

CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Gary L. Hansen, Council Member

CITY MANAGER

Steve Holsinger

CITY CLERK

Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

AMENDED TO ADD ITEM 11(e)
CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, May 13, 2014
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 May 13, 2014, 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, Payroll & Direct Deposit Check Registers.
 - b) Consider approval of the Minutes of the April 22, 2014 City Council Regular Meeting.
 - c) Consider approval of part-time temporary employee wage scale effective June 1, 2014.
8. **Public Hearings:** None
(*Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, 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: *(Public Comments on New Business Items will be restricted to three minutes).*

- a) Approve and direct staff to commence advertising and recruitment to fill a Planning Commission vacancy created by the resignation of Commissioner Huston Carlyle.
- b) Consider approval of terms of Technology Assessment and Strategic IT Plan Scope of Work provided by Matson and Isom Technology Consulting and authorize the Finance Director to negotiate and sign Terms of Agreement.
- c) Consider adoption of a Resolution of Support encouraging citizens to support our Schools through voting yes on Measure R.
- d) Consider Authorizing a waiver of Planning and Development Fees for the Glenn Medical Center Construction Project application and Planning Commission Processing.
- e) Staff is seeking Council consensus to confirm May 22 at 9:00 a.m. as the date and time for a Special Budget Workshop to commence with 2014/2015 & 2015/2016 preliminary budget discussions.

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 May 9, 2014.

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

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

April 22, 2014

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

Present: Domenighini, Mello, Hansen & Vice Mayor Taylor-Vodden
Absent: Mayor Cobb
4. **Agenda Review:** It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to accept the April 22, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Vice Mayor Taylor-Vodden presented a Proclamation to Barbara LaDoucer of the American Legion Auxiliary declaring the Month of May as "Poppy Month". Mrs. LaDoucer then presented the City Council with a POW/MIA flag to be flown at City Hall and she also presented City Clerk Natalie Butler with a Certificate of Appreciation on behalf of the American Legion Auxiliary.
 - b) Vice Mayor Taylor-Vodden presented Officer Kelly Kuwata with a Proclamation declaring May 11 through May 17 as "National Police Week" with special recognition of May 4 & 5 as "California Peace Officer Memorial Ceremonies" and May 15 as "National Peace Officers Memorial Day".
 - c) Phillip James, Glenn County Office of Education SPARK After-School Program Coordinator, gave the City Council a brief presentation about after-school and summer programs that are offered throughout Glenn County.
6. **Public Comment/Written Communications:**

The following person(s) spoke during public comment:

Willows Resident James Lambert addressed the Council on the topic of an upcoming bond measure (Measure R) that will be on the ballot during the upcoming election in June. He spoke of the importance of this bond measure passing because the money would be used to help to upgrade and update school facilities in Willows, which is something that is long overdue. He requested that the Council consider publicly endorsing this measure.

Ernie Piper of the audience also addressed the Council and stated that he agreed with everything that Mr. Lambert stated about the bond measure and he too believes it is critical that this measure pass successfully.

7. Consent Agenda:

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

- a) Approval of General, Payroll and Direct Deposit Check Registers (27264-27331; Z05162-Z05202; 33074-33093).
- b) Approval of the Minutes of the Special Mid-Year Budget Review Meeting held on March 11.
- c) Approval of the Minutes of the Regular City Council Meeting held on April 8, 2014.
- d) Passage of second reading and adoption of an Ordinance entitled "An Ordinance of the City Council of the City of Willows adding to chapter 18.110 (General Provisions and Exceptions) of the Willows Municipal Code Section 18.110.114, Density Bonus".
- e) Approval of the renewal of the 2014-2015 contract for services between the City of Willows and 3CORE Inc.

8. Public Hearings:

- a) Unmet Transit Needs:

The Transportation Development Act (TDA) Statutes and Administrative Code of Regulations require specific actions on the part of local transportation planning agencies. As part of the regulations, annually the County holds a public hearing to receive input from citizens and City Councils regarding unmet transit needs. Specifically an "Unmet Transit Need" is found to exist when there is a reasonable need for an identifiable group within the community that has no dependable and/or affordable access to employment, medical, commercial public, or social services. Because transit needs fluctuate with variables such as unemployment, population, demographics, land use and circulation patterns, it is necessary to re-evaluate the needs annually.

Vice Mayor Taylor-Vodden opened the Public Hearing at 7:31 p.m. and hearing no comments from the public, closed the Public Hearing at 7:31 p.m. No formal action was required by the Council.

- 9. Ordinances:** Action taken under item 7 (d).

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

The City Manager announced that Grand Opening & Ribbon Cutting of the new Dollar Tree will be held on Saturday, May 10. He hopes the Council will be able to attend this event. Council Member Hansen announced that he plans to be in the parade representing the City Council and he also plans to attend the Dollar Tree Grand Opening.

Council Member Domenighini stated that since the minimum wage is going up on July 1, he wondered if the City could implement the wage increases that were discussed during the mid-year budget review to be effective City-Wide on June 1. The Finance Director stated that a plan was already in place to implement the approved wage increases effective June 1. Council Member Domenighini also stated that in the future he would like to see the City change their sign ordinance. There is currently a provision in the ordinance that specifies "Campaign Signs" can be placed 60 days before an election. What he would like to see is the word "Campaign" be replaced by the word "temporary", because by specifying "Campaign Signs" it is an unconstitutional clause in the ordinance. It is hard for him to accept the City regulating political speech, which is not allowed by the courts. He stated that he would like to see that change to the ordinance occur over the course of the year.

Vice Mayor Taylor-Vodden stated that Mayor Cobb asked her if she could attend the opening ceremonies of the Relay for Life and she asked whether the City has received any notice on that yet. The City Clerk stated that the event will be held on Saturday, May 31 in which the Vice Mayor will present a Proclamation. There will also be a similar Proclamation presented at the City Council Meeting that will be held on May 27.

