

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
March 27, 2012

1. The meeting was called to order at 7:00 p.m. by Vice Mayor Cobb.
2. **PLEDGE OF ALLEGIANCE:** Kerri Warren led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Council Members Yoder, Hansen, Taylor-Vodden, & Vice Mayor Cobb
Absent: Mayor Holvik
4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the March 27, 2012, City Council Meeting agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**

Police Chief Spears made the following presentations:
 - VIP of the year Certificate was presented to Linda Corbin.
 - VIP 1000 hours of Volunteer Services Certificates were presented to Linda Corbin (1611 hours) and Pat Millen (1470 hours).
 - Explorer of the Year Certificate was presented to Gabriela Robles.
 - Officer of the Year Certificate was presented to Detective Troy McIntyre.
6. **Public Comment/Written Communications:**

Barbara Gummow wished to address the Council on the Senior Housing Needs Assessment Study that was on tonight's agenda. The City Manager stated that since that topic was already listed on the agenda as a Public Hearing item, Mrs. Gummow would need to reserve her comments until such time as the Public Hearing is opened.
7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to approve the Consent Agenda as presented. The motion unanimously passed.
 - a) Approval of General Check Register (24328-24382)
 - b) Approval of Payroll & Direct Deposit Check Registers (No Payroll had been run since the last meeting).
 - c) Approval of the March 13, 2012, Regular City Council Meeting Minutes.
8. **Public Hearings:**

- a) Conduct a Public Hearing and upon conclusion, consider by motion, adoption of a Resolution approving the submittal of a CDBG PTA Grant Application for a Senior Housing Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development:

City Planner Karen Mantele presented the staff report for this item explaining that the State of California Department of Housing and Community Development administers a Federal program known as the State Community Development Block Grant Program (CDBG). The Department receives funds annually from the Federal Department of Housing & Urban Development (HUD). The Department sets aside part of each annual funding allocation received from HUD for Planning and Technical Assistance (PTA) grants, through a Notice of Funding Availability (NOFA). This year the State issued a SUPER NOFA and consolidated all CDBG activities which may be applied for at the same time.

In issuing the SUPER NOFA, the Department is announcing the availability of funding under the CDBG eligible activities. The maximum grant award is not to exceed \$100,000 total, with a maximum of two PTA studies per application, where in prior years the total a City could apply for was \$35,000. The proposed application will be a stand-alone application for \$50,000 to conduct a Senior Housing Needs Assessment Study. The Applications must be received by HCD by April 6, 2012.

A public hearing notice for this item has been published in the local paper of distribution in accordance with state law. CDBG Regulations require that two public hearings be held before the jurisdiction submits an application to the Department. The first hearing must be held during the program design state. That public hearing was held on February 14, 2012. Prior to submittal of an application for funding, a second public hearing must be held, which was also noticed 10 days prior to the meeting in accordance with State Law.

State CDBG statute (Health & Safety Code, Section 50833) requires each applicant to contribute a percentage of cash match. Commitment of the required cash match must be included in the authorized Resolution. The approval of the Resolution commits the City to \$2500, or five percent, of the total project cost of each grant application. The source of funding is available through the Community Discretionary Funding that the City has available for such purposes. With that, Staff requested that that the Public Hearing be conducted.

Vice Mayor Cobb opened the Public Hearing at 7:27 p.m. During the public hearing, Barbara Gummow, Pastor Phil Zabell, retired Pastor Jana Adamson, and Keith Parrish all spoke. Although none were necessarily opposed to the grant application submission, there were some concerns raised over the fact that the County has just been awarded a CDBG Grant in order to conduct a Senior Housing Needs Assessment Study, and a local citizen's group "Glenn Communities Working Together" also recently applied for, and was awarded a Senior Housing Survey and Capacity Building Grant, which is similar in nature and purpose to the County's study. Concerns were raised over the fact that there may be a duplicated effort on the part of two government agencies and the private citizen's group all conducting the same or similar types of studies. Hearing no more speakers during the public hearing, Vice Mayor Cobb closed the public hearing at 7:42 p.m.

It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to adopt a Resolution approving the submittal of a CDBG PTA Grant Application for a Senior Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development. Council Member Taylor-Vodden expressed that she would like to have additional discussion on this item prior to the Council taking a vote. Discussion then ensued among the Council and Staff. Council Member Taylor-Vodden expressed that she too had some concerns over the possible duplication of efforts with the two public agencies and the private agency all conducting similar studies. She expressed that she doesn't necessarily like to pass up grant monies, but she didn't really see a need for the City to apply for the grant to conduct this type of study. The City Manager addressed this and explained that although the City is requesting a grant application that does essentially duplicate the study that the County will be conducting, the City always knew that the County would be conducting their own study. However, in the past at more than one Council Meeting, several citizens had indicated that they would like to see the City conduct their own individual study. Additionally, in the City's most recently adopted Housing Element, one of the high priorities of the Council was that a Senior Housing Needs Assessment Study be conducted for the City. The City applied for a similar grant in 2011 and the application was denied by the State due to a technicality. Recently when the announcement of the 2012 SUPER NOFA came, the City did not have another application ready to submit at that time and there was not a window of opportunity large enough to create a new or different application, therefore they took last year's application that was denied and added a few more items and expanded the Scope of Work. At this stage of the process the City only has until April 6 to submit the completed application to the State and it is simply too late in the process to change the scope of work. The City Manager suggested that perhaps the original motion maker might consider amending the motion to include a stipulation that the Council must give the final authorization to accept the awarded grant, in the event that the grant is, in fact, awarded.

Council Member Yoder then **moved** to amend his original motion to read as follows "a motion to adopt a Resolution approving the submittal of a CDBG PTA Grant Application for a Senior Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development and to amend the Resolution to add a phrase to the end of paragraph ten of the Resolution that reads 'subject to the final City Council Review and Approval'" Mayor Hansen **seconded** the motion. All Ayes and the motion unanimously passed.

