CITY COUNCIL
Jeff Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Gary Hansen, Council Member
Larry Domenighini, Council Member
Larry Mello, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler

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

CITY COUNCIL MEETING AGENDA

Tuesday, November 25, 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 November 25, 2014, Agenda.

5. **Certify Election Results and Swear in Newly Elected Council Members:**

   a) Pursuant to Election Code §10263 consider approval of a Resolution Confirming Canvass of Returns and Results of Election Held November 4, 2014, and authorize the City Clerk to administer the Oath of Office to Newly Elected Officials.

   b) Pursuant to Election Code §10265, City Clerk, Natalie Butler will administer the Oath of Office to the newly-elected Council Members Jeff Williams and Jim Yoder.

   BRIEF 10 MINUTE RECESS FOR REFRESHMENTS and to allow for the transition of the outgoing and incoming Council Members.

   c) Newly sworn Council Members will take their seats at the dais and Interim Mayor Domenighini will reconvene the meeting and preside over the remainder of the meeting.

6. **Presentations and Proclamations:** None

7. **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. ***(Oral communications are generally restricted to three minutes).***

8. **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 Special City Council & Planning Commission Joint Meeting & Regular City Council Meeting held Tuesday, October 28, 2014.

9. **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)

10. **Ordinances:** None

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

12. **New Business:**

a) Funding Request Form – Willows Chamber of Commerce. Presenting Staff maintains a position of neutrality on this item and no recommendation is provided.

13. **Council Member Reports:**

14. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before November 21, 2012.

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.

AGENDA ITEM November 25, 2014

TO: Steve Holsinger, City Manager for S.H.

FROM: Natalie Butler, City Clerk

SUBJECT: Resolution Confirming Canvass of Returns and Results of Election held November 4, 2014

RECOMMENDATION

Consider adoption of a Resolution confirming canvass of returns and results of the November 4, 2014, election.. Once confirmed, direct the City Clerk to Administer the Oath of Office to Jeff Williams and Jim Yoder.

SUMMARY

The Glenn County Clerk has canvassed the returns of the election and has certified the ballots cast, which indicate that Jeff Williams and Jim Yoder are the new members of the Willows City Council.

It is in order for the Council to confirm the results of the election by adopting the attached Resolution. After the Resolution is adopted, the new members of the City Council will be sworn into office.

RECOMMENDATION

Adopt a Resolution confirming canvass of returns and results of the November 4, 2014, election. Once confirmed, direct the City Clerk to Administer the Oath of Office to Jeff Williams and Jim Yoder.

Respectfully submitted,

Natalie Butler

Natalie Butler
City Clerk

Attachments: Resolution
Certificate of County Clerk to Results of the Canvass of the Election Returns &
Glenn County Statement of Vote for Willows City Council

RESOLUTION NO. XX-2014

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONFIRMING CANVASS OF RETURNS AND RESULTS OF THE CONSOLIDATED GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, NOVEMBER 4, 2014

WHEREAS, a Consolidated General Municipal Election was held in the City of Willows on Tuesday, November 4, 2014; and

WHEREAS, the Glenn County Clerk has canvassed the returns of said election;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. That the canvass of said election is hereby confirmed.
2. That the total number of ballots cast in said election was 1303.
3. That the list of candidates nominated for the office of the City Council for the full term of four years each, as set forth in the petitions on file with the City Clerk, and the number of votes cast in favor of each candidate were as follows:

NAME	TOTAL VOTES
Jeff Williams	860
Jim Yoder	537
Jeff Cobb	520
Write-In	6

4. That Jeff Williams and Jim Yoder, for members of the City Council for a full term of four years, each received the highest number of votes cast for the office for which each was a candidate and said persons were thereby elected to said respective offices for the terms hereinabove set forth, and the City Clerk is hereby authorized to administer thereto the Oath of Office prescribed in the Constitution of the State of California.

PASSED AND ADOPTED by the City Council of the City of Willows this 25th day of November, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Jeffrey T. Cobb, Mayor

ATTEST:

_____

Natalie Butler, City Clerk

CERTIFICATE OF COUNTY CLERK TO RESULTS OF THE CANVASS OF THE CONSOLIDATED GENERAL ELECTION RETURNS

November 4, 2014

STATE OF CALIFORNIA
COUNTY OF GLENN } SS

I, SHERYL THUR, County Clerk of said County of Glenn, do hereby certify that pursuant to the provisions of Section 15301 of the Elections Code, I did canvass the returns of the votes cast in the Consolidate General Election held on November 4, 2014, for elective public offices, and/or for and against each measure as submitted to the vote of the electors, and that the Statement of the Votes Cast, to which this certificate is attached, shows the whole number of votes cast for each candidate and/or for and against each measure and in each of the respective precincts therein, and that the totals of the respective columns and the totals as shown for each candidate and/or for and against each measure are full, true and correct.