11. New Business:

- a) Consider Adoption of a Resolution declaring weeds, rubbish, refuse and dirt public nuisances and approve the Weed and Rubbish Abatement Schedule for the 2014 fire season:

Fire Chief Wayne Peabody presented this item to the Council stating that the initial weed abatement survey has been conducted in the City and 521 properties are slated to be noticed for weed and/or rubbish removal. Along with the notice, staff will be mailing flyers that announce the Community Clean-Up day event that is scheduled to occur on May 3 so the people who are noticed will have an opportunity to dispose of their nuisances free of charge on that day. Council discussion ensued and it was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to adopt the Resolution declaring weeds, rubbish, refuse or dirt a public nuisance and to approve the Weed and Rubbish Abatement Schedule for the 2014 fire season. The motion unanimously passed.

- b) Appoint a subcommittee of two Council Members to review applications and/or conduct interviews and make their recommendation of appointments for two members to serve on the Willows Library Board at the June 24, 2014 Council Meeting:

As outlined in Section 2-10 of the City's Municipal Code, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for three-year overlapping terms and serve at the pleasure of the City Council. The terms of current Board Members Lynn Soeth and Julie Price are scheduled to expire on June 30, 2014, and as such, staff is requesting the selection of two Council Members to volunteer to serve as a subcommittee to review applications and/or interview the applicants. Interviews are anticipated to take place

during the week of June 9 or June 16, with the subcommittee to make their recommendations to the full Council during the June 24, 2014 City Council Meeting. Council Member Domenighini and Vice Mayor Taylor-Vodden both volunteered to serve on this subcommittee with no objection from the other Council Members.

12. Council Member Reports:

Council Member Mello:

- Reported that he plans to participate in the Lamb Derby 3 mile run and he stated that if anybody can beat him in the age 60 and over category that he would wash their car.

Council Member Hansen:

- Thanked Barbara LaDoucer for all of the work that she does on a constant basis for the American Legion Auxiliary and for the Community of Willows.
- Reported that he and Council Member Domenighini attended the latest Regional Transit Committee & Transportation Commission Meeting.
- Reported that he attended a joint meeting of the Transit Committee and Glenn County Social Services Transportation Advisory Council.

Council Member Domenighini:

- Reported that he attended the latest Regional Transit Committee & Transportation Commission Meeting.

Vice-Mayor Taylor-Vodden:

- Reported that she attended a LAFCO meeting on April 14th. She reported that there will not be a LAFCO meeting held again until June.
- Reported that she attended the Ethics Training that was put on by North State Risk Management.

The Council convened into Executive Session at 8:03 p.m.

13. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session as follows:

- a) Conference with Labor Negotiators pursuant to Section 54954.5 (f) & 54957.6

Agency Negotiators: City Council & City Manager

Employee Organization: Willows Public Safety Association

The Council reconvened into open session at 9:25 p.m.

14. Report Out from Executive Session:

No reportable action was taken by the Council and direction was provided to Staff.

15. **Adjournment:** Vice Mayor Taylor-Vodden adjourned the meeting at 9:26 p.m.

Dated: April 22, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Part-Time Temporary Wage Scales

RECOMMENDATION

Approve Part Time Temporary Wage Scale Effective June 1, 2014

SITUATION (or BACKGROUND):

Council was briefed at the March 11 Mid Year Budget Review Meeting of the increase in California Minimum Wage effective 7/1/14. As a result of the discussion, Council directed staff to return with a revised Wage Scale for a number of part-time/temporary positions based upon a \$1.00 per hour increase in selected positions and steps. Said increase is in line with the \$1.00 increase in minimum wage from \$8.00 to \$9.00.

Most positions noted in the Scale include the \$1.00 per hour increase. However, the following positions have not received an adjustment:

- Recreation Assistant
- Pool Manager
- Police Administrative Assistant Substitute

These positions are not recommended for adjustment as either the wage has been somewhat recently established or the existing scale is considered significant.

Although minimum wage implementation is scheduled for 7/1, the requested date of establishment is 6/1 as the Lifeguards will commence work during June, and it is preferable to establish the wage scale at the beginning of the work period.

FINANCIAL CONSIDERATIONS:

\$1,150 for the month of June, 2014. No appropriation requested as Staff will work to stay within overall appropriation limits. Effect of new wage scale will be factored into the 2014-15 budget

NOTIFICATION

N/A

ALTERNATIVES

1. Approve as presented
2. Reject proposed Wage Scale
3. Recommend alternatives

RECOMMENDATION

Approve Part Time Temporary Wage Scale Effective June 1, 2014.

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment:

Proposed Wage Scale

City of Willows
 Salary Scale-Part Time Positions
 Effective June 1, 2014

	Step A	Step B	Step C	Step D	Step E
Library Technician, Childrens Librarian, Catalog Technician	\$ 9.23	\$ 9.64	\$ 10.07	\$ 10.52	\$ 11.00
Lifeguards	\$ 9.40	\$ 9.82	\$ 10.26	\$ 10.72	\$ 11.20
Pool Manager (Not Currently Funded)	\$ 15.00	\$ 15.75	\$ 16.50	\$ 17.25	\$ 18.00
Recreation Assistant					\$ 15.00
Recreation Temporary-(Referees, Activities Helper)					\$ 9.00
Public Works Seasonal Maintenance Custodian					\$ 11.00
Substitute Firefighter					\$ 10.68
Police Administrative Assistant Substitute					\$ 9.92
					\$ 12.00

AGENDA ITEM

May 13, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Commence recruitment for a Planning Commissioner to complete the remaining vacated term created by the departure of Huston Carlyle.

RECOMMENDATION

Staff recommends that the City Council approve and direct staff to commence advertising and recruitment efforts to fill the anticipated planning commission vacancy created by the resignation of Planning Commissioner, Huston Carlyle.

SUMMARY

The resignation of Planning Commissioner, Huston Carlyle will create an immediate vacancy on the Planning Commission. Staff is recommending the council authorize the recruitment of a replacement for the remaining unexpired term of the former commissioner.

FINANCIAL CONSIDERATIONS -

Total expense is not anticipated to exceed allocated funding within the 2013/2014 fiscal work plan.

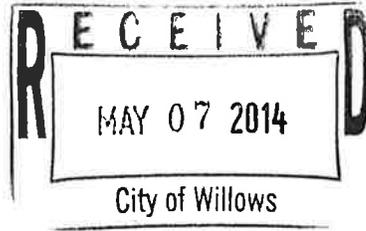
NOTIFICATION

Planning Commission Chairperson, Kerri Warren

RECOMMENDATION

Staff recommends that the City Council approve and direct staff to commence advertising and recruitment efforts to fill the anticipated planning commission vacancy created by the resignation of Planning Commissioner, Huston Carlyle.


Steve Holsinger
City Manager



May 7, 2014

Ms. Natalie Butler
City Clerk
City of Willows

Re: Willows City Planning Commission

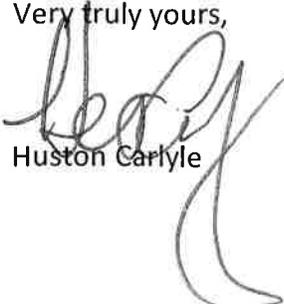
Dear Ms. Butler:

After considerable thought and reflection, I am hereby tendering my resignation from the Willows City Planning Commission, effectively immediately. I have concluded that the demands on my time preclude me from being the type of member this Commission deserves – someone who can make most, if not all of the meetings.

I know firsthand the frustration that can be felt when a fellow Planning Commissioner consistently misses meetings; I do not wish to visit that frustration upon these members. They are good, thoughtful people who have nothing but the best for this city in mind. I felt that I was able to be part of that collective for my first two years, but this third year, and projecting the fourth, indicates less of an ability to attend these meetings. It is not fair to the City of Willows or to the Planning Commission that it does not have a full complement of active members.

Needless to say, I thoroughly enjoyed my time on the Commission and wish it and the City nothing but a strong wind to its sails as it navigates its future.

Very truly yours,



Huston Carlyle

AGENDA ITEM

TO:  Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Technology Assessment and Strategic IT Plan

RECOMMENDATION

Approve terms of Technology Assessment and Strategic IT Plan Scope of Work provided by Matson and Isom Technology Consulting and authorize the Finance Director to negotiate and sign Terms of Agreement

SITUATION (or BACKGROUND):

Council was briefed at the March 25 Council meeting that Ray Morgan Pro IT was ending its IT Services Agreement with the City. As a result, a staff sub-committee was formed to begin the process of establishing a new IT services relationship.

The first step in this process is to complete a needs assessment and formulate a technology plan. The sub-committee met with Matson and Isom Technology Consulting and requested a proposal/scope of work document to complete this first step. Said proposal is attached for review and approval.

Staff is recommending approval as submitted. The recommendation to utilize MITC as a sole source is based upon:

-Specified Nature of Expertise- The scope of IT providers specifically qualified and vetted to provide law enforcement IT services in the region is limited. While additional vetting will become necessary if MITC ultimately becomes the City's IT services provider, members of the MITC staff have already received clearance from both the City of Orland and Glenn County to provide such services.

-Continuity of Service- Agreements are already in place with the City of Orland and Glenn County. If the relationship with MITC moves beyond this assessment phase, City staff will seek cooperation from one or the other or both entities to establish a "piggyback" clause to utilize existing negotiated agreements to establish ours.

FINANCIAL CONSIDERATION

\$4,000 of the \$60,000 set aside by Council for IT related activities will be used. No additional appropriation necessary.

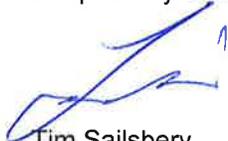
ALTERNATE ACTIONS

1. Reject recommendation to enter agreement
2. Seek other sources for assessment/plan work

RECOMMENDATION

Approve terms of Technology Assessment and Strategic IT Plan Scope of Work provided by Matson and Isom Technology Consulting and authorize the Finance Director to negotiate and sign Terms of Agreement

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment: MITC Proposal

Friday, May 02, 2014

Tim Sailsbery
City of Willows
201 N. Lassen Street
Willows, CA 95988

Tim,

It was a pleasure conferring with you and your team to discuss the immediate business needs of your organization. The purpose of this letter is to set forth the objective(s) of the proposed engagement as well as to assign engagement responsibilities, set the date for the engagement, and provide an estimate of our fees.

The objective of this engagement is to perform an assessment of the City of Willow's technology infrastructure. Matson & Isom Technology Consulting (MITC) will provide all of the tools and expertise necessary to perform an assessment of your core technologies.

The capstone of this engagement will be a strategic planning session to review the results of our findings and to collaboratively develop a practical, multi-phased Strategic IT Plan for establishing a standardized technology platform that will scale with the needs of your organization.

Scope of Work

The scope of work for this engagement is limited to your Willows, CA city office locations. An outline of our proposed activities has been detailed below:

- 1. Morning Meeting (Tyler Smith – Facilitator) – Onsite (Willows, CA)**
 - a. Set the Stage – Spell out the deliverables of this engagement.

- 2. Morning / Afternoon Activities – Onsite (Willows, CA)**
 - a. Consult with the designated information technology point of contact to review all existing system and strategic planning documentation.
 - b. Create technology documentation of all: system users; line of business applications; servers; backup & disaster recovery systems and processes; network infrastructure; workstations; print & scan devices; and mobile devices.
 - c. Scan all core servers and network edge firewalls for known security vulnerabilities using industry-leading security vulnerability tools.

3. Post Onsite Visit: Assessment Activities – Remote

- a. Evaluate documentation to determine: the health of individual systems as well as their capabilities; each system’s replacement / upgrade need (if any); each system’s configuration as it relates to industry best practice configuration; and processes related to business continuity & disaster recovery.
- b. Analyze security vulnerability scans to highlight/prioritize identified vulnerabilities present within your internal servers and the external interface of your network firewalls.
- c. Create / Assemble a “Technology Assessment Observations & Recommendations” document, which includes itemized observations, prioritized recommendations, as well as current & recommended network topology snapshots that will provide a visual representation of what you have as well as what we are recommending.

4. Post Onsite Visit: Capstone Activities – Onsite (Chico)

- a. Meet with key stakeholders to review recommendations and assemble a practical, multi-phased Strategic IT Plan.

Engagement Team

Tyler Smith will assume project manager responsibility for this engagement. Michael Hering will assume account management responsibility for this engagement. Other members of Matson & Isom Technology Consulting specialize in particular areas (security, business analysis, custom development, hardware, networking, Internet) and will assist where applicable.

Professional Fees

Consulting and Travel Fees Estimate	Price
Technology Assessment & Strategic IT Planning Engagement <i>(This line item includes estimated travel expenses)</i>	\$ 4,000

Project Total Estimate: \$ 4,000

This is a flat fee engagement. Availability of existing system documentation, timely access to necessary staff or vendor resources, etc. are important factors in MITC’s ability to complete this project on time, and on budget.

You may request that we perform additional services at a future date not contemplated by this engagement letter. Engagements for additional services will require a separate engagement letter.

Your Responsibilities

You and your staff will need to fulfill the following responsibilities:

1. Make available any appropriate resources so this engagement can be completed in a timely manner.
2. Confirm schedules of key project stakeholders to ensure they are available during the scheduled onsite days if necessary.

Timing

We can commence work on this engagement in coordination with you within three (3) weeks of project approval. Capstone Activities will be completed within three (3) weeks of the scheduled onsite visit.

Warranties and Limitations

Our liability with respect to the services provided shall in no event exceed the charges previously paid by City of Willows to MITC for these services.

Closing

We sincerely appreciate the opportunity to partner with you. If the foregoing is in accordance with your understanding, please sign and date below and return copy to us.

Warmest Regards,



Michael Hering, MBA
Senior Executive Account Manager & Partner

Acceptance:

I have read, and am in agreement with, the arrangements contained in this letter.

Signature: _____ Date: _____



Matson & Isom Technology Consulting
3259 Esplanade Suite 101
Chico, CA 95973
Phone: (530) 891-9146

Technology Assessment & Strategic Planning Engagement #000963 version 1

Prepared For
City of Willows
Tim Sailsbery
201 N. Lassen Street
Willows, CA 95988

Prepared By
Michael Hering
Main: (530) 891-9146
Mobile: (530) 519-7336
Email: mhering@mits.com

Your available options

<input checked="" type="checkbox"/>	Technology Assessment & Strategic Planning Engagement	\$4,000.00
	Declined Options Amount	\$0.00
	Subtotal	\$4,000.00
	Shipping	\$0.00
	Total Amount	\$4,000.00

 [Click Here](#) to download a pdf that contains all the details for your options. You can sign and fax us this document if you are not comfortable submitting your confirmation over the internet.

Your Active Quotes

[#000963 Technology Assessment & Strategic Planning Engagement](#)

Order Confirmation

Terms and Conditions

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

I accept the above conditions

Your Initials:

Your Email Address:

Purchase Order Number:

Comments or Questions?

If you have any comments or questions about this quote, please feel free to enter it here. Your comment will be logged and emailed to mhering@mits.com.

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AGENDA ITEM

May 13, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Council consideration of support for the Measure R Bond Referendum on the June 3rd Ballot

RECOMMENDATION:

Council to consider adoption of a Resolution of Support encouraging citizens to support our Schools through voting yes on Measure R.

SUMMARY

Jim Lambert spokesperson for the Measure R bond proposal recently encouraged the City Council to officially support Measure by Adopting a Resolution of Support encouraging citizens to vote "yes" on R. Although the Council was prohibited by Law to take an action during the April 22nd regular council meeting. Council did authorize staff to return an item for consideration, however only after notifying any opponents of the proposed Measure that they too, would be welcome to make presentations to the council against the Proposed Bond Measure R. Council welcomes any public participation in this process.

FINANCIAL CONSIDERATIONS

NONE, this action will have no financial impact on the City of Willows Government Operations.

NOTIFICATION

Jim Lambert, local business representative supporting Measure R
Susan Parisio, local business representative opposing Measure R

RECOMMENDATION

Council to consider adoption of a Resolution of Support encouraging citizens to support our Schools through voting yes on Measure R.

Respectfully submitted,

Stephen A Holsinger
City Manager

Attachments: Resolution of Support

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WILLOWS IN SUPPORT OF THE WILLOWS UNIFIED
SCHOOL DISTRICT'S BOND MEASURE R ON THE JUNE
2014 BALLOT**

WHEREAS, the Willows Unified School District has identified critical renovation and modernization needs necessary to improve the quality of education in the District, including repairing or replacing leaky roofs, modernizing and renovating outdated classrooms, restrooms and school facilities, replacing deteriorating temporary portables with permanent classrooms, making health, safety, and handicapped accessibility improvements and upgrading P.E. fields and facilities for school and community use;

WHEREAS, state funding levels are insufficient to meet the many urgent facilities needs of the Willows Unified School District;

WHEREAS, the Willows Unified School District will ask voters to approve a much needed facilities bond measure on the June 3, 2014 statewide primary election ballot;

WHEREAS, the bond measure requires strict fiscal accountability and all funds will be controlled locally and none of the funds can be spent on salaries, pensions or benefits for teachers, administrators or other school employees with an independent citizens' oversight committee to ensure that funds are spent properly; and

WHEREAS, the City Council of the City of Willows acknowledges that investment in school facilities is critical so that our children have safe and secure places in which to learn;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS, recognizing that the Willows Unified School District provides essential education services to children in our community, does hereby endorse Bond Measure R of the Willows Unified School District.

PASSED AND ADOPTED by the City Council of the City of Willows at its regularly scheduled meeting on May 13, 2014 held at Willows, California:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jeffery T Cobb, Mayor

ATTEST: _____
Natalie Butler, City Clerk

AGENDA ITEM

May 13, 2014

TO: Honorable Mayor Jeff Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consider Authorizing a Waiver of Planning & Development Fees for the Glenn Medical Center Construction Project application and Planning Commission Processing.

RECOMMENDATION

Staff is seeking City Council consensus on authorizing a waiver of fees in conjunction with the Glenn Medical Center Construction project application.

SUMMARY

The Glenn Medical Foundation has submitted a letter requesting the City of Willows waive the normal Planning & Development Fees associated with city construction projects. This request was originally submitted to the city in 2010 and during a regular city council session in April that year, the city council choose not to finalize a decision and tabled the item for later discussion. The time for reconsideration is now upon us since The Medical Center has entered into a normal Pass-Through Agreement to cover expenses of contract city staff members. The Medical Center is requesting relief of other fees typically associated with Planning & Development Services. Staff is seeking City Council consideration and consensus of the requested waiver.

