

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, June 12, 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 June 12, 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 May 22, 2012, Regular City Council Meeting Minutes.
 - d) Consider adoption of a Resolution in support of the PG&E proposed Economic Incentive Rate for Central and Northern California areas with unemployment rates 25% greater than the State average.
 - e) Consider adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2012/2013 for the use and/or ability to use the Glenn County Solid Waste System.

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) Landscaping & Lighting Assessment District – Conduct a public protest hearing, open and review any received ballots and consider adoption of a Resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorize the levy and collection of assessments for Fiscal Year 2012/13.
 - b) CDBG Program Income Reuse Plan – Conduct a public hearing and upon completion, consider adoption of a Resolution adopting the City's Program Income Reuse Plan for the Administration and Utilization of Program Income resulting from activities funded under the State of California Community Development Block Grant Program.
9. **Ordinances:** None
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
11. **New Business:**
- a) Consider approval of General Fund appropriation in the amount of \$12,500 for nuisance abatement for abatement services at 245 North Plumas Street.
 - b) 1. City Council Chamber Rental Policy – Staff is seeking direction from the Council as to the interest in adopting a Policy on Council Chamber Use/Rental and establishing appropriate fees in conjunction with use of this facility and equipment.
2. Rules of Meeting Order and Decorum – Staff is seeking direction from the Council as to the interest in adopting Rules of Order and Decorum during the conduct of official City business.
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 June 7, 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.

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
May 22, 2012

1. The meeting was called to order at 7:00 p.m. by Mayor Holvik.
2. **PLEDGE OF ALLEGIANCE:** Police Sergeant Carl Walters led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Council Members Yoder, Hansen, Taylor-Vodden, Cobb & Mayor Holvik

Absent: None

4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Taylor-Vodden to accept the May 22, 2012, City Council Meeting agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:**

- a) Mayor Holvik presented a Certificate of Appreciation to Mike Roberts for his volunteer efforts to improve the look of Memorial Park.
- b) William Berry of William Berry Campaigns gave the Council a presentation to explain the necessary steps to complete potential ballot measures to place on the November ballot. He explained that there are three steps to move forward with potential ballot measures. Step one would be to draft the specific ballot language for the measures and have them reviewed by legal Counsel. This must be completed and approved by a City Council Resolution prior to August 10, which is the final day to get the measures to the Registrar of Voters office. The second step is to inform and educate the public on the measures and their potential advantages. The final step would be to begin campaigning for the measures. The campaigning must be done by a private citizens committee and it is not permitted to be done by the City and there must be no use of City funds involved in during the campaigning process. The City is allowed to educate and inform the public about the measures, however, it is prohibited for the Council to specifically advocate for passage of the measures, which Mr. Berry admitted is a very fine line. He suggested that any materials prepared in conjunction with the campaigning for the measures should be reviewed by the City Attorney and also by the District Attorney in order to be sure everything is legally appropriate. He has spoken to the County and they gave him a quote of approximately \$3 to \$4 per voter to place a special measure on the ballot, which would cost approximately \$7500 to \$10,000 per measure.

Mr. Berry's presentation was informational only and no Council action was taken on this matter.

6. **Public Comment:**

Kevin Azevedo spoke to the Council to advocate for allowing bicycles to ride in the skate park. He is a bike enthusiast and requested that the Council reconsider their rule of not permitting

bicycles in the skate park, even if it was only on certain days and times of the week. Staff advised that this is something the Safety Committee would need to review if any changes to the Municipal Code were to be made in this regard.

7. Consent Agenda:

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

- a) Approval of General Check Register (24484-24604).
- b) Approval of Payroll & Direct Deposit Check Registers (31831-31889 & Z03428-Z03494).
- c) Approval of the April 24, 2012, Regular City Council Meeting Minutes.
- d) Approval of the May 9, 2012, Special City Council Meeting Minutes.

8. Public Hearings:

- a) Weed Abatement Public Hearing to provide owners an opportunity to offer comments regarding receipt of "Notice to Abate" cards and upon conclusion, order those properties that have not self-abated to be abated by the City's Abatement Contractor.

On April 24 the City Council adopted a Resolution declaring rubbish, refuse and weeds to be public nuisances. The Fire Department has made a survey of the areas in the City that are a nuisance and has notified property owners that they must remove the nuisance(s) or the City will perform this task and invoice the property owner accordingly.

It is required by Government Code 39560 through 29588 that there is to be a set fixed time for any appeals to be considered by the Council from any of the property owners. The time fixed for this appeal was 7:00 p.m., Tuesday, May 22, 2012. At this time the Council shall conduct a public hearing to hear any objections from the property owner(s) and by motion, upon the conclusion of the public hearing, the Council shall allow or overrule any objections. If the Council desires any additional information on any particular site(s) they may continue the hearing. If no objections are made, or after the City Council has disposed of those made, they shall order the Fire Chief to abate the nuisance(s).

Properties that the City Contractor abates will be billed to the property owner. For those property owners that do not pay, there will be a lien placed against their property and it will appear on their tax statement from the County.

Mayor Holvik opened the Public Hearing at 7:19 p.m. Doug Ross, citizen, spoke during the public hearing and suggested that weed length should be considered and that people should be noticed to abate once weeds get to a certain height. There are weeds throughout the City that due to their height should be considered hazardous any time of the year, not just during the Weed Abatement season. Fire Chief Peabody addressed this, stating that the Weed Abatement Season has strict time-lines that the City needs to follow per State mandates, although he agrees that

certain properties do sometimes have weeds outside of the abatement season that could be potentially threatening in the event of a fire. Mayor Holvik closed the Public Hearing at 7:22 p.m.

It was **moved** by Council Member Hansen and **seconded** by Council Member Cobb to declare the parcels that have been sent notices to abate and have not done so by June 3, to be abated by the City's Abatement Contractor and billed accordingly. The motion unanimously passed.

- b. Conduct a Public Hearing, and upon completion, approve the Resolution Approving the Application for the Use of Program Income Funds for a Public Facilities Project:

In April of 2010 the California Department of Housing and Community Development (HCD) amended regulations pertaining to the use of Program Income (Program Income refers to funds received via repayment of loans that were extended utilizing CDBG funds) to allow for the appropriation of projects outside the scope of open CDBG grants for revolving loan activities. One of the allowed areas is for improvements to public facilities.

Currently, the bay doors at the Willows Fire Station are in need of replacement. Significant ongoing maintenance has taken place over a number of years, but the doors have reached a point of necessary replacement. The City has received tentative concurrence from HCD staff that this project would qualify as a public facilities project under CDBG guidelines. Staff is now seeking Council approval to apply for approval to utilize \$37,000 in Program Income funds toward the replacement of the doors. The Fire Chief has received tentative estimates for this work, but staff will need to go through the formal bid process in accordance with City policy on projects of this size and also per CDBG procurement guidelines. If the Council approves the Resolution, Staff will return to the June 12 meeting to conduct a Public Hearing regarding amending the Program Income Reuse Plan to allow for these types of transactions to occur within our Program Income Funds.

Mayor Holvik opened the Public Hearing at 7:27 p.m. and hearing no comments, subsequently closed the Public Hearing at 7:27 p.m. It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution approving the application for the use of the Program Income Funds for a Public Facilities Project. The motion unanimously passed.

- 9. **Ordinances:** None
- 10. **Items introduced by City Council or Administrative Staff for discussion purposes only:** None
- 11. **New Business:**
 - a) Transfer funding within the current Fiscal Year General Fund Budget to augment the Planning Services Budget with an increase of \$3000 to maintain current service level throughout the remaining six weeks of the 2011/12 Fiscal Period:

In May of 2011 the Council approved the renewal of the Planning Services Agreement with Wildan Engineering to maintain a consistent one-day-per-week planner at City Hall. It was anticipated at that time that our Planning Services Budget would be reduced by approximately 25% for Fiscal Year 2011/12; a projected savings of approximately \$8000 during this fiscal period. Unfortunately, several assumptions in conjunction with shared planning services with the County have not materialized as anticipated. Therefore our 2011/12 adopted budget for planning services is limited to \$25,000. Currently General Planning Services billed through April have now exhausted approximately \$24,800 of the current fiscal budget. Therefore staff is requesting an augmentation of \$3000 in funding; available through a Council authorized transfer of funding from the Legal Expense Budget, which currently has a remaining balance of \$6900 for the current fiscal period. This balance represents approximately 46% of the original budget. With six weeks remaining in the fiscal year the City is approximately 87% through with the 2011/12 budget cycle. Therefore, a reduction in legal expense funding of \$3000 would still maintain a balance of \$3900 in that account with only six weeks remaining in the fiscal period. This would represent a budget balance in excess of 25% of the original legal expense budget. Therefore staff is recommending approval of this request to restore general planning services availability one day per week for the remaining six weeks in this fiscal year.

It was **moved** by Council Member Yoder and **seconded** by Council Member Taylor-Vodden to transfer \$3000 from fund 301.4120.020 to fund 301.4120.060 in order to maintain one day weekly Planning Services throughout the remainder of the current fiscal year. The motion unanimously passed.

b) **Renewal of the 2012/2013 Contract for Services between the City of Willows and 3CORE, Inc.:**

Each fiscal year it is necessary to renew our membership commitment with 3CORE (Formerly Tri-County Economic Development) and establish a list of priority projects. Typically city management staff will review the Comprehensive Economic Development Strategies (CEDS) priority list, makes any necessary updates, revisions or modifications based on Council directives and feedback throughout the preceding year. This step has already been completed and staff is working collaboratively with the Cities/County Economic Development Steering Committee on a more regionalized CEDS focus for the immediate future.

Staff is seeking Council approval to renew the annual contract commitment for the next fiscal year. The annual cash-match contribution for 2012-2013 will be \$5000. Although an increase from last year, as Council may recall during a recent Council meeting, 3CORE representatives presented a summary for revenues generated on behalf of the City by 3CORE and based on that summary, the City's return-on-investment is approximately \$10.50 for each dollar invested. Therefore, staff is recommending Council approval for renewal of the contract.

It was **moved** by Council Member Cobb and **seconded** by Council Member Hansen to renew the 2012-2013 contract for services between the City of Willows and 3CORE, Inc. The motion unanimously passed.

12. Council Member Reports:

Council Member Taylor-Vodden reported that she and the City Manager attended the April 25 Willows Economic Development Committee Meeting.

Council Member Hansen reported that he and Mayor Holvik attended the last Solid Waste Advisory Board Meeting. He also attended the most recent Transportation Committee Meeting. He congratulated the Lamb Derby Committee on a successful weekend of events and he also commended the Museum Board for a very well organized and successful dedication of the Peter Towne Memorial Park at the Museum and he thanked the City Manager for delivering a very nice speech at the dedication.

