

CITY COUNCIL

Larry Domenighini, Mayor
Gary L. Hansen, Vice Mayor
Lawrence Mello, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, April 28, 2015

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 28, 2015 Agenda.
5. Presentations & Proclamations:
 - a) Mayor Domenighini will present a Proclamation Declaring the Month of May as "Poppy Month".
 - b) Representative(s) of the Willows Elks Lodge will present a check to Recreation Department Director Carol Lemenager and the City Council on behalf of the "Elks National Foundation" to go towards necessary costs associated with City Swim Pool operations.
 - c) Keith Corum will give a power point presentation about a "Willows Swim Center" project.
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 a majority consensus of the Council directs staff to place the item 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 Checking, Payroll Checks & Payroll Direct Deposit.
 - b) Consider approval of the Minutes of the March 24, 2015, Regular City Council Meeting.
 - c) Consider approval of the Minutes of the March 31, 2015, Special City Council Meeting.
 - d) Consider adoption of a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the 2015 Weed and Rubbish Abatement Schedule as presented and set Tuesday, May 26 as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse and dirt declared to be public nuisances..

8. **Public Hearings:** (Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).
 - a) Conduct a public hearing to solicit input on unmet transit needs. (No formal action required).
9. **Ordinances:** None
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
11. **New Business:**
 - a) By motion, consider adoption of a Resolution of Intention to levy and collect annual assessments, preliminarily approving the Engineer's Report for FY 2015/2016 for the City of Willows Landscaping and Lighting Assessment Districts and setting the time and date of the Public Hearing for June 23, 2015 at 7:00 p.m. at City Hall, 201 North Lassen Street.
 - b) By motion, consider declaring Police Department vehicles surplus and direct staff to dispose of them by selling, sealed bid, auction or other method.
 - c) Staff is seeking direction from the City Council concerning the possibility of partnering with Glenn County Government to formalize/develop a County-Wide Ambulance District to serve the residents of Glenn County.
 - d) Discussion and possible action regarding the Glenn County Solid Waste Management subcommittee, consisting of Council Members Hansen and Mello (alternate), to enter into discussions with Waste Management for setting a date, organizing, staffing and advertising for a City of Willows "Community Clean-Up" event – preferably in conjunction with the 2015 weed abatement season and prior to May 31, 2015 (Last day for property owners in the City to self-abate any nuisances).
 - e) Discussion and possible action regarding the City Council's desire to have an entry in the Lamb Derby Parade on May 9, 2015.
12. **Council Member Reports:**
13. **Executive Session:**

Pursuant to Government Code Section 54954.3 the public will have an opportunity to directly address the legislative body on the items below prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.

 - a) **CONFERENCE WITH LABOR NEGOTIATOR(S)** pursuant to Section 54957.6
Agency Negotiators: City Manager, Steve Holsinger
Finance Director, Tim Sailsbery
Employee Organization(s): All Unrepresented City Employees including City Manager, City Attorney, City Council and All Other Elected or Appointed Members of the City of Willows Boards and Commissions.
 - b) **PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT** pursuant to Section 54957(b)1
Title: City Manager
14. **Report out from Closed Session:**

15. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before April 24, 2015.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