WITNESS my hand and Official Seal this 7th day of November, 2014

(seal)

SHERYL THUR, Glenn County Clerk

by Gina Vetter

RECEIVED
NOV 18 2014
City of Willows

100032	NON-PARTISAN WILLOWS MEMBER, CITY COUNCIL															
	Registration	Ballots Cast	Turnout (%)		JEFF COBB	JIM YODER	JEFF WILLIAMS	Write-In								
CONS PRECINCT 7 0007	792	134	16.92		50	55	98	0								
CONS PRECINCT 7 - Vote by Ma	792	316	38.90		129	128	203	4								
CONS PRECINCT 8 0008	787	131	16.65		42	63	83	0								
CONS PRECINCT 8 - Vote by Ma	787	254	32.27		96	94	170	2								
CONS PRECINCT 9 0009	703	111	15.79		39	35	83	0								
CONS PRECINCT 9 - Vote by Ma	703	271	38.55		134	128	164	0								
VBM PRECINCT 31070 0026	166	0	0.00		0	0	0	0								
VBM PRECINCT 31070 - Vote by	166	73	43.98		25	26	53	0								
VBM PRECINCT 41150 0027	23	0	0.00		0	0	0	0								
VBM PRECINCT 41150 - Vote by	23	13	56.52		5	8	6	0								
Precinct Totals	2471	376	15.22		131	153	264	0								
Vote by Mail Totals	2471	927	37.52		389	384	596	6								
Grand Totals	2471	1303	52.73		520	537	860	6								
3RD CONGRESSIONAL	2471	1303	52.73		520	537	860	6								
4TH STATE SENATE	2471	1303	52.73		520	537	860	6								
3RD ASSEMBLY	2471	1303	52.73		520	537	860	6								
2ND BOARD OF EQUALIZATION	2471	1303	52.73		520	537	860	6								
3RD SUPERVISOR	166	73	43.98		25	26	53	0								
4TH SUPERVISOR	2305	1230	53.36		495	511	807	6								
GLENN COUNTY	2471	1303	52.73		520	537	860	6								
CITY OF WILLOWS	2471	1303	52.73		520	537	860	6								

MINUTES OF THE WILLOWS SPECIAL CITY COUNCIL & PLANNING COMMISSION JOINT MEETING HELD TUESDAY, OCTOBER 28, 2014

1. Mayor Cobb called the meeting to order at 6:04 p.m.

2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.

3. **ROLL CALL:**

Present:
(City Council): Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb
(Planning Commission): Griffith, Benningfield, Candis Woods & Commission Chair Warren.

Absent: Commissioner White

4. **Public Comment** None

5. **Presentations by 3CORE regarding the City's Comprehensive Economic Development Strategy (CEDS):**

3CORE representatives; Executive Director, Marc Nemanic, and Courtney Farrell, Community Resource Manager, discussed and the explained the City's Economic Development Strategy (CEDS) with the Council. They described the purpose and the process of CEDS. They explained that CEDS is a planning process that is managed by 3CORE, Inc. and this year's CEDS planning process will consist of projects that can be addressed in the near-term (1-year goals) and long-term (5-year goals). Mr. Nemanic and Ms. Farrell explained that the CEDS process will be assisted by 3CORE, in conjunction with identified City staff and participating Stakeholders. Tonight is just the first of several follow-up meetings with the City Council and is mainly to inform the Council of the process moving forward, which will be to determine participating stakeholders groups or committees, review the City's current CEDS Priority Project List, Identify near and long-term projects, research, review and understand appropriate funding sources and their alignment with projects, determine funding sources for application preparation and identify necessary partnerships and/or relationships that would benefit the District. Mr. Nemanic stated that he hopes to have a follow-up meeting scheduled with the Council at the end of 2014 or beginning of 2015 in order to begin prioritizing future projects for the City. Mr. Nemanic & Ms. Farrell's goal is to have a complete list of priority projects by the spring 2015.

6. **ADJOURN TO REGULAR CITY COUNCIL MEETING:** At 6:50 p.m., Mayor Cobb adjourned the Special Meeting to the Regular Meeting of the City Council scheduled to begin at 7:00 p.m. and called for a brief recess.

7. **Call to Order:** Mayor Cobb called to order the Regular City Council Meeting of October 28, 2014, at 7:00 p.m.

8. **PLEDGE OF ALLEGIANCE:** Mayor Cobb led the Pledge of Allegiance.

9. **ROLL CALL:** Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb

10. **AGENDA REVIEW:**

City Manager Steve Holsinger had a few recommended changes to the agenda prior to Council's acting to accept it. These recommended changes are as follows:

- It was pointed out that the Staff Report and the Resolution for item 17 (a) had an incorrect parcel number and incorrect address. He wanted it noted that the parcel number and address will be corrected prior to printing the Resolution for the record book if the Resolution is adopted by the Council. The correct parcel number is 001-061-042 and the correct address is 1340 West Sycamore Street.

- It was pointed out that the description on the agenda face for item 17 (b) had an incorrect amount and it should have been "not to exceed $11,400", not $14,000 as stated on the agenda.

- It was requested that item 17 (c) (Consideration of adoption of a Resolution increasing the Billing Rate under the Professional Services Agreement with Willdan Engineering to provide General Planning & Environment Services to the City of Willows) be removed from tonight's agenda altogether and be placed on a future agenda for Council consideration.

It was then **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to accept the October 28, 2014 City Council Meeting agenda with the aforementioned amendments. The motion unanimously passed.

11. **Presentations & Proclamations:** None

12. **Public Comment/Written Communications:**

Mayor Cobb read a letter which was recently received by Senator Jim Nielsen regarding the City Council's invitation to him to attend tonight's City Council meeting to help to identify some collaborative solutions for meeting the newly adopted regulations for drinking water. Senator Nielsen unfortunately was not able to attend tonight's meeting, however he stated that he is aware of the burden that this new regulation is going to have on our community and he stated that he is ready to assist the City if the City Council were to identify specific actions that they would like him to take. He stated that he will continue to monitor developments for any assistance he could give to the City Council and the residents of the City of Willows.

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

a) Approval of General, Payroll & Direct Deposit Check Registers. (28000-28064; Z05576-Z05649; 33425-33432)

b) Approval of Minutes of the October 14, 2014, Regular City Council Meeting.

c) Accept the City of Willows Treasurer's Report Schedule of Cash & Investments as of September 30, 2014.

14. Public Hearings: None

15. Ordinances: None

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

The City Manager indicated that he would like to schedule a conference call with GCI Communications and the subcommittee consisting of Council Members Hansen and Mello. The agreed upon time to conduct the conference call was 7:00 a.m. on Tuesday, November 4.

The City Manager announced that he would like to thank the Public Works Department for fixing and barricading the road just west of Wal-Mart. They recently installed base rock and K-Rails in order to keep the semi-trucks from parking in this area and continually tearing up and destroying this portion of the roadway.

City Staff gave the Council an update on the Chromium 6 issue and where Cal Water is currently at in the process of installing new wells in an attempt to alleviate the issue. Staff indicated that they will continue to work collaboratively with Cal-Water to seek out special funding for this project.

Council Member Domenighini addressed the letter that the Council received from Senator Jim Nielsen and he believes that the city needs to get further refinement of cost (increase) estimates from Cal Water and write another letter to Senator Nielsen making an economic argument against the water rate increases. The City Manager stated that he will contact Cal Water and get some bullet points from them on specifically what they need help with and when he gathers additional information he will pen another letter to Senator Nielsen that will be more specific. Council Member Domenighini suggested that the City contact Senator Nielsen and ask him for copies of the information he has received from other Cities which he referenced in his letter to the Council. Council Member Domenighini stated that he believes the Council needs to continue to pursue this issue because he is just not ready to let this go.

17. New Business:

a) Consider adoption of a Resolution modifying the original Conditions of Approval in conjunction with the approved/under construction 49-unit Senior Housing Project on West Sycamore Street:

In July 2012, Mike Kelley, on behalf of The Pacific Companies, submitted a Design Review application with the City to request design review approval for construction of a new 49-unit housing development for seniors at the property located at 1324 & 1330 W. Sycamore Street. This project shall serve targeted seniors with income ranges between 30% and 50% of the AMI (area medium income). On July 18, 2012, the City of Willows Planning Commission adopted Resolution #4 - 2012 approving Design Review File # DR-12-01; including attachments specifying a comprehensive list of sixty-three detailed Conditions-of-Approval (COA) in conjunction with this project. Subsequently on July 24, 2012, Willows City Council adopted Resolution #20 – 2012 authorizing staff to submit an application for $4.6MM to the California Department of Housing & Community Development; as an essential funding mechanism in support of the proposed Senior Housing Project; thereby solidifying a City of Willows Partnership commitment in the ultimate completion of the proposed Senior Housing Project.

The Willows Planning Commission during their regular meeting of July 16, 2014 thoroughly reviewed certain Design and Materials Modifications requested by the Developer to mitigate project impacts resulting from a moderate loss of anticipated project funding; throughout the comprehensive financial screening process typically required under the rigorous state & federal project qualifying guidelines. Ultimately the approved project budget was funded approximately half a million dollars less than originally anticipated. This facilitated a request to modify project details in an effort to mitigate the funding short fall. The Planning Commission carefully evaluated the requested changes; including the community and aesthetic impacts, as well as the sound attenuation impacts and security concerns. The Planning Commission ultimately approved a moderate change in one of the approved building materials; to allow Vinyl Siding installation as opposed to the originally approved "stucco" façade on each apartment building. However the Commission was firm in its rejection of the requested change to a Cedar Style Wooden perimeter fence for the project.

Generically speaking, "Low-Income Housing Projects" in the State of California are typically always eligible for minor-to-moderate accommodations; under legislative relief in conjunction with Density Bonus provisions in State Law (e.g., Govt Code 65915). This is especially a bona fide exception when the local agency has adopted its own Density Bonus Ordinance; such as the case in Willows, Municipal Code Section 18.110.114 - Density bonus. Typically these exceptions or accommodations are requested at the time of application submittal or Design Review processes in conjunction with customary developmental review procedures.
The project Developers, during a recent telephone conference, referenced this provision under State Law and inquired about the city's willingness to review an accommodation request in conjunction with the Willows Municipal Code. Although this appeared to be an uncharacteristic development variation, city management staff sought a thorough and legalistic review by Willdan Planning Consultants, concerning the request and applicability under Willows Code. As it turns out, these post-approval project accommodations are quickly becoming the norm in developmental review processing across the state. Essentially, this practice is more the norm than the exception in conjunction with Low-Income Housing starts around the State of California. However, each accommodation has to be evaluated on its own merits; under local jurisdictional critique for applicable community benefit. Staff is convinced this accommodation provides appropriate project relief and fully complies with Municipal Code necessities and Willows General Plan commitments/requirements.

During the August 26th regular City Council meeting, staff requested the formation of a sub-committee consisting of Mayor Cobb and Vice-Mayor Taylor-Vodden. A meeting was scheduled with Mike Kelly of The Pacific Companies on the evening of Wednesday, September 10, 2014 to discuss their request for accommodation in conjunction with Density Bonus legislation. In attendance were Mayor Cobb, Vice-Mayor Taylor-Vodden, Planning Commission Chairperson Warren, City Planner Karen Mantele, and the City Manager. Planning Commission Vice-Chair Woods was not able to attend, however was briefed on the outcome at a later date. Fundamentally, the developer was seeking an accommodation that could mitigate the impact to the project budget, without sacrificing key project design elements or forfeiting higher quality building materials customarily utilized in their previous construction projects. The exploration of possible solutions focused on the possible waiver of under-grounding requirements and sewer connections to the neighboring parcels. Both the under-grounding and sewer requirements are primarily off-site conditions of approval; with the major expense in conjunction with public right-of-way improvements. A systematic examination by the attendees concluded the request was valid and could easily be accommodated with no significant project or community impact. It was agreed the developer would submit a formal written request for accommodation and staff would develop the appropriate report and recommendation for city council consideration.

Public Utilities are required to be under-grounded in accordance with specific sections of Willows Municipal Code (WMC), Titles 13 & 17 respectively. Specific COA were adopted by the Willows Planning Commission on July 16, 2012 and validated by Resolution of the City Council on July 24, 2012. Willows Housing Element was adopted by the City Council June 8, 2010 and Ordinance 709-14 (i.e., Density Bonus) was adopted by the City Council April 22, 2014. The COA adopted by the Planning Commission and validated by the City Council included 63 very specific provisions of compliance for the successful acceptance of the improvements, by the city, upon completion of the project. The focus of our discussions to potentially resolve any pitfalls inhibiting the completion of the project as approved; are under the Heading of Engineering & Public Works Department. Two specific requirements numbered 36 & 37 appearing on page 5 of the Conditions-of-Approval:

> 36 – *All existing overhead utilities (of 26,000 volts or less) and proposed utilities, both on-site and along project frontages, shall be placed underground, or to the satisfaction of the City Engineer. This does not include surface mounted transformers, pedestal mounted terminal boxes and meter cabinets.*
>
> *37 - Unless otherwise explicitly permitted, all existing wells, septic tanks and/or underground fuel storage tanks shall be abandoned under permit and inspection of Glenn County Department of Health Services or other designated agency. If there are none, the project engineer shall provide a letter describing the scope of this search done to make this determination.*

The applicable justification for modifying these conditions can be found in the code sections and Housing Element Programs adopted by the City Council to encourage appropriate housing development and reduce or eliminate bureaucratic constraints to facilitate housing development

consistent with the programs imbedded within the city's requirement for Housing Element compliance.

