



Willows City Council Regular Meeting

July 10, 2018
Willows City Hall
7:00 p.m.

Agenda

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

City Council
Kerri Warren, Mayor
Lawrence Mello, Vice Mayor
Gary Hansen, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Robyn Johnson

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) within the jurisdiction of the city 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 minutes of the Regular City Council Meeting held on June 26, 2018.

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. **REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION**

- a. Consider adoption of a Resolution staff to submit a HOME Program Funding Application in support of the proposed 24-unit multi-family apartment housing project.

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. 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 REAL PROPERTY NEGOTIATORS, pursuant to Gov. Code section 54956.8:
Property: 153 N. Lassen Street
Agency negotiators: Wayne Peabody, Tim Sailsbery.
Negotiating parties: Cathy Baroni-Briggs
Under negotiation: Price
Properties: APN 003-034-006, 003-044-006 Willows "Mall" parking lots and common areas
Agency negotiators: Wayne Peabody, Tim Sailsbery.
Negotiating party: City of Willows (formerly Willows Community Redevelopment Agency)
Under negotiation: Terms, Conditions, and Process of Sale

9. RECONVENE IN OPEN SESSION

10. ANNOUNCEMENT OF ANY ACTION TAKEN IN CLOSED SESSION

11. ADJOURNMENT

This agenda was posted on July 5, 2018.



Robyn Johnson, 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



SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD June 26, 2018

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

The meeting opened with the Pledge of Allegiance led by Vice Mayor Mello.

Roll Call:

Council Members Present: Council Members Yoder, Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.

Council Members Absent: None.

Staff Present: Administrative Services Director Tim Sailsbery, Community Development Services Director Steve Soeth, City Engineer John Wanger and Recreation Coordinator Sarah Hoffman.

Public Comment/ Written Communications:

Kevin Wilson- (Willows Car and Bike Association President):

Requested permission/approval to place a memorial bench in Jensen Park for Linda Carney. Council liked Mr. Wilson's ideas and requested staff to work on placing this on a future agenda for Council to take formal action on.

Jody Samons Development Director of Glenn County:

Shared a sneak peak of a short marketing video for Glenn County.

Consent Agenda:

Mayor Warren requested a minor typo be changed. Stating that Council Member Hansen had been addressed as the Mayor. She requested that be changed to the correct title prior to the passing of the consent agenda.

- a. Approval of general checking, payroll & direct deposit check registers (35945-35983, Z09262-Z09287, 37422-37447).
- b. Approval of minutes of the Regular City Council Meeting held on June 12, 2018.

Council Member Williams asked the Mayor to pull *item a* for discussion: He then shared that as he was reviewing the registers and had noticed a check that he spoke to Administrative Services director Sailsbery prior to the meeting. Council Member Williams then requested that Mr. Sailsbery explain check number 35983 is for.

Administrative Services Director Sailsbery explained that development on the South side required that the City retain mitigation credits regarding the Giant Gardner Snake which are purchased in this check number.

Council Member then asked for clarification on the amount of land that would be watched. Mr. Sailsbery responding with the area is nine tenths of an acre. Council Member Williams then stated that nine tenths of an acre is costing the City 50,000 dollars. Concluding his discussion by saying he wouldn't call it extortion, but large amount of money for such a small amount of land.

The item was then placed back onto the consent again and Mayor moved forward with a vote.

Action:

Motion: Council Member Hansen/ Second: Council Member Williams

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: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

Public Hearing:

- a. Conduct a public hearing and consider the resolution approving the annual engineer's report, confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for fiscal year 2018-19 for the City of Willows Landscaping and Lighting Assessment District.

Engineer Wanger introduced the item sharing with Council that this is 3rd and final step needed at a Council Meeting that is required by the streets and highways code. The assessment district was formed in 2005, before Council is the preliminary engineers report and there has been no change to the report. He then reminded Council that it covers; operations, maintenance, landscaping and street lights for both zone A and zone B.

Mr. Wanger then requested that the Mayor open the public hearing allowing any comments/concerns to be heard. And at the close of the hearing, if Council finds the report acceptable, the Council should adopt the attached resolution approving the Engineer's Report and authoring the levy of assessments per the Engineer's Report.

Mayor Warren opened the Public hearing opened at 7:13pm.

Randy King (Willows Citizen):

Addressed questions for both the Council and City Engineer. This caught my eye when researching minutes and audio. He expressed concerns about the impact on taxes from citizens and yet it only servicing a small amount of space with this assessment zone. He then expressed the breakdown on costs sharing the administration fees are fairly large. He then went on to say that the people affected by this are supposed to receive notification. Doing his due diligence he had went out and talked to home owners that would be affected and noticed and to his alarm most of them had said they had no idea, yet alone receiving a letter or the ability to vote on this assessment.

Mr. King then went on asking, why is this good for our community? The assessments seem high, is there other revenues to pay for the lighting and landscaping.

Administrative Services Director Sailsbery responded to Mr. King by thanking him for asking these questions and then responded with information about prop 218. Sharing that at the time of vote is at the time of development. At that time there was a majority vote to enter into lighting and landscape district. It is not an unusual process

He then went on about Mr. King's inquiry of the annual increase. Sharing it is publically noticed. As it has been. It is up to the following individuals within the district. Those who live outside of the district may have commentary however, it comes down to the decision of those who live inside the district to make any decisions.

Why is it good for community? With limitations under Prop 213 and the fine amount of Gas Tax. Mr. King is absolutely correct we do spend a large amount of gas tax monies for street lights within our community. What happens though without the number continuing to grow it does not keep up with the demand of the lighting? So what happens if the development of these districts outside of prop 218 helps cover these costs and lighting needs.

He then shared with Mr. King, although it had not been asked he felt he should know some information about the costs of these engineer reports. The City hasn't had a lot of development since 2005. Mr. Williams had asked in past have we gone to bid for this. Coastland has been more than reasonable to cover these costs. And that he felt that the costs are reasonable.

Mr. Wanger then addressed Prop 218, sharing that when assessments do go up, there is a requirement that if they go over a maximum amount from the Engineer's report for each of the zones, there is a mandate that is set. When this district was formed in 2005 there was an index approved to it that every year we could add cost of living. Without having to go out to ballot. More discussion was had to inform Council of the increase and answer questions and/or statements Mr. King had made.

With no more comments to be made. Mayor Warren closed the public hearing at: 7:23 pm.

Council Member Hansen lead Council commentary with statements about zone A. Sharing he sees that the increase within assessment. But stated that in past years we have had no increase in pay.

Council Member Yoder then shared that he remembered being scrutinized on the developers getting money back in past.

Vice Mayor Mello asked staff if they work directly with the landscaper. Administrative Services Director Sailsbery, shared it is done house. He then asked who had painted the wall. Staff shared that the Public Works Department had done the painting. Vice Mayor then gave kudos to the Department sharing they had done a good job. He then asked if those funds then go to the City if the work is being completed in house. Staff replied with yes that is correct.

Vice Mayor ended Council commentary and Mayor then gave the item to the pleasure of the Council.

Action:

Motion: Council Member Williams/ Second: Council Member Hansen

Moved to approve the resolution approving the annual engineer's report, confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for fiscal year 2018-19 for the City of Willows Landscaping and Lighting Assessment District.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Consideration and possible adoption of the resolution of the City Council of the City of Willows approving an application for the funding and the execution of a grant agreement and any amendments thereto from the Over-The-Counter Community Development Block Grant Agreement, and amendments thereto, and other related documents necessary to participate in the CDBG/OTC Program.

Administrative Services Director Sailsbery introduced the topic, sharing with Council that the City was asked to do a rewrite of a resolution that was passed in August 2017. The total amount of the grant did not change and the grant money has been approved it was requested at the approval stages which is why it is before you today.

He then pointed out some changes within the resolution itself that changed, looking at items b and c in section one did adjust. The amount for infrastructure improvements went up by 143,000. The financing loan went down about 143,000. The other change is application date, we had applied for 2017 funding and they have requested that be changed to the 2018.

Both Council Member Hansen and Council Member Williams asked of the changes prior to the meeting and had addressed those present of questions for the record.

Action:

Motion: Council Member Hansen/ Second: Vice Mayor Mello

Moved to approve the resolution of the City Council of the City of Willows approving an application for the funding and the execution of a grant agreement and any amendments thereto from the Over-The-Counter Community Development Block Grant Agreement, and amendments thereto, and other related documents necessary to participate in the CDBG/OTC Program.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- b. Consideration and possible adoption of the memorandum of understanding between the City of Willows and the County of Glenn for building inspection and enforcement of building standards within the City of Willows and authorize the appropriate City representative to sign the agreement.

Community Development Services Director Soeth introduced the topic reminding Council of the organizational changes that were approved in March and the addition of the retirement of our building official. The City began to work on something that would work for the building department with those items in mind. Fortunately for us, our retired building official came back to work as a consultant to help as the City transitioned to its new plan. He then shared that he, the Interim City Manager and the Administrative Services Director worked with the County to consolidate inspections.

He then did bring to the attention of the Council, that the staff report does reflect the wrong information. The report reads that the City would now offer inspections 5 days a week, it should read 4 days a week, the County uses one day for plan review and administrative work. He then gave the item to Council for comments and a vote.

Council Member Hansen commented that 4 days is real positive! Much more opportunity for the citizens. Concluding his comments to staff and Community Development Services Director Soeth for his work on this contract.

Council Member Williams asked a few questions of staff; he started with inquires of the rate adjustments. Asking if it can be done twice a year? Asking if someone from staff would elaborate on that?

Administrative Services Director Sailsbery responded to Mr. Williams, the adjustment can be made in January and one other part of the year. Whereas the hourly rate for this providing the contracting services, can likely change. That will likely change if it does in July. What this does is gives the County the ability to change different aspects throughout the year.

Council Member Williams then asked that Mr. Soeth clarify the cost per hour that the City will pay. Mr. Soeth broke down the response into positions, sharing the Chief Building Official will earn \$70.64, Senior Inspector (currently vacant) \$65.37, Building Inspector \$47.11. 6% of the monies will goes toward the use of the software program. This will allows us to put our requests into the County system and make the transition more stream lined and allowing our staff to work hand and hand with the County.

Council Member Williams continued with more conversation with staff. Pointing out at the end of conversation that the City would be saving a large amount with this contact.

Council finished commentary giving kudos to Mr. Soeth and he kindly gave kudos to our retired Building Official Clay Dawley for this tremendous help with this transition.

Action:

Motion: Vice Mayor Mello/Second: Council Member Yoder

Moved to approve the memorandum of understanding between the City of Willows and the County of Glenn for building inspection and enforcement of building standards within the City of Willows and authorize the appropriate City representative to sign the agreement.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- c. Consideration and possible adoption of the attached resolution approving the County Road 57 Well Site Final Parcel Map (APN 017-170-029).

Engineer Wanger introduced the topic, sharing with Council that for a long while, the City has ran the water south of town, it's not worth the city's time with all the different expectation and needs for water. Cal Water- taking over that water system. There is going to need to be an additional amount of water tanks for the development South of Willows. They require they own the parcel the water sits on. The city manager asked that I prepare a parcel map doing just that. This has been through the Planning Commission and approved. So before you tonight is the Parcel Map that has been created to divide the parcel.

Council Member Williams asked what the amount of property is. Staff replied we are just separating the property, the parcel is 1.73 acres. All that is being taken care of tonight is the separation of a parcel.

Council Member Hansen then shared this is a major step toward the ultimate goal. As South of Willows develops.

Action:

Motion: Council Member Yoder /Second: Council Member Hansen

Moved to approve the adoption of the attached resolution approving the County Road 57 Well Site Final Parcel Map (APN 017-170-029) and have the City Clerk record it.

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

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- d. Hold a discussion regarding the Council's desire and/or availability to participate in the 2018 4th of July Parade on July 4th at 10:00 am.

Discussion was had between Council and both Council Member Williams and Vice Mayor Mello plan to be in the golf cart and Mayor Warren and Council Member Hansen will be in the Mayor's Corvette.

Council/Staff Reports/Comments:

- a. Staff Reports/Comments:

Administrative Services Director Sailsbery shared that there is a newly hired firefighter at the station named Nathan Monk.

Community Development Services Director Soeth shared the Community Clean Up Day had some of the highest attendance it has had, he gave a brief update on the sycamore Street Project and then introduced our newly hired Recreation Coordinator, Sarah Hoffman.

b. City Council Reports/Comments:

Council Member Hansen:

- Welcome new Recreation Coordinator Ms. Hoffman.
- Kudos to the Public Works team for a successful Community Clean-Up Event.
- June 21st he attended the Transportation Commission Meeting, routine business was discussed in addition to call boxes.

Council Vice-Mayor Mello:

- There are some people that should have gone to the Community Clean-Up Day but didn't.
- Then asked Mr. Soeth, What was the oddest thing you saw dumped? Mr. Soeth did not have an answer because he was checking in drivers as they came in.

