

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



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Willows, CA 95988
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CITY COUNCIL REGULAR MEETING AGENDA

**Tuesday, April 24, 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 April 24, 2012, Agenda.
5. Presentations & Proclamations:
 - a) Mayor Holvik will present a Proclamation declaring May 7 – May 13, 2012 as “Poppy Days”.
 - b) Mayor Holvik will present a Proclamation declaring May 13 – May 19 as “National Police Week” with special recognition of May 6 & 7 as “California Peace Officer Memorial Ceremonies” and May 15, 2012 as “National Peace Officers Memorial Day”.
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/Vice Mayor; however, no formal 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 the March 27, 2012, Regular City Council Meeting Minutes.
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 provide the public an opportunity to offer comments regarding Unmet Transit Needs. (Presented by Mardy Thomas, Glenn County Senior Planner, on behalf of the Glenn County Transportation Commission).
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
 - a) City Manager update
11. New Business:
 - a) Consider adoption of a Resolution of intention to levy and collect annual assessments and preliminarily approve the Engineer's Report for FY 2012/2013 for the City of Willows Landscaping and Lighting District, confirm the date and time of a required public information meeting for May 15 at 1:00 p.m. and confirm the date and time of the required public protest hearing for June 12 at 7:00 p.m.
 - b) Consider adoption of a Resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the weed and rubbish abatement schedule for the 2012 fire season as presented and consider a one year extension of the Weed Abatement Contract from 2011.
 - c) Consider approval of the proposed directional signage to be placed within the Wal Mart Super Center directing consumers to the Historic Downtown Commercial District.
12. Council Member Reports:
13. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council will hold a Closed Session. More specific information regarding this closed session is indicated below:
 - a) CONFERENCE WITH LABOR NEGOTIATOR(S) pursuant to Section 54957.6

Agency Negotiators: City Manager Steve Holsinger
Finance Director Tim Sailsbery

Employee Organization(s): Willows Employees Association
Willows Public Safety Association
Unrepresented Employees (All City Employees not represented by WEA or WPSA)

14. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before April 19, 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.

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.

Proclamation

City of Willows

DECLARING MAY 7 – MAY 13, AS “POPPY DAYS”

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, millions who have answered the call to arms have died on the field of battle; and

WHEREAS, a nation that is at war must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, the red poppy has been designated as a symbol of the sacrifice of all the lives lost in all of the wars; and

WHEREAS, the American Legion Auxiliary, for ninety one years, has pledged to remind America annually of this debt through the distribution of the memorial poppy;

NOW THEREFORE, I, Vince Holvik, Mayor of the City of Willows, do hereby proclaim May 7, 2012, to May 13, 2012, as “POPPY DAYS” and ask that all citizens pay special tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on these days.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Willows, Glenn County, California, this 24th day of April, 2012.



Vince Holvik, Mayor

Proclamation

City of Willows

DECLARING MAY 13 THROUGH MAY 19, 2012 AS "NATIONAL POLICE WEEK"
WITH SPECIAL RECOGNITION OF MAY 6 - 7, 2012 AS "CALIFORNIA PEACE OFFICER MEMORIAL
CEREMONIES" AND MAY 15, 2012 AS "NATIONAL PEACE OFFICERS MEMORIAL DAY"

WHEREAS, of all the promises America offers, none is more precious or elusive than the right to be free from crime; and

WHEREAS, the dedicated men and women who have chosen law enforcement as a career face extraordinary risk and danger preserving our freedom and security; and

WHEREAS, during the week of May 13 through May 19, 2012, National Police Week is observed throughout the nation in order to recognize hazardous work, serious responsibilities, and strong commitment of our nation's officers; and

WHEREAS, in conjunction with this important observance, the City of Willows is observing May 7th as Peace Officer's Memorial Day in commemoration of those noble officers who have tragically sacrificed their lives in the line of duty; and

WHEREAS, in the year of 2011, 172 peace officers across the nation were killed in the line of duty; Further it is recognized that 8 of those officers killed being California Peace Officers; and

WHEREAS, these special observances provide all Californians with the opportunity to appreciate the heroic men and women who have dedicated their lives to preserving public safety;

NOW THEREFORE, I, Vince Holvik, as Mayor, do hereby proclaim the week of May 13 through May 19, 2012 as **NATIONAL POLICE WEEK** and with special recognition of May 6th and 7th, 2012 as **CALIFORNIA PEACE OFFICER MEMORIAL DAY** and May 15, 2012 as **NATIONAL PEACE OFFICER MEMORIAL DAY** in the City of Willows and direct all American flags to be displayed at half staff during these honorable dates and week recognizing the loss of these peace officers in preserving our liberty, and encourage all citizens to remember those individuals who gave their lives for our safety and express our appreciation to those who continue to dedicate themselves to making Willows a safer place in which to live.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Willows to be affixed hereto this 24th day of April, 2012.



Vince Holvik, Mayor

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
March 27, 2012

1. The meeting was called to order at 7:00 p.m. by Vice Mayor Cobb.
2. **PLEDGE OF ALLEGIANCE:** Kerri Warren led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Council Members Yoder, Hansen, Taylor-Vodden, & Vice Mayor Cobb
Absent: Mayor Holvik

4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the March 27, 2012, City Council Meeting agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**

Police Chief Spears made the following presentations:

- VIP of the year Certificate was presented to Linda Corbin.
- VIP 1000 hours of Volunteer Services Certificates were presented to Linda Corbin (1611 hours) and Pat Millen (1470 hours).
- Explorer of the Year Certificate was presented to Gabriela Robles.
- Officer of the Year Certificate was presented to Detective Troy McIntyre.

6. **Public Comment/Written Communications:**

Barbara Gummow wished to address the Council on the Senior Housing Needs Assessment Study that was on tonight's agenda. The City Manager stated that since that topic was already listed on the agenda as a Public Hearing item, Mrs. Gummow would need to reserve her comments until such time as the Public Hearing is opened.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to approve the Consent Agenda as presented. The motion unanimously passed.

- a) Approval of General Check Register (24328-24382)
- b) Approval of Payroll & Direct Deposit Check Registers (No Payroll had been run since the last meeting).
- c) Approval of the March 13, 2012, Regular City Council Meeting Minutes.

8. **Public Hearings:**

- a) Conduct a Public Hearing and upon conclusion, consider by motion, adoption of a Resolution approving the submittal of a CDBG PTA Grant Application for a Senior Housing Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development:

City Planner Karen Mantele presented the staff report for this item explaining that the State of California Department of Housing and Community Development administers a Federal program known as the State Community Development Block Grant Program (CDBG). The Department receives funds annually from the Federal Department of Housing & Urban Development (HUD). The Department sets aside part of each annual funding allocation received from HUD for Planning and Technical Assistance (PTA) grants, through a Notice of Funding Availability (NOFA). This year the State issued a SUPER NOFA and consolidated all CDBG activities which may be applied for at the same time.

In issuing the SUPER NOFA, the Department is announcing the availability of funding under the CDBG eligible activities. The maximum grant award is not to exceed \$100,000 total, with a maximum of two PTA studies per application, where in prior years the total a City could apply for was \$35,000. The proposed application will be a stand-alone application for \$50,000 to conduct a Senior Housing Needs Assessment Study. The Applications must be received by HCD by April 6, 2012.

A public hearing notice for this item has been published in the local paper of distribution in accordance with state law. CDBG Regulations require that two public hearings be held before the jurisdiction submits an application to the Department. The first hearing must be held during the program design state. That public hearing was held on February 14, 2012. Prior to submittal of an application for funding, a second public hearing must be held, which was also noticed 10 days prior to the meeting in accordance with State Law.

State CDBG statute (Health & Safety Code, Section 50833) requires each applicant to contribute a percentage of cash match. Commitment of the required cash match must be included in the authorized Resolution. The approval of the Resolution commits the City to \$2500, or five percent, of the total project cost of each grant application. The source of funding is available through the Community Discretionary Funding that the City has available for such purposes. With that, Staff requested that that the Public Hearing be conducted.

Vice Mayor Cobb opened the Public Hearing at 7:27 p.m. During the public hearing, Barbara Gummow, Pastor Phil Zabell, retired Pastor Jana Adamson, and Keith Parrish all spoke. Although none were necessarily opposed to the grant application submission, there were some concerns raised over the fact that the County has just been awarded a CDBG Grant in order to conduct a Senior Housing Needs Assessment Study, and a local citizen's group "Glenn Communities Working Together" also recently applied for, and was awarded a Senior Housing Survey and Capacity Building Grant, which is similar in nature and purpose to the County's study. Concerns were raised over the fact that there may be a duplicated effort on the part of two government agencies and the private citizen's group all conducting the same or similar types of studies. Hearing no more speakers during the public hearing, Vice Mayor Cobb closed the public hearing at 7:42 p.m.

It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to adopt a Resolution approving the submittal of a CDBG PTA Grant Application for a Senior Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development. Council Member Taylor-Vodden expressed that she would like to have additional discussion on this item prior to the Council taking a vote. Discussion then ensued among the Council and Staff. Council Member Taylor-Vodden expressed that she too had some concerns over the possible duplication of efforts with the two public agencies and the private agency all conducting similar studies. She expressed that she doesn't necessarily like to pass up grant monies, but she didn't really see a need for the City to apply for the grant to conduct this type of study. The City Manager addressed this and explained that although the City is requesting a grant application that does essentially duplicate the study that the County will be conducting, the City always knew that the County would be conducting their own study. However, in the past at more than one Council Meeting, several citizens had indicated that they would like to see the City conduct their own individual study. Additionally, in the City's most recently adopted Housing Element, one of the high priorities of the Council was that a Senior Housing Needs Assessment Study be conducted for the City. The City applied for a similar grant in 2011 and the application was denied by the State due to a technicality. Recently when the announcement of the 2012 SUPER NOFA came, the City did not have another application ready to submit at that time and there was not a window of opportunity large enough to create a new or different application, therefore they took last year's application that was denied and added a few more items and expanded the Scope of Work. At this stage of the process the City only has until April 6 to submit the completed application to the State and it is simply too late in the process to change the scope of work. The City Manager suggested that perhaps the original motion maker might consider amending the motion to include a stipulation that the Council must give the final authorization to accept the awarded grant, in the event that the grant is, in fact, awarded.

Council Member Yoder then **moved** to amend his original motion to read as follows "a motion to adopt a Resolution approving the submittal of a CDBG PTA Grant Application for a Senior Needs Assessment Study authorizing the City Manager to sign the application and submit the application to the State Department of Housing and Community Development and to amend the Resolution to add a phrase to the end of paragraph ten of the Resolution that reads 'subject to the final City Council Review and Approval'" Mayor Hansen **seconded** the motion. All Ayes and the motion unanimously passed.

9. **Ordinances:** None

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

Recreation Director Carol Lemenager announced that the Police Activities League (PAL), the Recreation Department and Willows Police Department are hosting a "Tennis Play-day" event on Tuesday, April 10th. In concert with the US Tennis Association this program is designed for young boys and girls 6-10 years old to introduce them to tennis. The event will be held at Willows Intermediate School from 10 am to 12 noon. The program, which was originally going

to charge \$5.00 per child, is now free of charge, courtesy of the generosity of Council Member Taylor-Vodden and her husband David who sponsored the event and donated money to cover the fee all forty participants.

11. New Business:

a) Annual Housing Element Progress Report:

City Planner Karen Mantele presented the staff report for this item explaining that Section 65400 of the State of California Code requires that cities evaluate and annually report to the Office of Planning and Research and the Department of Community Development, the status of the Housing Element of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (which current planning period covers from January 1, 2007 to June 30, 2014), and efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing.

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, an updated Housing Element in 2005, and most recently the current 2009-2014 Housing Element Update. The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA) for the anticipated future housing needs for all income groups.

Other General Plan Elements include Open Space (1981), Conservation (1981), Circulation (1981), Safety (1974), Seismic (1974), Noise (1974), and Scenic Highways (1974). As this time, the City has no plans in the near future to update their General Plan.

Affordability levels for the City of Willows is based upon Glenn County income limit information (adjusted for household size) provided by HCD each year. In Glenn County, the February 2012 income limits are based upon a median income of \$34,740 for a family of four.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (Glenn County for Willows) based upon information provided by the State Department of Housing and Community Development (HCD). The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability between 2007 and 2014, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	52	10.5%
Very Low	52	10.5%

Low	82	17%
Moderate	103	21%
Above Moderate	198	41%
TOTAL	487	100%

The annual Housing Element Progress Report being presented to the Council outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element. The report was not brought before the City of Willows Planning Commission, as has been past practice. The reason being, the Planning Commission has not conducted a regular meeting for two months, as there have not been any projects to bring before them; therefore they never were presented the report. However, the Commission was provided a copy of the report and may speak at the Council meeting or provide written comments prior to the meeting. To note, in 2010 the Commission expressed that they would like to see a Senior Housing Assessment prepared, as that is one of the programs listed within the recent Housing Element. This report includes the information that the City is currently making an application for a CDBG PT/A grant for a Senior Needs Assessment Study. With that, Ms. Mantele is seeing Council approval to forward the annual report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by law.

It was then **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Yoder to accept the Annual Housing Element Progress Report and direct Staff to forward the report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required per Government Code Section 65400. The motion unanimously passed.

- b) Consider approving the use of Downtown Façade Improvement Funds for a Mini Grant to replace windows above the awning at 216/218 W. Sycamore Street:

In June of 2008 the City Council adopted Resolution which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. This resolution and funding will implement a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program to support downtown revitalization efforts. Until now implementing the program has been stalled for lack of seed funding; however as part of the Wal-Mart project conditions of approval, funds were committed and deposited with the City to which a portion has been set aside for this program. Mini Grant Funding is available up to a maximum of \$1,200 per project with no "matching funds" required. Mini Grants are subject to all façade improvement program criteria and subject to approval by city staff and or Planning Commission as required.

Dale Myers submitted an application request to the City for a Mini-Grant under the Façade Improvement Program to replace the windows above the awning at 216/218 W. Sycamore Street, a business located within the Central Commercial District. The type of work proposed did not require Planning Commission approval as prior Façade Improvement projects were subject to, therefore the project is proceeding to the City Council for grant funding approval. This project was applied for under the Mini Grant portion of the program as Mr. Myers desires to improve the

building front and obtain financial assistance with the improvements. The cost estimate to replace the windows is approximately \$1,500. Mr. Myers understands that the maximum allowed under Mini Grants is \$1,200 and that he is liable to pay the difference. Windows are one of the eligible items listed under the Program Guidelines. As stated earlier, Mini-Grants have a maximum limit of \$1,200 with no matching funds required, as such this request is for the total limit. The adoption of the Resolution being presented commits the City to \$1,200 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution. At this time staff is seeking Council approval for allowing the use of Downtown Façade Improvement funding assistance to help Mr. Myers complete this project.

It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution approving the use of Mini Grant Downtown Façade Improvement Funds for Dale Myers in order to replace storefront windows above awning on an existing Commercial building located at 216/218 W. Sycamore Street, Assessor's Parcel Number 002-172-007. The motion unanimously passed.

c) Towing and Emergency Roadside Services contract:

Council recently approved and directed the Police Chief and the City Clerk to solicit bids for a Towing and Emergency Roadside Service Contract. The City received a total of two bids; One bid from Hiway Truck & Auto and one bid from L&T Towing. On March 12, 2012 the bids were opened and officially reviewed. Based on the bid information submitted, it is recommended that the Towing and Emergency Roadside Service Contract be awarded to L&T Towing, effective March 28, 2012. This new contract, once authorized, shall remain in effect for a period of one year, with two possible one year renewals, for a total period of no more than three years. It was noted that although there is not a specific line-item in the budget for this service, it is taken out of the Vehicle Operations budget for whichever Department utilizes the service (i.e. Police Department, Fire Department, Public Works, etc.). Staff is seeking Council approval to award the bid to L&T Towing. It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to award the Towing and Emergency Roadside Services Contract to L&T Towing.

12. Council Member Reports:

Council Member Hansen gave an update on the most recent Transit and Transportation Committee Meeting that he attended.

Council Member Taylor-Vodden expressed that she has been very pleased with all of the success that the Downtown Façade Improvement Program has had since its inception.

Vice Mayor Cobb reminded everybody of the special Budget Meeting that would be taking place the following morning at 11:00 a.m. He also thanked the VIPS and the Explorers for all of their volunteer work that they do for the City.

13. **Executive Session:** None

14. **Adjournment:** Vice Mayor Cobb adjourned the meeting at 8:38 p.m.

Dated: March 27, 2012

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

GLENN COUNTY TRANSPORTATION COMMISSION

Gary Hansen, City of Willows, Chairman
Steve Soeth, County of Glenn, Vice-Chair
John Viegas, County of Glenn,
Michael Murray, County of Glenn
Bruce Roundy, City of Orland
James Yoder, City of Willows,
Wade Elliott,, City of Orland (City Alternate)
Dwight Foltz, County of Glenn (Alternate)

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John F. Linhart,
Executive Director

DATE: April 24, 2012

TO: Willows City Council

From: Glenn County Transportation Commission

RE: Unmet Needs and Needs that are Reasonable to meet

Attachments:

- Unmet Transit Needs Pages A-B
- Reasonable to Meet 2012/2013 Page C
- Glenn Ride ridership July 2007-March 2012
- Glenn Trans ridership, Orland and Willows, July 2007-March 2012

The *Transportation Development Act (TDA), Statutes and Administrative Code of Regulations*, requires specific actions on the part of local transportation planning agencies. One of these requirements (Section 99401.5) is that the Local Transportation Commission (LTC) explicitly define the phrases "Unmet Transit Needs" and "Needs that are Reasonable to Meet" in terms of local conditions, and that these definitions be documented by resolution or within the agency's minutes. Definitions have been developed to both comply with legislative mandates and be responsive to actual community need within the TDA funding guidelines.

Under TDA direction (Section 99401.5 (c)), the LTC has the authority to identify the unmet transit needs of their jurisdiction and those needs that are considered reasonable to meet. Staff has determined, through contacts with Caltrans representatives, that clear and comprehensive definitions are helpful in ensuring clarity in this annual process. With the above in mind, the following discussion is offered:

An Unmet Transit Need can be found to exist when there is any identifiable group within the population that has no dependable and/or affordable access to community employment, medical, commercial, public, or social services. Transit needs are not static--they can fluctuate with such variables as unemployment, population demographics, land use and circulation patterns, and variations in the local economy. Because of this, transportation needs are annually re-evaluated and revised as necessary.

An unmet transportation need (as opposed to a desire) has, for purposes of our definition, two components:

- 1) A trip destination that provides a necessity of life;
and
- 2) A physical or financial obstacle between the individual and the necessary destination which the individual is unable to overcome.

Necessary trip purposes may be defined as follows:

- a) to obtain or maintain employment;
- b) to obtain non-emergency medical and/or dental care;
- c) shopping for necessities of life;
- d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;
- e) to obtain education; or
- f) for the maintenance of life, health, physical and mental well-being

The population groups with the greatest inferred needs are the very young, the handicapped, the economically disadvantaged, and the elderly. There may be considerable overlap among these groups; for instance, many of the elderly may be both economically disadvantaged and handicapped. However, it is not to be implied that all, or even most of these people are transportation-disadvantaged. The aspects described simply identify sub-groups of the population that may tend to contain a disproportionately large number of people with transportation difficulties (in contrast to the general population).

An identified transportation need can be reasonably met by determining whether or not a transportation service can meet established need and meet the criteria found in the Transportation Development Act. This requires a cost-benefit analysis and feasibility study of alternative transit systems compared with existing service, level of performance, and cost. In any event, the cost of any transit system cannot exceed the apportionment for the jurisdiction providing or supporting the service.

Attached are definitions of "Unmet Transit Needs" and "Needs that are Reasonable to Meet." Also attached are ridership figures for Glenn Transit Service's Glenn Ride and Dial-A-Ride service.

Glenn Ride is a public transit program, provides transportation services to the general public—no qualifications, except payment of fare. Glenn Ride has been in operation since August 1998 and has experienced consistent ridership growth. Ridership has grown 273% since Glenn Ride's inception and the program continues to meet its required 10% fare box return as mandated by the Transportation Development Act. Ridership is 3.8% higher for July 2011-February 2012 compared to the same time frame as last fiscal year.

Glenn Transit also operates a specialized paratransit program known as Dial-A-Ride. The program operates within 1-1/2 mile radius of the respective city halls of Orland and Willows and to the

Cannella/Huggins Drives area, Leisure Mobile Home Park, east of Orland, and the Willows Glenn Mobile Home Park, west of Willows. Individuals qualifying are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. Transportation is door-to-door to each requested destination. The ridership for this program in the City of Orland averages 109 person per month and 167 persons per month in the City of Willows.

Glenn Transit also provides non-emergency medical transportation to qualifying Glenn County residents. Qualifying individuals are those: 60 years of age and older, permanently disabled, low income social service assisted or low income non-social service assisted. The Volunteer Medical Transportation is the program servicing this need.

I. UNMET TRANSIT NEEDS 2012-2013

For the purposes of allocating Transportation Development Act funds, an "Unmet Transit Need" is hereby recognized by the Glenn County Transportation Commission (GCTC) if any one or combination of the following criteria is found to exist:

1. Transportation needs identified by the GCTC which are desirable, but have not yet been implemented or addressed.
2. Transportation needs identified by the GCTC which have significant support, but have not yet been implemented or addressed.
3. Transportation needs identified through the public hearing process, whether delivered in writing or public testimony.
4. Those transit needs which, through transit needs studies or other methods approved by the Commission, are included by the Commission in the Regional Transportation Plan for Glenn County and have been designated a high need to be implemented or funded.

The above criteria for determining "Unmet Transit Needs" is further supplemented by the following guidelines:

1. A population group must have been defined and located which, by reason of age, physical or mental impairment, economic disadvantage, or a combination of these, has no reliable or accessible transportation for necessary trips. The size and location of the group must be such that the feasibility of providing service shall meet the criteria as defined as reasonable to meet.
2. Transit needs are to be determined in light of the following definition of "Necessary trips":
 - A. A trip destination that provides a necessity of life, and presence of a physical or financial obstacle between the individual and the necessary designation, which the individual is unable to overcome. Necessary trip purposes may be defined as follows:
 - a) to obtain or maintain employment;
 - b) to obtain non-emergency medical and/or dental care;
 - c) shopping for necessities of life;
 - d) to obtain social services such as health care, government funded nutrition programs, sheltered workshops teaching employable skills, County welfare programs, and education programs for physically and/or mentally handicapped individuals;

- e) to obtain education; and
- f) for the maintenance of life, health, physical and mental well-being.

3. Unmet transit needs specifically exclude:

- A. Trips for social events, recreational, or religious purposes are not considered as necessary. It shall be the policy of the GCTC, however, to serve these desires if they can be served concurrently within the limits of other defined "transit needs".
- B. Individuals requiring the assistance of a medical attendant (in addition to the vehicle driver) are not considered as needing a transportation service and shall be deemed to be more properly served by a medical emergency vehicle.
- C. Trips of less than one mile in length made by individuals who are not elderly or disabled are not considered as "transit needs". An able-bodied person can walk this distance in a reasonable amount of time without undue physical strain. Provisions for the elderly and disabled are made through the existing dial-a-ride/paratransit system.
- D. Minor operational improvements or changes, involving issues such as bus stops, schedules, and minor route changes.
- E. Improvements funded or scheduled for implementation in the following fiscal year.
- F. Future transportation needs.
- G. Trips that would duplicate transportation services to the general public.

II. REASONABLE TO MEET 2012/2013

An "Unmet Transit Need" identified under the above criteria and guidelines, as it pertains to the allocation of Transportation Development Act funds, may be found "Reasonable to Meet" only if the following conditions and standards of performance prevail:

Cost Effectiveness: 1) The new, expanded or revised transit service would not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocation of Transportation Development Act Funds. 2) The new expanded or revised transit service would allow the responsible operator or service claimant to meet minimum state subsidy farebox and revenue ratios.

Community Acceptance: A significant level of support exists for the public subsidy of transit service designed to address the unmet transit need in Glenn County including, but not limited to, support from public groups and community meetings reflecting a public commitment to public transit.

Equity: The new, expanded or revised transit service is needed by, and will benefit, either the general public or the elderly and disabled population as a whole. Transit service cannot be provided for a specific subset of these groups.

Operational Feasibility: The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.

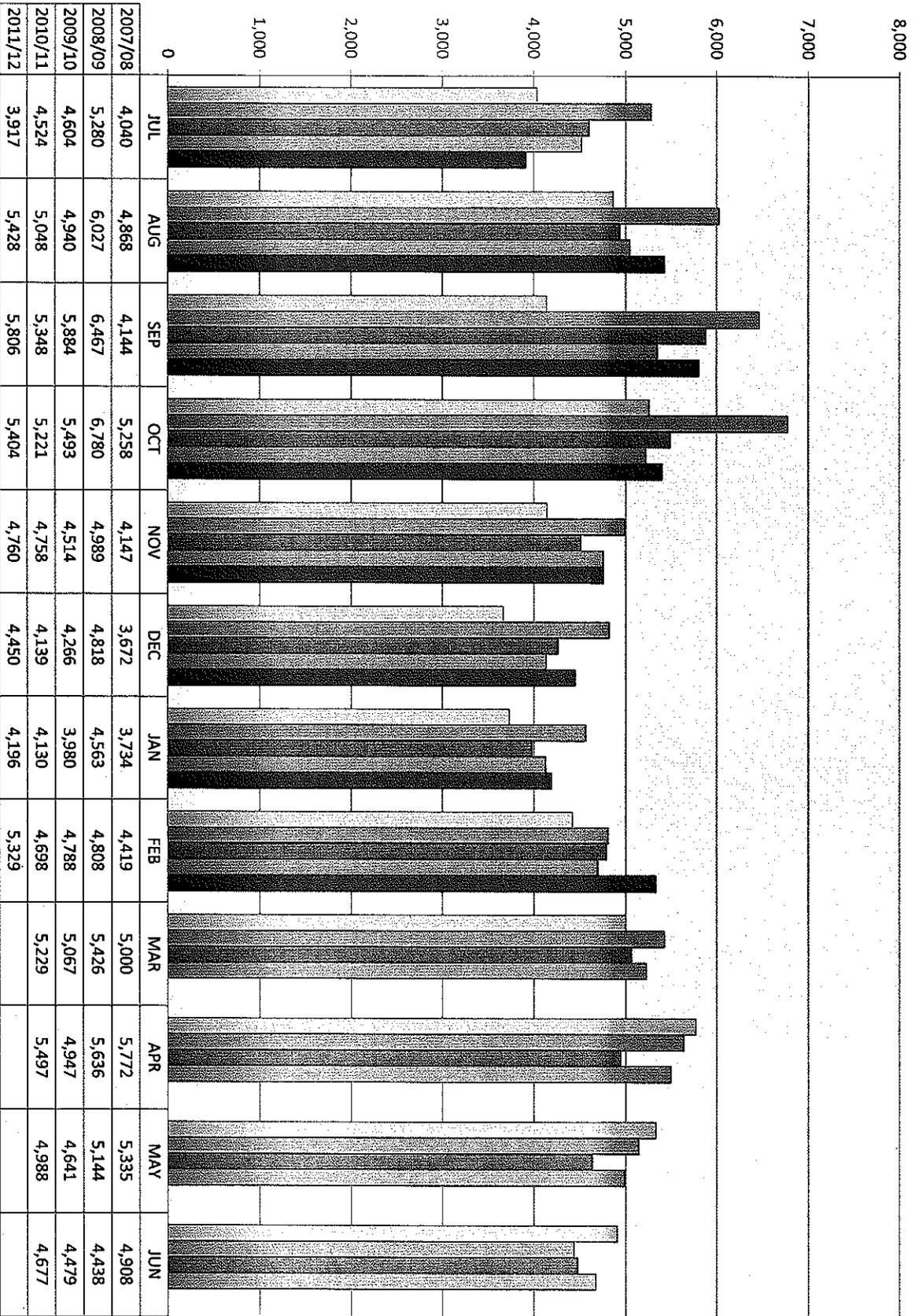
Financial Feasibility: 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

ADA Conformity: The new, expanded, or revised transit service, conforming to the requirements of the American with Disabilities Act, will not impose an undue financial burden on the transit operator or claimant if complementary paratransit services are subsequently required.

System Impact: The new, expanded, or revised transit service will not result in a negative impact on the overall system's measures of efficiency and effectiveness, such as average passenger load per hour, average cost per passenger per hour, passengers per mile, cost per mile, and cost per hour.

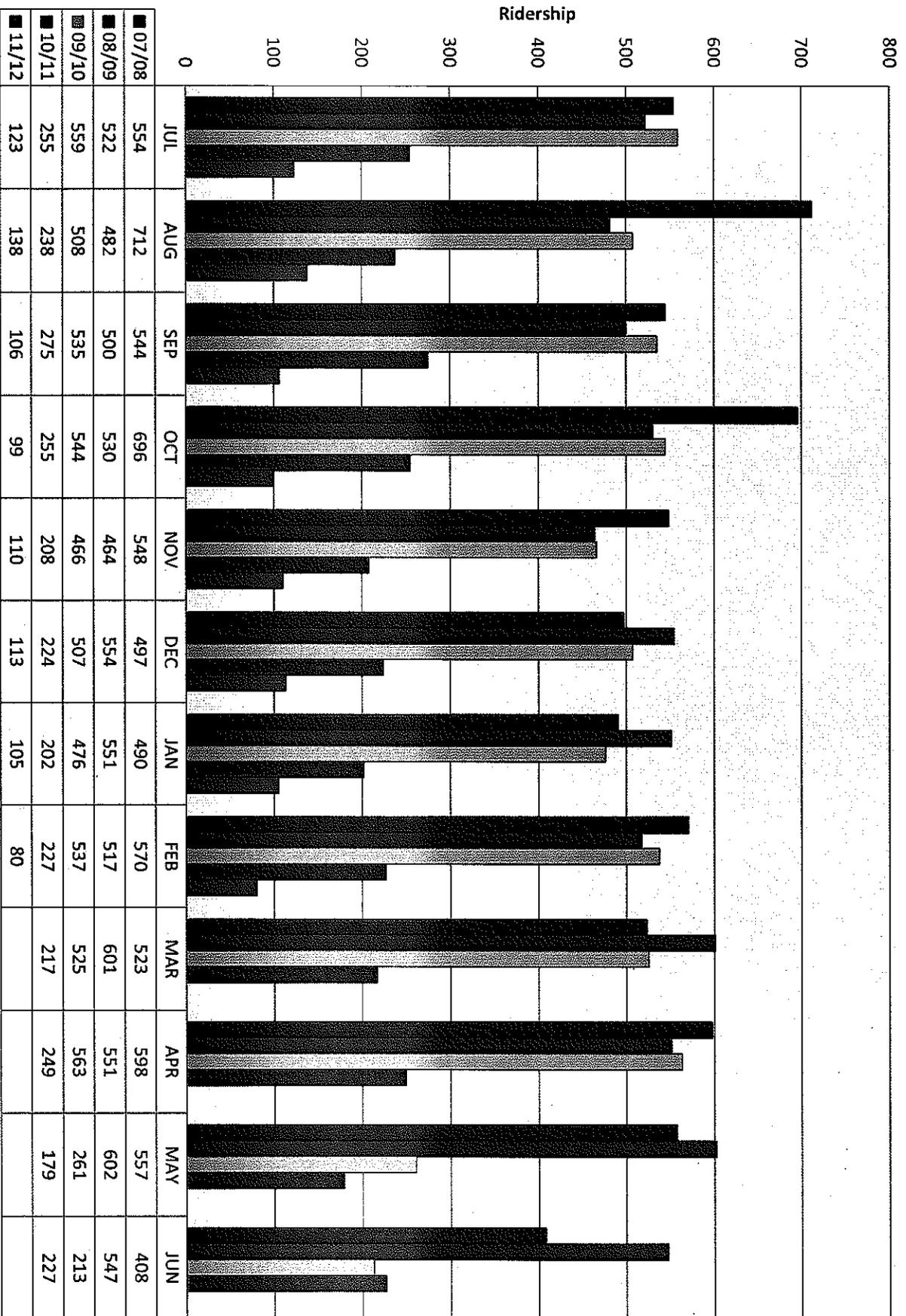
Impact Limits: 1) Transit services designed or intended to address an unmet transit need shall, in all cases, provide coordination efforts with transit services currently provided, either publicly or privately, and transit services shall not duplicate services currently or hereafter provided either publicly or privately. 2) No transit need shall be determined reasonable to meet until it has been reviewed and evaluated to the satisfaction of and obtained subsequent approval from the Glenn County Transportation Commission.

