



Willows City Council Regular Meeting

March 12, 2019
Willows City Hall
7:00 p.m.

City Council
Gary Hansen, Mayor
Kerri Warren, Vice Mayor
Lawrence Mello, Council Member
Joe Flesher, Council Member
Larry Domenighini, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

1. **CALL TO ORDER-** 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

- a. **Public Comments:**

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **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 Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers (36665-36698, 229798-209828, 37871-37899).
- b. Approval of minutes of the Regular City Council Meeting held on February 12, 2019.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

6. PUBLIC HEARING

- a. Conduct a public hearing and upon conclusion, adopt the General Plan Amendment to include the Multi-Jurisdiction Hazard Mitigation Plan.

7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. By Consensus, nominate two Councilmembers to serve as the Ad Hoc Selection Committee to negotiate offers from proposals for Recycling/Collection, Transportation and Disposal Service.
- b. Adopt, by Resolution, Directing the Use of Action Minutes in Lieu of Comprehensive Summary Minutes.
- c. Consider the adoption of a resolution appointing Coastland Engineering as the Engineer of work for the City of Willows Landscaping and Light Special Assessment District and direct the preparation of the annual Engineer’s Report for Fiscal Year 2019-20.

8. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

9. RECESS TO CLOSED SESSION

- a. PUBLIC COMMENT-Pursuant to Government Code Section § 54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section § 54956.9:
Number of cases: 1

10. ADJOURNMENT

This agenda was posted on March 7, 2019



Tara Rustenhoven, City Clerk

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

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

The City of Willows is an Equal Opportunity Provider



CONSENT AGENDA



	<u>Period</u>		
	2/23/2019	TO	3/8/2019
General Checking	36665	TO	36698
Payroll Direct Deposit	Z29798	TO	Z09828
Payroll Checks	37871	TO	37899
	APPROVAL DATE		3/12/2019

APPROVED _____

REPORT.: 02/27/19
RUN ON.: 02/27/19 Time: 11:46
RUN BY.: JANE COLLINS

CITY OF WILLOWS
Vendor Check Register Print

PAGE: 001
ID #: SPVR
CTL.: WIL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
36666	02/27/19	AFL01 AFLAC- FLEX ONE	B90228	02/28/19	OTHER - AFLAC	02-19	1016.31	1016.31
36667	02/27/19	CYP00 CYPRESS ANCILLARY BENEFITS	B90228	02/28/19	DENTAL\VISION	02-19	1556.20	1556.20
36668	02/27/19	GOL01 GOLDEN STATE RISK MANAGEME	B90228	02/28/19	MED/DENTAL/VISION	02-19	18473.00	18473.00
36669	02/27/19	WIL01 WILLOWS EMPLOYEES ASSOC.	B90228	02/28/19	EMPLOYEES ASSOC.DUES	02-19	11.00	11.00
36670	02/27/19	WIL02 WILLOWS PUB.SAFETY ASSOC.	B90228	02/28/19	PUBLIC SAFETY DUES	02-19	254.70	254.70
TOTAL DISBURSED...							21311.21	21311.21

