CITY COUNCIL

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

PLANNING COMMISSIONERS
Kerri Warren, Chair
Candis Woods, Vice Chair
Shirley Benningfield, Commissioner
Robert Griffith, Commissioner
Peggy White, Commissioner

201 North Lassen Street
Willows, CA 95988
(530) 934-7041
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CITY MANAGER
Steve Holsinger

CITY PLANNER
Karen Mantele

CITY CLERK
Natalie Butler

SPECIAL CITY COUNCIL AND PLANNING COMMISSION JOINT MEETING AGENDA & REGULAR CITY COUNCIL MEETING AGENDA

Tuesday, October 28, 2014
6:00 p.m.

1. Call to Order Willows City Council & Planning Commission Special Joint Meeting - 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. **Public Comment:** Pursuant to Government Code §54956, public comments are limited only to those agenda topics listed on the Special Joint Meeting Agenda and no other business shall be heard or considered by the legislative body. Comments should be directed to the Mayor/Vice Mayor and/or Council Members only. Please speak into the microphone and, although not required, it is requested that you state your name for the record. ***(Public Comment is restricted to three minutes).***
5. Presentation by 3CORE to discuss the Comprehensive Economic Development Strategy (CEDS) that the City Council and Planning Commission would like to prioritize and pursue in future years. The City Council, Planning Commission and City Staff will hold discussions regarding suggestions for funding opportunities that 3CORE may have and they will discuss their vision for the City over the next 4 years. If appropriate, Council may provide direction to the Commission / City Staff.
6. NOT LATER THAN 7:00 P.M, ADJOURN TO CITY COUNCIL REGULAR MEETING

7. **Call to Order Willows City Council Regular Meeting of October 28, 2014 – 7:00 p.m.**

8. **Pledge of Allegiance**

9. **Roll Call**

10. **Agenda Review: (Requested Changes by Council or Staff).**

a) Consider acceptance, by motion, of October 28, 2014, City Council Meeting Agenda.

11. **Presentations & Proclamations:** None

12. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) **not on the regular city council meeting 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. Comments should be directed to the Mayor/Vice Mayor and/or Council Members only. Although not required, it is requested that you give your name for the record. ***(Public Comment is restricted to three minutes).***

13. **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 Willows City Council Regular Meeting held October 14, 2014.
c) Accept the City of Willows Treasurer's Report Schedule of Cash & Investments as of September 30, 2014.

14. **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. Although not required, it is requested that you please state your name for the record).

15. **Ordinances:** None

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

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.

b) Consideration of Façade Improvement funding approval in an amount not to exceed $14,000 for a project located at 311 N. Butte Street (APN 001-142-009) for Ben & RaeAnn Titus. 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.

c) Consider adoption of a Resolution increasing the Billing Rate under the Professional Services Agreement with Wildan Engineering to provide General Planning & Environmental Services to the City of Willows.

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

18. Council Member Reports:

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

Pursuant to Government Code Section 54954.3 the public will have an opportunity to directly address the legislative body on the below items prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.

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:

21. Adjournment:

CERTIFICATION: Pursuant to Government Codes § 95954.2 (a) & § 54956 the agenda for this meeting was properly posted on or before October 24, 2014.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal business 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.

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3CORE

2015-2020 Comprehensive Economic Development Strategy Process

The Tri-County Comprehensive Economic Development Strategy (CEDS) planning process is managed by 3CORE, Inc., as the CEDS District Organization. This year's CEDS planning process will consist of projects that can be addressed in the near-term (1-year goals) and the long-term (5-year goals).

Purpose of CEDS

- A comprehensive economic development strategy (CEDS) is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen the District's economy.
- The CEDS should analyze the District's economy and serve as a guide for establishing its goals and objectives, developing and implementing its plan of action, and identifying investment priorities and funding sources.
- A CEDS integrates the District's human and physical capital planning in the service of economic development.
- Integrated economic development planning provides the flexibility to fully utilize the District's unique advantages to maximize economic opportunity for its residents by attracting the private investment that creates jobs for the District's residents.
- A CEDS is a continuing economic development planning process developed with broad-based and diverse public and private sector participation, and must set forth the goals and objectives necessary to solve the economic development problems of the District and clearly define the metrics of success.
- Finally, a CEDS provides a useful benchmark by which a District economy can evaluate opportunities with other regions in the national economy.

The Process

The CEDS process will be assisted by 3CORE, Inc., in conjunction with identified City staff and participating Stakeholders.

- Determine participating Stakeholders Group or Committee
- Review 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
- Identify necessary partnerships and/or relationships that would benefit the District

Potential Partnering Agencies

CA Association of Local Economic Development	California Association for Microenterprise Opportunity
Community Development Financial Institution	California Financing Consortium
California Organized Investment Network	Economic Development Administration
California State Treasurer's Office	California Economic Summit
National Association of Development Organizations	The Corporation for Manufacturing Excellence

3CORE

City of Willows
CEDS Update 2014

Priority A Projects

1. Plan and begin implementation of interchange improvements at the I-5 intersections with Highway 57 and State Rte 162; including Landscaping and Signage enhancements.
   Estimated investment: $500K
   Projected Jobs: 10
2. Implementation of infrastructure needs identified through the planning process to increase economic vitality in the downtown. (ie. trailblazing signage, street lightning replacement, Branding & Marketing assistance, etc.)
   Estimated investment: $800K
   Projected Jobs: 20

Priority B Projects

1. Infrastructure improvements to increase access, connectivity, and capacity to the industrial and residential areas in South Willows.
2. Expansion/addition of Parks & Recreation facility in North Willows.
3. Infrastructure/Facilities enhancements within existing Parks System.
4. Evaluate/Develop new Public Safety Facility.

Priority C Projects

1. Storm drainage rehabilitation in North Willows.
2. Comprehensive update of City's General Plan.
3. Streetscape project along Highway 162 East of Humboldt Ave. & West of Tehama Street.

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD October 14, 2014

1. Mayor Cobb called the meeting to order at 7:02 p.m.

2. **PLEDGE OF ALLEGIANCE:** Trinity Cobb led the Pledge of Allegiance.

3. **ROLL CALL:**

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

4. **Agenda Review:** Council Member Taylor-Vodden asked to have item 11 (c) removed from the agenda ("Consideration of Façade Improvement funding for a project located at 311 N. Butte Street submitted by RaeAnn Titus"). She stated that the Staff Report / Façade Improvement Application was incomplete and there was no recommendation to the Council from the Greater Willows Improvement League (GWIL) whether or not to approve the funding request. She suggested that this item be placed on the next City Council Meeting agenda on October 28 to allow for additional time to work out some of the pending issues. The remaining Council Members agreed that they should not act on this item prematurely without a recommendation from GWIL and they concurred with Council Member Taylor-Vodden to remove it from tonight's agenda. It was then **moved** by Council Member Mello and **seconded** by Council Member Hansen to accept the October 14, 2014 agenda as amended with the removal of item 11 (c). The motion unanimously passed.

5. **Presentations & Proclamations:** None

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

Preston Dickenson, Independent Contractor for AT&T, introduced himself; Mr. Dickenson works with the external affairs office on issues that can't be resolved through normal channels. He gave his contact information to the Council and asked them to contact him for any service issues.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden 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. (27917-27999; 33371-33420; Z05576-Z05649)

b) Approval of Minutes of the September 9, 2014, Regular City Council Meeting.

c) Approval of Minutes of the September 23, 2014, Regular City Council Meeting.

d) Acceptance of the City of Willows Quarterly Treasurer's Report of Cash & Investments as of June 30, 2014.

e) Adoption of a Resolution establishing City Council Meetings in accordance with the recently amended Municipal Code, with an effective date of all changes to be January 1, 2015.

f) Approval of the City of Willows Statement of Investment Policy as submitted.

8. **Public Hearings:** None

9. **Ordinances:** None.

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

- City Manager Steve Holsinger gave a reminder that there is a Special Joint City Council & Planning Commission Meeting scheduled to take place on October 28 at 6:00 p.m., just prior to the Regular City Council Meeting scheduled for 7:00 p.m. that evening. He also gave a reminder of the October 18 Chamber of Commerce Tri-Tip and Prawns fundraiser and he encouraged everybody to try to attend.

- Finance Director Tim Sailsbery updated the Council on the transition from Ray Morgan Company to Matson & Isom Consulting for providing the City's IT Services. He stated that there were significant infrastructure changes during the transition but all of the new wiring has been completed both at City Hall and at the Fire Department and the City Servers have been replaced and reconfigured. The City is currently up to date in terms of Microsoft Office and Outlook and the conversion went well and is nearly completed. Council Member Domenighini inquired about where staff is at with updating the City's Finance and Accounting Software. Mr. Sailsbery explained that due to the money that was recently expended for the IT conversion, he estimated that the City would need to come up with a minimum of an additional $70,000 for conversion and installation of new and updated Finance Software and he simply doesn't feel justified to request that amount of money from the Council at this time.

- Council Member Domenighini asked if staff could invite Assemblyman Dan Logue and Senator Jim Nielsen to come to a City Council Meeting to address the Council's concerns about the fiscal impacts to the residents of the City because of the new Chromium 6 level requirements. Fellow Council Members concurred that this was a good idea and the Council directed staff to prepare a letter to send to both legislators to ask them, or a member of their staff, to attend the next City Council Meeting scheduled for October 28, 2014 to suggest some possible solutions about the fiscal impacts with the Council. Staff agreed that they would send letters to both representatives and request that they attend the October 28, 2014 City Council Meeting.

11. New Business:

a) Consider approval of a three year renewal of the Professional Services Agreement for Operations of the Waste Water Treatment Plant between the City of Willows and Severn Trent Environmental Services, Inc.:

Eco Resources, now doing business as Severn Trent Environmental Services, Inc., has been the contract operator of the City's Waste Water Treatment Plant since January 1, 2004. The original agreement was approved for a period of five years, however was subsequently amended in August 2005, and again in November 2006; including a renewal for an additional five year period, expiring November 1, 2011. There were also two reassignment amendments of the contract from Eco Resources to Southwest Water Company and then from Southwest Water Company to Severn Trent Services, the current contract operator. Although a number of amendments and adjustments have occurred over the past ten years, the staffing compliment at the treatment facility has remained relatively consistent, the service has always been exceptional, and the current staff is well-positioned to continue to provide quality operation and maintenance services for coming years.

Since Severn Trent Services inherited the Southwest Water contract, and the contract is set to expire in November of 2014, staff thought it best to rewrite or restate the entire agreement; taking advantage of this opportunity to make minor language modifications to suit actual implementation of the contract obtained through experiences over the last ten years. Severn Trent Services is not seeing additional compensation beyond the existing contract structure. Reviews have been completed by City Staff and Severn Trent Services Inc., and the final draft is now presented for Council approval.

Council discussion ensued and Council Member Taylor-Vodden expressed that she had some concerns about the annual CPI adjustments and she is not comfortable with having an open-ended increase with no "not to exceed" amount. She inquired whether it was possible to put a cap on the increase. Kathy Stone, representing Severn Trent, addressed this concern and stated that this contract has been in place for almost 10 years and she stated the annual CPI is generally around two percent, and she doesn't believe it has ever been more than a three percent increase. She stated that this is something that has never been addressed in the contract in the past because it has never been an issue. She stated that if there ever came a point where the CPI adjustment increased significantly over the normal two percent, she would be very happy to sit down with City Staff and negotiate back down to a two percent increase. She stated that her company has had a contract with the City of Corning for 25 years and the CPI has never been over three percent. The City Manager then added that if this is something that were ever to become an issue, there is a provision in the contract that allows for the City to terminate the contract by giving written notice and allowing an opportunity for the company to either cure and correct the

issue, or the City would simply terminate the contract. Council Member Taylor-Vodden asked if Council is ever given notice of the CPI adjustment amount. The City Manager stated that this has historically been something that has been done administratively without involving the Council and it is an item that is budgeted appropriately on an annual basis as part of the sewer enterprise fund. That is not to say that staff would have any issue with notifying the Council and informing them of the amount of the annual CPI adjustment.

Council Member Domenighini stated that Council Member Taylor-Vodden brings up a good point and with the City now going to a two-year budget cycle and possibly a 3 or 5 year cycle in the future, it might be helpful to know what the increases are going to be.

Mayor Cobb stated that he appreciates Council Member Taylor-Vodden's concern, but he believes that if something drastic were to occur; the City could certainly renegotiate the terms of the contract. He stated that he would trust and rely on the staff to notify the Council if there was a large adjustment.

Finance Director Tim Sailsbery stated that he concurs with the City Manager, that he has no problem notifying the Council what the CPI adjustment will be on an annual basis. Additionally, he echoed the City Manager's earlier statement that the amount is also incorporated as a line item in the annual budget as a part of Professional & Contract Services in the sewer enterprise fund budget.

Council Member Domenighini suggested that perhaps staff could put just a short informational item on the agenda in April or May of each year just to inform the Council of the CPI amount.

It was then **moved** by Council Member Hansen and **seconded** by Council Member Mello to approve a three year renewal of the Professional Services Agreement for Operation of the Waste Water Treatment Plant between City of Willows and Severn Trent Environmental Services, Inc. The motion unanimously passed.

b) Consider adoption of a Resolution expanding the original boundaries for the Façade Improvement Program and increase funding available for Mini-Grants under the program criteria

In June of 2008 the City Council adopted Resolution #31-2008 which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. To date this program has been extremely sucessful and responsible for over one-hundred thousand dollars worth of capital improvements for businesses in the Downtown Commercail Core. This success can only be attributed to the dilligent efforts of the Greater Willows Improvement League (GWIL).

Since the inception of this program, several business interests, and the Chamber of Commerce have approached the city for purposes of examining or investigating the possibility of expanding funding opportunities to local business outside the Downtown Commercial Zoning District. City staff agreed to explore this possibility and developed a proposal for expansion of the original boundaries of the Façade Improvement Program. The draft proposal was reviewed with the Greater Willows Improvement League and their Board of Directors have endorsed the proposed changes.

The Most Significant changes to the program are the expansion of eligibility areas to include the Central Downtown Commercial District, the Entryway Zoning District; with all parcels abutting Wood Street; between Tehama Street and the western most Boundary of the Entryway Zone and parcels located in other zoning districts which are abutting Tehama Street between; French Street at the North boundary and continuing South to the northern most parcels abutting Fern Street at the Southern boundary of the eligibility areas. Additionally, there is an increase in the Mini-Grant Limit of twenty-five percent; now up to a Maximum amount of $1,500.00.

There is no proposed change to the Business Development Incubator provision; which offers Planning Assistance funding for "Use Permit" purposes in the Central Commercial Zoning District. This funding is not yet exhausted; however this incentive will expire under current program guidelines when all available funding is depleted. Staff is recommending City Council approve the requested changes to the Façade Improvement Program.

There is no immediate financial impact in conjunction with the proposed changes. There is currently approximately $25,400 dollars available for projects. It is anticipated the expansion of the program boundaries may rapidly consume all available funding; which may accelerate a request for Council consideration to augment the Program budget.

Brief discussion ensued and it was **moved** by Council Member Mello and **seconded** by Council Member Domenighini to adopt a Resolution expanding the original boundaries for the Façade Improvement Program and increase funding available for Mini-Grants under the program criteria. The motion unanimously passed.

c) Consider adoption of Façade Improvement funding approval in an amount not to exceed $11,399.00for a project located at 311 N. Butte Street (APN 002-142-009) submitted by RaeAnn Titus:

THIS ITEM WAS REMOVED FROM THE AGENDA AND WILL BE HEARD AT THE OCTOBER 28, 2014, CITY COUNCIL MEETING PER COUNCIL VOTE ON ITEM 4 (ABOVE).

12. <u>Council Member Reports:</u>

- Council Member Domenighini reported that he was unable to attend the last Library Board Meeting and that he will bring an update next month after he attends the next meeting.

- Council Member Taylor-Vodden reported that she attended a LAFCO meeting yesterday and the next meeting is scheduled to occur on December 8, 2014.
- Council Member Mello announced that he has tickets available for the Chamber of Commerce upcoming Tri-tip & Prawn dinner at a discounted rate of $24.00 exclusively for City Council Members.
- Council Member Hansen reported that he attended the most recent Glenn County Fish & Game Recreation Commission Meeting.

  Mayor Cobb reported that he recently had the privilege of judging the 4-H window displays in Glenn County, along with some members of the Board of Supervisors and other dignitaries. He stated that he is pleased to announce that Willows 4-H came in first place, and Willows Community – which was Bank of America – came in second place. He stated that the community should be very proud of all of our local 4-H groups.

13. **Executive Session:** None

14. **Adjournment:** Mayor Cobb adjourned the meeting at 7:54 p.m.

Dated: October 14, 2014

NATALIE BUTLER

City Clerk

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City of Willows
Treasurer's Report
Schedule of Cash and Investments
As of September 30, 2014

Pursuant to Government Code Section 53646, listed below is a schedule of Cash and Investments held by the City of Willows.

Par	Description of Security/ Financial Institution	Investment Policy Category	Coupon Rate	Maturity Date	Adjusted Cost Basis	Weighted Average Yield To Maturity	Current Market (Over 12 Mos.)
N/A	Petty Cash Held on Hand	N/A	N/A	N/A	$ 200.00	N/A	$ 200.00
N/A	General Checking Account/ Bank of America	N/A	N/A	N/A	$ 579,355.13	N/A	$ 579,355.13
N/A	Cash Account Edward Jones Investments	N/A	N/A	N/A	$ 114.66	N/A	$ 114.66
N/A	Local Agency Investment Fund/ Office of the Treasurer, State of California	C	0.25%	Var.	$ 2,319,228.52	Var.	$ 2,319,648.96
N/A	Program Income Money Market Account/ Umpqua Bank	D	0.08%	N/A	$ 462,763.32	N/A	$ 462,763.32
$ 797,000.00	Negotiable Certificates of Deposit Edward Jones Investments-Custodian	B	0.90-3.15%	10/28/14-9/19/2017	$ 797,000.00	2.03%	$ 799,912.44
$ 600,000.00	Negotiable Certificates of Deposit Stifel Nicolaus-Custodian	B	1.90-2.25%	08/20/15-4/30/2019	$ 600,000.00	2.03%	$ 603,399.00
$ 150,000.00	US Government Agency Term Notes Federal Home Loan Bank ($150,000) Stifel Nicolaus-Custodian	E	1.68%	2/27/2019	$ 150,000.00	1.68%	$ 149,103.00
	Total				$ 4,908,661.63		$ 4,914,496.51

I certify that this report reflects all Government Agency cash and pooled investments and is in conformity with the Investment Policy of the City of Willows as stated in the annual investment policy approved by the City Council. A copy of the investment policy is available at the Office of the Finance Director/City Treasurer. The Investment Program herein provides sufficient cash flow liquidity to meet the estimated expenditures for the next 180 days.

Submitted: /S/ Tim Sailsbery
City Treasurer

Approved: /S/ Stephen Holsinger
City Manager

AGENDA ITEM October 28, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve by Resolution, a modification of the original Conditions-of-Approval in conjunction with the approved/under-construction 49 unit Senior Housing Project on West Sycamore Street.

RECOMMENDATION

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.

BACKGROUND

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.

PROPOSED RESOLUTION:

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 Wildan 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 was 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.

APPLICABLE LOCAL RULE:

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 PC and validated by the City Council included sixty-three 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.

a) <u>WMC - 13.15.110 Extension of time.</u>

In the event that any act required by this chapter or by a resolution adopted pursuant to WMC <u>13.15.030</u> 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.

b) <u>Housing Element: Housing Development</u>

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. Therefore under the doctrine of "The Hippocratic Oath": ***Primum non nocere* is a "Latin" phrase that means "first, do no harm."** As published in Wikipedia: this 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.

CITY MANAGEMENT PROPOSAL:

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.

FINANCIAL CONSIDERATIONS -
None at this time, funding-credits for future undergrounding improvements are currently available through PG&E and would typically be combined with future development improvement requirements for the benefit our community.

NOTIFICATION
Mike Kelly, VP The Pacific Companies, project owner/developer
Willows Planning Commission

RECOMMENDATION
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.

Respectfully submitted,

Steve Holsinger
City Manager

Attachments: Resolution Authorizing Changes to Conditions-of-Approval
Attachment #2 – Request for Accommodation/Pacific Companies
PG&E Rule 20A Summary Information Sheet
Resolution #4-2012-Willows Planning Commission 7/18/2012
Staff Report & Resolution Willows City Council 7/24/2012

RESOLUTION NO. ____ - 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING CHANGES TO THE CONDITIONS-OF-APPROVAL IN CONJUNCTION WITH THE 49-UNIT SENIOR APARTMENT PROJECT (FILE #DR-12-01) PROPERTY LOCATED AT 1324 & 1330 W. SYCAMORE STREET, ASSESSORS PARCEL 001-061-13

WHEREAS, the project applicant Mike Kelley on behalf of The Pacific Companies, has filed a request for accommodation in conjunction with the construction of a 49-unit senior apartment project on property located at 1324 & 1330 W. Sycamore Street; and

WHEREAS, the Planning Commission did, on July 18, 2012, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the official Record; and,

WHEREAS, the Planning Commission, in July 2012 did review all evidence submitted in connection with the original application, including public testimony, staff reports, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the official records of proceedings; and,

WHEREAS, the Planning Commission adopted Resolution # 4-2012 in July 2012, specifically identifying sixty-three(63) requisite Conditions-of-Approval; and

WHEREAS, a subsequent reduction in available funding, jeopardizing the successful completion of the project, has forced the developer to seek accommodation from the City of Willows, seeking relief in the form of modification to the original Conditions-of-Approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby find that the accommodation request submitted by the Pacific Companies set forth in Attachment #2; is justified by circumstances beyond their control, in the best interest of the City of Willows, legally permissible and appropriate and herby approved.

BE IT FURTHER RESOLVED THAT: the City Council of the City of Willows does hereby direct staff to revise the original Conditions-of-Approval, and amend as set-forth in the staff report prepared for discussion at this meeting; under the Heading of City Management Proposal to facilitate the successful completion of the off-site public improvements as specified.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the City Council of the City of Willows on Tuesday, the 28th day of October, 20142 by the following vote:

AYES in favor of:
NOES:
ABSENT:
ABSTAIN:
APPROVED:

Mayor Jeffrey T. Cobb

Natalie Butler, City Clerk

The Pacific Companies

Steve Holsinger
201 N. Lassen Street
Willows, CA 95988

October 8, 2014

Re: Request for Density Bonus Accommodation – Willows Senior Apartments

Dear Mr. Holsinger:

I am writing to respectfully request an accommodation under California State Density Bonus Law for a reduction in certain offsite requirements specified in the Conditions of Approval. As you know, the project is currently under construction and is moving forward. After bidding the project out there were significant cost overruns that became apparent early on.

Because the City/Project received an allocation of highly competitive HOME funds from the State, Pacific West Communities, Inc. decided to move forward, despite the cost overages because of the time, energy and money by both parties to garner these funds. he costs, however, are turning out to be higher than expected because of a few reasons.

1. The project had to underwrite to lower rent levels which means it received a lower permanent loan than originally planned. This equate to less money available for higher costs.
2. We underestimated some of the costs for undergrounding the power lines (we received the bids after we closed the loan, which is a standard practice).
3. We also receive less investor equity (pricing) than anticipated, which equates to less money available for construction.

It is our hope the City Council and community knows that we are truly committed to the project and its success, which should be evidenced by our willingness to close the financing despite some of these shortfalls. The anticipated cost overages for the undergrounding of power lines requirements is roughly $200,000. The estimated primary costs are roughly $300 per foot which does not include the undergrounding of services to the East and power poles to the West.

555 Capitol Mall, ste 410 ◊ Sacramento, CA 95814 ◊ tel 916.492.2205 ◊ cel 916.834.5986 ◊ fax 916.669.8033
email mikek@tpchousing.com ◊ web www.tpchousing.com

Should you have any additional question or require additional information, please do not hesitate to contact me at (916) 834-5986. Thank you in advance for your consideration.

Sincerely,

Mike Kelley
The Pacific Companies

Steve Holsinger

From: Mike Kelley <mikek@tpchousing.com>
Sent: Monday, October 06, 2014 12:38 PM
To: Steve Holsinger
Cc: Karen Mantele
Subject: RE: Bonus Accommodation for PW Communities (Willows Sr Housing Project)

Follow Up Flag: Follow up
Due By: Tuesday, October 07, 2014 2:30 PM
Flag Status: Flagged

Hi Steve,

Thank you in advance for this, it is truly appreciated. Below is our current assessment of the costs.

Undergrounding: Our estimates for undergrounding from the team are coming in around $200,000.
The team estimates the undergrounding costs are about $132,000 at $300 per foot. This does not include the cost to underground the services to the 2 properties to the east or providing the power to the apartments across W. Sycamore which is fed from the poles to be removed. It also does not include the removal of the 2 poles to the West. It also depends on what PG&E, AT&T and Comcast requirements will be. The cost could easily be as high as $200,000.

In comparison to: An estimated cost for installing conduits for future undergrounding is $10,647.50
The cost for the extension of curb gutter and sidewalks of 250' is $11,082
The cost for the grading demo and paving for the extended 250' is $23,400

CMU Wall: After further consideration relative to the CMU wall vs. wrought iron, we determined that we will just keep with the approved plan we have now. It appears we need CMU on the north side anyway and after talking to the neighbors (they would prefer CMU), the savings would be nominal.

Please feel free to contact me anytime.

Talk to you soon Steve,
Mike

From: Steve Holsinger [mailto:sholsinger@cityofwillows.org]
Sent: Monday, October 6, 2014 9:11 AM
To: Mike Kelley
Cc: Karen Mantele
Subject: Bonus Accommodation for PW Communities (Willows Sr Housing Project)
Importance: High

Hi Mike, it's about time for Karen and I to develop our staff report to complete your request for accommodation; as we discussed at our mtg recently. Please submit ASAP your official letter requesting the accommodation we spoke about and please include at least a generic cost saving estimate for the waiver of work being requested. I would appreciate having this material by noon on Wednesday the 8th. Also, you may want to plan to attend the CC mtg on October 14th about 7:15..... just in case there are questions about the project budget/funding levels. Once completed you could leave immediately. Thanks for your cooperation and assistance!!
Sincerely

Pacific Gas and Electric Company

May 31, 2014

City Manager
City of Willows
201 North Lassen Street
Willows, CA 95988

Subject: 2014 Rule 20A Allocation & Work Credit Status

Dear City Manager,

The purpose of this letter is to update you on your community's Rule 20A Electric Underground Work Credit Balance. The table below shows your Rule 20A Work Credit Balance as of May 31, 2014. This balance reflects closed projects, your 2014 Allocation, work credit adjustments, and amounts committed for projects with an underground conversion resolution adopted prior to May 31, 2014.

Work Credit Status	
Account Balance as of 01/28/13	**$658,393**
Projects Closed (1/1/13 through 12/31/13)	$ 0
Account Balance as of 12/31/13	**$658,393**
2014 Allocation	$25,955
Work Credit Adjustments	$ 0
Account Balance as of 05/31/14	**$684,348**
Committed Amounts	$ 0
Adjusted Balance as of 05/31/14	**$684,348**

Expressed in dollars, the amounts listed above represent the value of work credits that apply only to qualified, public interest underground conversion projects pursuant to Rule 20A.

As with all major capital projects, when your community passes a resolution approving an underground district, it is categorized with other Rule 20A projects in the queue. At a company level, the actual budget and resources to do this work is prioritized with all other PG&E work. PG&E's first priority is maintaining overall electric system reliability to serve our customers. For example, customer service reliability projects receive higher priority and include repairing damaged lines and poles caused by storms, upgrading the electric capacity of the system, and connecting new customers. This means that while your underground project is important, we may not immediately be able to begin work after you have passed a resolution. For this reason, advance project planning is important. Also, Rule 20A underground conversion projects are complex, involving coordination with the community, PG&E, and other utilities, and includes complicated engineering to ensure that existing overhead systems remain operable until the moment of cut-over. Again, advance planning with the community and all affected utilities is critical to success.

PG&E values its partnership with your community and we look forward to developing a plan that works for both of us. If you have any questions regarding your Rule 20A Work Credit Status, or if your community wants to discuss pending Rule 20A projects or potential future projects, please contact Lizette Burtis, your Rule 20A Program Liaison, at (707) 321-0206.

Sincerely,

M. Wendler

MARCUS WENDLER
Manager, External Program Management

cc: Public Works Director

PC RESOLUTION NO. 04-2012

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING DESIGN REVIEW FOR THE PACIFIC COMPANIES 49-UNIT SENIOR APARTMENT PROJECT (FILE #DR-12-01) FOR PROPERTY LOCATED AT 1324 & 1330 W. SYCAMORE STREET, ASSESSORS PARCEL 001-061-013

WHEREAS, the applicant Mike Kelley on behalf of The Pacific Companies, has filed a Design Review application for design review approval for construction of a 49-unit senior apartment project consisting of two two-story buildings, on property located at 1324 & 1330 W. Sycamore Street, located in an R-3 zoning district; and

WHEREAS, the Planning Commission did, on July 18, 2012, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

WHEREAS, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

WHEREAS, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to 15194, Affordable Housing Exemption, and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal for a 49-unit senior apartment project is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-12-01 subject to the attached conditions of approval set forth in Attachment #2; and,

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 18th day of July, 2012 by the following vote, to wit:

AYES:	Domenighini, Alves, Carlyle, & Vice Chair Warren
NOES:	None
ABSTAIN:	None
ABSENT:	Chairperson Woods

APPROVED: _____
Kerri Warren, Vice Chairperson

ATTEST: _____
Recording Secretary

USE PERMIT CONDITIONS OF APPROVAL
FOR A 49-UNIT SENIOR APARTMENT PROJECT for THE PACIFIC COMPANIES
FOR PROPERTY LOCATED AT 1324 & 1330 W. SYCAMORE STREET
ASSESSORS PARCEL NUMBER 001-061-013

PC approval date July 18, 2012

General

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.

2. That if in the event that archaeological remains or artifacts are uncovered during construction activities, work shall be stopped and a qualified archaeologist shall survey the site. The archaeologist shall submit a report with recommendations on the disposition of the site. Disposition may include but is not limited to, excavation and documentation, capping the site, or leaving the site in an open space area. The recommendation of the archaeologist shall be incorporated in the project.

3. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.

4. The developer shall adhere to the design and specification of the Architectural Design Review approval. An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed, including landscaping. If for any valid reason full compliance cannot be made; a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.

5. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the Building Official for an extension of not more than one year from the original date of expiration, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.

6. Sufficient parking shall be installed per the City of Willows Municipal Code Section 18.120.020(b).

7. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not intrude into adjoining properties. Residential lighting shall not create light and glare on neighboring properties and shall not have up-lighting that is not screened by roof overhangs. Cut sheets shall be submitted for City review.

8. A revised site plan shall be submitted to the City of Willows for final review prior to issuance of a building permit showing modifications, to include adding directional signage, adding location of bus stop, north fencing, EVA entrance on the south side of property, and lighting and approved by the city engineer.

9. The applicant shall first secure sign permit approval from the Planning Department prior to installation of the proposed monument entrance signage.

10. The Glenn County Air Pollution Control District (GCAPCD) shall enforce dust suppression methods. Prior to initiation of construction, the applicant shall obtain a written "authorization to construct" from the Air Pollution Control (APC) Officer if the GCAPCD. The developer will be required to demonstrate to the satisfaction of the APC officer, that the source site can be expected to comply with all applicable state and district regulations regarding air quality as determined by GCAPCD. Requirements include the following: (a) the construction site shall be watered during grading and construction activities as needed to control the generation of fugitive dust, (b) that all grading operations shall be suspended when wind speeds exceed 15 miles per hour, (c) limit fugitive dust from leaving site and interfering with traffic conditions, (d) paved roadways leading to or from the project area shall be swept or washed at the end of each day as necessary, (e) provide a functioning water truck on site and use when necessary, (f)) that all dust control measures shall be reviewed and approved by the Air Pollution Control District prior to groundbreaking. A copy of the District's written authorization shall be submitted to the City of Willows.

Building Department

11. At the time of submittal the plans shall conform to the most current adopted set of applicable Title 24 codes.

12. The applicant shall submit a completed building permit application, 6 complete sets of plans, and appropriate plan review fees. (based on construction cost/valuation).

13. The grading/improvement plans (including utilities) for on and off site shall be reviewed and approved by the City of Willows engineer.

14. The applicant shall be responsible to pay the applicable City of Willows development impact fees.

15. The applicant shall be responsible for Willows Unified School District Development Fees (subject to WUSD approval)

16. The accessible parking spaces and dwelling units shall be dispersed throughout the project site (See applicable California Building Code.)

Fire Department

17. California Water will need to be notified of the project and utility right of way will need to be granted for fire lines.

18. A full set of Fire Sprinkler drawings shall be submitted (deferred is ok) to the Building Department for review and approval.

19. Interior buildings will be required to have Stand pipe connection floor #1 and floor #2 as approved by the Fire Chief.

20. Fire Department connections to the sprinkler system will be required to have a hydrant within 50' (WMC 15.15.110). Hydrants will be required to have crash protection approved by the Fire Chief.

21. Water flow calculation of new hydrants shall be supplied to the Fire Department.

22. Emergency Vehicle access to the south end of the property will be required with the driving surface meeting WMC 15.15.090.

23. Elevators shall meet current fire/building code standards.

24. Premise Identification will meet CFC as well as WMC 15.15.100. All buildings are required to be labeled along with all units to be labeled.

25. Property shall have a Knox box placed per Fire Chief approval with a master key to the property.

26. Building/fire plans shall meet the most current fire/building/NFPA codes.

27. All fire FDC/Standpipes and control room shall be labeled.

28. Access roads shall be required to be red curbed and signed NO PARKING.

County Environmental Health

29. The pool and spa must be planned checked and permitted by the County Environmental Health Department prior to installation.

Waste Management

30. There shall be holes drilled into the concrete with pins attached to secure the enclosure gates of the trash enclosures so they stay open.

31. Recommend that the concrete bulb-out across from the entrance trash enclosure be removed for better movement and turning of hauler truck.

County Planning & Public Works

32. Prior to finalizing the revised site plan, the applicant shall consult with the Glenn Transit Service staff and their contract transit operator Paratransit Services on the location of the proposed bus stop.

California Water Service Company

33. Cal Water Service Co. can serve the proposed development with a main extension from the existing CWS system in accordance with the main extension rules. Applicant shall complete the necessary documents and submit estimate pre-engineering fees.

Engineering and Public Works Department

General Conditions:

34. Developer shall design and construct all improvements and facilities shown on the site plan in accordance with the Willows Municipal Code (WMC) and the City of Willows Design and Construction Standards. Approval of a site plan depicting improvements that do not conform to the WMC or City Standards does not constitute approval of all exception to the WMC or City standards unless explicitly stated herein or in another City Resolution.

35. The developer shall be responsible for all City plan check, lot line adjustment check and inspection costs. The developer shall deposit with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon the actual plan check and inspection costs.

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,

Improvement Plans and Construction Conditions:

38. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, roadway improvements, curbs, gutters, sidewalks, parkway strips, walls, fences an lighting. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.

39. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, potential for liquefaction, expansive soils and seismic risk. The improvement plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.

40. All private utilities (water, sewer and storm drains) shall be clearly labeled "Private" on the improvement plans.

41. Improvements plans shall include a storm water pollution prevention plan. Erosion control measures shall include hydroseeding of all graded slopes within 60 days of completion of grading.

42. **Roadway Improvements**:

a. The structural section of all road improvements shall be designed based upon a geotechnical investigation that provides the basement soils R-value and expansion pressure test results. A copy of the geotechnical report shall also be submitted with the first set of improvement plan check-prints. All internal private driveways within the development shall be designed such that they can support a fully loaded emergency vehicle (70,000 lbs. +) per Section 15.15.090 of the Willows Municipal Code (WMC) and garbage trucks. The project engineer shall include calculations with the submittal of the improvement plans showing the structural section design for all private and public roadways.

b. Where new roadway improvements abut existing paving, the existing pavement section shall be saw-cut and reconstructed to provide adequate conforms. The limits of such reconstruction shall be as determined by the City Engineer.

c. Pavement markings and signage shall be provided on all private and public streets as necessary and as required by the City Engineer. Signage restricting parking and red painted curbing shall be installed for all onsite curbs that are not identified parking spaces. "No Parking - Fire Lane" curb painting and necessary signage shall be installed restricting parking in any area other than identified parking stalls. Speed limit signs and other regulatory and informational signs shall be installed at locations determined by the City Engineer.

d. Street and on-site lighting shall be designed to provide to meet safety requirements and minimize glare. Lighting standards and luminaries (including design, spacing, and locations) shall be approved by the City Engineer. All lighting must have shields as specified in the City Standards. With the submittal of the improvement and building plans, the applicants engineer shall include a photometric analysis showing levels of light throughout the site to ensure that proper safety lighting is included.

e. Ramps for disable persons meeting the most recent standards shall be provided at all intersections and at the limits of the improvements where they do not adjoin existing

sidewalk improvements. Sidewalk warps shall be provided as necessary to allow a clear four-foot wide walkway at all locations, including areas where mailboxes, streetlights, and fire hydrants obstruct sidewalks.

f. All onsite driveways and isles shall have a minimum width of 27 feet and all parking stall dimensions shall meet the City's standards. The developer's engineer shall include truck turning template radii with the submittal of the improvement plans on all turns within the development demonstrating there is sufficient room to turn fire apparatus and garbage trucks through all turns.

g. The improvement plans for this development shall include a 27 foot wide driveway connection from the southeasterly parking lot of the development to the existing 60 foot right-of-way for the Humboldt Street extension. Humboldt Street extension will ultimately be constructed adjacent and west of the proposed development by the owner of Parcel 2 as shown on the Parcel Map for Comco Commercial Real Estate (Book 10 of Parcel Maps, Page 85 of Glenn County), as the note on that map reads "The southerly extension of Humboldt Avenue shall be constructed to City Standards prior to the development of Parcel 2." This driveway shall have permanent improvements up to within 20 feet of the existing westerly property line. Temporary asphalt curbing can be used in the final 20 feet of the driveway to allow for flexibility in grades and ultimate connection to Humboldt Street, once it is designed and built by others. Once Humboldt Street is constructed adjacent to this development, this development shall be responsible to making any modifications to the onsite improvements to the driveway that it ensures that proper grades, drainage, curbing and other improvements match the new street.

h. From the westerly end of the driveway providing the secondary point of access (as specified in the previous condition), an all-weather surfaced Emergency Vehicle Access Road (EVA) shall be constructed within the existing 60 foot right-of-way for the extension of Humboldt Street to connect to the existing portion of Humboldt Street at the northwest corner of this development. The EVA shall be a minimum of 20 feet wide and shall be constructed of an acceptable all-weather surface (acceptability determined by the City Engineer and Fire Chief) for its entire length. A gate and Knox box may be required to be installed at the property line between the project boundary and the right-of-way. The requirement for the Knox box will be at the discretion of the Fire Department.

i. Full sidewalk, curb, gutter and paving shall be constructed along the entire frontage of APN's 001-060-013, 001-060-012 and 001-060-009 and shall connect to existing curb, gutter and sidewalk improvements to the east. All improvements shall be per City Standards. The street width shall be such that they line up with the existing curb, gutter and sidewalk to the east.

j. An encroachment permit will be required for all work within existing City right-of-way. Bonds will be required with the encroachment permit that will be sufficient to cover all improvements proposed in the permit.

k. Accessible sidewalk ramps per current ADA standards shall be provided on both curb returns at the main driveway entrance on W. Sycamore Street. Additionally, a cross walk shall be striped for pedestrian crossing the driveway at this location, and a stop sign shall be erected for traffic leaving the development such that vehicles stop before the crosswalk.

l. Landscaping and entry signage at the main driveway entrance along W. Sycamore Street shall be designed such that they do not interfere with sight distance of drivers leaving the development. The applicants engineer shall provide sufficient graphical evidence with the submittal of the improvement plans showing that the required sight distance is being met for the speed limit on W. Sycamore Street.

m. The proper number of onsite handicapped parking stalls shall be installed to meet current code requirements at locations adjacent to each building as determined by the City's Building Official.

n. The CC&R's or equivalent document for this development shall be submitted to the City for review and approval prior to the approval of the improvement plans. This document shall provide for maintenance of all private onsite facilities including, but not limited to, all landscaping improvements (including frontage improvements along W. Sycamore Street), tree trimming to ensure that all trees adjacent to access drives on the property are maintained to a minimum height of 14 feet to ensure adequate clearance for emergency vehicles and garbage trucks, all utilities, all fencing and any other private facility associated with the project.

o. The improvement plans shall include/show all utilities and the connections to existing facilities. Locations of utility connections to city-owned facilities shall be reviewed and approved by the City.

43. **Water and Sanitary Sewer Improvements:**

a. Sewer grades must be designed such that ultimate finished floors are a minimum of 12" above upstream manhole or clean-out rim elevations. Inadequate elevation differentials or grade on private laterals, as determined by the City, must be mitigated by either raising finished floor elevation(s) or installing privately owned and operated sewer lift station(s) with grinder/ejector pump(s) on site.

b. All onsite and offsite water improvements must be coordinated with and approved by Cal Water prior to the approval of the improvement plans. All plans for the water system shall be included in the overall improvement plan set for the City. If Cal Water requires any easement onsite, all easements shall be fully approved prior to the approval of the improvement plans. Agreement on who will maintain what portions of the onsite water facilities shall be provided to the City prior to the issuance of the certificate of occupancy.

c. A separate water service specifically for landscaping shall be provided for all onsite and offsite landscaping. Said service shall have adequate backflow prevention per code.

d. The location of all onsite and offsite fire hydrants shall subject to review and approval by the City's Fire Department.

e. Any drain lines from the proposed pool shall be connected to the sanitary sewer line onsite and shall not be allowed to connect to the storm drain system, nor be allowed to be drained onto landscaping or other surfaces.

f. The main sewer connection for this project shall connect to the sewer stub provided for this project from the sewer main in the right-of-way for Humboldt Street west of and adjacent to this project. If, for any reason this is impractical, the developer for this site shall be responsible for excavation and removal of the existing sewer stub that was constructed when the 10-inch sewer line was installed.

g. The effluent from this project will ultimately flow into the Sycamore Street Sewer Pump Station. Currently, that pump station is operating over capacity and is in need of improvement. Other upstream developments have contributed to their proportional share of the improvement of the pump station based on their flow contribution. Accordingly, the developers engineer shall provide calculations with the submittal of the improvement plans indicating the anticipated volume of effluent that will be generated from the project. The calculations shall be reviewed and approved by the City Engineer. This developments contribution will be responsible to pay for their proportional share of the cost to improve the Sycamore Street Pump Station. Payment must be received prior to issuance of any building permits for this project.

h. A hose bid will not be allowed adjacent to the proposed trash enclosure, as the City will not allow wash-down of the garbage area to be flushed into the storm drain system.

44. **Drainage Improvements**:

a. All project related flooding impacts shall be mitigated by the project developer. Drainage improvements shall be designed in accordance with the Design Criteria utilizing the rationale method and any applicable adopted City drainage plans.

The applicant shall submit for review and approval, drainage plans and hydraulic calculations prepared by a Registered Civil Engineer. The drainage plans and calculations shall indicate the following conditions before and after development:

Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions, collection systems, flood hazard areas, sumps and drainage courses. Hydrology shall be per current City Standards.

b. Post-development off-site flows shall not exceed pre-development flows. If this requires a detention pond for this development, the developer's engineer shall submit calculations showing the inflow and outflow hydrographs, the amount of storage required, and verification that the storage required in the calculations is shown on the plans. The detention pond shall be considered private and be privately maintained. Its design shall be such that all side slopes can be mowed/maintained. Maintenance of the detention pond shall be included in any CC&R's or maintenance documents submitted to the City for review and approval prior to the approval of the improvement plans.

c. The capacity and condition of existing drainage facilities downstream of the development shall be analyzed and off-site drainage improvements shall be constructed as necessary. Site grading and drainage improvements shall be shown on the improvement plans.

Boundary Line Conditions:

45. Based on the site plans submitted with this application, it appears that a lot line adjustment shall be required between APN's 001-060-013, 012 and 009. Prior to approval of the improvement plans, the applicant shall submit for review and approval, an application and all supporting documentation for a lot line adjustment to accommodate this development. Submittals shall include written statements by the property owners of APN's 001-060-012 and 009 that they are in agreement with the proposed lot line adjustment and supportive that it moves forward for approval. All plats, descriptions, closure calculations and title reports are subject to review and approval by the City. The lot line adjustment shall be reviewed and approved by the City and recorded at the County Recorder's Office prior to the approval of the improvement plans for this development.

46. If any portion of this project requires the dedication of right-of-way or easements for the installation of any of the improvements, the developer shall secure all necessary rights-of-way and easements for both onsite and offsite improvements prior to the approval of the improvement plans. Rights-of-way and easements shall be dedicated by separate instrument. The developer shall prepare all necessary legal descriptions and deeds and shall submit said documents to the City for review and approval. All easements or right-of-way dedications must be recorded prior to signature of the improvement plans.

Construction Conditions:

47. No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the improvement plans.

48. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.

49. Prior to any construction activity that would result in a land disturbance of one acre or larger, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board (RWQCBD) for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.

50. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Glenn County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.

51. Prior to final preparation of the subgrade and placement of base materials, all underground utilities shall be installed and service connections stubbed out behind the sidewalk. Public utilities, Cable TV, sanitary sewers, and water lines, shall be installed in a manner which will not disturb the street pavement, curb, gutter and sidewalk, when future service connections or extensions are made.

52. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.

53. All streets, curbs, gutters, sidewalks or other public facilities damage in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.

54. The applicant shall submit a proposed haul route for all trucking associated with this project to the City Engineer for review and approval prior to commencement of construction.

55. Dust control must be maintained to the City's satisfaction.

56. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

Final and/or Release of Securities Conditions:

57. All improvements shown on the Improvement Plans shall be completed and accepted by the City.

58. All improvements shown on the Improvement Plans shall be completed and accepted by the City.

59. All punch-list work shall be completed and any outstanding inspection fees or other charges shall be paid.

60. Developer shall provided sufficient surety guaranteeing the public improvements for a period of one year.

61. A complete set of *As-Built* or Record improvement plans showing all substantial changes from the original plans shall be certified by the Civil Engineer of record and submitted to the City Engineer prior to acceptance of the public improvements.

62. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her engineer certifying that they observed the work during construction and that site grading and all private site improvements have been completed in accordance with the improvement plans approved by the City Engineer.

63. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her geotechnical engineer certifying that they observed the work and reviewed testing results, and that all of work was performed in accordance with the recommendations included in the Soils Investigation/Geotechnical Report or other recommendations necessitated by field conditions.

AGENDA ITEM July 24, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 49 unit Senior Housing Project.

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 49 unit Senior Housing Project

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SUMMARY

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. The proposed project will target seniors with income ranges between 30% and 50% of the AMI (area medium income).

The development will consist of two (2) buildings that are two-story residential buildings, fully sprinkled, each served by an elevator and a 2,718 square foot club house with an office. The project will consist of 39 one-bedroom/one bath units (613 square feet) and 10 two-bedroom/one bath units (804 square feet) for a total of 31,947 square feet. An office manager will reside in one of the two bedroom units. Several of the units are proposed to be handicap units as shown on the attached site plan. Each unit will have either a patio area or a balcony. The development will include an area set aside for a swimming pool, a heated spa, a covered picnic area and a community garden area. There will be full laundry facilities on site for the tenants. There are 89 parking spaces provided within the development.

Access to the apartment complex will be off of W. Sycamore Street. The project is also proposing a future bus stop to be developed for the project tenants on W. Sycamore Street. A six foot high CMU wall with pilasters will be constructed along the east and south sides of the property and a six foot high decorative wrought iron fence along the west side of the property, and left open along W. Sycamore Street. The project proposal includes a detention area in the southwest corner of the property in order to capture the on-site water. A fence is proposed to be constructed around the detention area.

The Planning Commission during their regular meeting of July 18, 2012 unanimously approved the project and recommended council approval of the required HOME Funds application during 2012 NOFA period for qualifying projects. Staff is recommending council approval and authorization for staff to submit the required HOME funding application and any/all supporting documentation required by HUD. Staff advises the Council at the time of

application; anticipated to be August 2012, the HOME Program anticipates about forty applications for project funding. HUD representatives have estimated that approximately 10 – 12 projects may get funded in this cycle; which represents about 25% of the applicant pool. The project developer has advised city staff they will be submitting applications in four separate jurisdictions during this funding cycle. Although this developer has a significantly high success rate in HOME funded projects, it is not likely all four projects will be funded in the same cycle; especially when it represents perhaps more than twenty-five of the total projects. Therefore as a cautionary note, staff advises the council that the Willows application may not score sufficiently high enough during the first submittal to achieve full funding approval. The developer has acknowledged that construction/completion of this project is solely contingent upon full funding approval from the HOME Program. Thus, this project although fully supported by City Staff, Planning Commission, City Council and Community groups may not achieve full funding status in this NOFA period. Which may require re-submittal in a subsequent NOFA cycle and thereby delaying the construction/completion of this highly anticipate project.

FINANCIAL CONSIDERATIONS -
None at this time, funding is contingent upon successful application for HOME program funds made available through the Federal Department of Housing & Urban Development (HUD).

NOTIFICATION
Mike Kelly, VP The Pacific Companies, project owner/developer

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RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 49 unit Senior Housing Project

Respectfully submitted,

Steve Holsinger
City Manager

Attachments: Resolution authorizing submittal of HOME application and any/all supporting documentation required under HUD guidelines...

RESOLUTION # ___ 2012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM.

WHEREAS, The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

WHEREAS, on June 1, 2012 the Department issued a 2012 Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA") ; and

WHEREAS, In response to the 2012 NOFA, the City of Willows a municipal corporation (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

NOW THEREFORE BE IT RESOLVED THAT: In response to the 2012 NOFA, the Applicant (City of Willows) shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Four Million Six Hundred Thousand Dollars ($4,600,000.00) for the following activities and/or programs:

A. 49 unit senior apartment community to be located in the City of Willows.

B. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above.

C. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

BE IT FURTHER RESOLVED THAT: The applicant authorizes the City Manager or his designee(s) to execute, in the name of the applicant, the required documents.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of July, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED: **ATTESTED:**

Mayor Vince Holvik **Natalie Butler, City Clerk**

The above Mayor of the City of Willows ("the applicant") does hereby attest and certify that the foregoing is a true and full copy of a resolution of the governing board of the applicant passed and adopted at a duly convened meeting on the date set forth above, and said resolution has not been altered, amended, or repealed.

AGENDA ITEM October 28, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Façade Improvement Program Funding Request from RaeAnn Titus; project located at 311 N. Butte Street, Willows (APN 002-142-009-0).

RECOMMENDATION

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; anticipated to be approximately $11,400. 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.

SUMMARY

Ben & RaeAnn Titus, Owners of the property located at 311 N Butte Street, (APN 002-142-009-0), has made 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; typcically anticipated during this seasonl transistion period. The total project cost estimate is attached; indicating estimated expenditure of $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

FINANCIAL CONSIDERATIONS

Adequate funding is currently available within the Program Balance; estimated at approximately $25K

NOTIFICATION
GWIL
RaeAnn Titus, Applicant

ALTERNATE ACTIONS
City Council may consider deferral of final approval until GWIL and Applicant have achieved consensus on project details.

RECOMMENDATION
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; anticipated to be approximately $11,400. 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

Respectfully submitted,

Stephen A Holsinger
City Manager

Attachments:
1) Resolution
2) GWIL Agenda Request Letter
3) Project Application/cost estimates

RESOLUTION No. _____ 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF DOWNTOWN FAÇADE IMPROVEMENT FUNDS FOR BEN & RAEANN TITUS, OWNERS OF AN EXISTING COMMERCIAL BUILDING LOCATED AT 311 NORTH BUTTE STREET

WHEREAS, on June 13, 2000, the City Council of the City of Willows adopted the Community Vision and Action Plan per Resolution No. 16-2000 which recommended a Community Goal to establish a Façade Improvement Program (PROGRAM), and

WHEREAS, on June 24, 2008 the City Council of the City of Willows adopted Resolution No. 31-2008 implementing a Downtown Façade Improvement Program, and,

WHEREAS, funding is available for the PROGRAM through partial allocation of the Wal-Mart Economic Impacts contribution, and

WHEREAS, Ben & RaeAnn Titus have requested the use of PROGRAM funds not to exceed $11,399, to assist façade improvement on the Rental property located at 311 N Butte Street, within the Central Commercial Zoning district, and

WHEREAS, Plaster/Stucco, Painting, Signage and Landscaping are eligible items under the PROGRAM, and

WHEREAS, in an effort to further the goal of providing assistance to businesses within the Central Commercial Zoning District for downtown revitalization, it is recommended that the Council consider approving the use of PROGRAM funds for this Façade Improvement project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve as follows:

1. That the City Council hereby commits funding anticipated to be $11,399 of the PROGRAM funds to Ben & RaeAnnTitus to complete the project.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 28th day of October, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED: ATTESTED:

_____ _____

Mayor Jeffrey Cobb Natalie Butler, City Clerk

Ben and RaeAnn Titus
1001 W. Ash Street
Willows, Ca. 95988
530-570-2750

RECEIVED
SEP 15 2014
City of Willows

September 12, 2014

Dear GWIL,

Thank you for your consideration of our application for your grant.

I would like to explain the scope of our project and have provided estimates for you to review.

We are in the process of doing extensive work on the interior of the building at 311 No Butte St. The Northern Valley Indian Health is going to relocate their offices into this space while they remodel their existing building and build a new office for their administration offices. In the process of doing the work to the interior of the building, we have added 5 front windows and an ADA complaint door. We also had to remove all the concrete sidewalks and re-pour to make them ADA compliant, at a huge additional cost that we were not budgeted for.

We are asking for help with the cost of the completion of the exterior of the building and landscaping that is now required due to the new sidewalk and ADA upgrades that were made.

1) Patch the stucco that had to be removed due to adding the windows and the ADA compliant doors. If funds allow we would also like to stucco the west wall that is metal (See the enclosed 3 bids)

2) Paint the building to all match with the additions and to freshen up the paint that is very worn and has been spot painted to remove graffiti in the past. Colors to be close to what the existing color is. (a neutral tone tan with dark brown trim on awnings) (See enclosed 2 bids and pictures of the current color)

3) Landscaping to be water conscious and easy care. We plan to add dirt to grade, 1 3/4 salt and pepper rock and 4-5 trees on the approved City of Willows List to the strip that was left due to the elevations needed for the ADA upgrades. There will be irrigation that is on a timer for care of the trees that are planted. (See bid enclosed)

4) Exterior Signage will need to be added to comply with the Fire code. There will be (2) "311" signs with 12" lettering, then 2 directional signs that instruct where the different suites are located. (See enclosed picture and estimate)

In the near future, we plan to either develop the north side of this building or fence off the vacant lot to conceal where trailers, dumpsters, signs, ect. are stored for a nicer look.

We, again, appreciate your consideration of our application. Time is of the essence on this application as the Occupant would like to occupy the building by 10/1. Not all these things need to be done to occupy but we would like to complete as many as possible for the safety of all. This is why I have enclosed all the bids and pictures to make the process as timely as possible for all involved.

You can call me at any time with questions (day or night) at 530-570-2750. Thank you all very much for looking at our project.

Ben & RaeAnn Titus

CITY OF WILLOWS
FAÇADE IMPROVEMENT PROGRAM
APPLICATION FORM
DATE: 8-20-14

I. APPLICANT INFORMATION

1. Applicant's Name: Ben & RaeAnn Titus
   Mailing Address: 855 W. Wood St., Willows, Ca
   Telephone Number(s): 530 934-8300 570-2750
   Fax Number: 934-2557
   E-mail: raeann-titus@yahoo.com
2. Business Organization of Applicant:
   ____ Corporation (d/b/a) or ____ Partnership or ✓ Sole Proprietorship
   Business Name: _____
3. Relationship of Applicant to the storefront to be renovated:
   ✓ Owner: Attach copy of latest tax bill and proof of payment.
   _____ Tenant: a) Attach copy of Willows Business License, and
   b) Attach written permission from building owner to participate in Facade Improvement Program, including expiration date of present lease

II. PROPOSED PROJECT INFORMATION

1. Description of Building to be rehabilitated:
   Street Address: 311 No Butte St, Willows
   Building Dimensions: 125 x 150 1 story
   Frontage feet ~ Depth feet ~ Height feet ~ # of Floors
   Does building contain residential units? ___ Yes ✓ No (If yes, how many?)
2. Describe the scope of work you want for this proposed façade improvement project. (Check all that apply and/or describe improvement ideas.)
   ✓ Exterior Signage ✓ Exterior Lighting ✓ Exterior Painting
   ___ Restoration of Arch. Details ✓ Storefront Windows ✓ Storefront Door ___ Metal/Wood Storefront System ✓ Exterior Paneling/Siding ___ Awning/Canopy ✓ Accessible Entrance ___ Add Architectural Details ____ Other: (define) pour ADA sidewalks, landscape
3. *If known*, please include the estimated project cost or total budget for improvements. $ 90,000 ext. only **Total project cost or Total Budget. Please indicate here if you are seeking a Mini-Grant** ☐
4. *If known*, please provide information on Architect/Engineer responsible for your project drawings, plans and or permits:
   Name: Matt Amaro Designs
   Mailing Address: 453 No Murdock Ave, Willows
   Telephone Number(s): 592-9912
   Fax Number: _____
   E-mail: _____

Ben and RaeAnn Titus
1001 W. Ash Street
Willows, Ca. 95988
530-570-2750

Plaster/Stucco	$9500.
Painting of full building	$9250.
Signage	$ 225.
Landscaping	$3822. Estimate only (bid pending by Monday)
TOTAL	**$22,797.**

Property Detail

Glenn, CA SHERYL THUR, ASSESSOR

Parcel # (APN):	002-142-009-0	Use Description:	COMMERCIAL
Parcel Status:	ACTIVE		
Owner Name:	TITUS BEN A TITUS RAEANN R TRS		
Mailing Address:	855 W WOOD ST WILLOWS CA 95988		
Situs Address:	311 N BUTTE		
Legal Description:	311 N BUTTE		

ASSESSMENT

Total Value:	$153,000	Use Code:	CNXX	Zoning:	
Land Value:	$39,000	Tax Rate Area:	002001	Census Tract:	
Impr Value:	$114,000	Year Assd:	2013	Improve Type:	
Other Value:		Property Tax:		Price/SqFt:	
% Improved	74%	Delinquent Yr			
Exempt Amt:		HO Exempt?:	N		

SALES HISTORY

	Sale 1	Sale 2	Sale 3	Transfer
Recording Date:	02/08/2013	05/17/2005	07/31/2002	02/08/2013
Recorded Doc #:	20130575	20053487	20024187	20130575
Recorded Doc Type:				
Transfer Amount:				
Sale 1 Seller (Grantor):				

1st Trst Dd Amt: Code1: 2nd Trst Dd Amt: Code2:

PROPERTY CHARACTERISTICS

Lot Acres:	0.431	Year Built:	1940	Fireplace:	
Lot SqFt:	18,790	Effective Yr:		A/C:	
Bldg/Liv Area:				Heating:	
Units:		Total Rooms:		Pool:	
Buildings:		Bedrooms:			
Stories:		Baths (Full):		Park Type:	
Style:		Baths (Half):		Spaces:	
Construct:				Site Infinc:	
Quality:		Garage SqFt:			
Building Class:	D			Timber Preserve:	
Condition:				Ag Preserve:	
Other Rooms:					

*** The information provided here is deemed reliable, but is not guaranteed.

MILLER PLASTERING

Geof Miller, Owner

P.O. Box 1143, Orland, Ca. 95963

(530) 321-0728 Cell (530) 865-8176 Fax

Job:

311 No Butte Street
Willows, Ca. 95988

Date: Sept 01, 2014

Estimates are good for 30 days

-Patch stucco that is missing on south side of building = $4000

-Recolor south wall = $650

-Acrylic Add = $650

Total for south wall = $5300

-Add stucco to west wall $4200

Total for all = $9500

Lowest

HARDESTY & SONS, INC.
LATH - PLASTER - DRYWALL
CONTR. LIC. 386384
#2 CRUSADER COURT
CHICO, CALIFORNIA 95973
530-891-6561
FAX: 530-891-3484

PHONE	DATE
517-2172	08/20/2014

JOB NAME / LOCATION
Stucco: Remodel

Ben Titus

Fax: 934-2557

311 North Butte St.
Willows, CA

ARCHITECTS	DATE OF PLANS
N/A	N/A

PROPOSAL

For exterior Lath and Three Coat Standard Stucco.
Finish to match existing as closely as possible.

Scope:

1. New walls at left end where new windows installed, as shown.
2. Entry alcoves (3) to include:
   a. New walls.
   b. Soffits
3. Patch base of walls, as shown.
4. Scaffolding
5. Coverup & cleanup.

Alternate: If done concurrent to base bid.

West 1. ~~North~~ Elevation: For lath & stucco, approx. 126 ft. X 12 ft.: Add $5,355.00 Alley

South 2. ~~West~~ Elevation: To refinish remaining existing stucco: Add $2,320.00

Does not include North side (towards Creek)

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

Five Thousand, Seven Hundred Twenty-Eight and 00/100 **$5,728.00**

Terms: Progressive Billings / Due upon receipt
Finance charge of 1 1/2% per month, which is 18% annually will be charged on all past due accounts.

Donald H. Brashears, President

This proposal may be withdrawn by us if not accepted within thirty (30) days.
We gladly accept credit cards.

Total $13,403.

Due to the inconsistency of stucco products in cold weather, we cannot guarantee integral stucco colors during winter months.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

9/11/14

Jeff Loughmiller Painting
69 East Colusa Street
Orland, CA. 95963
530-514-7194
530-865-9178
Lic.# 828622

Titus Properties (Rae Ann Titus)
311 North Butte Street
Willows CA. 95988
530-934-8300

Description

Work order for preparation High pressure wash, patch cracks in stucco, prime wood windows and mask. Repainting the exterior of the building located at 311 N. Butte Street a two color combination . Exposed metal awning/metal flashing cap and wood window frames two coats of Kelly Moore 1250 Semi Gloss and Stucco Surfaces/metal siding Kelly Moore 1245 Low Sheen Two Coats. In addition one sectional door two coats the trim color.

Exclusions
Any and all roll up doors.
Any and All doors not named.
Any and All interior areas.
Any and All areas not listed in this work order.

Job Requirements

We shall require an authorized signature and a $1,000 material deposit prior to the start date. The remaining $8,250 will be due upon completion.

We propose to furnish material and labor in accordance with the above specifications for a total price of $ 9,250.00

Authorization To Proceed With Proposed Work: I, the Undersigned, am owner/authorized representative/tenant of the premises at which the work mentioned above is to be done. I hereby authorize you to perform said work, and to use such labor and material as you deem advisable. A monthly service charge of 1.5% will be added after ten days. I have read, agree to and have received a copy of the contract.

The above prices, specifications and conditions are satisfactory. You are hereby authorized to do the work specified. Payment will be made as noted.

Accepted by: _____ **Date** _____
Accepted by: _____ **Date** _____

HUFFMAN PAINTING
360 EAST WOOD STREET
WILLOWS CA 95988
530-591-9349
LIC.#556167

ESTIMATE

RAEANNE TITUS

PROJECT : 311 NORTH BUTTE STREET
WILLOWS CA 95988

SCOPE: REPAINT EXTERIOR OF STRUCTURE

- POWER WASH ALL AREAS TO RECEIVE PAINT
- SCRAPE, WIREBRUSH OR SAND ALL NEEDED AREAS
- PAPER, TAPE OR VISQUEEN ALL AREAS NOT TO RECEIVE PAINT
- PRIME ALL BARE WOOD
- PRIME ALL METAL AWNINGS
- APPLY TWO COATS LATEX FLAT PAINT TO ALL WALLS AND NON TRIM AREAS.
- APPLY TWO COATS LATEX ENAMEL TO ALL TRIM AND AWNINGS
- CLEAN UP AND REMOVE ALL DEBRIS FROM JOB SITE

EAST SIDE OF BUILDING (ALVES / H & R BLOCK	$2,500.00
SOUTH SIDE OF BUILDING (NEWLY RENOVATED)	2,750.00
NORTH AND WEST SIDES OF BUILDING	5,400.00
TOTAL LABOR AND MATERIALS	$10,650.00

THANK YOU !
LARRY HUFFMAN

Sunrise Landscape
PO Box 1295
Willows, CA 95988

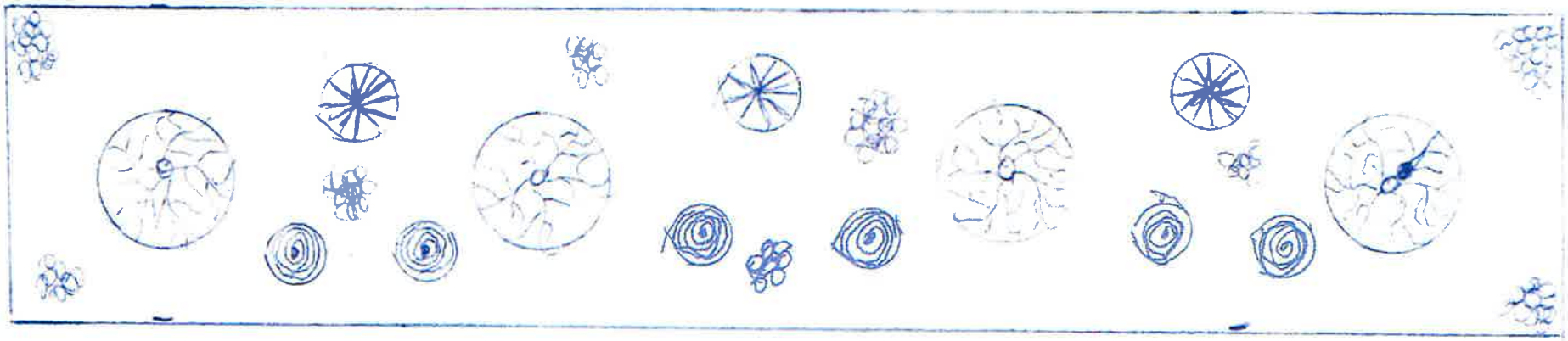
9-13-14

To: Titus Properties

This is a bid for 311 North Butte Street (South Side). This bid proposal is landscaping the parking strip which includes a pressure vacuum breaker, sprinkler valve, sprinkler controller, complete drip system, top soil, black chip rock, 5 Raywood Ash trees, 3 Indian Hawthorns, 6 Peter Pan Agapanthus, tree stakes, and labor. Total $3822.00

Sincerely:

Mark Amaro



- Raywood Ash tree 15 gal - 5 total
- Indian Hawthorn (pink Dancer) 5 gal. - 3 total
- Agapanthus (Peter Pan) white / Blue 5 gal. - 6 total
- Black rock

SignCo

530-330-9087
331 Tehama St.
Willows, CA, 95988

• Bid •

RaeAnn Titus (530) 934-8300
Titus Properties

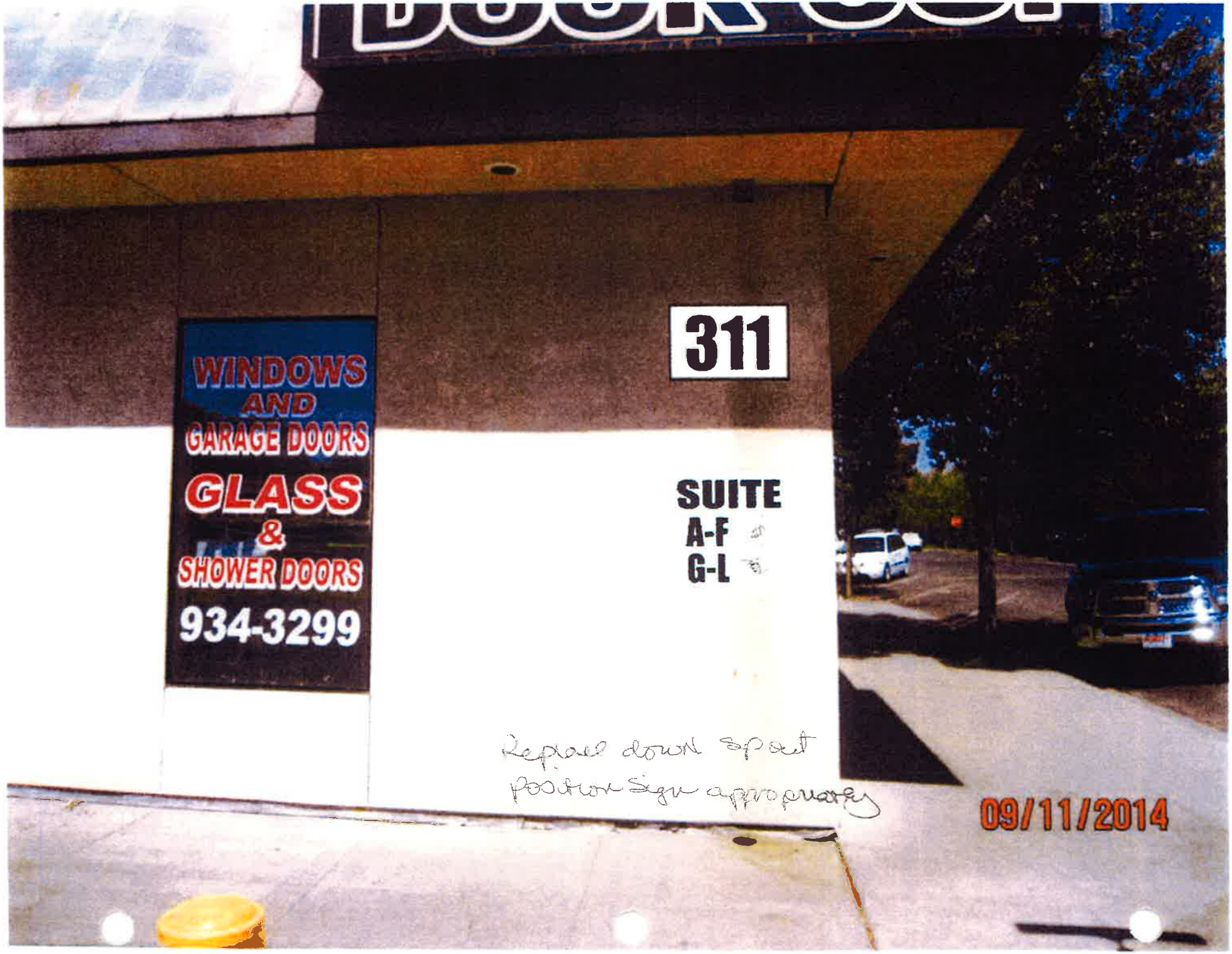
	@ $15/sq ft	
(2) 311signs 18"x24"	@ $45 ea. =	$90
(2) Directional signs 24"x24"	@ $60 ea. =	$120

		$210
	Tax =	$15.22

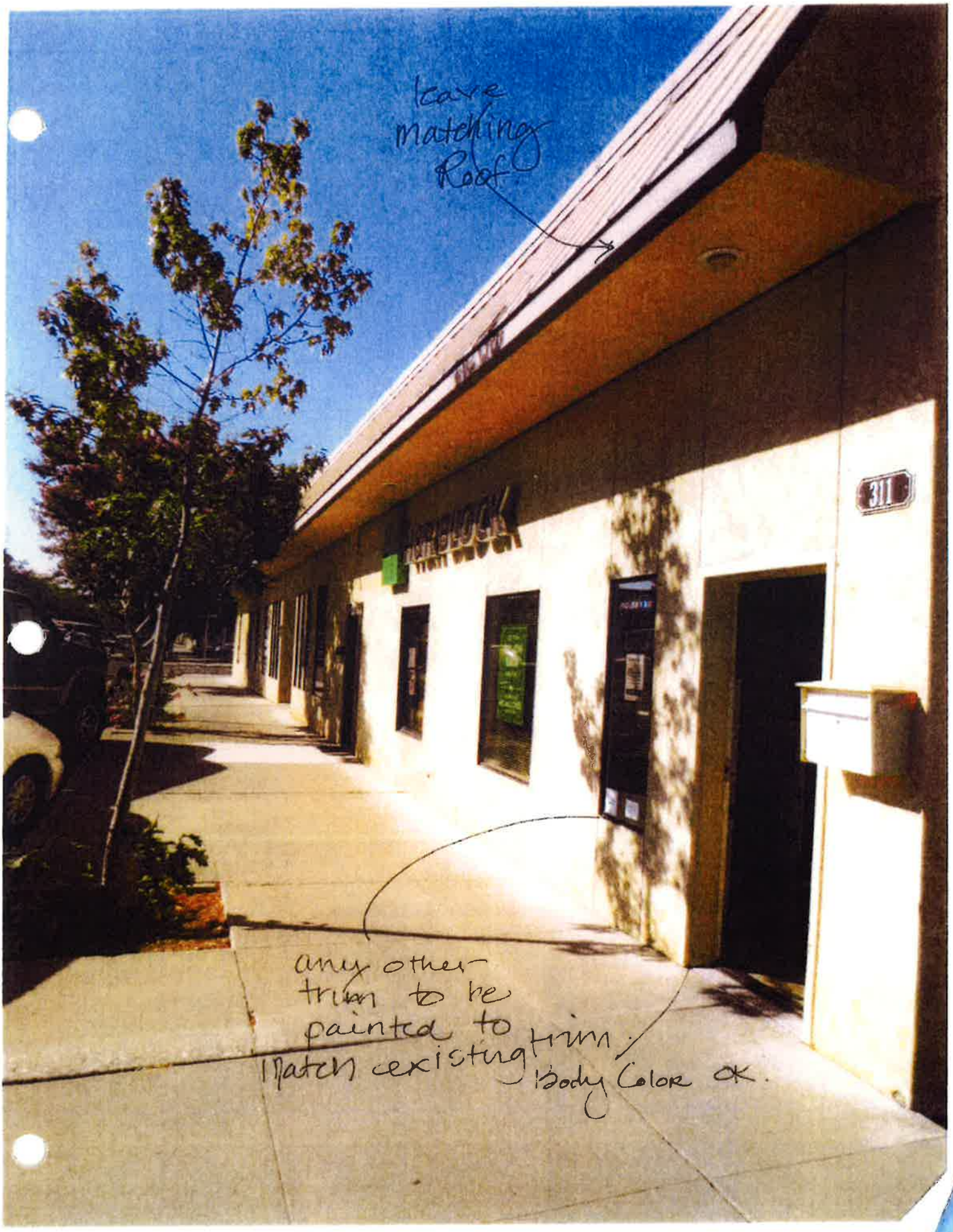
	Total =	$225.22

Notes: Single color lettering as per proofs sent via email

Thank you,
SunshineRae


311
WINDOWS
AND
GARAGE DOORS
GLASS
&
SHOWER DOORS
934-3299
SUITE
A-F
G-L
Replace down spout
position sign appropriately
09/11/2014

ALVES
DOOR CO.
N BUTTE ST
311
SUITE
A-F
G-L
AUTO
AND
TRUCK
GLASS
Replacement
& Chip Repair
INSURANCE
WORK
WELCOME!
09/11/2014


leave matching Roof.
311
any other trim to be painted to match existing trim.
Body Color ok.

Alley Apron poured for city

ENERGY-WRAP

AGENDA ITEM October 28, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve an increase in the Billing Rate under the Professional Service Agreement with Wildan Planning and Environmental Services Division.

RECOMMENDATION

Staff recommends that the City Council approve by resolution an increase in the Billing Rate under the Professional Services Agreement with Wildan Engineering to provide General Planning & Environmental Services to the City of Willows.

SUMMARY

Throughout the past couple fiscal years, several options for providing Planning & Environmental Services have been explored by city staff. A Contract for Planning Services was awarded to Wildan Engineering Consultants for the fiscal 09/10 period; ending June 30, 2010. That Contract has since been extended through during each subsequent fiscal year, at the same terms & conditions. Wildan recently consulted with city staff in conjunction with an internal evaluation of services performed under the contractual agreement. City staff responded with a resounding vote of universal approval for all services provided under the contractual relationship.

Wildan Management Staff has requested that the City of Willows consider a moderate billing rate increase for services in conjunction with customary compensation reviews being finalized by Wildan Planning Services Division. The first compensation consideration for City Planner, Karen Mantele in over five years. City staff is supportive of this request and seeking Council approval for an adjustment in Billable Rates for Planning Services under the contract approved this past July.

The proposal is to provide the same scope of Planning Services at the requested increase of $87.50 as opposed to the previously approved $85/hourly rate. This increase is equivalent to a 2.9% increase. (e.g., in comparison the California CPI for All Urban Wage Earners during this same period has increased by 10.4%). Locally, the City of Orland currently has established a billable rate of $105.00/hourly for the same contractual Planning Services; under a contract with PMC (i.e., PMC Planning Services).

Staff is recommending the City Council approve the requested increase effective January 1, 2015. Additionally, staff is recommending the Council simultaneously approve a second increase in billable rate, effective July 1, 2015; upon automatic contract renewal, establishing a billing rate at $90/hourly. This rate would be more consistent with regional billing rates for similar level of planning services.

FINANCIAL CONSIDERATIONS -
Staff will evaluate the total financial impacts of this rate increase and make any necessary adjustments to the approved 2014/15 & 2015/16 budget(s) during mid-year review; anticipated to commence in February 2015.

NOTIFICATION
Dean Sherer, Wildan Planning Services Group

RECOMMENDATION
Staff recommends that the City Council approve by resolution an increase in the Billing Rate under the Professional Services Agreement with Wildan Engineering to provide General Planning & Environmental Services to the City of Willows.
Steve Holsinger

Attachments: Letter from Wildan, dated October 15, 2014 & CPI data sheet

Resolution authorizing increases in billable rates under the existing Professional Services agreement with Wildan Planning Services

WILLDAN
Celebrating 50 years of service

October 15, 2014

Mr. Steve Holsinger
City Manager
City of Willows
201 North Lassen
Willows, CA 95988

Subject: Contract Planning Services – Proposed Billing Rate Increase for Karen Mantele

Dear Mr. Holsinger:

It has been our privilege to serve as the City of Willows' contract planning staff during the current fiscal year (2014-15). We also appreciate the high praise you have given Karen Mantele for her many years of services to Willows where she continues to serve as the City's contract Planning Director, with additional technical support staff from Willdan available for her to call upon on an as-needed basis. We are always happy to hear that our staff members are not only meeting but exceeding the expectations of our clients.

We believe that Ms. Mantele is deserving of a raise given her on-going commitment and exceptional services provided to the City of Willows. As such, we are proposing to increase her current billing rate of $85.00/hour to $87.50/hour. As with her current rate, this proposed new rate is fully burdened and includes overhead and other incidental costs. We know that the City of Willows had previously budgeted $30,000 from its General Fund for planning administration services for the 2014-15 fiscal year, which allows Ms. Mantele to work at City Hall for approximately sixteen (16) hours per week. These hours are sometimes exceeded, especially considering her additional responsibilities in administering the City's HOME program. We will leave it up to you to determine if an additional General Fund allocation will be needed to cover her hours at the higher hourly rate.

All work associated with the processing of development applications would continue to be tracked separately and the City would be fully reimbursed for these costs from developer deposits. In this manner, the City will continue to realize full cost recovery for these planning services.

We appreciate the high value you place on Karen's work. This proposed increase in her hourly rate will allow us, in turn, to compensate her at a higher level, commensurate with the quality of services she is providing Willows and her on-going commitment to the City. If you have any questions, please contact me or Mr. Dean Sherer, Director of Planning at (562) 908-6259 or e-mail Mr. Sherer at dsherer@willdan.com.

Respectfully submitted,
WILLDAN ENGINEERING

Daniel Chow
President/CEO

cc: Dean Sherer, Willdan
Karen Mantele, Willdan

STATE OF CALIFORNIA
OFFICE OF THE DIRECTOR - RESEARCH UNIT
CONSUMER PRICE INDEX CALCULATOR

1 Select an Index	California CPI	
2 Select index type	Urban Wage Earners and Clerical Workers	
3 Select beginning month	August	Beginning Index value
4 Select beginning year	2009	217.743
5 Select ending month	August	Ending Index Value
6 Select ending year	2014	240.289

Based upon the Index, index type, and the time period you have specifed, the percent change in the Consumer Price Index is equal to:

10.4%

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING AN INCREASE IN BILLING RATE AND EXTENSION OF THE PUBLIC AGENCY AGREEMENT WITH WILDAN ENGINEERING CONSULTANTS FOR GENERAL PLANNING AND ENVIRONMENTAL SERVICES THROUGHOUT THE FISCAL PERIOD ENDING JUNE 30, 2016

WHEREAS, the City recognizes the importance of providing regular and professional comprehensive Planning & Environmental Services; and

WHEREAS, the CITY wishes to contract for such services with a private consultant; and

WHEREAS, Wildan Consulting is experienced in providing such services for municipal corporations and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, the City of Willows wishes to retain Wildan Consultants, for the performance of said services throughout the period ending June 30, 2016; and

WHEREAS, Wildan Consulting is an independent contractor and not an employee of the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby approve the requested billing rate adjustment increase to $87.50 per hour, effective January 1, 2015.

BE IT FURTHER RESOLVED THAT: the City Council of the City of Willows does hereby approve a secondary increase in billing rate, effective upon the Contract renewal of the Professional Services Agreement between the City of Willows and Wildan Consultants extended throughout Fiscal Year 2015/2016, at a new Rate of $90/Hourly.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 28nd day of October, 2014, by the following vote:

AYES in favor of:
NOES:
ABSENT:
ABSTAIN:
APPROVED: ATTESTED:

Mayor Jeffrey T. Cobb

Natalie Butler, City Clerk

October 28, 2014

TO: Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: City Council Meeting(s) of November 11th and December 23, 2014

RECOMMENDATION
Establish a date for the first meeting in November 2014; since the regular meeting date is a National Holiday. Approve cancellation of the December 23, 2014, City Council Meeting.

BACKGROUND
Since the second Tuesday of November is Veterans Day; staff is recommending the meeting date be changed to November 12th or 13th immediately following the normal schedule. We cannot hold a meeting on Monday, November 10th because it is necessary to hold a Public Hearing at the first meeting in November. A notice cannot be posted prior to November 1st and state law requires a notice be posted ten days in advance of the meeting; therefore, it must be after November 10th.

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 City recognized Holiday, it would be staff's recommendation that the meeting of December 23, 2014 be cancelled.

FINANCIAL CONSIDERATIONS
None.

NOTIFICATION
Post Notice of Meeting Date Change for November first meeting
Post Notice of Cancellation and Notify Media of December 23, 2014 cancellation.

RECOMMENDATION
Establish a date for the first meeting in November 2014; since the regular meeting date is a National Holiday. Approve cancellation of the December 23, 2014, City Council Meeting.

Respectfully submitted,

Stephen Holsinger,
City Manager