

**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**June 23, 2015**

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Williams led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Williams, Hansen & Mayor Domenighini.

Absent: Yoder & Mello

4. **Agenda Review:**

- a) **M/S – Hansen/Williams** to approve the June 23, 2015, City Council Agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:** None

6. **Public Comment/Written Communications:** None

7. **Consent Agenda:**

**M/S – Hansen/Williams** to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved:

- a) Approval of City Council Minutes of the May 26, 2015 regular meeting.
- b) Approval of City Council Minutes of the June 9, 2015 regular meeting.

8. **Public Hearings:**

- a) Conduct a public protest hearing and consider adoption of a 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 2015-2016:

City Manager Steve Holsinger explained to the Council that the City Engineer was unable to attend tonight's meeting to present the report for this item and he suggested that the Council reschedule the public hearing to be heard at the July 14, 2015 meeting when the Engineer can be present. The unanimous consensus of the council was to reschedule this public hearing to be conducted during the July 14, 2015 City Council Meeting.

- b) Conduct a public hearing and consider adoption of a resolution to adjust the Planning & Document Fees:

In 2006 the City underwent a review of planning-related fees, resulting in the adoption of Resolution 06-07 on March 27, 2007, setting an updated fee schedule for a number of planning-related services. As part of that Resolution, Council directed the Finance Director to establish adjustment to the fees annually based on the Consumer Price Index (CPI). In April 2008, the Council unanimously approved the first adjustment to the original rate schedule. However, in 2010 a subsequent adjustment recommendation failed to secure a second on the motion to approve and the rate schedule has remained unchanged since 2008. Consequently the revenue generation resulting from development projects has failed to keep base with the current market trends; therefore staff is recommending the appropriate adjustment to this fee schedule to become effective July 1, 2015.

The change in the CPI, Western Region all urban consumers, between February 2008 and the current fiscal year is 10.8% for the period. This change in the index is the basis for the proposed fee schedule. Fees for document requests have been included in this process as well. Staff is recommending an adjustment increase equal to 10% on all charges detailed within the existing applicable fee schedule.

Mayor Domenighini opened the public hearing at 7:10 p.m., and hearing no comments, subsequently closed the public hearing at 7:10 p.m.

**M/S – Hansen/Williams** to adopt a Resolution to adjust/increase Planning and Document Fees by 10%. The motion unanimously passed.

- c) Conduct a public hearing and consider adoption of a resolution to adjust Development Impact Fees:

Similar to the previous item that was just acted on by the Council, in 2008 the City also underwent a review of a “Development Impact Mitigation Fee Feasibility/Nexus Study” which was ultimately adopted in December 2008. Subsequently actions in conjunction with this study included the creation of a new map of the City of Willows; specifically identifying the areas of development impact associated with the collections of Development Impact Fees (DIF). In July 2009, the City Council unanimously approved Resolution #24-2009 establishing a revised DIF schedule of applicable charges. This resolution suggested that at least annually the City would review the DIF Schedule and adjust, as necessary, the reasonable fees justifying the recovery of development impacts on public facilities improvement expenses. However, due to economic condition forecasts in 2010 and staff recommendation not to adjust certain fee schedules during the period, adjustments to the DIF schedule have never occurred since its original adoption in 2009. Therefore staff is recommending an appropriate adjustment based upon the CPI increase between June 2009 and June 2014 and the change was 9.9% for this period. Staff is recommending an adjustment increase equal to 10% on all charges detailed within the existing applicable fee schedule.

Mayor Domenighini opened the public hearing at 7:15 p.m. and hearing no comments, subsequently closed the public hearing at 7:15 p.m.

**M/S - Hansen/Williams** to adopt a resolution to adjust Development Impact Fees. The motion unanimously passed.

**9. Ordinances:** None

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

The City Manager announced that there would be a Special Budget meeting held on June 30 at 9:00 a.m. He also announced that a new Police Officer, Shawn Williams, had recently been hired in the Police Department. He has already been given the Oath of Office and is currently in Field Training. Lastly, the City Manager reminded the Council about the Police Department K-9 fundraiser music concert taking place this Saturday, June 27, at the Glenn County fairgrounds in Orland. The event will be held from 2:00 p.m. to 10:30 p.m.

Council Member Williams stated that Bob Chittenden asked him to thank Vice Mayor Hansen for spearheading efforts to seek out a Museum Grant. He also stated that at the last meeting he let it slip by that in the past he had made it known that he would like to see the City's budget meetings be held in the evening so that the public could attend. He stated that it slipped past him when the Council was discussing dates and times to hold the upcoming budget meeting.

The City Manager, for clarification purposes, stated that at the last meeting there was an agenda item to have a discussion on setting the time and date for the budget workshop. It was a discussion that involved all the Council Members and it was the consensus of the Council to hold the meeting on June 30 at 9:00 a.m. He stated to Council Member Williams that he can respect that he would have liked to have had the meeting held during the evening, but it is the whole of the Council as a body that set the date and time for the meeting.

**11. New Business:**

a) Consider authorizing 3CORE Inc. to submit a Museum Grant Funding Application in conjunction with the California Cultural & Historic Endowment:

Recently the City Manager learned of a grant opportunity for Museum Preservation and Improvement programs. Information was shared with Vice Mayor Hansen who has just recently been appointed to the Willows Museum Board of Trustees. Vice Mayor Hansen introduced this grant opportunity to the Museum Board, in turn, the board then requested assistance from the City of Willows to pursue this funding opportunity as the owner of this public facility. With limited staffing resources and grant expertise in this area, Management thought it prudent to seek assistance with the grant preparation and administration through

the City's contract with 3CORE for services in the fiscal year. Staff is requesting Council approve allowing 3CORE to assist Museum representatives with the grant development and submittal.

**M/S – Williams/Hansen** to authorize 3CORE Inc. to submit a Museum Grant Funding Application in conjunction with the California Cultural & Historic Endowment.

**12. Council Member Reports:**

- Council Member Hansen reported that he attended the last Transit & Transportation Meetings. He also announced that he attended the Swearing-In ceremony for the City's newest Police Officer, Shawn Williams, and that Officer Williams brings with him experience in the Marine Corp and also has a prior Law Enforcement background as a Patrol Officer.
- Mayor Domenighini reported that he attended the most recent Library Board Meeting. He also announced that the wild animal program "Wild Things" will be performing at the Willows Library on July 8 at 1:00 p.m.. Lastly, he indicated that Library Director Jody Meza would likely be taking maternity leave in the near future.

**13. Executive Session:** None

**14. Adjournment:** Mayor Domenighini adjourned the meeting at 7:37 p.m.

Dated: June 23, 2015

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider