

CITY COUNCIL

Vince Holvik, Mayor  
Jeff Cobb, Vice Mayor  
Gary Hansen, Council Member  
Terry Taylor-Vodden, Council Member  
Jim Yoder, Council Member

CITY MANAGER  
Steve Holsinger

CITY CLERK  
Natalie Butler



201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041  
[www.cityofwillows.org](http://www.cityofwillows.org)

**CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, February 14, 2012  
7:00 p.m.**

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. **Agenda Review:** (Requested Changes by Council or Staff).
  - a) Consider acceptance, by motion, of City Council February 14, 2012, Agenda.
5. **Presentations & Proclamations:**
  - a) Mayor Holvik will present former Planning Commissioner Leon Thur with a Certificate of Appreciation for his service on the Willows Planning Commission from January 2008 through December 2011.
  - b) Police Chief Bill Spears will present certificates of appreciation to several businesses and individuals for their support of the Toys for Tots program.
  - c) David Allee will be giving the Council an update on the Cities and County Economic Development Steering Committee's Strike Team and Navigation process and the Universal Permitting process.
6. **Public Comment / Written Communications:** 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; however, no action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
  - a) Consider approval of General Check Register.
  - b) Consider approval of Payroll & Direct Deposit Check Registers.
  - c) Consider approval of a Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Light Assessment District and direct the preparation of the annual Engineer's Report for Fiscal Year 2012/13.
  - d) Consider approval of the City of Willows Treasurer's Report schedule of cash and investments as of December 31, 2011.

8. **Public Hearings:** *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).*
  - a) Conduct a Public Hearing to receive public input regarding possible CDBG Grant Projects during the upcoming Super NOFA for 2012.
9. **Ordinances:** None
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
11. **New Business:**
  - a) Consider, by motion, allowing the Public Works Director to enter into a contract for Engineering services for compliance with new National Pollution Discharge Elimination System permit for the Wastewater Treatment Facility, and establish draft and final work plans for all technical studies required by the Regional Water Quality Control Board with Nexgen Utility Management and appropriate funding in the amount of \$39,950 out of account 318.7307.400.
  - b) Consider adoption of a Resolution designating placement of limited parking on a through street - North Humboldt Avenue from Green Street to the Northern City Limits.
12. **Council Member Reports:**
13. **Executive Session:** None
14. **Adjournment:**

**CERTIFICATION:** Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before February 9, 2012.

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](http://www.cityofwillows.org).

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

The City of Willows is an Equal Opportunity Provider

## AGENDA ITEM

February 14, 2012

**TO:** Honorable Mayor Holvik and Members of City Council

**FROM:** Steve Holsinger, City Manager

**SUBJECT:** Landscape and Lighting Assessment District – Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2012 - 13

## RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2012-13.

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## SUMMARY

The Willows Landscaping and Lighting Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 ("Act").

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

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

The attached resolution begins the proceeding for the FY 2012 - 13. The Engineer's Report will analyze the anticipated costs and determine the corresponding assessments amounts. The City Council can make changes to the Engineer's Report once it has been prepared and filed. The Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10<sup>th</sup> of each year. In order to meet this schedule and comply with the regulations of the Streets and Highways code for this type of Assessment District, the assessment engineering process should begin now.

**FINANCIAL CONSIDERATIONS** - None; costs associated with the Annual District Assessment Engineering Services are covered expenses within the assessments ultimately levied.

**NOTIFICATION**

None required at this time.

**ALTERNATE ACTIONS**

None recommended.

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**RECOMMENDATION**

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2012-13.

Respectfully submitted,

Stephen A Holsinger  
City Manager

Attachments: Resolution Appointing the Engineer of Work and Directing the filing of the Annual Engineer's Report.

**RESOLUTION NO. -2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF WORK FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2012/13 (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

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

**WHEREAS**, the City Council intends to levy and collect assessments within the Assessment District during FY 2012/13, located in the City of Willows, Glenn County; and

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

**WHEREAS**, Coastland Civil Engineering has submitted a proposal for Assessment Engineering services and has demonstrated the expertise necessary to prepare the annual Engineer's Report.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Willows does hereby appoint Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Assessment District and is hereby directed to prepare and to file the Annual Engineer's Report showing any changes, pursuant to Section 22622 of the Streets and Highways Code.