FINANCIAL CONSIDERATIONS

Waiver of fees requires processing of application without recovery of certain statutory fees listed within the City Fee Schedule.

NOTIFICATION

Richard Thomas, Glenn Medical Foundation Board Member

ALTERNATE ACTIONS

None recommended

RECOMMENDATION

Staff is seeking City Council consensus on authorizing a waiver of fees in conjunction with the Glenn Medical Center Construction project application

Respectfully submitted,


Steve Holsinger
City Manager

MEMORANDUM

Date: May 6, 2014
To: Steve Holsinger, City Manager
From: Karen Mantele, Principal Planner
Re: Glenn Medical Center

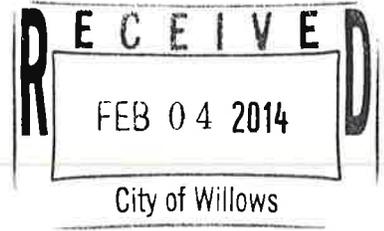
The Glenn Medical Center submitted a Design Review application on April 23, 2014 for a new 25,600 SF facility. The fees collected were in the form of a check in the amount of \$16,373. This was the amount that I quoted to Sam Ruma on 4/16/2014.

The following is a break down of the fees:

Design Review	257.00
PC meeting	116.00
Initial Study (anticipate a MND)	10,000.00
PTA deposit (for contract staff)	<u>6,000.00</u>
TOTAL	\$16,373



GLENN MEDICAL FOUNDATION



Board of Directors: January 30, 2014

**Hoover Mock,
President
Willows**

**David Vodden,
Vice President
Willows**

**Staci Roque,
Secretary
Willows**

**Nan Mendes,
Treasurer
Willows**

**Judith Brown
Willows**

**Jeni Carriere-LaDuke
Willows**

**Robert Carter
Willows**

**Bill Casey
Chico**

**Pat Lamb
Willows**

**Jim Lambert
Willows**

**Marcie Milani
Willows**

**Sam Ruma
Willows**

**Trish Saint-Evens
Orland**

**June Stewart
Willows**

**Rick Thomas
Orland**

**Vee Weathers
Orland**

**Eileen Worthington
Orland**

To The Willows City Council Members:

We, the members of the Glenn Medical Foundation, believe it to be in the best interest of and for the City of Willows to be cooperative and, without question, be ultimately supportive of the new Glenn Medical Center Project.

A community is not a full community if it cannot offer to its population the best health care possible. The citizens, in 1950, recognized this important factor as we need to do again today. The new proposed 26,000 square foot Critical Access Hospital will bring us into the future.

We recognize the legal mandates and studies that must be met but, as interest-minded Foundation members and City of Willows residents, we request that you waive the \$16,000.00 City Planning Fee.

Thank you for your interest and cooperation.

Respectfully submitted on behalf of the Glenn Medical Foundation,

**Hoover Mock,
President**

AGENDA ITEM

April 27, 2010

TO: Honorable Mayor Heather Baker and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Authorize a Waiver of Planning & Development Fees for the Glenn Medical Center Construction Project application and Planning Commission Processing.

RECOMMENDATION

Staff recommends that the City Council approve by motion authorizing a waiver of fees in conjunction with the Glenn Medical Center Construction project application.

SUMMARY

Bill Casey, President of the Board for Glenn Medical Center has submitted an application for the relocation and new construction of the Glenn Medical Center. The project as proposed will replace the existing medical center with a new state-of-the-art medical facility; located immediately to the North of the current location. Glenn Medical is a bona-fide 501- C (3) non-profit agency, serving the citizens of Willows and surrounding areas. The Agency has requested city assistance by way of fee waivers normally associated with projects of this nature. The Medical Center has entered into a normal Pass-Through Agreement to cover expenses of contract city staff members. The Medical Center is requesting relief of other fees typically associated with Planning & Development Services only. Staff recommends approval of the requested waiver.

FINANCIAL CONSIDERATIONS

Waiver of fees requires processing of application without recovery of certain statutory fees listed within the City Fee Schedule.

NOTIFICATION

Bill Casey, President of the Board, Glenn Medical Center
Woody Laughnan, Jr., Administrator, Glenn Medical Center

ALTERNATE ACTIONS

None recommended

RECOMMENDATION

Staff recommends that the City Council approve by motion authorizing a waiver of fees in conjunction with the Glenn Medical Center Construction project application

Respectfully submitted,

Steve Holsinger
City Manager

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

April 27, 2010

1. The meeting was called to order at 7:02 p.m. by Mayor Baker.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Holvik, Towne, Yoder, Hansen & Baker

Absent: None

4. **Agenda Review & Acceptance:** Mayor Baker recommended that item 16 (a) (1) be changed from "Appoint Council Members to the local Realtors Association Group to address future real estate market issues and concerns" to "Appoint a subcommittee comprised of local representatives, City staff and Council Members to address future real estate market issues and concerns." The reason for the change is that it was pointed out that there is no "Local Realtors Association Group". It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the April 27, 2010, agenda with the aforementioned change. The motion was unanimously passed.

5. **Oral and Written Communications / Public Comment:**

Local Business Owner Hollie Myers presented a \$300.00 check on behalf of the 3/50 Project to Recreation Director Carol Lemenager to go toward the "Keep the City Pool Afloat" campaign.

Willows Citizen Rose Marie Thrailkill gave the Council an update on past and upcoming Community, Chamber of Commerce and GWIL activities, events and fundraisers.

Jeff Williams thanked the Council Members for volunteering their time and for their dedication in serving the Citizens of the community. Mr. Williams then stated that he is requesting Council Member Yoder publicly apologize to Mrs. RaeAnn Titus for a comment that was made to Mrs. Titus by Council Member Yoder during the last City Council Meeting that took place on April 13.

Doug Ross, citizen and reporter for a local newspaper, commented that his notes from the April 13 Council Meeting in which Mr. Williams is speaking of reflect that Council Member Yoder's comments were directed to the City Manager and not to Mrs. Titus. City Clerk Natalie Butler offered to Mr. Ross to make an audio recording of the meeting so he could hear exactly what took place.

