamore Skateboard Park Update



This letter is to update you on the status of the painting project of the Willows Skateboard Park. When I started this project, the research that was available on line from other cities who had taken on this type of project stated that they had done there projects for a cost of \$1000 and told of the types of paint used and the preparations that were involved. With this information, I went before the city council and asked for what I thought would be an adequate amount to complete the project. As I further investigated the paint that was to be used, I found that the type of paint that other cities had used were not designed for outside use or high traffic areas and this is why they were able to get buy as cheap as they did. In addition, I also found out that by them using the type of paint they did, the parks that were painted did not hold up to the weather or high traffic and deteriorated quickly. I tried very hard to stay local and at two location here in town, paint was recommended and ordered taking three weeks to get here and when I read the back of the cans, it specifically read "Not for outside use or high traffic areas" and had to be returned.

On November 17, 2014, Miles Hohelkamp from Frazee Paint, and Bryce Dillard from Sherwin-Williams met me at the Willows Skateboard Park to look at the project first hand so they could see the condition of the concrete and be able to recommend the correct products needed. They were very knowledgeable and recommended that we etch the concrete first with an environmental friendly product called Duckback Safe Soln before using the H&C concrete Stain that they recommend and are able to tint to any color. In addition, they recommended that we fill in the major cracks with a product called SherCrete MultiPurpose Repair Adhesive.

Due to the quality of the Stain and etching products, the cost for the project went up significantly from what I originally had hoped to do this for, but I feel that we need to do this right if we are to have it done correctly and be long lasting. Therefore, I would like to respectfully request that the funds allocated to this project be increased from the original amount asked for.

If at all possible, I would like to ask the City of Willows if they would be able to increase the amount to \$2000 in order to be able to cover the cost of the base colors needed. YFC has raised the money needed for the spray paint and other supplies needed for the application of the base paint and murals, and will provide all the labor that will be involved. If the city is unable to provide the amount requested, I will be grateful for any amount that they feel they can incur and

will raise any additional amount needed. I would like to purchase the paint as soon as possible from Frazee Paints and have everything on hand in order to start the project as soon as weather permits. I have spoken with Skyler in regards to having a place to safely store the Paint and materials until we are able to set the date.

Thank you for your consideration of the increased amount and look forward to hearing from you. If you have any questions, please don't hesitate to contact me at 530-586-0933.

Sincerely,

Joe A Flesher, Director YFC Glenn
P.O. Box 1331
Willows, Ca. 95988

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



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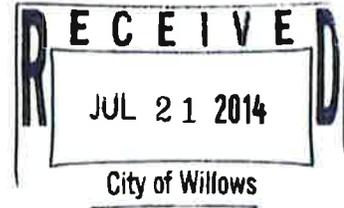
July 21, 2014

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.

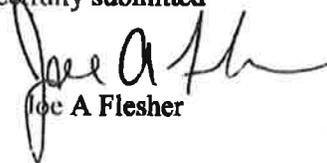
Joe Flesher, YFC Direct Affiliate
PO Box 1331
Willows, CA 95988
530-586-0933

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

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- [SPS Board of Directors 2014](#)
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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

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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](#)

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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 Seascap. 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

January 13, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM:  Steve Holsinger

SUBJECT: Façade' Improvement Program (Potential) Modifications

RECOMMENDATION

Staff is seeking direction from the City Council concerning the possible alteration or modification of the current Façade' Improvement Program Guidelines; adopted by City Council on October 14, 2014.

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. To date this program has been extremely successful and responsible for over one-hundred thousand dollars worth of capital improvements for businesses in the Downtown Commercail Core. This success can only be attributed to the dilligent efforts of the Greater Willows Improvement League (GWIL).

Since the inception of this program, there have been several revisions/improvements to the Façade Improvement Program; most recently in October of 2014. Recently at the December 9th City Council Meeting, some discussion under Public Comment; facilitated by Rae Ann Titus, an applicant participating in the Façade Improvement Program, resulted in council direction to staff to agendize a discussion item at the next regular city council meeting.

Attached: is the Staff Report associated with the Titus Façade Improvement Application, the Adopted City Council Resolution and the current Façade Improvement Program Guidelines. Staff is not recommending any changes to the current program, adopted Resolution or specific requirements associated with the Titus Façade Application. At the time of this report, on-going discussion between GWIL and Mrs. Titus is systematically proceeding toward a potential agreement on differences involving color selections. Staff is confident the program process & procedures are the most advantageous avenue to resolve these issues. No intercession, modification or alterations to the program are recommended at this time.

FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

Staff is seeking direction from the City Council concerning the possible alteration or modification of the current Façade' Improvement Program Guidelines; adopted by City Council on October 14, 2014.

CITY OF WILLOWS
FAÇADE IMPROVEMENT PROGRAM APPLICATION
(Adopted 1/12/2014 Resolution #05-2010;
Revised 10/14/2014 Resolution #)

The City of Willows has established a Façade Improvement Program to provide technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting or commercial building facades. The Program's objectives are to improve the physical appearance of independent businesses and enhance the Central Downtown Commercial District, the Entryway Zoning District; with all parcels abutting Wood Street; between Tehama Street and the western most Boundary of the Entryway Zone and parcels located in other zoning districts which are abutting Tehama Street between; French Street at the North boundary and continuing South to the northern most parcels abutting Fern Street at the Southern boundary of the eligibility areas.

The Program will provide a matching grant of up to \$15,000 maximum, for the funding of well-designed improvements that will coordinate all the important features of the storefront into a more attractive image while creating, if necessary, an accessible entrance for the public. This may include the restoration of architectural details, better windows and doors, and well-proportioned signage and lighting. An additional \$2,500 matching grant may be available for making additional (i.e. multiple) storefront entrances handicap accessible.

The (GWIL) Greater Willows Improvement League will be available to provide assistance to applicants through the conceptual design review stage at no cost to the applicants. Applicants, however, will be responsible to hire licensed architects and contractors to refine this conceptual design depending on the scope of work.

II. ELIGIBILITY CRITERIA

The following criteria must be met for participation in the Program:

1. Applicants must be property owners or commercial tenants whose storefronts are within the Central Downtown Commercial District, the Entryway Zoning District; with all parcels abutting Wood Street; between Tehama Street and the western most Boundary of the Entryway Zone and parcels located in other zoning districts which are abutting Tehama Street between; French Street at the North boundary and continuing South to the northern most parcels abutting Fern Street at the Southern boundary of the eligibility areas.;
2. Preference will be given to independent businesses not required by contractual arrangement to maintain standardized décor, architecture, signs or similar features.

3. Tenants must have written approval from property owners to participate in program;
4. Billboards on property, if applicable, must be permanently removed as part of the improvement;
5. Property owners must be up to date on all municipal taxes, permits, utility charges, etc, prior to participation in the program;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.

III. DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as, to the extent appropriate, with other buildings along the street on which the participating storefront is located. This principle is particularly important for historic buildings and streetscapes. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having notably historic or architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

A. Eligible Façade Improvements

Storefronts should be oriented to the pedestrian and provide visual interest both day and night. Effort should be made to facilitate access into the store and to create a store identity unique to Willows and/or the respective neighborhood. The following improvements are encouraged:

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
2. Window display areas which are appropriately scaled and which facilitate night viewing;
3. Window replacement and window framing visible from the street which are appropriately scaled to the building;
4. Signage that is attractively integrated into the architecture of the building, including the window area, awnings or canopies, and entryways;
5. Lighting that is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
6. Awnings or canopies that can be both functional and visually appealing;
7. Landscaping features attached to the building where appropriate, such as window boxes or planters;
8. Cleaning, repainting or resurfacing of buildings;
9. Street grade entrances which contribute to the active edge along streets;
10. New storefront construction appropriately scaled within an existing building;
11. Removal of architectural barriers to public accessibility.

Other improvements can be made with written approval if they meet the objectives of the Façade Improvement Program.

B. Prior Improvements

Alterations and improvements made prior to receiving a "Notice to Proceed with

Improvements” are not eligible for Funding. Prior purchase of necessary project materials may be eligible for reimbursement; subject to review by city staff and or Planning Commission, as required under program guidelines.

C. Alterations - The applicant must agree not to change or alter the improved facade for five (5) years from the date of the ‘Grant’ without prior written approval from city staff or Planning Commission, as required under this Façade Improvement Program.

