

CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
William "Bill" Spears, Council Member

CITY MANAGER

Steve Holsinger

CITY CLERK

Natalie Butler



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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, March 26, 2013

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 March 26, 2013, Agenda.
5. Presentations & Proclamations:
 - a) Announcement of the second annual "Friends of the Willows Public Library" Summer BBQ & Raffle – Brian Ramos, President.
6. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no 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 Minutes of the Willows City Council Special Mid-Year Budget Review Meeting held February 20, 2013.
 - d) Consider approval of the Minutes of the Willows City Council Regular Meeting held February 26, 2013.
8. Public Hearings: None
(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).
9. Ordinances: None

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

11. New Business:

- a) Consider approval, by motion, to relocate the bus stop currently located at the corner of Butte and West Sycamore Streets, confirm a new location for the bus stop, and approve a request to add one diagonal parking stall in the 100 block of West Sycamore Street directly across from the Willow Walk Flower Shop and the Willows Chamber of Commerce.
- b) By consensus, establish date and time for a 2013-14 Budget Hearing.
- c) Finalize and Prioritize agenda topics for the Joint Planning Commission/City Council Meeting scheduled for 5:00 p.m. April 9, 2013, and consider setting time limits on each topic of discussion. Following are the proposed topics for discussion:
 - Long Term Planning Vision/Needs
 - Training and Staff Support for the Planning Commission
 - Housing Element
 - Code Enforcement
 - Zoning & Land Use Map Review
 - Zoning Text Amendments
 - Basin Street Properties Presentation (Limited to 15 Minutes)

14. Council Member Reports:

13. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council will hold 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
Unrepresented Employees (All City Employees not represented by WEA or WPSA).

14. Report Out from Closed Session:

15. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before March 22, 2013.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

Friends of the Willows Public Library

2ND Annual Summer BBQ Raffle

GOAL: Raise \$3,000 for Children's Books, Summer Reading Program, & Wild Things – June 20th 1 PM, Event at Willows Public Library

Drawing: Week of May 20th (May 27th is Memorial Day)

Tickets: \$20 EA, Max of \$3,000 of tickets (150). Sales start March 23th.
Special Bonus Ticket Offer: Purchase \$100 & receive one (1) ticket free.

PRIZES:

Willows High School - Wood Shop

1. Grand Prize: Two (2) Adirondack chairs, & one table (Cost \$175) Donor: Willows Area 160 Club (Willows CHP Officers)
2. Kitchen butcher block - 18" x 24" (Cost \$75) Donor – Joann Knight
3. Kitchen butcher block - 12" x 12" (Cost \$50) Donor - Brian Ramos
4. Bird House (Cost \$25) Donor - Dawn George
5. Bird House (Cost \$25) Donor - Sud's Coin Operated Laundry
6. Bird House (Cost \$25) Donor - Dave & Lynn Soeth
7. Bird House (Cost \$25) Donor - Dave & Lynn Soeth
8. Bird House (Cost \$25) Donor - Adrienne Haylor

Wood Donors: Ed Flowerdew, Oak Ridge Cabinets/Chico, Chico Woodcraft/Chico, Clay Dawley, & Brian Ramos

Willows High School – Metal Shop

1. Grand Prize: Custom BBQ w/three cooking options – Cost \$200 (Donors -50% EA) -Alan & Laura Schauer & Anonymous member of the Friends of the Willows Public Library
2. Fire Pit (same design as '12 Christmas Raffle – Cost \$100) Donor- Dan & Lisa Kennedy
3. Fire Pit (new design - Cost \$100) Donor – Jody Meza

All ticket buyers will be entitled to one (1) free lunch at Willows City Hall, cooked by FOL volunteers, hot dogs, beans, salad, and water, on Tuesday May 21, or Thursday May 23 (Final date TBD w/ High School Instructors). Each student making one of the above prizes will be a lunch guest of the FOL, along with both instructors. The FOL is donating all of the food. The drawing will take place during this lunch event.

The students will show their projects at the Glenn County Fair, May 16-19, the week before the drawing. Memorial Day is Monday, May 27th. Some prizes will be on display in the Willows Library.

MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MID-YEAR BUDGET REVIEW
MEETING HELD February 20, 2013

1. Mayor Cobb called the meeting to order at 11:03 a.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Taylor-Vodden led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Spears & Mayor Cobb
Absent: None

4. **Public Comment:** Rose Marie Thraikill asked that item 7 (Request authorization to proceed with Banner Pole replacement) be removed from the agenda due to the fact that this meeting is a "Special Budget Meeting" and it was her belief that it would be a violation of the Brown Act to act on this item at a Special Budget Meeting. Brief discussion ensued and it was ultimately decided that Council Member Mello would work directly with Ms. Thraikill and he would be the liaison to the Chamber of Commerce and the business community to get their input on the banner poles and what they would like to see. There were no objections about removal of item 7 from Staff or the Council. It was **moved** by Council Member Taylor Vodden and **seconded** by Council Member Spears to accept the Special Meeting agenda with the removal of item 7. The motion was unanimously passed.

5. **Update of 2012/2013 Estimated General Fund Budget & Operations:**

- **Comparison to 2011/2012:**

Through the first six months of fiscal year 2012/2013, General Fund activity has resulted in an operating deficit of \$30.9K compared to \$111.6K deficit for the same period last year. Primary reasons for the increase from the prior year include sales tax up \$88K from last year to date. The Wal Mart expansion and reopening of Taco Bell are the major factors in the increase over last year. Transient Occupancy Tax is down \$7K from last year to date. Construction related activity at Wal Mart and the power plant project in Maxwell led to increased occupancy in the past two years. Such activity was no longer occurring during the first half of this year. Franchise Fees are \$14K lower than 2011/12 to date. In 2011/2012 the City received one time franchise funding of \$19K from PG&E following their review and adjustment of customers into incorporated versus unincorporated areas that resulted in an adjustment of the franchise fees. Interest is down \$9K from 2011/2012 because, while the timing of several interest receipts compared to last fiscal year plays a role in the difference, the interest rate reinvestment market continues to soften. A number of investment items have matured and the rates available at reinvestment are down.