GLENN RIDE RIDERSHIP

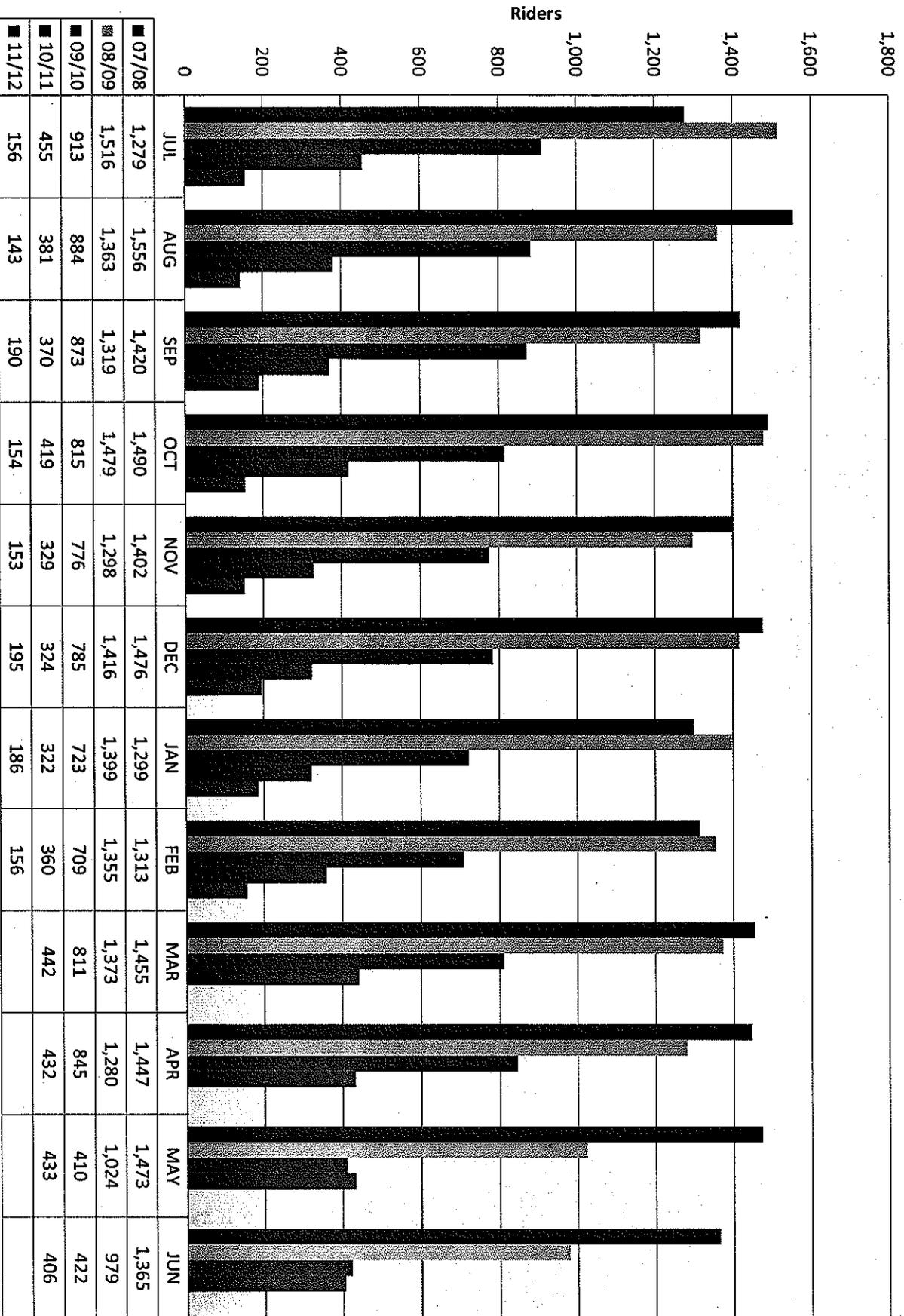


2007/08
 2008/09
 2009/10
 2010/11
 2011/12

Orland Glenn Trans Ridership



Willows Glenn Trans Ridership



AGENDA ITEM

April 24, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: John Wanger, City Engineer

SUBJECT: Landscape and Lighting Assessment District – Receive the annual Engineer's Report for FY 2012-13, adopt the Resolution of Intent to Levy Assessments and set the times and dates for the Public Information meeting and Public Protest hearing.

RECOMMENDATION

Receive the Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intention to levy assessments; and set the required public information meeting and public protest hearing dates for the City of Willows Landscaping and Lighting Assessment District.

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 (1972 Act).

The 1972 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 dates for a public information meeting and a public hearing.
- 3) Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

The first action was completed by the Council on February 14, 2012. This report and resolution accomplishes the second part of the proceedings for FY 2012-13.

Attached to this staff report is the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering. The City Council should review the report and let staff know if there are any desired changes to be made to the report. In brief, the attached report outlines changes and summarizes the cost projected for FY 2012-13 and provides the proposed overall assessments. For FY 2012-13, a new zone is proposed, Zone B, titled Walmart. The Walmart parcel is proposed for annexation into Zone B. This zone is to being created to recover the City costs associated with the five street lights and half of the signal costs associated with the signal at W. Wood Street and North Airport Road. There will be no landscaping costs incurred by the City for this Development, as Walmart will be responsible for maintaining the minor portion of landscaping within the public

right-of-way. This new Zone will have a maximum annual assessment, and allow cost of living adjustments annually, in order to keep up with inflation.

The maximum annual assessment for Zone A is posed for increase by the allowable annual CPI (year 2011) of +2.6%. This raises the maximum annual assessment to \$416.73. While the estimated maximum annual assessment will increase, the actual amount that will be levied and collected during FY 2012-13 be reduced from \$358.00 in FY 2011-12 to \$210.32. This reduced assessment is due to the engineering services cost being spread over the two Zones. The Zone B assessment is proposed to be \$4,453.90 for FY 2012-13 with a maximum annual assessment of \$5,920.00. The FY 2012-13 annual assessments will provide projected revenue of \$11,604.78 to cover the estimated expenses.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20% for Zone A. It is noted that the projected Assessment District reserve balance at the end of FY 2012-13 is slightly above that target. If it is found that an excess reserve balance does exist at the end of FY 2012-13, the assessments may be reduced the following year. This same desired minimum reserve balance is proposed for Zone B.

The preliminary Engineer's Report is for your information and comment. The next step in the process is to hold a public information meeting (required by the Streets and Highways Code when annexation of new parcels occurs), and a public protest hearing (also required by the Streets and Highways Code for this type of an assessment district.) To comply with Proposition 218, ballots will be mailed to all parcels proposed for annexation to allow the owners to vote on the proposed assessment. The Public information meeting, which is not a council meeting, is held to answer questions that owner's may have regarding their proposed new assessment. At the public protest hearing, any person within the assessment district can provide comments for the Council's consideration. Ballots received are opened and tallied, and the council determines if there is a majority protest to the annexation. At the close of the hearing, if the Council finds the report acceptable, the Council will adopt a resolution authorizing the annexation and levying of assessments per the Engineer's Report. The Final 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 10th of each year.

FINANCIAL CONSIDERATIONS

All costs associated with this assessment district are recovered through the assessments.

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

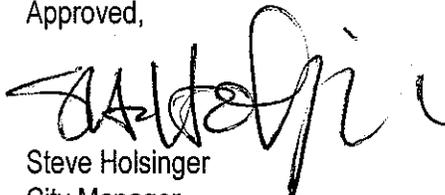
RECOMMENDATION

Receive the Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intention to levy assessment; and set the dates for the required public information meeting and public protest hearing for the City of Willows Landscape and Lighting Assessment District.

Respectfully submitted,

John Wanger
City Engineer

Approved,



Steve Holsinger
City Manager

Attachments: Resolution of Intention to Levy Assessments Associated with the City of Willows
Preliminary Engineer's Report

FY 2012-13



**ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE
ZONE B - WALMART**

PRELIMINARY

**CITY OF WILLOWS
COUNTY OF GLENN
STATE OF CALIFORNIA**

May 2012

**Prepared By:
Coastland Civil Engineering, Inc.**

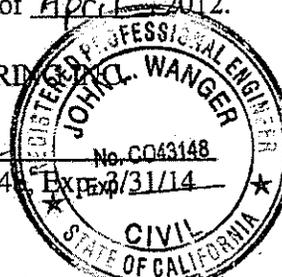
FY 2012-13

WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Willows on February 14, 2012, the enclosed Engineer's Report on the 24 day of April, 2012.

COASTLAND CIVIL ENGINEERING

By: John L. Wanger
John L. Wanger, RCE 43148



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2012.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Willows, California, on the _____ day of _____, 2012.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Glenn on the _____ day of _____, 2012.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

**FY 2012-13 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT**
(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2012-13

Coastland Civil Engineering, Engineer of Work for the Willows Landscaping & Lighting Special Assessment District, City of Willows, Glenn County, California, makes this annual Engineer's Report, as directed by the City Council on February 14, 2011, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2012-13.

Background

The Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October 2005 by the City of Willows to recover costs associated with the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development. In order to levy and collect assessments each subsequent fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, new cost estimates are developed to determine the costs to operate and maintain the Assessment District improvements for the upcoming fiscal year. Further, as new subdivisions are created within the Willows City limits, they can be annexed into the Assessment District on an annual basis.

For FY 2012-13, one new zone is proposed for annexation. This new zone will be Zone B, titled Walmart. This Engineer's report will outline estimated expenditures for new Zone B based on cost estimates to annually operate and maintain the improvements and create a 'knockdown' fund. As this is a new Zone for this District, the procedures specified in Section 53753 of the Streets and Highways codes will be followed, which requires noticing, and a public hearing.

Cost Index Information

In order to take inflation into account and to recognize noticing/voting requirements for increasing the assessments, this Assessment District includes an allowance for an annual increase to the estimated Maximum Annual Assessments in accordance with the annual Consumer Price Index (CPI). The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics. All new zones to be annexed into this district are also to include an allowance for an annual increase to the Maximum Annual Assessments in accordance with the same CPI.

New Zone B will include this annual inflationary index and an estimation of the maximum annual assessment at build out.

For FY 2012-13, the maximum annual assessment for Zone A is proposed to be adjusted up by the latest annual (2011) CPI of +2.6 %.

The assessments proposed to be levied and collected for FY 2012-13 for Zone A are the less than those collected in FY 2011-12. The total proposed Assessment District budget (Zones A and B) for FY 2012-13 is \$11,604.78.

The proposed changes, budgets, assessments and Proposition 218 impacts to the Assessment District are included below.

Zone A – Birch Street Village

Zone A covers the costs associated with operation and maintenance of turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls or other fencing, entryway monuments, street lights and associated appurtenances located within the Birch Street Village subdivision. Additionally, when the Birch Street Village development was originally constructed, the City agreed to fund construction of the installation of improvements within the areas to be maintained within this assessment district, with the understanding that the installation costs would be assessed to the parcels benefiting from the improvements equally over a five (5) year period. FY 2010-11 was the fifth and final year of assessing for these original construction costs. This allowed the assessment for subsequent years to be reduced to annual, ongoing costs only. The FY 2012-13 assessment is to be \$210.32 per parcel, a reduction from FY 2011-12 as the assessment engineering costs are now spread by a ratio of maintenance cost items over the two zones. The total proposed Zone A budget for FY 2012-13 is \$7,150.88. FY 2012-13 assessment revenue will be used to cover the budget. No reserve contribution is required. The proposed funding will be from the following sources:

Zone A Assessment Revenues:	<u>\$7,150.88</u>
Total:	\$7,150.88

The estimated reserve fund balance for Zone A is projected to be just above the desired reserve budget range of 10%-20% at the end of FY 2012-13.

Zone B – Walmart

New for FY 2012-13 is proposed Zone B which is being created to cover the cost of three street lights on North Airport Road alongside the Walmart development, and half the cost of the traffic signal, which also includes two street lights, at the intersection of North Airport Road and West Wood Street (Highway 162) (indicated as traffic signals with lights on the Zone B Assessment Diagram). Costs include utility, maintenance, replacement, and administrative costs. Replacement costs will be funded from a 'knockdown' fund created by this zone and described in more detail below. The lights in this zone add a specific benefit to the Walmart development for the safety of their shoppers, and ease of access/egress due to the additional traffic load generated by the Walmart Super Store.