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

The City of Willows is an Equal Opportunity Provider

Period

4/9/2015 TO 4/22/2015

General Checking 29457 TO 29521

Payroll Direct Deposit Z06207 TO Z06242 *(Gap in sequence from last report)*

Payroll Checks 34111 TO 34129

APPROVAL DATE 4/28/2015

Approved _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
029456	04/09/15	VOID	VOIDED CHECK					
029457	04/09/15	AME02	AMERIPRIDE UNIFORM SVCS.	149.38	.00	149.38	B50407	MARCH STMT PER ATTACHED F
				341.35	.00	341.35	AB50407	MARCH STMT PER ATTACHED P
			Check Total.....:	490.73	.00	490.73		
029458	04/09/15	ATT01	A.T.& T.	969.02	.00	969.02	B50406	TELEPHONE EXP. 2/19-3/18/
029459	04/09/15	BAR01	BARCELOUX BROTHERS AUTO	484.42	.00	484.42	B50406	MARCH STMT PER ATTACHED
029460	04/09/15	BAT00	BATTERIES PLUS - 311	38.37	.00	38.37	335951	EXIT LIGHTING CITY HALL
029461	04/09/15	BES00	BEST WESTERN PLUS	258.00	.00	258.00	B50406	PUBLIC RECORDS CLASS-MOTE
029462	04/09/15	BUR02	BURROWS OIL COMPANY	125.45	.00	125.45	B50407	MARCH CARDLOCK FD
				3236.69	.00	3236.69	AB50407	VEH MAINT GAS PARKS/PUB &
			Check Total.....:	3362.14	.00	3362.14		
029463	04/09/15	BUR03	BURNHAM VETERINARY CLINIC	57.50	.00	57.50	106264	ROCKO VACCINATIONS
029464	04/09/15	CAL18	CALIFORNIA BUILDING STAND	126.00	.00	126.00	B50407	BSF JAN-MAR 2015
029465	04/09/15	CAL47	CALIFORNIA PEACE OFFICERS	250.00	.00	250.00	B50406	PUBLIC RECORDS CLASS-TRAI
029466	04/09/15	COL05	COLUSA MOTOR SALES, INC.	60.67	.00	60.67	B50407	MARCH STMT PER ATTACHED
029467	04/09/15	COM16	COMCAST CABLE	140.60	.00	140.60	B50406	INTERNET ADMINISTRATION 3
				55.15	.00	55.15	AB50406	INTERNET LIBRARY 4/3-5/2/
			Check Total.....:	195.75	.00	195.75		
029468	04/09/15	COR10	CORNING LUMBER CO., INC.	267.54	.00	267.54	0325	MARCH STMT PER ATTACHED
029469	04/09/15	COR12	SANDRA CORBIN	60.00	.00	60.00	B50406	PUBLIC RECORDS CLASS-PER
029470	04/09/15	DEP01	DEPT. OF CONSERVATION	411.48	.00	411.48	B50407	SMIP JAN-MAR 2015
029471	04/09/15	EMP00	EMPLOYERS INVESTIGATIVE S	1500.00	.00	1500.00	040215	BACKGROUND INVESTIGATION
029472	04/09/15	EVE00	EVERGREEN NOTE SERVICING	50.00	.00	50.00	B50406	MARCH STMT
029473	04/09/15	FGL00	FGL ENVIRONMENTAL	21.00	.00	21.00	571664A	BACTI ANALYSIS
029474	04/09/15	GAN01	GANDY-STALEY OIL CO.	541.83	.00	541.83	B50408	MARCH STMT CARDLOCK FD
029475	04/09/15	GLE23	GLENN CO. PLANNING & PUB.	1000.00	.00	1000.00	00821	CALIF STATE FAIR FY 2015
029476	04/09/15	GLE41	GLENN CO. ROP PRINTING	502.56	.00	502.56	3865	ABATEMENT CARDS FD
029477	04/09/15	INK01	THE INKWELL	7.63	.00	7.63	06444	LAMINATING/CORRECTION TAP
029478	04/09/15	INT16	INTERSTATE BATTERY SYSTEM	322.39	.00	322.39	38907	BATTERY CAT GRADER
029479	04/09/15	ITF01	INDUSTRIAL TRUCK & FARM	-6.04	.00	-6.04	425976C	CREDIT SALES TAX
				32.42	.00	32.42	426043	STEEL/WASHERS
				44.89	.00	44.89	427299	DRUM PUMP
				210.06	.00	210.06	427612	APPLICATOR TANK
				74.45	.00	74.45	428645	HOSE/CLAMP
			Check Total.....:	355.78	.00	355.78		
029480	04/09/15	KRU02	LEONARD G. KRUP	164.93	.00	164.93	23045	MARCH PROFESSIONAL SERVIC
				4300.00	.00	4300.00	23046	KUWATA VS CITY OF WILLOWS
			Check Total.....:	4464.93	.00	4464.93		
029481	04/09/15	MCD01	MCDONALD'S ELECTRIC STORE	30.88	.00	30.88	22889	CIVIC CENTER 70 WATTS
				80.00	.00	80.00	62220001	LABOR SUBMERSIBLE PUMP
			Check Total.....:	110.88	.00	110.88		
029482	04/09/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1073877	CYLINDER RENTAL MAR 2015
029483	04/09/15	NAT26	NATIONAL FIRE SYSTEMS, IN	528.61	.00	528.61	37114	EXTINGUISHER MAINTENANCE
029484	04/09/15	NCC01	NCCSIF	34395.25	.00	34395.25	2015166	WORKERS COMP.APR-JUNE 201