Council Member Cobb also thanked the City Manager for his dedication of the Peter Towne Memorial Park and said it was a very nice event.

Mayor Holvik reported that he and the Recreation Director, Carol Lemenager, appeared on KHSL Channel 12 news at noon today to promote the upcoming "Row, Row, Row your boat" fundraiser for the City pool that will take place on May 24. He also reported that he attended the last Library Board of Trustees meeting and a recent Butte College Community Forum meeting.

13. 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 City Employees not represented by WEA or WPSA)

The Council entered into Closed Session at 7:48 p.m.

14. Report Out from Executive Session:

The Council reconvened into Open Session at 9:08 p.m. with Council providing direction to staff.

15. Adjournment: Mayor Holvik adjourned the meeting at 9:10 p.m.

Dated: May 22, 2012

NATALIE BUTLER

City Clerk

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AGENDA ITEM

June 12, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Adoption of a Resolution in support of the PG&E proposed Economic Incentive Rate for unemployment distressed rural areas in Northern California.

RECOMMENDATION

Staff is recommending City Council Adopt a Resolution of Support for the proposed PG&E Economic Incentive Rate for Central and Northern California areas with unemployment rates twenty-five percent greater than the State average.

SUMMARY

PG&E is proposing a reduced commercial electric rate designed to spur economic growth and create new jobs in PG&E's service area, particularly in those areas suffering from high unemployment. Willows is one of the eligible jurisdictions. If approved by the California Public Utility Commission (CPUC), this rate will range from a 12% to 35% reduction for a five year period for eligible business. More details on this proposal are included in the attached news release.

The most recent data available from Employment Development Department, Labor Market Information Division shows Glenn County with a 15.7% unemployment rate. This is approximately 50% greater than the state average currently at 10.5%. Staff is recommending council approval of this request for support

FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

Staff is recommending City Council Adopt a Resolution of Support for the proposed PG&E Economic Incentive Rate for Central and Northern California areas with unemployment rates twenty-five percent greater than the State average.

Respectfully submitted,


Stephen A. Holsinger
City Manager

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. ___ - 2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
IN THE MATTER OF PACIFIC GAS AND ELECTRIC COMPANY
OFFERING INCENTIVE RATES FOR ECONOMIC DEVELOPMENT**

WHEREAS, Pacific Gas and Electric Company has filed a new economic development rate application with the California Public Utilities Commission for the right to offer a competitive electric rate to attract large employers to California and convince other large employers already in the state to maintain or expand their operations, rather than locate out of state; and

WHEREAS, the proposed economic development rate targets large companies—with power loads of at least 200 kilowatts—that have a choice of where to locate operations and hire employees, and would provide a 12 percent rate reduction for five years for those who avow that it is needed to enable them to site new operations, expand existing facilities, or stay in California; and

WHEREAS, to address the more acute challenges faced by counties in PG&E's service area with unemployment rates at least 25 percent higher than the state average, the utility proposes a more significant rate reduction of 35 percent for five years; and

WHEREAS, the State of California needs viable tools to compete with other states to create and maintain jobs to revitalize our economy and the County of Glenn is experiencing an unemployment rate of 15.7% with residents hungry for work;

NOW THEREFORE BE IT RESOLVED that the City Council endorses Pacific Gas and Electric Company's proposed economic development rate and further urges the California Public Utilities Commission to act with urgency to approve and implement the new rate.

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of June, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Vince Holvik, Mayor

Natalie Butler, City Clerk



**Pacific Gas and
Electric Company**®

External Communications Department
77 Beale Street
San Francisco, CA 94105
415/973-5930

NEWS
12.15

FOR IMMEDIATE RELEASE

March 1, 2012

CONTACT: PG&E External Communications - (415) 973-5930

**PG&E PROPOSES TARGETED RATE REDUCTION TO PROMOTE
ECONOMIC DEVELOPMENT**

Program Would Support Retention and Attraction of Jobs in California

SAN FRANCISCO, Calif.—Pacific Gas and Electric Company (PG&E) announced today that it has asked state regulators for the right to offer a competitive electric rate to attract large employers to California and convince other large employers already in the state to maintain or expand their operations rather than leave.

“Affordable, reliable power is more important than ever as an enabler of business and employment development in our state,” said Tom Bottorff, Senior Vice President for Regulatory Relations at PG&E. “As a key contributor to California’s economy, PG&E is committed to helping create and retain jobs here by offering appropriate incentives that will enhance our state’s competitiveness and make it ‘golden’ again.”

The proposed economic development rate targets large companies—with power loads of at least 200 kilowatts—that have a choice of where to locate operations and hire employees. The rate would provide a 12 percent rate reduction for five years for those who avow that it is needed to enable them to site new operations, expand existing facilities, or stay in California.

To address the more acute challenges faced by counties in PG&E’s service area with unemployment rates at least 25 percent higher than the state average, the utility proposes a more significant rate reduction of 35 percent for five years.

“By expanding our local businesses and attracting employers back to hard-hit communities in California, PG&E’s program will help jump-start an economic recovery that generates the jobs and growth we need for healthier communities,” said Fresno Mayor Ashley Swearingin. “This program provides hope not only to Fresno, but to communities throughout

MORE

Northern and Central California that need help revitalizing their economic base. This will be good for all of California.”

“It is essential in our economically challenged area to seek out and find new ways to foster economic development, create jobs, and assist new and existing businesses to thrive,” said Madera Mayor Brett Frazier. “I wholeheartedly support the enhanced economic development rate and believe it will be absolutely essential to our future growth.”

The new economic development rate is designed to meet today’s challenges and would replace an existing program that PG&E began offering in 2005. The current program’s rate reduction has declined over time and it is scheduled to sunset at the end of 2012.

Pacific Gas and Electric Company, a subsidiary of PG&E Corporation (NYSE:PCG), is one of the largest combined natural gas and electric utilities in the United States. Based in San Francisco, with 20,000 employees, the company delivers some of the nation’s cleanest energy to 15 million people in Northern and Central California. For more information, visit <http://www.pge.com/about/newsroom/> and www.pgecurrents.com.

REPORT 400 C
Monthly Labor Force Data for Counties
April 2012 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,368,900	16,436,700	1,932,200	10.5%
ALAMEDA	12	765,200	697,000	68,300	8.9%
ALPINE	24	490	440	60	11.2%
AMADOR	30	16,550	14,520	2,040	12.3%
BUTTE	33	101,100	88,400	12,700	12.6%
CALAVERAS	34	19,380	16,780	2,590	13.4%
COLUSA	57	11,830	9,160	2,670	22.6%
CONTRA COSTA	14	528,100	479,900	48,300	9.1%
DEL NORTE	35	11,450	9,910	1,540	13.5%
EL DORADO	21	90,800	81,100	9,600	10.6%
FRESNO	47	444,100	373,800	70,300	15.8%
GLENN	45	12,940	10,910	2,030	15.7%
HUMBOLDT	21	60,900	54,400	6,400	10.6%
IMPERIAL	58	76,900	56,300	20,600	26.8%
INYO	15	9,380	8,500	880	9.4%
KERN	39	379,400	324,300	55,100	14.5%
KINGS	43	61,800	52,100	9,700	15.6%
LAKE	43	25,590	21,610	3,980	15.6%
LASSEN	37	12,980	11,220	1,760	13.6%
LOS ANGELES	23	4,855,700	4,319,900	535,800	11.0%
MADERA	42	63,800	53,900	9,900	15.5%
MARIN	1	137,800	129,000	8,800	6.4%
MARIPOSA	26	9,240	8,160	1,080	11.7%
MENDOCINO	19	42,110	37,710	4,400	10.5%
MERCED	55	107,400	87,200	20,200	18.8%
MODOC	45	3,700	3,120	580	15.7%
MONO	13	8,780	7,980	790	9.0%
MONTEREY	25	230,500	203,800	26,700	11.6%
NAPA	8	74,900	68,700	6,200	8.3%
NEVADA	16	50,770	45,950	4,820	9.5%
ORANGE	3	1,613,400	1,493,700	119,700	7.4%
PLACER	17	174,700	157,900	16,800	9.6%
PLUMAS	52	9,320	7,740	1,570	16.9%
RIVERSIDE	28	933,500	823,500	110,000	11.8%
SACRAMENTO	19	671,100	600,600	70,500	10.5%
SAN BENITO	48	27,400	23,000	4,500	16.2%
SAN BERNARDINO	26	859,600	759,000	100,600	11.7%
SAN DIEGO	10	1,582,200	1,444,000	138,200	8.7%
SAN FRANCISCO	3	469,700	435,000	34,700	7.4%
SAN JOAQUIN	41	301,700	255,100	46,600	15.4%
SAN LUIS OBISPO	6	140,700	129,500	11,200	7.9%
SAN MATEO	2	386,500	360,400	26,100	6.8%
SANTA BARBARA	5	229,900	212,200	17,800	7.7%
SANTA CLARA	7	910,600	836,000	74,600	8.2%
SANTA CRUZ	29	153,100	134,800	18,300	12.0%
SHASTA	35	84,700	73,200	11,400	13.5%
SIERRA	38	1,700	1,460	240	14.2%
SISKIYOU	50	19,410	16,220	3,190	16.4%
SOLANO	18	217,800	195,500	22,300	10.2%
SONOMA	9	259,300	237,000	22,300	8.6%
STANISLAUS	50	233,000	194,800	38,200	16.4%
SUTTER	56	43,900	35,200	8,700	19.8%
TEHAMA	40	24,930	21,190	3,740	15.0%
TRINITY	54	4,880	3,990	890	18.2%
TULARE	48	209,700	175,800	33,900	16.2%
TUOLUMNE	30	25,670	22,520	3,150	12.3%
VENTURA	10	440,100	401,800	38,300	8.7%
YOLO	30	98,800	86,600	12,200	12.3%
YUBA	53	27,700	22,900	4,700	17.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2011 benchmark and Census 2000 population controls at the state level.

Steve Holsinger

From: Blair, Dan <D7BD@pge.com>
Sent: Monday, May 21, 2012 9:03 AM
To: sholsinger@cityofwillows.org
Subject: Economic Development Rate
Attachments: ED Rate.pdf

Hi Steve,

You may have already heard, but PG&E is proposing a reduced commercial electric rate designed to spur economic growth and create new jobs in PG&E's service area, particularly in those areas suffering from high unemployment. Willows is one of these eligible jurisdiction. If approved by the California Public Utility Commission (CPUC), this rate will range from a 12% to 35% reduction for a five year period for eligible business. More details on this proposal are included in the attached news release.

We believe this will be a powerful incentive for economic growth in the North State and we're asking for letters of support to strengthen our chance of success with the CPUC. We've already received letters from several jurisdictions in Northern California and it would be great to have your support as well.