Full-time wages are \$59K higher than 2011/12 due to a number of factors, including overtime due to shift coverage in the Fire and Police Departments, salary rate increases implemented for Public Works and Police positions, and allocation of Police Position to the General Fund in the first half of the year.

Employee Benefits are \$9K lower than 2011/12 due to a total of 3 fewer full-time benefitted positions for which cafeteria health plan benefits, PERS and payroll taxes are not expended in the current year versus the prior year. Additionally, overtime wages are not subject to PERS and do not add to the cost of cafeteria plan benefits.

Professional/Contract Services are \$90K lower than 2011/12 strictly due to a timing issue, as dispatch fees (\$88K) were noted as expended during the first half of 2011/12 but were not expended until after the first six months of the current year.

Utilities are \$20K greater than 2011/12 due to water rate increases and one additional billing cycle for electricity in the current year than in the prior year.

- **Overview of Projection Revision:**

Actual revenue in 2011/12 was \$3,217,229. The projected revenue at the time of adopting the 2012/13 budget was \$3,212,186 and has now been increased to a projected revenue of \$3,290,468 due to a few factors including an increase in revenue generated by property taxes, and increase to the actual water franchise revenue received for 2012-13, and the estimated effect of the commencement of the increase in Transient Occupancy Tax.

- **Auto Allowance/Mileage Reimbursement Discussion:**

Discussion ensued over the issue of some members of the Management Team receiving a flat monthly fee for auto allowance, whereas other members have to keep track of actual mileage to seek reimbursement. Council Members Spears, Domenighini and Mello suggested perhaps there should be more research done to determine if it would be more beneficial for everybody to log exact mileage. Council Member Taylor-Vodden stated that she recalls this issue coming up when she had previously been on the Council and this was something that the Council looked into and it was determined that there was too much staff time involved to track exact mileage and that is when they began to pay flat-rate auto allowances to certain members of staff. As it pertains to the City Manager, his auto allowance is part of his contract. For other members of the Management team that receive the allowance, they have also made other concessions that save the City money, therefore the allowance could be considered a trade-off of sorts. Council Members Spears said he would just like to see some kind of study done to be sure that the City is not over-paying some members of staff and under-paying others.

- **Transfer and Appropriation Requests:**

Staff is recommending transferring \$18,000 from the City Council Departmental Budget (Fund 301.4130.0101) to the City Attorney Departmental Budget (Fund 301.4120.020) and also requesting appropriation of \$37,024 for grant funds for literacy projects undertaken by Glenn County Office of Education. The Grant amount was not known at the time of budget adoption. It was the majority consensus of the Council to place these items on the next regular meeting agenda to make these departmental transfers.

6. Request the unfreezing of, and recruitment for, Police Officer Position:

Following passage of the 2012/13 budget the Council froze one vacant Police Officer position. The intent of the freeze at the time was to await the outcome of the vote on California Proposition 30, the State-wide one-quarter of one percent sales tax increase. It was noted that State Supplemental Law Enforcement Services Funding (SLESF) was likely to be de-funded if this measure failed. This would have meant a loss of \$100,000 in police funding utilized primarily to fund a position within the Police Department.

Proposition 30 subsequently passed in the November election and the City has begun to receive the first installments for the year of SLESF. As a result, staff is requesting that the frozen police officer position be restored and the Acting Police Chief commence with recruitment for the position.

It should be noted that with restoration, Finance staff will re-allocate an existing position that was assigned to SLESF funding but has been expended as General Fund pending the outcome of the measure and restoration of the frozen position. The restored position will then become a General Fund position, as originally intended and appropriated.

It was **moved** by Council Member Spears and **seconded** by Council Member Taylor-Vodden to restore the previously frozen police officer position and for the Acting Police Chief to commence with recruitment for the position. The motion unanimously passed.

7. **Request Authorization to Commence Contract Negotiations with the Willows Employees' Association:**

The existing labor agreement with the Willows Employees' Association is set to expire on June 30, 2013. The City's Labor Negotiator (City Manager) is seeking Council authorization to commence negotiations on a new agreement. It was the unanimous consensus of the Council for the Labor Negotiator to commence contract negotiations for a new labor agreement with the Willows Employees' Association.

8. **Adjournment:** Mayor Cobb adjourned the meeting at 12:16 p.m.

Dated: February 20, 2013

NATALIE BUTLER

City Clerk

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

February 26, 2013

1. Mayor Cobb called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Kerri Warren, Planning Commission Chair, led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Spears & Mayor Cobb
Absent: None

4. **Agenda Review:** It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to approve the February 26, 2013 agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:**

Acting Police Chief Dahl presented awards for "Officer of the Year" to all of the Officers and Support Staff currently serving in the Willows Police Department. He also presented Summer Berglund with the award for "Explorer of the Year", and George Bowman with the award for "VIP of the Year".

