

CITY COUNCIL

Vince Holvik, Mayor
Jeff Cobb, Vice Mayor
Gary Hansen, Council Member
Terry Taylor-Vodden, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



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

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, July 24, 2012

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 July 24, 2012, Agenda.
5. Presentations & Proclamations: None
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 Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of the June 19, 2012, Special City Council Budget Meeting Minutes.
 - d) Consider allowing the City Manager to sign and execute all documents related to the completion of the Mall Lighting Replacement project and authorize the City Clerk to file the Notice of Completion.
 - e) Consider approval of letter of response to the 2011/2012 Grand Jury by the Police Chief and authorize staff to submit the response to the Presiding Superior Court Judge.
 - f) Consider approval of a joint letter of response to the 2011/12 Grand Jury, authorize the Mayor to sign the response, and authorize staff to submit the response to the Presiding Superior Court Judge.
 - g) Consider adoption of a Resolution authorizing staff to submit a HOME program funding application in support of a proposed 49-unit Senior Housing Project.

8. **Public Hearings:** *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).*
- a) Conduct a Public Hearing and upon conclusion, approve the Grantee Performance Report for submission.
 - b) Conduct a Public Hearing and upon conclusion, consider adoption of a Resolution confirming costs of abatement and declaring them a special assessment as of August 10, 2012.
9. **Ordinances:** NONE
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
11. **New Business:**
- a) Consider approving the use of Downtown Façade Improvement Funds for a Mini Grant to repair windows and paint the awning and exterior façade at the Inkwell at 323 North Tehama Street.
12. **Council Member Reports:**
13. **Executive Session:** None
14. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before July 19, 2012.

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

CITY OF WILLOWS RULES OF MEETING ORDER AND DECORUM

(Adopted by the Willows City Council 6/12/2012)

PRIOR TO THE MEETING:

The Council requests that you observe the order and decorum of the Council Chamber by turning off or setting to vibrate all cellular telephones and pagers prior to entering the Chamber. It is also requested that no food or drinks (other than water in a capped bottle) be brought in the Chamber.

PUBLIC COMMENTS:

The meetings of the City Council and all municipal entities, commissions, and boards of the City of Willows ("the City") are open to the public. At regularly scheduled meetings, members of the public may address the City on any item listed on the agenda while that item is under consideration, or may address the City during the "Public Comment" portion of the meeting on any NON-LISTED matter over which the City has jurisdiction. At special or emergency meetings, members of the public may only address the City on items listed on the agenda. *Communications by individuals are generally restricted to three minutes.* The City may request speakers to designate a spokesperson to provide public input on behalf of a group, based on the number of people requesting to speak and the business of the City.

In accordance with the Brown Act, all matters to be acted on by the City at Regular Meetings must be posted at least 72 hours prior to the City meeting. In cases of an emergency, or when a subject matter needs immediate action or comes to the attention of the City subsequent to the agenda being posted, upon making certain findings, the City may act on an item that was not on the posted agenda.

AGENDA STAFF REPORTS AND HANDOUTS:

Staff reports and other disclosable public records related to open session agenda items are available at City Hall, 201 North Lassen Street, Willows, CA 95988 during regular business hours or on the City's Website at www.cityofwillows.org.

CONDUCT IN THE CITY COUNCIL CHAMBERS:

Each person who addresses the City on any item shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Council, staff or general public which disrupts, disturbs or otherwise impedes the orderly conduct of the Meetings.

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meetings infeasible. A member of the audience engaging in any such conduct shall, at the discretion of the presiding officer, a majority of the City, or the Sergeant-At-Arms be subject to ejection from the meeting per Gov. Code Sect. 54954.3(c).

Removal from the Council Chambers

Any person who commits the following acts in respect to a meeting of the City shall be removed from the Council Chambers per Gov. Code Sect. 54954.3(c).

- (a) Disorderly, contemptuous or insolent behavior toward the City or any member thereof, tending to interrupt the due and orderly course of said meeting;
- (b) A breach of the peace, boisterous conduct or violent disturbances, tending to interrupt the due and orderly course of said meeting;
- (c) Disobedience of any lawful order of the Mayor, which shall include an order to be seated or refrain from addressing the City; and
- (d) Any other unlawful interference with the due and orderly course of said meeting.

Your participation in City Meetings is always welcome and your courtesy in obeying these rules of decorum is appreciated.

**MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL BUDGET MEETING HELD
June 19, 2012**

1. The meeting was called to order at 6:03 p.m. by Mayor Holvik.
2. **PLEDGE OF ALLEGIANCE:** Vice Mayor Cobb led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Council Members, Hansen, Taylor-Vodden, Cobb & Mayor Holvik
(Note: Council Member Yoder joined the special meeting at 6:15 p.m.)
Absent: None
4. **Agenda Review:** It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to accept the June 19, 2012, City Council Special Budget Meeting agenda as presented. The motion unanimously passed.
5. **Public Comment:** Buddy Brackensick stated that he had concerns about the City attempting to consolidate with the Glenn County Sheriff's Office to provide Police Services and asked if this was something the Council was considering. Mayor Holvik stated that consolidation of services with GCSO was brought up by the Council many months ago as part of the initial budget creation process as possibly being a cost saving measure. Since that time Council has not pursued it and it is currently not under any consideration by the Council to consolidate Police Services.

Mr. Brackensick then stated that he had been told that the Willows Public Safety Association and the Willows Employees Association had agreed to defer their wage increases for an additional year and questioned why the Council did not accept their offer to do so, and instead the Council is ending the deferrals. Mayor Holvik explained that the Negotiators had three separate meetings with each of the associations and although the associations did state they would defer their wage increases for an additional year, their offer was based on certain conditions that the Council was not offering, nor willing to accept. What the Council was specifically requesting of the associations was unconditional wage deferrals for an additional year and neither association agreed to their request, therefore, the wage deferrals would be ending as a result.

6. **Executive Session:** Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session. More specific information regarding this closed session is indicated below:
 - a) CONFERENCE WITH LABOR NEGOTIATOR(S) pursuant to Section 54957.6

Agency Negotiators: City Manager Steve Holsinger
Finance Director Tim Sailsbery

Employee Organization(s): Willows Employees Association

Willows Public Safety Association
Unrepresented Employees (All others not in WEA or WPSA)

The Council entered into Executive Session at 6:13 p.m. and returned into open session at 6:37 p.m.

7. **Report-Out from Closed Session:**

Mayor Holvik stated that the report-out from the Closed Session was that the Negotiators updated the Council on their good faith efforts to meet with and negotiate with the represented and non-represented associations and members and no reportable actions were taken.

8. **Public Hearing:**

a) 2012/2013 Budget Adoption:

This public hearing is being held in order to solicit public comments about the proposed budget for Fiscal Year 2012/2013 that the Council will consider adopting this evening. Mayor Holvik opened the public hearing at 7:38 p.m.

Doug Ross spoke and stated that he believes the Council should give the Police and the City Employees their concessions and find another way to come up with a method. He believes that in order to support the Public Safety that people want in Willows, safety is definitely a number one priority. He stated that he is in favor of making good on the employee deferrals and to give them their money.

Police Sergeant Carl Walter who is the President of the Willows Public Safety Association, stated that he wanted to make it clear to the Council and to the Community that while the Association was not able to reach an agreement with the City this time around, they are still ready and willing to go to the table and discuss anything. He explained that the Association was given one option on the table and there appeared to be no other options that were provided to them. The WPSA wants to help the City in this time of need and they have made the same offer for the last three years and it was readily accepted by the Council, but this year it was not, and the reasons for that rejection were not ever made absolutely clear to the Association. He just wants the Council and the Citizens to know that the WPSA is willing to help out, but they do not believe that they were given the opportunity to try to help.

Dan Gupton announced that the Glenn County Grand Jury report came out today and it stated for Orland [Police Department], Glenn County Sheriff's Department and the City of Willows [Police Department], that increased funding for these departments would yield safer communities. So in essence, the Grand Jury is saying that these departments should not take cuts.