WMC - 13.15.110 Extension of time.

In the event that any act required by this chapter or by a resolution adopted pursuant to WMC 13.15.030 cannot be performed within the time provided on account of shortage of materials, war, restraint by public authorities, strikes, labor disturbances, civil disobedience, or any other circumstances beyond the control of the actor, then the time within which such act will be accomplished shall be extended for a period equivalent to the time of such limitation. [Ord. 459 § 11, 9-10-68. Prior code § 13-98].

Therefore, an exception based upon the budgeting shortfall; unknown at the time of approval, could qualify as *other circumstances beyond the control of the actor.* Additionally, an approved modification to the original condition; that fulfills an acceptable alternative to the satisfaction of the City Engineer is already permitted in the language above. Whereupon it is possible to waive the undergrounding of utilities associated with this project until future development occurs at the corner of Sycamore Street and adjoining Humboldt Avenue. At that time, undergrounding of all public utilities could be required by the City of Willows. Furthermore, the city could apply funding-credits to this undergrounding project from our balance of available funding through PG&E Rule 20A monies set-aside for undergrounding electric utilities. Currently there is approximately $680,000 available for qualifying projects and the lead time is approximately five years. This funding can only be applied to public work projects for undergrounding of electric utilities within a specific undergrounding district as adopted by Resolution of the City Council. This would be an ideal application of these funds to benefit community housing and promote economic development of the adjacent commercial parcel.

Housing Element: Housing Development

Goal HD – 1 Provide a variety of housing unit types and sizes to meet the regional housing needs allocation (RHNA) for the City of Willows.

Program HD-1.5.4: The County will be conducting a senior needs assessment to identify the existing and future housing needs of senior citizens to determine the need for housing and care facilities for senior citizens. The City will utilize these survey results to develop a priority list of senior housing needs. Based on the needs identified in the survey, the City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence…..

Policy RC-1.3: Encourage the removal of governmental constraints on the maintenance, improvement, and development of affordable housing, where appropriate and legally possible, to assist citizens with special needs, such as the elderly and persons with disabilities.

The aforementioned Housing Element Goals, Programs & Policy statements clearly support granting the requested accommodation to facilitate low-income senior housing by eliminating governmental constraints as appropriate and legally permissible.

The secondary issue of off-site sewer abandonment is one of serendipitous consequence of involuntary specious benefit. The neighboring residential parcel(s) off-site; although adjoining the project site currently have fully functional septic systems; duly authorized by county health officials. Under existing policy; these systems are allowed within the City of Willows, as "grand-fathered in" prior to adoption of current city sewer regulations; until they ultimately fail. Upon system failure, they must be abandoned and demolished and the residence must connect to the city sewer collection system. Upon connection, annual sewer fees apply and under this scenario; these citizens benefit by being awarded annual billings of approximately $1,000.00 for the privilege of required connection to the city sewer system.

Although the project proponents in this case would be required to demolish the septic and make the connections, the free upgrades ultimately cost these citizens about $1,000 per year. With the recently approved rate study; this sewer fee will likely increase before either septic system might fail. City staff has interviewed the residents/owners of these subject parcels. Two factors are evident as a result of this conversation with the owner; first, they were clearly never informed of the required improvement impacts on their parcels. Secondly, they have no desire to be mandatorily connected to the city sewer collection system at this time. They do not wish to incur any additional tax burden annually; in conjunction with sewer user fees. A fundamental principle throughout the world; may be stated as, "given an existing problem, it may be better not to do something, or even to do nothing, than to risk causing more harm than good." Thus under the current circumstances, it would most assuredly be better to have the contractor stub-out a sewer connection tap to the property line and simply cap it. Ultimately, upon failure of the septic or transfer of ownership, the appropriate connection would be available at minimum cost and preserve the owner's right to choose their own best medicine; as the case may become.

Consultation among senior management staff has resulted in the following proposed solutions. Staff recommends approval of the requested changes to the originally adopted COAs. Furthermore, staff would direct the developer to revise plans, to the satisfaction of the City Engineer, to install appropriate conduits for the ultimate completion of undergrounding utilities at a later date to be determined by future development consideration on adjacent parcels. To require the originally specified public improvements to curb, gutter and sidewalk areas. To complete a separate sewer stub-out to each adjoining residential parcel for future access to city sewer services. None of the proposed changes would alter any building materials, aesthetic qualities or fencing requirements as previously approved by the Willows Planning Commission. Staff respectfully requests the Council support this proposed solution as our organizational commitment; in accordance with our Municipal Code and General Plan covenants, throughout this partnership for senior housing project.