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

7. **Consent Agenda:**

Motion by Council Member Domenighini, **second** by Council Member Taylor-Vodden to approve the Consent Agenda as presented. Jeff Williams, of the audience, requested that the Council pull item 7 (d) from the Consent Agenda, which was an item to approve appropriations reviewed by the Council during the February 20, 2013, Special Mid-Year Budget Review meeting. He requested that this item be acted on by the Council at a future meeting,. Finance Director Tim Sailsbery and members of the Council inquired of Mr. Williams why he was requesting this item be pulled, as it has already been fully vetted at the Mid-Year Budget Review Meeting in which he was in attendance and did not state any objections at that time. Mr. Williams indicated that there was a group of interested people that were not able to attend the Mid-Year Budget Review Meeting who wanted to review this item prior to its passage. Council Member Taylor-Vodden then clarified that all this item was doing was simply transferring departmental funds that were previously agreed upon at the Mid-Year Budget Meeting and the Council was not passing anything else regarding any budgetary items. Council Member Taylor-Vodden also told Mr. Williams that she would be happy to sit down and personally meet with him to discuss any questions that he may have about the City Budget. Mr. Williams then stated that he misspoke and he stands corrected and he didn't know that was all that was being acted on tonight. It was the consensus of the Council not to remove item 7(d) from the Consent Agenda. With a motion and second on the floor, the Mayor asked for a vote and the motion unanimously passed 5/0 and the following items were approved/adopted:

- a) Approval of the General Check Register.
- b) Approval of the Payroll & Direct Deposit Check Registers.

- c) Adoption of a Resolution appointing Coastland Civil Engineering as the Engineer of work for the City of Willows Lighting and Landscape Assessment District and direct the completion of the annual Engineer's Report for Fiscal Year 2013/14.
- d) Approve appropriations reviewed by the Council during the February 20, 2013, Special Mid-Year Budget Review Meeting to transfer \$18,000 from the City Council Departmental Budget to the City Attorney Departmental Budget and a Pass-through of Literacy Grant funds for literacy projects undertaken by Glenn County Office of Education in the amount of \$37,024 (The actual grant amount was not known at the time the budget was adopted).

8. Public Hearings:

- a) Review and Acceptance of Final Report – Willows Tower Theatre Commercial Renovation/Reuse & Revitalization Strategy – funded by Community Development Block Grant (CDBG) Planning and Technical Assistance Grant # 11-PTEC-7647:

Mayor Cobb opened the Public Hearing at 7:19 p.m. The City Manager introduced this item, stating that this is a project that commenced nearly two years ago. In May of 2011 the City Council held a Public Hearing in which Staff was requesting approval of submittal of two grant applications – one for a Senior Housing Needs Assessment and one for a Reuse and/or Revitalization Feasibility study for the Tower Theatre building. Staff received Council approval to submit both grant applications and was ultimately successful in receiving the grant for the Feasibility Study for the Theatre but not for the Senior Housing Needs Assessment. Once the grant was awarded, the City went out to bid for a consultant and the City used 3CORE in a sub-recipient agreement to conduct the entire project for the City. Present at the meeting were Sherri Nix, representative of 3CORE, as well as Jonathan Hammond, the consultant that was hired to complete the study. The City Manager then invited Mr. Hammond to present the findings of the Feasibility Study. The purpose of this Public Hearing is for the Council to hear the report and accept the report as complete which will allow Staff to close out the grant documents.

Mr. Hammond presented an overview of the Renovation/Reuse and Revitalization Study. The report is an analysis of the Tower Theatre building located at 326 West Sycamore Street. Specifically, the purpose of the report was to analyze the suspected presence of hazardous materials in the building; the structural status of the building; the commercial economic opportunities for the site; and the potential future uses, if any, for the site. Based on the findings in the report it appears there is an urgent need to address the building. The site is blighted and presents a stagnant space in the Commercial District. Recently local citizens have become concerned that the building may be hazardous and leaking toxic materials into the area, putting peoples' health at risk.

The first priority of the report was to complete hazardous materials and structural engineering studies. In addition, an economic analysis to assess the best use of the site and an architectural study to determine how various uses could be fit onto the site were undertaken. As to the ownership status of the property, the current owner inherited the property which had previously been purchased "sight unseen". The current owner has indicated that she may not have the financial resources needed to address the problems detailed in the report. After permission was obtained by the owner, structural and hazardous materials evaluations were undertaken.

A preliminary structural evaluation was carried out and findings indicate that the building is in an extreme state of disrepair. It is recommended that the wooden roof structure be demolished and strongly

recommended that braces be placed on the side walls of the main theatre to provide the redundancy needed to ensure the stability of the walls.

A hazardous materials evaluation to determine if hazardous conditions were present in the building was undertaken. The evaluation noted dilapidated conditions including water intrusion inside the building due to a failing roof. Tests for asbestos and lead were conducted, as well as tests for other possible hazardous materials. It was found that asbestos is present inside the building both in place and in a pile of rubble on the theatre floor. Lead paint was also found to be present inside the building and in the exterior paint.

There were three courses of action recommended that would mitigate the current situation at the site and estimates preliminary costs for toxic remediation. The first option would be to secure and stabilize the building as is, with toxic materials left in place for later cleanup. This option involves stabilizing exterior paint material, repairing the roof structure and membrane and preventing further entry. Stabilization of paint is estimated to be \$50,000-\$60,000; cost for roof repair is estimated at \$500,000, therefore the option to stabilize the structure and defer cleanup costs to a later date would cost approximately \$560,000.

A second option would be to abate hazards and restore the building's structural elements for future use. This option involves stabilizing exterior building hazards, demolition and removal of interior hazards, and salvaging and restoring existing structural elements for reuse on-site. Cost of stabilizing and removing hazards is estimated at \$250,000-\$350,000, plus an additional \$45,000 for abatement oversight and an additional \$500,000 to repair the roof, therefore this option would cost approximately \$850,000.

The third option would be to demolish the existing building to allow future use of the site. This option would include disposal of all hazardous materials and is estimated at \$250,000-\$350,000, an additional 5,000 for abatement oversight, and an estimated \$80,000-\$120,000 for building structure demolition. New construction on the site to accommodate future use cannot be estimated at this time. This option would cost approximately \$375,000-\$515,000.

An Economic Analysis was undertaken and it was found that current market opportunities indicate that redevelopment of the site for a commercial use is unlikely. However, the analysis noted that the 2012 Senior Housing Needs Assessment Study prepared for Glenn County establishes the need for Senior Housing in Willows. A small senior housing development could be developed on the site.

Possible funding sources for site remediation were also investigated and findings showed that most available funding would require that the site be controlled by a government agency or non-profit organization. It should be noted that the current owner of the property accepted ownership of the building without knowledge of any problems and liabilities and she has expressed a willingness to cooperate with the City to facilitate remediation of the site and further, has expressed a desire to Quit Claim Deed the property to the City Government.

The Architectural Study portion of the report came up with three possible options and proposed site plans for future uses for the site. The first option and site plan presented was for a Senior Housing facility with 20+ units in 2 two-story buildings on site. This scenario would offer generous parking and open space and full demolition of the existing facility would be required. The second option and site plan presented was for Commercial Development and a Community Plaza. This could be for either retail or office development. This scenario requires site cleanup, but retains the existing building's salvageable structure as well as addition additional commercial space and a public plaza. The third option and site plan presented was for a Community Park and Farmers' Market which would consist of a small park and a

permanent site to hold the Willows Farmers' Market. This scenario would involve site cleanup and full demolition of the existing building.

Council discussion ensued. The Council discussed the various courses of action presented, along with the options for future use that were presented. Council also discussed potential future funding options, grants, possibly obtaining title to the property by way of Quit Claim by the current owner, etc. No formal action on the course of action or the future use of the site needs to be acted on by the Council at tonight's meeting. The only formal action that the Council was being asked to take at this meeting was to accept the report as final.

Pastor Jana Adamson, a member of "Glenn Communities Working Together" and "Citizens for Senior Housing" asked if the report indicated what the value of the land is that the Theatre sits on is, and if not, she wondered if the City had any idea what the value of the land might be. The City Manager guessed that the land may be worth somewhere in the neighborhood of \$40,000. She then spoke to the potential of this property ultimately being turned into Senior Housing. She stated that in the Senior Housing Needs Assessment Study that was done through the County, it states in the report that the City needs more than 20 units. Additionally, it has been her experience that it would be difficult to get developers to come in to complete a project if it is only for 20 units because it would not provide the kind of return or support management that a developer seeks.

Reverend Phil Zabell, Pastor of First Lutheran Church in Willows and St. Paul's Church in Artois, as well as Executive Director of "Glenn Communities Working Together", thanked Mr. Hammond for a well prepared report. He was happy to see that there were three identified options for future use. If the option is to eventually turn this land into Senior Housing, he reiterated what Ms. Adamson said that the size of the project is below that of what the Senior Needs Assessment Study indicated would be appropriate for this community. He stated that the project that 'Pacific Companies' plans to build at the corner of Sycamore Street and Humboldt Avenue will pretty much take care of the affordable or subsidized types of Senior Housing. But what is still needed and not addressed is the Market Rate, and at this point the community needs somewhere in the range of 40 to 50 units of Market-Rate Senior Housing. He then announced that the "Citizens for Senior Housing" group would be having a meeting tomorrow at 12:00 p.m. at the Senior Nutrition Center to talk about how to move forward and how they might interest a developer in actually coming in and building something in the community. He said in terms of the Senior Housing and the Tower Theatre property, if it is ultimately decided to use the land to develop Senior Housing he looks forward to talking to the City further.

Doug Ross stated that he would recommend complete demolition to the structure and he would like to see it turned into a vacant lot, as the structure is of no value.

The City Manager then reminded Council that no action needs to be taken tonight regarding the possible future acquisition of the property by the City, potential funding mechanisms, plans of action, etc. All of those details would come before the Council for direction/approval at a future time. Tonight's meeting is simply for the Council to accept the report as final so Staff can close out the grant.

Mayor Cobb closed the Public Hearing at 8:00 p.m. It was the consensus of the Council to accept the report as final. The City Manager then stated that he would follow-up with Mr. Hammond as well as the property owner or the owner's representative, and he will prepare something to come back before the Council at a future meeting seeking direction from the Council how to move forward.

9. **Ordinances:** None

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

The City Manager stated that during the last meeting the Council tabled the item for moving the downtown bus stop located at Sycamore & Butte Streets to tonight's meeting. Unfortunately, the Public Works Director is out of town and couldn't be in attendance tonight to present this item to the Council so the item will be placed on the agenda for the March 12 Council Meeting.

Council Member Spears stated that at the Mid-Year Budget Review meeting the Council discussed the possibility of a review or a study dealing with vehicle allowances and there was never any resolution by the Council whether they wanted to examine that issue. He isn't proposing an alteration of the current configuration of this, but the City is heading toward a new budget year, so he wanted to bring it back up to the Council to look at having Staff conduct some type of vehicle mileage log system for a few months so the Council knows what kind of mileages they are looking at. Since the last meeting he has been asked again by members of the public how much driving the employees do or don't do, and he has no idea. He believes that some type of study or logging system would give the Council some concrete information when that question is brought to any member of Council or to Staff.