It is hereby certified that the foregoing Resolution No. -2012 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 14th day of February, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Vince Holvik, Mayor

\_\_\_\_\_  
Natalie Butler, City Clerk

City of Willows  
Treasurer's Report  
Schedule of Cash and Investments  
As of December 31, 2011

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

Par	Description of Security/ Financial Institution	Coupon Rate	Maturity Date	Adjusted Cost Basis	Weighted Average Yield To Maturity	Current Market (Over 12 Mos.)
N/A	Petty Cash Held on Hand	N/A	N/A	\$ 150.00	N/A	\$ 150.00
N/A	General Checking Account/ Bank of America	N/A	N/A	\$ 369,004.43	N/A	\$ 369,004.43
N/A	Local Agency Investment Fund/ Office of the Treasurer, State of California	0.38%	Var.	\$ 1,552,730.62	Var.	\$ 1,555,295.73
N/A	Program Income Money Market Account/ Umpqua Bank	0.15%	N/A	\$ 390,493.25	N/A	\$ 390,493.25
N/A	Cash Account Held at Stifel Nicolaus	N/A	N/A	\$ 712.68	N/A	\$ 712.68
\$ 1,312,000.00	Negotiable Certificates of Deposit Edward Jones Investments-Custodian	0.40-4.85%	02/06/12- 12/14/2016	\$ 1,312,000.00	2.49%	\$ 1,321,187.05
\$ 300,000.00	Negotiable Certificates of Deposit Stifel Nicolaus-Custodian	2.00-3.55%	5/6/2014- 10/15/2015	\$ 300,000.00	2.60%	\$ 307,562.00
\$ 100,000.00	State of CA Agency Note CA State Public Works Board Stifel Nicolaus-Custodian	3.60%	10/1/2013	\$ 99,019.94	3.50%	\$ 103,017.00
\$ 105,000.00	US Government Agency Term Notes Federal National Mortgage Assn. Edward Jones-Custodian	1.375%	10/16/2016	\$ 105,004.95	1.375%	\$ 104,859.30
\$ 150,000.00	US Government Agency Term Notes Federal Home Loan Bank (\$150,000) Stifel Nicolaus-Custodian	1.50%	10/4/2016	\$ 150,000.00	1.75%	\$ 150,004.50
Total						\$ 4,302,285.94

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

Submitted: /s/ Tim Salsbery  
City Treasurer

Approved: /s/ Stephen Holsinger  
City Manager

**AGENDA ITEM**

**TO:** Honorable Mayor Holvik and Members of the City Council

**FROM:** Steve Holsinger, City Manager

**SUBJECT:** CDBG Funding- General Input Public Hearing

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**RECOMMENDATION**

Conduct Public Hearing and Receive Public Input Regarding Possible CDBG Grant Projects during the upcoming Super NOFA for 2012.

**SITUATION (or BACKGROUND):**

The City is required to hold a public hearing to obtain public input concerning consideration on decisions regarding applications for Community Development Block Grant funds. This public hearing is for the CDBG Super NOFA that the City may apply for during the upcoming 2012 funding cycle.

The major activity for categories under the Super NOFA funding cycle include; General, Economic Development, and Planning and Technical Assistance; Housing-New Construction; Housing-Acquisition; Housing-Rehabilitation; Community Facilities/Public Services; Public Works; and Economic Development. Projects funded with CDBG funds must carry out at least one of the three National objectives as follows: Benefit to Targeted Income Group (TIG) persons, elimination of slums and blight, and emergency and urgent need.

The City anticipates applying for up to the maximum grant amount available under the General and Economic Development components, if said funds become available, as well as the maximum grant amount of \$100,000 from the General and Economic Development Planning and Technical Assistance components.

If an appropriate qualifying project arises, the City may also apply under the State Over-The-Counter Economic Development Program for up to \$3,000,000 in funding for project specific, job creation or maintenance business assistance financing.

**FINANCIAL CONSIDERATIONS:**

None.

**NOTIFICATION**

Notice of Public Hearing published in local newspaper of general circulation

**ALTERNATE ACTIONS**

None

**RECOMMENDATION**

Conduct Public Hearing and Receive Public Input Regarding Possible CDBG Grant Projects during the upcoming Super NOFA for 2012.