9. **Ordinances:** None

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

Recreation Director Carol Lemenager announced that the Police Activities League (PAL), the Recreation Department and Willows Police Department are hosting a "Tennis Play-day" event on Tuesday, April 10th. In concert with the US Tennis Association this program is designed for young boys and girls 6-10 years old to introduce them to tennis. The event will be held at Willows Intermediate School from 10 am to 12 noon. The program, which was originally going

to charge \$5.00 per child, is now free of charge, courtesy of the generosity of Council Member Taylor-Vodden and her husband David who sponsored the event and donated money to cover the fee all forty participants.

11. New Business:

a) Annual Housing Element Progress Report:

City Planner Karen Mantele presented the staff report for this item explaining that 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 Housing Element of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (which current planning period covers from January 1, 2007 to June 30, 2014), 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, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, an updated Housing Element in 2005, and most recently the current 2009-2014 Housing Element Update. The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA) 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). As this time, the City has no plans in the near future to update their General Plan.

Affordability levels for the City of Willows is based upon Glenn County income limit information (adjusted for household size) provided by HCD each year. In Glenn County, the February 2012 income limits are based upon a median income of \$34,740 for a family of four.

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. RHNA 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). The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability between 2007 and 2014, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	52	10.5%
Very Low	52	10.5%

Low	82	17%
Moderate	103	21%
Above Moderate	198	41%
TOTAL	487	100%

The annual Housing Element Progress Report being presented to the Council outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element. The report was not brought before the City of Willows Planning Commission, as has been past practice. The reason being, the Planning Commission has not conducted a regular meeting for two months, as there have not been any projects to bring before them; therefore they never were presented the report. However, the Commission was provided a copy of the report and may speak at the Council meeting or provide written comments prior to the meeting. To note, in 2010 the Commission expressed that they would like to see a Senior Housing Assessment prepared, as that is one of the programs listed within the recent Housing Element. This report includes the information that the City is currently making an application for a CDBG PT/A grant for a Senior Needs Assessment Study. With that, Ms. Mantele is seeing Council approval to forward the annual report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by law.

It was then **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Yoder 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 per Government Code Section 65400. The motion unanimously passed.

- b) Consider approving the use of Downtown Façade Improvement Funds for a Mini Grant to replace windows above the awning at 216/218 W. Sycamore Street:

In June of 2008 the City Council adopted Resolution which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. This resolution and funding will implement a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program to support downtown reviatlization efforts. Until now implementing the program has been stalled for lack of seed funding; however as part of the Wal-Mart project conditions of approval, funds were committed and deposited with the City to which a portion has been set aside for this program. Mini Grant Funding is available up to a maximum of \$1,200 per project with no "matching funds" required. Mini Grants are subject to all façade improvement program criteria and subject to approval by city staff and or Planning Commission as required.

Dale Myers submitted an application request to the City for a Mini-Grant under the Façade Improvement Program to replace the windows above the awning at 216/218 W. Sycamore Street, a business located within the Central Commercial District. The type of work proposed did not require Planning Commission approval as prior Façade Improvement projects were subject to, therefore the project is proceeding to the City Council for grant funding approval. This project was applied for under the Mini Grant portion of the program as Mr. Myers desires to improve the

building front and obtain financial assistance with the improvements. The cost estimate to replace the windows is approximately \$1,500. Mr. Myers understands that the maximum allowed under Mini Grants is \$1,200 and that he is liable to pay the difference. Windows are one of the eligible items listed under the Program Guidelines. As stated earlier, Mini-Grants have a maximum limit of \$1,200 with no matching funds required, as such this request is for the total limit. The adoption of the Resolution being presented commits the City to \$1,200 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution. At this time staff is seeking Council approval for allowing the use of Downtown Façade Improvement funding assistance to help Mr. Myers complete this project.

It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution approving the use of Mini Grant Downtown Façade Improvement Funds for Dale Myers in order to replace storefront windows above awning on an existing Commercial building located at 216/218 W. Sycamore Street, Assessor's Parcel Number 002-172-007. The motion unanimously passed.

c) Towing and Emergency Roadside Services contract:

Council recently approved and directed the Police Chief and the City Clerk to solicit bids for a Towing and Emergency Roadside Service Contract. The City received a total of two bids; One bid from Hiway Truck & Auto and one bid from L&T Towing. On March 12, 2012 the bids were opened and officially reviewed. Based on the bid information submitted, it is recommended that the Towing and Emergency Roadside Service Contract be awarded to L&T Towing, effective March 28, 2012. This new contract, once authorized, shall remain in effect for a period of one year, with two possible one year renewals, for a total period of no more than three years. It was noted that although there is not a specific line-item in the budget for this service, it is taken out of the Vehicle Operations budget for whichever Department utilizes the service (i.e. Police Department, Fire Department, Public Works, etc.). Staff is seeking Council approval to award the bid to L&T Towing. It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to award the Towing and Emergency Roadside Services Contract to L&T Towing.

12. Council Member Reports:

Council Member Hansen gave an update on the most recent Transit and Transportation Committee Meeting that he attended.

Council Member Taylor-Vodden expressed that she has been very pleased with all of the success that the Downtown Façade Improvement Program has had since its inception.

Vice Mayor Cobb reminded everybody of the special Budget Meeting that would be taking place the following morning at 11:00 a.m. He also thanked the VIPS and the Explorers for all of their volunteer work that they do for the City.

13. **Executive Session:** None

14. **Adjournment:** Vice Mayor Cobb adjourned the meeting at 8:38 p.m.

Dated: March 27, 2012

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider