



Willows City Council Regular Meeting

April 9, 2019
Willows City Hall
7:00 p.m.

Agenda

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

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

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**
 - a. Reading of a Proclamation declaring the month of April as Child Abuse Prevention, Sexual Assault Awareness Month & Denim Day California.
5. **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)
6. **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 36699-36768, Z09829-Z09885, 37900-37959.
 - b. Approval of minutes of the Regular City Council Meeting held on February 20, 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.

7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Consider approval of the attached resolution Incorporating into the 2019-20 Budget, a list of projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate said funds.
- b. Review and accept the Annual Housing Element Progress Report and direct Staff to forward to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400.
- c. Consider approval of the attached resolution Approving a Five Year Rate Structure for Sewer Service Fees and Directing Staff to Commence the Process to Comply with Proposition 218.
- d. Adopt a resolution approving grant funds from the Downtown Façade Improvement Funds for an existing commercial building.

8. COUNCIL/ STAFF REPORTS/COMMENTS

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

9. ADJOURNMENT

This agenda was posted on April 4, 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



CEREMONIAL MATTERS

CITY OF WILLOWS

PROCLAMATION

DECLARING THE MONTH OF APRIL AS CHILD ABUSE PREVENTION, SEXUAL ASSAULT AWARENESS MONTH & DENIM DAY CALIFORNIA.

April is National Sexual Assault Awareness Month (SAAM). This proclamation calls attention to the fact that sexual violence is widespread and impacts every person in this community. The goal of SAAM is to raise public awareness about sexual violence and educate communities on how to prevent it. Rape, sexual harassment and other forms of sexual violence harm our community, and statistics show one (1) in five (5) woman and one (1) in sixty-seven (67) men will be raped at some point in their lives.

Child sexual abuse prevention must be a priority to confront the reality that one (1) in six (6) boys and (1) in three (3) girls will experience sexual assault before age eighteen (18).

On campuses, one (1) in five (5) women and one (1) in sixteen (16) men are sexually assaulted during their time in college.

The theme of this year's SAAM campaign is "I Ask". The Campaign informs individuals on how they can use their words to stop sexual violence before it happens by promoting safety, respect, and equality.

Our words shape the world around us. Whether you speak out against locker room talk or help someone better understand these issues, your voice is powerful and necessary in this conversation.

Individuals can embrace their voices to show their support for survivors, stand up to victim blaming, shut down rape jokes, correct harmful misconceptions, promote everyday consent, and practice healthy communications with kids.

I join Sexual Assault Advocates and communities across the country in taking action to prevent sexual violence. April is Sexual Assault Awareness Month and each day of the year is an opportunity to create change for the future.

NOW THEREFORE I, Gary Hansen, Mayor, City of Willows, join **Rape Crisis Intervention & Prevention** sexual assault advocates and communities across the country in taking action to prevent sexual violence. Along with the United States Government and the State of California, I do hereby proclaim April 2019 as "Sexual Assault Awareness Month" and April 24, 2019, as Denim Day in California.

IN WITNESS WHEREOF I hereunto set my hand and caused the official seal of the **City of Willows** be affixed hereto this 9th day of **April, 2019**.

Gary Hansen, Mayor



CONSENT AGENDA



	<u>Period</u>		
	3/9/2019	TO	4/5/2019
General Checking	36699	TO	36768
Payroll Direct Deposit	Z09829	TO	Z09885
Payroll Checks	37900	TO	37959
	APPROVAL DATE		4/9/2019

APPROVED _____

REPORT.: Mar 11 19 Monday
 RUN...: Mar 11 19 Time: 09:02
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 03-19 Bank Account.: 1045

PAGE: 001
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036699	03/11/19	4LE00	4LEAF INC	13460.10	.00	13460.10	J3693B	SOUTH WILLOWS INFRASTRUCT
036700	03/11/19	CHI00	CHICO ELECTRIC	245.00	.00	245.00	18-6420	PUMP SERVICES
036701	03/11/19	COM16	COMCAST CABLE	145.93	.00	145.93	B90308	INTERNET ADMIN 3/1-3/28/1
036702	03/11/19	COR10	CORNING LUMBER CO., INC.	47.43	.00	47.43	B90308	FEBRUARY STMT PER ATTACHE
036703	03/11/19	EVE00	EVERGREEN NOTE SERVICING	100.00	.00	100.00	B90308	CLOSING FEE
036704	03/11/19	GAN01	GANDY-STALEY OIL CO.	2476.18	.00	2476.18	B90308	FEBRUARY STMT PER ATTACHE
036705	03/11/19	GLE09	GLENN CO. OFFICE OF EDUCA	25000.00	.00	25000.00	B90308	LITERACY PASS THROUGH
				11912.00	.00	11912.00	AB90308	LITERACY PASS THROUGH
			Check Total.....:	36912.00	.00	36912.00		
036706	03/11/19	GRA02	W.W. GRAINGER, INC.	127.51	.00	127.51	909554068	HANDLE ASSEMBLY
036707	03/11/19	HUN02	ROBERT W HUNT	1890.00	.00	1890.00	19-03	GENERAL LEGAL SERVICES TH
036708	03/11/19	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	34195	PEST CONTROL FD MAR2019
036709	03/11/19	KNI03	KNIFE RIVER CONSTRUCTION	136912.10	.00	136912.10	B90308	SOUTH WILLOWS INFRASTRUCT
036710	03/11/19	MAT01	MATSON & ISOM TECHNOLOGY	640.00	.00	640.00	67699	WEBSITE SUPPORT
036711	03/11/19	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1239775	CYLINDER RENTAL
036712	03/11/19	MOR01	MORRISON & COMPANY	4983.75	.00	4983.75	2744	FEASIBILTIIY STUDY
036713	03/11/19	OFF05	OFFICE DEPOT, INC.	12.64	.00	12.64	029465001	OFFICE SUPPLIES
				25.73	.00	25.73	029875001	OFFICE SUPPLIES
				83.91	.00	83.91	029876001	OFFICE SUPPLIES
				10.70	.00	10.70	029877001	OFFICE SUPPLIES
			Check Total.....:	132.98	.00	132.98		
036714	03/11/19	SAC08	SACRAMENTO VALLEY MIRROR	75.00	.00	75.00	B90308	SUBSCRIPTION RENEWAL
				75.00	.00	75.00	AB90308	SUBSCRIPTION RENEWAL LIBR
			Check Total.....:	150.00	.00	150.00		
036715	03/11/19	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	38802	WILLOWS OPERATION
036716	03/11/19	TRA02	TRACTOR SUPPLY CREDIT PLA	128.69	.00	128.69	B90308	FEBRUARY STMT PER ATTACHE
036717	03/11/19	USB02	US BANK	527.76	.00	527.76	378813869	EQUIP. LEASE 2/20-3/20/19
036718	03/11/19	USB04	U.S. BANK CORPORATE PAYME	3112.21	.00	3112.21	B90311	FEBRUARY STMT PER ATTACHE
036719	03/11/19	VER02	VERIZON WIRELESS	188.39	.00	188.39	B90308	TELEPHONE EXP. 1/274-2/26
036720	03/11/19	WILHD	WILLOWS HARDWARE, INC.	77.91	.00	77.91	B90308	FEBRUARY STMT PER ATTACHE
036721	03/11/19	WILHI	WILLOWS ACE HARDWARE	216.59	.00	216.59	B90308	FEBRUARY STMT PER ATTACHE
			Cash Account Total.....:	256766.94	.00	256766.94		
			Total Disbursements.....:	256766.94	.00	256766.94		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036722	03/20/19	AME02	AMERIPRIDE UNIFORM SVCS.	251.16	.00	251.16	B90319	FEBRUARY SMT PER ATTACHE
036723	03/20/19	CAL04	CALIFORNIA DEPT. OF JUSTI	79.00	.00	79.00	359328	FINGERPRINTS
036724	03/20/19	CIT06	CITY OF ORLAND	19490.76	.00	19490.76	133	CONT.SERV. LIBRARY
036725	03/20/19	COA00	COASTLAND CIVIL ENGINEERI	170.00	.00	170.00	45423	EDA GRANT THROUGH 2/28/19
				1312.50	.00	1312.50	45427	WILLOWS CITY ENGINEERING
				690.00	.00	690.00	45433	HILL LLA THROUGH 2/28/19
				757.50	.00	757.50	45434	SCHULLER LOT MERGER
				87.50	.00	87.50	45457	BASIN RESIDENTIAL THROUGH
				753.75	.00	753.75	45479	CITY PARKING LLA THROUGH
			Check Total.....:	3771.25	.00	3771.25		
036726	03/20/19	COL08	COLE HUBER LLP	973.50	.00	973.50	31229	NUISANCE ABATEMET THROUGH
				3390.50	.00	3390.50	31230	249 N HUMBOLDT THROUGH 2/
			Check Total.....:	4364.00	.00	4364.00		
036727	03/20/19	COM20	COMP INC	320.00	.00	320.00	24625-00	EMPLOYMENT PHYSICALS
036728	03/20/19	CSU02	CSU RESEARCH FOUNDATION	150.00	.00	150.00	SP001544	MCDONALD'S PROJECT
036729	03/20/19	CUR01	L.N. CURTIS & SONS	53.61	.00	53.61	263524	FIT TEST KIT
036730	03/20/19	GLE09	GLENN CO. OFFICE OF EDUCA	69.00	.00	69.00	22819	LIVE SCA
036731	03/20/19	HOF02	SARAH HOFFMAN	39.24	.00	39.24	B90320	MILEAGE
036732	03/20/19	HUT02	EVAN HUTSON	165.00	.00	165.00	B90320	DMV PHYSICAL
036733	03/20/19	KNI03	KNIFE RIVER CONSTRUCTION	128.98	.00	128.98	209024	WET PATCH
036734	03/20/19	MAT01	MATSON & ISOM TECHNOLOGY	2949.00	.00	2949.00	67962	MANAGED PARTNER AGREEMENT
				100.00	.00	100.00	68008	OFFSITE BACKUP MARCH 2019
				180.00	.00	180.00	68009	OFFSITE BACKUP MARCH 2019
			Check Total.....:	3229.00	.00	3229.00		
036735	03/20/19	MAX01	MAXIMUM SECURITY SYSTEMS	60.00	.00	60.00	31116	PROF. SERVICES PARKS/PUB.
036736	03/20/19	PGE01	PG & E	19.72	.00	19.72	B90319	1600 S TEHAMA 2/4-3/5/19
036737	03/20/19	THR00	3CORE	4406.25	.00	4406.25	2191	CDBG CONTRACT 1/1-2/28/19
036738	03/20/19	TIM00	TIMIOS TITLE, A CALIFORNI	400.00	.00	400.00	145779	PRELIMINARY REPORT
036739	03/20/19	UNI10	UNITED ROTARY BRUSH CORP.	283.93	.00	283.93	C1231887	HEAD CURTAIN SET
036740	03/20/19	WIL17	WILLDAN	574.21	.00	574.21	2-20704	PLAN CHECK SERVICES
				12620.50	.00	12620.50	00712776	CONTRACT PLANNING THROUGH
			Check Total.....:	13194.71	.00	13194.71		
			Cash Account Total.....:	50475.61	.00	50475.61		
			Total Disbursements.....:	50475.61	.00	50475.61		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Mar 26 19 Tuesday
 RUN...: Mar 26 19 Time: 11:35
 Run By.: JANE COLLINS