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036665	02/27/19	GEN00	GENESEE & WYOMING RAILROA	1750.00	.00	1750.00	B90227P	APPLICATION FEE-RAILROAD
036671	02/28/19	ABO00	STEVE ABOLD	200.00	.00	200.00	B90225	PUB. WKS. TOOL PARKS/PUB.
036672	02/28/19	ACM00	ACME RIGGING & SUPPLY COM	377.44	.00	377.44	B90228	GUTTERBROOM WIRE
036673	02/28/19	ALE02	ALERE TOXICOLOGY SERVICES	42.25	.00	42.25	L158299	DRUG TEST
036674	02/28/19	AME02	AMERIPRIDE UNIFORM SVCS.	447.39	.00	447.39	B90228	JANUARY STMT PER ATTACHED
036675	02/28/19	ATT01	A.T.& T.	983.39	.00	983.39	B90228	TELEPHONE EXP.1/19-2/18/1
036676	02/28/19	CAL01	CALIFORNIA WATER COMPANY	1646.68	.00	1646.68	B90225	WATER EXPENSE 1/11-2/11/1
036677	02/28/19	CLE03	CLEARWAY	3624.34	.00	3624.34	124398	SOLAR ELECRICITY 1/1-1/31
036678	02/28/19	COA00	COASTLAND CIVIL ENGINEERI	131.25	.00	131.25	45274	HILL LLA THROUGH 1/31/19
				33.75	.00	33.75	45275	SHASTA LOT MERGER THROUGH
			Check Total.....	165.00	.00	165.00		
036679	02/28/19	COM16	COMCAST CABLE	311.86	.00	311.86	B90226	INTERNET FD 2/19-3/18/19
036680	02/28/19	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B902151	CONT.SERV. FINANCEMAR 201
036681	02/28/19	GLE09	GLENN CO. OFFICE OF EDUCA	138.00	.00	138.00	192214	LIVE SCAN
036682	02/28/19	GLE21	GLENN CO. SHERIFFS DEPT.	114629.16	.00	114629.16	102218-12	CONTRACTUAL LAW ENFORCEME
036683	02/28/19	INK01	THE INKWELL	392.86	.00	392.86	B90228	JAN/FEB STMT PER ATTACHED
036684	02/28/19	MEN02	MENDES SUPPLY COMPANY	38.61	.00	38.61	R03341900	SOAP
036685	02/28/19	MID03	MIDWEST TAPE	337.91	.00	337.91	96989361	DVD'S
036686	02/28/19	PEA00	WAYNE PEABODY	200.00	.00	200.00	B90225	TECHNOLOGY ALLOWANCE MAR
036687	02/28/19	PEN03	PENWORTHY	152.65	.00	152.65	0548948IN	BOOKS
036688	02/28/19	PGE01	PG & E	9097.97	.00	9097.97	B90225	P.G. & E.1/14-2/122/19
036689	02/28/19	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2420044	PROF. SERVICES GENERAL OF
036690	02/28/19	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B90225	VEHICLE ALLOW. FINANCE MA
036691	02/28/19	SCB00	SCBA SALES AND RENTAL	21370.38	.00	21370.38	101635	CARBON FIBER CYLINDERS
036692	02/28/19	STA01	STANDARD INSURANCE CO.	520.15	.00	520.15	B90225	LIFE INSURANCE
036693	02/28/19	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B90225	RENT EC LIBRARY MAR 2019
036694	02/28/19	SUC01	SUCCESS PRINTING	495.50	.00	495.50	5395	POOL MAILER
036695	02/28/19	SUN07	SUN LIFE FINANCIAL	2539.52	.00	2539.52	B90228	GAP PREMIUM 2/1-2/28/19
036696	02/28/19	THU00	THUNDERHILL PARK	275.00	.00	275.00	29205	ANNUAL PRORAM AD
036697	02/28/19	WAL07	WAL-MART COMMUNITY	927.45	.00	927.45	B90228	JANUARY STMT PER ATTACHED
036698	02/28/19	WIL17	WILLDAN	11059.50	.00	11059.50	B90228	CONTRACT PLANNING THROUGH
			Cash Account Total.....	172494.16	.00	172494.16		
			Total Disbursements.....	172494.16	.00	172494.16		
			Cash Account Total.....	.00	.00	.00		



SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD FEBRUARY 12, 2019

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.
Please visit www.cityofwillows.org for free PodBean recordings.

Mayor Hansen called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Undersheriff Jason Dahl.

Roll Call:

Council Members Present: Council Members Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt, and City Clerk Tara Rustenhoven

GCSO Staff: Undersheriff Jason Dahl

Public Comment/ Written Communications: No public comments or written communications.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers (36533-36599, Z09688-Z09774, 37768-37845).
- b. Approval of minutes of the Regular City Council Meeting held on January 22, 2019.

Action:

Motion: Council Member Domenighini/Second: Vice Mayor Warren

Moved to approve the Consent Agenda as presented above and the following item(s).

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Public Hearing:

- a. Conduct a public hearing and, upon conclusion, it is recommended that council read by title only and pass the first reading of an ordinance of the City of Willows entitled "An Ordinance of the City of Willows Amending Chapter 8.10.170 of Title 8 of the Willows Municipal Code Pertaining to Alternative Remedies for the Abatement of Public Nuisances."

City Attorney Robert Hunt gave a brief overview on dealing with public nuisances and violations of the city code and other abatement actions. With the proposed Ordinance it authorizes and awards attorney

fees and expenses to the prevailing parties in action to enforce the abatement of public nuisances. This Ordinance will allow the City to set a lien or special assessment if the property owner does not pay within 90 days.

Domenighini wanted to know if the city were to place a lien on the property, what position would that put the City in.

Attorney Hunt responded that the City would be placed after the mortgage lien holder.

Public Hearing Opened at 7:08 p.m.

Public Hearing Closed at 7:09 p.m.

Mello made a comment that this amendment is another tool desperately needed to get all public nuisance violations corrected now, and in the future.

Action

Motion: Council Member Domenighini/Second: Council Member Flesher

By motion that ordinance next in line be read by title only.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Domenighini/Second: Council Member Flesher

Moved to approve the ordinance entitled "An Ordinance of the City of Willows Amending Chapter 8.10.170 of the Willows Municipal Code Pertaining to Alternative Remedies for the Abatement of Public Nuisances.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

b. Conduct a public hearing and upon conclusion, consider reading by title only and passage of the first reading of the attached two ordinances, entitled Amending two sections of Chapter Eighteen of the Zoning Ordinance of the City of Willows and directing return for second reading and adoption at the appropriate future meeting.

Interim City Manager Peabody gave a brief overview of the Zoning Ordinance. On January 16, 2019, the Planning Commission reviewed and discussed the proposed text amendments and recommended to the City Council adoption of the changes. This would allow existing structures built as a single family residence or multi dwelling unit that have lost their original use, to be allowed to regain the residential use via an approved use permit from the Planning Commission. The caveat is that no new residence uses

are permitted, and only an existing structure built for a residential use as of the date of code adoption.

Vice Mayor Warren commented she was glad to see this building get the work done that needs to be done.

Domenighini wanted verification on the current Ordinance verbiage that it can go back to a residence but it cannot extend its original footprint.

Peabody responded that, that was correct. He also wanted to clarify that in the text amendment they will allow reconstruction to enlarge a residence.

Public Hearing open at 7:15 p.m.

Public Hearing closed at 7: 16 p.m.

Action:

Motion: Council Member Mello/Second: Council Member Domenighini

By motion for council to read the ordinance by title only

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Mello /Second: Council Member Domenighini

Upon conclusion, consider reading by title only and passage of the first reading of the attached town ordinances, entitled Amending two sections of Chapter Eighteen of the Zoning Ordinance of the City of Willows and directing return for second reading and adoption at the appropriate future meeting.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Accept by motion, the audited financial statements for the fiscal year ending June 30, 2018.

Tim Sailsbery presented the City's independent auditor Roy Seiler.

Roy wanted to start off by saying what a pleasure it's been working with the City, due to the quality of work from staff. Mr. Seiler gave a brief overview of the annual audit of the Financial Statement for the City of Willows.

The Financial Statement can be viewed on the City website.

Mello and Flesher wanted to say thank you to Roy for a clear audit report. Mello also wanted to thank Tim Sailsbery on always doing such a great job and continuous service by meeting all standards yearly.

Action:

Motion: Council Member Domenighini /Second: Council Member Flesher

Moved to approve by motion, the audited financial statements for the fiscal year ending June 30, 2018.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

b. Adopt a Resolution approving grant funds from the Downtown Façade Improvement Funds for an existing commercial building.

Interim City Manager gave an update on the progress of the project of 201 N. Sycamore Street. He also wanted to say it's a pleasure to bring forward to the new owner the grant of funds from the Façade Improvement Program. The total cost estimate is approximately \$28,000. Per the program guidelines, GWIL (Greater Willows Improvement League) has design oversight with any projects requesting funding. They have reviewed the application, along with the proposed designed concepts for the façade changes, and recommended grant funding approval for up to \$10,000.

Council Member Flesher commented that he was glad to see movement in the downtown area.

Council Member Domenighini wanted to know where the funding for the Façade Improvement funding originally came from.

The funding came from Walmart Funding and 3Core.

Council Member Mello mentioned that the center of downtown is the corner of Butte Street and Sycamore.

Vice Mayor Warren made a comment to Mr. Muller that he has the town buzzing. She thinks this is great, and hopes the City can help as much as they can it's already a big improvement with what has already been done and is excited to see this project move forward.

Mayor Hansen also wanted to say he was glad to see this project move forward.

Mr. Muller wanted to say that he was overwhelmed with all the support. This project has been really fun. He saw the opportunity to something great and likes to see all the excitement around it and can't wait to get this started.

Action:

Motion: Council Member Domenighini /Second: Council Member Warren

Moved to adopt a resolution approving grant funds from the Downtown Façade Improvement Program for an existing commercial building.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Interim City Manager wanted to make awareness for the upcoming storm and to be aware of flooding roads and shoulders.
- Undersheriff gave a brief update on the Glenn County Sheriff's Monthly report. He also announced some of the reorganization with the Department and the promotions. Lieutenant Goodwin as the new liaison for the Operations Division and Lieutenant Gibbs has gone to the Jail. Other than that, things are going well and they'll be hiring. Flesher wanted to say thank you for your participation.

- City Manager wanted to point out to the public that the response times for code 3/priority calls, is a minimum of 5 minutes or less and the average time for the month of January was 2 minutes and 39 seconds. The non-priority response time are to be 10 minutes or less and the average time was 6 minutes and 39 seconds.
- Mello wanted to say this was a great meeting, it's all about running a great city. And to Tim, thanks again for a great audit report, very simple.
- Mayor Hansen commented on the arrest report and traffic enforcement.

b. City Council Reports/Comments:

Mayor Hansen:

- January 28th attended the Incident Command System meeting along with Chief Peabody and Council Member Domenighini.
- February 8th attended the Public Safety meeting.
- February 11th attend the Glenn County Groundwater Authority meeting.

Vice Mayor Warren:

- February 11th attended the LAFCO Meeting along with Council Member Domenighini.

Council Member Flesher:

- February 8th attended the Public Safety Meeting.

Council Member Domenighini:

- Wanted to follow up with Vice Mayor Warren pertaining to LAFCO with the reviewing of the Abatement District.
- February is the Love Your Library month. There will be a Library Board meeting on Thursday February 14th.

Recess to closed session:

a. PUBLIC COMMENT-Pursuant to Government Code Section § 54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

b. LIABILITY CLAIM, pursuant to Government Code Section § 54956.9,
Claimant Name: Elaine Alexander
Agency claimed against: City of Willows

Entered into closed session at 7:49 p.m.

Council reconvened into open session at 8:29 p.m.

Announcement of action taken in closed session:

Mayor Hansen reported no reportable action.

Adjournment:

The Meeting was adjourned at 8:29 p.m.

Dated: March 6, 2019



Tara Rustenhoven, City Clerk



PUBLIC HEARING

AGENDA ITEM

March 12, 2019

TO: Honorable Mayor Hansen and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: General Plan Amendment to Safety Element of City of Willows (File# GPA-19-01)

RECOMMENDATION

Conduct a Public Hearing and upon conclusion, adopt the General Plan Amendment to include the Multi-Jurisdiction Hazard Mitigation Plan

Project Description

The proposed General Plan Amendment (GPA) File# GPA-19-01, is a proposal to amend the City of Willows General Plan (*specifically the Safety Element*) to include the Glenn County Multi-Jurisdiction Hazard Mitigation Plan. General Plan Amendment procedures require at least one public hearing before both the Planning Commission and the City Council. An environmental finding must be prepared pursuant to the California Environmental Quality Act.

The Safety Element establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards. The Safety Element of the General Plan addresses topics related to public health and safety: law enforcement, fire hazards and fire protection, geologic hazards, air quality, flooding, water quality, noise, and solid and hazardous waste. The focus is on the impact natural and human-created hazards may have on development and future population, and on programs and ways to direct, enhance and serve development in a safe and cost-effective fashion.

Glenn County is vulnerable to natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety. The Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, it is in the public interest to approve the proposal.

Background

In 2015 the City of Willows confirmed their intent to participate in the Glenn County Multi-jurisdictional Hazard Mitigation Planning effort, in accordance with 44 CFR Section 201.6. This letter of intent was sent to the County of Glenn and affirmed to cooperate in a timely manner to complete and implement the plan in conformance with FEMA requirements.

In 2016, as a result of AB 2140, via the County of Glenn Planning Commission recommendation, the Board of Supervisors directed County staff to submit a Multi-Jurisdiction Hazard Mitigation Plan for review to the California Governor's Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA). Since then, CalOES and FEMA have conditionally approved the Multi-Jurisdiction Hazard Mitigation Plan, pending adoption and approval by the Glenn County Board of Supervisors. In order for Glenn County to comply with AB 2140, the Board of Supervisors had to adopt a resolution integrating the Multi-Jurisdiction Hazard Mitigation Plan into the safety element of the General Plan. The proposed approval and adoption of the Multi-Jurisdiction Hazard Mitigation Plan recognizes Glenn County's commitment to reducing the impacts of natural hazards. This action of adopting a resolution took place on October 16, 2018.

Environmental Review

This project will result in no Potentially Significant Impacts to the environment and Staff has considered this project to be exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b) (3). This section is applied to proposals which will have no potential adverse impact on the environment. A Notice of Exemption will be filed upon City Council approval of the General Plan amendment.

This proposal to amend the City of Willows General Plan in order to include and implement the Multi-Jurisdiction Hazard Mitigation Plan can be considered consistent with the General Plan for the City of Willows.

Fiscal/Personnel Impacts

This adoption makes the county and cities within Glenn County eligible to be considered for part or all of its local-share costs on eligible Public Assistance funding to be provided by the state through the California Disaster Assistance Act (CDAA). The usual local share is 25% of the total project cost. If the legislature allows it, counties that are AB 2140 compliant will be eligible to be considered for the remaining 6.25% local share to be funded by the state.

Notification

A general notice in the newspaper of local record regarding the public hearing of the General Plan Amendment was published on March 2, 2019.

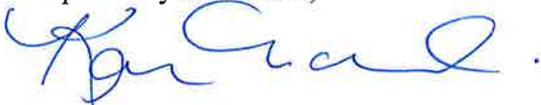
Alternate Action

None are recommended for consideration by the City Council.

STAFF RECOMMENDATION

Staff proposes the Council conduct a public hearing and upon conclusion adopt the Multi-Jurisdiction Hazard Mitigation Plan by reference into the General Plan.

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by



Wayne Peabody
Interim City Manager

Attachments:

- 1) Planning Commission Resolution recommending the City Council adopt the Glenn County Multi-Jurisdiction Hazard Mitigation Plan
- 2) Draft City Council Resolution
- 3) Information on AB-2140

PC RESOLUTION**CITY OF WILLOWS****PLANNING COMMISSION RESOLUTION NO. 02-2019****A RESOLUTION BY THE PLANNING COMMISSION OF THE CITY OF WILLOWS
RECOMMENDING THAT THE CITY COUNCIL ADOPT THE GLENN COUNTY MULTI-
JURISDICTION HAZARD MITIGATION PLAN AS THE OFFICIAL HAZARD
MITIGATION PLAN OF THE CITY AND AMEND THE GENERAL PLAN SAFETY ELEMENT TO
INCORPORATE THE MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

WHEREAS, the City of Willows Planning Commission conducted a public hearing on February 20, 2019 on the proposed General Plan Amendment in order to integrate by reference the following statement into the Safety Element of the City of Willows General Plan:

“The City of Willows has developed a Multi-Jurisdiction Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000. The Plan was approved by the City Council on _____, 2019 and the Federal Emergency Management Agency (FEMA) (conditionally) approved the Plan on January 17, 2018. The plan provides guidance and insight into the hazards that exist in the City of Willows and suggests possible mitigation projects. This Plan should be consulted when addressing known hazards to ensure the general health and safety of the City of Willows residents”

WHEREAS, the City of Willows is vulnerable to natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety. The Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, the proposed General Plan amendment is in the public interest; and

WHEREAS, the Planning Commission recommends to the City Council that it adopt the Commission's recommended finding that the amendment is in the public interest and approve the General Plan Amendment to amend the Safety Element of the Willows General Plan; and

WHEREAS, the implementation of amending the General Plan Safety Element to include the Multi-jurisdictional Hazard Mitigation Plan will comply with Part V. Implementation Proposals (C) Sections (1) and (3) of the current Safety Element; and

WHEREAS, following the public hearing the Planning Commission finds that this amendment is exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b)(3) that is applied to proposals, which will have no potential adverse impact on the environment; and

WHEREAS, the Planning Commission considered the matter of amending the Willows General Plan and conducted a public hearing on the matter on February 20, 2019, and after review and consideration found that the project is in conformance with State and local environmental guidelines; and

WHEREAS, Willows, California, is vulnerable to natural hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, Willows acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Multi-Jurisdiction Hazard Mitigation Plan has been developed by the Glenn County Planning Division, in cooperation with other County departments, the City of Orland, the City of Willows, and the citizens of Glenn County, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Multi-Jurisdiction Hazard Mitigation Plan, and

WHEREAS, the Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face Glenn County, and

WHEREAS, the Federal Emergency Management Agency (FEMA) has reviewed and determined that the Multi-Jurisdiction Hazard Mitigation Plan is eligible for final approval pending its adoption by the City of Willows and participating jurisdictions.

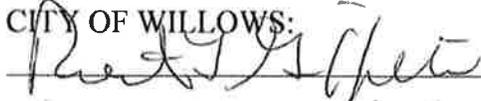
NOW THEREFORE BE IT RESOLVED by the Planning Commission to recommend that the governing body for the City of Willows resolve that:

- The City of Willows General Plan Safety Element be amended as described above, and
- The Multi-Jurisdiction Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the City, and
- The respective officials and agencies identified in the implementation strategy of the Multi- Jurisdiction Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly passed and adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 20th day of February, 2019 by the following vote, to wit:

AYES: Wood, White, Hansen, Griffith
NOES: 0
ABSENT: 0
ABSTAIN: 0

CITY OF WILLOWS:



Robert Griffith, Chair

ATTEST:

Maria Ehorn, Recording Secretary

**CITY COUNCIL
CITY OF WILLOWS, STATE OF CALIFORNIA**

RESOLUTION NO. _____-2019

**A RESOLUTION OF THE WILLOWS CITY COUNCIL ADOPTING THE GLENN COUNTY
MULTI-JURISDICTION HAZARD MITIGATION PLAN AS THE OFFICIAL HAZARD
MITIGATION PLAN OF THE CITY AND AMENDING THE CITY OF WILLOWS GENERAL
PLAN/SAFETY ELEMENT TO INCORPORATE THE MULTI-JURISDICTIONAL HAZARD
MITIGATION PLAN**

WHEREAS, the City of Willows Planning Commission conducted a public hearing on February 20, 2019, on the proposed General Plan Amendment in order to integrate by reference the following statement into the Safety Element Safety Element (Part II, Scope and Nature of the Elements, 6 (c)) of the City of Willows General Plan:

“The City of Willows has developed a Multi-Jurisdiction Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000. The plan was approved by the City Council on _____, 2019, and the Federal Emergency Management Agency (FEMA) (conditionally) approved the plan on January 17, 2018. The plan provides guidance and insight into the hazards that exist in the City of Willows and suggests possible mitigation projects. This plan should be consulted when addressing known hazards to ensure the general health and safety of the City of Willows residents.”

WHEREAS, the City of Willows is vulnerable to natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety and Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, the proposed General Plan amendment is in the public interest; and

WHEREAS, the Planning Commission recommends to the City Council that it adopt the Commission’s recommended finding that the amendment is in the public interest and approve the General Plan Amendment to amend the Safety Element of the Willows General Plan; and

WHEREAS, following the noticed public hearings the Planning Commission and the City Council found that the amendment is exempt from environmental review as required by CEQA through the use of the “General Rule” Section 15061(b)(3) that is applied to proposals which will have no potential adverse impact on the environment; and

WHEREAS, the City Council considered said recommendations of the Planning Commission on the matter during a noticed public hearing on March 12, 2019, and after review and consideration found that the project is in conformance with State and local environmental guidelines; and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, the City of Willows acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Glenn County Multi-Jurisdiction Hazard Mitigation Plan has been developed by the Glenn County Planning Division in cooperation with multiple departments and agencies, as well as, the City of Orland, the City of Willows, and the citizens of Glenn County, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Glenn County Multi-Jurisdiction Hazard Mitigation Plan, and

WHEREAS, the Glenn County Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face Glenn County, and

WHEREAS, the Federal Emergency Management Agency (FEMA) has reviewed and determined that the Glenn County Multi-Jurisdiction Hazard Mitigation Plan is eligible for final approval pending its adoption by the City of Willows and participating jurisdictions.

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

- The City of Willows General Plan Safety Element be amended as described above, and
- The Multi-Jurisdiction Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the City, and
- The respective officials and agencies identified in the implementation strategy of the Multi-Jurisdiction Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

PASSED AND ADOPTED by the City Council of Willows at a regular meeting thereof held

on _____, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY COUNCIL:

Gary Hansen, Mayor

ATTEST:

Tara Rustenhoven, City Clerk

APPROVED AS TO FORM:

Robert Hunt, City Attorney

Assembly Bill 2140 {AB 2140}
Information for Counties and Cities
Version: August 28, 2018

What is AB 2140?

Passed in 2006, this legislation allows California counties and cities to adopt their current, FEMA-approved local hazard mitigation plans (LHMPs) into the Safety Element of their General Plans. This adoption makes the county or city eligible to be considered for part or all of its local-share costs on eligible Public Assistance funding to be provided by the state through the California Disaster Assistance Act (CDAA).

How Can AB 2140 Help Counties, Cities, and Your Citizens?

The CDAA allows the state to pay up to 18.75% of the non-federal share that would otherwise fall upon the county or city to pay for Public Assistance projects when the legislature has passed a bill to allow this additional state funding after a disaster occurs. The usual local share is 25% of the total project cost. If the legislature allows it, counties and cities that are AB 2140 compliant will be eligible to be considered for the remaining 6.25% local share to be funded by the state.

What Do You Need to Know?

- AB 2140 is not a requirement. It is an optional state incentive to help counties and cities become more resilient to natural hazards.
- Be sure to work with your planning department as the process proceeds.
- Your jurisdiction must have a current, FEMA-approved or approvable pending adoption (APA) LHMP.
- Be aware that adopting the LHMP with FEMA is a federal requirement and does not make your jurisdiction automatically AB 2140 compliant. AB 2140 is a state incentive and requires adopting your LHMP into the Safety Element of your General Plan. However, both adoptions can take place at the same time using the same adoption resolution.
- The year the LHMP was approved by FEMA must be included in the resolution and Safety Element language.
- AB 2140 compliance expires when the LHMP expires. You must re-adopt when you update your LHMP to continue compliance.
- For multi-jurisdiction LHMPs, each county and city in the LHMP must adopt your annex into your own general plan safety element. Annex jurisdictions are not covered under the county's adoption.
- Special districts are not eligible for AB 2140 compliance.
- Funding is not guaranteed.
- Also consider other key legislation that influences General Plans and their Safety Elements, such as SB 379, SB 1000, and SB 1241. For further information, contact Cal OES Mitigation Planning.

What Do You Need to Do to Be AB 2140 Compliant?

1. Complete and submit an LHMP to the Governor's Office of Emergency Services (Cal OES). Cal OES provides an initial review and then will forward the LHMP to FEMA for final formal review and approval.
2. Adopt the LHMP once FEMA has approved the plan pending local adoption (APA). At that time you may also choose to adopt the LHMP into the Safety Element of your General Plan using the same resolution.
3. If the LHMP is already adopted and approved by FEMA, you may directly adopt the LHMP into the Safety Element with a new resolution.

4. Scan the final, signed adoption resolution and e-mail to Cal OES Mitigation Planning at mitigationplanning@caloes.ca.gov.

Frequently Asked Questions

Q: If a county is AB 2140 compliant, are its cities automatically covered?

A: No. Each county and city must:

- a. Have either your own stand-alone LHMP or have an annex in a multi-jurisdiction LHMP.
- b. Adopt your stand-alone LHMP or annex into your own General Plan Safety Element.

Q: Can a jurisdiction obtain AB 2140 compliance before their LHMP is approved pending adoption?

A: No. The LHMP must be either approvable pending adoption or approved before you may adopt to obtain AB 2140 compliance.

Q: Are special districts covered under their county's LHMP since they do not have their own general plan?

A: No. Special districts are not qualified for AB 2140.

Q: If a county or city becomes AB 2140 compliant, does this compliance last forever?

A: No. AB 2140 compliance expires on the day the LHMP expires. You must re-adopt your LHMP into your General Plan Safety Element each time you update your LHMP.

Q: Once a county or city becomes AB 2140 compliant, are they guaranteed funding?

A: No. You will be eligible to be considered for additional CDAA funding if the legislature approves it. There is no guarantee of funding.

Q: Can a city or county adopt their LHMP to obtain AB 2140 compliance at the same time they adopt their LHMP to fulfill the FEMA requirement when the LHMP is approvable pending adoption?

A: Yes, this is a viable option. It is crucial, however, that Cal OES gets a copy of the adoption resolution to ensure compliance. Your jurisdiction is not compliant until Cal OES has documentation.

Section 65302.6(a) of the legislation states that certain elements shall be included in the LHMP including an initial earthquake performance evaluation of public facilities, an inventory of potentially hazardous private facilities, and a plan to reduce potential risk.

Q: What if a jurisdiction's current LHMP does not include these elements? Do they have to revise the LHMP before we can obtain AB 2140 compliance?

A: No. These elements are not required at this time. You may consider including these elements in your next LHMP updates.



REGULAR BUSINESS

March 12, 2019

AGENDA ITEM

To: Honorable Mayor Hansen and Members of the Council
FROM: Wayne Peabody, Interim City Manger
SUBJECT: Ad Hoc Selection Committee to be part of a negotiation team.

RECOMMENDATION

By Consensus, nominate two Councilmembers to serve as the Ad Hoc Selection Committee to negotiate a best and final offer from the top two proposers.

SITUATION (or BACKGROUND):

The County of Glenn Public Works Agency has been soliciting proposals for Recycling/Collection, Transportation and Disposal service. During the week of March 8th to March 22nd, there will be a two week period for the County and the Cities of Orland and Willows to negotiate a best and final offer from the top two proposers. The City of Orland and the County of Glenn have appointed members to form the negotiation team. Therefore, staff request the appointment of two council members to be part of the negotiation team.

FINANCIAL CONSIDERATIONS:

None at this time

NOTIFICATIONS:

Posting to City website and notification to local media

ALTERNATE ACTIONS:

No Alternative actions are recommended.

RECOMMENDATION

By Consensus, nominate two Councilmembers to serve as the Ad Hoc Selection Committee to negotiate a best and final offer from the top two proposers.

Respectfully submitted,



Wayne Peabody
Fire Chief
Interim City Manager

AGENDA ITEM

TO: Mayor Hanson and Members of the City Council

FROM: Tara Rustenhoven, City Clerk

SUBJECT: Minutes Format

RECOMMENDATION

Adopt a resolution directing the preparation of “action minutes” instead of “summary minutes”, for all City Council, Planning Commission, Boards and Committee meetings.

SITUATION (or BACKGROUND):

The City Clerk currently prepares “summary minutes” of City Council meetings, which are intended to summarize both discussion that occurred relative to each agenda item, as well as actions that Council takes.

The City has the capability of uploading the audio recordings to Granicus after the meeting for public access. As a result of this technology, the production of summary minutes is redundant. In an effort to utilize the City Clerk’s time more effectively and efficiently, it is recommended that the City Council minutes be reformatted from “summary minutes to “action minutes”. Action minutes would be limited to decisions and actions taken by Council, without summarizing the discussion that took place, and would follow this legal rule of format:

- Meeting Date
- Indication whether the meeting is a regular or special
- Location
- Starting and ending times
- Names of members and staff present
- Description of items
- A listing of speakers and whether they were in favor or opposed to an item
- A statement of action (motion, resolution or ordinance) and how the members voted.
- Any statement of by a member that that person announced was “for the record”.

Staff requests the Council consider using “action minutes” instead of “action minutes” for all City Council, Planning Commission, Boards and Committee meetings.

FINANCIAL CONSIDERATIONS:

Non applicable

ALTERNATE ACTIONS

Non applicable

RECOMMENDATION

Adopt a resolution for the preparation of “action minutes” instead of “summary minutes”, for all City Council, Planning Commission, Boards and Committee meetings.

Respectfully submitted,

/s/ Tara Rustenhoven

Tara Rustenhoven
City Clerk

Attachments:

- Resolution
-



RESOLUTION NO. XX-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS DIRECTING THE PREPARATION OF ACTION MINUTES IN LIEU OF COMPREHENSIVE SUMMARY MINUTES

WHEREAS, Minutes of the Willows City Council, Planning Commission, and all other Boards and Committees are currently completed on a Comprehensive Summary Basis, and

WHEREAS, Audio recordings of various meetings have been, or will be, made and posted on the City website for interactive public display, and such recordings remain available on an archival basis, and

WHEREAS, As a result of this utilized technology, the production of comprehensive summary minutes is now redundant, and in a survey conducted by other jurisdictions shows that the vast majority of California city clerks provide action or summary-action minutes, and

WHEREAS, In an effort to utilize Minute Takers' time more efficiently and effectively, and in keeping with common practice among California city clerks, it is recommended that minutes of City related meetings be reformatted from comprehensive summary minutes to action minutes.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Willows does hereby direct that minutes to be taken for City Council, Planning Commission, and other recordable Boards and Committees of the City of Willows be prepared in action minute format.

BE IT FURTHER RESOLVED, that the Summary Minutes hereby directed shall be the official Minutes of the City Council or any other body of the City of Willows and any recordings shall be retained for reference purposes only and shall be retained for one year only.

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of March, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Landscaping and Lighting Special Assessment District.

RECOMMENDATION

Adopt the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; direct the preparation of the annual Engineer's Report for FY 2019-20.

SUMMARY:

The Willows Landscaping and Lighting Special Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision, this portion of the district is known as Zone A. In FY 2012-13, the Walmart parcel was annexed into the district and is known as Zone B. Zone B funds the street lights and traffic signals associated with the Walmart development in accordance with the Landscaping and Lighting Act of 1972 ("Act").

The Landscaping and Lighting Act requires that the City undertake certain proceeding for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

- 1) Adopt a resolution appointing the Engineer of Work and directing the preparation of the annual Engineer's Report.
- 2) Approve the Engineer's Report, declare the City Council's intent to levy assessments and set a date for a public hearing.
- 3) Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

The attached resolution begins the proceeding for the FY 2019-20. The Engineer's Report will analyze the anticipated costs and determine the corresponding assessments amounts. The City Council can make changes to the Engineer's Report once it has been prepared and filed. The Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax rolls. The County needs to have all information transmitted and correct no later than August 10th of each year. In order to meet this schedule and comply with the regulations of the Streets and Highways code for this type of Assessment District, the assessment engineering process should begin now.

FINANCIAL CONSIDERATIONS:

None; costs associated with the Annual District Assessment Engineering Services are covered expenses within the assessments ultimately levied

NOTIFICATION:

None required at this time.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

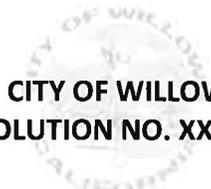
Adopt the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District; direct the preparation of the annual Engineer's Report for FY 2019-20.

Respectfully submitted,

Tim Sailsbery
Administrative Services Director

Attachments:

- A- Resolution Appointing the Engineer of Record and directing the filing of the annual Engineer's Report.


CITY OF WILLOWS
RESOLUTION NO. XX-2019

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING
COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF RECORD FOR THE CITY OF
WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT AND
DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT FOR
FISCAL YEAR 2019-2020 (PURSUANT TO THE LANDSCAPING AND LIGHTING
ACT OF 1972)**

WHEREAS, on October 11, 2005 the City Council adopted Resolution #22-2005; authorizing the formation of the Assessment District to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2018-19, located in the City of Willows, Glenn County; and

WHEREAS, pursuant to Section 22622 of the Streets and Highways Code, the City Council must annually appoint the Engineer of Record and direct the preparation and filing of the annual Engineer's Report in order to levy and collect assessments on any following fiscal year; and

WHEREAS, Coastland Civil Engineering, serves in the capacity of City Engineer and has demonstrated the expertise necessary to prepare the annual Engineer's Report.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Willows does hereby appoint Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Special Assessment District and is hereby directed to prepare and to file the Annual Engineer's Report showing any changes, pursuant to Section 22565 of the Streets and Highways Code.

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of March, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, City Clerk