Pastor Ted Crandell of the First Baptist Church wanted to congratulate the Police Officers and the City Council for stepping forward to be leaders. He hopes to see everybody continue and finish the job to of being leaders in our community.

Jeff Williams had a question about the amount of one of the line items on the Budget relating to medical insurance. Finance Director Tim Sailsbery addressed Mr. Williams' question and clarified the line item in question.

Mayor Holvik then closed the Public Hearing at 6:47 p.m.

The Finance Director then gave a brief synopsis of the proposed budget that is before the Council for consideration of adoption. In March he provided the Council with two proposed budgets – one which showed the employee deferrals continuing for another fiscal year, and one showing the reinstatement of the deferrals. This budget that is presented this evening is one which still maintains most services, doesn't recommend any cuts at this time, and it also ends the wage increase deferrals. The net result of that with \$3.212MM in projected revenue and \$3.416MM in projected General Fund expenses, the City will have a projected deficit of approximately \$203.9K.

Subsequent to the publication of the proposed budget that is before the Council tonight, the health insurance rates from PERS came out and were made public and the City ties the Cafeteria Plan benefit to one of those rates. The original projections were that that rate would increase approximately 5%, and was budgeted as such, but the actual increase in the premium was 10.34%. The net result in addition to what was provided to the Council previously, staff would be asking for an additional \$17,899 in General Fund expenditure and \$3075 in Sewer Enterprise Fund expenditure. So the revised projected deficit as a result of this will change from \$203,835 to \$221,734. The Finance Director also wanted to point out that in the Sewer Enterprise Fund, the City does have a new program starting up, in that the City is required to implement certain diesel emissions upgrades by 2015. Some of these areas staff will be looking at starting in advance as far as handling some of these retrofits, so staff has projected an additional \$40,000 expenditure out of the Sewer Enterprise Fund to handle that. That is the only specified project outside of normal on-going operations in this budget. So the bottom line overall appropriations for all funds for Fiscal Year 2012/13 is \$5,797,517, with an expenditure amount of 3.433MM, a revenue amount of 3.212MM, with a projected deficit amount of almost \$222,000.

The City Manager then stated that he just wanted to point out that tonight staff is simply presenting to the Council the budget as it was projected back in February, where there were different scenarios spelled out. Noconclusive decisions have been made with respect to a revenue enhancement measure. This is simply presented as an initial deficit budget, which is no different than what the Council has adopted for the last five years. Every year for the last five years upon passing a deficit budget, staff and the Council worked diligently throughout the year to reduce expenditures. He pointed out that last year the City had a period where they went through negotiations and weren't able to achieve any agreements, and at the end of that process the City had a budget adopted with a deficit where they had a moving target where they couldn't decide if they wanted a deficit of \$100,000 or \$150,000. As a result, the City Council made some very prudent decisions throughout the course of the year and continued to monitor the situation and keep track of things. Subsequent to the Council's passage of the 2011/2012 budget, in July of 2011 the City began diligently working on a budget plan for fiscal year 2012/2013, and unfortunately, today the City cannot say that they have a balanced budget, but Council and Staff had worked diligently throughout the 2011/2012 fiscal year to reduce what was first thought

would be a \$149,000 deficit to a projection of what now looks like the 2011/2012 fiscal year will end with approximately a \$19,000 deficit. There is a good chance, depending on what occurs within the next 10 to 12 days, that the fiscal 2011/2012 year will end very close to being balanced. The reality is what is being presented to Council this evening is adopting a deficit budget for fiscal year 2012/2013, just like has occurred in the past five years. In adopting a deficit budget, Council and Staff can continue to track going forward, and address trying to get back to as close to \$0.00 as possible. Tonight Council is just being asked to adopt a budget in a timely fashion and then moving forward in a responsible manner. With that, the City Manager encouraged the Council to adopt the budget as it is currently being presented.

Mayor Holvik then added that the City Council's core values since the decline in the economy for the past 5 or 6 years is to maintain the highest service to the Community possible, but trying to stay within the revenues, similar to individuals trying to run their own individual households or business owners trying to run their business. Since last July, the Council has developed a subcommittee to deal with the financial situation. The subcommittee has brought ideas forth to the Council for revenue and expense programs, and they have focused on the revenue side trying to see what the City could do to bring money in without making any cuts. The City Negotiators met with the represented and unrepresented employees and they were unable to reach an agreement. The Council has made no final decisions with regard to any specific revenue enhancement program, however they wish to pass a budget in a timely manner like they have for the last five years, which unfortunately reflects a deficit of approximately \$221,734. As mentioned by the City Manager, the Council will be working throughout the year to improve the deficit in hopes of achieving a balanced budget by this time next year. With that, the Mayor asked what the pleasure of the Council was.

It was **moved** by Council Member Cobb and **seconded** by Council Member Hansen to adopt a Resolution accepting wage deferral and concession agreements between the City, its Management Staff and Specified Unrepresented Employees; Ending wage deferral and concession agreements between the City, all Represented Employees and the Chief of Police; Adopting the 2012/13 annual Budget, Designating Sewer Enterprise fund debt reserve, and confirming budgetary authorities and City Council Fiscal Priorities for Fiscal Year 2012/13.

Mayor Holvik asked if there were any additional comments before calling the vote. Council Member Hansen asked to make a few additional comments. He stated that this was his fourth year on the Council and his fourth difficult budget cycle to participate in. The City Employees have deferred their wage increases since 2009 and contractually those employees are due these wages. The employees are a hard-working and dedicated group and they need to be compensated for the difficult jobs that they do. He reminded everybody that Employee costs are 80% or more of any Government budget operation. With that, he stated he believes the deferrals should be lifted and the employees should be fairly compensated for the work they do.

Council Member Yoder then added that there seems to be a misconception in the community that with the Council ending the wage deferrals that are due to these employees, that there is some connection with the Council intending on slashing a department or of trying to balance the budget on the backs of Law Enforcement, and he stated that is not the case. What the Council is trying to do is to give money back to the groups/associations that they are obligated to receive

pursuant to their MOU's. These employees have earned that money are entitled to receive it. The Budget is a working document, and he reiterated what the City Manager said, which is that the Council and Staff will continue to work diligently throughout the year to try to come up with a balanced budget. The Council and Staff are simply trying to do what is best for the City in passing a budget in a timely manner and continue to work throughout the year to try to balance it.

Mayor Holvik stated that the Council and Staff need to be cognizant that this budget is presented in advance of some final conclusions on a variety of County, State and Federal budgeting guidelines that are still out there that the City doesn't know what is going to happen. Once certain items are finalized the City's Operational Capital Activity may have to be adjusted during the year as necessary. So, although the City passes a budget, there is still a lot of uncertainty out there.

With that, there was still a motion and a second on the floor and Mayor Holvik called the vote. The motion unanimously passed and the Fiscal Year 2012/2013 Budget was adopted.

9. **Adjournment:** Mayor Holvik adjourned the meeting at 7:00 p.m.

Dated: June 19, 2012

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

TO: Willows City Council

FROM: Deputy Public Works Director

SUBJECT: Acceptance of Completion: Mall Lighting Replacement Project

RECOMMENDATION

Adopt by motion to allow City Manager to sign and execute all documents related to project completion of the Mall Lighting Replacement Project.

SITUATION (or BACKGROUND)

In 2009, the City of Willows received notification of grant funding available for retrofitting qualifying lights (streetlights, parking lights, walkway lights, etc...)

In 2010, the City of Willows applied for and was awarded entitlement to \$36,351.00 dollars.

The Mall Lighting Replacement project has been completed on June 8, 2012 by Advanced Lighting Inc. as stipulated in the contract documents.

The Deputy Public Works Director preformed a final inspection on June 13, 2012.