If you are able to provide a letter of support for this effort, please send this correspondence to:

Michael Peevey, CPUC President

cc: Mark J. Ferron, Commissioner and Paul Clanon, Executive Director.

505 Van Ness Avenue, San Francisco, CA 94102

Please don't cc: me on the letter but please send me a copy so I can track our support. Thank you for your time and please let me know if you have any questions.

Dan Blair
Local Government Relations, North Valley
Pacific Gas & Electric Company
350 Salem St.
Chico, CA 95928
(530) 514-7688
Dan.Blair@pge.com



City of Corning

794 Third St. Corning, CA 96021 (530) 824-7020 Fax (530) 824-2489

March 28, 2012

Ms. Ashley Swarengin
Mayor
City of Fresno
2600 Fresno Street, 2nd Floor
Fresno, California 93721

Dear Mayor Swarengin:

Thank you for contacting the City of Corning and informing us of PG&E's filing before the Public Utilities Commission to create an enhanced economic development rate for high unemployment areas within the PG&E service territory. I understand the City of Fresno is submitting comments to the PUC in support of this proposed enhanced rate.

Please list the City of Corning among those in support of those comments to the PUC, as we understand the importance of lowering the cost of doing business in our City in order to spur job creation.

I understand this letter is non-binding on the City of Corning and does not create any legal obligations or liabilities for the City of Corning.

Sincerely,


John L. Brewer, AICP
City Manager

RECEIVED APR 20 2012

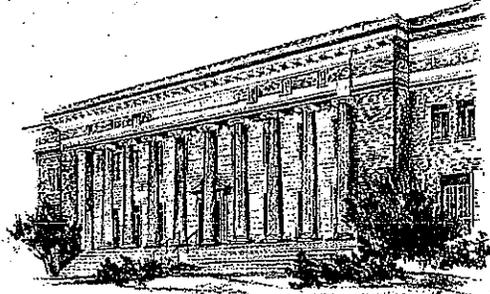
BUILDING 824-7027 • PLANNING 824-7036 • CITY MANAGER 824-7034 • CITY CLERK 824-7033 • FINANCE 824-7020

PUBLIC WORKS 824-7025 • POLICE DEPARTMENT 824-7000 • FIRE DEPARTMENT 824-7044

"THE CITY OF CORNING IS AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER"

Board of Supervisors
COUNTY OF TEHAMA

*District 1 – Gregg Avilla
District 2 – George Russell
District 3 – Dennis Garton
District 4 – Bob Williams
District 5 – Ron Warner*



Tehama County Courthouse

*Williams J. Goodwin
Chief Administrator*

March 27, 2012

Ashley Swearengin, Mayor
City of Fresno
2600 Fresno Street, 2nd Floor
Fresno, CA 93721

Re: Enhanced Economic Development Utility Rate

Dear Mayor Swearengin:

The Tehama County Board of Supervisors is aware of Pacific Gas & Electric's (PG&E) filing before the California Public Utilities Commission (CPUC) to create an enhanced economic development utility rate for high unemployment areas within PG&E's service territory.

The Board understands the City of Fresno intends to file in support of PG&E's application and would like to request that Tehama County be listed as a supporter in those comments to the CPUC. We recognize the importance of lowering the cost of doing business as one way to encourage job retention and creation in Tehama County.

Thank you for contacting the County and for your efforts on behalf of Tehama County and the other jurisdictions that may benefit from this course of action.

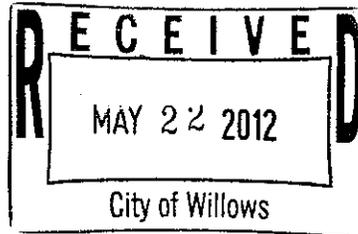
Sincerely,

Bob Williams
Chairman

cc: Congressman Wally Herger
Senator Doug LaMalfa
Assemblyman Jim Nielsen
CSAC
RCRC

GLENN COUNTY
Planning & Public Works Agency

P.O. Box 1070 / 777 N. Colusa Street
Willows, CA 95988
530.934.6530 Fax 530.934.6533
www.gcppwa.net



"It is our mission to model excellence in local government through accountability and fiscal responsibility"

John F. Linhart, Director

Gail Wingard, Interim City Manager
City of Orland
815 Fourth Street
Orland, CA 95963

May 15, 2012

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

RE: 2012 Solid Waste Parcel Fees

In accordance with California Health and Safety Code Section 5471 that provides for the setting and collection of charges for services and facilities furnished in connection with water, sewer and / or sanitation the County of Glenn respectfully submits for the cities consent the attached sample resolution.

Please place this item on your next city council agenda and return a certified copy prior to June 12, 2012. The fee has not been increased for the year 2012 and has been \$42.74 per dwelling unit and / or commercial / industrial establishment since July 1, 1997.

Should you have any questions or comments please contact me at 865-2782 or 934-6530.

Thank you for your continued cooperation and assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "John Linhart".

John Linhart
Director

RESOLUTION ____-2012

ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2012/2013 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM

WHEREAS, California Health and Safety Code Section 5471 authorizes the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and

WHEREAS, California Health and Safety Code Section 5471 dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, operation of those water, sewer, and/or sanitation systems; and

WHEREAS, California Health and Safety Code Section 5473 provides for said fees to be collected on the tax roll; and

WHEREAS, the Glenn County Board of Supervisors has determined that it is in the best interest of the residents, businesses, and property owners in the County to have the ability to use the Glenn County Solid Waste System; and

WHEREAS, the Willows City Council, as a member of the Glenn County Waste Management Agency, supports the operation of the Glenn County Solid Waste System; and

WHEREAS, the City of Willows does not have a City solid waste disposal site;

NOW THEREFORE, BE IT RESOLVED that the Willows City Council does hereby consent to the extension of an annual fee of \$42.74 to be imposed upon each dwelling unit and commercial/industrial establishment located on the real improved property within the incorporated areas of the City for the purpose of using or having the ability to use the Glenn County Solid Waste Disposal System.

THIS RESOLUTION was passed by the Willows City Council this 12th day of June, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Vince Holvik, Mayor

Natalie Butler, City Clerk

AGENDA ITEM

June 12, 2012

TO: Honorable Mayor Holvik and Members of the City Council
FROM: John Wanger, City Engineer
SUBJECT: Annual City of Willows Landscaping and Lighting Assessment District – Engineer's Report

RECOMMENDATION

Conduct the required public protest hearing, open and review any received ballots and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2012-13

SUMMARY

The Willows Landscaping and Lighting Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 ("Act").

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings. The first action (appointing an Engineer of Work and directing the preparation of the annual Engineer's Report) was completed by the Council on February 14, 2012. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public information meeting as May 15, 2012, and the public protest hearing as June 12, 2012) was completed on April 24, 2012. Tonight is the third and final step in the process – conduct the public protest hearing, open and review ballots, approve the Engineer's Report as presented or as amended tonight and authorize the levy of assessments for FY 2012-13.

Ballot packets were mailed to the parcel owner proposed for annexation into a new Zone B (Walmart). Proposition 218 requires property owners to vote, by separate ballot, any new annexation of their property into an assessment district.

At tonight's meeting, the rules governing this type of an assessment district (found in the Streets and Highways Code) requires that a public protest hearing be held to hear any comments/concerns from property owners within the district. Staff recommends opening, receiving comments and closing the public hearing. Following the public hearing, staff recommends a short recess be provided for staff to conduct a ballot count of received ballots. If a majority of "yes" ballots are received for a specific Zone, then the annexations into the specific Zone may be approved by the Council. If a majority of "no" ballots are received for a specific Zone, then the annexation proceedings for that specific Zone must be dropped.

At the conclusion of tonight's public hearings and the counting of received ballots, the City Council may authorize the levy and collection of the annual assessments, as preliminarily approved on April 24, 2012, or decrease them, but cannot increase them greater than the amounts set on April 24, 2012.

Attached to this staff report is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on April 24, 2012, the proposed assessments shown in this report have not changed from the preliminary report. The City Council should review the report one final time and let staff know if there are any desired changes to be made to the report. If not, the proposed assessments shown in the report will be passed on to the County Assessor's office for inclusion on the tax roles.

In brief, the attached report outlines costs from FY 2011-12, summarizes the projected costs for FY 2012-13 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2011) of +2.6% for Zone A, and new Zone B will have a maximum annual assessment, and allow cost of living adjustments annually. The raised maximum annual assessment for Zone A is now \$416.73 per parcel, and the new maximum annual assessment for Zone B is \$5,920.00 per parcel.

While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during FY 2012-13 be reduced from \$258.00 in FY 2011-12 to \$210.32 per parcel. This reduced assessment is due to the spread of assessment engineering costs over two zones.

The actual amount that will be levied and collected for Zone B during FY 2012-13 is to be \$4,453.90 per parcel.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. It is noted that the projected Assessment District reserve balance for Zone A at the end of FY 2012-13 is slightly above that target. If it is found that an excess reserve balance does exist at the end of FY 2012-13, the assessments may be reduced the following year. The reserve for Zone B is anticipated to build over the next few years to reach the desired minimum level.

If the Council finds there is no majority protest to the annexation into Zone B, and finds the report acceptable, the Council should adopt the attached resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The adoption of tonight's resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for the inclusion on the tax roles.

FINANCIAL CONSIDERATIONS - All costs associated with this assessment district (operation, maintenance and administration) are recovered through the assessments. All anticipated costs are shown in the budget in the Engineer's Report. The total proposed Assessment District budget for Fiscal Year 2012-13 is 11,604.78. The funding source is from proposed assessment revenues levied and collected during FY 2012-13.