Council Member Williams:

- June 13th – he attended a Chamber Meet and Greet at Round Table Pizza.
- Downtown Deli and Glenn Made will both be opening mid-July.
- Attended a ceremony that retired flags outside of Memorial Hall with Orland Council Member Celina Edwards.
- June 21st – attended the Glenn County Regional transit multiple items were discussed including drug and alcohol policies along with a presentation from an outside company.
- On a side note he shared he was on the South end of Sacramento Street (which is a concern area of citizens that speeding takes place)-while he was sitting there he saw a Sherriff deputy drive by. That was nice to see that they are taking concerns in and taking action.

Mayor Warren:

- Attended the swearing in of more ten more Glenn County Sheriff Deputies.
- Attended a Graduation of one of the Deputies in Eureka the weekend before with the Sheriff.

Adjournment:

The Meeting was adjourned at 7:59pm.

Dated: June 27, 2018

Robyn Johnson, City Clerk



REGULAR BUSINESS

AGENDA ITEM

July 10, 2018

TO: Madam Mayor Warren and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Authorization for Staff to submit a HOME program funding application in support of the proposed 24 unit multi-family apartment housing Project.

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorization for Staff to submit a HOME program funding application in support of the proposed 24 unit multi-family apartment housing Project

SUMMARY

The State of California, Department of Housing and Community Development (Department) administers a Federal program known as the HOME Grant Program. The Department receives funds annually from the Federal Department of Housing and Urban Development (HUD) and sets them aside for eligible activities. A minimum of \$26,000,000 is available for this NOFA. Per Section 8212.1(a) of the State HOME Program regulations, funding made available by this 2016 NOFA will be allocated as follows: 40 percent for program activities; 55 percent for rental projects; 5 percent for first-time homebuyer (FTHB) projects. HOME funds are available to eligible local governments (State Recipients), Developers and nonprofit organizations certified with HCD as Community Housing Development Organizations (CHDOs). Applications submitted will be based on the HOME regulations that are effective on January 1, 2018 shown in the California Code of Regulations Title 25, Division 1, Chapter 7, Subchapter 17 State Home Investment Partnership Act Program. This NOFA was issued on June 5, 2018 and applications are due August 6, 2018.

HOME FUNDS PROJECT

In June of 2016, Cameron Johnson of AMG & Associates LLC, submitted a Design Review application for the Commission's consideration for new construction of a 24 unit multi-family apartment development project on a 1.65 acre vacant parcel located on West Sycamore Street, near the new senior housing complex and an existing multi-family apartment complex. The Commission at their August 17, 2016 regular meeting approved the Design Review request. This proposal includes two buildings that will be two stories each with (8) two-bedroom units, (16) three-bedroom units, and a 1,830 SF community shared building. The project will include a tot lot located next to the community building, 49 parking spaces with 27 spaces covered. Landscaping is proposed throughout the site as well as a proposed detention basin/recreation area on the SW corner of the site, adjacent to Sycamore Street. The proposed housing development project will target applicants with income ranges between 30% and 50% of the AMI (area medium income).

This project is a qualifying project for HOME funding. An application for HOME funding for this same project was submitted to HCD in 2017; however did not get awarded funding. Mr. Johnson desires to re-submit the same project under the new 2018 HOME funding cycle.

The project will support the City's General Plan Housing Element by providing housing for low income individuals. Staff is recommending Council approval and authorization for Staff to submit the required HOME funding application and any/all supporting documentation required by HUD for the 2018 NOFA. The project is fully supported by City Staff & the Planning Commission.

FINANCIAL CONSIDERATIONS -

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

NOTIFICATION

Cameron Johnson, of AMG & Associates LLC project owner/developer.

RECOMMENDATION

Staff recommends that the City Council approve by Resolution, authorizing the City Manager to sign the 2018 HOME application and submit an application to the Department of Housing and Community Development in support of the proposed 24 unit multi-family apartment housing development Project.

Respectfully submitted,
/s/: Karen Mantele
Principal Planner

Approved by:
Wayne Peabody
Interim City Manager

Attachments:

1. Draft Resolution authorizing submittal of HOME application and any/all supporting documentation required under HUD guidelines.
2. Site Plan of project

**CITY OF WILLOWS
RESOLUTION NO. ____-2018**

A RESOLUTION FROM THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE 2018 HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF SELECTED; THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OTHER RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM

WHEREAS, the Department of Housing and Community Development (the “Department”) is authorized to allocate HOME Investment Partnership Program (“HOME”) fund made available from the U.S. Department of Housing and Urban Development (“HUD”). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

WHEREAS, on June 5, 2018, the Department issued a 2016 Notice of Funding Availability announcing the availability of funds under the HOME program (the “NOFA”); and

WHEREAS, in response to the 2018 NOFA, the City of Willows, a municipal corporation (“the Applicant”), wishes to apply to the Department for, and received an allocation of, HOME funds.