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036741	03/20/19	CAL45	CALIFORNIA NORTHERN RAILR	1150.00	.00	1150.00	B90320P	RAILROAD PROTECTIVE LIABI
036742	03/26/19	4LE00	4LEAF INC	11746.00	.00	11746.00	J3693C	SOUTH WILLOWS INFRASTRUCT
036743	03/26/19	ABF01	CERTIFIED/FORTRESS SECURI	78.00	.00	78.00	4927207	ALARM MONITORING 4/1-6/30
036744	03/26/19	ABO00	STEVE ABOLD	200.00	.00	200.00	B90326	PUB. WKS. TOOL PARKS/PUB.
036745	03/26/19	CAL01	CALIFORNIA WATER COMPANY	1553.24	.00	1553.24	B90326	WATER EXPENSE2/12-3/12/19
036746	03/26/19	CLE03	CLEARWAY ENERGY LLC	4568.45	.00	4568.45	135753	SOLAR ELECTRICITY FEB 201
036747	03/26/19	COL07	JANE COLLINS	128.05	.00	128.05	B90326	REIMBURSE EXAM EXPENSES
036748	03/26/19	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B903151	CONT.SERV. FINANCE APRIL
036749	03/26/19	CUR01	L.N. CURTIS & SONS	225.23	.00	225.23	265527	VALVE KIT
036750	03/26/19	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	971539A	BACTI ANALYSIS
036751	03/26/19	GLE21	GLENN CO. SHERIFFS DEPT.	114629.16	.00	114629.16	102218-13	CONTRACTUAL LAW ENFORCEME
036752	03/26/19	INT16	INTERSTATE BATTERY SYSTEM	132.86	.00	132.86	30053275	BATTERY
036753	03/26/19	MAT01	MATSON & ISOM TECHNOLOGY	38.40	.00	38.40	23690IN	OFFICE SUBSCRIPTION
036754	03/26/19	MEN02	MENDES SUPPLY COMPANY	245.71	.00	245.71	R03407500	PAPER SUPPLIES
036755	03/26/19	MID03	MIDWEST TAPE	6.42	.00	6.42	97021101	DVD
036756	03/26/19	NAT26	NATIONAL FIRE SYSTEMS, IN	537.08	.00	537.08	84484	ANNUAL MAINT/INSPECTION
036757	03/26/19	NOR18	NORTHERN CALIF. GLOVES	107.40	.00	107.40	515719	GLOVES
036758	03/26/19	OFF05	OFFICE DEPOT, INC.	60.08	.00	60.08	889387001	OFFICE SUPPLIES
036759	03/26/19	OSC01	OSCAR'S	80.81	.00	80.81	178864	SOCCER JERSEYS
036760	03/26/19	PEA00	WAYNE PEABODY	200.00	.00	200.00	B90326	TECHNOLOGY ALLOWANCE APR
036761	03/26/19	PGE01	PG & E	8534.12	.00	8534.12	B90326	P.G. & E. 2/13-3/14/19
036762	03/26/19	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2456507	PROF. SERVICES GENERAL OF
036763	03/26/19	ROS01	ROSS RECREATION EQUIP.	152.41	.00	152.41	I14681	PARK REPAIR
036764	03/26/19	RUS03	TARA RUSTENHOVEN	103.82	.00	103.82	B90326	MILEAGE-TRAINING
036765	03/26/19	SAC08	SACRAMENTO VALLEY MIRROR	159.90	.00	159.90	15866	LEGAL AD-HAZARD MIT
036766	03/26/19	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B90326	VEHICLE ALLOW. FINANCE AP
036767	03/26/19	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B90326	RENT EC LIBRARY APR 2019
036768	03/26/19	WAL07	WAL-MART COMMUNITY	69.90	.00	69.90	B90326	MARCH STMT PER ATTACHED
Cash Account Total.....:				145500.19	.00	145500.19		
Total Disbursements.....:				145500.19	.00	145500.19		



SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD FEBRUARY 20, 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 1:30 p.m.

The meeting opened with the Pledge of Allegiance led by Jody Meza.

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, Steve Soeth, Jane Collins, Library Director Jody Meza and City Clerk Tara Rustenhoven.

