

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
March 24, 2015

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

<u>Present:</u>	Williams, Mello, Hansen & Mayor Domenighini.
<u>Absent:</u>	Yoder
4. **Agenda Review:**
 - a) **M/S – Hansen/Williams** to approve the March 24, 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 General, Payroll & Direct Deposit Check Registers (28590-28652; Z06101-Z06137; 33710-33733).
 - b) Approval of City Council Minutes of the February 24, 2015 regular meeting.
 - c) Approval of City Council Minutes of the March 10, 2015 regular meeting.
8. **Public Hearings:** None
9. **Ordinances:** None.
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
 - Finance Director Tim Sailsbery announced that tomorrow and Thursday between 11:00 a.m. and 5:30 p.m. the Lions Club will be having a hot dog sale fundraiser at Sani Food. The purpose of the fundraiser is to raise funds to purchase and prepare care packages to send to our Military serving overseas.
11. **New Business:**

- a) Consider accepting the annual Housing Element Progress Report and direct staff to forward the report to the Governor's Office of Planning and Research and the State Department of Housing & Community Development as required by Government Code Section 65400:

Section 65400 of the State of California Code requires that cities evaluate and annually report to the Office of Planning and Research and the Department of Community Development, the status of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (*which planning period covers from January 1, 2014 to June 30, 2019*), and efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing.

The City adopted its General Plan in 1981 and has not updated the General Plan since that time. However a major revision to the Land Use Element was completed in 1987 with the annexation of land, also some revisions to the Element and Land Use Map took place in 2000, an updated Housing Element in 2005 and 2010, and most recently the current 2014-2019 Housing Element Update. The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for their final 90 day review/approval. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

Other General Plan Elements include Open Space (1981), Conservation (1981), Circulation (1981), Safety (1974), Seismic (1974), Noise (1974), and Scenic Highways (1974). At this time the City has no plans in the near future to update their General Plan.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. Regional Housing Needs Allocation figures are prepared by the regional council of governments (Glenn County for Willows) based upon information provided by the State Department of Housing and Community Development (HCD) and the Department of Finance (DOF). This report is within a new planning period for the city (2014-2019).

The Annual Housing Element Progress Report includes the Programs detailed in the adopted Housing Element report which the City will undertake over the next five years.

Staff is requesting that the City Council review the General Plan Annual Report, and by motion direct staff to forward the report with any amendments to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

M/S – Mello/Hansen to accept the Annual Housing Element Progress Report and direct staff to forward the report to the Governor's Office of Planning and Research and the State

Department of Housing and Community Development as required by Government Code Section 65400. The motion unanimously passed.

- b) Consider authorizing the City Manager and Chief of Police to award the Towing and Emergency Roadside Services Contract to the lowest responsive responsible bidder:

The City's tow services contract is set to expire on March 28, 2015. The City sought out RFP's for a tow and roadside services contract to begin at the conclusion of the current contract. The City received two RFP's for the contract from L&T Towing and A+ Towing and bids were opened and officially reviewed on March 18, 2015 at 4:00 p.m.

Based upon the bid information, it is recommended that the Towing and Roadside Service Contract be awarded to L&T Towing effective March 29, 2015. The contract, once authorized, will remain in effect for a period of 3 years.

M/S – Hansen/Mello to award the Towing and Emergency Roadside Services Contract to the lowest responsive responsible bidder, L&T Towing. The motion unanimously passed.

- c) Consider appropriation of \$25,000 for the repair/replacement of a 25 HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund):

On March 9, the City's commercial water well located at the south end of the City Limits experienced a breakdown of one of the pump/motor systems. The net result was a required, emergency replacement of the worn out pump/motor system, along with the casing pipe and electrical work. The resulting estimate for the repair was \$24,589.44. Given that a repair of this magnitude was not anticipated or contemplated for this fiscal year, an additional appropriation of \$25,000 from the Water Enterprise Fund is requested.

The current fund balance in the Water Enterprise fund is approaching \$29,000, so, in the short term, the expenditure can be absorbed. However, this will leave the Water Enterprise Fund rather thin in terms of reserve for operations or any other emergency repair.

The General Fund is the primary source of backfill should an Enterprise Fund go into a negative position. However, should the need arise, staff will return to Council to consider a working capital loan from the Sewer Enterprise Fund to the Water Enterprise Fund, with an amortization schedule for the Council to consider, should the need arise.

M/S – Williams/Hansen to appropriate \$25,000 for the repair/replacement of a 25 HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund). The motion unanimously passed.

- d) Consider authorizing the Mayor to sign a letter of support for the Sports Car Club of America - San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application:

David Vodden, President and CEO of Thunderhill Raceway Park, has made a request of both the County of Glenn and the City of Willows to submit letters of support for the SCCA - SF Region's application for Used Oil Recycling grant funds. The SCCA-SF Region is proposing to conduct public outreach and education campaigns to encourage proper recycling of used oil and oil filters. The primary target audience will be high school and young adult automobile enthusiasts, ages 16-24. The proposed grant activities include events to be held primarily in Butte, Glenn, and Tehama Counties, as well as the entire SCCA region. The proposed campaign suggests that SCCA-SF would use three primary outreach methods 1) Events at motorsport facilities and shows, 2) Events at high schools and community colleges, and 3) Social Media campaigns with tie-ins to school and track events. Staff is recommending the Council authorize the Mayor to sign the Letter of Support.

M/S – Hansen/Williams to authorize the Mayor to sign the Letter of Support for the Sports Car Club of America-San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application. The motion unanimously passed and Mayor Domenighini presented Thunderhill CEO, David Vodden, with an executed copy of the letter.

12. Council Member Reports:

- Council Member Hansen reported that the March 19 Transit Committee meeting was cancelled, but that he did attend the Transportation Commission Meeting .He also reported that he attended the Waste Management Meeting on March 19.
- Council Member Mello mentioned that perhaps the Cities of Willows & Orland should hold a disk golf tournament – City vs. City – similar to the bowling event that the two cities had last year.
- Council Member Domenighini announced that he would attend next month's LAFCO meeting. He also announced that there will be a Library Open House scheduled in the near future and that the Library received a \$2500 donation from the Willows Thrift Store.

13. Closed Session: None

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

Dated: March 24, 2015

NATALIE BUTLER

City Clerk

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