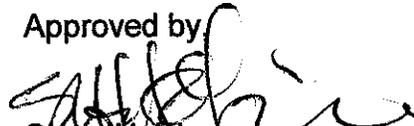
After Notice of Completion is filed, the Deputy Public Works Director will seek reimbursement from the California Energy Commission.

RECOMMENDATION

Adopt by motion to allow City Manager to sign and execute all documents related to project completion of the Mall Lighting Replacement Project.

Respectfully submitted,

Skyler Lipski
Deputy Public Works Director

Approved by

Steve Holsinger
City Manager

Attachment: Notice of Completion

RECORDING REQUESTED BY:

City of Willows

WHEN RECORDED MAIL TO:

City of Willows, Deputy Public Works Director
201 N. Lassen Street
Willows, California 95988

No Recording Fees Payable Pursuant to Government Code Section 27383

NOTICE OF COMPLETION

OWNER: City of Willows, 201 N. Lassen Street, Willows, CA 95988

PROJECT TITLE: City of Willows – Mall Lighting Replacement Project

PROJECT LOCATION & DESCRIPTION:

The City Mall area (between Butte and Tehama, and Willow and Sycamore) parking and walkway lighting retrofit completed as follows: Thirty (30) 120 watt induction retrofit fixtures installed in Mall parking areas. Six (6) 80 watt acorn fixtures installed in Mall walkway areas.

CONTRACTOR: Advanced Lighting Services Inc. 6805 Sierra Court, Suite B, Dublin, CA 94568-2621

COMPLETION/ACCEPTANCE DATE: June 13, 2012

NATURE OF OWNER'S INTEREST IS: Owner of real property and improvements thereon at the time of commencement of work of improvement.

Authorized representatives of the City and the Contractor have inspected the work performed under this contract and the Project is hereby declared to be completed/accepted on the above date.

On the above date, construction of improvements on the project has been sufficiently completed, in accordance with the contract documents and change orders if any, so that the City can occupy or utilize the project for the use for which it was intended.

The Contractor's 30 day warranty period begins as of the above-referenced completion date.

The City accepts the project as complete.

I declare under penalty of perjury of laws of the State of California that the foregoing is true and correct.

Steve Holsinger
City Manager

Date

July 24, 2012

AGENDA ITEM

TO: Willows City Council
VIA: Steve Holsinger, City Manager
FROM: William Spears, Chief of Police
SUBJECT: RESPONSE TO GRAND JURY

RECOMMENDATION

Review and approval of letter of response to Grand Jury by Chief of Police

SITUATION

The 2011-2012 Grand Jury investigated and reported on Public Safety Issues. They further rendered some recommendations and desired a response.

I have prepared a response and submit it to the council for review and approval as to content.

FINANCIAL CONSIDERATIONS

None

NOTIFICATION

None

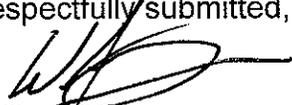
ALTERNATE ACTIONS

1. Review and approve the response as presented
2. Review and direct specific changes to response.

RECOMMENDATION

Review and approval of letter of response to Grand Jury by Chief of Police

Respectfully submitted,


William Spears,
Chief of Police

Approved by,


Steve Holsinger
City Manager

Attachments:
EXHIBIT A: GRAND JURY RESPONSE



Willows Police Department

William Spears, Chief of Police
"Your Police Serving Our Community"

201 N Lassen Street * Willows, California 95988 * (530) 934-3456 * FAX: (530) 934-4964

July 11, 2012

The Honorable Peter B. Twede
Presiding Judge
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

RE: Response to 2011-2012 Grand Jury Report

Dear Judge Byrd:

I have received the 2011-2012 Grand Jury Report. Within the report the Grand Jury presented their investigation information and findings for Public Safety. This subject area included the Willows Police Department. This letter is in response to the listed findings.

Overall I agree with all of the findings of the Grand Jury as presented. I would like to take a moment to address each of the findings specifically.

1. The Willows Police Department has had a statistical report that is produced monthly. This year the Willows Police Department has created and made public an Annual Report. The Annual Report has 17 years of statistical data and other operational information for the public's review. A copy of the 2011-2012 Annual Report is available free by contacting the Willows Police Department.
2. I as Chief of Police can assure you that our department continually reviews statutory and case law decisions to ensure compliance. The Officers are brought up to date on the laws and procedural issues by memorandums, training bulletins, DVD's and other media sources. Further Lexipol consistently reviews our policies and notifies us of needed changes for legal compliance. The officers are training weekly by a training portal on our policies and state law. Understanding the spirit of the Grand Jury's recommendation we will continue our training to achieve the desired compliance
3. Public funding of police services are being stretched because of revenue shortfalls and other financial conditions beyond local control. I can assure you that the City of Willows and the Willows Police Department will maintain a strict fiscal responsibility to provide the best services possible. Furthermore the Willows Police Department will continue to seek outside

EXHIBIT A

funding through State and Federal Grants to relieve the total economic impact on the General Fund.

I wish to thank the Grand Jury for their objective analysis of our operations and findings. I concur with their analysis of excessive force during arrests in that there often appears to be over dramatizations of the force utilized. I can assure you that we understand the sacred trust by our citizens and the guidance of our Law Enforcement Code of Ethics to administer the law. I want to insure you that should there be instances of excessive force or illegal force the Willows Police Department shall address the issue in accordance to the law.

Respectfully,

A handwritten signature in black ink, appearing to read 'Bill Spears', with a long horizontal flourish extending to the right.

**William "Bill" Spears,
Chief of Police**

2011-2012 GLENN COUNTY GRAND JURY FINAL REPORT

GLENN COUNTY SHERIFF'S DEPARTMENT, ORLAND AND WILLOW POLICE DEPARTMENTS

I. PURPOSE

To review established laws, policies, and procedures for the use of force by Law Enforcement agencies.

To review actual events where excessive use of force was reported by citizens via complaints over the past 18 months.

To review training policies and related documentation maintained by the three law enforcement agencies. To establish compliance to the laws and regulations established by the State.

II. BACKGROUND

The Glenn County Grand Jury received citizen complaints and was otherwise made aware of alleged incidents of excessive physical force by officers used in the process of making arrests. The investigation targeted officer training, training documentation and compliance with state law and county policies.

A Grand Jury committee visited each of the three agency offices to review:

1. Training manuals
2. Individual officer training status for current compliance
3. Case files where physical force was used
4. Overall department arrest statistics.

Each office was asked to produce records, and all were made available to the committee.

It was noted that the Orland office was exceptionally organized and was able answer all inquiries quickly and with clear, concise data.

III. FINDINGS

After a thorough review of the relevant arrest records, it was clear that the use of force was provoked by citizen actions in each case. The officers followed established procedures in the per-

formance of the arrests. The arrest records in every case were well-detailed and all were reviewed by department superiors.

Each department maintained training records that reflected ongoing training and officers are regularly evaluated and records updated.

IV. CONCLUSIONS

All three law enforcement agencies are operating under limited financial resources.

All records of arrest and officer training were up to date and readily available. All records were in compliance with state law and county policies and all officers are current within the standards set for them.

During the 18 month period, the Orland Police Department made 455 arrests, the Willows Police Department made 263 arrests, and the Glenn County Sheriff's Department made 471 arrests. The arrests where physical force was used numbered less than 1% of the total and no single jurisdiction exceeded that figure.

Reports of excessive force during arrests have been over dramatized from that which is actually experienced by the local and county Peace Officers.

V. RECOMMENDATIONS

1. The Grand Jury recommends each department make public an annual report of statistical arrest activity, to include categories of crime and the number of officers or man-hours used in the performance of their duties.
2. The Grand Jury recommends the staffs of the police departments and Sheriff's Department comply with the law and the policies set for them, and provide maximum public safety to the best of their ability.
3. Through the process of this review, it was noted by the committee that increased funding to these public safety departments would yield even safer communities.

