



Willows City Council Regular Meeting

November 26, 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. Pearl Harbor Remembrance Day

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 37376-37466, Z10307-Z10367, 38327-38390.
- b. Approval of minutes of the Regular City Council Meeting held on October 22, 2019.
- c. Approval of minutes of the Special City Council Meeting held on October 24, 2019.
- d. Approve, by consent motion, appropriation of additional Supplemental Law Enforcement Services Funding and reduce General Fund Appropriation by the same amount.

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. PUBLIC HEARING

- a. Conduct a Public Hearing, consider reading by title only and passage of an Ordinance entitled;
 - i. **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING AND/OR AMENDING CERTAIN SECITONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMIAN UNCHANGED”.**
- b. Conduct a Public Hearing, and following closure, by motion, consider reading by title only and passage of an Ordinance entitled;
 - i. **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, AMENDING, AND/OR CREATING SPECIFIC SECTIONS OF CHAPTER 15; SUB SECTIONS 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91, AND 15.95 OF THE CITY OF WILLOWS MUNICIPAL CODE, AND TO ADOPT BY REFERENCE AND AMEND CERTAIN PORITONS OF THE 2019 CALIFORNIA BUILDING STANDARD CODES”.**

8. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Staff recommends Council receive the staff report, discuss and provide comments on the single-family residential design guidelines.
- b. Review and accept the General Plan Progress staff report and direct staff to forward to the Governor’s Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) as required by Government Code Section §65400.
- c. By motion, approve the Term Sheet for lease financing of the Ahrens-Fox Fire Engine by BCI Capital Management and authorize the Administrative Services Director to sign the Term Sheet.

9. COUNCIL/ STAFF REPORTS/COMMENTS

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

10. RECESS TO CLOSED SESSION

- a. PUBLIC COMMENT-Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section §54956.9:
Number of cases:2

11. ADJOURNMENT

This agenda was posted on November 21, 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. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). 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

DECLARING WEDNESDAY, DECEMBER 7, 2019, AS “PEARL HARBOR REMEMBRANCE DAY”

WHEREAS, on December 7, 1941, as dawn broke over the island of Oahu, hundreds of bombs broke through the sky as Imperial Japanese Navy Forces launched an unprovoked aerial attack on an American naval base at Pearl Harbor, launching America into a conflict that would forever change the course of human dignity, freedom and history. While the bombardment lasted only two hours, it was devastating - destroying nearly 20 American naval vessels, including eight battleships, and more than 300 airplanes. The surprise assault resulted in the deaths of 2403 unsuspecting and innocent military personnel and civilians alike, and wounded an additional 1178 others; and

WHEREAS, on December 8, 1941, while addressing the United States Congress concerning the surprise assault on Pearl Harbor, President Franklin D. Roosevelt requested that Congress declare war on Japan, stating, in part, “*Yesterday the United States of America was suddenly and deliberately attacked.....No matter how long it may take us to overcome this premeditated invasion, the American people in their righteous might will win through to absolute victory. I believe I interpret the will of the Congress and of the people when I assert that we will not only defend ourselves to the uttermost, but will make very certain that this form of treachery shall never endanger us again.*” On that day, December 8, 1941, Congress approved President Roosevelt’s request for declaration of war, and the United States had officially joined World War II; and

WHEREAS, although America may had been unprepared for war, in response to the declaration of war, the American people summoned a great national effort in military strength, and patriots from every corner of our Nation answered the call to serve and band together in common cause. Sixteen million Americans left behind everything they knew and loved in order to fight for freedom far from home and liberate a continent from the grip of tyranny. Individuals from all backgrounds and walks of life courageously crossed oceans and stormed beaches, uplifting a generation and paving the way for our fiercest adversaries to become some of our closest allies; and

WHEREAS, the sacrifices of our military personnel at Pearl Harbor became a prelude to those that America's brave fighting forces were to endure around the world for the next three and one-half years -- and in the example of those who came forth in those months and years following the attack on Pearl Harbor, we saw an enduring truth: that no challenge is too great when we stand as one people, committed to the ideals which the stars and stripes symbolize, and we remember that strength, vigilance and devotion will forever keep America the land of the free and the home of the brave; and

WHEREAS, it is appropriate to recognize and honor America's Greatest Generation who, through sacrifice, valor, dedication and determination courageously defended our Nation and preserved our freedom; and also to honor those American patriots who died as a result of their service. We resolve that we will keep faith with those we have loved and lost and resolve that, always, we will remember Pearl Harbor and the Global conflict of World War II.

NOW, THEREFORE, I, GARY HANSEN, as Mayor of the City of Willows and on behalf of the Willows City Council, do hereby proclaim December 7, 2019, as "Pearl Harbor Remembrance Day" in the City of Willows, and I call upon the citizens of Willows to observe this solemn occasion with appropriate ceremonies and activities and to pledge eternal vigilance and strong resolve to defend our Nation and its allies from future aggression.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the seal of the City of Willows to be affixed hereto this 26th day of November, 2019.

Gary Hanson, Mayor





CONSENT AGENDA



Period

10/17/2019 TO 11/20/2019

General Checking 37376 TO 37466

Payroll Direct Deposit 210307 TO 210367

Payroll Checks 38327 TO 38390

APPROVAL DATE 11/26/2019

APPROVED _____

REPORT.: Oct 24 19 Thursday
 RUN....: Oct 24 19 Time: 11:11
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 10-19 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
037376	10/24/19	ATF01	A.T. & T.	1045.82	.00	1045.82	B91023	TELEPHONE EXP.9/19-10/18/
037377	10/24/19	BID01	BIDWELL H2O	135.00	.00	135.00	5040	COOLER RENTAL AUG-OCT 201
037378	10/24/19	CAL01	CALIFORNIA WATER SERVICE	3450.01	.00	3450.01	B91021	WATER EXPENSE 9/12-10/10/
037379	10/24/19	CLE03	CLEARWAY ENERGY LLC	12467.41	.00	12467.41	197312	SOLAR ELECTRICITY 7/1-7/3
				10576.11	.00	10576.11	222944	SOLAR ELECTRICITY 9/1-9/3
			Check Total.....:	23043.52	.00	23043.52		
037380	10/24/19	COA00	COASTLAND CIVIL ENGINEERI	465.00	.00	465.00	16871	WILLOWS CITY ENGINEERING
				1205.15	.00	1205.15	46868	BASIN ST COMMERCIAL THROU
				1443.75	.00	1443.75	46877	EDA GRANT THROUGH 8/31/19
				1409.15	.00	1409.15	46889	BASIN ST RESIDENTIAL THRO
				437.50	.00	437.50	46932	RUMIANO DEVELOPMENT THROU
				540.00	.00	540.00	47169	BASIN ST COMMERCIAL THROU
				412.50	.00	412.50	47170	WILLOWS CITY ENGINEERING
				1190.00	.00	1190.00	47172	EDA GRANT THROUGH 9/30/9
				854.19	.00	854.19	47174	BASIN ST RESIDENTIAL THRO
				97.50	.00	97.50	47177	RUMIANO THROUGH 9/30/19
			Check Total.....:	8054.74	.00	8054.74		
037381	10/24/19	COM16	COMCAST CABLE	150.94	.00	150.94	B91023	FD INTERNET 10/19-11/18/1
037382	10/24/19	COM19	COMPRESSED AIR SPECIALTIE	135.00	.00	135.00	35663	KUNKLE VALVE CERTIFICATIO
037383	10/24/19	COR02	CORBIN WILLITS SYSTEMS	416.03	.00	416.03	B910151	CONT.SERV. FINANCE NOV 20
037384	10/24/19	I-500	I-5 RENTALS	3416.75	.00	3416.75	122156	LOADER RENTAL 10/9-10/14/
037385	10/24/19	NSW00	NSWTS	110.00	.00	110.00	533	MONTHLY SERVICE CHARGE
037386	10/24/19	SAC08	SACRAMENTO VALLEY MIRROR	295.20	.00	295.20	16210	LEGAL ADS/MCDONALDS;SYC R
037387	10/24/19	THR00	3CORE	2000.00	.00	2000.00	2232	CDBG CONTRACT SEPT 2019
037388	10/24/19	WAL07	WAL-MART COMMUNITY	311.71	.00	311.71	B91021	SEPT/OCT STMT PER ATTACHE
			Cash Account Total.....:	42564.72	.00	42564.72		
			Total Disbursements.....:	42564.72	.00	42564.72		

RMPORF.: Oct 31 19 Thursday
 RUN...: Oct 31 19 Time: 11:28
 Run By.: JANE COLLINS

CITY OF WILLOWS
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
037389	11/01/19	COM19	COMPRESSED AIR SPECIALTIE	255.00	.00	255.00	35723	KUNKLE VALVE CERTIFICATIO
037390	11/01/19	CUR01	L.N. CURTIS & SONS	38.61	.00	38.61	328693	KNOB
037391	11/01/19	DEM01	DEMCO, INC.	272.84	.00	272.84	6701846	LIBRARY SUPPLIES
037392	11/01/19	FGL00	FGL ENVIRONMENTAL	88.00	.00	88.00	978965A	BACTI ANALYSIS
				26.00	.00	26.00	978966A	WET CHEMISTRY
			Check Total.....:	114.00	.00	114.00		
037393	11/01/19	GCD00	GCID	18.99	.00	18.99	1916967	ASSESSMENT PARCEL 19 3 16
037394	11/01/19	GLR09	GLENN CO. OFFICE OF EDUCA	18000.00	.00	18000.00	724102	LITERACY PASS THROUGH
				30000.00	.00	30000.00	724103	LITERACY PASS THROUGH
			Check Total.....:	48000.00	.00	48000.00		
037395	11/01/19	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	102419-01	CONTRACTUAL LAW ENFORCEME
037396	11/01/19	KNI03	KNIFE RIVER CONSTRUCTION	131.92	.00	131.92	220617	WET PATCH
037397	11/01/19	NCC01	NCCSIF	15000.00	.00	15000.00	2181	WORKERS COMP.
037398	11/01/19	OFF05	OFFICE DEPOT, INC.	-35.38	.00	-35.38	124223001C	CREDIT OFFICE SUPPLIES
				35.38	.00	35.38	124224001	OFFICE SUPPLIES
				81.61	.00	81.61	589861001	OFFICE SUPPLIES
				170.40	.00	170.40	594338001	OFFICE SUPPLIES
			Check Total.....:	252.01	.00	252.01		
037399	11/01/19	PGE01	PG & E	9807.18	.00	9807.18	B91030	P.G. & E. 9/16-10/14/19
037400	11/01/19	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2732295	PROF. SERVICES GENERAL OF
037401	11/01/19	VAL14	VALLEY TRUCK & TRACTOR CO	77.22	.00	77.22	944465	JD MOWER MAINTENANCE
037402	11/01/19	WIL00	WILLOWS AUTOMOTIVE	22.50	.00	22.50	16859	SMOG #1 PICKUP
				22.50	.00	22.50	16860	SMOG #6 UT
			Check Total.....:	45.00	.00	45.00		
037403	11/01/19	WILHQ	WILLOWS AUTO PARTS	200.03	.00	200.03	B91030	OCT STMT PER ATTACHED
			Cash Account Total.....:	191770.97	.00	191770.97		
			Total Disbursements.....:	191770.97	.00	191770.97		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Nov 01 19 Friday
 RUN...: Nov 01 19 Time: 10:00
 Run By.: JANE COLLINS

CITY OF WILLOWS
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
037404	11/01/19	AB000	STEVE ABOLD	200.00	.00	200.00	B91101	PUB. WKS. TOOL PARKS/PUB.
037405	11/01/19	HOF02	SARAH HOFFMAN	100.00	.00	100.00	B91101	VEHICLE ALLOWANCE NOV 201
037406	11/01/19	PEA00	WAYNE PEABODY	200.00	.00	200.00	B91101	TECHNOLOGY ALLOWANCE NOV
037407	11/01/19	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B91101	VEHICLE ALLOW. FINANCE NO
037408	11/01/19	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B91101	EC LIBRARY RENT NOV 2019
Cash Account Total.....:				800.00	.00	800.00		
Total Disbursements.....:				800.00	.00	800.00		

REPORT.: Nov 07 19 Thursday
 RUN...: Nov 07 19 Time: 14:50
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 11-19 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	Invoice #	Description
037409	11/07/19	AME02	AMERIPRIDE UNIFORM SVCS.	541.71	.00	541.71	B91104		OCT STMT PER ATTACHED
037410	11/07/19	BAK06	BAKER & TAYLOR BOOKS	66.35	.00	66.35	203489856		NEW PRINT MAT. LIBRARY
037411	11/07/19	COM16	COMCAST CABLE	145.94	.00	145.94	B91104		ADMIN INTERNET 10/29-11/2
037412	11/07/19	GAN01	GANDY-STALEY OIL CO.	2724.35	.00	2724.35	B91106		OCT STMT PER ATTACHED
037413	11/07/19	HUN02	ROBERT W HUNT	3780.00	.00	3780.00	19-11		GENERAL LEGAL SERVICES TH
037414	11/07/19	INK01	THE INKWELL	482.43	.00	482.43	B91104		OCT STMT PER ATTACHED
037415	11/07/19	ITF01	INDUSTRIAL TRUCK & FARM	34.72	.00	34.72	B91104		OCT STMT PER ATTACHED
037416	11/07/19	LAN03	LANNIE'S SEPTIC TANK SERV	95.45	.00	95.45	21195		TOILET RENTAL
037417	11/07/19	MEN02	MENDES SUPPLY COMPANY	101.76	.00	101.76	R03868600		TOWELS/TISSUE
037418	11/07/19	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1271491		CYLINDER RENTAL
037419	11/07/19	NOR43	ACCESS	57.48	.00	57.48	7776703		SHREDDING SERVICES
037420	11/07/19	O'R01	O'REILLY AUTO PARTS	729.37	.00	729.37	B91104		OCT STMT PER ATTACHED
037421	11/07/19	SAC08	SACRAMENTO VALLEY MIRROR	217.15	.00	217.15	16230		LEGAL AD/PC VACANCIES/LEA
037422	11/07/19	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	45809		WILLOWS OPERATION NOV 201
037423	11/07/19	SIN00	SINCLAIR HEATING AND AIR	1742.06	.00	1742.06	1421		REPAIR ROOF TOP AC
037424	11/07/19	USB02	US BANK	337.75	.00	337.75	398456038		EQUIP. LEASE 10/20-11/20/
037425	11/07/19	USB04	U.S. BANK CORPORATE PAYME	1820.83	.00	1820.83	B91106		OCT STMT PER ATTACHED
037426	11/07/19	VER02	VERIZON WIRELESS	192.72	.00	192.72	B91104		TELEPHONE EXP. 9/27-10/26
037427	11/07/19	WILL17	WILLDAN	12250.00	.00	12250.00	712921		CONTRACT PLANNING THROUGH
				5992.50	.00	5992.50	712942R		CONTRACT PLANNING THROUGH
			Check Total.....:	18242.50	.00	18242.50			
037428	11/07/19	WILHI	WILLOWS ACE HARDWARE	152.25	.00	152.25	B91104		OCT STMT PER ATTACHED
			Cash Account Total.....:	85722.23	.00	85722.23			
			Total Disbursements.....:	85722.23	.00	85722.23			

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
037429	11/14/19	ACM00	ACME RIGGING & SUPPLY COM	377.44	.00	377.44	386230	GUTTERBROOM WIRE
037430	11/14/19	ALR02	ALERE TOXICOLOGY SERVICES	42.25	.00	42.25	L226034	DRUG TEST
037431	11/14/19	AMA00	AMAZON.COM	663.87	.00	663.87	B91114	SEPT/OCT SMT PER ATTACHED
037432	11/14/19	AME02	AMERIPRIDE UNIFORM SVCS.	403.25	.00	403.25	B91114	OCT STMT PER ATTACHED
037433	11/14/19	CAR21	JOSHUA CARLSON	243.00	.00	243.00	B91114	REIMBURSE DMV FEES
037434	11/14/19	GAN01	GANDY-STALEY OIL CO.	782.72	.00	782.72	B91114	CARDLOCK OCT 2019
037435	11/14/19	GCS00	GCS ENVIRONMENTAL EQUIPME	89.88	.00	89.88	20384	#16 SWEEPER REPAIR
037436	11/14/19	GLE13	GLENN CO. CLERK-RECORDER	134.00	.00	134.00	B91114	RECORDING FEE RUMIANO
037437	11/14/19	INT00	INTERSTATE OIL COMPANY	128.75	.00	128.75	699672-IN	PUBLIC WORKS VEHICLE SUPP
037438	11/14/19	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	114194	PEST CONTROL PD
037439	11/14/19	LIF01	LIFE ASSIST	243.98	.00	243.98	954294	MEDIC SUPPLIES
037440	11/14/19	MAT01	MATSON & ISOM TECHNOLOGY	1927.50	.00	1927.50	71308	COMPLIANCE AUDIT
037441	11/14/19	NIX01	NIXON PEABODY	8500.00	.00	8500.00	10134108	LEGAL COUNSEL
037442	11/14/19	NOR18	NORTHERN CALIF. GLOVES	652.78	.00	652.78	523012A	SHOP SUPPLIES
037443	11/14/19	NSW00	NSWTS	110.00	.00	110.00	569	MONTHLY SERVICE CHARGE
037444	11/14/19	OFF05	OFFICE DEPOT, INC.	17.14	.00	17.14	776798001	OFFICE SUPPLIES
037445	11/14/19	PGE01	PG & E	20.86	.00	20.86	B91113	P.G. & E.1600 S TEHAMA
037446	11/14/19	QUI02	QUINT & THIMMIG LLP	22500.00	.00	22500.00	B91113	BOND COUNSEL FEES
037447	11/14/19	SWR01	SWRCB FEES	2625.00	.00	2625.00	WD0164691	ANNUAL PERMIT FEE
				8030.00	.00	8030.00	WD0167229	ANNUAL PERMIT FEE
			Check Total.....:	10655.00	.00	10655.00		
037448	11/14/19	TIM00	TIMIOS TITLE, A CALIFORNI	2664.00	.00	2664.00	710015551	TITLE INSURANCE
037449	11/14/19	WIL17	WILLDAN	74.74	.00	74.74	2-21834	PLAN CHECK THROUGH 10/25/
				221.26	.00	221.26	2-21835	PLAN CHECK THROUGH 11/8/1
				78.77	.00	78.77	2-21836	PLAN CHECK THROUGH 10/25/
				156.61	.00	156.61	2-21837	PLAN CHECK THROUGH 10/25/
				74.71	.00	74.71	2-21838	PLAN CHECK THROUGH 10/25/
			Check Total.....:	606.09	.00	606.09		
037450	11/14/19	WILHD	WILLOWS HARDWARE, INC.	1066.28	.00	1066.28	B91114	OCT STMT PER ATTACHED
			Cash Account Total.....:	51863.79	.00	51863.79		
			Total Disbursements.....:	51863.79	.00	51863.79		
			Cash Account Total.....:	.00	.00	.00		

check umber	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
37451	11/19/19	4LE00	4LEAF INC	36202.00 34995.50	.00 .00	36202.00 34995.50	J3693I J3693J	SOUTH WILLOWS INFRASTRUCU SOUTH WILLOWS INFRASTRUCT
Check Total.....:				71197.50	.00	71197.50		
37452	11/19/19	BAK06	BAKER & TAYLOR BOOKS	500.17	.00	500.17	203491591	NEW PRINT MAT. LIBRARY
37453	11/19/19	COM19	COMPRESSED AIR SPECIALTIE	1152.90	.00	1152.90	35745	KUNKLE SAFETY RELIEF VALV
37454	11/19/19	FAI03	FAILSAFE TESTING LLC	700.00	.00	700.00	10666	ANNUAL INSPECTION
37455	11/19/19	FED00	FEDEX	68.92	.00	68.92	683927206	SHIPPING
37456	11/19/19	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	979716A	BACTI ANALYSIS
37457	11/19/19	GLE21	GLENN CO, SHERIFFS DEPT.	117494.89 117494.89	.00 .00	117494.89 117494.89	10241902 10241903	CONTRACTUAL LAW ENFORCEME CONTRACTUAL LAW ENFORCEME
Check Total.....:				234989.78	.00	234989.78		
37458	11/19/19	KNI03	KNIFE RIVER CONSTRUCTION	217.45 253650.00	.00 .00	217.45 253650.00	221809 B91119	WET PATCH SOUTH WILLOWS INFRASTRUCT
Check Total.....:				253867.45	.00	253867.45		
37459	11/19/19	MAT01	MATSON & ISOM TECHNOLOGY	2949.00 100.00	.00 .00	2949.00 100.00	71650 71699	MANAGED PARTNER AGREEMENT OFFSITE BACKUP NOV 2019
Check Total.....:				3049.00	.00	3049.00		
37460	11/19/19	NEC00	NEC FINANCIAL SERVICES LL	268.08	.00	268.08	2260310	TELEPHONE LEASE
37461	11/19/19	OFF05	OFFICE DEPOT, INC.	176.95	.00	176.95	776466001	TONER
37462	11/19/19	PET02	PETERSON TRACTOR CO.	791.60 42.18	.00 .00	791.60 42.18	270049276 LLC085945	REPLACE BLOCK HEATER D7 DOZER REPAIR
Check Total.....:				833.78	.00	833.78		
37463	11/19/19	SUN07	SUN LIFE FINANCIAL	2714.14	.00	2714.14	B91119	GAP PREMIUM 10/1-10/31/19
37464	11/19/19	THR00	3CORE	3375.00	.00	3375.00	2239	CDBG CONTRACT OCTOBER 201
37465	11/19/19	WIL07	WILLOWS CHAMBER	2500.00	.00	2500.00	B91119	SEMI-ANNUAL CONTRIBUTION
37466	11/19/19	WIL17	WILLDAN	215.36	.00	215.36	2-21839	PLAN CHECK THROUGH 1/25/1
Cash Account Total.....:				575631.03	.00	575631.03		
Total Disbursements.....:				575631.03	.00	575631.03		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD OCTOBER 22, 2019

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

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

The meeting opened with the Pledge of Allegiance led by Council Member Domenighini.

Roll Call:

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

Council Members Absent:

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

GCSO Staff: Sheriff Warren

Ceremonial Matters (Proclamations, Recognitions, Awards:

Mayor Hansen recognized the following:

- a. Veterans Day Proclamation

Public Comment/ Written Communications:

Doug Ross, has concerns on weed abatement and potholes on N. Humboldt Avenue.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 37307-37375, Z10281-Z10306, 38302-38326.
- b. Approval of minutes of the Regular City Council Meeting held on October 8, 2019.
- c. Approval of the cancellation of the December 24, 2019 City Council Meeting.

Action:

Motion: Council Member Flesher/Second: Council Member Domenighini

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

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

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

NOES:

ABSENT:

ABSTAIN:

Public Hearing:

- a. Conduct a public hearing and consider reading by title only, passage of the second reading and adoption of the ordinance entitled;
 - i. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING CHAPTER 1.10, "CIVIL PENALTIES" TO THE WILLOWS MUNICIPAL CODE, AND AMENDING SELECTED SECTIONS OF CHAPTER 8.10, NUISANCES, OF THE WILLOWS MUNICIPAL CODE.**

Public hearing opened at 7:11 p.m.

Public hearing closed at 7:12 p.m.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to approve the ordinance next in line be read by title only.

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to approve the passage of the second reading and adoption of the ordinance entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING CHAPTER 1.10, "CIVIL PENALTIES" TO THE WILLOWS MUNICIPAL CODE, AND AMENDING SELECTED SECTIONS OF CHAPTER 8.10, NUISANCES, OF THE WILLOWS MUNICIPAL CODE.

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

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

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Approve conduit financing for the Sycamore Ridge Family Apartments Affordable Housing Project.

Action:

No action was taken at this time. Due to a posting error, it was agendized under Regular Business. Therefore, this item will be brought back under a special meeting on Thursday October 24, 2019 @ 3:00 p.m.

- b. Select two Council Members to serve as a Planning Commission Selection Subcommittee and approve the proposed schedule and procedures for the appointment of three individuals to fill the expiring terms of currently seated Dana Owens, Candis Woods, and Robert Griffith and accept the resignation of Planning Commissioner Peggy White and appoint one individual for the remaining term to December 31, 2021.

After discussion, Council Members Larry Domenighini and Larry Mello will serve as the Planning Commission Selection Subcommittee.

Action:

Motion: Vice Mayor Warren/Second: Council Member Flesher

Moved to approve the selection of two Council Member to serve as a Planning Commission Selection Subcommittee and approve the schedule and procedures for the appointment of three individuals to fill the expiring terms of currently seated Dana Owens, Candis Woods, and Robert Griffith and accept the resignation of Planning Commissioner Peggy White and appoint one individual for the remaining term to December 31, 2021.

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

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

NOES:

ABSENT:

ABSTAIN:

- c. Adopt a Resolution entitled;

- i. **A RESOLUTION APPROVING THE FORM AND AUTHORIZING THE EXECUTION OF CERTAIN LEASE FINANCING DOCUMENTS IN CONNECTION WITH THE FINANCING OF A PORTION OF THE COST OF THE SOUTH TEHAMA INFRASTRUCTURE PROJECTS AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO.**

Action:

Motion: Council Member Domenighini/Second: Council Member Mello

Moved to adopt a Resolution approving the form and authorizing the execution of certain lease financing documents in connection with the financing of a portion of the cost of the South Tehama Infrastructure Projects and authorizing and directing certain actions with respect thereto.

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

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

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- City Manager Peabody announced the two community members that were chosen to serve on the Sewer Rate Ad Hoc Committee, Forrest Sprague and RaeAnn Titus.
- Great job to the Glenn County Sheriff's Office for the response times coming in from dispatch to the fire department.
- Leaf Pick up has officially begun starting October 21, 2019.
- It was a great weekend for our City with the events that took place. Also wanted to thank Jody Samons for the event "Small Town Saturday" between Willows and Orland.

b. City Council Reports Comments:

Mayor Hansen:

- Wanted to thank Peggie White for her service on the Planning Commission.
- October 14th attended the Glenn Groundwater Authority meeting.
- October 17th attended the Regional Transit Committee meeting.

Vice Mayor Warren:

- Attended the LAFCO Meeting.
- Wanted to thank the Fire Department for the quick response time to a medical aide.

Council Member Flesher:

- Kudos to the Public Works Crew for all they do with the amount of staff they have.

Council Member Mello:

- Appreciates Karen Mantele and the Planning Commission.
- Kudos to Holly Myers for once again putting on a great show.

Council Member Domenighini

- October 10th attended the Library Board meeting.

Adjournment:

The Meeting was adjourned at 7:57 p.m.

Dated: October 25, 2019

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD OCTOBER 24, 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 3:00 p.m.

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

Roll Call:

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

Council Members Absent: Flesher

Staff Present: Interim City Manager Wayne Peabody, City Clerk Tara Rustenhoven

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

Public Hearing:

- a. Conduct a Public Hearing under the requirement of the Tax and Equity Fiscal Responsibility Act (“TEFRA”) and the Internal Revenue Code of 1986, as amended the (“Code”) in connection with the proposed issuance of the revenue bonds by the California Municipal Finance Authority (“CMFA”) and consider adoption of the attached resolution;
 - i. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE ISSUANCE OF THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$8,000,000 FOR THE PURPOSE OF FINANCING OR REFINANCING THE ACQUISITION, CONSTRUCTION, IMPROVEMENT AND EQUIPPING OF SYCAMORE RIDGE FAMILY APARTMENTS AND CERTAIN OTHER MATTERS RELATING THERETO.**

Public Hearing opened 3:03 p.m.

Public Hearing closed 3:04 p.m.

Action:

Motion: Council Member Domenighini/Second: Vice Mayor Warren

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE ISSUANCE OF THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY MULTIFAMILY HOUSING REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$8,000,000 FOR THE PURPOSE OF FINANCING OR REFINANCING THE ACQUISITION, CONSTRUCTION, IMPROVEMENT AND EQUIPPING OF SYCAMORE RIDGE FAMILY APARTMENTS AND CERTAIN OTHER MATTERS RELATING THERETO.

The motion passed unanimously 4/0 carried by the following roll call vote:

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

NOES:

ABSENT: Flesher

ABSTAIN:

Adjournment:

The Meeting was adjourned at 3:05 p.m.

Dated: October 24, 2019

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Director
SUBJECT: Appropriation Request-Additional Supplemental Law Enforcement Services Funding

RECOMMENDATION

Approve, by consent motion, appropriation of additional Supplemental Law Enforcement Services Funding by \$25,948 (376.4130.100) and reduce General Fund Appropriation by the same amount-\$25,948 (301.4130.100)

SITUATION (or BACKGROUND):

Starting in fiscal year 2001, the State has provided a minimum of \$100,000 to each municipal and county law enforcement jurisdiction. Prior to contracting for services with the Glenn County Sheriff's office, these funds were utilized for a full-time police position, and, if fund remained, school resource supplies.

These funds are now utilized to assist in the payment of the contract for services with the GCSO. As noted, the annual guaranteed amount is \$100,000, but, in last several years, the allocation has been in the \$120K to \$148K range. Staff felt comfortable budgeting \$130,000 for 2019-20.

We have received word that the total to be received this year will be \$155,948. As a result, we will have an additional \$25,948 to apply to the contract, providing a bit of relief to the General Fund. As such, Staff recommends increasing the SLESF appropriation and reducing the General Fund appropriation by a similar amount.

FINANCIAL CONSIDERATIONS:

Appropriation of additional SLESF funds and reduction in General Fund appropriation

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Approve by consent motion
2. Remove from consent and reject acceptance of funds

RECOMMENDATION

Approve, by consent motion, appropriation of additional Supplemental Law Enforcement Services Funding by \$25,948 (376.4130.100) and reduce General Fund Appropriation by the same amount-\$25,948 (301.4130.100)

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director



PUBLIC HEARING

November 26, 2019

AGENDA ITEM

TO: Honorable Mayor Hansen and Members of the City Council
FROM: Wayne Peabody, Fire Chief/Interim City Manager
SUBJECT: 2019 Fire Code Adoption

RECOMMENDATION

The City Council conducts a Public Hearing and considers reading by title only and passage of an Ordinance entitled **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED"**

SITUATION (or BACKGROUND):

As part of its periodic review of the fire code, the California Building Standards Commission this year published the 2019 California Fire Code, which becomes effective January 1, 2020.

These new Fire Codes are based in part on the 2018 International Fire Code, published by the International Code Council, and include the 2019 California Building Code and the 2019 California Fire Code, among other codes.

FINANCIAL CONSIDERATIONS:

Minimal, the new code books were budgeted for and purchased earlier in the year.

NOTIFICATION:

Public Hearing Noticed, the Building Department and the Planning Department have reviewed and commented on the proposed Ordinances.

ALTERNATE ACTION:

1. Approve (by motion)
2. Approve (by motion).... As amended...
3. Request additional information from staff
4. Reject the recommendation and/or direct an item to be returned at a later date.

RECOMMENDATION:

The City Council conducts a Public Hearing and considers reading by title only and passage of first reading of an Ordinance entitled **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019 CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN PLACE TO REMAIN UNCHANGED"**

Respectfully submitted:



Wayne Peabody
Fire Chief/Interim City Manager

Attachments:

- 1: Ordinance modifying Chapter 15.15 of Willows Municipal Code
- 2: Exhibit A - Findings of Fact along with jurisdictional revisions and modifications to the codes.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS,
REPEALING, REPLACING, AND/OR AMENDING CERTAIN SECTIONS OF
CHAPTER 15.15 OF THE CITY OF WILLOWS MUNICIPAL CODE, TO ADOPT
BY REFERENCE AND AMEND CERTAIN PORTIONS OF THE 2019
CALIFORNIA FIRE CODES AND APPROVE THE LOCAL FINDINGS AS SET
FORTH IN THE CODES WITH THE REMAINING SECTIONS CURRENTLY IN
PLACE TO REMAIN UNCHANGED**

Whereas, the California Fire Codes are published every three years by the California Building Standards Commission;

Whereas, the California Building Standards Commission has published the 2019 California Fire Codes by amending Title 24 of the California Code of Regulations, effective January 1, 2019;

Whereas, the 2019 California Fire Codes are based in part on the 2018 International Fire Code, published by the International Code Council;

Whereas, the California Fire Codes may be adopted by cities by incorporation by reference;

Whereas, cities may establish more restrictive Fire standards than those set forth in the California Fire Codes, if certain findings are made pertaining to local climatic, geological or topographical conditions; and

Whereas, the 2019 California Fire Codes will automatically become effective without amendment in the City of Willows 180 days after January 1, 2020, unless the City affirmatively amends the Codes otherwise.

The City Council of the City of Willows does ordain as follows:

- 1: Amend, Reenact or Create Sections of Chapter 15 - subsection (s) 15.15.010-15.15.230

Chapter 15: subsection (s) 15.15 of the City of Willows Municipal Code are hereby amended, reenacted and created to read as follows:

Chapter Fifteen (15.15.010) Adoption of California Fire Codes

The following publications are hereby adopted by reference and incorporated, as if fully set forth in this Code; except as expressly amended or superseded by the provisions of this Chapter:

15.150.010 The 2019 California Fire Code, Title 24, Part 9 of the California Code of Regulations, including Appendices and Amendments There is hereby adopted by the City Council of the City of Willows for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain document entitled "2019 Edition of the California Fire Code and Standards with Amendments, Appendices, the 2019 California Building Code Standards with Certain Amendments, and the 2018 International Fire Code and Standards," is adopted as the California Fire Code of the City of Willows and included in and made a part of this code as though set forth at length herein. Additionally, National Fire Protection Association (NFPA) Standards 10, 13, 13R, 13D, 25 with California Amendments, and NFPA 72 with the most recent editions are adopted.

EXHIBIT A**Local Findings of Fact**

The City Council finds that in order to best protect the health, safety, and welfare of the citizens of Willows, the City Council should adopt the California Fire Code Standards. The Council further finds that based upon the materials presented and the recommendations of the Fire Chief, it is necessary to make these revisions in order to clarify procedural issues and to provide fire personnel with a better ability to protect the public.

Under the provisions of Section 17958.5 of the Health and Safety Code, local amendments must be based on climatic, geologic and topographical conditions. The following Findings of Fact address each of these situations and present the local conditions which, either singularly, or in combination, justify the amendments to be adopted:

CLIMATE:

The City, on average, experiences an approximate annual rainfall of 20 inches. This rainfall can normally be expected between October and April. During the winter months, the City may experience periods of heavy rain, which causes local flooding. Winter storms are often accompanied by high winds, which have uprooted trees and damaged power lines. During the dry period, temperatures range from 70 degrees to over 110 degrees. These temperatures are often accompanied by light to moderate gusty winds, which couple with agricultural burning may lead to wind driven fires. With increased development spreading into agricultural areas a wind driven fire could have severe consequences, as has been demonstrated on several occasions through out the state.

GEOLOGIC:

The City is susceptible to flooding hazards resulting from long periods of rain in the Mendocino Forest. The most serious direct flooding hazard threat is from the damage or collapse of buildings and other structures due to water flow. In addition to damage caused by flooding, there is the possibility of flood-induced fires starting because of damage to gas lines, power lines or heat producing appliances and the unavailability of water for fire control due to broken water pumps. In the event of a major flooding or many areas of the City may not be accessible to emergency equipment and,

if bridges, freeways or roads are damaged, the City may be isolated from outside assistance.

TOPOGRAPHICAL:

The City borders include flat terrain on the North to the East is the Glenn Colusa Cannel and railroad system. Along the South portions of the City is the Glenn Colusa Cannel continues. To the West is Interstate 5 which then turns from flat terrain to hilly terrain and State Responsibility Area (SRA) land. The railroad, cannel and freeway all create barriers, which may obstruct traffic patterns and delay response time for fire equipment. The water supply within the City is directly affected by the topographical layout. The water distribution system consists of 7 pressure zones, which carry water by gravity from one storage reservoir. Water flow within the City can vary from less than 500 gallons per minute to flows in excess of 1,500 gallons a minute. This wide variation causes major problems to development and fire suppression efforts.