NOTIFICATION

The public protest hearing was noticed as required by the Streets and Highways Code Sections 22550-22556.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Conduct the required public protest hearing, open and review any received ballots and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein, authorizing the levy and collection of assessments for the Fiscal Year 2012-13

Respectfully submitted,

John Wanger
City Engineer

Attachments: Resolution approving the Annual Engineer's Report
For Final Approval Engineer's Report

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. -2012**

**A RESOLUTION APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE
ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS AND AUTHORIZING THE
LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2012-13 FOR THE
CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE
ZONE B – WALMART
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

WHEREAS, on October 11, 2005 the City Council ordered the formation of the City of Willows Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council of the City of Willows intends to levy and collect assessments within the Assessment District during FY 2012-13, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on February 14, 2012, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2012-13 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on April 24, 2012, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY 2012-13, and set the times and dates of the public information meeting and public hearing pursuant to section 22624 of the Streets and Highways Code; and

WHEREAS, for FY 2012-13 there is one annexation proposed into a new Zone B (Walmart); and

WHEREAS, pursuant to Proposition 218, notices and ballots were mailed out to the property owner whose property is proposed for annexation into Zone B; and

WHEREAS, in order to keep up with inflation and to recognize noticing/voting requirements for increasing the maximum annual assessments, Zone B will have a maximum annual assessment, and allow annual cost of living adjustments in accordance with the annual Consumer Price Index (CPI). The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

WHEREAS, on May 15, 2012, City staff held the required public information meeting; and

WHEREAS, notice of the public protest hearing was given by publication in accordance with the Landscaping and Lighting Act of 1972; and

WHEREAS, on June 12, 2012, the Town Council conducted a public hearing and gave every interested person an opportunity to make a protest to the annual Engineer's Report either in writing or orally, and the City Council has considered each protest; and

WHEREAS, for FY 2012-13, Zone A, the maximum annual assessment is proposed to increase in accordance with a Consumer Price Index (CPI) of +2.60% (year 2011), resulting in a maximum annual assessment of \$416.73; and

WHEREAS, for FY 2012-13, Zone A, the annual assessment is proposed to be reduced from the FY 2011-12 level of \$258.00 to \$210.32 per parcel; and

Whereas, for FY 2012-13, Zone B, the maximum annual assessment is proposed to be \$5,920.00 per parcel and the annual assessment is proposed to be \$4,453.90 per parcel; and

WHEREAS, this Resolution is adopted pursuant to Section 22631 of the California Streets and Highways Code.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby:

1. Approves the annual FY 2012-13 Engineer's Report as filed, as prepared and filed
2. Authorizes the annexation of a parcel into a new Zone B of the City of Willows Landscaping & Lighting Assessment District.
3. Confirms the assessment diagram and assessment amounts as set forth in the FY 2012-13 Engineer's Report and any amendments incorporated at the City Council's direction and hereby authorizes the levy and collection of the annual assessments set forth in said report for the FY 2012-13, for each of the following Zones:
 Zone A - Birch Street Village
 Zone B - Walmart
4. In order to keep up with inflation, the estimated maximum annual assessment for Zone A for FY 2012-13 shall be adjusted up from FY 2011-12 maximum annual assessment as allowed by the original formation and annexation proceedings, by the 2011 annual CPI factor of 2.60%.
5. In order to keep up with inflation Zone B shall have a maximum annual assessment set and allow annual cost of living adjustments to it in accordance with the annual Consumer Price Index.
6. The maximum annual assessments for FY 2012-13 shall be increased to \$416.73 per parcel for Zone A and set at \$5,920.00 per Parcel for Zone B.
7. The amount to levy and collect for FY 2012-13 will be reduced to \$210.32 per parcel in Zone A and shall be set to \$4,453.90 per parcel in Zone B.
8. That this resolution is adopted pursuant to Section 22631 of the Street and Highway Code.

It is hereby certified that the foregoing Resolution No. _____ -2012 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 12th day of June, 2012 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED:

ATTESTED:

Mayor Vince Holvik

Natalie Butler, City Clerk

FY 2012-13



**ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE
ZONE B - WALMART**

FOR FINAL APPROVAL

**CITY OF WILLOWS
COUNTY OF GLENN
STATE OF CALIFORNIA**

June 2012

**Prepared By:
Coastland Civil Engineering, Inc.**

FY 2012-13

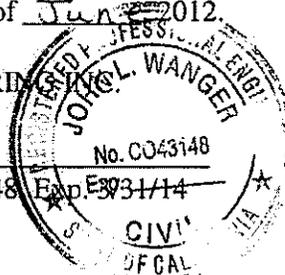
WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Willows on February 14, 2012, the enclosed Engineer's Report on the 5th day of June, 2012.

COASTLAND CIVIL ENGINEERING

By:

John L. Wanger
John L. Wanger, RCE 43148



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2012.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Willows, California, on the _____ day of _____, 2012.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Glenn on the _____ day of _____, 2012.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

**FY 2012-13 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT**

(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2012-13

Coastland Civil Engineering, Engineer of Work for the Willows Landscaping & Lighting Special Assessment District, City of Willows, Glenn County, California, makes this annual Engineer's Report, as directed by the City Council on February 14, 2011, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2012-13.

Background

The Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October 2005 by the City of Willows to recover costs associated with the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development. In order to levy and collect assessments each subsequent fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, new cost estimates are developed to determine the costs to operate and maintain the Assessment District improvements for the upcoming fiscal year. Further, as new subdivisions are created within the Willows City limits, they can be annexed into the Assessment District on an annual basis.

For FY 2012-13, one new zone is proposed for annexation. This new zone will be Zone B, titled Walmart. This Engineer's report will outline estimated expenditures for new Zone B based on cost estimates to annually operate and maintain the improvements and create a 'knockdown' fund. As this is a new Zone for this District, the procedures specified in Section 53753 of the Streets and Highways codes will be followed, which requires noticing, and a public hearing.

Cost Index Information

In order to take inflation into account and to recognize noticing/voting requirements for increasing the assessments, this Assessment District includes an allowance for an annual increase to the estimated Maximum Annual Assessments in accordance with the annual Consumer Price Index (CPI). The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics. All new zones to be annexed into this district are also to include an allowance for an annual increase to the Maximum Annual Assessments in accordance with the same CPI.

New Zone B will include this annual inflationary index and an estimation of the maximum annual assessment at build out.

For FY 2012-13, the maximum annual assessment for Zone A is proposed to be adjusted up by the latest annual (2011) CPI of +2.6 %.

The assessments proposed to be levied and collected for FY 2012-13 for Zone A are the less than those collected in FY 2011-12. The total proposed Assessment District budget (Zones A and B) for FY 2012-13 is \$11,604.78.

The proposed changes, budgets, assessments and Proposition 218 impacts to the Assessment District are included below.

Zone A – Birch Street Village

Zone A covers the costs associated with operation and maintenance of turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls or other fencing, entryway monuments, street lights and associated appurtenances located within the Birch Street Village subdivision. Additionally, when the Birch Street Village development was originally constructed, the City agreed to fund construction of the installation of improvements within the areas to be maintained within this assessment district, with the understanding that the installation costs would be assessed to the parcels benefiting from the improvements equally over a five (5) year period. FY 2010-11 was the fifth and final year of assessing for these original construction costs. This allowed the assessment for subsequent years to be reduced to annual, ongoing costs only. The FY 2012-13 assessment is to be \$210.32 per parcel, a reduction from FY 2011-12 as the assessment engineering costs are now spread by a ratio of maintenance cost items over the two zones. The total proposed Zone A budget for FY 2012-13 is \$7,150.88. FY 2012-13 assessment revenue will be used to cover the budget. No reserve contribution is required. The proposed funding will be from the following sources:

Zone A Assessment Revenues:	\$7,150.88
Total:	\$7,150.88

The estimated reserve fund balance for Zone A is projected to be just above the desired reserve budget range of 10%-20% at the end of FY 2012-13.

Zone B – Walmart

New for FY 2012-13 is proposed Zone B which is being created to cover the cost of three street lights on North Airport Road alongside the Walmart development, and half the cost of the traffic signal, which also includes two street lights, at the intersection of North Airport Road and West Wood Street (Highway 162) (indicated as traffic signals with lights on the Zone B Assessment Diagram). Costs include utility, maintenance, replacement, and administrative costs. Replacement costs will be funded from a 'knockdown' fund created by this zone and described in more detail below. The lights in this zone add a specific benefit to the Walmart development for the safety of their shoppers, and ease of access/egress due to the additional traffic load generated by the Walmart Super Store.

Accumulation of Funds

While specific budget items, such as utility, maintenance and administrative costs, are incurred annually, replacement costs will be required only upon damage or destruction of an existing light or signal. Pursuant to Code Section 22660, money for replacement will be collected over the course of five fiscal years through annual installments that the Town will place in a Knockdown Fund specific

for this work. Monies collected for any non-annual item are shown in Part B of this report under the heading "Knockdown Replacement". It has been determined that these funds should accumulate to an amount of \$5,000, with the amount to increase in the future if the estimated replacement cost increases. Once this replacement amount is reached, there will be no additional accumulation of funds for that budget item until an expenditure to replace or repair a knocked-down light has occurred, or the estimated replacement cost has increased. Once the Knockdown funds are expended, the rebuilding of the fund will start in the following year's budget and spread over a maximum of five years.

FY 2012-13 Engineer's Report Format

This Engineer's Report consists of 6 Parts as follows:

- PART A - Plans and Specifications (Page 7)** - This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of the improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.
- PART B - Budget Cost Estimates (Page 8)** - Budget cost estimates associated with the operations and maintenance of the described improvements for each Zone are described in Part B of this report. In addition to an overall budget summary for Zone A and Zone B, a detailed FY 2012-13 Budget sheet and a FY 2012-13 Summary of Fund Balance sheet is provided for each Zone.
- PART C - Assessment Roll (Page 13)** - A listing of the annual assessment on each benefited parcel of land in Zone A and Zone B within the Assessment District. The assessment amount is the estimated cost each parcel will contribute during FY 2012-13 towards the operation and maintenance of their respective Zone within the Assessment District, as well as their portion of the 5-year installment payment for the installation of the improvements.
- PART D - Method of Apportionment of Assessment (Page 15)** - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within Zone A and Zone B of the Assessment District. Additionally, this section describes the maximum assessment allowable and any inflationary adjustments.
- PART E - Property Owners List (Page 18)** - A list of the names and addresses of the owners of real property within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) keys the list into the Assessment Roll of Part C.
- PART F - Assessment Diagrams (Page 22)** - The Assessment Diagrams (maps) showing all of the parcels of real property within Zone A and Zone B of the Assessment District. The assessment number keys the diagram Part C - Assessment Roll.

PART A

PLANS AND SPECIFICATIONS

The Assessment District provides funds for the operation and maintenance of landscaping and street lights located in the public rights-of-way in Zone A and operation, maintenance of street lights and traffic lights in public rights-of-way in Zone B. Maintenance may include repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, maintenance or replacement of street lights or traffic lights and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code for the life of the Assessment District. Because the installation of the improvements are funded by this assessment district, the plans and specifications showing the improvements for Zone A are on file at the City offices for the Birch Street Village development. The plans and specifications showing the improvements for Zone B are on file at the City offices for the Walmart Super Store development.