VI. RESPONSES REQUIRED

Glenn County Sheriff's Department
Orland Police Department
Willows Police Department

July 24, 2012

AGENDA ITEM

TO: Mayor Holvik and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Authorize Mayor Holvik to submit required City Council response to the 2011/12 Glenn County Grand Jury Final Report

RECOMMENDATION

Authorize City Council to submit a joint response to Final Report for Glenn County Supervisors – "...streamlining and permitting processes."

SITUATION

In June 2012, Council and staff were provided with copies of the Grand Jury's Final Report for 2011/2012. The City of Willows City Council is required to respond to the issue Glenn County Board of Supervisors; 'Recommendations' item; V- 3, page #14 of the report..

Subject to Council's approval, staff, in collaboration with Glenn County and City of Orland staff members; have prepared a joint response, copy attached, for Mayor Holvik's signature. Prior to submission to the Grand Jury, staff will modify the draft as necessary to incorporate additions and/or deletions deemed appropriate by the Council.

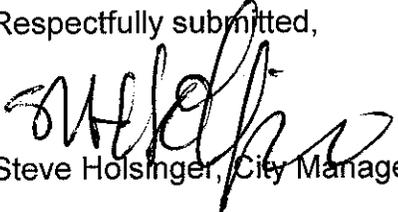
FINANCIAL CONSIDERATIONS:

None.

RECOMMENDATION

Authorize City Council to submit a joint response to Final Report for Glenn County Supervisors – "...streamlining and permitting processes."

Respectfully submitted,


Steve Holsinger, City Manager

Attachments: Draft joint response letter



July 12, 2012

The Honorable Peter B Twede
Superior Court
c/o Glenn County Board of Supervisors
525 W. Sycamore St.
Willows, CA 95988

Re: Agency Response to the 11/12 Grand Jury Report

Dear Judge Twede:

I am writing in response to the request made on Page 14 of the 11/12 Grand Jury Final Report to address the issue of streamlining the permitting process and creating a more universal permitting process between the cities of Orland, Willows and the County. I am happy to inform you that there already is a Universal Intake Form that, through cooperation between the Cities and the County, has been adopted by all agencies. While a single permitting process is not yet in place, this Universal Intake Form is a valuable first step that has been instituted to help make the system as "user-friendly" as possible. Because of differences in County codes and City codes, a single permit for any building or planning permit faces greater challenges. Glenn county Planning and Public Works Agency is, however, working closely with both City Managers and City staff to continue to move in the direction of more unified permitting.

Please let me know if you have any other questions or concerns regarding this matter.

Sincerely,

John Linhart
Director, Glenn County
Planning and Public Works Agency

Sincerely,

Sincerely,

Vince Holvik, Mayor
City of Willows, City Council

2011-2012 GLENN COUNTY GRAND JURY FINAL REPORT

Glenn County Board of Supervisors

I. PURPOSE

To gain insight and explanations on a vast majority of issues and decisions affecting the Glenn County Board of Supervisors as well as the residents of the County.

II. BACKGROUND

Over the course of several months, members of the Glenn County Grand Jury met with four of the five members of the Glenn County Board of Supervisors on an individual basis. After repeated efforts, the Grand Jury was unsuccessful in meeting with the supervisor from District Five.

The Board of Supervisors consists of five elected members each representing one of the five districts within Glenn County. Members are elected to four-year terms. The duties of the Board include: County policy making, administrative and legislative functions for County government, reviewing/approving departmental budgets, budgetary authority for County departments, as well as to examine State and Federal regulations that affect Glenn County.

The Supervisors responded to an identical list of questions and also had the opportunity to present additional concerns or issues to the Grand Jury.

III. FINDINGS

Conflict of Interest- The Grand Jury finds that a conflict of interest exists with the County Counsel also serving as Interim Personnel Director. The majority of the Board agreed that the shared position is not ideal, but necessary for the time being due to a lack of funds to hire an additional employee. Although the Grand Jury did not interview County Counsel, several members stated that the County Counsel is aware of the problems that may ensue from the dual position and is ready to recuse himself and allow outside counsel on potentially conflicting issues. While this may protect the County from a legal basis, it would leave the county to pay outside legal fees, as well as the salary of the current County Counsel, from an already strained budget.

Public Involvement- Some Board members wish to have more input from the residents of the County in order to help them make more representative decisions. The position of the individual

Board member is sometimes limited to areas in which they are familiar, and new perspectives and ideas from the community could help in the decision-making process.

Streamlining- The general consensus of the Board is that streamlining, or merging of some city services or paperwork, would facilitate the licensing and permitting processes within the County. This could simplify many processes and serve as a more efficient means to bring new business to the County.

Public Safety- Public safety has been categorized as the number one priority of the Board. Decreases in revenue and budget cuts have caused the Board to cut funds from the Glenn County Sheriff's Office (GCSO). The GCSO is the County's largest expense, with 2/3 of the budget covering the associated costs of the department. Because of the large percentage of the budget the GCSO receives, the majority of cuts must happen within that department. Because of AB109, or Prison Realignment, the Probation Department was exempted from the last round of budget cuts in order to deal with the unknown financial strain and additional man hours that will be required under the State's Inmate Release/Realignment program.

The Board would like to incorporate more "out of the box" thinking by the sheriff's department to re-adjust to the reduction of revenues. Inter-county job sharing to reduce overtime and opportunities for volunteer programs should be considered.

County resources-All members of the Board of Supervisors emphasized their concern for monitoring, maintaining and managing the county's water resources.

IV. CONCLUSIONS

The members of the Board that met with the Jury were courteous, professional and forthcoming in their responses. They appear to be an effective governing body that is working hard to move the County through the current financial crisis.

V. RECOMMENDATIONS

1. Remedy the conflict of interest that exists with County Counsel also serving as the Interim Personnel Director. This should be done by splitting the position to protect the County from potentially expensive litigation as well as relieving County Counsel from the heavy workload of two positions. In the meantime, the County should create a written policy that states situations from which Counsel should recuse himself.
2. Examine the possibility of rescheduling Board of Supervisor meetings to a time outside of normal business hours in order to maximize attendance by members of the County in order to receive more public input on issues before the Board. Consider using new forms of media

(i.e.: online survey via County web site or other online media)

3. Contact the Cities of Orland and Willows about streamlining licensing and permitting processes. The goal would be to establish identical processes and paperwork throughout the County in order to simplify the process for prospective businesses.

VI. RESPONSES REQUIRED

Glenn County Board of Supervisors

Glenn County Counsel

Willows City Council

Orland City Council

Glenn County Sheriff

Planning and Public Works

AGENDA ITEM

July 24, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 49 unit Senior Housing Project.

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 49 unit Senior Housing Project

SUMMARY

Mike Kelley on behalf of The Pacific Companies submitted a Design Review application with the City to request design review approval for construction of a new 49-unit housing development for seniors at the property located at 1324 & 1330 W. Sycamore Street. The proposed project will target seniors with income ranges between 30% and 50% of the AMI (area medium income).

The development will consist of two (2) buildings that are two-story residential buildings, fully sprinkled, each served by an elevator and a 2,718 square foot club house with an office. The project will consist of 39 one-bedroom/one bath units (613 square feet) and 10 two-bedroom/one bath units (804 square feet) for a total of 31,947 square feet. An office manager will reside in one of the two bedroom units. Several of the units are proposed to be handicap units as shown on the attached site plan. Each unit will have either a patio area or a balcony. The development will include an area set aside for a swimming pool, a heated spa, a covered picnic area and a community garden area. There will be full laundry facilities on site for the tenants. There are 89 parking spaces provided within the development.

Access to the apartment complex will be off of W. Sycamore Street. The project is also proposing a future bus stop to be developed for the project tenants on W. Sycamore Street. A six foot high CMU wall with pilasters will be constructed along the east and south sides of the property and a six foot high decorative wrought iron fence along the west side of the property, and left open along W. Sycamore Street. The project proposal includes a detention area in the southwest corner of the property in order to capture the on-site water. A fence is proposed to be constructed around the detention area.