Staff recommends that the City Council approve, by Resolution, authorization for Staff to modify the conditions of approval; waiving the requirement for "under-grounding of utilities and demolition of existing septic systems" on adjacent parcels and certain on-site or off-site public right-of-way improvements in conjunction with the 49 unit Senior Housing Project on West Sycamore.

Discussion ensued and it was then **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to adopt a Resolution authorizing changes to the conditions of approval in conjunction with the 49-unit Senior Apartment Project (File #DR-12-01) property located at 1340 W. Sycamore Street. The motion unanimously passed.

(b) Consideration of Façade improvement funding approval not to exceed $11,400 for a project located at 311 N. Butte Street for Ben & RaeAnn Titus:

Ben & RaeAnn Titus, Owners of the property located at 311 N Butte Street, (APN 002-142-009-0), have submitted an application to the City for funding available under the Façade Improvement Program to complete Plaster/Stucco, Painting, Signage and Landscaping at the aforereferenced address; a business located within the Central Commercial District. A portion of the work proposed (signage) does require a Use Permit & Planning Commission approval. The Greater Willows Improvement League (GWIL) has been reviewing project specfics and has made recommendations to the applicant concerning paint color options. However, the Applicant and GWIL have not reached agreement on the final paint options at this time. Staff is recommending final approval of this request for funding authorization; contingent upon the Applicant, GWIL and City Staff achieving a full concensus on paint choices and Planning Commission approval of the Comprehensive Sign Program ; as require by code. Staff is seeking an "exception" to the procedures normally associated with the Façade Improvement program guidelines. This exception is vindicated by the urgency to complete specifc work tasks prior to inclement weather changes; typically anticipated during this seasonal transition period. The total project cost estimate is $22,797.00. Under the current program criteria; a qualifying project could seek funding of fifty percent of total eligible expenses. The amount of this request would become a reimbursement of expended project costs; estimated to be approximately $11,400; however, certain paint options, may requrie a minimal cost increase to satisfy goals and consistancy criteria established by GWIL. Therefore, staff requests approval to administratively adjust necessary cost over-runs in accordance with program guidelines. As previously stated; GWIL Board of Directors have not completed a full review for due diligence on this project. However City Staff is recommending approval of the funding request contingent upon applicant, GWIL and Staff members completing a full programmatic vetting of the project criteria and achieving full consensus prior to any reimbursement of applicant expense.

Council discussion ensued and the Council requested that the Resolution before them be amended to add the following wording before adoption:

1. That any reimbursement of project expense, associated with this application process; is exclusively conditioned contingent upon full approval from the Greater Willows Improvement League (GWIL); and
2. That all programmatic rules, regulations and procedures have been fully vetted to the absolute satisfaction of the Administrative Management Staff of the City of Willows;

The Council also asked to amend the funding amount in the Resolution from $11,399 to $12,000.

It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to adopt a Resolution approving the use of Downtown Façade Improvement Funds for Ben and RaeAnn Titus, Owners of an existing commercial building located at 311 North Butte Street, with the aforementioned amendments to the Resolution. The motion unanimously passed.

a) This item was removed from the Agenda under 'Agenda Review', item 10.

b) Establish a date for the first City Council Meeting in November 2014 & Consider cancellation of the December 23, 2014, City Council Meeting:

Since the second Tuesday of November is Veterans' Day, staff is recommending the meeting date be changed to November 12 or 13. We cannot hold the meeting on Monday, November 10 because it is necessary to conduct a Public Hearing at the first meeting in November and notice cannot be posted prior to November 1 and state law requires a notice to be posted 10 days in advance of the meeting, therefore, it must be held after November 10.

Additionally, in previous years it has been Council's practice to cancel the second meeting in December. This year a Council meeting is scheduled to occur on December 23, 2014. December 24th being a recognized holiday, it would be staff's recommendation that the meeting of December 23, 2014 be cancelled.

Discussion ensued and it was the unanimous consensus of the Council to hold the first regular meeting in November on November 12 and to cancel the December 23, 2014 meeting.

18. Council Member Reports:

- Council Member Mello reported that he attended the recent Chamber of Commerce Tri-Tip and Prawn dinner and it was great.

- Council Member Hansen reported on the October 16 Transit & Transportation meeting.

The Council entered into executive session at 8:00 p.m.

19. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session. More specific information regarding this closed session is indicated below:

CONFERENCE WITH LABOR NEGOTIATOR(S) Pursuant to Section 54957.6

Agency Negotiators:	City Manager Steve Holsinger Finance Director Tim Sailsbery
Employee Organization(s):	Willows Unrepresented Employees

20. Report-Out from Executive Session:

The Council returned to open session at 9:42 p.m. with the Mayor reporting that the Council took no reportable action and direction was given to staff.

21. Adjournment: Mayor Cobb adjourned the meeting at 9:43 p.m.

Dated: October 28, 2014 NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

November 25, 2014

AGENDA ITEM

TO: Willows City Council

FROM: Tim Sailsbery, Finance Director

SUBJECT: Funding Request Form-Willows Chamber of Commerce

RECOMMENDATION

Presenting Staff maintains a position of neutrality on this item. No recommendation provided.

SITUATION (or BACKGROUND):

With the passage of the 2014-15 and 2015-16 City of Willows Budgets, the City Council increased the annual funding to the Willows Chamber of Commerce from $4,000 to $5,000 with the stipulation that the funding be limited to reimbursement or augmentation for community wide events.

Subsequent to this determination, Chamber representatives, the City Manager, and two Councilmembers, serving as an ad hoc committee, have met and corresponded to work toward a methodology of request and payment of the allocation. Before the Council tonight is the proposed funding request form as offered by the Chamber. This version of the Form, as presented, was not vetted by the City Manager or the two Councilmembers, and those two Councilmembers have now departed the City Council. However, the City Manager committed to Chamber Representatives that the Form would be placed on the agenda of November 25, and, therefore, is presented.

As the vetting has not taken place, it appears that the definition of "Community-Wide Event" may not have been fully settled. Based upon this, Council may take one of a number of actions (See Alternate Actions).

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Table action on the Reimbursement Form to December 9, where the City Manager will be present to discuss with Council

2. Table action on the Reimbursement Form and re-establish a two member Ad-Hoc Committee to review with Chamber Representatives and the City Manager

3. Accept Form as Presented

4. Reject Form as Presented

RECOMMENDATION

Presenting Staff maintains a position of neutrality on this item. No recommendation provided.

Respectfully submitted,

Tim Sailsbery
Finance Director

Attachments

Willows Chamber of Commerce
118 W. Sycamore
Willows, CA 95988

Willows City Hall
201 Lassen Street
Willows, CA 95988

November 7, 2014

Dear Mr. Holsinger;

Thank you for your letter dated October 1, 2014. As mentioned previously, we were in the middle of planning our Fall Dinner with the Veterans, and felt we needed to devote our attention to that project.

We are pleased to inform you that the dinner went well. We served 102 people, which were a few less than we hoped for, but those attending enjoyed a great and plentiful meal. Our other activities went well; we were extremely pleased with the working relationship we enjoyed with the Vets groups. We have already agreed to continue the project next year

We do take exception to the analysis in your letter. We do agree that the Candidates Night might become troublesome, however, we desire for the Council to be totally informed of what the Chamber is doing in the community.

At this time, we ask that the form be left as is. It is only a guideline for funding, and the Council can pick and choose what they wish to fund. After all, the makeup and attitude of the Council and Staff is ever-changing and revolving.

To better inform you of what we do, we are inclosing a brief description of the items we have listed on the Request Form. We ask that this information be shared with Council. I would like to be in attendance at the next council meeting to distribute the packet of information to the Council Members which includes: Request Form (2 pages), Description of Events (3 pages).

Please contact me as soon as possible. You can reach me by email gmmillen4@gmail.com or home number 934-8150.

Respectfully yours,

Jamie Millen
Willow Chamber of Commerce
President

RECEIVED
NOV 10 2014
City of Willows

Chamber of Commerce Community Events

FIREWORKS.....normally cost $10,000. We do a very extensive mailing to ask for donations, which are usually $6000. The rest is raised by collection cans, fundraisers, and a few donations by local organizations. We have tried park activities during the day, but find that people prefer home celebrations and only come to the park for the fireworks.

CRAFT FAIRE…Usually forty to fifty vendors attend. Their gross is wide range, depending on the market, with the highest being just over $2000. Most of these vendors are local people and organizations, thus their monies come back to the community. The YLI (a St. Monica's Group) sponsors the kitchen for snacks and lunch, and that profit goes back to their organization to be used for local needs. We draw in buyers from all over the area, including several from the activities at Thunderhill. It is a steady crowd all day.

LIGHT PARADE.....This happens at dark, on the same evening as the Craft Faire, which continues the Christmas Kickoff. We usually have between 20 to 25 parade participants. It is well attended by viewers, and culminates at the tree in the Plaza. We recruit all year long for parade participants. No entry fee is charged and no prizes are awarded.