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

Fiscal Year 2018/2019 Mid Year Budget Review :

- **Overall Budget Revenue and Expenditures**
- **General Fund Revenue Projection**
- **General Fund Expenditures by Department and vs. 2017/2018**
- **Appropriations**
- **Enterprise Funds**

Administrative Services Director Tim Sailsbery gave a brief overview of the city's financial situation of where the money is coming going and where the money is going. He then turned it over to Interim City Manager Wayne Peabody with some information of some additional funding we received notification of.

City Manager announced the City received a grant of \$5 million dollars for a new apartment complex called Sycamore Ridge Apartment Complex.

Sailsbery then continued with an overview of the city's General Fund Expenditures, Appropriations, and Enterprise Funds.

Discussion was made between Council Member Domenighini and City Manager regarding the Fire Internship Program and medical supplies on fire engines.

Domenighini also wanted to know when the sewer contract expires.

Sailsbery responded that we've just ended the 2nd year of a 5 year contract.

Council Member Flesher had questions on how many interns the fire department has.

Peabody responded that they can take up to six (6) at a time, and two (2) per shift.

By consensus, Council would like to move forward on the Appropriation Request.

Adjournment:

The Meeting was adjourned at 1:57 p.m.

Dated: April 3, 2019



Tara Rustenhoven, City Clerk



REGULAR BUSINESS

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager

FROM: Steve Soeth, Community Development Services Director
Tim Sailsbery, Administrative Services Director

SUBJECT: Project List- SB 1 Transportation Funds

RECOMMENDATION:

Adopt the Resolution of the City of Willows Incorporating into the 2019-20 Budget a List of Projects Funded By SB1: The Road Repair and Accountability Act and to Appropriate Said Funds

SITUATION (or BACKGROUND):

The State Legislature approved, and the Governor Signed, Senate Bill 1, the Road Repair and Accountability Act of 2017. This bill is a tax measure that creates the following

-12 cent per gallon increase in gasoline tax that will be inflation adjusted annually, but will move to 17.3 cents per gallon on 7/1/19.

-20 cent per gallon increase in diesel excise tax, subject to inflation adjustment in 2020.

-4% increase in diesel sales tax.

-\$25-\$175 increase in vehicle registration, based upon the vehicle's value.

The funds received from these various tax increases will be divided into various transportation, highway, and road funds, with \$1.5 billion going to local street and road rehabilitation. This is further broken down into a per capita funding, with the City of Willows slated to receive \$102,742.00 during 2018-19fiscal year.

What makes this funding different from other forms of "gas tax" received at the local level is that projects must be specifically identified and incorporated into the City's adopted budget, and these projects must be submitted to the California Transportation Commission on an annual basis.

The Community Development Services Director has identified three projects for submittal to the CTC-

-Apply 2600 linear feet of rubberized cape seal to Sycamore Street from Lassen Street to Villa Avenue. Sycamore Street's PCI is 72 the cape seal will protect and add additional years of service. Estimated useful life of 8-15 years with anticipated year of construction 2019-20.

The following previously proposed and adopted projects may utilize fiscal year 2019-20 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Willows is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Originally Listed in FY 2018-19

-Sidewalk renovation on Birch from Butte to Tehama and on Tehama from Birch to Cedar

Originally Listed in FY 2018-19

-Sidewalk renovation on Walnut from Shasta to Butte and on Butte from Walnut to Sycamore

While the list far exceeds the allotment for 2019-20, it provides the Community Services Director some flexibility to prioritize the funds as the projects materialize, it provides notice and communication of the projects as priorities in case other funding sources become available, and it provides communication to the CTC that by the time the funds are trickled down to the local level, the needs far exceed the funding.

As noted, there are additional requirements regarding accessing these funds compared to existing gas tax funds. The City will also be required to certify a "maintenance of effort" in that General Fund expenditures on street related public works activity will be at or greater than the average of expenditures in the FY 2009-10 through FY 2011-12. Based upon the approved budget for 2018-19, Staff sees no problem with certifying that "maintenance of effort" will be maintained.

Upon adoption of the budget resolution, the Community Development Services Director will complete the necessary documentation and submit (along with the resolution) to the CTC by 5-1-18. The Administrative Services Director will submit the Maintenance of Effort Documentation by the same deadline.

FINANCIAL CONSIDERATIONS:

Appropriation of \$154,945 of SB 1 Funds

April 9, 2019

NOTIFICATION:

California Transportation Commission and California State Controller's Office upon passage of resolution

ALTERNATE ACTIONS:

- 1: Request additional information from Staff
- 2: Reject Staff recommendation and/or direct Staff to return with further information.

RECOMMENDATION:

Adopt the Resolution of the City of Willows Incorporating into the 2018-19 Budget a List of Projects Funded By SB1: The Road Repair and Accountability Act and to Appropriate Said Funds

Respectfully Submitted

/s/ Steve Soeth

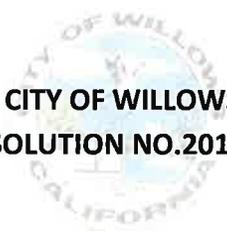
Steve Soeth
Community Development
Services Director

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

ATTACHMENT:

-Resolution



**CITY OF WILLOWS
RESOLUTION NO.2019-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
INCORPORATING INTO THE 2019-20 BUDGET A LIST OF
PROJECTS FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO
APPROPRIATE SAID FUNDS**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of Willows are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Willows must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City of Willows budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Willows, will receive and estimated \$154,945 in RMRA funding in Fiscal Year 2019-20 from SB 1; and

WHEREAS, the funding from SB 1 will help the City of Willows maintain and rehabilitate selected streets/roads and active transportation infrastructure throughout the City of Willows this year and many similar projects into the future; and

WHEREAS, without revenue from SB 1, the City of Willows, would have otherwise been canceling or delaying projects throughout the community; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets

infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Willows, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City of Willows budget for fiscal year 2019-20 will incorporate the following list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues:

-Apply 2600 linear feet of rubberized cape seal to Sycamore Street from Lassen Street to Villa Avenue. Sycamore Street's PCI is 72 this cape seal will protect and add additional years of service. Estimated useful life of 8-15 years with anticipated year of construction 2019-20.

3. The following previously proposed and adopted projects may utilize fiscal year 2019-20 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Willows is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Originally Listed in FY 2018-19

-Removal of broken and uneven sidewalks that are trip and fall hazards or force pedestrian traffic to leave the sidewalk and travel in the street, with repair/replace of these segments. Repair and/or replace curb and gutter, where needed. Connect sections to encourage pedestrian travel and bring sidewalk system into ADA compliance. South side of Birch Street from Butte St. to Tehama St. West side of Tehama St. from Birch St. to Cedar St. Estimated useful life of 20-50 years with anticipated year of construction 2019-20.

Originally Listed in FY 2018-19

-Removal of broken and uneven sidewalks that are trip and fall hazards or force pedestrian traffic to leave the sidewalk and travel in the street, with repair/replace of these segments. Repair and/or replace curb and gutter, where needed. Connect sections to encourage pedestrian travel and bring sidewalk system into ADA compliance. South side of Walnut Street from Shasta St. to Butte St. West side of

Butte St. from Walnut St. to Sycamore St. Estimated useful life of 20-50 years with anticipated year of construction 2019-20.

4. The City of Willows budget for fiscal year 2019-20 will incorporate as follows:

Appropriation of RMRA funding, currently estimated at \$154,945

PASSED AND ADOPTED by the City Council of the City of Willows, on this 9th day of April 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, City Clerk

April 9, 2019

AGENDA ITEM

TO: Honorable Mayor Hansen and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Annual General Plan Progress Report for period from January 1, 2018 to December 31, 2018; A review and discussion regarding the City of Willows General Plan Year End Review for period from January 1, 2018 to December 31, 2018

RECOMMENDATION

Review and accept the Annual Housing Element Progress Report and direct Staff to forward to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400

Environmental: This General Plan Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306

Project Description:

The preparation of a General Plan Annual Progress Report (APR) per Government Code Section 65400, reports the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. Additionally the APR includes the RHNA numbers and where the City stands with meeting these numbers. (*The current RHNA planning period covers from January 1, 2014 to June 30, 2019*).