The Planning Commission during their regular meeting of July 18, 2012 unanimously approved the project and recommended council approval of the required HOME Funds application during 2012 NOFA period for qualifying projects. Staff is recommending council approval and authorization for staff to submit the required HOME funding application and any/all supporting documentation required by HUD. Staff advises the Council at the time of

application; anticipated to be August 2012, the HOME Program anticipates about forty applications for project funding. HUD representatives have estimated that approximately 10 – 12 projects may get funded in this cycle; which represents about 25% of the applicant pool. The project developer has advised city staff they will be submitting applications in four separate jurisdictions during this funding cycle. Although this developer has a significantly high success rate in HOME funded projects, it is not likely all four projects will be funded in the same cycle; especially when it represents perhaps more than twenty-five of the total projects. Therefore as a cautionary note, staff advises the council that the Willows application may not score sufficiently high enough during the first submittal to achieve full funding approval. The developer has acknowledged that construction/completion of this project is solely contingent upon full funding approval from the HOME Program. Thus, this project although fully supported by City Staff, Planning Commission, City Council and Community groups may not achieve full funding status in this NOFA period. Which may require re-submittal in a subsequent NOFA cycle and thereby delaying the construction/completion of this highly anticipate project.

FINANCIAL CONSIDERATIONS -

None at this time, funding is contingent upon successful application for HOME program funds made available through the Federal Department of Housing & Urban Development (HUD).

NOTIFICATION

Mike Kelly, VP The Pacific Companies, project owner/developer

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 49 unit Senior Housing Project

Respectfully submitted,

Steve Holsinger
City Manager

Attachments: Resolution authorizing submittal of HOME application and any/all supporting documentation required under HUD guidelines...

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING
UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF
SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY
AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY TO
PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM.**

WHEREAS, The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

WHEREAS, on June 1, 2012 the Department issued a 2012 Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA") ; and

WHEREAS, In response to the 2012 NOFA, the City of Willows a municipal corporation (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

NOW THEREFORE BE IT RESOLVED THAT: In response to the 2012 NOFA, the Applicant (City of Willows) shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Four Million Six Hundred Thousand Dollars (\$4,600,000.00) for the following activities and/or programs:

- A. 49 unit senior apartment community to be located in the City of Willows.
- B. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above.
- C. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME 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, the required documents.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of July, 2012, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED:**

ATTESTED:

Mayor Vince Holvik

Natalie Butler, City Clerk

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.

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Grantee Performance Report- Housing Rehabilitation Revolving Loan Account

RECOMMENDATION

Conduct Public Hearing and Approve the Grantee Performance Report for Submission

SITUATION (or BACKGROUND):

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

- Housing Rehabilitation Loans
- Economic Development Loans
- Placement of Funds into an open CDBG Grant activity
- Placement of Funds into a CDBG Eligible activity ("Program Income Waiver")

The City commenced with seeking approval for the use of \$37,000 under the Program income Waiver program to replace the bay doors at the Willows Fire Department. As of the close of the fiscal year (6/30/12) official approval had not been received. As such, no activity pertaining to this account took place during 2011-12, as the fund level is such that the bay door project will significantly deplete the total availability of this fund (total of approximately \$40K available during the year).

FINANCIAL CONSIDERATIONS:

None.

NOTIFICATION

Notice of Public Hearing

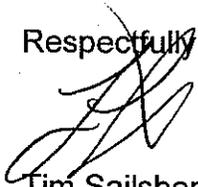
ALTERNATE ACTIONS

1. Conduct Public Hearing , Receive Input, and Approve for Submission
2. Conduct Public Hearing, Receive Input, and Disallow Submission

RECOMMENDATION

Conduct Public Hearing and Approve the Grantee Performance Report for Submission

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment:

Grantee Performance Report

Grantee Performance Report

Standard Agreement #

Please Check One

Report Period (FY)

07/01/11-
6/30/12

Housing Rehab.-RLA

Annual GPR

Final GPR

Jurisdiction Name:

City of Willows

Name of Contact:

Tim Sailsbery

Address of Contact:

201 North Lassen Street
Willows, CA 95988

Telephone Number:

530-934-7041

E-Mail Address: tsailsbe@cityofwillows.org

SUMMARY OF ACTIVITIES

Complete the information above indicating the fiscal year and the Standard Agreement number. Indicate if this report represents an "Annual GPR" (Grantee Performance Report) or if this represents a "Final GPR" for which you are closing and finished the activity. Select from the following activities based on the matrix codes in your Standard Agreement. Check the box next to the activity and use the button to the right to be directed to the page to use in completing this report for each activity. If you have any questions regarding the correct matrix code, contact your CDBG Representative. If the activity has the option of two pages, the second page under the column heading "In Support of Housing" represents those activities with a National Objective Code of Low and Moderate Housing (LMH). For non-housing activities, use the button to the left.

		In Support of Housing (LMH)
(01) Acquisition of Real Property	<input type="checkbox"/> Page 1	
(02) Disposition	<input type="checkbox"/> Page 1	
(03) Public Facilities & Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03A) Senior Centers	<input type="checkbox"/> Page 6	
(03B) Handicapped Centers	<input type="checkbox"/> Page 6	
(03C) Homeless Facilities	<input type="checkbox"/> Page 6	
(03D) Youth Centers	<input type="checkbox"/> Page 6	
(03E) Neighborhood Facilities	<input type="checkbox"/> Page 6	
(03F) Parks, Recreation Facilities	<input type="checkbox"/> Page 6	
(03G) Parking Facilities	<input type="checkbox"/> Page 6	
(03H) Solid Waste Disposal Imp.*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03I) Flood Drainage Improvement*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03J) Water/Sewer Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03K) Street Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03L) Sidewalk Improvements*	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03M) Child Care Centers	<input type="checkbox"/> Page 6	
(03N) Tree Planting	<input type="checkbox"/> Page 6	<input type="checkbox"/> Page 3
(03O) Fire Station/Equipment	<input type="checkbox"/> Page 6	
(03P) Health Facilities	<input type="checkbox"/> Page 6	
(03Q) Abused and Neglected Children Facilities	<input type="checkbox"/> Page 6	
(03R) Asbestos Removal	<input type="checkbox"/> Page 6	
(03S) Facilities for Aids Patients	<input type="checkbox"/> Page 6	
(03T) Operating Costs of Homeless/Aids	<input type="checkbox"/> Page 6	
(04) Clearance and Demolition	<input type="checkbox"/> Page 1	
(04A) Cleanup of Contaminated Sites	<input type="checkbox"/> Page 1	
(05) Public Services - General	<input type="checkbox"/> Page 7	
(05A) Senior Services	<input type="checkbox"/> Page 7	
(05B) Handicapped Services	<input type="checkbox"/> Page 7	
(05C) Legal Services	<input type="checkbox"/> Page 7	
(05D) Youth Services	<input type="checkbox"/> Page 7	