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
029485	04/09/15	OFF05	OFFICE DEPOT, INC.	257.99	.00	257.99	170001	SHREDDER-PD
				43.22	.00	43.22	288001	BINDERS-PD
				208.46	.00	208.46	649001	GENERAL OFFICE SUPPLIES
				-257.99	.00	-257.99	703001C	SHREDDER PD ORDER CANC
				108.51	.00	108.51	830001	OFFICE SUPPLIES-PD
				22.02	.00	22.02	940001	FOLDERS-PLANNING
				70.27	.00	70.27	4310001	OFFICE SUPPLIES-PD
			Check Total.....:	452.48	.00	452.48		
029486	04/09/15	PGE01	PG & E	9022.15	.00	9022.15	B50406	P.G. & E. 2/13-3/16/15
029487	04/09/15	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B50406	VEHICLE ALLOW. FINANCE AP
029488	04/09/15	SAN02	SANI FOOD MARKET, INC.	47.37	.00	47.37	32	SANDWICHES FD
029489	04/09/15	SPP00	SPP FUND MASTER TENANT, L	9930.05	.00	9930.05	664038	ELECTRICITY 2/1-2/28/15
029490	04/09/15	STO00	MICHAEL STOVER	50.01	.00	50.01	B50407	TRAINING-FUEL REIMBURSEME
029491	04/09/15	USB02	US BANK	753.82	.00	753.82	5309581	EQUIP. MAINT. 3/20-4/20/1
029492	04/09/15	USB04	U.S. BANK CORPORATE PAYME	3625.99	.00	3625.99	B50406	MARCH STMT PER ATTACHED
029493	04/09/15	VAL14	VALLEY TRUCK & TRACTOR CO	155.50	.00	155.50	503153	REPAIR #31 MOWER
				36.74	.00	36.74	510111	REPAIR #14 BACKHOE
				20.46	.00	20.46	511513	PLUG
			Check Total.....:	212.70	.00	212.70		
029494	04/09/15	VCS00	VIGILANT CANINE SERVICES	250.00	.00	250.00	2007	CANINE SERVICE MAINTENANC
029495	04/09/15	VER02	VERIZON WIRELESS	998.97	.00	998.97	B50408	TELEPHONE EXP.2/27-3/26/1
029496	04/09/15	WILHD	WILLOWS HARDWARE, INC.	434.36	.00	434.36	B50407	MARCH STMT PER ATTACHED
029497	04/09/15	WILHI	WILLOWS ACE HARDWARE	687.54	.00	687.54	B50407	MAR STMT PER ATTACHED
			Cash Account Total.....:	77533.92	.00	77533.92		
			Total Disbursements.....:	77533.92	.00	77533.92		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
029497	04/14/15	VOID	VOIDED CHECK					
029498	04/14/15	AFF00	AFFORDABLE COMPUTER SOLUT	848.99	.00	848.99	3447	COMPUTER REPAIR/PARTS FEB
029499	04/14/15	ALE02	ALERE TOXICOLOGY SERVICES	41.25	.00	41.25	929076	TOXICOLOGY SERVICES
029500	04/14/15	BAK06	BAKER & TAYLOR BOOKS	131.77	.00	131.77	179849	NEW PRINT MAT. LIBRARY MA
029501	04/14/15	BAT00	BATTERIES PLUS - 311	40.83	.00	40.83	217817	BATTERIES FD
029502	04/14/15	CAL52	CALIFORNIA STATE BOARD OF	1183.00	.00	1183.00	B50413	USE TAX 1/1/14-12/31/14
029503	04/14/15	COD00	CODE PUBLISHING COMPANY	350.00	.00	350.00	49456	WILLOWS MUNICIPAL CODE WE
029504	04/14/15	COM16	COMCAST CABLE	48.70	.00	48.70	B50413	INTERNET PD 4/7-5/6/15
029505	04/14/15	DEM01	DEMCO, INC.	177.47	.00	177.47	5564110	PAMPHLET FILE/HOLDER LIBR
029506	04/14/15	FP000	FRANCOTYP-POSTALIA, INC.	78.00	.00	78.00	369318	POSTBASE METER CONTRACT 4
029507	04/14/15	INT20	INTERNATIONAL CODE COUNCI	125.00	.00	125.00	3039400	GOVENMENTAL MEMBER DUES
029508	04/14/15	JON01	JONES & MAYER	150.00 217.50 153.00	.00 .00 .00	150.00 217.50 153.00	71974 71975 71976	208 N SACRAMENTO 245 N PLUMAS 329 N SACRAMENTO
			Check Total.....:	520.50	.00	520.50		
029509	04/14/15	MAT01	MATSON & ISOM TECHNOLOGY	387.50 1057.14 -210.00	.00 .00 .00	387.50 1057.14 -210.00	49316 49441 49569C	OFFICE 365 LICENSES AND I PD RELATED SOFTWARE LOADI CREDIT MEMO ADJUSTMENTS
			Check Total.....:	1234.64	.00	1234.64		
029510	04/14/15	NOR43	NORTH STATE RECORDS SOLUT	40.00	.00	40.00	16056	SHREDDING MARCH 2015
029511	04/14/15	PAC15	PACIFIC DATA CONNECTION	227.54	.00	227.54	15826	DATA COMMUNICATION WIRING
029512	04/14/15	PGE01	PG & E	11725.73	.00	11725.73	109249761	N SACRAMENTO ST & WALNUT
029513	04/14/15	PMC00	PMC INC	290.00 1129.37	.00 .00	290.00 1129.37	42015 42335	WILLOWS HOUSING ELEMENT U WILLOWS HOUSING UPDATE 1/
			Check Total.....:	1419.37	.00	1419.37		
029514	04/14/15	QUI01	QUINCY ENGINEERING	8235.00	.00	8235.00	13484-0	N BUTTE ST & N SACRAMENTO
029515	04/14/15	RIC01	RICHARDS PLUMBING	966.68	.00	966.68	439869	REPLACE SLOAN VALVES
029516	04/14/15	SHE01	SHELBY'S PEST CONTROL	33.00	.00	33.00	C-1933-7	BUILDING MAINT FIRE DEPAR
029517	04/14/15	TOT00	TOTAL IMAGING SOLUTIONS,	5226.94	.00	5226.94	10069	DIGITAL MICROFILM SCANNER
			Cash Account Total.....:	32654.41	.00	32654.41		
			Total Disbursements.....:	32654.41	.00	32654.41		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
029517	04/16/15	VOID	VOIDED CHECK					
029518	04/16/15	EDD01	EMPLOYMENT DEVELOP.DEPT.	2100.29	.00	2100.29	B50414	STATE INCOME TAX 4/15/15
				.00	.00	.00	1B50414	SUI
			Check Total.....:	2100.29	.00	2100.29		
029519	04/16/15	EDD02	EMPLOYMENT DEVELOPMENT DE	636.44	.00	636.44	B50414	SDI 4/15/15
029520	04/16/15	PGE01	PG & E	26.60	.00	26.60	B50416	P.G. & E. 1600 S TEHAMA S
029521	04/16/15	WILHJ	WILLOWS PACIFIC ASSOCIATE	693596.00	.00	693596.00	B50416	PASSTHROUGH FUNDS DRAWDOW
			Cash Account Total.....:	696359.33	.00	696359.33		
			Total Disbursements.....:	696359.33	.00	696359.33		



Proclamation
City of Willows

DECLARING THE MONTH OF MAY, AS "POPPY MONTH"

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 four years, has pledged to remind America annually of this debt through the distribution of the memorial poppy;

NOW THEREFORE, I, Larry Domenighini, Mayor of the City of Willows, and on behalf of the entire Willows City Council, do hereby proclaim the month of May, 2015, as "POPPY MONTH" 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 during the month of May.

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 28th day of April, 2015.

Larry Domenighini, Mayor

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
March 24, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen led the Pledge of Allegiance.
3. **ROLL CALL:**

<u>Present:</u>	Williams, Mello, Hansen & Mayor Domenighini.
<u>Absent:</u>	Yoder
4. **Agenda Review:**
 - a) M/S – Hansen/Williams to approve the March 24, 2015, City Council Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**

M/S – Hansen/Williams to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved:
 - a) Approval of General, Payroll & Direct Deposit Check Registers (28590-28652; Z06101-Z06137; 33710-33733).
 - b) Approval of City Council Minutes of the February 24, 2015 regular meeting.
 - c) Approval of City Council Minutes of the March 10, 2015 regular meeting.
8. **Public Hearings:** None
9. **Ordinances:** None.
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
 - Finance Director Tim Sailsbery announced that tomorrow and Thursday between 11:00 a.m. and 5:30 p.m. the Lions Club will be having a hot dog sale fundraiser at Sani Food. The purpose of the fundraiser is to raise funds to purchase and prepare care packages to send to our Military serving overseas.
11. **New Business:**

- a) Consider accepting 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 & Community Development as required by Government Code Section 65400:

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 General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (*which planning period covers from January 1, 2014 to June 30, 2019*), 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 that time. However a major revision to the Land Use Element was completed in 1987 with the annexation of land, also some revisions to the Element and Land Use Map took place in 2000, an updated Housing Element in 2005 and 2010, and most recently the current 2014-2019 Housing Element Update. The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for their final 90 day review/approval. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

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

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. Regional Housing Needs Allocation 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) and the Department of Finance (DOF). This report is within a new planning period for the city (2014-2019).

The Annual Housing Element Progress Report includes the Programs detailed in the adopted Housing Element report which the City will undertake over the next five years.

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

M/S – Mello/Hansen 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 by Government Code Section 65400. The motion unanimously passed.