Council Member Mello added that he believes this is an unresolved issue and he wants it to be gone so the Council can move onto more important things. He stated that he has been conducting some research on his own and he is looking at the cost of gas and the cost of inflation and he would like to know what is better for the employees and what is better for the community. He just wants to make sure employees are being compensated fairly for their mileage.

Council Member Domenighini stated that he agrees with Council Member Mello to finish up this issue. He would also like more information because this is dealing with public funds and it is not a cut and dried issue.

Council Member Taylor-Vodden stated that she doesn't feel that this type of discussion is appropriate in this environment. She doesn't feel that talking about employee issues and employee benefits is proper as a discussion item because they are talking about details that were negotiated either contractually or as a benefit, as opposed to other wage negotiations. She really feels it is proper that this issue should be discussed in Executive Session and she would like to have it discussed as an Executive Session item so the employees have an opportunity to respond, which she doesn't believe they feel comfortable doing in this setting, and properly so. This is an employee issue and something that the previous Council had approved in Executive Session, therefore, she requests that if this item comes back before Council, that it be put on the agenda as an Executive Session item and that the Council brings those employees to the table.

Mayor Cobb stated he concurred with all of the Council Members and he thinks there is a lot of information to look at that the Council doesn't have the totality of at this time. He stated that he is not really even sure which employees they would be discussing, because some of these are contract items and some are not. He asked if Staff had any comments.

The City Manager stated that he personally took some exception to the discussion that took place at the Mid-Year Budget Review Meeting, however, the meetings are a public forum and staff members are public employees and certainly everybody has an opportunity to make those comments about public

employees. He stated that he has always wanted to defend his staff to the very end and he believes that they do an outstanding job for this organization. He doesn't believe that the few employees that are the recipients of this benefit that was granted by previous Councils deserved the bashing that took place at the Budget Review Meeting so he believes this would be an appropriate conversation to have during Executive Session. The employees that receive these benefits are unrepresented, meaning they represent themselves, therefore he believes it would be most appropriate to meet and discuss this with them privately. Ultimately, the Council's decision would have to be disclosed in a public session, but he thinks the discussions about an employee's benefit package really should be conducted in more of a confidential setting. He stated that Staff would be happy to add this to the next agenda as an Executive Session item.

Mayor Cobb stated that he is hesitant to speak any more about this topic in a public setting because it is a Personnel issue and he also believes the discussion should take place in a private setting.

Council Member Domenighini concurred and believes that this is a Personnel issue and it is unfair to the employees for the Council to be discussing this in public. Even though this is dealing with Public Funds, the Council is getting into that Personnel area and they could potentially shoot themselves in the foot.

Mayor Cobb then added that he is a bit reluctant to even ask Staff at this point to generate logs and history until the Council discusses this in Executive Session and decides if that is what they want or don't want to do.

Council Member Spears stated that he fully concurs but he just believes everybody sitting at the dais has a question mark and nobody knows if it is good for the employee, not good for the employee, good for the City, not good for the City, etc. He wanted to reemphasize that at no time did he say the Council should change this, but they should just find out what it is.

It was the unanimous consensus of the Council to direct staff to place this item as an Executive Session item on the agenda for the next City Council Meeting.

Council Member Spears then stated that he just wanted to note that he did receive from Staff a copy of the previously proposed complaint procedure form that was discussed at the February 12 meeting. He stated that he has some specific comments and thoughts on the proposed form and that he was looking for guidance as to what would be the most appropriate way to disseminate his thoughts and comments as a follow-up to what was received, either to the Council or to the Staff, without violating any Brown Act laws.

The City Manager stated that the most appropriate thing to do would be to have the individual Council Members draft their comments on the form and return the comments to the City Manager's Office. Staff will then assimilate all of the comments in a draft format and redistribute the updated draft to each member of the Council for them to review and provide any additional comments they may have. This may take a few exchanges before a final product is brought back before the Council for final approval. He believes that would be the most appropriate way to proceed and it poses the least amount of risk of violating any Brown Act laws and the revised drafts will not identify whose edits were whose when they are redistributed back to the Council for review.

Council Member Spears inquired at what point this document would become a document for citizen review. The City Manager stated that as long as it is still a "working document" and as long as the Council and the City Manager are exchanging drafts, it would not be considered a public record under the

California Public Records Act. Once a final draft is established and it is agendized for Council review, it would then become a public record.

Chief Spears stated that one final item he would like to bring up is something that was discussed at a previous meeting dealing with getting approval to have items placed on an agenda. As he recalls, at that meeting the Council was told that the matter was going to be referred to the City Attorney and that there would be a meeting set up between the City Attorney, Mayor Cobb and himself to review this section of the Municipal Code. He stated that he hasn't been notified of any meeting that has been arranged and he wondered if anything has transpired with this issue. The City Manager stated that there has not been anything communicated back to the City Council regarding this issue. He has started putting together the history of what took place when this section of the Municipal Code was last changed in March of 2011 and chronology of what transpired. He stated that once he receives a completed set of draft Minutes of the January 12, 2013 meeting when this was first discussed, he will take those minutes, along with all of the history that he has gathered and submit them to the City Attorney and ask for the review to take place and for a legal opinion to be provided. Once a legal opinion is provided, a meeting between the Attorney, the Mayor and Council Member Spears will then be scheduled.