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

- a) Approval of General Check Register (21546-21578).
- b) Approval of Payroll & Direct Deposit Check Registers (30556-30584 & Z001419 – Z001459).
- c) Approval of the Minutes of the City Council April 13, 2010, Regular Meeting.

7. Presentations and Proclamations:

- a) Mayor Baker read and presented a Proclamation to Barbara LaDoucer of the American Legion Auxiliary declaring May 9 – May 15, 2010 as “Poppy Days”.
- b) Mayor Baker read and presented a Proclamation declaring May 9 – May 15, 2010, as “National Police Week” with special recognition of May 6 & 7, 2010, as “California Peace Officer Memorial Ceremonies” and May 14, 2010, as National Peace Officers Memorial Day”. Officer Kelly Meek accepted the Proclamation on behalf of the Police Department.

8. Public Hearings:

- a) Public Hearing to provide the public an opportunity to offer comments regarding unmet transit needs.

Mardy Thomas, Program Manager for the Glenn County Transportation Commission, presented this item to the Council, indicating that the Transportation Development Act (TDA) Statutes and Administrative Code of Regulations require specific actions on the part of local transportation planning agencies. As part of the regulations, Mr. Thomas explained that annually the County holds a public hearing to receive input from citizens and City Councils regarding unmet transit needs. Specifically an “Unmet Transit Need” is found to exist when there is a reasonable need for an identifiable group within the community that has no dependable and/or affordable access to employment, medical, commercial public, or social services. Because transit needs fluctuate with variables such as unemployment, population, demographics, land use and circulation patterns, it is necessary to re-evaluate the needs annually.

Mr. Thomas briefly outlined the previous year’s statistics for ridership on Glenn Ride and Glenn Trans and presented the Council with graphs showing comparisons of ridership between 2005 and 2010.

Mayor Baker opened the Public Hearing at 7:37 p.m. One citizen of the community, Doug Ross, spoke at the hearing and made a recommendation that the County place a bus stop shelter at the corner of Butte and Sycamore Streets and a better shelter at Wal-Mart. Mr. Thomas noted Mr. Ross’s suggestion. Mayor Baker closed the Public Hearing at 7:38 p.m.

9. Ordinances: None.

10. Items introduced by City Council or Administrative Staff for discussion purposes only: Council Member Hansen requested that an item be placed on the agenda for the special budget meeting scheduled to occur on May 3 to discuss the Lamb Derby parade.

11. New Business:

- a) Consider adoption of a Resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the 2010 fire season Weed and Rubbish Abatement Schedule and authorize staff to solicit bids for an Abatement Contractor.

Fire Chief Wayne Peabody presented this item to the Council explaining that each year the Willows Fire Department abates weeds, rubbish, refuse and dirt from different lots and alleyways throughout the City. In order to commence this process, it is necessary for the Council

to adopt a Resolution declaring weeds, rubbish, refuse and dirt as public nuisances and set a date for a Hearing on Protest. Chief Peabody stated that 298 Abatement Notices have been sent this season and he presented the Council with a list of addresses of properties that received notices. Council Member Hansen asked for clarification of why “dirt” is declared a public nuisance. Chief Peabody explained that under State Law, the City is mandated to include the word “dirt” in the Resolution. He further explained that generally dirt is considered a nuisance when there is a large pile of it that restricts Public Safety and the general public’s access to alleyways by blocking ingress or egress. Council Member Holvik asked how many notices were sent during last year’s Weed Abatement season. Fire Captain Skip Sykes responded that approximately 420 notices were sent last year.

Willows Citizen and businesswoman Laura Flannery asked for clarification of what an Abatement Contractor does versus what the Fire Department does. Chief Peabody explained that an Abatement Contractor is the contractor that the City uses to abate the private properties that do not self-abate. He explained that the Fire Department does not perform abatements and the preference is that the property owners cooperate and abate their properties on their own without having to have the contractor abate it for them. Mrs. Flannery asked how much the contractor charges and what is the term of the contract. Chief Peabody responded stating that the City goes out to bid for a Contractor and the term of the contract is one year. He also added that the property owners have until June 6 to self-abate their nuisances before the Contractor is sent out to abate the property.

Jeff Williams addressed the Council and stated that he recommends that this year when the City Council accepts the bid for an abatement Contractor, that they accept the lowest bidder, period. He pointed out that last year when the City went to bid, the bid that was accepted was actually higher than another bid but it was accepted because the Contractor was local. Willows Municipal Code does allow for local preferences as it pertains to purchases, however, Mr. Williams maintains that because it is the taxpayers that are paying for the service, and not the City, he believes in order to look out for the best needs of the taxpaying citizens, the City should accept the lowest bid whether the Contractor is local or not. This is something the Council could consider at a future meeting in which they will be awarding the bid for the Contractor.

Businesswoman Cynthia Mello inquired whether the Fire Department surveys all properties in the City, including those properties that are owned by the City that don’t appear to be properly maintained. Chief Peabody addressed her question explaining that the City-owned properties are included in the survey and that the City has in fact received some abatement notices.

Businessman Tony Hobbs inquired how the money that is put out by the City to pay the Contractor is recouped by the City. Chief Peabody explained that the costs are considered a special assessment and are added to the property owners’ annual tax bills and the tax collector reimburses the City once the property taxes are paid.

Discussions ceased and it was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution declaring weeds, rubbish, refuse and dirt public nuisances, and to approve the 2010 fire season Weed and Rubbish Abatement Schedule and authorize staff to solicit bids for an Abatement Contractor. The motion was unanimously passed.

- b) Consider authorizing the Finance Director to pay PG&E \$10,000 for an application fee in conjunction with the California Solar Initiative Reservation Request.