Accumulation of Funds

While specific budget items, such as utility, maintenance and administrative costs, are incurred annually, replacement costs will be required only upon damage or destruction of an existing light or signal. Pursuant to Code Section 22660, money for replacement will be collected over the course of five fiscal years through annual installments that the Town will place in a Knockdown Fund specific

for this work. Monies collected for any non-annual item are shown in Part B of this report under the heading "Knockdown Replacement". It has been determined that these funds should accumulate to an amount of \$5,000, with the amount to increase in the future if the estimated replacement cost increases. Once this replacement amount is reached, there will be no additional accumulation of funds for that budget item until an expenditure to replace or repair a knocked-down light has occurred, or the estimated replacement cost has increased. Once the Knockdown funds are expended, the rebuilding of the fund will start in the following year's budget and spread over a maximum of five years.

FY 2012-13 Engineer's Report Format

This Engineer's Report consists of 6 Parts as follows:

- PART A - Plans and Specifications (Page 7)** - This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of the improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.
- PART B - Budget Cost Estimates (Page 8)** - Budget cost estimates associated with the operations and maintenance of the described improvements for each Zone are described in Part B of this report. In addition to an overall budget summary for Zone A and Zone B, a detailed FY 2012-13 Budget sheet and a FY 2012-13 Summary of Fund Balance sheet is provided for each Zone.
- PART C - Assessment Roll (Page 13)** - A listing of the annual assessment on each benefited parcel of land in Zone A and Zone B within the Assessment District. The assessment amount is the estimated cost each parcel will contribute during FY 2012-13 towards the operation and maintenance of their respective Zone within the Assessment District, as well as their portion of the 5-year installment payment for the installation of the improvements.
- PART D - Method of Apportionment of Assessment (Page 15)** - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within Zone A and Zone B of the Assessment District. Additionally, this section describes the maximum assessment allowable and any inflationary adjustments.
- PART E - Property Owners List (Page 18)** - A list of the names and addresses of the owners of real property within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) keys the list into the Assessment Roll of Part C.
- PART F - Assessment Diagrams (Page 22)** - The Assessment Diagrams (maps) showing all of the parcels of real property within Zone A and Zone B of the Assessment District. The assessment number keys the diagram Part C - Assessment Roll.

PART A

PLANS AND SPECIFICATIONS

The Assessment District provides funds for the operation and maintenance of landscaping and street lights located in the public rights-of-way in Zone A and operation, maintenance of street lights and traffic lights in public rights-of-way in Zone B. Maintenance may include repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, maintenance or replacement of street lights or traffic lights and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code for the life of the Assessment District. Because the installation of the improvements are funded by this assessment district, the plans and specifications showing the improvements for Zone A are on file at the City offices for the Birch Street Village development. The plans and specifications showing the improvements for Zone B are on file at the City offices for the Walmart Super Store development.

PART B
FY 2012-13 Budget Cost Estimate

Part B includes the detailed budget for FY 2012-13 for all those costs associated with the operation and maintenance of Zones A and B within the Assessment District. Also included is the Summary of Fund Balance sheet for FY 2012-13. The total budget summary for FY 2012-13 for Willows Landscaping & Lighting Assessment District is as follows:

	<u>As Filed With the City</u>	<u>As Preliminarily Approved</u>	<u>As Finally Approved At the Public Hearing</u>
Zone A:	\$ 7,150.88		
Zone B:	<u>\$ 4,453.90</u>		
Total:	\$11,604.78		

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone A - Birch Street Village
Budget

Item	2011-12 Budget	2012-13 Budget
Engineers Report	\$4,020.00	\$3,207.00
Legal Services	\$250.00	\$250.00
Landscape Maintenance	\$3,242.00	\$2,500.00
Lighting Utilities & Maintenance	\$909.00	\$909.00
County Assessor Fees (3.5% of Revenue)	\$307.02	\$250.28
Contingency	\$43.98	\$34.60
Total Expenses	\$8,772.00	\$7,150.88
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Costs	\$8,772.00	\$7,150.88
Total Assessment Revenue	\$8,772.00	\$7,150.88
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$258.00	\$210.32

* See Maximum Allowable Assessment Analysis

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2012-13</u>
Estimated Starting Reserve Fund on July 1	\$1,500.00
Estimated Interest Earned	\$30.00
Estimated Revenue	\$7,150.88
Total Estimated Funds Available	\$8,680.88
Total Estimated Expenditures	\$7,150.88
Estimated Ending Reserve Fund on June 30	\$1,530.00

Note: Of the original \$31,450 installation and construction costs to be reimbursed to the developer, all \$31,450 (5 years * \$6,290) were reimbursed by the end of the 2010-11 Fiscal Year.

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone B - Walmart
Budget

Item	2012-13 Budget	Maximum Budget at Buildout
Engineers Report	\$1,793.00	\$2,500.00
Legal Services	\$250.00	\$300.00
Lighting Utilities & Maintenance	\$864.00	\$1,200.00
Knockdown Replacement	\$1,000.00	\$1,200.00
County Assessor Fees (3.5% of Revenue)	\$155.90	\$200.00
Contingency	\$391.00	\$520.00
Total Expenses	\$4,453.90	\$5,920.00
Total Assessment Revenue	\$4,453.90	
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B	\$4,453.90	
Proposed Maximum Assessment for Zone B		\$5,920.00

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone B - Walmart
Summary of Fund Balance

	<u>2012-13</u>
Estimated Starting Annual Reserve Fund on July 1	\$0.00
Estimated Starting Knockdown Reserve Fund on July 1	\$0.00
 Estimated Interest Earned	 \$0.00
 Estimated Annual Revenue	 \$3,453.90
Estimated Knockdown Revenue	\$1,000.00
 Total Estimated Annual Funds Available	 \$3,453.90
Total Estimated Knockdown Funds Available	\$1,000.00
 Total Estimated Annual Expenditures	 \$3,453.90
Total Estimated Knockdown Expenditures	\$0.00
 Estimated Ending Annual Reserve Fund on June 30	 \$0.00
Estimated Ending Knockdown Reserve Fund on June 30	\$1,000.00

PART C

FY 2012-13 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of \$11,604.78 for FY 2012-13 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 7,150.88	From Zone A
\$ 4,453.90	From Zone B

The breakdown of FY 2012-13 annual assessments per parcel is shown in Table I of this report. The lines and dimensions of each parcel are shown on the maps in the office of the County Assessor of the County of Glenn.

Table 1

**CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13**

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
001-07-1-009-0	26	R1XX	Single Family	\$210.32	Kindy Eugene M Jr & Kindy Roberta A	8600 Mecca Rd, Elk Grove, CA 95624
000-10-7-101-0	27	R1XX	Single Family	\$210.32	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	R1XX	Single Family	\$210.32	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	R1XX	Single Family	\$210.32	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	R1XX	Single Family	\$210.32	Wells Fargo Bank	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-014-0	31	R1XX	Single Family	\$210.32	Singh Kulwinder	521 Greg Thach Cir, Sacramento, CA 95835
001-07-1-015-0	32	R1XX	Single Family	\$210.32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	R1XX	Single Family	\$210.32	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	R1XX	Single Family	\$210.32	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	R1XX	Single Family	\$210.32	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	R1XX	Single Family	\$210.32	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	R1XX	Single Family	\$210.32	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	R1XX	Single Family	\$210.32	Raygoza Orlando P & Raygoza Lourdes F	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-024-0	20	R1XX	Single Family	\$210.32	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	R1XX	Single Family	\$210.32	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	R1XX	Single Family	\$210.32	Olmos Steven A & Olmos Charissa M	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	R1XX	Single Family	\$210.32	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	R1XX	Single Family	\$210.32	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	R1XX	Single Family	\$210.32	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	R1XX	Single Family	\$210.32	Cook Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-031-0	12	R1XX	Single Family	\$210.32	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	R1XX	Single Family	\$210.32	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	R1XX	Single Family	\$210.32	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	R1XX	Single Family	\$210.32	Fannie Mae	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-035-0	8	R1XX	Single Family	\$210.32	Haman Galen & Monica M	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	R1XX	Single Family	\$210.32	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	R1XX	Single Family	\$210.32	Cook, Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-038-0	5	R1XX	Single Family	\$210.32	Carrillo Fernando & Rodriguez Yadira	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	R1XX	Single Family	\$210.32	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	R1XX	Single Family	\$210.32	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	R1XX	Single Family	\$210.32	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	\$0.00	Null	Null
Total Units:	34		Total Assessment:	\$7,150.88		

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
017-21-0-052-9	35	CEXX	Commercial Retail Outlet	\$4,453.90	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1		Total Assessment:	\$4,453.90		

PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

The following is a brief description of the manner that the annual assessment has been apportioned (spread) to each parcel in Zone A in the Assessment District:

Zone A – Birch Street Village

With the Birch Street Village development, both lighting and landscaping were installed as part of the improvements. Special benefit derived by each of the parcels within this Zone for these improvements are as follows:

Street Lights: Because the improvements have met the City's lighting requirements, the lights within the subdivision are spaced per adopted City standards, thereby providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the neighborhood in general for all parcels within this zone. Therefore each parcel receives approximately equal and special benefit. Accordingly, the method by which each parcel is proposed to be assessed for costs associated with Zone A is a total estimated cost of maintenance and operation of street lighting and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Landscaping: The type of street landscaping and subsequent required operation and maintenance costs associated with this street landscaping gives approximate equal benefit to all of those parcels in this Zone. Each parcel benefits directly from the pleasing aesthetics of the landscaping for the subdivision as well as increased air quality from additional plant life. Accordingly, the method by which the assessment is spread to each of the parcels within Zone A is by taking the total estimated cost of the operation and maintenance of the street landscaping and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Developer Installed Improvements Funded by this Assessment District: The City and developer agreed that during the formation of this assessment district in 2005, that the costs for the design and installation of the landscaping and lighting improvements, as well as the costs associated with formation of the assessment district would be funded through the assessment district and would be paid back by this assessment district over a 5 year period. These costs, totaling \$31,450, were scheduled to be paid back over a 5 year period (with the 2010-11 fiscal year being the fifth and final year of the five years.) The portion of the assessment associated with the landscaping, lighting and formation of the district gives approximate equal benefit to all of those parcels in this Zone. Accordingly, the total installation costs (along with the incidental and administrative costs) were divided by the total number of lots within Zone A to derive the increased portion of the assessment for each parcel associated with paying back the costs for installation of the improvements. These costs were paid in full at the end of FY 2010-11 and are no longer being assessed.

Government Owned Parcels: No charges associated with Zone A shall be imposed upon a federal, state or local government agency, upon a parcel without a dwelling used exclusively for greenbelt, or open space. In future years however, a federal, state or local government agency receiving special benefit from Zone A shall be assessed by virtue of Proposition 218. Article XIII D, Section 4(a) states that public agencies, "shall not be exempt from assessment".

Zone B – Walmart

With the Walmart Super Store development, both street lighting and street traffic signals will be installed as part of the improvements. Special benefit derived by the single parcel within this Zone for these improvements are as follows:

Street Lights: The improvements have met the City's lighting requirements by providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the shopping center in general. The single parcel receives the entire special benefit. Accordingly, the method by which the parcel is proposed to be assessed for street light costs associated with Zone B is a total estimated cost of maintenance and operation of street lighting and for the appropriate administrative costs associated with this zone applied to the single parcel within Zone B.