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Respectfully submitted,

  
Steve Holsinger, City Manager

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**AGENDA ITEM**

**TO:** Willows City Council

**FROM:** Public Works Director

**SUBJECT:** Consulting Services for Wastewater Treatment Facility Permit Compliance

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**RECOMMENDATION**

Adopt by motion to allow Public Works Director to enter into a contract for engineering services for compliance with new NPDES permit for the Wastewater Treatment Facility, and to establish draft and final work plans for all technical studies required by the Regional Water Quality Control Board with Nexgen Utility Management in the amount of \$ 39,950 and to appropriate funding out of account 318.7307.400

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**SITUATION (or BACKGROUND)**

The Willows Wastewater Facility was issued a new NPDES (National Pollution Discharge Elimination System) permit in October of 2011, as part of the new permit a Time Schedule Order (TSO) was established requiring that the City look at ways to accomplish meeting the new standards of the permit, and provide reports to the Regional Water Quality Control Board on an ongoing basis, an RFP was sent out to six firms and three responded with their proposals for the requested services.

The reports shall establish the criteria and methodology necessary to reduce pollutants in the waste stream before such enters into the receiving waters currently allowed by the new permit, additionally, reports and studies shall also establish a work plan that will accomplish these long term goals of meeting permit compliance standards.

After acceptance of the draft and final work plans by the RWCQB, the implementation of such work plans will be at an additional charge.

**RECOMMENDATION**

Adopt by motion to allow Public Works Director to enter into a contract for engineering services for compliance with new NPDES permit for the Wastewater Treatment Facility, and to establish draft and final work plans for all technical studies required by the Regional Water Quality Control Board with Nexgen Utility Management in the amount of \$ 39,950 and to appropriate funding out of account 318.7307.400

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Respectfully submitted,

  
Greg Tyhurst  
Public Works Director

Approved by  
  
Steve Hoisinger  
City Manager

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**AGENDA ITEM**

**TO:** Willows City Council  
**FROM:** Public Works Director  
**SUBJECT:** Humboldt Avenue Parking Limit Signs

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**RECOMMENDATION**

Adopt by resolution to install two hour parking limit signs on Humboldt Ave, Green Street north to the City Limits.

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**SITUATION (or BACKGROUND)**

The Public Works Director has received several inquiries into limiting parking of commercial type vehicles on Humboldt Avenue north of Green Street to the north City boundary.

The concerned parties have expressed that the overnight parking of commercial sized trucks have blocked a large portion of the street as well as causing damage to the curb and gutter along those stretches.

While it is apparent that this is the case, the use of street parking by commercial trucks is necessary for such to conduct business at the DMV office and other commercial facilities from time to time along Humboldt Avenue.

The safety committee therefore recommends the resolution to establish two hour parking limits without permits as has been established on other streets in Willows.

This would allow residents on that street to utilize public parking or street parking as long as they obtain a permit from the Willows Police Department on a yearly basis as is the policy now.

**RECOMMENDATION**

Adopt by resolution to install two hour parking limit signs on Humboldt Ave, Green Street north to the City Limits.

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Respectfully submitted,



Greg Tyhurst  
Public Works Director

Approved by



Steve Holsinger  
City Manager

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RESOLUTION \_\_\_\_-2012

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
DESIGNATING PLACEMENT OF LIMITED PARKING ON A THROUGH STREET –  
NORTH HUMBOLDT AVENUE FROM GREEN STREET TO THE NORTHERN CITY  
LIMITS

WHEREAS, traffic studies of particular streets have been made by the Safety Committee of the City of Willows.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Willows that in accordance with Sections 21100 (d) and 21458 (d) of the California Vehicle Code, the following street shall have two-hour limited parking signs installed limiting parking time on North Humboldt Avenue from the Green Street intersection to the Northern City Limits.

Exception to this resolution will be residents of the affected area if they obtain a valid permit from the Chief of Police or his designee.

PASSED AND ADOPTED by the City Council of the City of Willows this 14<sup>th</sup> day of February, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Vince Holvik, Mayor

\_\_\_\_\_  
Natalie Butler, City Clerk