(05E) Transportation Services	<input type="checkbox"/>	Page 7		
(05F) Substance Abuse Services	<input type="checkbox"/>	Page 7		
(05G) Battered and Abused Spouses	<input type="checkbox"/>	Page 7	In Support of Housing (LMH)	
(05H) Employment Training	<input type="checkbox"/>	Page 7		
(05I) Crime Awareness	<input type="checkbox"/>	Page 7		
(05J) Fair Housing Activities	<input type="checkbox"/>	Page 7		
(05K) Tenant/Landlord Counseling	<input type="checkbox"/>	Page 7		
(05L) Child Care Services	<input type="checkbox"/>	Page 7		
(05M) Health Services	<input type="checkbox"/>	Page 7		
(05N) Abused & Neglected Children	<input type="checkbox"/>	Page 7		
(05O) Mental Health Services	<input type="checkbox"/>	Page 7		
(05P) Screening Lead Paint & Hazards	<input type="checkbox"/>	Page 7		
(05Q) Subsistence Payments	<input type="checkbox"/>	Page 7		
(05R) Homeownership Assistance - not direct	<input type="checkbox"/>	Page 2		
(05S) Rental Housing Subsidies	<input type="checkbox"/>	Page 5		
(05T) Security Deposits	<input type="checkbox"/>	Page 5		
(05U) Housing Counseling	<input type="checkbox"/>	Page 7		
(06) Interim Assistance	<input type="checkbox"/>	Page 7		
(08) Relocation*	<input type="checkbox"/>	Page 7		<input type="checkbox"/> Page 5
(09) Loss of Rental Income*	<input type="checkbox"/>	Page 7		<input type="checkbox"/> Page 5
(11) Privately Owned Utilities*	<input type="checkbox"/>	Page 6		<input type="checkbox"/> Page 3
(12) Construction Housing	<input type="checkbox"/>	Page 1		
(13) Direct Homeownership Assistance	<input type="checkbox"/>	Page 2		
(14A) Rehabilitation - Single Unit Residential	<input checked="" type="checkbox"/>	Page 4		
(14B) Rehabilitation - Multi - Unit Residential	<input type="checkbox"/>	Page 4		
(14C) Public Housing Modernization	<input type="checkbox"/>	Page 4		
(14D) Rehabilitation - Publicly-Owner Residential Buildings	<input type="checkbox"/>	Page 4		
(14E) Rehabilitation Publicly/Private Commercial Industry	<input type="checkbox"/>	Page 8		
(14F) Energy Efficiency Improvements	<input type="checkbox"/>	Page 4		
(14G) Acquisition for Rehabilitation	<input type="checkbox"/>	Page 4		
(14I) Lead Based Paint, Hazards Test Abatement	<input type="checkbox"/>	Page 4		
(15) Code Enforcement	<input type="checkbox"/>	Page 7		
(16A) Residential Historic Preservation	<input type="checkbox"/>	Page 4		
(16B) Non-Residential Historic Preservation	<input type="checkbox"/>	Page 6		
(17A) CI Land Acquisition/Disposition	<input type="checkbox"/>	Page 8		
(17B) CI Infrastructure Development	<input type="checkbox"/>	Page 8		
(17C) Building Acquisition, Construction, Rehabilitation	<input type="checkbox"/>	Page 8		
(17D) Other Commercial/Industrial Improvements	<input type="checkbox"/>	Page 8		
(18A) ED Direct Financial Assistance for For-Profits	<input type="checkbox"/>	Page 8		
(18C) Micro-Enterprise Assistance	<input type="checkbox"/>	Page 9		
(19E) Operation and Repair Foreclosed Property	<input type="checkbox"/>		<input type="checkbox"/> Page 5	

Certification:

I have reviewed the information contained in this report and certify that to the best of my knowledge that it is true and accurate, and that supporting documentation is maintained and available for State Review

Signature of Authorized Representative _____

Printed Name & Title Stephen Holsinger, City Manager

Date 7/24/2012

6/10/2008

Grantee Performance Report

Housing Rehabilitation

Report Period
07/01/11-
6/30/12

Standard Agreement

Housing Rehab.-RLA

This section applies to activities with a National Objective of Low and Moderate Housing (LMH) and Slums and Blight Area (SBA) or Slum and Blight Spot (SBS) or Urgent Need (URG) for the following. Check off what activity you are reporting. If more than one activity is being reported on this page, you will need to create a duplicate sheet.

- Rehabilitation - Single Unit Residential (Matrix 14A)
- Rehabilitation - Multi - Unit Residential (Matrix 14B)
- Public Housing Modernization (Matrix 14C)
- Energy Efficiency Improvements (Matrix 14F)
- Rehabilitation - Publicly-Owner Residential Buildings (Matrix 14D)
- Acquisition for Rehabilitation (Matrix 14G)
- Lead Based Paint, Hazards Test Abatement (14I)
- Residential Historic Preservation (16A)

Program Description

IDIS cdbg 6

Check all statements that are applicable to this activity. This activity will include:

- a. One-for-One Replacement (Reconstruction) complete Appendix A.
- b. Public improvement activity for which a Special Assessment will be levied.
- c. Displacement of household, business, farms, nonprofits, complete Appendix B.
- d. Creating a new Revolving Fund/Revolving Loan Account (RLA).
- e. The designation of an economic development "Favored activity".
- f. The funding of Colonia(s).
- g. Brownfield Activity Indicate the number of remediated acres: _____
- h. Historic Preservation Area.
- i. Presidential Declared Disaster.
- j. Multi-Unit Housing (2+ Units/structure).
- k. Rental Housing.
- l. Limited Clientele by Nature/Location or Presumed Benefit, complete Appendix C.
- m. A Subrecipient Agreement for this activity, complete Appendix D.
- n. The designation of Slum and Blight, complete Appendix E.

Section 3

Economic Opportunities for Low & Very Low Income

- Check box if the grant award is over \$200,000 in CDBG funds.
- Check box if you have a construction contract or subcontract greater than \$100,000.

If both boxes are checked, you are required to comply with Section 3 reporting requirements pursuant to HUD (24 CFR 135). Attach a Section 3 report and submit the report with this GPR.

Minority Contractor Information

Provide the total dollar amount of this activity that will be directed towards Firms owned wholly or in substantial part by:

- Minority group members
- Women
- Other (Specify) _____

Value of Contract

\$0

\$0

\$0

TYPE OF ASSISTANCE

IDIS cdbg 5

1. What type of financing was provided to the beneficiaries: Grants Loans
 No loans or grants
2. Indicate the number of grants and/or loans provided this Report Period:
 Grants 0 Loans 0
3. Indicate the total number of grants and/or loans provided to date (entire contract term):
 Grants 0 Loans 2
4. When assistance is provided in the form of loans, enter the terms of financing:
- | | Interest Rate (%) | Number of Months (#) | Loan Amounts (\$) |
|---|-----------------------------|-----------------------------|-----------------------------|
| a. Amortized Loan: | <u>0-3%</u> | <u>360</u> | <u>varies</u> |
| b. Deferred Payment/
Forgiveness Loan: | <u> </u> | <u> </u> | <u> </u> |

DIRECT BENEFIT

IDIS cdbg 8

This page allows you to report on beneficiaries race/ethnicity and income levels for the fiscal year:

HOUSING ACTIVITIES

Race & Code	Owner		Renter	
	All	Hisp	All	Hisp
White (11):	0	0	0	0
Black/African American (12):	0	0	0	0
Asian (13):	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0
Native Hawaiian/Other Pacific Isl. (15):	0	0	0	0
Am. Indian/Alaskan Native & White (16):	0	0	0	0
Asian & White (17):	0	0	0	0
Black/African Am. & White (18):	0	0	0	0
Am. Indian/Alaskan & Bck/Afrcn (19):	0	0	0	0
Other Multi-Racial (20):	0	0	0	0
TOTALS	0	0	0	0

Number of Female Head of Households 0

INCOME LEVELS

IDIS cdbg 13

Number of households benefiting based on Income:

	Owner	Renter	Total all years
Extremely Low (<30%)	0	0	0
Low (31%-50%)	0	0	2
Moderate (51%-80%)	0	0	0
Non-Low/Moderate Income (+80%)	0	0	0
Totals	0	0	2

REHABILITATION OF UNITS

IDIS cdbg 9

1. Indicate if the rehabilitation was offering a program with these specific services:
 (May apply for activities with an national objective LMH with Matrix Code 14a, 14b, 14c, 14d, 14f, 14g or 16a)
- a. Installing security devices
 - b. Installing smoke detectors
 - c. Performing emergency housing repairs
 - d. Providing supplies and equipment for painting houses
 - e. Operating a tool lending library