SUMMARY:

The above local climatic, geologic and topographical conditions increase the magnitude, exposure, accessibility problems and fire hazards presented to the Willows Fire Department. Fires in areas determined to be moderate, high or very high fire severity zones, as outline by the State of California (CalFire) fire severity zone map, place additional fire suppression demands on the responding fire agency. A fire following a flood has the potential of causing greater loss of life and damage than the flood itself. The majority of the City's industrial areas are located in the highest flood zones, which also contains the largest concentration of hazardous materials. Hazardous materials, particularly toxic gases, could pose the greatest threat to the largest number of persons, should a significant flood event occur. The Department's resources would have to be prioritized to mitigate the greatest threat, and may be unavailable for vegetation or structure fires.

Other variables that may tend to intensify the situation include:

1. The extent of damage to the water system;
2. The extended isolation due to roadways and/or freeway due to flooding;
3. The extent of roadway damage and/or amount of debris blocking roadways;
4. Climatic conditions (hot, dry weather with high winds);

5. Time of day will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours; and,
6. The availability of timely response due to minimal staffing and volunteerism.

CONCLUSION:

Local climatic, geologic and topographical conditions impact fire prevention efforts and the frequency, spread, intensity, and the size of fire involving buildings in this community. Further, they impact potential damage to all structures from flooding and subsequent fire. Therefore, it is found to be reasonably necessary that the International Fire Code, the California Fire Code, the California Building Code and State Building Standards Code be changed or modified to mitigate the effects of these conditions.

Furthermore, California Health & Safety Code (CH&SC) Section 17958.7 requires that the modification or change to which findings refer be expressly marked and identified. Therefore, the following table provides code sections that will be modified by this ordinance which are building standards as defined in CH&SC Section 18909, and the associated referenced conditions for modification due to local climatic, geologic and topographical conditions.

Section Number: Local Climatic, Geologic and Topographical Conditions

304.1.2	CFC	a, b, c
307	CFC	a, b, c
501.4	CFC	a, b, e
505.1	CFC	b, c
506.1	CFC	a, c
901.6.1.1	CFC	a, b, c
903.2	CFC	a, b, c
5002	CFC	a, b, c
5704.2.9.6.1	CFC	a, b, c
5706.2.4.4	CFC	a, b, c
6104.2	CFC	a, b, c
Ch 56	CFC	a, b, c
106.2	CFC	a, b, c
108.1	CFC	a, b, c

CODE AMENDMENTS: (The following reference amendments are sections taken from State of California Code)

Section 304.1.2:

General Persons owning, leasing, renting, in legal control of the property; and operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons, owning, leasing, or controlling land adjacent to such building or structures shall at all times maintain an effective fire break as stipulated with this code. When property lines are adjacent to roadways the hazard shall be cleared to the center of the roadway.

(A) Definitions. The following words and phrases, with this code, shall be defined as follows:

(1) Compost Pile: A mixture of decayed organic matter (pine needles, leaves, grass clippings etc.) compiled together with the intention to convert compost to fertilizer.

(2) Continuous Fuel: Combustible vegetation whether, living or dead that is adjacent to other similar vegetation without a break.

(3) Debris: Shall mean waste matter, dry grass, dead trees, cut limbs or branches, piles or pine needles or leaves that when dry may be come a fire hazard.

(4) Developed Lot: Structure(s) present on property.

(5) Disking: Shall mean to cultivate with an implement (as a harrow or plow) that turns and loosens the soil as with a series of disks.

(6) Fire Hazard: Anything or act which increases or may cause an increase of the hazard or menace of fire or explosion to a degree greater than that customarily recognized as normal by persons in the public service or preventing, suppressing, or extinguishing fires; or which may obstruct, delay, or hinder, or may become the cause of an obstruction, delay or hindrance to the prevention, suppression or extinguishment of the fire.

(7) Lot: All land within the property lines set forth in the assessor's parcel map or as established by a recorded map or record

(8) Mowing: To cut with a scythe or machine.

(9) Pasture: Land use for the grazing of livestock.

(10) Rubble: Shall mean any rubble, residue, structure or part of portions of a structure, remaining after fire damage to or the demolition or partial demolition of any building or structure in the city.

(11) Vacant Lot: Void of any structures.

(12) Weeds: When mature, bear seeds of downy or wingy nature or dry overgrown grass, etc. Sagebrush, chaparral, scotch broom, trench broom, Manzanita, or any other brush or weeds which attain such large growth as to become, when dry, a fire hazard to property and structures.

(B) Abatement of Hazard – Clearance of rubble, brush, or vegetative growth for Vacant and Developed Lots.

(1) A cleared space around all buildings 30 feet wide at a minimum. The Chief may require cleared space to be larger if a potential fire hazard exists.

(2) A cleared space (fire break) 50 feet wide minimum completely around the perimeter of the property to the street or sidewalk and cross breaks 30-foot wide minimum, every 50 feet maximum. The Chief may require cleared space to be larger if a potential fire hazard exists.

(3) A cleared space extending 30 feet minimum beyond the foliage of any group of trees. The Chief may require cleared space to be larger if a potential fire hazard exists.

The Fire Chief, Fire Inspectors or designated officials may find it necessary to have all weeds, debris, and rubble that could be expected to burn or may cause a life or safety hazard to be removed from the Entire lot, vacant lot, or developed lot.

Cross Reference Article III Weeds and Rubbish Removal, S 8.05.120/8.05.180 of the Willows Code of Ordinance.

Section 307:

The Fire Chief, Air Pollution Control Officer, or their authorized representative is authorized to require that open burning be immediately discontinued if he/she determines that smoke emissions are offensive to occupants of surrounding property or if the open burning is determined by the Fire Chief, his or her designee, to constitute a hazardous condition.

The Fire Chief is authorized to enforce a ban on all open burning during periods of critical fire danger.

Open burning / residential:

- (A) Is not allowed in the City Limits of Willows.
- (B) To include Burn Barrels, Litter, Brush, Leaves, Debris, Weeds or any other substance.

Special Event Burning:

Special event burning is authorized when a permit is obtained for a warming fire or cooking with the following criteria:

- (A) Pit location must be inspected prior to digging;
- (B) Twenty-foot clearance of all vegetation around pit and structures;
- (C) Pit shall be in attendance of an adult at all times;
- (D) Pit shall have a mesh wire top;
- (E) Only unprocessed wood or barbecue charcoal shall be burned in pit.

Section 501.4:

~~An all weather driving surface capable of supporting imposed loads up to 70,000 pounds shall be maintained during all phases of construction.~~

~~Fire hydrant(s) capable of meeting minimum fire flows of 1,000 gallons per minute shall be charged and available to all sites under construction prior to the stacking of combustible materials on site. Fire hydrants shall be located within 500' of the furthest most point of construction; use of an existing hydrant shall not interfere the daily routine traffic patterns of City residents~~

Section 505.1:

Approved numbers for premises identification shall be placed on all new and existing buildings near the doorway or in such a position as to be plainly visible and legible from the street or access fronting the property during both day and night hours.

Address numbers shall be illuminated for buildings constructed after January 1, 2008. Light sources used to comply with this section shall be controlled by a photoelectric device or by a circuit supplied by a house meter which is used to provide other required lighting during hours of darkness. No switch or other similar device shall be installed. Buildings constructed prior to this date shall comply with all other address requirements.

Address signs shall be internally or externally illuminated. When the luminance or the face of a sign is from an external source, it shall have an intensity of not less than 5.0 foot-candles. Internally illuminated signs shall provide equivalent luminance

All properties that are served by a rear access shall install approved numbers for premises identification in such a position as to be plainly visible and legible from the access. Exception: Single family dwelling.

Number shall be contrasting in color to their background.

The minimum size and dimension of the numbers shall be 6 inches in height with 1-inch stroke width or larger readily visible and legible from the adjacent street. Single Family dwelling shall have a minimum size of 4 inches in heights with 1-inch stroke width or larger.

Where a building is set back from the street or road fronting the property and where addresses may not be clearly identifiable due to distance from the street or roadway, landscape, vegetation and/or architectural appendages, or other obstructions, address posting shall be required both at the street, road or driveway serving such building and on the building. Street or roadside address posting shall be on a weather resistant sign, permanently mounted to a post, and highly visible from all directions of traffic flow. Where unusual circumstances exist a direction indicator may be required to show specific direction of building(s).

Condominiums, apartment complexes, townhouses, mobile home parks, and multiple commercial buildings shall have installed, at points of entry, an illuminated directory in accordance with Fire Department standards. The directory sign shall consist of the following:

- (A) A plot plan showing private drives.

- (B) Access roads.
- (C) Building locations(s) with individual numbers and addresses.
- (D) Fire hydrant locations.
- (E) Name of the complex.
- (F) A reference point on the plot plan indicating the location of the directory.
- (G) A north direction indicator.
- (H) Key box location.
- (I) Hazardous materials information and storage location(s).

All numbering shall be in sequence as approved by the Planning and Fire Departments.

The developer or property owner shall submit to the Fire Department and Building Department detailed plans for review and approval showing size, materials, method of construction, electrical components and wiring diagram, and location of the installation.

Section 506.1:

A key box shall be installed on all new commercial, industrial and R occupancies excluding R-3. The key box shall be an approved type and contain those keys necessary to gain access. Placement shall be approved by Fire chief or designee.

Section 901.6.1.1:

The Fire chief or designee may determine a fire alarm to be unreliable upon receipt of more than four false alarms within a twelve month period. Upon making such finding, the chief may order the following:

- (A) Upon the fourth (4th) false alarm from the system within a twelve (12) month period, the system owner shall pay a mitigation fee to the fire department of \$150.00 plus the costs of the response for each false alarm.
- (B) Upon the sixth (6th) false alarm from the system within a twelve (12) month period, the system owner shall pay a mitigation fee to the fire department of \$300.00 plus the costs of the response for each false alarm.
- (C) Upon the eight (8th) and each subsequent false alarm, from the system within a twelve (12) month period, the system owner shall pay a mitigation fee to the fire department of \$500.00 plus the cost of the response, as specified in the fire department's approved fee schedule for each occurrence. In addition, the chief may require the

system owner to provide standby personnel or take such measures as he/she deems appropriate. Persons or activities required by the chief shall remain in place until a fire department approved fire alarm maintenance firm certifies in writing to the chief that the alarm system has been restored in a reliable condition. The chief may require such tests as he deems necessary to demonstrate the adequacy of the system.

Section 903.2:

An approved automatic fire-extinguishing system shall be installed and maintained in all occupancies and locations as set fourth in this section. A standard automatic sprinkler system shall be installed throughout all buildings:

(A) New commercial, industrial and R occupancies.

(1) Exceptions:

- (a) Detached non-combustible vehicle dispensing canopies classified as a Group M occupancy.
- (b) Detached Car ports of non-combustible construction
- (c) Detached Group B and M occupancies 500 sq. ft. or less

(B) Fire Department Connection (FDC) shall be accessible, identified, and placed within 50 feet of a City Standard Fire Hydrant.

All existing structures shall meet the requirements of this sections when, in the opinion of the chief, a change of occupancy or character of the occupancy is made and a greater hazard to life or property exists or the required fire flows are increased.

Section 5002:

For the purpose of this section "hazardous materials" shall be defined as any substances or materials in a quantity or from which, in the determination of the fire chief or his authorized representative, poses an unreasonable and imminent risk to the life, health, or safety of persons or property or to the ecological balance of the environment, and shall include, but not limited to, such substances and explosives, radioactive materials, petroleum or petroleum products or gases, poisons, etiologic (biologic) agents, flammable and corrosives.

For the purposes of this section, "costs incurred by the fire department" shall include, but shall not necessarily be limited to, the following: Actual labor costs of city personnel either for actual clean up or standby time at the scene of the deposit, including worker's compensation benefits, fringe benefits, administrative overhead; cost of equipment operation, cost of materials obtained directly by the city; and costs of any contract labor and materials.

Section 5704.2.9.6.1

The California Fire Code in which storage of flammable liquids in outside above ground tanks is prohibited in R zones within incorporated limits of the City of Willows.

Section 5706.2.4.4:

The California Fire Code in which storage of flammable liquids in outside above ground tanks is prohibited in R zones within incorporated limits of the City of Willows.

Section 6104.2:

(A) In the residential incorporated limits of the City of Willows, up to five hundred gallons of combustible liquid meaning LPG may be stored in an above ground or inground tank meeting requirements of sections 6104 of the California Fire Code (2019). Minimum distance must be maintained per table 6104.3 of the California Fire Code (2019). Tank base must be secured per NFIP (1993) Technical bulletin 7-93. Written notice of having an above ground or inground tank will be placed in the main electrical panel for notification to emergency personnel.

Chapter 56:

Safe and Sane fire works are authorized to be sold that bears the seal of approval of the California State Fire Marshal's Office, provided that a permit is first obtained from the Fire Chief. The Fire Chief may only issue ten (10) permits, permitting the sale of fireworks. Safe and Sane fire works are only authorized to be sold to patrons 16 or older. The sell and firing of fire works are only permitted between June 28th and July 6th.

Chapter 1, Section 106.2:

For the purpose of providing and maintaining functions necessary for the prevention of fire and for the protection of life and property from fire and panic, the Willows Fire Department does establish a Self-Inspection

Program, assuring that applicable "B" and "M" occupancies within the city are inspected on an annual basis for fire safety.

Definition. The following words and phrases, with this code, shall be defined as follows:

- (A) "B" Occupancies: Those building for professional or service-type transactions offices, including storage of records and accounts.
- (B) "M" Occupancies: Building for the display and sale of merchandise, and involving stocks of goods, wares or merchandise, as defined in Section 202 of the California Fire Code.
- (C) Function of Self-Inspection Program. The Willows Fire Department shall deliver, by hand or by mail, its current "Self-Inspection Worksheet" and "Confidential Business Occupancy Information" forms to each "B" and "M" occupancy within the city on a bi-annual basis.
- (D) Failure to Comply: Failure of the business owner, property owner, or person responsible for the property to comply with the requirement to return the Self-Inspection Worksheet duly completed; or fails to correct the deficiencies noted within 14 days shall be issued one warning letter extending the inspection period by seven (7) days. Failure to complete and return the Self-Inspection Worksheet shall result in an inspection of the delinquent occupancy by Willows Fire Department personnel, for which the business owner will be charged as provided in the City of Willows Schedule of Fees and Charges for City Services.
- (E) Further, failure of the business owner or property owner to correct deficiencies found, shall be an infraction; and the city may cause to issue a citation to the business owner or property owner for violation of the terms of this section.

Chapter 1, Sec 108.1:

Whenever the Fire Chief or his/her representative disapproves an application or refuses to grant a permit applied for or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal the decision of the Fire Chief to the City Council within 30 days from the date of the decision appealed.

The decision of the City Council shall be final. The council shall render all decisions and findings in writing to the Fire Chief with a conclusion of the hearing.

AGENDA ITEM

November 26, 2019

TO: Honorable Mayor Hansen and Member of the City Council
FROM: Wayne Peabody, Fire Chief/Interim City Manager
SUBJECT: 2019 Building Standards Commission Code Adoption.

RECOMMENDATION

This is a public hearing. The City Council should conduct the public hearing and following closure, by motion, consider reading by title only and passage of an Ordinance entitled **“An Ordinance of the City Council of the City of Willows, Repealing, Amending, and/or Creating specific Sections of Chapter 15; sub sections; 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 and 15.95 of the City of Willows Municipal Code, and to Adopt by Reference and Amend Certain Portions of the 2019 California Building Standards Codes”**

SITUATION

As part of its periodic review of building codes, the California Building Standards Commission this year published the 2019 California Building Standards Codes, which becomes effective January 1, 2020.

These new Building Standards Codes are based in part on the 2018 International Building Code, published by the International Code Council, and include the 2019 California Building Code and the 2019 California Fire Code, among other codes.

FINANCIAL CONSIDERATIONS

Minimal; the purchase of new code books, and continuing education as well as code update training.

NOTIFICATION

Public Hearing Notice.

ALTERNATE ACTIONS

1. Approve (by motion/resolution) ...
2. Approve (by motion/resolution) ... as amended....
3. Request additional information from staff
4. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Approve: It is respectfully recommended that the City Council conduct the public hearing and following closure, by motion, consider reading by title only and passage of an Ordinance entitled **“An Ordinance of the City Council of the City of Willows, Repealing, Amending, and/or Creating specific Sections of Chapter 15; sub sections; 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 and 15.95 of the City of Willows Municipal Code, and to Adopt by Reference and Amend Certain Portions of the 2019 California Building Standards Codes”**

Respectfully submitted,



Wayne Peabody
Fire Chief/Interim City Manager

Attachments:

1. Ordinance modifying Chapter 15 of Willows Municipal Code
2. Exhibit A – Local Findings of Fact

ORDINANCE NO. XXXX-_____

“An Ordinance of the City Council of the City of Willows, Repealing, Amending, and/or Creating specific Sections of Chapter 15; sub sections; 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91 and 15.95 of the City of Willows Municipal Code, and to Adopt by Reference and Amend Certain Portions of the 2019 California Building Standards Codes”

Whereas, the California Building Standards Codes are published every three years by the California Building Standards Commission;

Whereas, the California Building Standards Commission has published the 2019 California Building Standards Codes by amending Title 24 of the California Code of Regulations, effective January 1, 2020;

Whereas, the 2019 California Building Standards Codes are based in part on the 2018 International Building Code, published by the International Code Council;

Whereas, the California Building Standards Codes may be adopted by cities by incorporation by reference;

Whereas, cities may establish more restrictive building standards than those set forth in the California Building Standards Codes, if certain findings are made pertaining to local climatic, geological or topographical conditions; and

Whereas, the 2019 California Building Standards Codes will automatically become effective without amendment in the City of Willows 180 days after January 1, 2020, unless the City affirmatively amends the Codes otherwise.

The City Council of the City of Willows does ordain as follows:

- 1: Amend, Reenact Create or Repeal Sections of Chapter 15 - subsection (s) 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91, 15.95

Chapter 15: subsection (s) 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.90, 15.91, 15.95 of the City of Willows Municipal Code are hereby amended, reenacted and created to read as follows:

Chapter Fifteen (15) Adoption of California Building Standards Commission Codes

The following publications are hereby adopted by reference and incorporated, as if fully set forth in this Code; except as expressly amended or superseded by the provisions of this Chapter:

- 15.10 The 2019 California Building Code, Title 24, Part 2 of the California Code of Regulations, including the following Appendices only: Chapter 1

(Administrative), as further amended herein, Chapter I (Patio Covers) and Chapter J (Grading).

- 15.11 The 2019 California Residential Code, Title 24, Part 2.5 of the California Code of Regulations.
- 15.20 The 2019 California Electrical Code, Title 24, Part 3 of the California Code of Regulations.
- 15.30 The 2019 California Mechanical Code, Title 24, Part 4 of the California Code of Regulations.
- 15.35 The 2019 California Plumbing Code, Title 24, Part 5 of the California Code of Regulations.
- ~~15.50 The International Property Maintenance Code, 2006 edition, as published by the International Code Council. Repeal in its entirety.~~
- ~~15.55 Solar Energy Code. Repeal in its entirety.~~
- ~~15.60 Swimming Pool, Spa and Hot Tub Code. Repeal in its entirety.~~
- 15.70 The 2019 California Administrative Code, Title 24, Part 1, Chapters 4, 5 and 8 only
- 15.75 The 2019 California Energy Code, Title 24, Part 6 of the California Code of Regulations.
- 15.80 The 2019 California Elevator Safety Construction Code, Title 24, Part 7 of the California Code of Regulations.
- 15.85 The 2019 California Historical Building Code, Title 24, Part 8 of the California Code of Regulations.
- 15.90 The 2019 California Referenced Standards Code, Title 24, Part 9 of the California Code of Regulations.
- 15.91 The 2019 California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations.
- 15.95 Penalties

prioritized to mitigate the greatest threat, and may be unavailable for vegetation or structure fires.

Other variables that may tend to intensify the situation include:

1. The extent of damage to the water system;
2. The extended isolation due to roadways and/or freeway due to flooding;
3. The extent of roadway damage and/or amount of debris blocking roadways;
4. Climatic conditions (hot, dry weather with high winds);
5. Time of day will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours; and,
6. The availability of timely response due to minimal staffing and volunteerism.

E. **CONCLUSION:** Local climatic, geologic and topographical conditions impact fire prevention efforts and the frequency, spread, intensity, and the size of fire involving buildings in this community. Further, they impact potential damage to all structures from flooding and subsequent fire. Therefore, it is found to be reasonably necessary that the International Fire Code, the California Fire Code, the California Building Code and State Building Standards Code be changed or modified to mitigate the effects of these conditions.

Furthermore, California Health & Safety Code (CH&SC) Section 17958.7 requires that the modification or change to which findings refer be expressly marked and identified. Therefore, the following table provides code sections that will be modified by this ordinance which are building standards as defined in CH&SC Section 18909, and the associated referenced conditions for modification due to local climatic, geologic and topographical conditions.

Section Number: Local Climatic, Geologic and Topographical Conditions

109.2	CBC	a, b, c
304.3	UAC	a, b, c
109.3	CBC	a, b, c
501.2	CBC	a, b, c
903.2	CBC	a, b, c

CODE ADOPTED

Adoption of California Building Standards Commission Codes

The following publications are hereby adopted by reference and incorporated, as if fully set forth in this Code; except as expressly amended or superseded by the provisions of this Chapter:

- 15.10 The 2019 California Building Code, Title 24, Part 2 of the California Code of Regulations, including the following Appendices only: Chapter 1 (Administrative), as further amended herein, Chapter I (Patio Covers) and Chapter J (Grading).
- 15.11 The 2019 California Residential Code, Title 24, Part 2.5 of the California Code of Regulations.
- 15.20 The 2019 California Electrical Code, Title 24, Part 3 of the California Code of Regulations.
- 15.30 The 2019 California Mechanical Code, Title 24, Part 4 of the California Code of Regulations.
- 15.35 The 2019 California Plumbing Code, Title 24, Part 5 of the California Code of Regulations.
- 15.70 The 2019 California Administrative Code, Title 24, Part 1, Chapters 4, 5 and 8 only
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- 15.85 The 2019 California Historical Building Code, Title 24, Part 8 of the California Code of Regulations.
- 15.90 The 2019 California Referenced Standards Code, Title 24, Part 9 of the California Code of Regulations.
- 15.91 The 2019 California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations.
- 15.95 Penalties

CODE AMENDMENTS: (The following referenced amendments are sections taken from State of California codes)

109.2 Schedule of permit fees:

On buildings, structures, electrical gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as set forth in the 1997 Uniform Administration Code table 3A-3H

304.3 Plan review fees:

When submittal documents are required by other sections of this code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fees shall be 65 percent of the building permit fees as indicated in Section 304.3 of the 1997 Uniform Administrative Code.

109.3 Building permit valuations:

The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent system. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. The fee schedule is based upon the current cost construction valuation established either taking the actual contract price for such work or shall be determined by the use of the latest publication of "Building Valuation Data," or equivalent as published by the International Code Council. The "Building Valuation Data" shall be periodically modified to meet the inflationary cost associated with labor and material increase which are found in the "Building Cost Index" tables published in the Engineering News-Record by The McGraw-Hill Companies. Final building permit valuation shall be set by the building official.

501.2 Address Illumination:

Addressing shall be illuminated at night in all new buildings. Address signs shall be internally or externally illuminated. When the luminance or the face of a sign is from an external source, it shall have an intensity of not less than 5.0 foot-candles. Internally illuminated signs shall provide equivalent luminance.

Address numbers shall be illuminated for buildings constructed after January 1, 2011. Light sources used to comply with this section shall be controlled by a photoelectric device or by a circuit supplied by a house meter which is used to provide other required lighting during hours of darkness. No switch or other similar device shall be installed. Buildings constructed prior to this date shall comply with all other address requirements

The minimum size and dimension of the numbers shall be 6 inches in height with 1-inch stroke width or larger readily visible and legible from the adjacent street. Single Family dwelling shall have a minimum size of 4 inches in heights with 1-inch stroke width or larger.

Where a building is set back from the street or road fronting the property and where addresses may not be clearly identifiable due to distance from the street or roadway, landscape, vegetation and/or architectural appendages, or other obstructions, address posting shall be required both at the street, road or driveway serving such building and on the building. Street or roadside address posting shall be on a weather resistant sign, permanently mounted to a post, and highly visible from all directions of traffic flow. Where unusual circumstances exist a direction indicator may be required to show specific direction of building(s).