City Manager Steve Holsinger presented this item explaining that a completed application has already been submitted to PG&E on the City's behalf to reserve a spot in the Solar Initiative Reservation program. If successful in the application for solar initiative reserve, our proposed solar project at the Waste Water Treatment Plant would qualify for approximately half-a-million dollars in solar energy credits applied to Solar Power Partners for installation of the Solar Power Project. If the City is successful in securing the incentive credits, the application fee will be refunded. If unsuccessful, it is likely the financial assistance available to the City via Solar Power Partners installation of the solar array at no cost will become null and void and thereby effectively eliminating the project and requiring refund of the application fee from PG&E. At the time of preparing the staff report for this item, the program period for solar credits currently available had expired. The city's application was submitted on the last date of availability and verification of the City's qualification and/or application status is unknown at this time. With that, the City Manager is asking for authorization to submit a \$10,000 check to PG&E for this project. It was **moved** by Council Member Holvik and **seconded** by Council Member Hansen to authorize the Finance Director to pay PG&E \$10,000 for an application fee in conjunction with the California Solar Initiative Reservation Request. The motion was unanimously passed.

 c) Consider authorizing a waiver of Statutory Planning and Development fees in conjunction with the Glenn Medical Center Construction project application.

President of the Board for Glenn Medical Center, Bill Casey, has recently submitted an application for the relocation and new construction of the Glenn Medical Center facility. The project as proposed will replace the existing medical center with a new state-of-the-art medical facility located immediately to the North of the current location. Glenn Medical Center is a bona-fide 501-C (3) non-profit agency serving the citizens of Willows and surrounding areas. The Agency has requested City assistance by way of fee waivers normally associated with projects of this nature. The Medical Center has entered into a normal Pass-Through Agreement to cover expenses of contract city staff members. The Medical Center is requesting relief of other fees typically associated with Planning and Development Services only.

Willows Citizen Kevin Flannery addressed the Council asking if Glenn Medical Center is a non-profit business. It was confirmed to Mr. Flannery that it is in fact a non-profit. Mr. Flannery expressed his surprise and he also believes that it is not fair that the City should waive planning and development for some projects and not others.

Willows Citizen Keith Corum addressed the Council stating that when the Willows Christian Church applied for a Conditional Use Permit to install a church bell, their application fees weren't waived and they too are a 501-C (3) non-profit organization. It was pointed out by staff that there was never a formal request by the Church for the City to waive the fees. Mr. Corum then inquired about the actual amount of statutory fees that would be waived for the medical center. Although staff didn't have an exact amount, it was estimated that it would be several hundreds of dollars. Mr. Corum suggested that the Council should be aware of the exact amount of fees they are waiving before they consider approving the waiver.

Local Developer Forrest Sprague addressed the Council to speak about Planning and Development Impact fees and the potential problems that he believes could occur if the Council were to approve this fee waiver.

Council discussion ensued and it was **moved** by Council Member Holvik and **seconded** by Council Member Hansen to table this item until such time as staff can determine what specific fees would be waived and an exact amount of those fees. The motion was unanimously passed.

- d) Consider adoption of a Resolution of intention to levy and collect annual assessments and preliminarily approve the annual Lighting and Landscaping Engineer's Report for FY 2010-2011 for Birch Street Village and set the date of the required public protest hearing.

The City Manager initially introduced this item to the Council, stating that he would be recusing himself from discussion on this item stating a Conflict of Interest, as he is a parcel owner in the Birch Street Village Subdivision. Mr. Holsinger excused himself from the meeting at this time. The Finance Director then presented this item to the Council explaining that in 2005 the Willows Landscaping and Lighting Assessment District was initially formed 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. According to the act the City must 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 in order to first, adopt a Resolution appointing the Engineer of Work and directing preparation of the annual Engineer's Report, second, approve the Engineer's Report, declare the City's intent to levy assessments, and set a date for a public hearing, and finally, to conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

Mr. Sailsbery stated that the first action was completed by the Council at their meeting on February 23, 2010, and that tonight's action item is the second part of the proceedings for FY 2010/11. Council has received a copy of the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering. Staff is asking that Council inform them if there are any desired changes which they wish to be made to the report. In brief, the report outlines costs from FY 2009/10, summarizes the cost projected for FY 2010/11 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 2009) of 0.7%. This raises the maximum annual assessment to \$400.56. While the estimated maximum annual assessment will increase, the actual amount that will be levied and collected during FY 2010/11 will stay the same as levied and collected in the previous fiscal year at \$385.82. This assessment will provide projected revenue of \$13,117.88. Coupled with a contribution of \$1502.25 from the Assessment District reserves, this will cover the total estimated expenses of \$14,620.13. During FY 2009/10, the Council implemented a minimum reserve balance of 10 to 20%. It is noted that the remaining Assessment District reserve balance at the end of FY 2010/11 does fall within this range.

With that, Mr. Sailsbery asked that the Council consider adopting the Resolution before them and to set the required public protest hearing for June 22, as outlined in the Resolution. Brief discussion ensued among Council and Staff and it was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to approve a Resolution of Intention to levy and collect annual assessments, preliminarily approving the Engineer's Report for FY 2010/11 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village, and to set the date of the public protest hearing for June 22, 2010. The motion was unanimously passed.

12. Council Member Reports:

Council Member Towne stated that it is the centennial year for the Museum Building and there will be demonstrations and exhibits on the Saturday of Lamb Derby on May 8. He also stated that the Museum will have a table set up at Jensen Park on May 8 as well.

Council Member Hansen announced that he, along with Council Member Yoder and the City Manager, had a meeting with Police Chief Spears on April 15 to discuss the City Council's evaluation of Chief Spears that took place in closed session at the April 13 City Council Meeting. Council Member Hansen stated that it was a very positive and productive meeting and that the evaluation went very well. Council Member Yoder concurred.

13. **Executive Session:** None

14. **Adjourn to Joint Meeting of the Willows City Council and Planning Commission**

At 8:27 p.m. Mayor Baker stated that there would be a brief recess and she adjourned the meeting to a joint session between the City Council and Planning Commission.

15. **Call to Order a Joint Meeting of the Willows City Council & Planning Commission**

Mayor Baker called to order a Joint Meeting between the Willows City Council and the Planning Commission at 8:38 p.m. Present for the meeting were Council Members Holvik, Towne, Yoder, Hansen, Mayor Baker, Commissioners Warren, Woods, Alves & Chairperson Domenighini. Absent was Commissioner Thur.