IV. PROGRAM ASSISTANCE

A. Financial Assistance

- 1) Funding offered is a matching grant in which the Program would **reimburse** the applicant fifty percent (50%) of total project cost, up to a \$30,000 project maximum. Any projects requesting reimbursement over \$1,500 must have an accessible storefront. Architectural design fees may be included in the total cost of eligible improvements but cannot exceed \$2,500 of the total reimbursement.
- 2) Mini Grant Funding is available up to a maximum of Fifteen Hundred (\$1,500) per project with no “matching funds” required. Mini Grants are subject to all façade improvement program criteria and subject to approval by city staff and or Planning Commission as required.

The applicant’s required match, if any, may be in the form of other financial aid (grant or loan) received from other agencies and/or banks. The City of Willows will only reimburse applicants after the project is determined to have been completed in accordance with the “Conditions of Approval” adopted by the City of Willows City Council.

B. Technical Assistance

GWIL members can provide guidance on facade improvements specific to individual storefronts. The applicant will have a choice of hiring his/her own licensed architect to work on the project from start to completion or requesting that the GWIL assist first with the conceptual design of the facade. If the latter option is chosen, the applicant will still be expected to hire his/her own licensed architect, if necessary, to carry forth this conceptual design to completion of construction.

The City of Willows will also monitor the progress of the project to ensure compliance with the “Conditions of Approval” adopted by the City of Willows City Council.

The City of Willows and the Greater Willows Improvement League encourage all applicants to utilize local contractors and suppliers when completing projects funded under the Façade Improvement Program.

Early meetings with the Greater Willows Improvement League are necessary in order to help avoid misunderstanding as to the eligibility of proposals.

C. Application and Information

If you wish to participate in the Façade Improvement Program, please contact City Hall at (530) 934 - 7041 or e-mail at Nbutler@CityofWillows.org.

V. PROCEDURES

All prospective applicants must follow the procedures in the order outlined below.

1. Applicant meets with Greater Willows Improvement League for initial project discussion and files an application.
2. Applicant meets with Greater Willows Improvement League & City Staff to discuss building program and design alternatives.
3. Program architect prepares and submits conceptual designs and budget estimates to applicant and Greater Willows Improvement League for review. A meeting will be set up to discuss these plans.
4. If necessary, Applicant's architect prepares final design drawings and submits them to Greater Willows Improvement League & City staff for review and necessary approvals from the City of Willows Planning Commission.
5. Upon preliminary approval of final designs by the Greater Willows Improvement League, the Applicant will have ninety (90) days to solicit written bids from the contractors necessary to complete the improvement scope of work. Bids from each contractor must be itemized so that a cost is associated with each task or material to be installed. (Copy the Program on all solicitations for bids.)
6. Upon approval of submitted bids by the Greater Willows Improvement League, the project shall be presented to the City of Willows City Council for reimbursement approval. The maximum funding amount eligible for reimbursement will be based upon the lowest bid for proposed improvement project. Preference will be given to projects utilizing local contractors & suppliers.
7. A pre-construction meeting takes place between the Applicant, Greater Willows Improvement League, City Staff, selected contractor, and project architect.
8. The City of Willows shall provide the applicant a "Notice to Proceed with Improvements". Any work completed prior to receiving the "Notice to Proceed with Improvements" will not be reimbursed.
9. Applicant shall have ninety (90) days from receipt of the "Notice to Proceed with Improvements" to begin implementation of the approved improvements.
10. Contractor constructs project improvements as specified in the final design and as specified in the "conditions of approval". Any changes to previously approved plans and contracted scope-of-work must have prior approval of the City Building Official and or City Manager It is up to the applicant to notify the GWIL of these changes in writing.
11. Applicant notifies City staff once project is completed.
12. City staff certifies that the improvements comply with the final drawings, specifications, and "conditions of approval".

13. The applicant must submit to the City of Willows copies of all paid invoices; along with a request for project reimbursement funding.

14. The City of Willows will request the appropriate amount of reimbursement due the applicant. A check will be issued and sent to the applicant from 3CORE Consulting Services. The Façade Improvement Program reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

VI. TERMINATION

The City of Willows has the right to terminate any agreement under the Façade Improvement Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to authorization to proceed issued by the City of Willows.