SANTAS WISHES.....Usually Santa listens to over 100 happy children with wishes. Each child is given a gift of candy, crayons, coloring books, etc. We decorate his float and the gazebo area where he sits.

DECORATING CONTEST.....We ask that people submit their own or someone else's home or business, so we know where to judge. We give out monetary prizes of Willows Business Bucks, so the spending stays local. We submit a newspaper article of the winners so people will know where to visit to view the lighted and decorated homes.

FALL DINNER.....We have revised the Steak & Lobster to Tri-Tip and Prawns so the disaster of last year with the no-show lobsters is avoided. We had, for years, planned this with the Fire Dept., but they opted out for this year. A couple of the smaller veterans groups wished to join us, and we have found it to be a great pairing. It will continue and become a great success as the other was. Sometimes, you just have to regroup!

GLENN COUNTY FAIR.....The Carnival offers pre-sale, multi-passes and bracelets at a lower cost. As a favor to the Glenn County Fair and our local residents we sell these at our office. We also distribute them to other businesses in Willows for residents to buy local. They appreciate that they do not have to go to Orland ahead of time to take advantage of the price cut. We take care of ticket distribution and collection for the Fair

AT NO COST. This is a service, but it does use our time.

WILLOWS CAR and BIKE SHOW.....The Show does not have an office or place of business. We take multiple calls throughout the year for information. We pass out flyers, applications and business cards from our office and direct them to the website for further information. Both vendor and entrants like the ease of having a place to pick up the forms and gain more information. We post their events on our community calendar.

LAMB DERBY.....They also, do not have an office or place of business. We are a clearing house for information for them. We pass out vendor and parade forms, and answer multiple calls throughout the year for them. Since they are not familiar with the internet, we maintain and update a WEBSITE for them. We post their events on our community calendar.

BUSINESS EXPO.....We previously did this separately, but for the last two years we have partnered with the Farmers Market. The Market has not been attended well, and we do not know if they will continue next year. We will continue the expo no matter what transpires. It is open FREE OF CHARGE to any local club, church or business. A Chamber membership is not required.

FARMERS MARKET.....We help publicize the event by sending out mass emails and putting the event on our online calendar. We pass out booklets on food buying and other items they supply to us. We publicize it in our newsletter for the Willows area. We direct phone calls to their office for current information.

NEWSLETTER.....We do our newsletter in-house with information we receive every month from businesses, personal contact and notices. We offer ½ page free advertising to any business who wishes to submit their business copy. We will insert a flyer at a minimal charge and offer a great rate for a 6 month run. We include in the newsletter a monthly activities calendar for all those events we are made aware of. We mail to all our members and a few others FREE of CHARGE.

BUSINESS DIRECTORY.....This is one of our most time consuming activities. There are over 300 businesses in Willows, and we categorize them for easy viewing. This is an all-year project as things are constantly changing, opening, closing, moving, etc. We feel this is vital to our community; it includes ALL the businesses that we know of. It is our hope that people will shop locally if they know where to go. We distribute about 4500 by Every Door Direct Mail, and stock Room Copies at all the Motels. We furnish the copy to the High School Print Shop and after 3or 4 revisions and corrections we still must fold, 3 tab, sort and prepare for USPO mailing. We do not get grant funding for this activity. We use general funds, but may be pursuing other avenues of funding for this activity.

BULLETIN BOARD & WINDOWS.....We maintain the bulletin board at the Post Office, and place flyers in the windows at the front of our office. It is our hope to purchase two portable bulletin boards to publicize local events in various locations around town.

OPENINGS/OPEN HOUSES.....We are available to provide these services free of charge to anyone here in town.

CERTIFICATES of ORIGIN.....We provide this service to any grower in this area, with their membership. We currently serve 8 farmers and must keep up on all the regulations depending on the product they are shipping out of the country. We must log in and keep these records and duplicates for 5 years. We authorize over 500 per year at NO COST to our members. Having these documents authorized somewhere else is very costly to the growers.

Request Statement Form/Procedures

Community Events	Date of Event	Cost	Requested Amount	Date Submitted	Date Approved	Date Paid
Fireworks						
Craft Fair						
Business Expo's						
Light Parade						
Santa Wishes						
Decorating Contest						
Candidates Night						
Fall Dinner						
Community Support						
Glenn County Fair						
Willows Car & Bike Show						
Lamb Derby						
Farmers Market						
Community Outreach						
Newsletter						
Business Directory						
Bulletin Board & Windows						
Grand Openings/Open Houses						
Certificates of Origin						