All numbering shall be in sequence as approved by the Building and Fire Department.

The developer or property owner shall submit to the Fire Department and Building Department detailed plans for review and approval showing size, materials, method of construction, electrical components and wiring diagram, and location of the installation.

Section 903.2:

(1) An approved automatic fire-extinguishing system shall be installed and maintained in all occupancies and locations as set forth in this section. A standard automatic sprinkler system shall be installed throughout all buildings:

(a) New commercial, industrial and R occupancies.

(1) Exceptions:

- (a) Detached non-combustible vehicle dispensing canopies classified as a Group M occupancy.
- (b) Detached Car ports of non-combustible construction
- (c) Detached Group B and M occupancies 500 sq. ft. or less

(2) Fire Department Connection (FDC) shall be accessible, identified, and placed within 50 feet of a City Standard Fire Hydrant.

(3) All existing structures shall meet the requirements of this sections when, in the opinion of the chief, a change of occupancy or character of the occupancy is made and a greater hazard to life or property exists or the required fire flows are increased.

Section 8 Filing of Ordinance

The City Clerk is hereby directed to file a copy of this ordinance with the California Building Standards Commission.

Section 9 Effective Date and Publication

This Ordinance shall take effect thirty days after its adoption and published in summary format prior to adoption and within fifteen (15) days after its adoption in a newspaper of general circulation published and circulated in the City of Willows.

INTRODUCED and passed first reading on the 26th day of November 2019.

PASSED AND ADOPTED by the City Council of the City of Willows on the 10th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST

APPROVED:

Tara Rustenhoven

Gary Hansen, Mayor



REGULAR BUSINESS

AGENDA ITEM

November 26, 2019

TO: Honorable Mayor Hansen and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Draft Single Family Residential Design Guidelines

RECOMMENDATION

Staff is recommending the Council receive the staff report, discuss and provide comments on the single-family residential design guidelines

Background

Discussion began in April of 2013 at a Joint Commission/City Council workshop, wherein the Commission expressed the desire to implement design guidelines for future multi-family development projects. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway district. Section 2.45 of the Willows Municipal Code for Architectural Design Review, spells out the criteria for Design Review Approval, however is not specific to multiple family residential developments. The process began in late 2013 with the Planning Commission drafting a set of multi-family design guidelines which were brought to the City Council in January of 2015 for adoption. These guidelines were utilized for implementation on the senior housing development project.

The Planning Commission had expressed the desire to also implement Single-Family Residential Design Guidelines into the Architectural Design Review section of the Municipal Code. Beginning in June 2017, the Commission began developing single family residential design guidelines. The guidelines were discussed at several Commission meetings until the October 2017 meeting with Staff bringing the revised draft guidelines to the Commission at the July 2018 meeting for their final review. The Commission approved the draft guidelines and recommended staff bring them to the City Council for review and approval prior to implementing them.

On May 29, 2019, Staff brought to the City Council at a regular meeting the draft single family residential design guidelines for their review and comment. Staff has addressed the comments from the Council and have developed a second draft for review.

Project Description

Staff has prepared a second draft set of draft single family residential design guidelines for your review, taking into account the street landscaping comments and example photos replacing most examples with City of Willows' housing styles. These design guidelines are intended to be implemented on any new single family subdivisions that are developed within the City. Prior to initiating text amendments to incorporate both the multi-family and the single family residential design guidelines into the design review code, Staff is requesting the City Council review the draft guidelines and provide any additional comments. Upon the City Council review, staff will bring the draft guidelines back to the Planning Commission for their final review; and thereafter back to the Council for adoption.

Environmental Review

The project was reviewed pursuant to and under the California Environmental Quality Act (CEQA). City Staff determined the project is exempt from CEQA guidelines per Section 15262.

FINANCIAL CONSIDERATIONS

No financial considerations will be made with respect to implementation of these guidelines other than staff time to prepare the guidelines and reports.

ALTERNATE ACTION

None are recommended for consideration by the City Council.

STAFF RECOMMENDATION

Staff is recommending the Council receive the staff report, discuss and provide comments to staff on the draft guidelines.

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by



Wayne Peabody
Interim City Manager

Attachments:

- 1) Draft Single Family Design Guidelines

Draft Single Family Residential Design Guidelines

ATTACHMENT 1



CITY OF WILLOWS
SINGLE FAMILY
RESIDENTIAL DESIGN
GUIDELINES

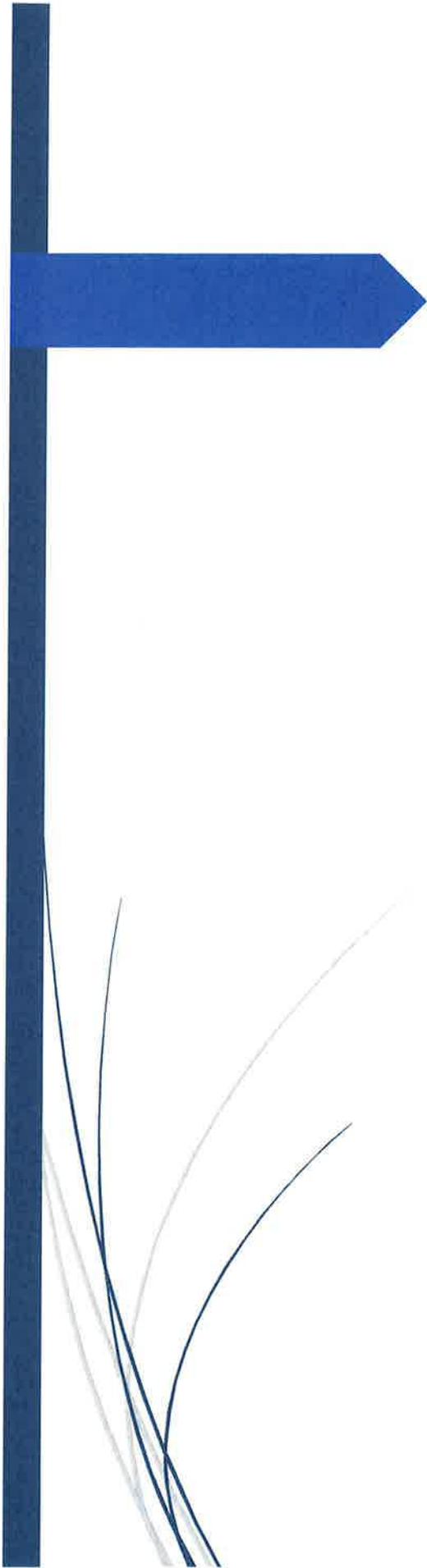


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SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES

Purpose:

These guidelines will be used during the City's design review process to ensure new development reflects the community environment and contributes to the character of the surrounding neighborhood. They are intended as a reference to assist the designer in understanding the City's goals and objectives for a high-quality residential development. These guidelines apply to all projects that require design review. The guidelines address zoning districts to include R-1, R-2, RP, and R-3. The guidelines are general and may be interpreted with some flexibility in their application to specific projects.

The overall desired layout of neighborhoods and subdivisions in the City of Willows is intended to promote a single family project that features a competent design with a variety of home sizes, varied lot sizes and styles. The neighborhoods should have a variety in street and residential block layouts, designed to provide connectivity within and between individual neighborhoods and provide choices between routes.

Diversity in housing not only allows builders to provide a greater spread of housing choice and affordability for residents, but also allows for a varied yet cohesive residential environment. Diversity in housing types also helps to create variety in neighborhood design, with a strong focus upon the pedestrian and human-scale streetscapes.

ARCHITECTURAL DESIGN

Regardless of its architectural style, the architecture of a house is comprised of three basic components; the building facades, roofs, and detail elements. Together, when these components are designed appropriately, a cohesive yet diverse residential neighborhood environment will be realized. A significant difference in the massing and composition (not just finish materials) of each adjacent house should be accomplished. Design of houses in tract development should be mixed to create variety and interest. One design should not be repeated more frequently than each fourth house.

Articulated Building Massing

Boxy two-story building forms that overwhelm the street scene are discouraged. Varied massing provides richness and scale. Long uninterrupted exterior walls should be avoided.



A ranch style house on S. Culver



Another ranch style house on S. Enright



This S. Plumas craftsman style house features a front porch.

Building Facades

Variety in building forms provide diversity and visual interest to the neighborhood street scene and can be used to create a desirable human scale.

The following elements should be incorporated into the design of residential structures: building wall planes, particularly on the front elevation, should be staggered to create interest along the street scene; projections and recesses should be used to provide shadow and depth; and combinations of one and two-story forms should be used to help to create variety in setback and overall building form.

Building Materials and Color

- Building materials of durable material and of high quality (including accent materials, roof materials, and paint colors) are important elements to the visual quality of homes and should be consistent with the architectural style of the residence.
- All materials should wrap columns, porches, or balconies in their entirety.
- The color palette should be selected with the design objectives of avoiding monotony, providing a variety of colorful schemes, and promoting visual diversity.
- Color schemes and body colors should vary within the neighborhood.

ROOFS

Roof Form and Slope

Similar to building materials and color, roof form and slope are also important design elements in creating a well-developed street scene.

- Roof treatments should be consistent with the architectural style of the dwelling.
- Variety of roof design and treatment is encouraged to provide visual interest to the neighborhood roofscape throughout the development.
- Likewise, variety in roof lines is encouraged to avoid a common roof line along neighborhood streets. Rooflines of adjoining residences should vary ridge heights, roof forms, and direction of gables.
- Broken roof pitches extending over porches, patios or other similar features are encouraged where appropriate to the architectural style.

BARN RED	SALEM RED	SALMON	PUMPKIN	MARIGOLD
MUSTARD	BAYBERRY	TAVERN GREEN	LEXINGTON	SEA GREEN
FEDERAL BLUE	SOLDIER BLUE	SLATE BLUE	PITCH BLACK	DRIFTWOOD
CHOCOLATE	BUTTERMILK	LIGHT CREAM	SNOW WHITE	OYSTER WHITE



Hip Roof



Gable Roof



Shed Roof



Saltbox Roof



Gambrel Roof



Gullwing Roof



Half-Hip Roof



Mansard Roof



Dormer Roof



Dormer Example



This house on S. Plumas is a craftsman style w/porch

Materials

- Roof materials should be compatible with the architectural style of the residence and should have a matte finish to minimize glare.
- Permitted Roof Materials: Clay or Concrete “S” Tiles; Clay or Concrete Flat Tiles; Clay or Concrete Shakes; Slate; Low profile S-tiles; Architectural Grade Composition.
- Prohibited Material: Wood Shake; Rolled roofing material.
- Fascia: may be either stucco, wood, fiber cement siding or tile or other similar material. If wood is used, it should be stained or painted.
- Skylights are permitted but should be designed as an integral part of the roof. Skylight framing material should be bronze anodized or colored to match the adjacent roof materials.

DETAIL ELEMENTS

- Entries: The entry of a residential dwelling should be articulated as a focal point of the building’s front elevation. Roof elements, columns, porticos, recesses or projections, window or other architectural features should be used to accentuate the entryway.
- Porches: Porches not only provide pedestrian scale elements to the building massing but also allow for an area for residents to enjoy the outdoor climate and a place to converse with neighbors. When provided, porches should be designed as an integral component of the building’s architecture, with dimensions significant to create a usable outdoor space. Porches should have railings and be fully covered.
- Columns & Archways: The use of columns and archways adds articulation to the character of the residence and is encouraged where appropriate to the architectural style.

- Trellis & Arbors: Trellises and arbors, when used, should be designed to maintain their appearance considering the climatic conditions of the area.

At least one window on the front elevations and visible side and rear elevations should feature trim surrounds, headers or sills. The minimum reveal for trim elements is 1 inch. The style of windows should be compatible with the architectural style of the residence.

Detail Elements Include:

Shutters; exposed rafter ends or cross beams; decorative grill work; decorative stucco or clay pipe vents; decorative ceramic tile/and or other similar features. Exposed gutters and downspouts should be colored to match or compliment the surface to which they are attached.