The Progress Report was brought before the Planning Commission at their regular meeting on March 20, 2019^t with the no amendments to the report, but with the recommendation to forward it to the City Council for their review and acceptance before forwarding it to HCD and OPR as required by Government Code Section 65400(b).

Analysis/Background:

The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for final review and approval. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on April 16, 2015. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, and updated Housing Elements in 2005, and 2010.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (*Glenn County for Willows*) based upon information provided by the State Department of Housing and Community Development (HCD). The following figures prescribe how many housing

units the City of Willows must plan for at varying levels of affordability between the years of 2014 to 2019, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	7	11.1
Very Low	8	12.7
Low	11	17.5
Moderate	11	17.5
Above Moderate	26	41.2
TOTAL	63	100%

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element.

2018 Accomplishments:

The City has not received any applications for residential development within the City within the 2018 calendar year. However a HOME application was submitted in 2018, the second HOME submittal, for a 24 unit Multi-family housing apartment project that was approved in 2016. This city received notification that the second HOME grant has been awarded to the City, which project could begin before the end of the year.

Programs to Accomplish before end of Housing Element timeframe:

Program HD-1.2.1 refers to the Planning Commission meeting at least twice during the 2014-2019 planning period to review the zoning map and land use map with consideration of meeting future housing needs, and to work closely with Glenn County to ensure orderly development of unincorporated lands. The Commission has been working on developing R-1 Design Guidelines for future housing, which guidelines will be used for any new housing developments that come into the city. The draft guidelines are ready for City Council review; however Staff will have to make a text amendment to the code before implementation of the guidelines. This should take place in 2019.

Program HD-1.4.5 requires the City to promote market rate and affordable housing sites, housing program and support services by developing an informational brochure discussing the opportunities by June 2015. Staff has not prepared this brochure as of yet, but anticipate completion by end of the year.

Program RC-1.1.1 requires the City to periodically re-examine the Zoning Ordinance for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations. The City has not had any inquiries within the past year for new housing construction or considerations for reducing cost of such. The Density Bonus section of the City's zoning ordinance allows for the City to take into consideration, requests for reductions such as parking, and will continue to work with future developers with their needs and requests.

Program RC-1.2.1 requires the City to survey other cities in Glenn County area to ensure that local development fees do not become a constraint on housing production. Survey to be completed by 12/2016. The survey has not been completed as of yet; however Staff anticipates this survey will be done prior to the end of the year.

Program EO-1.1.1 requires the City to disperse information to the public regarding an Equal Housing Opportunity Program and fair housing laws. This informational program is to be completed by 12/2016. The program has not been developed as yet, however Staff is in communication with the County regarding this topic and intends to prepare the program by the end of the year.

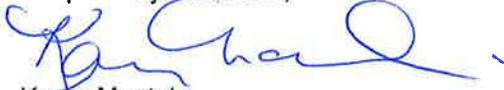
FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

That the City Council review the General Plan Annual Report, and by motion adopt the report, and direct staff to forward to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by:



Wayne Peabody
Interim City Manager

Attachments:

1. State General Plan Annual Element Progress report forms

Jurisdiction	Willows	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Entitled Units Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Submitted Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Sewer Rate Proposal

RECOMMENDATION

By Resolution, Approve the Five-Year Rate Structure for Sewer Service Fees and Direct Staff to Commence the Process to Comply with Proposition 218

SITUATION (or BACKGROUND):

What are We Doing?

The Sewer Enterprise Fund (sewer collection and treatment) is a stand-alone enterprise fund of the City of Willows. As an enterprise fund, it must be self-sustaining. Sufficient revenue must be collected to cover the cost of operations, debt services and capital and equipment needs of the enterprise. We have reached the point where sewer service rates are not covering operations, debt service, and capital needs.

Why are We Doing This?

As noted, current rates no longer sustain sewer operations. As operational cost have steadily increased, particularly in the areas of contract services, utilities, and personnel, funds are no longer available to cover operations and debt service, let alone apply to capital needs. We are digging into Sewer Enterprise Reserves and have been doing so the last 4 years. Current rates are 35% too low to provide the necessary revenue to sustain operations, debt service, and capital programs. Further, it is projected that the rates need to be adjusted further over the next five years to cover these costs by 2023-24.

Rates have not been adjusted since July 2007. Our rate payers have not experienced a rate increase for 12 years.

How are We Proposing to Get There?

The City contracted with Rural Communities Assistance Corporation to undergo a five year rate study and provide recommendation options for a rate program (Exhibits 1, 2

and 3). As a result of the rate study and cost analysis, RCAC provided the following 3 rate recommendations:

	Option 1	Option 2	Option 3
2019-20	19.5%	14.7%	9.5%
2020-21	5.0%	7.0%	9.3%
2021-22	5.0%	7.0%	9.3%
2022-23	5.0%	7.0%	9.3%
2023-24	5.0%	7.0%	9.3%

Staff recommends Option 3, as it provides less of an upfront burden in the first year, and it provides a more consistent rate increase for planning purposes. For residential users, the first-year increase is the equivalent of \$3.82 per month (\$45.84 per year).

Affordability?

The State Revolving Loan Fund and the USDA set affordability standards for sewer service fees. Sewer rates within 1.5% to 2.0% of median household income are considered to meet the standard of “affordable”. Our current residential rate of \$40.19 per month is 0.956% of local MHI. Option 3, the recommended option, will be at 1.49% of MHI in the final year of this rate structure (2023-24).

The increases are, indeed, substantial, but they do not exceed affordability standards as established.

Capital Needs?

Exhibit 4 provides a priority list of capital needs for sewer operations. The rate structure is designed to provide \$200,000-\$250,000 to meet these needs, but, as noted, over time, the line replacement needs alone are in excess of \$4 million.

Exhibit 5 notes capital projects in excess of \$20,000 that have been completed over the past 10 years.

FINANCIAL CONSIDERATIONS:

If approved, first year additional revenue for the Sewer Enterprise Fund is estimated to be \$152,000.

NOTIFICATION

Once rate plan is approved by Council, the Proposition 218 process will commence, which consists of-

- Establishing a public hearing date and time for presentation of rates and public input/protest
- Notification, by mail of all rate payers
- Public notification of rate structure and public hearing in newspaper
- Public Hearing

ALTERNATE ACTION

- Approve Recommended Rate Structure
- Approve One of the Alternative Rate Structures
- Reject Proposal For Rate Adjustment

RECOMMENDATION

By Resolution, Approve the Five-Year Rate Structure for Sewer Service Fees and Direct Staff to Commence the Process to Comply with Proposition 218

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachments

- Exhibit 1-5 Year Rate Options
- Exhibit 2-Detailed 5 Year Rate Scenarios
- Exhibit 3-Revenue and Expenditure Projections
- Exhibit 4-Capital Improvement Program-Priority List
- Exhibit 5-Capital Project Completed Last 10 Years
- Resolution
- Exhibit A-Attachment to Resolution

EXHIBIT 1

5-Year Rate Options

EXHIBIT 1

City of Willows
 Proposed Sewer Rate Options
 As Calculated and Advised by Rural Communities Assistance Corporation

		2019/2020		2020/2021		2021/2022		2022/2023		2023/2024	
Current Rate \$40.19; Affordability Index 0.956%		Rate	Affordability Index								
Preliminary Rate Options Comparison (Residential)											
Option #1	First year increase 19.5%; Subsequent years increase 5%	\$ 48.03	1.14%	\$ 50.43	1.20%	\$ 52.95	1.26%	\$ 55.60	1.32%	\$ 58.38	1.39%
Option #2	First year increase 14.7%; Subsequent years increase 7%	\$ 46.10	1.10%	\$ 49.33	1.17%	\$ 52.78	1.26%	\$ 56.47	1.34%	\$ 60.43	1.44%
Option #3	First year increase 9.5%; Subsequent years increase 9.3%	\$ 44.01	1.05%	\$ 48.10	1.14%	\$ 52.58	1.25%	\$ 57.47	1.37%	\$ 62.81	1.49%