PART B
FY 2012-13 Budget Cost Estimate

Part B includes the detailed budget for FY 2012-13 for all those costs associated with the operation and maintenance of Zones A and B within the Assessment District. Also included is the Summary of Fund Balance sheet for FY 2012-13. The total budget summary for FY 2012-13 for Willows Landscaping & Lighting Assessment District is as follows:

	<u>As Filed With the City</u>	<u>As Preliminarily Approved</u>	<u>As Finally Approved At the Public Hearing</u>
Zone A:	\$ 7,150.88	\$ 7,150.88	
Zone B:	<u>\$ 4,453.90</u>	<u>\$ 4,453.90</u>	
Total:	\$11,604.78	\$11,604.78	

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone A - Birch Street Village
Budget

Item	2011-12 Budget	2012-13 Budget
Engineers Report	\$4,020.00	\$3,207.00
Legal Services	\$250.00	\$250.00
Landscape Maintenance	\$3,242.00	\$2,500.00
Lighting Utilities & Maintenance	\$909.00	\$909.00
County Assessor Fees (3.5% of Revenue)	\$307.02	\$250.28
Contingency	\$43.98	\$34.60
Total Expenses	\$8,772.00	\$7,150.88
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Costs	\$8,772.00	\$7,150.88
Total Assessment Revenue	\$8,772.00	\$7,150.88
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$258.00	\$210.32

* See Maximum Allowable Assessment Analysis

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2012-13</u>
Estimated Starting Reserve Fund on July 1	\$1,500.00
Estimated Interest Earned	\$30.00
Estimated Revenue	\$7,150.88
Total Estimated Funds Available	\$8,680.88
Total Estimated Expenditures	\$7,150.88
Estimated Ending Reserve Fund on June 30	\$1,530.00

Note: Of the original \$31,450 installation and construction costs to be reimbursed to the developer, all \$31,450 (5 years * \$6,290) were reimbursed by the end of the 2010-11 Fiscal Year.

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone B - Walmart
Budget

Item	2012-13 Budget	Maximum Budget at Buildout
Engineers Report	\$1,793.00	\$2,500.00
Legal Services	\$250.00	\$300.00
Lighting Utilities & Maintenance	\$864.00	\$1,200.00
Knockdown Replacement	\$1,000.00	\$1,200.00
County Assessor Fees (3.5% of Revenue)	\$155.90	\$200.00
Contingency	\$391.00	\$520.00
Total Expenses	\$4,453.90	\$5,920.00
Total Assessment Revenue	\$4,453.90	
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B	\$4,453.90	
Proposed Maximum Assessment for Zone B		\$5,920.00

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone B - Walmart
Summary of Fund Balance

	<u>2012-13</u>
Estimated Starting Annual Reserve Fund on July 1	\$0.00
Estimated Starting Knockdown Reserve Fund on July 1	\$0.00
Estimated Interest Earned	\$0.00
Estimated Annual Revenue	\$3,453.90
Estimated Knockdown Revenue	\$1,000.00
Total Estimated Annual Funds Available	\$3,453.90
Total Estimated Knockdown Funds Available	\$1,000.00
Total Estimated Annual Expenditures	\$3,453.90
Total Estimated Knockdown Expenditures	\$0.00
Estimated Ending Annual Reserve Fund on June 30	\$0.00
Estimated Ending Knockdown Reserve Fund on June 30	\$1,000.00

PART C

FY 2012-13 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of \$11,604.78 for FY 2012-13 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 7,150.88	From Zone A
\$ 4,453.90	From Zone B

The breakdown of FY 2012-13 annual assessments per parcel is shown in Table 1 of this report. The lines and dimensions of each parcel are shown on the maps in the office of the County Assessor of the County of Glenn.

Table 1

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
001-07-1-009-0	26	R1XX	Single Family	\$210.32	Kindy Eugene M Jr & Kindy Roberta A	8600 Mecca Rd, Elk Grove, CA 95624
001-07-1-010-0	27	R1XX	Single Family	\$210.32	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	R1XX	Single Family	\$210.32	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	R1XX	Single Family	\$210.32	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	R1XX	Single Family	\$210.32	Wells Fargo Bank	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-014-0	31	R1XX	Single Family	\$210.32	Singh Kulwinder	521 Greg Thachth Cir, Sacramento, CA 95835
001-07-1-015-0	32	R1XX	Single Family	\$210.32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	R1XX	Single Family	\$210.32	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	R1XX	Single Family	\$210.32	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	R1XX	Single Family	\$210.32	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	R1XX	Single Family	\$210.32	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	R1XX	Single Family	\$210.32	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	R1XX	Single Family	\$210.32	Raygoza Orlando P & Raygoza Lourdes F	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-024-0	20	R1XX	Single Family	\$210.32	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	R1XX	Single Family	\$210.32	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	R1XX	Single Family	\$210.32	Olmos Steven A & Olmos Charissa M	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	R1XX	Single Family	\$210.32	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	R1XX	Single Family	\$210.32	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	R1XX	Single Family	\$210.32	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	R1XX	Single Family	\$210.32	Cook Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-031-0	12	R1XX	Single Family	\$210.32	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	R1XX	Single Family	\$210.32	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	R1XX	Single Family	\$210.32	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	R1XX	Single Family	\$210.32	Fannie Mae	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-035-0	8	R1XX	Single Family	\$210.32	Haman Galen & Monica M	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	R1XX	Single Family	\$210.32	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	R1XX	Single Family	\$210.32	Cook, Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-038-0	5	R1XX	Single Family	\$210.32	Carrillo Fernando & Rodriguez Yadira	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	R1XX	Single Family	\$210.32	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	R1XX	Single Family	\$210.32	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	R1XX	Single Family	\$210.32	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	\$0.00	Null	Null
Total Units:	34		Total Assessment:	\$7,150.88		

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
017-21-0-052-9	35	CEXX	Commercial Retail Outlet	\$4,453.90	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1		Total Assessment:	\$4,453.90		

PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

The following is a brief description of the manner that the annual assessment has been apportioned (spread) to each parcel in Zone A in the Assessment District:

Zone A – Birch Street Village

With the Birch Street Village development, both lighting and landscaping were installed as part of the improvements. Special benefit derived by each of the parcels within this Zone for these improvements are as follows:

Street Lights: Because the improvements have met the City's lighting requirements, the lights within the subdivision are spaced per adopted City standards, thereby providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the neighborhood in general for all parcels within this zone. Therefore each parcel receives approximately equal and special benefit. Accordingly, the method by which each parcel is proposed to be assessed for costs associated with Zone A is a total estimated cost of maintenance and operation of street lighting and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Landscaping: The type of street landscaping and subsequent required operation and maintenance costs associated with this street landscaping gives approximate equal benefit to all of those parcels in this Zone. Each parcel benefits directly from the pleasing aesthetics of the landscaping for the subdivision as well as increased air quality from additional plant life. Accordingly, the method by which the assessment is spread to each of the parcels within Zone A is by taking the total estimated cost of the operation and maintenance of the street landscaping and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Developer Installed Improvements Funded by this Assessment District: The City and developer agreed that during the formation of this assessment district in 2005, that the costs for the design and installation of the landscaping and lighting improvements, as well as the costs associated with formation of the assessment district would be funded through the assessment district and would be paid back by this assessment district over a 5 year period. These costs, totaling \$31,450, were scheduled to be paid back over a 5 year period (with the 2010-11 fiscal year being the fifth and final year of the five years.) The portion of the assessment associated with the landscaping, lighting and formation of the district gives approximate equal benefit to all of those parcels in this Zone. Accordingly, the total installation costs (along with the incidental and administrative costs) were divided by the total number of lots within Zone A to derive the increased portion of the assessment for each parcel associated with paying back the costs for installation of the improvements. These costs were paid in full at the end of FY 2010-11 and are no longer being assessed.

Government Owned Parcels: No charges associated with Zone A shall be imposed upon a federal, state or local government agency, upon a parcel without a dwelling used exclusively for greenbelt, or open space. In future years however, a federal, state or local government agency receiving special benefit from Zone A shall be assessed by virtue of Proposition 218. Article XIII D, Section 4(a) states that public agencies, "shall not be exempt from assessment".

Zone B – Walmart

With the Walmart Super Store development, both street lighting and street traffic signals will be installed as part of the improvements. Special benefit derived by the single parcel within this Zone for these improvements are as follows:

Street Lights: The improvements have met the City's lighting requirements by providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the shopping center in general. The single parcel receives the entire special benefit. Accordingly, the method by which the parcel is proposed to be assessed for street light costs associated with Zone B is a total estimated cost of maintenance and operation of street lighting and for the appropriate administrative costs associated with this zone applied to the single parcel within Zone B.

Traffic Signal: The improvements to expand the existing Walmart store into a Walmart Super Store are anticipated to generate additional traffic congestion at the intersection of W. Wood Street (Hwy 162) and North Airport Road. To maintain traffic flow and safety of the intersection, a traffic signal was installed. As W. Wood Street carries additional traffic not associated with the store, the direct and special benefit of the signal to the store is considered to be ½ of the 4 lights and controller plus associated costs. The remainder of the other costs associated with this light for the traffic on W. Wood Street is paid for by Caltrans, as W. Wood Street is a State highway. This will be indicated on the Assessment Diagram as 2 traffic signals. Accordingly, the method by which the parcel is proposed to be assessed for traffic signal costs associated with Zone B is a total estimated cost of maintenance and operation of the City's portion of the traffic signal, half the cost of the controller and for the appropriate administrative costs associated with this zone applied to the single parcel within Zone B.

A knockdown fund is established with Zone B to cover expenses associated with replacing a streetlight if it is damaged or destroyed by a vehicle. The overall knockdown fund cost to be accumulated over a 5-year period is \$5,000 (estimated expenses for manpower and equipment for replacing one streetlight). Based on a 5-year accumulation, \$1,200 is the proposed budgetary line item to collect this expense. Once a fund balance of \$5,000 is attained, no additional monies shall be collected for this fund until/unless there is the need to replace one of the streetlights. The method to collect this portion of the assessment is the same as streetlights.

MAXIMUM ALLOWABLE ASSESSMENT AND INFLATIONARY FACTORS

In 2005, the original Engineer's Report stated that assessments may be adjusted each year to account for inflation of costs and services in accordance with the Bay Area (San Francisco-Oakland-San Jose) Consumer Price Index (CPI) for all urban consumers, or 3%, whichever is greater. An Annual CPI increase has been applied for each year, however it should be noted that, due to the economic climate, in the past 3 years the implemented increase has been less than 3%. The CPI adjustments and the FY 2012-13 Maximum Allowed Assessment per Parcel are shown as follows:

Maximum Allowable Assessment Analysis						
	Allowed Annual CPI Increase		Zone A Birch Street Village		Zone B Walmart	
	Year	%	Allowed Adjustment Amount	Total Assessment Maximum (per Parcel)	Allowed Adjustment Amount	Total Assessment Maximum (per Parcel)
FY 2011-12	2010	1.40%	\$5.61	\$406.17		
FY 2012-13 Zone A adjustment Zone B Original Assessment	2011	2.60%	\$10.56	\$416.73		\$5,920.00

Actual assessment amounts to be collected do not have to be set at the maximum assessment. Establishing the maximum available assessment each year and keeping up with inflation allows the assessments to be increased to this maximum amount sometime in the future if costs associated with this Assessment District increase (e.g. if in any year there are unanticipated expenditures due to such things as vandalism) and will preclude having to go through electorate approval per California Constitution Article XIII C, Section 2(b) (Proposition 218 requirements.)