**CITY OF WILLOWS
FAÇADE IMPROVEMENT PROGRAM
APPLICATION FORM**

DATE: _____

I. APPLICANT INFORMATION

1. Applicant's Name: _____
Mailing Address: _____
Telephone Number(s): _____
Fax Number: _____
E-mail: _____

2. Business Organization of Applicant:
___ Corporation (d/b/a) or ___ Partnership or ___ Sole Proprietorship
Business Name: _____

3. Relationship of Applicant to the storefront to be renovated:
_____ Owner: Attach copy of latest tax bill and proof of payment.
_____ Tenant: a) Attach copy of Willows Business License, and
b) Attach written permission from building owner to participate in Facade
Improvement Program, including expiration date of present lease

II. PROPOSED PROJECT INFORMATION

1. Description of Building to be rehabilitated:
Street Address: _____
Building Dimensions: _____
Frontage feet ~ Depth feet ~ Height feet ~ # of Floors
Does building contain residential units? ___ Yes ___ No (If yes, how many?)

2. Describe the scope of work you want for this proposed façade improvement project.
(Check all that apply and/or describe improvement ideas.)
___ Exterior Signage ___ Exterior Lighting ___ Exterior Painting
___ Restoration of Arch. Details ___ Storefront Windows ___ Storefront Door ___
Metal/Wood Storefront System ___ Exterior Paneling/Siding ___ Awning/Canopy
___ Accessible Entrance ___ Add Architectural Details ___ Other:
(define) _____

3. *If known*, please include the estimated project cost or total budget for
improvements. _____

4. \$ _____ Total project cost or Total Budget. Please indicate here if you are seeking a Mini-Grant (maximum Mini-Grant is \$1,500)
5. *If known*, please provide information on Architect/Engineer responsible for your project drawings, plans and or permits:

Name: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number: _____

E-mail: _____

AGENDA ITEM

October 28, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Façade Improvement Program Funding Request from RaeAnn Titus; project located at 311 N. Butte Street, Willows (APN 002-142-009-0).

RECOMMENDATION

Project cost estimate is \$22,797.00. Under the current program criteria; a qualifying project could seek funding of fifty percent of total eligible expenses. The amount of this request would become a "reimbursement" of expended project costs; anticipated to be approximately \$11,400. GWIL Board of Directors have not completed a full review for due diligence on this project. However City Staff is recommending approval of the funding request contingent upon applicant, GWIL and Staff members completing a full programmatic vetting of the project criteria and achieving full consensus prior to any reimbursement of applicant expense.

SUMMARY

Ben & RaeAnn Titus, Owners of the property located at 311 N Butte Street, (APN 002-142-009-0), has made application to the City for funding available under the Façade Improvement Program to complete Plaster/Stucco, Painting, Signage and Landscaping at the aforementioned address; a business located within the Central Commercial District. A portion of the work proposed (signage) does require a Use Permit & Planning Commission approval. The Greater Willows Improvement League (GWIL) has been reviewing project specifics and has made recommendations to the applicant concerning paint color options. However, the Applicant and GWIL have not reached agreement on the final paint options at this time. Staff is recommending final approval of this request for funding authorization; contingent upon the Applicant, GWIL and City Staff achieving a full concensus on paint choices and Planning Commission approval of the Comprehensive Sign Program;as require by code. Staff is seeking an "exception" to the procedures normally associated with the Façade Improvement program guidelines. This exception is vindicated by the urgency to complete specific work tasks prior to inclement weather changes; typically anticipated during this seasonal transistion period. The total project cost estimate is attached; indicating estimated expenditure of \$22,797.00. Under the current program criteria; a qualifying project could seek funding of fifty percent of total eligible expenses. The amount of this request would become a reimbursement of expended project costs; estimated to be approximately \$11,400; however, certain paint options, may require a minimal cost increase to satisfy goals and consistancy criteria established by GWIL. Therefore, staff requests approval to administratively adjust necessary cost over-runs in accordance with program guidelines. As previously stated; GWIL Board of Directors have not completed a full review for due diligence on this project. However City Staff is recommending approval of the funding request contingent upon applicant, GWIL and Staff members completing a full programmatic vetting of the project criteria and achieving full consensus prior to any reimbursement of applicant expense

FINANCIAL CONSIDERATIONS

Adequate funding is currently available within the Program Balance; estimated at approximately \$25K

NOTIFICATION

GWIL

RaeAnn Titus, Applicant

ALTERNATE ACTIONS

City Council may consider deferral of final approval until GWIL and Applicant have achieved consensus on project details.