EXHIBIT 2

Detailed 5-Year Rate Scenarios

EXHIBIT 3

Revenue and Expenditure Projections
(prepared by RCAC)

EXHIBIT 3.1

Current Rates against Projected Costs	# Units Billed	Monthly Rate	Average Monthly Revenue	Average Annual Fee Revenue	
Residential - In City Limits	2,476	\$ 40.19	\$ 99,510.44	\$ 1,194,125	
Residential - Northeast Willows CSD	302	\$ 40.19	\$ 12,137.38	\$ 145,649	
Total Base Revenue	2,778		111,648	\$ 1,339,774	
Flow Charges	Rate Per CCF	Average Annual Usage	Billable Usage (100 CFs)	Average Annual Flow Revenue	
Motel/Hotel	\$ 3.22		\$ -	\$ -	
Hospital/Rest Home	\$ 3.17		\$ -	\$ -	
Restaurant/Bakery	\$ 4.18		\$ -	\$ -	
Market/Morgue	\$ 3.94		\$ -	\$ -	
Laundry	\$ 3.42		\$ -	\$ -	
Car Wash	\$ 3.05		\$ -	\$ -	
Jail	\$ 3.54		\$ -	\$ -	
Other Commercial	\$ 3.01		\$ -	\$ -	
Total Flow Charges		\$ -	\$ -	\$ 260,000	
County Fees (Contra Revenue)				(13,000)	
Budget Assuming 3% Inflation per year	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024
Total Monthly Required Reserves Fund	\$ 19,654	\$ 19,654	\$ 19,654	\$ 19,654	\$ 19,654
Total yearly required reserve fund	\$ 235,848	\$ 286,931	\$ 238,047	\$ 289,197	\$ 240,383
Debt Service	\$ 351,889	\$ 352,083	\$ 352,071	\$ 351,853	\$ 351,429
Sewer Maintenance - Personnel	\$ 404,766	\$ 417,228	\$ 430,080	\$ 443,335	\$ 457,006
Sewer Maintenance - Operations	\$ 1,029,134	\$ 1,060,008	\$ 1,091,808	\$ 1,124,563	\$ 1,158,299
Total Operating Budget	\$ 2,021,637	\$ 2,116,250	\$ 2,112,007	\$ 2,208,949	\$ 2,207,117
	1/31/2020	1/31/2021	1/31/2022	1/31/2023	1/31/2024
Estimated Annual Revenue From Base Rate	\$ 1,339,774	\$ 1,339,774	\$ 1,339,774	\$ 1,339,774	\$ 1,339,774
Estimated Annual Revenue - Usage Charges	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000
Estimated County Cost of Collection (Contra Revenue)	\$ (13,000)				
Total Operating Revenue	\$ 1,586,774	\$ 1,599,774	\$ 1,599,774	\$ 1,599,774	\$ 1,599,774
Net Operating Revenue/(Loss)	\$ (434,863)	\$ (516,476)	\$ (512,233)	\$ (609,175)	\$ (607,343)
Non-Operating Revenue					
Interest Revenue	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Sewer Connection	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Interest on Sewer Connection Fees	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Total Non-Operating Income	\$ 33,500	\$ 33,500	\$ 33,500	\$ 33,500	\$ 33,500
Net Revenue/(Loss)	\$ (401,363)	\$ (482,976)	\$ (478,733)	\$ (575,675)	\$ (573,843)
					Spread Increase Over
					a Five Year Period
					\$ 10,665,959

EXHIBIT 3.2

Account #	Description	2019/2020 Fund Support Sewer	2020/2021 Fund Support Sewer	2021/2022 Fund Support Sewer	2022/2023 Fund Support Sewer	2023/2024 Fund Support Sewer
Sewer Service Revenue						
	Residential	\$ 1,194,125	\$ 1,194,125	\$ 1,194,125	\$ 1,194,125	\$ 1,194,125
	Commercial	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000
	NE Willows CSD	\$ 145,649	\$ 145,649	\$ 145,649	\$ 145,649	\$ 145,649
Total Service Fees		\$ 1,599,774				
Sewer Maintenance - Personnel						
318 4001 180	Salaries	\$ 197,529	\$ 203,455	\$ 209,559	\$ 215,845	\$ 222,321
318 4002 180	Overtime	\$ 16,000	\$ 16,480	\$ 16,974	\$ 17,484	\$ 18,008
318 4006 180	PERS	\$ 86,220	\$ 88,807	\$ 91,471	\$ 94,215	\$ 97,041
318 4007 180	Health Insurance	\$ 78,500	\$ 78,795	\$ 81,159	\$ 83,594	\$ 86,101
318 4008 180	FICA	\$ 16,335	\$ 17,152	\$ 18,009	\$ 18,910	\$ 19,855
318 4009 180	Workers Compensation	\$ 11,530	\$ 11,876	\$ 12,232	\$ 12,599	\$ 12,977
318 4013 180	Unemployment	\$ 400	\$ 412	\$ 424	\$ 437	\$ 450
318 4014 180	Life Insurance	\$ 252	\$ 252	\$ 252	\$ 252	\$ 252
Total Salaries/Benefits		\$ 404,766	\$ 417,228	\$ 430,080	\$ 443,335	\$ 457,006
Sewer Maintenance - Operations						
318 4020 180	Office Expense	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675
318 4030 180	Special Departmental	\$ 4,500	\$ 4,635	\$ 4,774	\$ 4,917	\$ 5,065
318 4040 180	Small Tools	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675
318 4050 180	Uniform Expense	\$ 2,800	\$ 2,884	\$ 2,971	\$ 3,060	\$ 3,151
318 4071 180	Telephone	\$ 950	\$ 979	\$ 1,008	\$ 1,038	\$ 1,069
318 4080 180	PG&E	\$ 170,000	\$ 175,100	\$ 180,353	\$ 185,764	\$ 191,336
318 4100 180	Building Maintenance	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814
318 4111 180	Vehicle Maintenance	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510
318 4112 180	Vehicle - Tires	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251
318 4113 180	Vehicle - Fuel	\$ 14,000	\$ 14,420	\$ 14,853	\$ 15,298	\$ 15,757
318 4115 180	Equipment Maintenance	\$ 21,000	\$ 21,630	\$ 22,279	\$ 22,947	\$ 23,636
318 4120 180	Professional Services	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510
318 4130 180	Contractual Services	\$ 654,000	\$ 673,620	\$ 693,829	\$ 714,643	\$ 736,083
318 4140 180	Insurance	\$ 25,600	\$ 26,368	\$ 27,159	\$ 27,974	\$ 28,813
318 4150 180	Travel & Meetings	\$ 300	\$ 309	\$ 318	\$ 328	\$ 338
318 4160 180	Dues & Memberships	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251
318 4170 180	Training	\$ 300	\$ 309	\$ 318	\$ 328	\$ 338
318 5132 180	First Aid & Safety	\$ 250	\$ 258	\$ 265	\$ 273	\$ 281
318 5631 180	Discharge Permit	\$ 10,500	\$ 10,815	\$ 11,139	\$ 11,474	\$ 11,818
318 5632 180	General Administration	\$ 77,214	\$ 79,551	\$ 81,938	\$ 84,396	\$ 86,928
Total Operations		\$ 1,029,134	\$ 1,060,008	\$ 1,091,808	\$ 1,124,563	\$ 1,158,299
Total Budget		\$ 1,433,900	\$ 1,477,236	\$ 1,521,889	\$ 1,567,898	\$ 1,615,306
Other Expenses:						
318 2522/590 180	Sewer Loan Repayment - 2007 Renovation	\$ 351,889	\$ 352,083	\$ 352,071	\$ 351,853	\$ 351,429
Reserve Account Funding:						
	Debt Reserves (Assumes one Annual Payment is Fully Funded)	\$ -	\$ -	\$ -	\$ -	\$ -
	Operating Reserves (assumes funding 12.5% of annual budget over 5 years)	\$ 35,848	\$ 36,931	\$ 38,047	\$ 39,197	\$ 40,383
	Emergency Reserves (assumes funding \$100,000 over 5 Years)	\$ -	\$ -	\$ -	\$ -	\$ -
321 7210 400	Capital Improvement Reserves	\$ 200,000	\$ 250,000	\$ 200,000	\$ 250,000	\$ 200,000
Total Reserve Funding		\$ 235,848	\$ 286,931	\$ 238,047	\$ 289,197	\$ 240,383
Total Other Expenses		\$ 587,737	\$ 639,014	\$ 590,118	\$ 641,051	\$ 591,811
Total Costs		\$ 2,021,637	\$ 2,116,250	\$ 2,112,007	\$ 2,208,949	\$ 2,207,117
Net Operating Revenue		\$ (421,863)	\$ (516,476)	\$ (512,233)	\$ (609,175)	\$ (607,343)
Net Revenue Income/(Loss)						
		\$ (421,863)	\$ (516,476)	\$ (512,233)	\$ (609,175)	\$ (607,343)
Beginning Fund Balance (Projected Cash in Bank minus Cash in bank - Reserves)						
		\$ 969,241	\$ 547,379	\$ 30,902	\$ (481,331)	\$ (1,090,505)
Ending Fund Balance		\$ 547,379	\$ 30,902	\$ (481,331)	\$ (1,090,505)	\$ (1,697,848)
Reserve Fund:						
Beginning Reserve Fund Balance		\$ 360,600				
Contributions		\$ 235,848	\$ 286,931	\$ 238,047	\$ 289,197	\$ 240,383
Expenditures		\$ (235,848)	\$ (286,931)	\$ (238,047)	\$ (289,197)	\$ (240,383)
Ending Fund Balance		\$ 360,600				