PART E

FY 2012-13 PROPERTY OWNERS LIST

The names and addresses of each of the property owners as shown on the County of Glenn Assessor's Tax Assessment Roll are shown below. The names and addresses have been keyed to the special assessment number (the assessor parcel number) as shown in Part C of this Engineer's Report.

Table 2
CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone A - Birch Street Village and Zone B - Walmart

APN	Assessment Diagram Number	Owner Name	Address
001-07-1-009-0	26	Kindy Eugene M Jr & Kindy Roberta A	8600 Mecca Rd, Elk Grove, CA 95624
000-10-7-101-0	27	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	Wells Fargo Bank	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-014-0	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	Raygoza Orlando P & Raygoza Lourdes F	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-024-0	20	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	Olmos Steven A & Olmos Charissa M	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	Cook Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-031-0	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	Fannie Mae	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-035-0	8	Haman Galen & Monica M	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	Cook, Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-038-0	5	Carrillo Fernando & Rodriguez Yadira	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Null
017-21-0-052-9	35	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050

PART F

FY 2012-13 ASSESSMENT DIAGRAM

Attached, you will find Assessment Diagrams (maps) for Zones A and B within the Assessment District. Please note that the lines and dimensions of each parcel, as well as the distinctive assessment number, are shown on the Assessor's Maps for the City of Willows available at the County of Glenn Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County for the subdivision.

Zone A

All the land lying within the Birch Street Village Subdivision, filed in the Recorder's Office of the County of Glenn in Book 13, Page 64.

Zone B

All the land lying within the Walmart Super Store Development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-21-0-052-9.

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

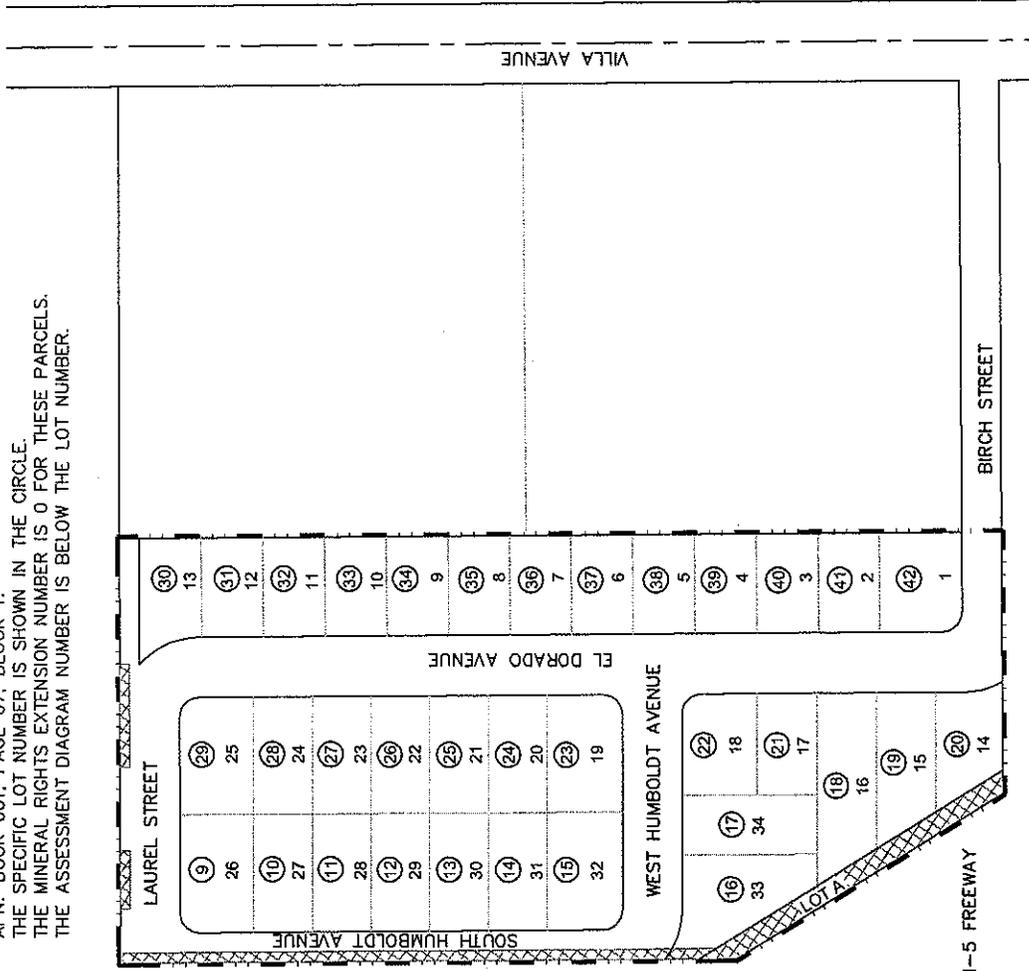
-  Landscape Maintenance Area
-  Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2012-13

APN: BOOK 001, PAGE 07, BLOCK 1.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE MINERAL RIGHTS EXTENSION NUMBER IS 0 FOR THESE PARCELS.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

SCALE: 1" = 100'



WILLOWS AIRPORT

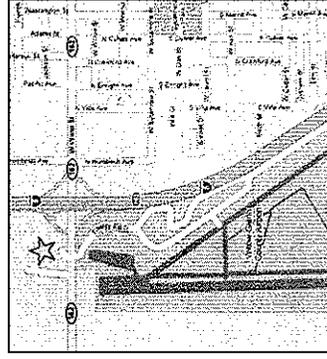

Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 Fax 707.571.8037 Fax

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

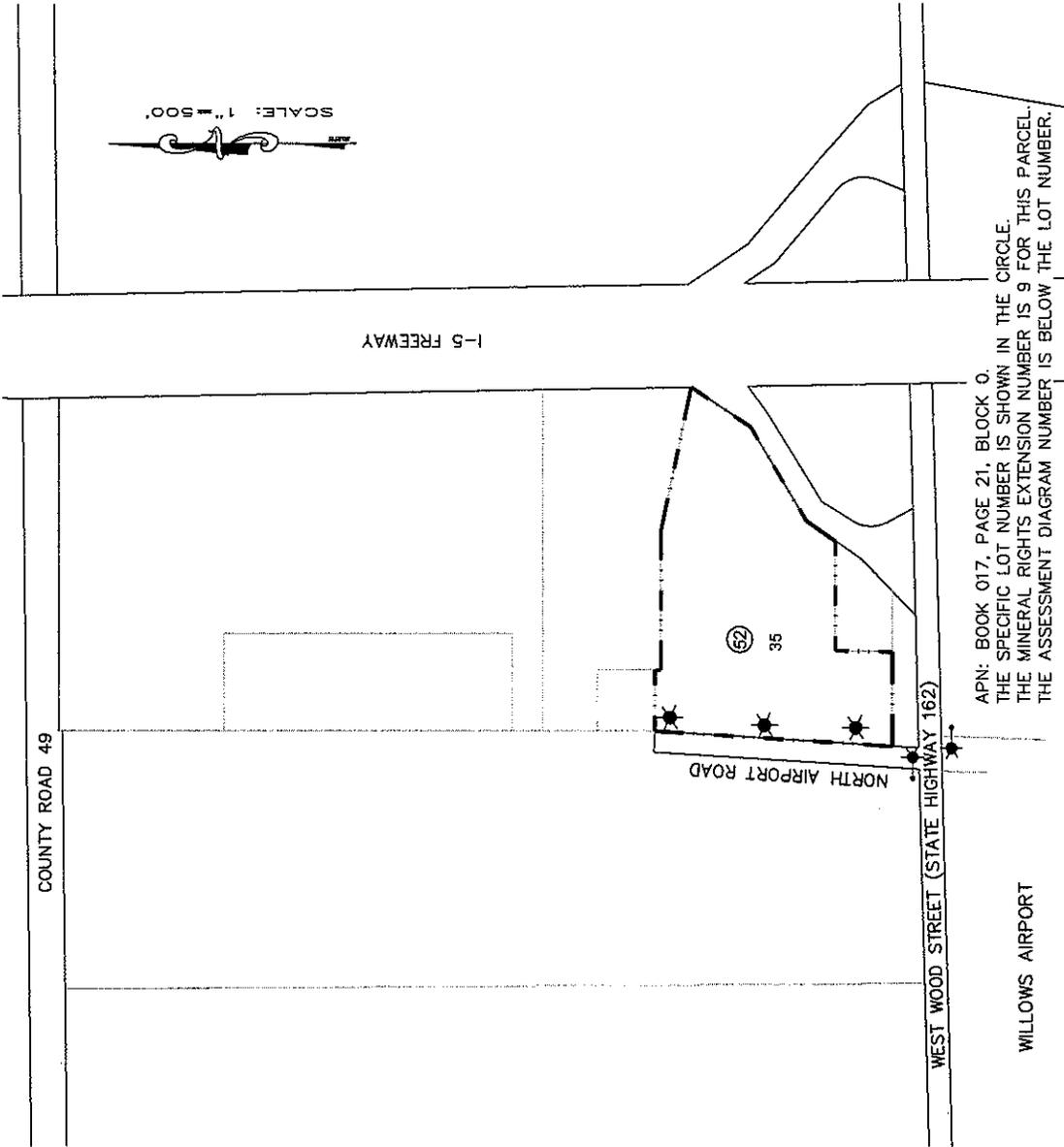
ZONE B - WALMART



VICINITY MAP

- ★ City's portion of traffic signal and street light
- ★ City street light locations
- Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.



APN: BOOK 017, PAGE 21, BLOCK 0.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE MINERAL RIGHTS EXTENSION NUMBER IS 9 FOR THIS PARCEL.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

Coastland Civil Engineering, Inc.
1400 Nectomas Avenue, Santa Rosa, CA 95405
707.571.8800

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2012-2013 Fiscal Year

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Salsbery, Finance Director 

SUBJECT: Update City of Willows CDBG Program Income Reuse Plan

RECOMMENDATION

Conduct Public Hearing and, upon completion, approve the Resolution Adopting the City of Willows Program Income Reuse Plan for the Administration and Utilization of Program Income Resulting from Activities Funded Under the State of California Community Development Block Grant Program

SITUATION (or BACKGROUND):

At the May 22 meeting, Council approved the use of \$37,000 of Program Income to replace the bay doors at the Fire Station as a Community Facilities Project. One of the steps necessary to complete this process is to update the Program Income Reuse plan to allow for the use of program income in this manner. Previously, the PI reuse plan limited use to revolving into additional loans or to place into an open grant. Utilizing funds that are within CDBG objectives but are not revolving or part of an open grant has now been added to the updated plan document (attached).