IT IS NOW, THEREFORE RESOLVED THAT:

1. In response to the 2018 NOFA, the Applicant possesses the legal authority to apply for the allocation and to execute the proposed project and shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Five Million One Hundred Thousand Dollars (\$5,100,00) for the following activities and/or programs:

***A 24-unit affordable multi-family apartment community
to be located in the City of Willows***

2. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statues and regulations cited above. The Applicant may also execute a standard agreement, and any and all other documents or instruments necessary to required by the Department or HUD for participation in the HOME program (collectively, the required documents); and any subsequent amendments with the State of California for the purposes of this grant;
3. The Applicant authorizes the City Manager, or his/her designee(s) to execute in the name of the Applicant, the required documents.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 10th day of July, 2018, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

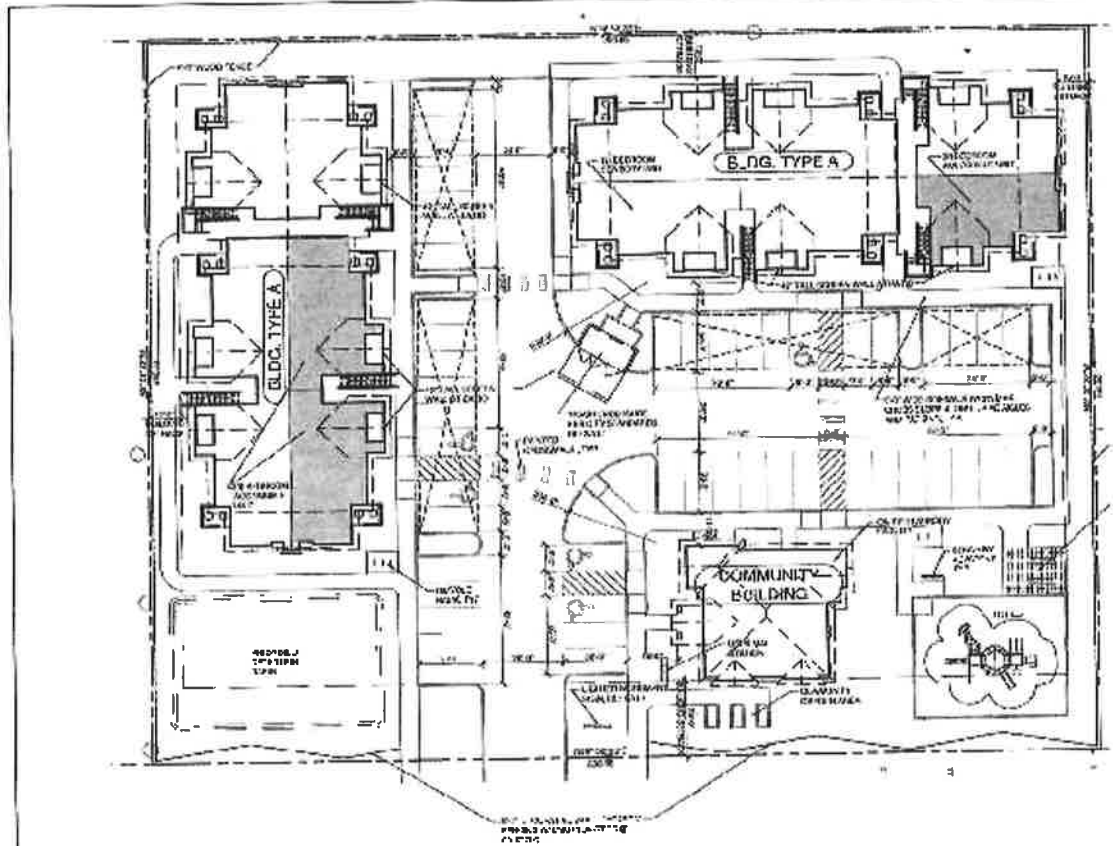
APPROVED:

ATTESTED:

Kerri Warren, Mayor

Robyn Johnson, City Clerk

PROJECT SITE PLAN



W. SYCAMORE ST.

SITE PLAN