EXHIBIT 4

Capital Improvement Priority List

Note: In addition to this list, the following projects are slated for completion in the next 3-5 years-

Relining chlorine contact chamber-	\$64,000
Launder cover for aerators	\$62,000
Sludge removal and haul-	\$31,000

Sewer Pipe Age as Percent of System

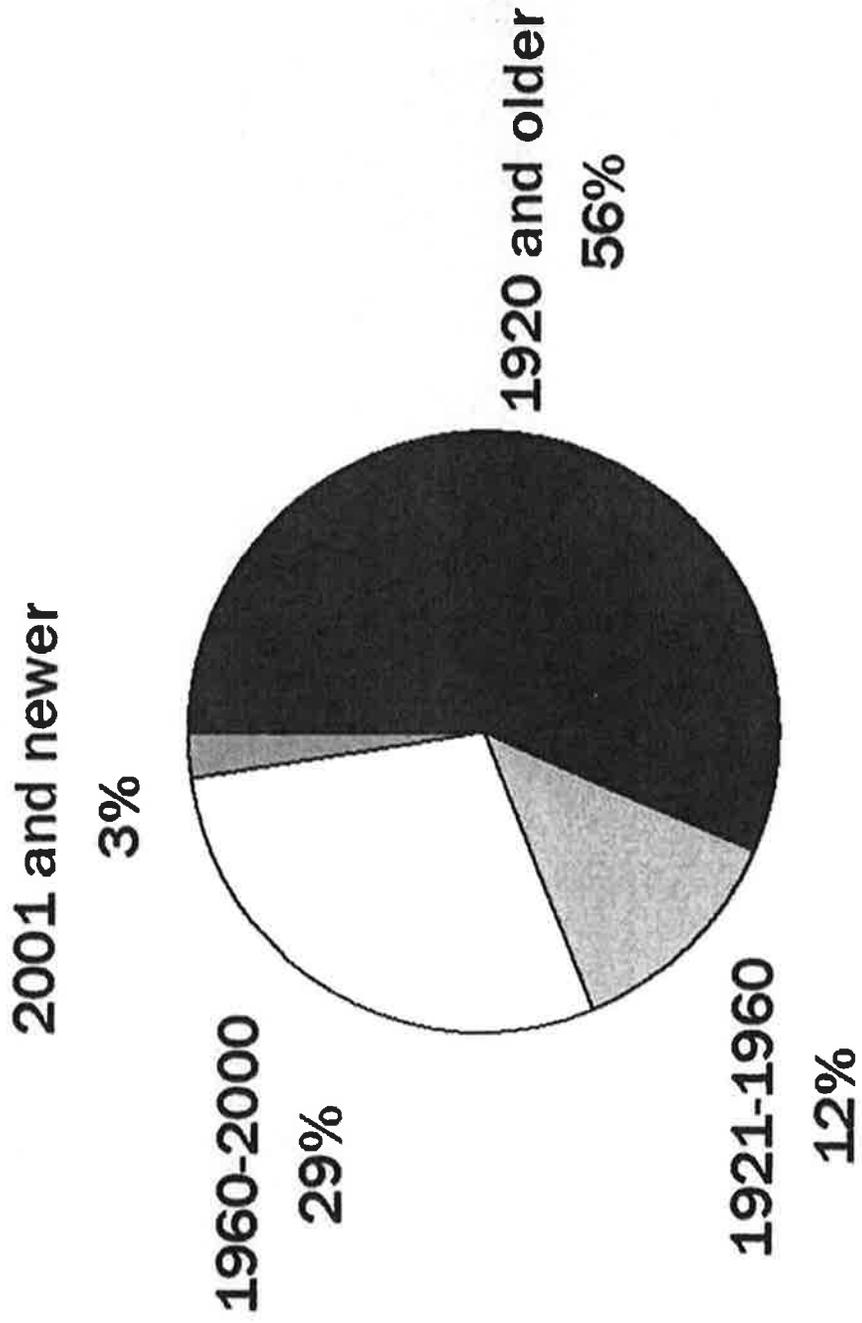




Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #1: Yolo Street: between Sycamore and Oak				
	1	471	\$72,063	6" - VCP, 5' Deep, About 1/3 of the pipe sections have cracks. 1/5 of the line has minor roots
Ventura - Alpine: between Sycamore and Oak				
	1	480	\$73,440	<i>Completed</i> 8" - VCP, 4' 6" Deep, Had roots
Birch and Cedar (Alley Way): between Merrill and Culver Streets				
	1	472	\$72,216	<i>Completed</i> 8" - VCP, 3' 3" Deep, Almost every section is cracked laterally
Lassen Street: between Birch and Cedar				
	1	484	\$74,052	6" - VCP, 6' 7" Deep, Stopped at 125', Tie-in blocking progress
Murdock Street: between Sycamore and Oak				
	1	480	\$73,440	6" - VCP, 4' Deep, Under water, missing pipe
Murdock Street: between Walnut and Willow				
	1	482	\$73,746	6" - VCP, 3' Deep
Walnut and Sycamore (Alley Way): between Lassen and Plumas				
	1	480	\$73,440	6" - VCP, 5' Deep, Numerous offsets
Oak and Laurel (Alley Way): between Lassen and Plumas				
	1	478	\$73,134	6" - VCP, 5' 6" Deep
Wood and Willow (Alley Way): between Plumas and Shasta				
	1	338	\$51,714	6" - VCP, 4' 8" Deep
Walnut and Sycamore (Alley Way): between Shasta and Plumas				
	1	479	\$73,287	6" - VCP, 4' 6" Deep, Roots at most joints

NOTE - Approximately \$210,000 of additional line replacement was completed 30 in 2010-11. Staff is continue to review locations