RECOMMENDATION

Project cost estimate is \$22,797.00. Under the current program criteria; a qualifying project could seek funding of fifty percent of total eligible expenses. The amount of this request would become a "reimbursement" of expended project costs; anticipated to be approximately \$11,400. GWIL Board of Directors have not completed a full review for due diligence on this project. However City Staff is recommending approval of the funding request contingent upon applicant, GWIL and Staff members completing a full programmatic vetting of the project criteria and achieving full consensus prior to any reimbursement of applicant expense

Respectfully submitted,


Stephen A Holsinger
City Manager

Attachments:

- 1) Resolution
- 2) GWIL Agenda Request Letter
- 3) Project Application/cost estimates

RESOLUTION No. 29-2014

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 NORTH BUTTE STREET

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 \$12,000, to assist façade improvement on the Rental property located at 311 N Butte Street, within the Central Commercial Zoning district, and

WHEREAS, Plaster/Stucco, Painting, Signage and Landscaping are 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 Façade Improvement project.

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

1. That any reimbursement of project expense, associated with this application process; is exclusively conditioned contingent upon full approval from the Greater Willows Improvement League (GWIL); and
2. That all programmatic rules, regulations and procedures have been fully vetted to the absolute satisfaction of the Administrative Management Staff of the City of Willows; and
3. That the City Council hereby commits funding anticipated not-to-exceed \$12,000 of the PROGRAM funds to Ben & RaeAnn Titus to complete the project.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 28th day of October, 2014, by the following vote:

AYES: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb
NOES: None
ABSENT: None
ABSTAIN: None

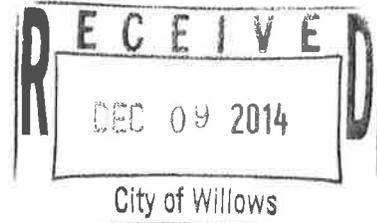
APPROVED:

ATTESTED:

Mayor Jeffrey Cobb

Natalie Butler, City Clerk

December 8, 2014



Status Report

Façade Improvement Program Application

Titus Properties

As required by Council, the GWIL committee met with Rae Ann and Ben Titus on Wednesday November 5th to discuss color selection for their Façade Improvement Application. Several paint color options were discussed however, at this time we are unable to agree on a color choice.

The applicants are promoting a color choice that they feel very strongly about utilizing on this project. The GWIL members are not agreeable to approve this color choice, as it is too similar to the current color of the building. It is the opinion of the committee that this would essentially be a repaint, or non change.

In past practice of the Façade Improvement Program, the GWIL Committee has worked with program applicants to select appropriate and acceptable paint colors. We have consistently taken into consideration the building, and those surrounding it. Taking extraordinary care to make recommendations that we believe would significantly enhance the aesthetic appeal of each project building. We understood this to be the primary purpose of the Façade Improvement Program. Given the success of the program and the projects that have already been completed, we feel we have been able to accomplish this task.

At this time, the GWIL Committee does not recommend approval of this application. The committee understands that the applicant has chosen to reject each of the paint color options recommended

Sincerely,

A handwritten signature in cursive script that reads "Dana Owens".

Dana Owens

GWIL Committee

AGENDA ITEM

January 13, 2015

TO: Honorable Mayor Domenighini, and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Personal Contact Information on city web-site

RECOMMENDATION

Staff is seeking direction from the City Council concerning the placement of City Council Members' personal contact information on the city web-site.

SITUATION

During discussion at the last regular City Council session in December 2014, there was a request to have an item placed on this meeting agenda to discuss the possible placement of council members' personal contact information upon the city web-site. In the past, although no formal policy has been adopted by a former council, the consensus has been not to place any specific contact information on the web-site, but rather make available contact information for the City Clerk and allow the Clerk to accept and distribute message(s) to each council member as necessary. This has facilitated city business communications effectively since inception of the city web-site. Staff is seeking direction from the council concerning any alteration or modification to past practice.

FINANCIAL CONSIDERATIONS

Financial impacts are minimal to continue current practices or modify to accommodate an alternative.

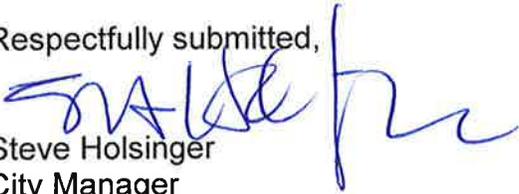
NOTIFICATION

None

RECOMMENDATION

Staff is seeking direction from the City Council concerning the placement of City Council Members' personal contact information on the city web-site.