11. New Business:

- a) Consider adoption of a Resolution approving the use of Mini-Grant Downtown Façade Improvement Funds for Carissa Gokay for new signage for her business located at 130 N. Butte Street:

In June of 2008 the City Council adopted a Resolution which provided Façade Improvement funding assistance to property and business owners in the Central Commercial District. This Resolution and funding implemented a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program to support downtown revitalization efforts. The program was seeded by the Wal-Mart project conditions of approval, and funds were committed and deposited with the City to which a portion has been set aside for this program. Mini Grant Funding is available up to a maximum of \$1200.00 per project with no "matching funds" required. Mini Grants are subject to all Façade Improvement Program criteria and are subject to approval by City Staff and/or Planning Commission as required.

Recently a Mini-Grant application was submitted to the City by Carissa Gokay, owner of Studio F.I.T, a business located at 130 N. Butte Street, Suite K, for two new signs; one new sign above the entrance to her business and one new sandwich board sign. The total cost of construction for both signs per the submitted invoice from Ms. Gokay is \$616.69. Staff is requesting that Council consider approving this Mini-Grant funding request.

Motion by Council Member Taylor-Vodden, **second** by Council Member Mello to adopt a Resolution approving the use of Mini-Grant Downtown Façade Improvement Funds for Carissa Gokay for new signage for a business located at 130 N. Butte Street in the amount of \$616.00. The motion unanimously passed.

- b) Consider approval Consider accepting the Annual Housing Element Progress Report:

City Planner, Karen Mantele, stated that this is an annual report that comes before the Council after it has been reviewed and approved by the Planning Commission. This report was taken before the Planning

Commission at their February Meeting and the Commission had no changes to the report, however, she was made aware of an error on Table B of the Report that she will correct. She stated that the City hasn't issued any Certificates of Occupancy between April 1, 2012 and March 31, 2013, which is what the number of reported housing units are based on. This will be the last report submitted within the current planning cycle, as each cycle runs for seven years and this cycle ends in 2014, so the numbers in the tables will change next year and they should be much lower than they have been for the past seven years. The numbers have been quite high for meeting the different income levels and throughout the whole state they were high for the last planning period, which was 2007 – 2014. The City's numbers were to a total of 487 units and at the end of 2013 the City has had 36 completed. Throughout the whole state nobody has been able to meet these high numbers. The Regional Housing Needs Allocation numbers that are being passed down to the City of Willows for the next planning cycle are drastically reduced; she believes the number will be 63 the next time, so the City will have a much easier time meeting the numbers. She stated that if the Council approves the report, she will forward the report to the Governor's Office of Planning and Research and to the State Department of Housing and Community Development as required by Section 65400 of the State of California Code.

It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to accept the Annual Housing Element Progress Report and to 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 65400. The motion unanimously passed.

12. Council Member Reports:

Council Member Taylor-Vodden reported that on February 21 she attended the Cities & County Economic Development Commission meeting at the Human Resource Agency along with Council Member Mello and the City Manager. She also announced that the Joint Cities & County Meeting scheduled to take place on March 20 has been cancelled and will be rescheduled.

Council Member Spears reported that he and Council Member Domenighini attended the Transit Committee & Transportation Commission meetings in Orland on February 21 and he was appointed to be the Vice Chair of both the Committee and the Commission.

13. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session at 8:43 p.m. 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

14. Report out from Closed Session: The Meeting reconvened to open session at 9:16 p.m. with Mayor Cobb reporting that direction was given to Staff.

15. Adjournment: Mayor Cobb adjourned the meeting at 9:17 p.m.

Dated: February 26, 2013

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

March 26, 2013

TO: Honorable Mayor and Members of City Council
VIA: Steve Holsinger, City Manager
FROM: Skyler Lipski, Parks & Public Works Director
SUBJECT: Relocation of Glenn Ride Bus Stops

RECOMMENDATION

Staff recommends that the City Council approve by motion to relocate a bus stop in the downtown area.

SUMMARY

Please read a copy of the February 12, 2013 staff report ("Exhibit A") for project background information. Also, read "Exhibit B" for additional information from the Glenn County Regional Transit Committee (RTC).

During the February 12, 2013, and February 26, 2013 City Council Meetings, the "Glenn Ride Bus Stop Relocation" item was tabled to acquire more information.

Council desired more time to consider whether to relocate the stop at Butte St. and Sycamore St. ½ of one block to the east on Sycamore St. and eliminate one parking space, or eliminate 4 parking spaces on the north side of Sycamore St., locating the stop at Sycamore St. and Butte St. Those options were defined as OPTION A and OPTION B respectively (which can be found on the map in Exhibit A).

Staff was also directed to consider the addition of another parking space directly across the street from the Willow Walk Flower Shop and the Willows Chamber of Commerce (about mid-100 block of Sycamore St. west – same location as OPTION A on Exhibit A). Staff consulted the City Engineer and confirmed there is space for one more diagonal parking stall without impeding the traffic lane. **If council does not desire to locate the bus stop in this location, staff is requesting approval to add one diagonal parking stall.**

Staff is requesting confirmation of the new bus stop locations and corresponding "Bus Stop – No Parking" designation pursuant to Sections 10.50.260 and of the Willows Municipal Code.

ALTERNATE ACTIONS

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

RECOMMENDATION

Staff recommends that the City Council approve by motion to relocate a bus stop in the downtown area.

Respectfully submitted,

Approved by,

Skyler Lipski
Parks & Public Works Director

Steve Holsinger
City Manager

Attachments:

Exhibit A – February 12, 2013 Staff Report with Maps

Exhibit B – Report from RTC

TO: Honorable Mayor and Members of City Council
VIA: Steve Holsinger, City Manager
FROM: Skyler Lipski, Parks & Public Works Director
SUBJECT: Relocation of Glenn Ride Bus Stops

RECOMMENDATION

Staff recommends that the City Council approve by motion to relocate bus stops in the downtown area.