(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #1: Oak and Laurel (Alley Way): between Shasta and Plumas				
	1	493	\$75,429	6" - VCP, 5' Deep
Plumas and Lassen (Alley Way): between Laurel and Ash				
	1	372	\$56,916	6" - VCP, 6' 8" Deep, Pipe Cracked- side missing, Impossible at this point
Sacramento Street: between Wood and Sycamore				
	1	1,264	\$193,392	<i>Completed</i> 8" Mainline some of these are large parcels
Main Line Tributary to the Sycamore Pump: Main Line U/S of Sycamore St. Lift Station				
	1	2,900	\$443,700	8" Mainline which serves Wal-Mart and Commerical areas. Bored Underneath I-5
Walnut - Laurel: Alley Way Between Merrill and Marshall Streets and crossing the Park				
	1	1,440	\$220,320	8" Mainline includes park and high school

Total Priority 1 = \$1,361,241



(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #2: Yolo Street: between Laurel and Ash				
	1.5	406	\$62,118	6" - VCP, 4' Deep, About 1/3 of the pipe sections start to finish have cracks at the "bell" end
Oak and Sycamore (Alley Way): between Shasta and Plumas				
	1.5	493	\$75,429	6" - VCP, 5' Deep, sagging pipe
Yolo Street: between Oak and Laurel				
	1.5	481	\$73,593	6" - VCP, 30" Deep, Line full of gravel
Yolo Street: between Walnut and Sycamore				
	1.5	481	\$73,593	6" - VCP, 38" Deep. Line was impossible beyond this point due to roots and offsets
Sacramento Street: between Oak and Laurel				
	1.5	476	\$72,828	6" - VCP, 54" Deep
Sonoma Street: between Oak and Laurel				
	1.5	530	\$81,090	8" - VCP, 46" Deep
Cedar and Elm (Alley Way): between Plumas and Lassen				
	1.5	483	\$73,899	8" - VCP, 43" Deep
Lassen Street: between Ash and Birch				
	1.5	485	\$74,205	6" - VCP, 4' 7" Deep, After 397' roots in 75% of joints, Cracks in 65% of joints and lengths
Birch and Cedar (Alley Way): between Shasta and Plumas				
	1.5	480	\$73,440	6" - VCP, 4' 6" Deep, Roots in 75% of joints, several bad tie-ins, Cracks at bells
Ash and Birch (Alley Way): between Butte and Shasta				
	1.5	440	\$67,320	6" - VCP, 2' Deep



(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #2: Walnut - Willow (Alley Way): between Plumas and Shasta Streets				
	2	479	\$73,287	6" Mainline
Murdock Street: between Oak and Laurel				
	2	480	\$73,440	6" Mainline
Walnut - Sycamore (Alley Way): between Ventura and Alpine Streets				
	2	493	\$75,429	8" Mainline

Priority 2 = 949,671



(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #3: Yolo Street: between Wood and Willow				
	2	295	\$45,135	6" - VCP, 2' Deep
Sacramento Street: between Laurel and Canal (Ash)				
	2	304	\$46,512	6" - VCP, 5' 3" Deep, Several cracked "bell" ends
Cedar and Elm (Alley Way): between Merrill and Culver				
	2	480	\$73,440	8" - VCP, 6' 8" Deep
Elm Street: between Culver and Alley Way east of Merrill				
	2	220	\$33,660	10" - VCP, 5' Deep
Elm Street: between Marshall and Murdock				
	2	306	\$46,818	10" - VCP, 6' Deep, Minor cracks throughout run
Murdock Street: between Wood and Willow				
	2	311	\$47,583	6" - VCP, 1' 6" Deep, Numerous cracks
Murdock Street: between Walnut and Sycamore				
	2	479	\$73,287	6" - VCP, 3' 6" Deep
Willow and Walnut (Alley Way): between Lassen and Plumas				
	2	479	\$73,287	6" - VCP, 4' Deep
Sycamore and Oak (Alley Way): between Lassen and Plumas				
	2	480	\$73,440	6" - VCP
Willow and Walnut (Alley Way): between Butte and Shasta				
	2	482	\$73,746	6" - VCP, 4' 6" Deep



(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #3: Oak and Sycamore (Alley Way): between Butte and Shasta				
	2	480	\$73,440	6" - VCP, 5' Deep
Oak and Laurel (Alley Way): between Butte and Shasta				
	2	484	\$74,052	6" - VCP, 5' Deep
Willows and Wood (Alley Way): between Lassen and Plumas				
	2	344	\$52,632	6" - VCP, 5' Deep
Yolo Street: between Willow and Walnut				
	2	481	\$73,593	6" - VCP, 30" Deep
Sacramento Street: between Sycamore and Oak				
	2	480	\$73,440	6" - VCP, 69" Deep
Sonoma Street: between Walnut and Willow				
	2	477	\$72,981	6" - VCP, 23" Deep
Sonoma Street: between Willow and Wood				
	2	300	\$45,900	8" - VCP, 57" Deep
Sonoma Street: between Sycamore and Walnut				
	2	484	\$74,052	8" - VCP, 37" Deep, Pipe changes to 6" at 223' 5"
Cedar and Elm (Alley Way): between Shasta and Plumas				
	2	485	\$74,205	6" - VCP, 6' 10" Deep, Roots at several taps and joints. Cracks at 60% of bells
Cedar and Elm (Alley Way): between Butte and Shasta				
	2	484	\$74,052	6" - VCP, 6' Deep, Several bad tie-ins, No doubt cause ground water to intrude



(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #3: Ash Street: between 233 W. Ash to Laurel (alley way)				
	2	374	\$57,222	6" - VCP, 6' Deep, Pipe was impossible at this point
Walnut and Willow: between Crawford and Culver				
	2	476	\$72,828	6" - VCP, 5' Deep, Roots in several joints after this
Vine - Wood (Alley Way): between Butte and Tehama Streets				
	3	464	\$70,992	6" Main Line

Priority = 1,476,297

(cont) Table 7-2: Recommended Capital Replacement Improvements

Location: Cross Streets	Rating	Distance	Est. Cost (\$ - 2008)	Comments
Priority #4: Birch and Cedar (Alley Way): between Plumas and Lassen				
	2.5	482	\$73,746	6" - VCP, 6' 6" Deep, Pipe was impossible at this point
Birch and Cedar (Alley Way): between Culver and Crawford				
	2.5	499	\$76,347	8" - VCP, 4' 2" Deep
Stoullil and Birch (Alley Way): between Marshall and Merrill				
	2.5	462	\$70,686	6" - VCP, 4' 2" Deep, Gravel in main

Priority 4 = \$220,779

Total = \$4,007,988

EXHIBIT 5

Capital Improvement and Equipment Purchases
Greater Than \$20,000
2008/09-20017-18

City of Willows
 Schedule of Capital Improvement
 And Equipment
 FY 2008-09 to Current
 Sewer Funding

Fiscal Year	Item	Cost
2008	18" parallel line to WWTP	\$ 1,044,637
2008	Generators for Pump Stations	\$ 62,050
2010	Slip Line-Sycamore St	\$ 45,806
2011	Line Replacement-Various Locations	\$ 425,975
2011	Vehicles (2)	\$ 65,696
2011	Area Prep and Fencing-Solar Field	\$ 49,498
2013	Future Desing Work-WWTP	\$ 39,820
2016	Line Replacement-Sacramento St.	\$ 320,228
2016	Vehicle	\$ 50,000
2018	Line Replacement-Sycamore St.	\$ 20,000
	Total	\$ 2,123,710

(\$750,000 grant funds, \$294,637 sewer funds)

RESOLUTION NO. _____

Resolution of the City Council of the City of Willows Approving a Five Year Rate Structure for Sewer Service Fees and Directing Staff to Commence the Process to Comply with Proposition 218

WHEREAS, the City recognizes that the Sewer Enterprise Fund must be financially self-sustaining; and

WHEREAS, the City engaged the Rural Community Assistance Corporation to assist the City via performance of a cost analysis and rate study, and

WHEREAS, the City Council recognizes the need to balance the financial necessity of maintaining the Sewer Enterprise System with the financial burden on the Users of the system; and

WHEREAS, the City has not increased rates since July, 2007,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby approve a rate structure for Sewer Service Fees as follows-

July 1, 2019-9.5%

July 1, 2020-9.3%

July 1, 2021-9.3%

July 1, 2022-9.3%

July 1, 2023-9.3%

BE IT FURTHER RESOLVED, that the approved rate structure is detailed in EXHIBIT A to this resolution, and

BE IT FURTHER RESOLVED, that the City Council directs Staff to commence with procedures in accordance with Proposition 218, including, but not limited to, public notification, public hearing, and public protest processes.