GARAGES & DRIVEWAYS

Garages/Placement

Garages should be articulated at least 5 feet from the primary front façade of the residence, and set back sufficiently enough so that vehicles parked on driveways do not extend or block the sidewalk or public right of way.

When lot size permits, the orientation of a garage at the front of a house shall be varied so that it can be entered from the front, side or at an angle. Tandem parking in garages may be used to minimize the number or width of garage doors.

De-emphasis of Garages

Garages should be positioned to de-emphasize their visual impact on the street, allowing for visually interesting features of the house to dominate the streetscape. Garages may be sited in several ways; Recessed Garage, Corner Lot with Side-street Entry Garage, Forward Swing-In Garage, Split Garage, Alley-Loaded Garage, Detached Garages, Garage Forward.

Garage Design

Attached or detached garages should be designed to de-emphasize their architectural prominence. To achieve this desired effect, these structures should incorporate the following:

- Garage doors should vary with respect to windows and/or color as appropriate to individual architectural styles of the house.
- On conventional home plotting, in effort to buffer the view impact of garages and garage doors from the sidewalk or street, optional treatments such as a trellis or porte-cochere are encouraged.



ACCESSORY STRUCTURES

Guest houses, detached garages, greenhouses, and other similar accessory structures should be compatible in design, materials, and color as the main residence. Such structures should be visually related to the main residence through the use of garden walls, or other landscape elements.

Secondary Units

Secondary units (also referred to as ancillary or granny units) help to increase affordability and diversity throughout a neighborhood. When used, secondary units should be designed with the same level of detail and should match the architectural style of the primary residence.

PLOTTING AND VARIABLE SETBACKS

Plotting of building placement and street orientation is an important site planning consideration for neighborhoods. The plotting of residences should be done in a manner that achieves diversity and visual interest to the neighborhood street scene. Consideration for privacy should be given with the placement of the house on the lot and locations of windows in terms of maximizing privacy and minimizing visual intrusion between adjacent homes.

Good orientation can increase the energy efficiency of your home, making it more comfortable to live in and cheaper to run. Such diversity can be achieved through varying setbacks, articulated building massing, reversing floor plans so that garages and entries are adjacent to each other to create an undulating setback with different elevations and color schemes to avoid a repetitious street scene.

Lot Orientation

In order to avoid visual monotony and a repetitious street scene, rotating block orientations should be used to avoid lengthy streets.

PEDESTRIAN CONNECTIVITY

Pedestrian pathways providing strong connectivity among the residential neighborhoods and various amenities such as commercial, office, and recreational amenities are encouraged. These pathways can be located in paseos (greenbelt areas that are separate from the vehicular circulation system), while other pedestrian paths can be located adjacent to the community's roadways. Together these pathways afford a strong pedestrian orientation, providing the opportunity for alternative modes of travel to specific destinations.

Neighborhood Street Design

Neighborhood streets should be site planned to promote connectivity to adjacent neighborhoods and provide alternative routes for both vehicular and pedestrian traffic.



Driving-only transportation pattern

Walkable connected transportation network

Traffic Calming Measures

To encourage a pedestrian friendly environment through safer streets for pedestrians and to enhance the overall visual quality of neighborhoods, traffic calming measures are encouraged in the design of the residential neighborhoods. Such devices may include:

- *Chicanes* – (also referred to as tapered streets) are a traffic calming measure used in traditional neighborhood design. Although the traffic lanes are the same width (the chicanes only project as far as the on-street parking areas), the tapered street appears to be narrowing, thus encouraging vehicles to slow their speeds. These landscape fingers also provide a visible raised waiting area for pedestrians intending to cross the street. At intersections with chicanes, pedestrians are

more visible than they would be if they were cutting between parked cars.

Example of chicanes



Residential/ Park Interface

The location of residential neighborhoods to a park is an important consideration in the overall community design. Special care must be taken to ensure that this reciprocal relationship is reflected in the interface between these two land uses. Special attention should be given to the physical and visual transition between development areas and a park. These transition areas should be designed, landscaped, and graded to blend residential development and the park together smoothly. Where feasible and as part of the plan, homes should front a park, thus creating eyes on the park.

SPECIAL SITING CONDITIONS

Corner Lots

Homes that are plotted on corner lots should feature enhanced elevations that provide a similar level of detail to the corner side elevations as is applied to the front elevation. Corner lots should present attractive facades to both adjoining streets.

Perimeter Edge Conditions

On lots adjacent to perimeter streets, open space, canals or other public areas, the side and rear elevations that face such areas should be enunciated and treated to provide visual interest to the edge condition. Particular consideration should be given to the treatment of second stories and roof elements. Enunciation to visible side and rear elevations along perimeter areas can be achieved through the use of the following elements:

- Patio covers or second story decks
- Window surrounds headers, or sills
- Off-set wall planes (two-foot minimum offset)
- Roof plane breaks

Exterior Lighting

Energy conservation, safety, and security should be emphasized when designing any lighting system.

Lighting can enhance the nighttime visual environment so considerations should include illumination of pedestrian areas, as well as architectural and landscape lighting for visual enhancement. Lighting systems should be designed with consideration of visual quality, architectural compatibility, safety, glare, and energy conservation. Glare from lighting fixtures should be controlled through the use of shields, fixture selection and placement, and fixture orientation

Mechanical Equipment

Special care should be made so that mechanical treatment does not detract from the architecture of the primary residence.

Mechanical equipment such as air conditioners, heaters, evaporative coolers, television and radio antennas, and other such devices should not be mounted on any roof unless adequately screened. Ground mounted air conditioning units must be located behind side yard privacy return walls. All antenna and satellite dishes visible from any public or private street, sidewalk, open space or adjacent lot are subject to all federal regulations.

Energy Efficiency

Commitment should be made to meet or exceed statewide energy-efficiency requirements. It is also encouraged to offer energy efficient amenities such as:

- Energy Star appliances (which use a minimal amount of energy)
- Shade elements, such as extended roof treatments over porches and outdoor areas as well as deciduous trees, which can also help to protect the homes from excess sun entering through primary windows.
- Low-flow water fixtures.
- Drip landscape watering systems.
- Energy-saving, dual-glazed LoE2 windows.

LANDSCAPE ELEMENTS

Walls & Fences

Walls and fences that are visible from street, open space, or other public areas should be employed in a skillful manner and in harmony with the design of the development and meet noise attenuation requirements where applicable.

- The design of fencing should be uniform throughout each subdivision. Fencing designs, materials, and colors may vary between subdivisions.

- Neighborhood fences should be 6 feet high and be comprised of cedar, fir, or redwood, or stucco walls. Wood may be left natural or have a semi-transparent stain in natural tones of light browns and grays applied. Chain link fencing is prohibited.



Rail Fencing Example

Low wood fences and picket fences (between 30 inches and 36 inches in height) are permitted along front yards and at side yard property lines within the front yard, or along corner side yards. Fencing within a designated front yard area should be open and of a “rail fence” nature. In the case of the low fences, white paint or stain is permitted. Fencing 36 inches or lower may be placed immediately behind the walkway.



Fences are to be located on the rear and side property lines of residential lots, except at neighborhood entries and other locations where the community wall is used. With respect to corner conditions, the fence will return back to the residential unit at a logical point related to the specific architecture of the unit.

Trees

Landscaping along the streets is an important design element in a residential community and is an effective way of providing a high-quality neighborhood image. All street trees or landscaping within a residential

development shall be located behind the sidewalk off the public right of way, on private property. The City has a master tree list which can be used for selection of species.

Native and drought-tolerant plants should be used in landscaping, where feasible. Water conservation principles should be integrated into the landscaping design of the community, including water-efficient irrigation systems.



Energy Conservation

Structures and plantings should be used to help shield buildings from unwanted summer heat gain, while allowing winter sun and light. Where feasible, east and west walls should be shaded with trees and vines. Deciduous trees should be used to provide summer shade while admitting winter sun. All plantings should be designed to maintain solar access for passive and active solar systems. Where feasible, a landscaped buffer should be provided between buildings and pavement, so that reflected heat buildup within buildings is minimized.

Neighborhood Entries

By creating a visual gateway into the neighborhoods, neighborhood entries create a sense of arrival. Neighborhood entries should incorporate landscaping and other design elements that reinforce the traditional community identity.

In order to emphasize key internal community intersections, special landscape features should be used; such as; enhanced pavement, flowering accent trees or enhanced landscaped parkways.

November 26, 2019

AGENDA ITEM

TO: Honorable Mayor Hansen and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: General Plan Annual Progress Report for period from January 1, 2018 to December 31, 2018; and January 1, 2019 to December 31, 2019

RECOMMENDATION

Review and accept the General Plan Annual Progress staff report and direct Staff to forward to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) as required by Government Code Section 65400.

Environmental: This General Plan Annual Progress 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, is an annual requirement to report on the efforts the City has undertaken with implementation of its General Plan programs and policies, specifically in the removal of governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. This report satisfies the code requirement.

Introduction:

The General Plan addresses the future vision of community growth in the jurisdiction, such as its physical development, general locations, appropriate mix, timing, and extent of land uses and supporting infrastructure. The City of Willows adopted its General Plan in 1981, however has not updated the Plan since other than for Housing Element Updates. This adopted Plan was comprised of Elements from the County of Glenn, which some elements date back to 1974. General Plans that have not been revised within the past eight years are not necessarily legally inadequate. However, the California Supreme Court has stated that local governments have an implied duty to keep their general plans current and must review and revise their general plans as often as they deem necessary or appropriate. (*DeVita v County of Napa, 9 Cal.4th(1995)*) . As of 2015, more than half of local jurisdictions have general plans that are over 15 years old. Often, this is because the process of adopting a general plan has become too time-consuming and costly.

Past measures to implement the General Plan include a major revision to the Land Use Element in 1987 with the annexation of land, revisions to the Land Use Map in 2000, revisions to the Land Use Element in 2010, and updated Housing Elements in 2000, 2005, 2010, and 2015. The City's General Plan Elements are; Land Use, Housing, Circulation, Open Space, Conservation, Safety, Seismic, Noise, and Scenic Highways.

The current 2014-2019 Housing Element was adopted by the City Council on January 13, 2015, and forwarded to (HCD) for final review and approval. The Department (HCD) approved the Element on April 16, 2015. 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 housing unit figures prescribed for the City of Willows during the RHNA planning period of January 1, 2014 through June 30, 2019, plans for at varying levels of affordability between the planning period years, and is broken into the following 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 City has made progress in meeting the unit requirements for the extremely low, very low, and low income categories within the current RHNA planning period. In 2015 a 49-unit senior housing complex was built. In 2016 a 24-unit multi-family apartment project was approved and development of the project is slated to begin in spring of 2020. Both of these projects fall within the first three income categories. In 2016 a commercial building was approved for multi-family residential use, and a new residential unit was finalized in that year also. In 2017 two above moderate single family residential units were constructed. This brings the total of new residential units to 54, with the development of 24 more units for multi-family residential use soon to take place.

2018 General Plan Accomplishments:

The City did not receive any applications for any residential development within the 2018 calendar year. However, the owner of a closed older motel made application and received approval from the Planning Commission to provide for extended stays and is in the process of remodeling the motel, allowing for additional rentals in the area. A second older motel is in the process of rehabbing the managers unit of the motel with intentions of obtaining use permit approval to re-establish the motel for use.

The City submitted a HCD/HOME application in 2018 for a 24 unit multi-family housing apartment project in conjunction with the developer, which project received Design Review approved by the Planning Commission in 2016. The City was awarded the grant funding and construction of these apartments is slated for spring of 2020 as referenced above.

No General Plan Amendments were initiated within this calendar year. No annexation requests were received within this calendar year.