SUMMARY

In November, City staff received a request from the Glenn County Regional Transit Committee (RTC) Executive Director to relocate 3 bus stop locations to accommodate the larger, 40-foot heavy-duty transit buses coming into service in early 2013.

The Traffic Safety Committee convened and directed the Director of Public Works to meet with an RTC liaison to further "iron out" the details of each stop. The following is a summary of the proposed changes:

1. Relocate the stop at the Willows Memorial Hall west to the Memorial Park block. The RTC will relocate the bus shelter from Memorial Hall to Memorial Park.
2. Relocate the stop at the Courthouse west one block. Buses have used the crosswalk area in front of the courthouse, where parking is prohibited, to pick-up and drop-off passengers.
3. There are two options for relocating the stop at Butte St. and Sycamore St.:
 - a. OPTION A on attached map: relocate the stop about 200 feet to the east on Sycamore St. This location requires the removal of 1 parking space.
 - b. OPTION B on attached map: relocate the stop just east of Butte St. on Sycamore St. This location requires the removal of 4 parking spaces. (**special note:** selection of this option will conflict with Resolution #04-2013 & "Exhibit A" adopted earlier during this Council Mtg)

Staff is requesting confirmation of the new bus stop locations and corresponding "Bus Stop – No Parking" designation pursuant to Sections 10.50.260 and of the Willows Municipal Code.

FINANCIAL CONSIDERATIONS

None

NOTIFICATION

No published notice is required.

ALTERNATE ACTIONS

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

RECOMMENDATION

Staff recommends that the City Council approve by motion to relocate bus stops in the downtown area.

Respectfully submitted,

Approved by,

Skyler Lipski
Parks & Public Works Director

Steve Holsinger
City Manager

Attachments:
Exhibit A – Downtown Willows bus stop relocation Maps

Downtown Willows: Glenn Ride Courthouse/Memorial Hall Bus Stop Proposal



Marshall

Proposed Bus Stop w/ shelter

Sacramento

Proposed Bus Stop

Murdock

Murdock

Existing Bus Stop w/ shelter
(To be removed)

Existing Bus Stop
(To be removed)

0 25 50 100 Feet



Downtown Willows: Glenn Ride Butte & Sycamore Bus Stop Proposal



GLENN COUNTY REGIONAL TRANSIT COMMITTEE

*Bruce Roundy, City of Orland, Chairman
Bill Spears, City of Willows, Vice-Chair
John Viegas, County of Glenn,
Michael Murray, County of Glenn
Larry Domenighini, City of Willows
Jim Paschall, City of Orland*

*P.O. Box 1070
777 N. Colusa Street
Willows, California 95988*

*John F. Linhart,
Executive Director*

*(530) 934-6540
FAX (530) 934-6533*

March 18, 2013

City of Willows
Attn: Skyler Lipski, Public Works Director
201 N. Lassen
Willows, CA 95988

Dear Mr. Lipski,

RE: Glenn Ride transit stop at Butte and Sycamore Streets

The Regional Transit Committee (RTC) was formed under a Joint Powers Agreement (JPA) between the respective jurisdictions of the City of Willows, City of Orland, and County of Glenn in October of 1987 to provide transportation services to the region. These services were developed as required by Sections 99238, 99238.5, 99401.5, and 99401.6 of the Public Utilities Code which establishes the public hearing process known as the "Unmet Needs" process to identify the transit needs within a jurisdiction. This process is required of any region (county) which receives funding through the Transportation Development Act (TDA). In 1998, the Glenn Ride deviated fixed-route service was initiated in response to this public hearing process to provide transportation between Willows and the Chico area in Butte County.

Since Glenn Ride has been in existence, there has been a stop on the northeast corner of the Butte and Sycamore intersection. This stop was conceived to service downtown Willows with smaller buses which allowed drivers to negotiate the buses around vehicles parked at that location. As ridership on Glenn Ride has increased, larger buses are needed to accommodate the growth in passenger numbers. These larger buses are not able to maneuver the parking lot due the size of the vehicle.

RTC is requesting the removal of four parking stalls to reserve the space for Glenn Ride buses. This would be an upgrade to the existing downtown stop and facilitate route timing necessary to allow passengers to make connections to other transportation services in the Chico area. At a future time, RTC plans to place a shelter at the stop in response to a request made by the community during a public hearing held to determine the transit needs in Willows. This stop represents 7% of Glenn Rides total daily ridership. During a brief analysis period RTC found that 49 boarded and departed the bus at this location.

At this time, RTC can use the same location as a return stop. This stop is at the end of the return run and there are no connections made to other transit services on this end of the route. Consequently, timing is not as critical at this point of the inbound route as it is on outbound stops and other inbound locations. We will continue to work with Willows Public Works staff and other city safety personnel to in evaluating a suitable inbound stop.

We appreciate your consideration regarding this matter and your willingness to accommodate public transit within Willows.