Unless amended in the interim, the Program Income Reuse plan will govern the use of program income funds for a period of up to 5 years.

FINANCIAL CONSIDERATIONS:

None specific to this step in the process

NOTIFICATION

Public Hearing Notification-Previously Published
California Department of Housing and Community Development

ALTERNATE ACTIONS

1. Conduct Public Hearing, Receive Input, and Approve the Resolution
2. Conduct Public Hearing, Receive Input, and Reject the Resolution

RECOMMENDATION

Conduct Public Hearing and, upon completion, approve the Resolution Adopting the City of Willows Program Income Reuse Plan for the Administration and Utilization of Program Income Resulting from Activities Funded Under the State of California Community Development Block Grant Program

Respectfully submitted,

Tim Sailsbery
Finance Director

Attachment:

Resolution
City of Willows Program Income Reuse Plan

RESOLUTION NO. _____

RESOLUTION OF THE WILLOWS CITY COUNCIL ADOPTING THE CITY OF
WILLOWS PROGRAM INCOME REUSE PLAN FOR THE ADMINISTRATION
AND UTILIZATION OF PROGRAM INCOME RESULTING FROM ACTIVITIES
FUNDED UNDER THE STATE OF CALIFORNIA COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM

WHEREAS, the City of Willows has, and continues to receive, the benefits of the use of Program Income resulting from activities funded under the State CDBG Program, and

WHEREAS, the City of Willows recognizes the need to periodically maintain and update the Program Income Reuse Plan, and

WHEREAS, the City of Willows has appropriately conducted a Public Hearing to seek citizen participation regarding the formation and adoption of the plan

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby adopt the City of Willows Program Income Reuse Plan, dated June 12, 2012 and authorizes submittal to the California Department of Housing and Community Development for approval

Passed and adopted by the Willows City Council this 12th day of June, 2012, by the following vote:

Ayes:

Noes:

Absent:

APPROVED:

ATTEST:

Vince Holvik, Mayor

Natalie Butler, City Clerk

CITY OF WILLOWS
PROGRAM INCOME REUSE PLAN
ADOPTED ON: JUNE 12, 2012

The purpose of plan is to establish guidelines on the policies and procedures for the administration and utilization of Program Income (PI) received as a result of activities funded under the State of California Community Development Block Grant Program (CDBG).

Need for Plan Governing Reuse of Program Income: This Reuse Plan is intended to satisfy the requirements specified in Federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e) and (f). These statutory and regulatory sections permit a unit of local government to retain Program Income for CDBG-eligible community development activities. Under Federal guidelines adopted by the State of California's CDBG program, local governments are permitted to retain Program Income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the Program Income. This plan has been developed to meet that requirement.

Program Income Defined: Program Income is defined in Federal regulation at 24 CFR 570.489 (e) which specify that Program Income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those Program Income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation.) Examples of Program Income include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on Program Income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or sub-recipient.

If the total amount of income generated from the use of CDBG funds (and retained by the City of Willows during a single program year (July 1 through June 30) is less than \$25,000, then these funds shall not be deemed to be Program Income and shall not be subject to these policies and procedures.

Portfolio Management Costs: Costs of managing the portfolio of CDBG funded loans may be charged to PI under general administration within the allowable limits set by the State Department of Housing and Community Development (HCD).

General Administration (GA) Cost Limitation: No more than eighteen percent (18%) of the total amount of PI received annually may be expended for general administrative

costs. In any event, the total expended for non-revolving activities (grants, activity delivery costs, and general administration) shall not exceed 49 percent (49%) of the total funds expended during the program year (July 1 through June 30).

Reuses of Program Income:

1. Program Income must be:
 - a) disbursed for an approved activity funded under an open grant prior to drawing down additional Federal funds;
 - b) forwarded to the State of California, Department of Housing and Community Development (HCD);
 - c) distributed according to this Program Income Reuse Plan after it has been approved by HCD and adopted by the local governing board in compliance with the City of Willows citizen participation process as specified in Federal regulations at 24 CFR 570.486, Local Government Requirements; or
 - d) by special request through HCD; may consider using Program Income for CDBG eligible non-revolving activities, other than those for which the Revolving Loan Account (RLA) was established, under a "Program Income Waiver" (PI Waiver):
 - i. This process will involve discussion at a properly noticed public hearing held in front of the governing body, and submission of a formal Resolution as part of a PI Waiver Request to HCD, in accordance with HCD CDBG Management Memorandum Number 10-03, and any subsequent HCD guidance.
 - ii. Final commitment and expenditure of Program Income funds will not commence until clearance of all required Special Conditions have been met, and formal written approval issued from HCD has been received.
2. The City of Willows' Program Income will be used to fund eligible CDBG activities that meet a national objective. Eligible activities and national objective requirements are specified in Federal statute at Section 105(a) and in Federal regulations at 24 CFR 570.482 and 24 CFR 570.483.
3. Funds shall not be transferred between RLAs, to an open grant activity, or used for a PI Waiver Activity without conducting a properly noticed CDBG Citizen Participation public hearing. However, the transfer of Program Income between RLAs and to grant-funded activities during the program year in the aggregate amount of \$5,000 or less will not be subject to the citizen participation requirement to hold a properly noticed public hearing, but must be submitted to HCD for written approval. If it becomes necessary to transfer funds between RLAs, the City of Willows will consider revising the distribution formula.

Adoption of the Plan: The City of Willows shall take action on this Program Income Reuse Plan or any amendments thereto AFTER the local citizens have had an opportunity to comment on the Plan per 24 CFR 570.486, Local Government Requirements.

Planning Activities: The City of Willows reserves the option of utilizing Program Income, within the 18 percent (18%) general administration annual cap, to fund planning for CDBG-eligible activities.

Distribution for Reuse of Program Income: The City of Willows' Program Income will be distributed, as follows:

The following Revolving Loan Account(s) (RLA) are hereby established to utilize the City of Willows' Program Income. The allocation to each RLA is as follows:

- a) 100% of Program Income received from Housing Rehabilitation Activities will be deposited into the **Housing Rehabilitation** Revolving Loan Account **HR-RLA**;
- b) 100% of Program Income received from Business Assistance Activities will be deposited into the **Business Assistance** Revolving Loan Account **(BA-RLA)**;
- c) 100% of Program Income received from Direct Homeownership Assistance Activities will be deposited into the **Direct Homeownership Assistance** Revolving Loan Account **(DHA-RLA)**;
- d) 100 % of Program Income received from Microenterprise Assistance Activities will be deposited into the **Microenterprise Assistance** Revolving Loan Account **(ME-RLA)**.

Special requirements of the revolving loan account: The review and funding of requests for CDBG loan or grant assistance under an RLA shall be under the Federal underwriting guidelines. All assistance provided to activities under an RLA shall be made for activities that are located within the Willows limit boundaries, unless prior written approval from HCD has been received by the City of Willows.

Reporting and Federal Overlay Compliance: The City of Willows shall comply with all State CDBG reporting requirements, including submittal of a single annual Grantee Performance Report that reports on all of the City of Willows' RLAs and PI Waiver activities, and the required Bi-Annual and Annual Program Income Reports, which shows combined PI receipts and actual PI expenditures on one report. The City of Willows shall ensure that the use of Program Income under this Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, acquisition and relocation, procurement, property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with

CDBG requirements, the City of Willows shall utilize the latest available State CDBG Program Grant Management Manual and State CDBG Management Memos for guidance on compliance procedures and policies.

Maximum funds in Revolving Loan Accounts: Program Income received by the RLA during the program year (July 1 through June 30) shall be substantially expended by the end of the program year (June 30).

Revising this plan: The City of Willows has the authority to amend this document with a properly noticed City Council meeting, and approval by the State Department of Housing and Community Development (HCD).

Allowed Purposes and uses of RLA funds: The purposes and allowed uses of funds under this/these RLA(s) are as follows:

- **Housing Rehabilitation Revolving Loan Account**

This fund will be principally used for the purpose of making loans to rehabilitate residential units occupied by households which have an annual income 80 percent (80%) or less of the City of Willows' median income, based on HUD's income calculations.

No more than 19 percent (19%) of the funds expended from this RLA shall be used for activity delivery costs. At least 51 percent (51%) of the funds expended for activities funded under this RLA shall be used on revolving activities (i.e., loans).

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Housing Rehabilitation Program Guidelines that have been adopted by the City of Willows. All assistance provided to activities under this RLA shall be made for activities that are located within the City of Willows jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended **PRIOR** to drawing down funds from the State CDBG program.

- **Direct Homeownership Assistance Revolving Loan Account**

This fund will be principally used for the purpose of making loans or grants for the purchase a housing unit by households which have an annual income 80 percent (80%) or less of the City of Willows median income, based on HUD's income calculations.

No more than 8 percent (8%) of the funds expended from this RLA shall be used for activity delivery costs. At least 51 percent (51%) of the funds expended for activities funded under this RLA shall be used on revolving activities (i.e., loans).

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Direct Homeownership Assistance Guidelines that have been adopted by the City of Willows. All assistance provided for activities under this RLA shall be made for activities that are located within the City of Willows jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended **PRIOR** to drawing down funds from the State CDBG Program

- **Business Assistance Revolving Loan Account**

This fund will be used to provide financing for businesses that can document the need for CDBG assistance and that will create or retain qualifying permanent jobs that will be principally filled by members of households which have an annual income 80 percent (80%) or less of the City of Willows median income, based on HUD's income calculations.

No more than 49% percent of the Program Income funds expended during the program year under this RLA shall be for grants for public infrastructure improvements that are needed to accommodate a specific business expansion or retention project.

No more than 15% percent of the total funds expended for business assistance activities shall be used for activity delivery costs. At least 51 percent of the funds actually expended for the activity funded under this RLA during the program year shall be used on revolving activities (i.e., loans).

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be actually expended **PRIOR** to drawing down funds from the State CDBG program.

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Federal underwriting guidelines specified at 24 CFR 570.482 (e) that have been incorporated into the City of Willows' adopted Business Revolving Loan Fund Program Guidelines and include the project review procedures. These guidelines will ensure that the amount and terms of the CDBG assistance are appropriate given the documented needs of the business and given the amount of public benefit (job creation/retention) that will result from the CDBG-assisted project. In addition, any activity requesting funding under this RLA shall be deemed to be eligible under Section 570.482 and Section 105 (a) of the Act and shall be determined to provide sufficient public benefit as specified under Section 570.482 (f).