REHABILITATION OF THE OWNER UNITS

IDIS cdbg 24

1. Enter the total number of owner units rehabilitated: 0
2. Of the total number of owner-occupied units rehabilitated, specify the number of:
- a. Units occupied by elderly: _____
 - b. Units brought from substandard to standard (Meeting HQS or local code): 0
 - c. Units qualified as Energy Star: _____
 - d. Units made accessible: _____
 - e. Units in compliance with lead safety rules (24 CFR Part 35): 0

If this activity includes multi-unit housing with (2+ units) complete the rest of the following questions:

MULTI-UNIT HOUSING

IDIS cdbg 14

THIS REPORTING PERIOD	Total	Occupied	Occupied Low/Mod
Number of Units at Start:	<u>0</u>	<u>0</u>	<u>0</u>
Number of Units Expected at Completion:	<u>0</u>	<u>0</u>	<u>0</u>
FOR TOTAL GRANT TERM	Total	Occupied	Occupied Low/Mod
Number of Units Completed:	<u>0</u>	<u>0</u>	<u>0</u>

(Complete the following questions if the activity includes the Rehabilitation of Rental Units)

REHABILITATION OF RENTAL UNITS

IDIS cdbg 20 & 21

1. What is the total number of rental units: _____
2. Of the total rental units, what number are:
 - a. Affordable units: _____
 - b. Section 504 accessible units: _____
 - c. Changed from a substandard to a standard condition, (Meeting HQS or local code requirements): _____
3. What number of units qualified as Energy Star: _____
4. What number of units are in compliance with lead safety rules (24 CFR Part 35): _____
5. What number of units were created through conversion of a non-residential to residential building: _____
6. Of the number of rehabilitated rental units designated affordable, specify:
 - a. Number of units occupied by elderly: _____
 - b. The number of years there will be affordability restrictions: _____
 - c. Units subsidized with project-based rental assistance by another federal, State or local program: _____
7. What number of affordable units were designated for persons with HIV/AIDS including units receiving assistance for operations:
 - a. Of those, what number are for chronically homeless: _____
8. What number of affordable units are permanent housing units for homeless persons and families, including units receiving assistance for operations:
 - a. Of those, the number for the chronically homeless: _____

Grantee Performance Report

Appendix A - One for One Replacement

Report Period
07/01/11-
6/30/12

Standard Agreement

Housing Rehab.-RLA

Replacement Housing

If multiple locations, please duplicate and make additional forms as necessary.
Indicate the address of the units to be demolished-converted:

IDIS cdbg 16

Demolished/Converted
Address

Indicate the number and type of bedroom units

- 0/1 Zero or One bedroom unit _____
- Two Bedroom Units _____
- Three Bedroom Units _____
- Four Bedroom Units _____
- 5+ Five or more Bedroom Units _____

Grant or Loan Agreement Executed Date:

Demolition or Conversion Agreement Date:

Replacement
Address

Number of bedroom units

- 0/1 Zero or One bedroom unit _____
- Two Bedroom Units _____
- Three Bedroom Units _____
- Four Bedroom Units _____
- 5+ Five or more Bedroom Units _____

Date units will be available:

Date of any exception agreement:

Grantee Performance Report

Report Period
07/01/11-
6/30/12

Standard Agreement

Appendix B - Displacement

Housing Rehab.-RLA

IDIS cdbg 15

Indicate the census tract of origin _____
Indicate the City _____

Race & Code	Displaced		Remain		Relocated	
	All	Hisp	All	Hisp	All	Hisp
White (11):	0	0	0	0	0	0
Black/African American (12):	0	0	0	0	0	0
Asian (13):	0	0	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0	0	0
Nat.Hawaiian/Oth Pacific Isl (15):	0	0	0	0	0	0
Am. Indian/Alaskan Nat. &White (16):	0	0	0	0	0	0
Asian & White (17):	0	0	0	0	0	0
Black/African Am. & White (18):	0	0	0	0	0	0
Am.Indian/Alskn & Blck/Afrcn (19):	0	0	0	0	0	0
Other Multi-Racial (20):	0	0	0	0	0	0

Indicate the census tract of those relocated _____
Indicate the City _____

Race & Code	Displaced		Remain		Relocated	
	All	Hisp	All	Hisp	All	Hisp
White (11):	0	0	0	0	0	0
Black/African American (12):	0	0	0	0	0	0
Asian (13):	0	0	0	0	0	0
American Indian/Alaskan Native (14):	0	0	0	0	0	0
Nat.Hawaiian/Oth Pacific Isl (15):	0	0	0	0	0	0
Am. Indian/Alaskan Nat. &White (16):	0	0	0	0	0	0
Asian & White (17):	0	0	0	0	0	0
Black/African Am. & White (18):	0	0	0	0	0	0
Am.Indian/Alskn & Blck/Afrcn (19):	0	0	0	0	0	0
Other Multi-Racial (20):	0	0	0	0	0	0

If there is more than one census track, indicate the additional census tract and race distribution of those relocated. _____
Indicate the City _____

1. Presumed Benefit

IDIS User Guide 8-73

If the activity is funded under a National Objective Code of Low and Moderate Income Clientele, indicate the number of beneficiaries that fall into one or more of the following categories. Use the following income levels when reporting on the beneficiaries race and income on other pages of the GPR.

Number of:

- | | |
|---|--|
| <input type="checkbox"/> Abused Children | Extreme Low Income |
| <input type="checkbox"/> Battered Spouses | Low Income |
| <input type="checkbox"/> Severely Disabled Adults (Per Census Definition) | Low Income |
| <input type="checkbox"/> Illiterate Adults | Low Income |
| <input type="checkbox"/> Persons with Aids | Low Income |
| <input type="checkbox"/> Homeless Persons | Extreme Low Income |
| <input type="checkbox"/> Migrant Farm workers | Low Income |
| <input type="checkbox"/> Elderly Persons | Use Moderate Income if at a center with services,
if not center based, use Low Income |

2. Nature and Location

IDIS cdbg 10

Provide a narrative description of how the nature/location of this activity benefits low and moderate persons:

Grantee Performance Report

Report Period
07/01/11-
6/30/12

Standard Agreement

Appendix D - Sub-recipient Agreement

Housing Rehab.-RLA

ORGANIZATION CARRYING OUT ACTIVITY

IDIS cdbg 3

Indicate if the activity will be carried out by one of the following:

- Grantee employees
- Contractors
- Grantee employees & contractors
- By others under a Sub-recipient Agreement

If you are using a Sub-recipient Agreement, indicate the name of the Organization:
County Of Glenn- Housing and Weatherization Services

Activity is being carried out by:

- A 105 (a) (15) entity as defined under the Housing and Development Act
- Another unit of local government
- Another public agency

IDIS cdbg 4

Indicate all that applies to this organization:

- Non-profit organization
- For-profit entity
- A faith-based organization
- An institution of higher education

Code Section 105(a) (15) is from the Housing and Development Act and provides the provision of assistance to neighborhood-based nonprofit organizations, local development corporations, and nonprofit organizations serving the development needs of communities in non-entitlement areas to carry out neighborhood revitalization, community economic development or energy conservation projects.

Grantee Performance Report

Appendix E - Slum & Blight Area

Report Period
07/01/11-
6/30/12

Standard Agreement
Housing Rehab.-RLA

IDIS cdbg 12

Provide a description of the boundaries of the designated area
(Not the census tract/block data required for LMA)

Boundaries:

Percent of Deteriorated Buildings/Qualified Properties: _____ %

Public Improvement/Type Condition:

Provide a brief description identifying each type of improvement / type of condition

Slum/Blight Designation Year _____

AGENDA ITEM

July 24, 2012

TO: Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief
SUBJECT: 2012 Weed Abatement-Public Hearing

RECOMMENDATION:

This is a public hearing. Upon conclusion of the public hearing, consider adoption of the attached resolution confirming costs of abatement and declaring them a special assessment as of August 10, 2012.