Sincerely,

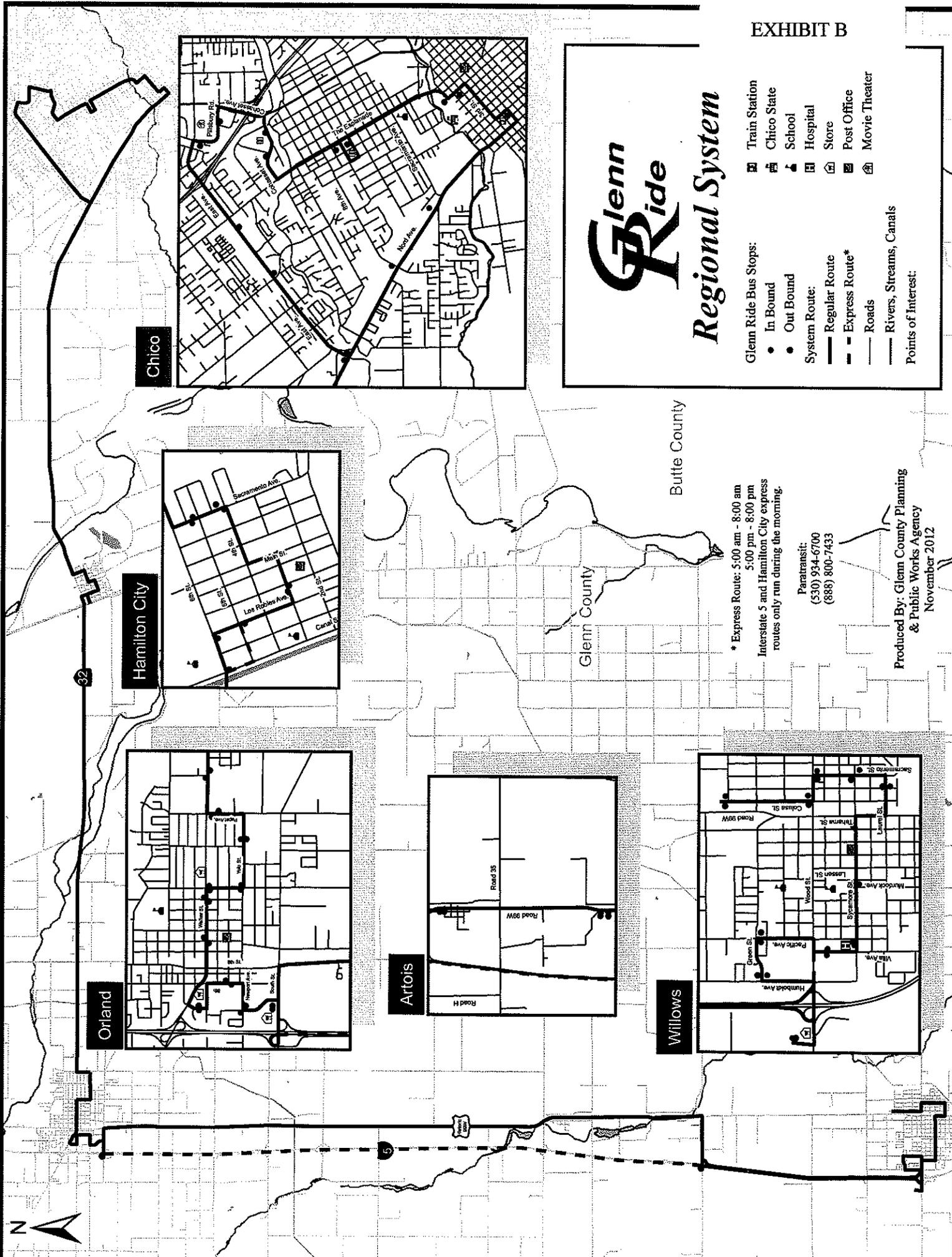
A handwritten signature in black ink, appearing to read 'Mandy Thomas', with a long horizontal flourish extending to the right.

Mandy Thomas
Senior Planner

Enclosures

Glenn Ride Regional System

- Glenn Ride Bus Stops:**
- In Bound
 - Out Bound
- System Route:**
- Regular Route
 - - Express Route*
 - Roads
 - Rivers, Streams, Canals
- Points of Interest:**
- ☐ Train Station
 - ☐ Chico State
 - ☐ School
 - ☐ Hospital
 - ☐ Store
 - ☐ Post Office
 - ☐ Movie Theater



* Express Route: 5:00 am - 8:00 am
5:00 pm - 8:00 pm
Interstate 5 and Hamilton City express routes only run during the morning.

Paratransit:
(530) 934-6700
(888) 800-7433

Produced By: Glenn County Planning & Public Works Agency
November 2012

Chico

Hamilton City

Orland

Artois

Willows

Butte County

Glenn County

EXHIBIT B

Glenn Ride Regional System

- Glenn Ride Bus Stops:
- In Bound
 - Out Bound
- System Route:
- Regular Route
 - - Express Route*
 - Roads
 - Rivers, Streams, Canals
- Points of Interest:
- ☐ Train Station
 - ☒ Chico State
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Produced By: Glenn County Planning
& Public Works Agency
November 2012



AGENDA ITEM

TO: Members of the Willows City Council
FROM: Tim Sailsbery, Finance Director 
SUBJECT: 2013/14 Budget Hearing-Establish Date and Time

RECOMMENDATION

By Consensus, Establish Date and Time for 2013-14 Budget Hearing. Preference is for the Week of April 15.

SITUATION (or BACKGROUND):

Staff is requesting that Council commence with the budget process for 2013-14. The first step is to hold an initial budget hearing to review and discuss the initial budgetary projections for the upcoming fiscal year.

Staff requests that a date and time be established during the week of April 15.

FINANCIAL CONSIDERATIONS:

Establishment of date and time of the budget hearing does not have a financial impact to the City. However, action taken resulting from the hearing may have financial impacts.

NOTIFICATION

Agenda to be posted in accordance with the Brown Act.

ALTERNATE ACTIONS

1. Establish Date and Time for Budget Hearing
2. Request additional information from staff

RECOMMENDATION

By Consensus, Establish Date and Time for 2013-14 Budget Hearing. Preference is for the Week of April 15.

Respectfully submitted,


Tim Sailsbery
Finance Director