Any CDBG assistance for infrastructure shall meet the requirements of Section 570.483 (b) (4) (F) which requires ongoing job tracking for all businesses that initially benefit from an infrastructure project as well as any subsequent business(s) benefiting from these improvements. All assistance provided to activities under this RLA shall be made for activities that are located within the City of Willows jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended **PRIOR** to drawing down funds from the State CDBG program.

- **Microenterprise Assistance Revolving Loan Account**

This RLA will be used to provide financial assistance to start up or existing businesses that meet the HUD definition of microenterprise. A microenterprise is defined as a business that has five (5) or fewer employees including the owner(s). Financing for eligible micro businesses will be provided based on the most recently adopted program guidelines. This program is targeted at micro businesses that are owned and operated by persons which have an annual income 80 percent (80%) or less of the City of Willows median income, based on HUD income calculations.

At least 51 percent of the funds actually expended for the activity funded under this RLA during the program year shall be used on revolving activities (i.e., loans).

No more than 15% percent of the total funds expended for business assistance activities shall be used for activity delivery costs. At least 51 percent (51%) of the funds expended for activities funded under this RLA shall be used on revolving activities (i.e., loans).

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended **PRIOR** to drawing down funds from the State CDBG program.

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the federal underwriting guidelines specified at 24 CFR 570.482 (e) that will be incorporated into the City of Willows adopted Micro Enterprise Revolving Loan Fund Program Guidelines at such time as the guidelines are written and approved. All assistance provided for activities under this RLA shall be made for activities that are located within the City of Willows jurisdiction.

AGENDA ITEM

TO:  Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Appropriation Request-Nuisance Abatement

RECOMMENDATION

Approve, by motion, an appropriation of \$12,500 for nuisance abatement (301.4130.150) for abatement services at 245 North Plumas

SITUATION (or BACKGROUND):

The property at 245 N Plumas has been declared a major health and fire safety hazard by the Fire Chief, and the property has been posted as such. The state of the property is such that a major nuisance abatement has become necessary, and the work that needs to be performed is significantly more involved than a typical, annual weed abatement project.

Typically, the annual appropriation for weed abatement expenditures is based on an estimate of cost of this service for the annual weed abatement campaign. Specific, extensive abatements are not taken into account in the estimated appropriation. In order to authorize that the work be done in this situation, an additional appropriation will be necessary.

The cost of this abatement will be handled in the same fashion as other abatements (invoicing, then placement on the property tax bill). However, as this property appears to have been abandoned, collection in the near term appears unlikely.

FINANCIAL CONSIDERATIONS:

\$12,500 in General Fund appropriation

NOTIFICATION

N/A

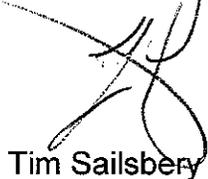
ALTERNATE ACTIONS

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

RECOMMENDATION

Approve, by motion, an appropriation of \$12,500 for nuisance abatement (301.4130.150) for abatement services at 245 North Plumas

Respectfully submitted,



Tim Sailsbery
Finance Director

AGENDA ITEM

June 12, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of possible adoption of Policy for Rental Use of the City Council Chambers and Conference Room

RECOMMENDATION

Staff is seeking direction from the City Council as to the interest in adopting a Policy on Council Chamber Use/Rental and establishing appropriate fees in conjunction with use of this city facility and equipment.

SUMMARY

Recently city council introduced some discussion about the use and/or rental of the city hall facility and expressed some concern about potential cost associated with frequent use of city without an appropriate mechanism to recover cost of impacts to the city. Staff was directed to conduct a survey of other agencies and bring a recommendation for council consideration.

Staff has requested information from other agencies and found that many cities lack similar policies for use of city hall or simply did not allow outside use or rental of city hall facilities. In larger agencies, it was common not to allow use of city hall; often because other venues were more readily available with established policy and use fees in place. Examples were Senior Centers, Recreation Centers, Libraries and Performing Arts Centers. Smaller agencies typically had no formal policy or did not allow use of City Hall facilities by outside agencies. Staff found an example of a reasonable policy and made some Willows specific edits for council review and consideration. Attached is a draft proposed sample policy recently adopted by the City of Foster City specifically for the recovery of costs associated with similar activities. Staff is seeking direction from the City Council on the interest in establishing a similar policy for the City of Willows.

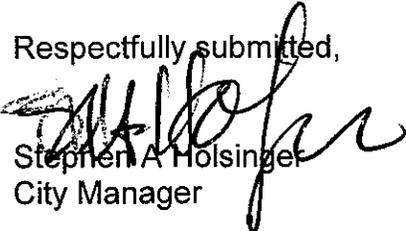
FINANCIAL CONSIDERATIONS

None at this time

RECOMMENDATION

Staff is seeking direction from the City Council as to the interest in adopting a Policy on Council Chamber Use/Rental and establishing appropriate fees in conjunction with use of this city facility and equipment.

Respectfully submitted,


Stephen A. Holsinger
City Manager

CITY OF WILLOWS

Council Chambers Rental and Use Policy

1.0 Eligibility

- A. The Council Chamber is eligible to be rented by organizations whose primary purpose has a nexus to the City of Willows and provides a public benefit. Such agencies may include, but are not limited to:
- B. Other government agencies (including Joint Powers Authorities and special districts)
- C. Public school districts serving Glenn County
- D. Professional associations with affiliation to the City of Willows or its Council or Staff
- E. Non-Profit Organizations

1.01 Such uses shall be for business meetings, training sessions, and / or meetings requiring audio reproduction services.

1.02 Costs of such uses shall be charged to said organizations to recover incidental costs associated with use, including recovery of staff costs. The City reserves the right to waive rental fees on a case-by-case basis subject to the approval of the City Council.

2.0 Costs for Use of Facility

- A. The cost of rental of the **Main Council Chambers** shall be established by a Resolution of the city council and reviewed annually during the budget development process.
- B. The cost of rental of the Council Chambers **Conference Room** shall be established by a Resolution of the city council and reviewed annually during the budget development process

2.1 All time required for the event, including set-up and clean-up time, shall be reserved and paid at the rental rates established above.

2.2 All payments for rentals and staff costs are due two weeks prior to the event, but in no case later than the day of the event.

2.3 Deposits are waived. However, customers are responsible for the cost to repair or replace facilities or equipment that are damaged or lost during use, including an expectation that the facility will be left in the condition in which it was found and reasonably clean.

2.4 Payment for damages will be due in full by the customer within two weeks of the conclusion of the event, which will include costs incurred by the City in repairing damage or replacing lost items or any extraordinary janitorial services required due to customer use.

3.0 Audio Reproduction Services

- A. Approval of room reservation does not guarantee the approval of staff support for audio recording support services.
- B. Audio reproduction services for outside (non-City) agencies will be generally limited to "live to tape" audio recording of meetings using standard chamber sound system components.
- C. Costs for audio reproduction services will be charged according to the fees established by a Resolution of the city council and reviewed annually during the budget development process.

4.0 Limitations on Use

- A. Reservations must be made in one-half day increments (i.e. AM, PM & EVENING).
- B. All set-up and clean-up activities must be completed within the time reserved.
- C. Cancellation is requested at least seven (7) business days in advance.
- D. No food or drink is allowed in the Main Council Chambers.
- E. Reservations are limited to two back-to-back increments daily.

4.1 Half day increments are defined as follows:

- a. AM hours are between 8:00 and Noon Monday through Thursday.
- b. PM hours are between Noon and 4:00 Monday through Thursday.
- c. Evening hours are between 5:00 and 9:00 Monday through Thursday.

5.0 Administration

- A. The City Manager shall, at his/her discretion, designate Departments responsible for administering the scheduling and operations of the facility for these purposes.
- B. The City Manager is authorized to exercise discretion in the approval or denial of any entity wishing to use the facility and may designate this authority to Department(s) responsible for administering the scheduling and operations of the facility.

CITY OF WILLOWS
COUNCIL CHAMBER RULES AND REGULATIONS
(Revised 12/10/1991)

POLICY: It is the intent to make the Council Chambers available to:

- (1) Community groups and non-profit, non-partisan and non-religious organizations.
- (2) Governmental agencies when requests are not in conflict with the needs of the City Council, its boards and commissions, or other City government needs.

RULES:

- (1) \$20 for each meeting up to three (3) hours.
\$45 for each meeting over three (3) hours.
- (2) Reservations are not to be made more than three (3) months in advance.
- (3) Cleanup: All users of the facility shall leave the room in its original state. If appropriate, vacuuming shall be required by the user.
- (4) Room Capacity: The Council Chamber shall not have a capacity in excess of sixty (60) people.
- (5) Usage: No organization may utilize the facility any more than one day per week.
- (6) Types of Use: The facility is primarily for meeting purposes. It is generally inappropriate for the use to include storage of boxed materials, distribution purposes or any other type of use that is not primarily for general meeting purposes.
- (7) No reservations will be made for the Council Chamber without a reservation form completed and fee paid in advance of use. All reservations will be made in person at the Civic Center, 201 North Lassen Street, Willows. Phone reservations will not be accepted.
- (8) Messages shall not be placed through City Hall. Organizations are to bring their own paper, pencils, and other office supplies they may need.
- (9) Serving and eating of food or beverages in the Council Chamber and foyer is prohibited.

AGENDA ITEM

June 12, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of possible adoption of Rules of Order and Decorum during meetings conducted by the city in the Council Chamber.

RECOMMENDATION

Staff is seeking direction from the City Council as to the interest in adopting Rules of Order and Decorum during the conduct of official city business.

SUMMARY

Recently city council introduced some discussion about the use and/or rental of the city hall facility and expressed some concern about potential cost associated with frequent use of city without an appropriate mechanism to recover cost of impacts to the city. Staff was directed to conduct a survey of other agencies and bring a recommendation for council consideration.

During the survey of other agencies regarding use and/or rental of city council chambers, several agencies provided examples of Rules for conduct during meetings held within the council chambers. As part of the current evaluation process in conjunction with use and/or rental of city hall facilities; staff is presenting for council consideration a policy established for the orderly conduct of city business meetings. Staff is seeking direction from the council on the possible adoption of similar rules of order.

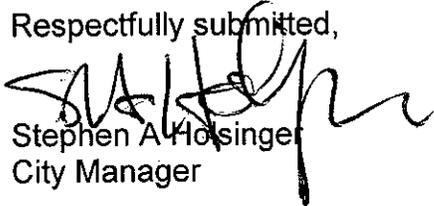
FINANCIAL CONSIDERATIONS

None at this time

RECOMMENDATION

Staff is seeking direction from the City Council as to the interest in adopting Rules of Order and Decorum during the conduct of official city business.

Respectfully submitted,


Stephen A. Holsinger
City Manager

RULES OF ORDER AND DECORUM

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.