SITUATION (or BACKGROUND):

On April 24, 2012 the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance and that the City Fire Department had made a survey of the areas in town that had nuisance and notified the property owners that they must remove this nuisance or the City would perform the task and bill the property owner accordingly.

In accordance with the California Administrative Code a hearing is required prior to the adoption of the resolution confirming cost of weed abatement and declaring those cost a lien against those properties on which work was performed. The purpose of this hearing is to discuss the cost of abatement only. The hearing on protesting and ordering abatement was held on May 22nd, 2012.

FINCIAL CONSIDERATIONS:

Properties that the City Contractor abated will be billed to the property owner plus a 25% administration fee. For the property owners that do not pay their will be a lien placed against their property and will appear on their tax statement from the county.

NOTIFICATION:

Valley Mirror published the hearing July 11 & July 14, 2012.

ALTERNATE ACTIONS:

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

RECOMMENDATION:

This is a public hearing. Upon conclusion of the public hearing, consider adoption of the attached resolution confirming costs of abatement and declaring them a special assessment as of August 10, 2012.

Respectfully Submitted



Wayne Peabody
Fire Chief

Approved By



Steve Holsinger
City Manager

ATTACHMENT:

- A: Attachment A: 2012 Weed Abatement Resolution Confirming cost of abatement and declaring them a special assessment.
- B: Attachment B: 2012 Weed Abatement list of property and cost (Will be distributed on the evening of the meeting).

ATTACHMENT A

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS CONFIRMING COSTS OF
ABATEMENT AND DECLARING THEM A
SPECIAL ASSESSMENT

WHEREAS, the parcels listed on the attached Exhibit B dated July 24, 2012, were declared a nuisance and ordered abated as of the Council meeting of May 22nd, 2012; and

WHEREAS, the required notices as set forth in Section 39500 through 39588 of the Government Code have been sent as required by law; and

WHEREAS, the owners of said parcels failed to abate the nuisance and hence were abated by the City of Willows as prescribed by law;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows held the required public protest hearing on May 22nd, 2012, and does hereby confirm the costs of abatement and declare them a lien against the property effective August 10, 2012.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of July, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Vince Holvik, Mayor

ATTEST:

Natalie Butler, City Clerk

AGENDA ITEM

July 24, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Mini-Grant Façade Improvement Program Funds Request from Paul Erlendson, The Inkwell 323 North Tehama Street, Willows.

RECOMMENDATION

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for a Mini Grant to repair windows, and paint the awning and exterior façade' at the Inkwell on Tehama Street; authorizing the commitment of \$1,200 (Total allowed for Mini-Grants)

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 reviatlization efforts. Until now implementing the program has been stalled for lack of seed funding; however as part of the Wal-Mart project conditions of approval, funds were committed and deposited with the City to which a portion has been set aside for this PROGRAM. Mini Grant Funding is available up to a maximum of Twelve Hundred (\$1,200) 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.

Paul Erlendson owner of the Inkwell, has made application to the City for a Mini-Grant under the Façade Improvement Program to repair windows and paint the awning/façade' at the aforereferenced address; a business located within the Central Commercial District. The type of work proposed did not require Planning Commission approval and therefore the project is proceeding to the City Council for grant funding approval. The Greater Willows Improvement League (GWIL) has reveiwed and approved this request and recommends funding authorization as requested. As stated earlier, Mini-Grants have a maximum limit of \$1,200 with no matching funds required.

FINANCIAL CONSIDERATIONS

The approval of the attached resolution commits the City to \$1,200 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution. Estimated Fund balance upon approval of this request = approximately \$5,500.00

NOTIFICATION

None

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for a Mini Grant to repair windows, and paint the awning and exterior façade' at the Inkwel on Tehama Street; authorizing the commitment of \$1,200 (Total allowed for Mini-Grants)

Respectfully submitted,

Stephen A Holsinger
City Manager

Attachments:

- 1) Resolution
- 2) GWIL Approval Letter
- 3) Project cost estimate

RESOLUTION No. _____ 2012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF MINI GRANT DOWNTOWN FAÇADE IMPROVEMENT FUNDS FOR PAUL ERLENDSON OF THE INKWELL AN EXISTING COMMERCIAL BUILDING LOCATED AT 323 NORTH TEHAMA 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, Paul Erlendson has requested the use of Mini Grant PROGRAM funds not to exceed \$1,200, to assist façade improvement on the Inkwell property located at 323 N Tehama Street, within the Central Commercial Zoning district, and

WHEREAS, window repair & painting 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 window project.

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

1. That the City Council hereby commits \$1,200 of the PROGRAM funds to Paul Erlendson, The Inkwell to complete the project.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 27th day of March, 21012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Vince Holvik, Mayor

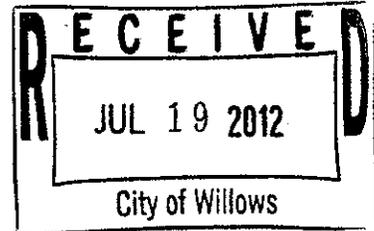
Natalie Butler, City Clerk

GREATER WILLOWS
IMPROVEMENT LEAGUE

201 N Lassen Street Willows, CA 95988

(530)934-7041

July 19, 2012



Mr. Holsinger:

On Monday, July 16th the members of GWIL voted to approve the application for Façade Improvement submitted by Paul Erlendson of The Inkwell.

Mr. Erlendson has applied for a Mini Grant in the amount of \$1,200.00 for paint. He has obtained a bid from a local contractor to paint the south facing entrance of the building including the awning feature over the entrance of the building. He will not be changing the color, but matching the paint currently existing on the east facing entrance of the building.

The Committee believes this application fits the goals and objectives of the Façade Improvement Program and recommends the project moves forward in the approval process.

Sincerely,

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

Dana Owens, Chairman

Greater Willows Improvement Committee



CITY OF WILLOWS
FAÇADE IMPROVEMENT PROGRAM

APPLICATION FORM

DATE: 6.19.21

I. APPLICANT INFORMATION

1. Applicant's Name: PAM ERLENDSON
Mailing Address: P.O. Box 951
Telephone Number(s): 530 934 7692
Fax Number: WILLOWS INKWEIL @ GMAIL.COM
E-mail: 530 934 7673
2. Business Organization of Applicant:
 Corporation (d/b/a) or Partnership or Sole Proprietorship
Business Name: THE INKWEIL
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: 323 A TEHAMA
Building Dimensions: 75 20
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 - *South wall of building and awning / break weather*
 Restoration of Arch. Details Storefront Windows Storefront Door Metal/Wood Storefront System Exterior Paneling/Siding *x2 South facing windows replaced (wood trim)*
 Awning/Canopy Accessible Entrance Add Architectural Details Other: (define) _____
3. If known, please include the estimated project cost or total budget for improvements. \$ _____ Total project cost or Total Budget. Please indicate here if you are seeking a Mini-Grant
4. 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: _____

LARRY HUFFMAN CONSTRUCTION

360 EAST WOOD STREET

WILLOWS, CA. 95988

530-591-9349

ESTIMATE

PROJECT : PAUL (INKWELL)

323 NORTH TEHAMA

WILLOWS, CA 95988

SCOPE:

CARPENTRY

- REPAIR TWO WINDOWS @ SOUTH SIDE OF STRUCTURE

SCOPE:

PAINT SOUTH SIDE OF STRUCTURE

- PRESSURE WASH ALL AREAS TO RECEIVE PAINT
- SCRAPE, WIREBRUSH AND SAND ALL NEEDED AREAS
- PRIME ALL NEEDED AREAS
- TARP, PAPER OR VISQUEEN ALL AREAS NOT TO RECEIVE PAINT.
- APPLY TWO COATS LATEX ENAMEL TO WALL AND COVER
- APPLY TWO COATS LATEX ENAMEL TO TRIM

TOTAL LABOR AND MATERIALS

\$1,200.00