2019 General Plan Accomplishments:

No new residential units have been developed within the City of Willows in 2019, although several residential units were repaired/remodeled, but no new residential units have been applied for. However, two commercial buildings, which were built as single family residences and used for years as commercial offices, were approved to allow the structures for residential uses via use permits from the Planning Commission. By way of these use permit approvals, two residential units are now available that were not before. These approvals help to further the General Plan Development Policy to evaluate residential development proposals based on their ability to provide housing opportunities consistent with the plan and the Housing Element. (*General Plan Development Policy Statement DPS-9 Housing*)

A General Plan Amendment proposal to amend the City of Willows General Plan was prepared in 2019. The Safety Element of the General Plan was amended in March of 2019 by the addition of the Glenn County Multi-Jurisdictional Hazard Mitigation Plan, which put the City in compliance with the planning requirements of the Disaster Mitigation Act of 2000. The Safety Element establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards, and addresses topics related to public health and safety: law enforcement, fire hazards and fire protection, geologic hazards, air quality, flooding, water quality, noise, and solid and hazardous waste. The focus is on the impact natural and human-created hazards may have on development and future population, and on programs and ways to direct, enhance and serve development in a safe and cost-effective fashion. This Plan is valid for five years and must be reviewed, updated and submitted to FEMA Region IX for approval at least once every five years. By the adoption of this Plan, the City is ensured continued eligibility for project grants under FEMA Hazard Mitigation Assistance Programs, as well as the Plan makes properties eligible for points under the National Flood Insurance Program Community Rating System (CRS). The implementation of this Plan advances the City's General Plan policy to plan for hazards and to identify hazards relevant to the community that present undue risks to the public health, safety, property, and welfare of the community. (*General Plan Development Policy Statement DPS-6 Hazards*)

As of May of this year, the City of Willows started the process of updating the entire General Plan. A public envisioning workshop to begin a multifaceted outreach program was held in late May to gain public input and engage community members'. Additionally an on-line public out-reach survey to gain public comments was made available on the City website until late August. The City on their social media Facebook account, posted media blurbs to encourage citizens to provide comments on the survey. An out-reach summary report of the comments and survey results has been prepared. This survey and workshop meets the goal of providing equitable opportunities to the community, by allowing them equal access to the public process required under Government Code Section 11135. By incorporating equity into all aspects of this planning process will help to ensure that all residents of the city benefit. Environmental Justice Government Code Section 65040.12(e) EJ is defined in state planning law as the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies. This General Plan Update seeks to ensure that environmental justice is served in the process.

Other public surveys will be prepared and made available to the public during this General Plan Update process. The update to the General Plan will provide as a useful guide for decision making regarding future land use, and will establish guidelines for managing, directing and developing future land uses. The General Plan update will help to establish additional goals, policies, objectives, and standards for the future of this community. In order to fund part of the update, the City applied for a grant and was successfully awarded funding under the California Department of Housing and Community Development SB2 (Building Homes and Jobs Act). The General Plan Update is anticipated to be a two-to-three year process. The Housing Element will need to be updated as well by April of 2021 and will be updated separately from the SB2 funding. The City anticipates applying for CDBG/PTA funding in 2020 to prepare the update to the Housing Element.

Two new commercial development proposals have been processed within this year. A new fast food restaurant was approved on a vacant parcel, and approval for a new cheese manufacturing business has occurred. Consultation with Native American Tribes was performed for the fast food restaurant. No annexation requests were received within this calendar year.

The City's strategy for Economic Development is on-going. Several times during this year (2019), the Interim City Manager has attended conferences and meetings where he has presented and or discussed the availability of

vacant land within the City for future development. City Staff meets with interested developers as proposals are brought forth, including a proposal for a future truck stop and for a manufacturing operation.

The City applied for and received USDA grant funding to prepare two feasibility studies; one for a cold storage facility (study completed) and one for a co-generation biomass facility (study underway). Both of these studies are in preparation for future commercial/industrial growth within the City, emphasizing the fact that the City has rail access for these uses.

In an effort to bring revitalization to the area, the City staff has been working with the property owner of a defunct/closed motel and Denny's restaurant located along Interstate 5, to bring about future commercial uses.

Within the last two years the City has revised their Municipal Code to allow retail cannabis uses in certain zones, and is currently working with an applicant on an application submitted as a result of an RFP, which was made available to the public for a couple of months. The current application will eventually be processed via a Conditional Use Permit and City Council approval.

A new rice straw-bale operation which will produce medium density fiber board, has been established just outside of the City limits. A new manufacturing plan to produce the fiber board is underway. This new business has brought revenue to the City and will continue to provide jobs, as well as bring about the need for additional housing.

***Programs to Accomplish before end of the current 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.

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 incorporated into the last Housing Element update 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

There are no financial considerations with regards to the General Plan Annual Progress report other than staff time to prepare.

RECOMMENDATION

That the City Council review the staff report which serves as the General Plan Annual Progress 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

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Fire Engine Lease Financing-Term Sheet

RECOMMENDATION

By Motion, approve the Term Sheet for lease financing of the Ahrens-Fox Fire Engine by BCI Capital Management and authorize the Administrative Services Director to sign the Term Sheet

SITUATION (or BACKGROUND):

On October 8, Council approved the purchase of an Ahrens-Fox Type I fire engine, which was ordered soon after. Council further directed the Administrative Services Director to work toward negotiating lease financing that was more favorable than the financing offered by the manufacturer.

Staff worked with Bill Fawell of WJ Fawell and Mike Cavanaugh of Hilltop Securities to seek quotes for lease financing (Staff has previously worked with Mr. Fawell on the previous fire engine lease financing and continues to converse with Mr. Fawell on other financing issues). It was collectively determined that the preferred quote came from BCI Capital Management/City National Bank.

Summary of Terms-

2.58%
10-year term
No penalty for paydown if USDA grant is awarded and received in calendar 2020.

More details are available on the attached term sheet.

If term sheet is approved, Staff will return to Council on December 10 for formal adoption of the resolution to accept and enter into the lease agreement.

FINANCIAL CONSIDERATIONS:

-First Two Annual Payments to be made from Fire-Development Impact Fee Fund (19-20 payment already approved by Council Adopted Budget)
-Remaining payments

ALTERNATE ACTIONS

1. Approve the term sheet as requested
2. Request additional information from staff.
3. Reject item

RECOMMENDATION

By Motion, approve the Term Sheet for lease financing of the Ahrens-Fox Fire Engine by BCI Capital Management and authorize the Administrative Services Director to sign the Term Sheet

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachments:

- Term Sheet
-



November 20, 2019

Mike Cavanaugh
Managing Director, Public Finance
Hilltop Securities

Via Email: mike.cavanaugh@hilltopsecurities.com

RE: City of Willows, CA - Request for Proposals for Lease Purchase Financing

Dear Mr. Cavanaugh:

BciCapital Management, Inc. (formally City National Capital Finance) is pleased to present this tax-exempt lease financing term sheet (the "proposal") to the Fire District in connection with the above referenced privately placed lease financing.

Lessee: City of Willows, CA (the "City")

Lessor: BciCapital Management, Inc. or one of its affiliates or assigns

Type of Financing: The 2019 Lease is secured by a Lease Agreement whereby the City would annually budget and appropriate the lease payments from its General Fund. Collateral is to be City rolling stock in an amount to be equal or over the borrowed amount.

Total Equipment Cost: \$544,776.00 (+/- 10%)

Total Lease Amount: \$544,776.00 (+/- 10%)

Lease Term: Ten (10) years

Lease Rate: 2.58% (all-in fees and costs are included in this interest rate – no other costs exist, however, Fire District is responsible for their own attorney costs)

Closing Date: On or before December 13, 2019 (other dates after this are acceptable)

Rate Lock: The indicated Lease Rates will be fixed until December 15, 2019.

If, for any reason, the Lease(s) is not closed by December 15, 2019 the Lease Rates shall be adjusted five (5) days prior to the Lease Funding Date using the following formulas:

Ten (10) Year Lease Rate: (five year LIBOR Swap Rate + 1.66) *.79
Upon closing the Rate shall remain fixed for the entire duration of the lease.

Pre-Payment Premium: BciCapital is confirming that we will allow the City to make a one-time prepayment in the amount of \$295,777 in calendar year 2020 or after with no

penalty applied. 103% for years 1-5, 102% thereafter. BciCapital is open to discussing alternative pre-pay provision terms and conditions.

**Bank or Non-Bank
Qualification:**

BQ

Reimbursement:

If Lessee intends to be reimbursed for any equipment costs associated with this Agreement, intent for reimbursement from the proceeds of this Agreement must be evidenced, and must qualify under Treasury Regulation Section 1.150.2.

Escrow Funding:

Proceeds of the Lease will be deposited into Escrow at City National Bank of Florida at no cost to Lessee. Payments to vendors will be made directly out of the Escrow account upon the delivery to and acceptance of the equipment by the Lessee.

Authorized Signors:

Lessee's governing System shall provide Lessor with its resolution or ordinance authorizing this Agreement and shall designate the Individual(s) to execute all necessary documents used therein.

Legal Title:

Title to the equipment will be in the name of the Lessee. Lessor will be granted a security interest or lien on all collateral being financed.

Legal Opinion:

Lessee's counsel shall furnish Lessor with an opinion covering the Master Lease and the documents used herein. This opinion shall be in a form and substance satisfactory to Lessor.

Documentation:

Documentation will be furnished by Lessor and will be in a form and substance satisfactory to the parties. Lessee will also provide System resolutions, incumbency certificates and other documentation required by Lessor. Sample Master Lease attached. Master Lease is our typical lease form, however, does not obligate the City to finance any other project other than this request.

Insurance:

Lessee shall furnish confirmation of all-risk physical damage insurance coverage for the full cost of the property plus one million dollars (\$1,000,000) combined single limit property damage and bodily injury insurance covering the property for each Schedule. In the event the Lessee maintains self-insurance, or alternative coverage, Lessor must approve the final insurance arrangements.

Financial Statements:

Lessee shall provide to Lessor updated financial statements as needed so that the Lessor has at least the last three consecutive years of financial information, as well as a current budget, demographics, and proof of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue this Agreement as may be reasonably requested by Lessor.

Assignment:

Lessor may sell, assign or encumber all or any part of its right title and interest in any or all Lease Schedules; however, in no event shall the Lessor assign this agreement as a public offer of participation. Lessee consents to a private placement transaction within the meaning of applicable federal securities laws.

Lease Schedules may be offered and sold solely to one or more persons who are reasonably believed to be qualified institutional buyers or accredited investors.

Treatment: The Lender intends to treat the Lease Schedules as privately placed loans versus a securities and each will therefore be issued as single obligations equal to the amount of the borrowing. The Schedules will not be assigned CUSIPs, registered with the DTC, feature certain transfer restrictions between bank affiliates or institutional buyers and cannot be marketed via an offering document.

Disclosure: Lessor is not a registered municipal advisor as defined under the Dodd-Frank Wall Street Reform and Consumer Protection Act and does not provide financial or tax advice.

Proposal Expiration: Lessee must notify Lessor that the Lessor is the apparent winner of the bid by November 27, 2019, otherwise this term sheet shall expire unless extended, in writing, by Lessor. If notification occurs by this date the Lessor will honor the quoted Lease Rate until December 15, 2019, after which the Lease Rate will be indexed as described herein. This Proposal will expire if the Lease is not closed by December 13, 2019.

Credit Due Diligence: In order for Lender's credit administration group to expedite its review of this transaction, Lender will require the following Borrower information:

- 3 most recent years of audited financial statements
- Most recent Interim financial statements
- Most recent financial projections
- Documentation referenced throughout the RFP and this Term Sheet

This term sheet is a summary regarding the financing transaction on the general terms and conditions outlined herein. This term sheet is not intended to and does not create any binding legal obligation on the part of either party. Credit, legal and investment approval have not yet been obtained for the amount or other aspects of the proposed financing, and after obtaining the same, any commitment will be subject to the negotiation, execution and delivery of final legal documentation acceptable to all parties and their counsel. Lessor may change the terms or cease future consideration of the financing at any time without liability to Lessee. In any event, the terms and conditions of this term sheet, shall be superseded by and shall no longer be effective upon the execution and delivery of final legal documentation with respect to this proposed transaction. This term sheet does not purport to summarize all of the terms and conditions upon which the Lease is to be based, which terms and conditions would be contained fully in final documentation, and indicates only the principal term and conditions under which the transaction will be considered.

It is a pleasure to offer this financing proposal to the City. We hope that our genuine excitement regarding the opportunity shines through in our response. And as always, please don't hesitate to reach out with any questions.

Very truly yours,

Steve Goldberg
Vice President
BciCapital Management, Inc.
steve.goldberg@bcicmg.com

Agreed to and Accepted by:
City of Willows, CA

Name of Authorized Signor

Title of Authorized Signor

Date of Term Sheet Execution