Traffic Signal: The improvements to expand the existing Walmart store into a Walmart Super Store are anticipated to generate additional traffic congestion at the intersection of W. Wood Street (Hwy 162) and North Airport Road. To maintain traffic flow and safety of the intersection, a traffic signal was installed. As W. Wood Street carries additional traffic not associated with the store, the direct and special benefit of the signal to the store is considered to be ½ of the 4 lights and controller plus associated costs. The remainder of the other costs associated with this light for the traffic on W. Wood Street is paid for by Caltrans, as W. Wood Street is a State highway. This will be indicated on the Assessment Diagram as 2 traffic signals. Accordingly, the method by which the parcel is proposed to be assessed for traffic signal costs associated with Zone B is a total estimated cost of maintenance and operation of the City's portion of the traffic signal, half the cost of the controller and for the appropriate administrative costs associated with this zone applied to the single parcel within Zone B.

A knockdown fund is established with Zone B to cover expenses associated with replacing a streetlight if it is damaged or destroyed by a vehicle. The overall knockdown fund cost to be accumulated over a 5-year period is \$5,000 (estimated expenses for manpower and equipment for replacing one streetlight). Based on a 5-year accumulation, \$1,200 is the proposed budgetary line item to collect this expense. Once a fund balance of \$5,000 is attained, no additional monies shall be collected for this fund until/unless there is the need to replace one of the streetlights. The method to collect this portion of the assessment is the same as streetlights.

MAXIMUM ALLOWABLE ASSESSMENT AND INFLATIONARY FACTORS

In 2005, the original Engineer's Report stated that assessments may be adjusted each year to account for inflation of costs and services in accordance with the Bay Area (San Francisco-Oakland-San Jose) Consumer Price Index (CPI) for all urban consumers, or 3%, whichever is greater. An Annual CPI increase has been applied for each year, however it should be noted that, due to the economic climate, in the past 3 years the implemented increase has been less than 3%. The CPI adjustments and the FY 2012-13 Maximum Allowed Assessment per Parcel are shown as follows:

Maximum Allowable Assessment Analysis						
	Allowed Annual CIP Increase		Zone A Birch Street Village		Zone B Walmart	
	Year	%	Allowed Adjustment Amount	Total Assessment Maximum (per Parcel)	Allowed Adjustment Amount	Total Assessment Maximum (per Parcel)
FY 2011-12	2010	1.40%	\$5.61	\$406.17		
FY 2012-13 Zone A adjustment Zone B Original Assessment	2011	2.60%	\$10.56	\$416.73		\$5,920.00

Actual assessment amounts to be collected do not have to be set at the maximum assessment. Establishing the maximum available assessment each year and keeping up with inflation allows the assessments to be increased to this maximum amount sometime in the future if costs associated with this Assessment District increase (e.g. if in any year there are unanticipated expenditures due to such things as vandalism) and will preclude having to go through electorate approval per California Constitution Article XIII C, Section 2(b) (Proposition 218 requirements.)

PART E

FY 2012-13 PROPERTY OWNERS LIST

The names and addresses of each of the property owners as shown on the County of Glenn Assessor's Tax Assessment Roll are shown below. The names and addresses have been keyed to the special assessment number (the assessor parcel number) as shown in Part C of this Engineer's Report.

Table 2
CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2012-13
Zone A - Birch Street Village and Zone B - Walmart

APN	Assessment Diagram Number	Owner Name	Address
001-07-1-009-0	26	Kindy Eugene M Jr & Kindy Roberta A	8600 Mecca Rd, Elk Grove, CA 95624
000-10-7-101-0	27	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	Wells Fargo Bank	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-014-0	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	Raygoza Orlando P & Raygoza Lourdes F	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-024-0	20	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	Olmos Steven A & Olmos Charissa M	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	Cook Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-031-0	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	Fannie Mae	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-035-0	8	Haman Galen & Monica M	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	Cook, Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-038-0	5	Carrillo Fernando & Rodriguez Yadira	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Null
017-21-0-052-9	35	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050

PART F

FY 2012-13 ASSESSMENT DIAGRAM

Attached, you will find Assessment Diagrams (maps) for Zones A and B within the Assessment District. Please note that the lines and dimensions of each parcel, as well as the distinctive assessment number, are shown on the Assessor's Maps for the City of Willows available at the County of Glenn Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County for the subdivision.

Zone A

All the land lying within the Birch Street Village Subdivision, filed in the Recorder's Office of the County of Glenn in Book 13, Page 64.

Zone B

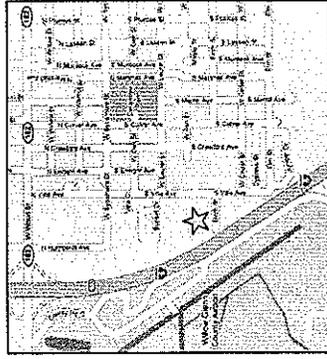
All the land lying within the Walmart Super Store Development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-21-0-052-9.

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

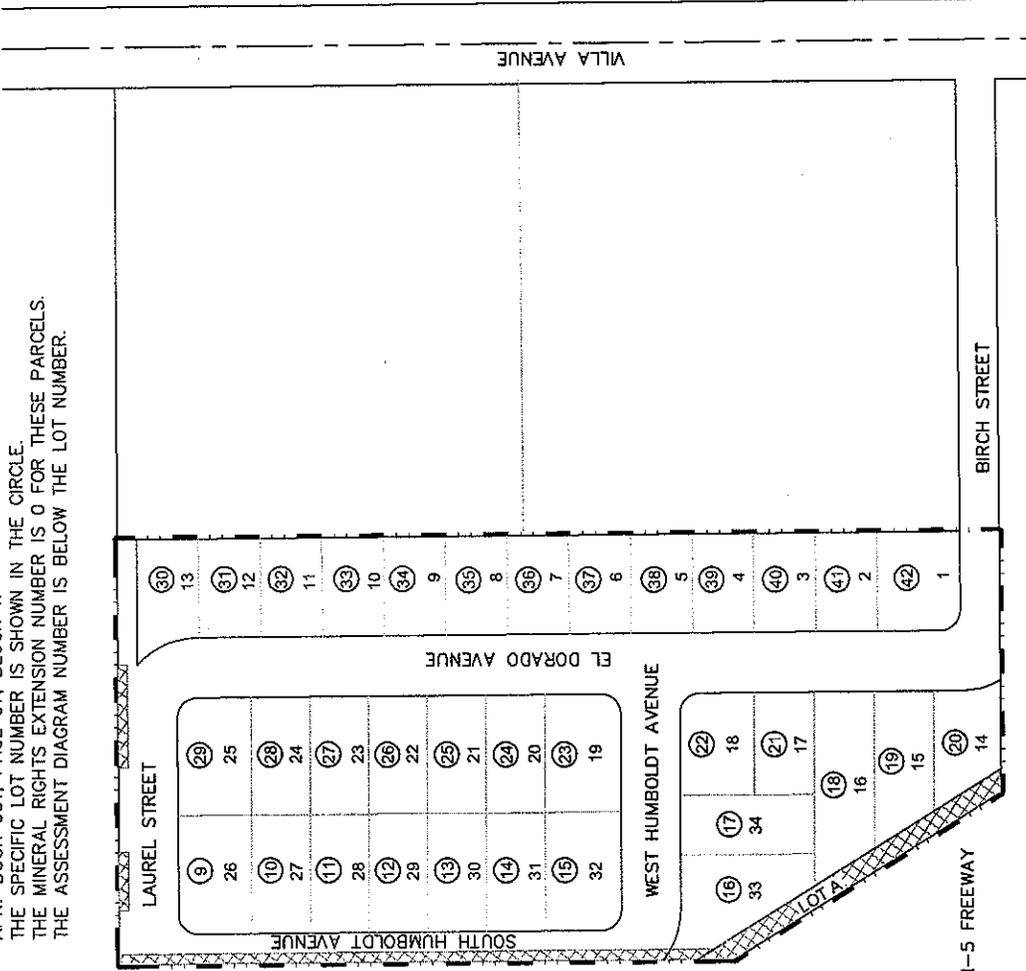
-  Landscape Maintenance Area
-  Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS' OFFICE.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2012-13

APN: BOOK 001, PAGE 07, BLOCK 1.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE MINERAL RIGHTS EXTENSION NUMBER IS 0 FOR THESE PARCELS.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

SCALE: 1" = 150'



WILLOWS AIRPORT



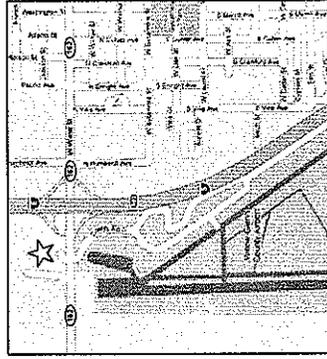
Coastland Civil Engineering, Inc.
1400 Nectomes Avenue, Santa Rosa, CA 95405
707.571.8205 Fax 707.571.8207 Fax

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE B - WALMART

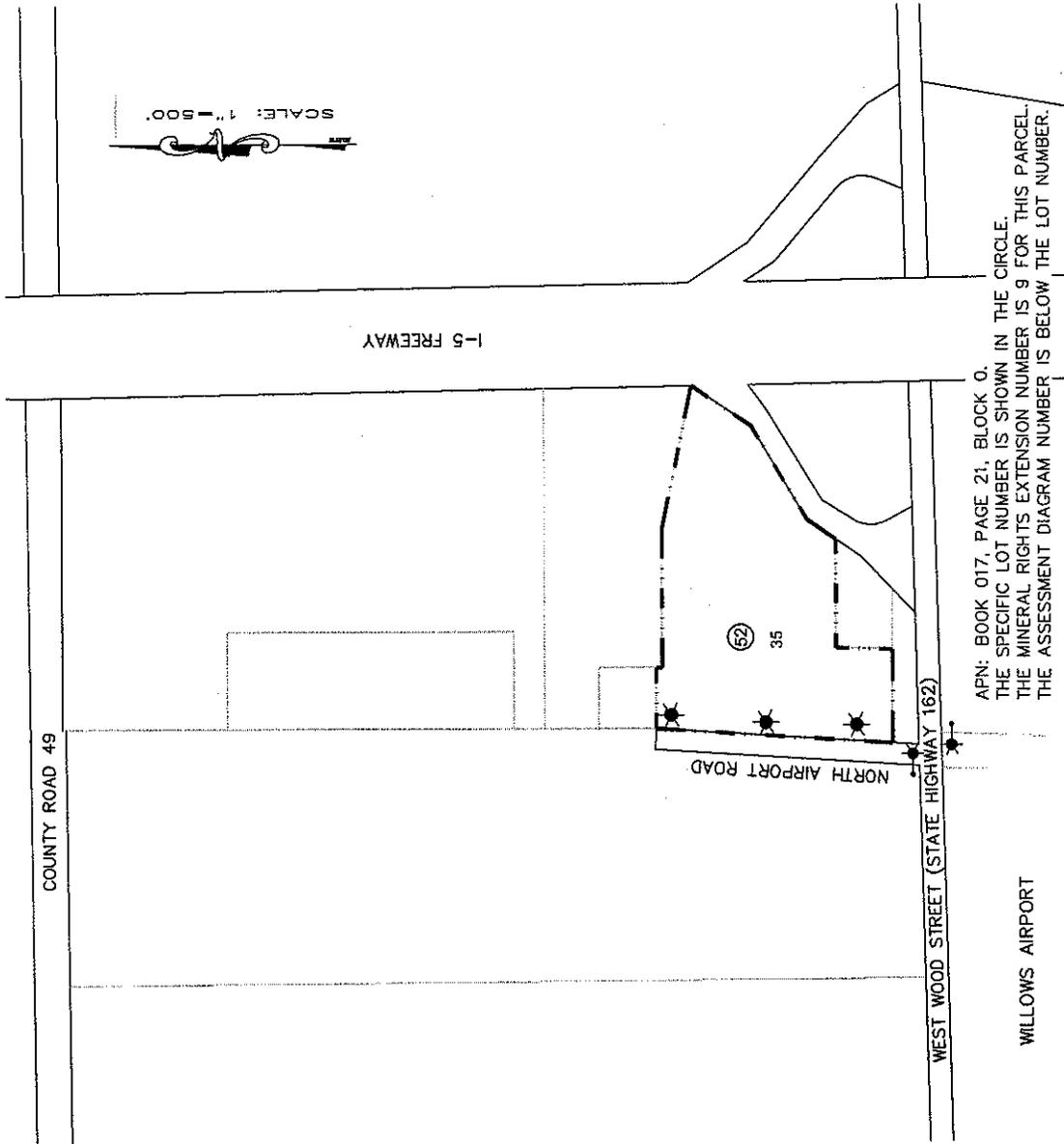


VICINITY MAP

- ★ City's portion of traffic signal and street light
- ★ City street light locations
- Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS' MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS' OFFICE.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2012-2013 Fiscal Year



APN: BOOK 017, PAGE 21, BLOCK 0.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE MINERAL RIGHTS EXTENSION NUMBER IS 9 FOR THIS PARCEL.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.


Coastland Civil Engineering, Inc.
1400 Nachesa Avenue, Santa Rosa, CA 95405
707.571.8837 Fax
707.571.8835

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. -2012**

**A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS,
PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2012/2013 FOR THE CITY OF
WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIMES
AND DATES OF THE PUBLIC INFORMATION MEETING AND PUBLIC HEARING
(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 City of Willows Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2012-13; and

WHEREAS, pursuant to the Landscaping and Lighting Act of 1972, an annual Engineer's Report is required to be prepared and filed outlining estimated costs, methods of spreading costs, a description of properties in the Assessment District and their proposed assessments in order to levy and collect assessments in any following fiscal year; and

WHEREAS, on February 14, 2012, the City Council adopted Resolution No. 04-2012 appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2012-13 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, the Walmart parcel is slated for annexation into a new Zone B; and

WHEREAS, the annual operation, maintenance and other incidental costs associated with Zone A of the Assessment District includes landscaping and lighting improvements within the Birch Street Village development; and

WHEREAS, the annual operation, maintenance and other incidental costs associated with Zone B of the Assessment District includes street lighting and traffic signal improvements within the Walmart Super Store development; and

WHEREAS, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2012-13 as required by the Landscaping and Lighting Act of 1972; and

WHEREAS, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of Zones A and B of the Assessment District and the proposed FY 2012-13 assessments upon assessable lots and parcels of land within the Assessment District; and

WHEREAS, for Zone A, the FY 2012-13 maximum annual assessment will be adjusted up by the allowable CPI to \$416.73; and

WHEREAS, for Zone B, the FY 2012-13 maximum annual assessment will be set at \$5,920.00; and

WHEREAS, in order to keep up with inflation and to recognize noticing/voting requirements for increasing the maximum annual assessments, the new Zone B shall include an allowance for an annual increase to the estimated maximum annual assessment in accordance with the CPI, similar to

Zone A. The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

WHEREAS, the proposed FY 2012-13 annual assessments to levy and collect for Zone A are reduced from the FY 2011-12 level of \$258.00 to \$210.32 and is proposed to be \$4,453.90 for Zone B; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby intends to create a new Zone B, annex the Walmart parcel into Zone B, levy and collect assessments during FY 2012-13 and preliminarily approves the filed FY 2012-13 Engineer's Report with the estimates of the costs and expenses to operate and maintain the said improvements and their incidental expenses; and

BE IT FURTHER RESOLVED that in order to take inflation into account, the City Council approves the allowance for an annual increase to estimated maximum assessment in Zone B in accordance with the annual Consumer Price Index (CPI), based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

BE IT FURTHER RESOLVED that an informal public information meeting regarding this Assessment District will be held by City staff on May 15 at 1:00 pm at City Hall, 201 N. Lassen St, Willows, and the public protest hearing will be held on June 12 at 7:00 p.m. at City Hall, 201 N. Lassen Street, Willows. At the public protest hearing, the City Council will consider the annexation of a new parcel, changes to the assessment amounts and authorization to levy and collect assessments for Fiscal Year 2012-13; and

BE IT FURTHER RESOLVED that the City Clerk is authorized and directed to give the Notice of Hearing required by the Landscaping and Lighting Act of 1972 for said public protest hearing.

BE IT FURTHER RESOLVED that this Resolution is adopted pursuant to Sections 22620 et al of the California Streets and Highway Code; and

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 24th day of April, 2012 by the following Roll Call vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Vince Holvik

Natalie Butler, City Clerk

April 24, 2012

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief
Subject: Annual Weed & Rubbish Abatement

RECOMMENDATION

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2012 fire season and approved the extension of Weed Abatement Contractor of 2011.

SITUATION (or BACKGROUND):

Each year the Willows Fire Department abates weeds, rubbish, refuse and dirt from different lots and alleyways. In order to commence this process, it is necessary for the City Council to adopt the attached resolution. This resolution declares that weeds, rubbish, refuse and dirt are a public nuisance and sets a date for a hearing. Attached is a list of dates that indicate the time frame we will be working in, along with a letter from Mr. Dale Myers requesting an extension of the Weed abatement contract for 2012.

FINANCIAL CONSIDERATIONS:

Unknown, dependant upon responsiveness of public and contractor cost of services.

Notification:

Willows Journal
Willows PSA
Willows Public Works

ALTERNATE ACTIONS:

1. Request additional information from staff
2. Reject staff recommendation and/or direct item to be returned.

RECOMMENDATION:

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2012 fire season and approved the extension of Weed Abatement Contractor from 2011 to 2012.

Respectfully Submitted

Approved By:

Wayne Peabody
Fire Chief


Steve Holsinger,
City Manager

Attachments:

- Exhibit A: 2012 Weed Abatement Schedule
- Exhibit B: Resolution
- Exhibit C: Initial Weed Abatement Survey (**Will be distributed during the evening of the meeting**)
- Exhibit D: Letter From Dale Myers requesting extension of the 2011 Weed Abatement Contract.

WEED AND RUBISH ABATEMENT

2012 FIRE SEASON

- Initial weed abatement survey to be completed and ready for submission by: April 23th.
- April 24, 2012 Council Adopts resolution declaring weeds and rubbish a nuisance. Approve May 22nd, 2012 as the date for the Hearing to Protest and July 24th 2012 as the date for Hearing to confirm cost and declare costs as a lien against the property as of August 9th, 2012.
- April 25, 2012 Begin to solicit bids for 2012 Weed Abatement Contractor. Publish at least three times. **(Only if contract from 2011 is not extended).**
- May 9, 2012 Last day to mail the Notice of Public Hearing to protest to the paper for the May 22 Council Meeting. (Publication date will be May 12, 2012 – 10 days prior to the public hearing).
- May 10, 2012 Bid opening-1:30 p.m. **(Only if contract from 2011 is not extended).**
- May 22, 2012 7:00 p.m.-Hearing on protest. Council orders abatement. Award contract to abate. **(Only award contract if existing contract is not extended).**
- May 23, 2012 Resurvey-Start abatement
- June 3, 2012 Last date for property owner to do own abatement
- July 11, 2012 Last day to mail Notice of Public Hearing to protest to the paper for the July 24 Council Meeting. (Publication Date will be July 14 – 10 days prior to the public hearing).
- July 18, 2012 Posting of individual abatement cost list outside door at least 3 days prior to hearing to confirm report and declare cost lien.
- July 24, 2012 Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 9, 2012.
- On or before August 9, 2012 Transmit abatement cost to auditor's office for inclusions on taxes. Owner has 10 days from date of hearing (July 24th) to pay assessment prior to transmittal.

RESOLUTION NO. 2012-

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS DECLARING PUBLIC NUISANCES**

WHEREAS, there exists in the City of Willows private property upon which there are growing weeds and upon which there exists weeds, rubbish, refuse, and dirt; and

WHEREAS, the City Council of the City of Willows has determined that such weeds, rubbish, refuse and dirt constitute public nuisances and should be abated;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. That all weeds growing upon private property and all rubbish, refuse and dirt upon private property within the City of Willows are hereby declared to be public nuisances.
2. That such weeds, rubbish, refuse and dirt are growing upon or are upon the parcels of private property described in the report attached hereto and marked Exhibit C and by this reference made a part hereof.
3. That said nuisances shall be abated as provided by Section 39560 and 39588 of the Government Code of the State of California, and pursuant thereto the Fire Chief of the City of Willows shall give notice as provided by Section 39564 through 39567, inclusive of said Government Code.
4. That the City Council of the City of Willows hereby fixes Tuesday, May 22, 2012, at 7:00 p.m. in the City Council Chambers, Civic Center, Willows, California, as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse, and dirt hereinabove declared to be public nuisances.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of April, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Phone (530) 934-3204 Cell (530) 624-3455 Fax (530) 934-3204

MYERS CONSTRUCTION

April 16, 2012

City of Willows
Weed Abatement
445 S Butte St.
Willows, CA 95988

RE: Weed Abatement Contract

To Whom It May Concern:

The abatement season is upon us and I, Dale Myers owner of Myers Construction served as the licensed contractor for the 2011 – 2012 abatement period.

It is my understanding that it is allowed as stated in the abatement ordinance that I may continue to serve as said contractor thru the current contract.

I respectfully ask that you consider Myers Construction to continue as the abatement contractor into the 2012 – 2013 year with a CPI increase of 2.6%.

Thank you for your consideration of my request.

Sincerely,

Dale Myers
Owner

AGENDA ITEM

April 24, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Final approval of Downtown Directional Signage in conjunction with the Wal Mart Project Conditions-of-Approval.

RECOMMENDATION

Staff recommends that the City Council approve by motion the proposed directional signage to be placed within the Wal Mart Super Center, which is intended to direct consumers to alternative shopping opportunities in the Historic Downtown Commercial Core (i.e., CC Zoning District)

SUMMARY

During the past couple years, in cooperation with city management direction, downtown merchants; spearheaded primarily by the Chamber of Commerce, have worked with Wal Mart Representatives on development of appropriate methods to resolve some specific project Conditions-of-Approval (COA). These specific COA's involve measures to mitigate anticipated economic impacts to the merchants located in the downtown commercial core. One of the agreed upon components specified placement of a "Bulletin Board" within the Wal Mart Store to identify other local merchants doing business in the CC Zoning District. Discussions with the Chamber and local merchants concerning the utilization, location, maintenance and control or print materials to be placed on the bulletin board ultimately stalled when an acceptable accommodation was not identified by the parties involved.

Approximately a year ago, a request was made for city management assistance in resolving the deadlock over use of a "bulletin board" style message center at the Wal Mart Super Center remodel once complete. Staff worked with both local merchants and Wal Mart consultants on the development and design of permanent style signage that might resolve the overall intent of the COA's; by identifying the location of Downtown Merchants and services available at those alternate outlets. After several exchanges involving photos of downtown businesses and potential marketing announcements; the project has evolved to the final draft stage. The concept signage adequately identifies the Downtown Core, highlights the type of merchants and services available, details an accurate direction map to the downtown area and displays all this in an attractive and time sensitive manner. Staff is seeking council approval to finalize the design and installation of this directional and informational signage in lieu of the COA stated bulletin board.

FINANCIAL CONSIDERATIONS -

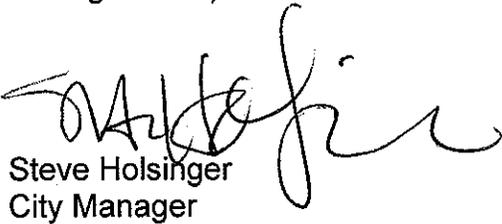
None, solely funded as part of the Wal Mart project.

NOTIFICATION

Chamber of Commerce
GWIL
River City Communications

RECOMMENDATION

Staff recommends that the City Council approve by motion the proposed directional signage to be placed within the Wal Mart Super Center, which is intended to direct consumers to alternative shopping opportunities in the Historic Downtown Commercial Core (i.e., CC Zoning District)


Steve Holsinger
City Manager

Stephen Holsinger

From: Marko Mlikotin [marko@rivercitycomm.com]
Sent: Wednesday, May 11, 2011 3:44 PM
To: Steve Holsinger
Subject: Re: Walmart bulletin board

Yes, the chamber has been helpful and we are all on the same page as it relates to the display case. It is the content that has Walmart's legal team concerned. As you are aware, many stores no longer have such displays or bulletin boards due to the legal exposure. Since Walmart's agreement is with the City, I want share with you the direction I have been given. You'll find it is consistent with the spirit of the agreement, but may not address all the chamber's desires.

I can make my way up there on May 25 or 26th. Let me know what times work for you.

Marko Mlikotin
River City Communications
A Public Affairs Firm
www.rivercitycomm.com
1835 Iron Point Road, Ste. 180
Folsom, CA 95630
916.817.4444 off
916.799.7574 cell

From: Steve Holsinger <sholsinger@cityofwillows.org>
Date: Wed, 11 May 2011 12:00:39 -0700
To: Marko Mlikotin <marko@rivercitycomm.com>
Subject: RE: Walmart bulletin board

Hello Marko, I'd be happy to meet with you to discuss the bulletin board project, please notify me when you plan to be in this area. My recollection is that our Chamber of Commerce and Downtown Business Merchants were working with you on this scope of the project? Look forward to hearing from you again soon...
Thanks
Steve H

From: Marko Mlikotin [<mailto:marko@rivercitycomm.com>]
Sent: Wednesday, May 11, 2011 10:47 AM
To: sholsinger@cityofwillows.org
Subject: Walmart bulletin board

Hello Steve,

As you may recall, I am a Walmart consultant who worked on the new store project and I have been tasked to work with the City on the proposed store bulletin board. I am hoping that we can visit in the coming weeks to develop some guidelines that are consistent with the spirit of the agreement.

Thank you for your consideration and I look forward to meeting you. Thanks.

4/18/2012

Stephen Holsinger

From: Dana Owens [twindana@gmail.com]
Sent: Sunday, April 08, 2012 9:42 AM
To: Stephen Holsinger
Subject: Re: FW: Draft Willows Sign

Steve:

I think they have done a very good job pointing visitors to the downtown shopping area of Willows. I also noticed that it does give the contact information for the Chamber on there, not really sure that the addition of a pin point on the map would be necessary, maybe overkill. Adding information on the City Hall would be very helpful, as it also has the location of the Police Department and Library. Just my suggestions...

Dana Owens

On Wed, Apr 4, 2012 at 10:36 AM, Stephen Holsinger <sholsinger@cityofwillows.org> wrote:

ALL: Attached is a semi-final mock-up of the proposed sign display for the Wal Mart project. Please review and provide your comments back to city staff before the close-of-business April 18th. If appropriate an item will be processed for consideration by the City Council during the regular mtg of April 24th. Thank you in advance for your cooperation and assistance.

Sincerely

Steve H

From: Marko Mlikotin [mailto:marko@rivercitycomm.com]
Sent: Wednesday, April 04, 2012 10:34 AM
To: Stephen Holsinger
Subject: Draft Willows Sign

Steve,

As I considered the pictures it occurred to me that we want a sign that will be lasting and not one that will be obsolete within a few years. So, I am not inclined showcase pictures of businesses that may change ownership over the next ten years. Also, when you review the new text we may wish to reconsider stating that café's exist in downtown. I have inserted some stock photos, the museum, etc. I could use a high resolution picture of the "Welcome to Willows" sign.

I also inserted markers for the chamber and museum. (I hope the chamber office never moves)

Does the Chamber serve as a tourism bureau? Please see the related text so that I accurately identify them and their services.

Let me know what you think. Many thanks.

Marko Mlikotin

River City Communications

A Public Affairs & Government Relations Firm

www.rivercitycomm.com

1835 Iron Point Road, Ste. 180

Folsom, CA 95630

916.817.4444 ph

916.799.7574 cell

916.817.2444 fax

Stephen Holsinger

From: ttaylorvodden@netscape.net
Sent: Wednesday, April 04, 2012 1:55 PM
To: sholsinger@cityofwillows.org; twindana@gmail.com; ryansolo@sbcglobal.net; rmt1050@att.net
Cc: marko@rivercitycomm.com; wspears@cityofwillows.org; clemmie@cityofwillows.org; cdawley@cityofwillows.org; gtyhurst@cityofwillows.org; jodymeza@gmail.com; wanger@coastlandcivil.com; KMantele@cityofwillows.org; nbutler@cityofwillows.org; tsailsbe@cityofwillows.org; wpeabody@cityofwillows.org
Subject: Re: Draft Willows Sign

I know this is geared toward business mitigation re Wal-Mart's presence, but I don't think it would be a bad idea for the bulletin board to have the City Hall location and information on it as well as the Chamber?

-----Original Message-----

From: Stephen Holsinger <sholsinger@cityofwillows.org>
To: 'Dana Owens' <twindana@gmail.com>; 'Peggy White' <ryansolo@sbcglobal.net>; 'Rose Marie Thraikill' <rmt1050@att.net>; ttaylorvodden <ttaylorvodden@netscape.net>
Cc: 'Marko Mlikotin' <marko@rivercitycomm.com>; 'Bill Spears' <wspears@cityofwillows.org>; 'Carol Lemenager' <clemmie@cityofwillows.org>; 'Clay Dawley' <cdawley@cityofwillows.org>; 'Greg Tyhurst' <gtyhurst@cityofwillows.org>; 'Jody Meza' <jodymeza@gmail.com>; 'John Wanger' <wanger@coastlandcivil.com>; 'Karen Mantele' <KMantele@cityofwillows.org>; 'Natalie Butler' <nbutler@cityofwillows.org>; 'Steve Holsinger' <sholsinger@cityofwillows.org>; 'Tim Sailsbery' <tsailsbe@cityofwillows.org>; 'Wayne Peabody' <wpeabody@cityofwillows.org>
Sent: Wed, Apr 4, 2012 10:55 am
Subject: FW: Draft Willows Sign

ALL: Attached is a semi-final mock-up of the proposed sign display for the Wal Mart project. Please review and provide your comments back to city staff before the close-of-business April 18th. If appropriate an item will be processed for consideration by the City Council during the regular mtg of April 24th. Thank you in advance for your cooperation and assistance.

Sincerely
 Steve H

From: Marko Mlikotin [<mailto:marko@rivercitycomm.com>]
Sent: Wednesday, April 04, 2012 10:34 AM
To: Stephen Holsinger
Subject: Draft Willows Sign

Steve,

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Let me know what you think. Many thanks.

4/9/2012

Marko Mlikotin
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Folsom, CA 95630
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916.799.7574 cell
916.817.2444 fax

Stephen Holsinger

From: Marko Mlikotin [marko@rivercitycomm.com]
Sent: Friday, April 13, 2012 2:24 PM
To: Stephen Holsinger
Subject: Re: Draft Willows Sign

Steve... I have no problem adding the location of City Hall, as suggested by the chamber. Can you provide me a high resolution photo of the "Welcome to Willows" sign? If there is consensus on the design, I will take it to production and get it placed in the store. Thanks for your assistance.

Marko Mlikotin
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Folsom, CA 95630
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916.817.2444 fax

From: Stephen Holsinger <sholsinger@cityofwillows.org>
Date: Wed, 4 Apr 2012 10:29:56 -0700
To: Marko Mlikotin <marko@rivercitycomm.com>
Subject: RE: Draft Willows Sign

Thanks, looking better, I'll forward to Chamber & GWIL members for brief review before considering council approval.....Thanks again, will be in touch soon....
Sincerely
Steve H

From: Marko Mlikotin [mailto:marko@rivercitycomm.com]
Sent: Wednesday, April 04, 2012 10:34 AM
To: Stephen Holsinger
Subject: Draft Willows Sign

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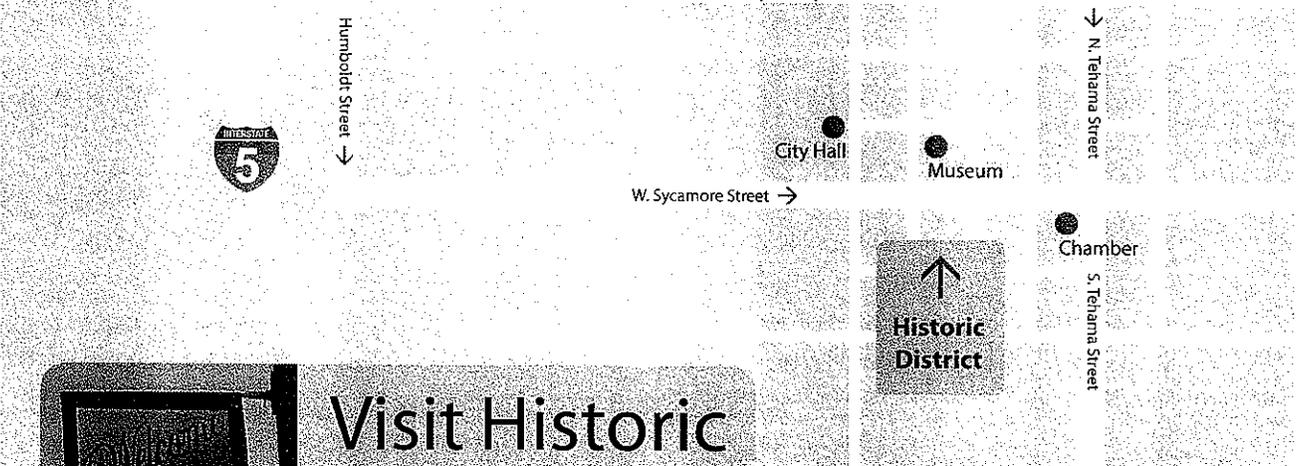
Does the Chamber serve as a tourism bureau? Please see the related text so that I accurately identify them and their services.

4/16/2012



Dine!

Come enjoy our local restaurants and cafés.



Visit Historic Downtown Willows

Shop, Dine & Enjoy!

Shop!

Browse through fine boutiques and stores.

History!

Appreciate our community's rich history and character.

Willows Chamber of Commerce and Tourism Bureau
118 W. Sycamore St.
www.WillowsChamber.com

Walmart

Save money. Live better.