16. **Public Hearings:**

- a) Conduct a Public Hearing to solicit citizen input and hold an open discussion on the City's Policies and Procedures as they relate to the City Municipal Code (including the Zoning Ordinance, the City's General Plan and CEQA Requirements)

Mayor Baker opened the Public Hearing at 8:40 p.m. Businessman Rick Thomas, who initially requested at the April 13 City Council Meeting that this item be placed on a future City Council Agenda, addressed the Council and thanked them for the opportunity to allow for public input on various issues which he and other members present at the meeting would like to bring to the City Council's attention. He hopes to have a productive discussion that will lead to the betterment of the community. Mr. Thomas spoke on his displeasure of the City's policy as it relates to Pass-Through Agreements that are charged for Planning Applications, the City's Outreach to the Community, or lack thereof as it may be, and about issues with restrictions of signage.

Following Mr. Thomas's comments, comments were heard from Forrest Sprague, RaeAnn Titus, Vern Roberts, Bobbie Nygard, Cynthia Mello, Laura Flannery, Karen Roberts, Keith Corum, Margaret Albiston, Barb LaDoucer, and Hoover Mock.

The range of topics and comments received from the speakers were as follows:

- Excessive and unreasonable Planning Application Fees (Specifically Conditional Use Permits) and the requirement for applicants to pay a Pass-Through Agreement (PTA) deposit at the time of application submittal in order for the City

to recoup the cost of contracted staff time which is spent to process planning applications.

- The possible development of a PTA deposit Appeal process.
- The City's lack of Economic Outreach to the Business Community and the perception by the Business Community that the only things that businesses ever hear from the City are negative and not positive.
- The lack of City presence/representation at special community events and training workshops.
- The lack of the City maintaining certain City-Owned properties (specifically the downtown mall plaza) and lack of maintaining cleanliness of the downtown commercial district, i.e. streets, sidewalks, weeds, trees, etc. referring to the downtown business district as "dirty" and stating that there is "no City pride".
- The City's Sign Ordinance being too restrictive and not allowing for off-site signage or for signage which would direct visitors of the City to the downtown Commercial district.
- The possibility of the City allowing businesses to utilize the banner poles downtown in order to advertise.
- Lack of the City's assistance to promote local growth and the allegation that instead, the City hinders growth and deters people from opening businesses in the community due to the fees that are charged.
- Taxpayers are concerned with the future economy of the City.
- Agrees with the City's promotion of the "Shop Local", "G.W.I.L.", and the "3/50 Project".
- The Planning Commission's inconsistencies with regards to what businesses require a Conditional Use Permit.
- The City's inconsistencies with enforcement of the Sign Ordinance.
- Community members and business owners don't always bring up their items of concern to the City Council out fear that they will be ridiculed or attacked and therefore there generally hasn't been a great deal of community representation at Council Meetings in the past.
- Comparisons were made between the City's economy during the 1950's & 1960's when the City was prosperous versus today when businesses are struggling to stay afloat.

Discussion then ensued among the audience, staff, Planning Commissioners and the Council. With regard to the Sign Ordinance, it was pointed out that several public discussions and hearings were held during the review of the old Ordinance and when suggested revisions were being discussed for the new Ordinance there was not a great deal of public participation or input at those meetings. It was also pointed out that it is critical to receive public input during the creation or revision of an Ordinance, because once adopted, is a time consuming and difficult process to make additional changes or amendments. With regard to the fees, while the City was looking at amending the fee schedule, a fee study was conducted and it was determined that the fees that were adopted were consistent with other communities of similar size and economics. However, that is not to say that the Council is not willing to take a look at possibly amending or temporarily adjusting the fees or make some revisions to the Sign Ordinance.

It was also pointed out that there is really no comparison to the conditions of Willows in the present day versus in the 1950's & 60's, as I-5 was not yet built and the main entry into the City was Highway 99 which drew people directly to the downtown district. In today's economy,

Willows is not the only City that is struggling and many surrounding communities are struggling and shrinking as well.

The Council and staff were in agreement that this was a productive meeting and there were many good suggestions shared by the public. Certain members of the Council believed that maybe the City needs to take another look at the planning fees and also look at some temporary adjustments or modifications to the Sign Ordinance and possibly allow for off-site special event signage.

Staff then indicated that they are seeking clear direction from the Council on how to deal with these items, specifically with the issues of fees and with the issue of inconsistent enforcement of the zoning and sign ordinances. The direction from Council with regards to the Sign Ordinance was that if there is currently a rule in place, staff should enforce it. Until such time as Council has an opportunity to review the additional issues which were brought forth, it was stated that tonight is not the night that any decisions can be made about every issue that was discussed. The Council agreed that there was nobody in attendance at tonight's meeting that didn't sincerely care about the City of Willows and they thanked Mr. Thomas for requesting this public forum in order to discuss these various issues. It was the determination of the Council that the Community and the City need to reunite and work collaboratively to help to create new jobs and new businesses and to assist in whatever ways they can to help businesses succeed. With that, Mayor Baker closed the public hearing at 11:38 p.m.

16. (a) 1. Appoint a subcommittee comprised of local representatives, City Staff and 2 Council Members to address future real estate market issues and concerns:

Local Realtors Lorri Pride, Vicki Miller & Leslie Swanner spoke about the policies and hurdles that they have recently been encountering with the sales of homes in the City. They stated that the lenders are now very particular about past building permits, conversions, etc. more than they have been in the past, and they would like to work with the City to try to work through some of these issues. It was suggested that a subcommittee be formed in order to discuss the various issues and to work through them in a manner that would be suitable to all parties. Council Members Holvik and Yoder volunteered to sit on the Committee with the three Realtors, along with Commissioner Woods, Building Inspector Clay Dawley and the City Manager.

16. (a) 2. City Council and Planning Commission to give clarification and direction to staff regarding the requirements and process of Use Permits:

Due to the length of tonight's meeting, it was moved by Council Member Yoder and seconded by Council Member Hansen to table this item to a future joint meeting between the Planning Commission and the City Council. The Motion was unanimously passed.

17. Adjournment: Mayor Baker adjourned the meeting at 11:56 p.m.

Dated: April 27, 2010

NATALIE BUTLER

City Clerk