PASSED AND ADOPTED by the Willows City Council, this 9th day of April, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Gary Hansen, Mayor

ATTEST:

Tara Rustenhoven, City Clerk

City of Willows

EXHIBIT A

Attachment 2a:

To Resolution NO _____

Note: Residential rates are flat rates per dwelling unit. Commercial rates are per CCF of water used subject to the monthly minimum charge.

		9.50%	9.30%	9.30%	9.30%	9.30%
	Current	July to June 2019-2020	July to June 2020-2021	July to June 2021-2022	July to June 2022-2023	July to June 2023-2024
Residential and Minimum Commercial (Monthly)	\$ 40.19	\$ 44.01	\$ 48.10	\$ 52.57	\$ 57.46	\$ 62.81
Residential Annualized (Per Dwelling Unit)	\$ 482.28	\$ 528.10	\$ 577.21	\$ 630.89	\$ 689.56	\$ 753.69
Motel/Hotel	\$ 3.22	\$ 3.53	\$ 3.85	\$ 4.21	\$ 4.60	\$ 5.03
Hospital/Rest Home	\$ 3.17	\$ 3.47	\$ 3.79	\$ 4.15	\$ 4.53	\$ 4.95
Restaurant/Bakery	\$ 4.18	\$ 4.58	\$ 5.00	\$ 5.47	\$ 5.98	\$ 6.53
Market/Morgue	\$ 3.94	\$ 4.31	\$ 4.72	\$ 5.15	\$ 5.63	\$ 6.16
Laundry	\$ 3.42	\$ 3.74	\$ 4.09	\$ 4.47	\$ 4.89	\$ 5.34
Car Wash	\$ 3.05	\$ 3.34	\$ 3.65	\$ 3.99	\$ 4.36	\$ 4.77
Jail	\$ 3.54	\$ 3.88	\$ 4.24	\$ 4.63	\$ 5.06	\$ 5.53
Other Commercial	\$ 3.01	\$ 3.30	\$ 3.60	\$ 3.94	\$ 4.30	\$ 4.70

AGENDA ITEM

April 9, 2019

TO: Honorable Mayor Hansen and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Façade Improvement Program Funds Request
126-132 W. Sycamore Street/APN: 003-051-007

RECOMMENDATION

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for Reidy Building project authorizing the commitment of \$5,000

Background

The City Council adopted a *Community Vision and Action Plan* in June of 2000 which suggested several community goals; one of them being the institution of a Downtown Façade Improvement Program (PROGRAM). In June of 2008 the City Council adopted Resolution No. 31-2008, instituting a Façade Improvement Program, which is designed to facilitate improvements to buildings in the Downtown Commercial Core and to improve the physical appearance of independent businesses and enhance the Downtown Commercial District. Minor restoration or rehabilitation of exterior façade elements are listed as eligible items allowed under the project categories. Prior to assistance for the work, the applicant will need to obtain City Council approval for up to 50% of the project costs from the Façade Improvement Program funding.

Project Description

The applicant, Gary Evans, has applied for Façade Improvement funds under the Downtown Façade Improvement Program to make several exterior changes to an existing building within the downtown. The application was reviewed and approved by GWIL, with a recommendation to fund the project with up to \$5000 in funding from the Downtown Façade Improvement Program. Mr. Evans also has made a request to the City for a Design Review approval. The concept was brought before the Planning Commission for review and approval prior to taking the funding request to the City Council.

The project proposal is to; remove the metal awning, acid wash brick on front and side of building; repair and replicate the rusted sheet metal façade with green material; replace damaged brick and mortar on front façade, and remove pigeons and bats and block entry and exit points along the top of the building. The proposal will enhance the exterior façade of the existing professional/apartment building.

The subject building is located on a corner parcel, adjacent to an alley, and located within the Central Commercial zoning district with a Historic Downtown overlay. The subject building was built in approximately 1910 as depicted on the top of the building. Surrounding zoning is Central Commercial, the same as this property.

Environmental Review

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA) for significant environmental impacts to the environment and qualifies as a Categorical Exemption, under Section 15301, Existing Facilities.



Reidy Building without awing/circa 1950s



FINANCIAL CONSIDERATIONS

The approval of the attached resolution commits the City to \$5,000 in Downtown Façade Improvement matching funds (50% of the eligible project cost). The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution. The total cost of the restoration project, per the attached invoice is \$_____.

NOTIFICATION

Gary Evans, owner of 126-132 W. Sycamore Street have been notified.

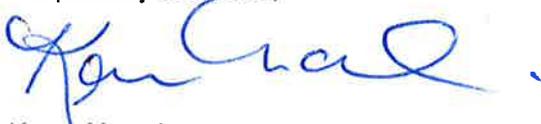
ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution approving the use of Façade Improvement Funds to assist Gary Evans with the Reidy Building renovation project not to exceed \$5,000

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by,



Wayne Peabody
Interim City Manager

Attachments:

- 1) Draft Resolution
- 2) Project cost estimate
- 3) GWIL approval letter

**CITY OF WILLOWS
RESOLUTION No. ____-2019**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF DOWNTOWN FAÇADE IMPROVEMENT FUNDS TO GARY EVANS TO MAKE EXTERIOR RENOVATIONS TO AN EXISTING COMMERCIAL BUILDING LOCATED AT 126-132 W.SYCAMORE STREET, ASSESSORS PARCEL NUMBER 003-051-007

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, Gary Evans has requested the use of PROGRAM funds not to exceed \$5,000, to assist with the exterior renovations project for property located at 126-132 W. Sycamore Street, within the Central Commercial Zoning district, and

WHEREAS, restoration of historic elements, awnings, cleaning and repainting are an eligible items under the PROGRAM, and

WHEREAS, the Planning Commission heard and approved a Design Review application for the project on March 20, 2019, 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 awning project.

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

1. That the Reidy Building restoration project qualifies as an eligible use of PROGRAM funds.
2. That the City Council hereby commits \$5000 of the PROGRAM funds to Gary Evans for the project.

PASSED, AND ADOPTED by the City Council of the City of Willows this 9th day of April, 2019, by the following vote:

AYES:
NOES:
ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, City Clerk

Project Cost Estimate**REIDY BUILDING FAÇADE RESTORATION PROJECT ESTIMATE**

Care will be taken to keep the building original looking, retain the same colors and design.

<u>Proposed Items/Tasks</u>	<u>Estimated Cost</u>
Remove pigeons and bats – block entry and exit points	\$2,700
Remove awning, set up safety barricade scaffolding	1,500
Repair and replicate rusted sheet metal façade with green material	6,500
Paint Trim	3,750
Replace damaged brick and mortar on front façade	3,000
Acid wash and seal brick on front of the building	5,000
TOTAL	\$22,450.00

GREATER WILLOWS
IMPROVEMENT LEAGUE

201 N Lassen Street Willows, CA 95988

(530)934-7041



March 4, 2019

Dear Sirs:

The GWIL Committee has reviewed the Façade Improvement Application of Gary Evans. He is requesting grant funding for the Reidy Building located at 126 W. Sycamore Street.

Mr. Evans has included a bid or cost breakdown for the work he is planning for the exterior of the building. One of the items on his application is restoration of the brickwork on the building. This includes repairing or replacing the missing or broken brickwork as well as removing the paint and resealing the brickwork.

This and other items on his application are within the guidelines of the program and therefore the committee would support his request.

The Committee would be in support of Mr. Evans receiving grant funds in the amount of \$5,000.00.

Thank you,


Dana Owens

GWIL Committee Member