Respectfully submitted,


Steve Holsinger
City Manager

Attachment(s): City Clerk response to original member request

I hesitate to place any personal information for only one, or even a select few, council member(s) on the website without direction from the full City Council to do so. My thought process is that either ALL Council Members' contact information should be on the website, or none at all; but ultimately I believe that is a decision that the Council should make and direct staff accordingly. Additionally, our Council Members do not have individual City-assigned email addresses, and in the past there has never been an interest to set them up by previous Councils for a number of reasons, a few of which are:

- There is a cost associated with every city email that is set-up
- All emails would be subject to the Public Records Act, i.e., any member of the public could obtain copies of these emails upon request (which would involve staff time and resources = again, with a cost associated). Also of note is that even if you use your own personal email for city business, public inquiries, public contacts, etc., **if your personal email is listed on the City's public website**, your personal emails would also be considered a "public record".
- Council Members and/or Staff Members would need to know and be familiar with the record retention policy for emails and save them accordingly - possibly taking up additional space on the City's server (cost associated for larger storage capability and/or additional servers).
- Ability to access the emails would need to be determined; i.e., Would the City furnish a computer/office for the Council Members to access their emails (again, cost associated)? Would the Council Members check their City emails from their personal computers from their home or their work - which is an additional cost to set up this feature? If so, there is a possibility that those computers, in certain instances - although PERSONAL and/or PRIVATE PCs - could be considered "public property" if they are used to conduct city business with a City email.

Although your request, at first blush, seemed simple enough, there are many, many factors to consider before I would unilaterally make a decision to add any personal information to the City's website. For one, I do not want to place myself or the City in a position of liability by making that decision without clear direction from the whole Council. As previously stated, due to the above reasons, and more, previous Councils have had no desire to do this. Now, that is not to say that the current Council might want to do something different, but that would need to be vetted in a public meeting. My suggestion would be, much like you did during the last meeting when you brought up the possibility of placing the check registers on the website and the Council consensus was to place the item on the next agenda for action, you should bring this up at the next Council Meeting and let the Council decide whether to place it on a future agenda for discussion and/or action.

That said, I would be happy to order you City Business Cards with whatever information you would like placed on them, however, you may

want to hold off on that in the event that the Council should opt to establish city email addresses so that information could also be placed on your cards as well. In the meantime, I could place a small order of say, 50, business cards for you now with your current personal information on them. If that is something you are interested in, please let me know and I will get them ordered. I just need to know specifically what information you want on them.

Please let me know if you have any questions. I apologize for the lengthy "War & Peace" response to your original question, but I just wanted you to be armed with this information before you make your decision whether or not to bring this up at the next meeting.

Regards,

Natalie Butler

City Clerk/Administrative Secretary

City of Willows

201 North Lassen Street

Willows, CA 95988

Phone: (530) 934-7041

Fax: (530) 934-7402

Website: www.cityofwillows.org

AGENDA ITEM

TO:  Members of the Willows City Council
 FROM: Tim Sailsbery, Finance Director
 SUBJECT: 2014/15 Mid-Year Budget Review-Establish Date and Time

RECOMMENDATION

By Consensus, Establish Date and Time for 2014-15 Mid-Year Budget Review. Preference is for the Week of February 17.

SITUATION (or BACKGROUND):

Staff is requesting that Council set a date and time during the week of February 17 for a mid-year budget review session, primarily consisting of review of the General Fund. Staff requests that the meeting be scheduled for a morning start, with Feb. 17, 18, or 19 as possibilities, with a preference for February 19.

FINANCIAL CONSIDERATIONS:

None. Action Items pertaining to mid-year review, if any, will be agendized for a following, regularly scheduled, meeting.

NOTIFICATION

Agenda to be posted in accordance with the Brown Act.

ALTERNATE ACTIONS

1. Establish Date and Time for Mid Year Budget Review
2. Request additional information from staff

RECOMMENDATION

By Consensus, Establish Date and Time for 2014-15 Mid-Year Budget Review. Preference is for the Week of February 17.

Respectfully submitted,


 Tim Sailsbery
 Finance Director