- b) Consider authorizing the City Manager and Chief of Police to award the Towing and Emergency Roadside Services Contract to the lowest responsive responsible bidder:

The City's tow services contract is set to expire on March 28, 2015. The City sought out RFP's for a tow and roadside services contract to begin at the conclusion of the current contract. The City received two RFP's for the contract from L&T Towing and A+ Towing and bids were opened and officially reviewed on March 18, 2015 at 4:00 p.m.

Based upon the bid information, it is recommended that the Towing and Roadside Service Contract be awarded to L&T Towing effective March 29, 2015. The contract, once authorized, will remain in effect for a period of 3 years.

M/S – Hansen/Mello to award the Towing and Emergency Roadside Services Contract to the lowest responsive responsible bidder, L&T Towing. The motion unanimously passed.

- c) Consider appropriation of \$25,000 for the repair/replacement of a 25 HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund):

On March 9, the City's commercial water well located at the south end of the City Limits experienced a breakdown of one of the pump/motor systems. The net result was a required, emergency replacement of the worn out pump/motor system, along with the casing pipe and electrical work. The resulting estimate for the repair was \$24,589.44. Given that a repair of this magnitude was not anticipated or contemplated for this fiscal year, an additional appropriation of \$25,000 from the Water Enterprise Fund is requested.

The current fund balance in the Water Enterprise fund is approaching \$29,000, so, in the short term, the expenditure can be absorbed. However, this will leave the Water Enterprise Fund rather thin in terms of reserve for operations or any other emergency repair.

The General Fund is the primary source of backfill should an Enterprise Fund go into a negative position. However, should the need arise, staff will return to Council to consider a working capital loan from the Sewer Enterprise Fund to the Water Enterprise Fund, with an amortization schedule for the Council to consider, should the need arise.

M/S – Williams/Hansen to appropriate \$25,000 for the repair/replacement of a 25 HP pump system for the City's Commercial Water Well from Fund 325 (Water Enterprise Fund). The motion unanimously passed.

- d) Consider authorizing the Mayor to sign a letter of support for the Sports Car Club of America - San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application:

David Vodden, President and CEO of Thunderhill Raceway Park, has made a request of both the County of Glenn and the City of Willows to submit letters of support for the SCCA - SF Region's application for Used Oil Recycling grant funds. The SCCA-SF Region is proposing to conduct public outreach and education campaigns to encourage proper recycling of used oil and oil filters. The primary target audience will be high school and young adult automobile enthusiasts, ages 16-24. The proposed grant activities include events to be held primarily in Butte, Glenn, and Tehama Counties, as well as the entire SCCA region. The proposed campaign suggests that SCCA-SF would use three primary outreach methods 1) Events at motorsport facilities and shows, 2) Events at high schools and community colleges, and 3) Social Media campaigns with tie-ins to school and track events. Staff is recommending the Council authorize the Mayor to sign the Letter of Support.

M/S – Hansen/Williams to authorize the Mayor to sign the Letter of Support for the Sports Car Club of America-San Francisco Region's Used Oil Competitive Grant, 2nd Cycle Application. The motion unanimously passed and Mayor Domenighini presented Thunderhill CEO, David Vodden, with an executed copy of the letter.

12. Council Member Reports:

- Council Member Hansen reported that the March 19 Transit Committee meeting was cancelled, but that he did attend the Transportation Commission Meeting .He also reported that he attended the Waste Management Meeting on March 19.
- Council Member Mello mentioned that perhaps the Cities of Willows & Orland should hold a disk golf tournament – City vs. City – similar to the bowling event that the two cities had last year.
- Council Member Domenighini announced that he would attend next month's LAFCO meeting. He also announced that there will be a Library Open House scheduled in the near future and that the Library received a \$2500 donation from the Willows Thrift Store.

13. Closed Session: None

14. Adjournment: Mayor Domenighini adjourned the meeting at 7:37 p.m.

Dated: March 24, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD
March 31, 2015

1. Mayor Domenighini called the meeting to order at 5:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Mayor Domenighini led the Pledge of Allegiance.
3. **ROLL CALL:**

<u>Present:</u>	Williams, Mello, Hansen & Mayor Domenighini.
<u>Absent:</u>	None
4. **Public Comment:** None
5. **Executive Session:**

Pursuant to California Government Code 54950 et seq., the City Council held a closed session as indicated below:

- a) Initiated Litigation – Pursuant to California Government Code 54956.9(a)
Case Number: 14CV01380
Petitioner(s): Kelly Kuwata
Respondent(s): City of Willows; City of Willows Police Department; City of Willows Police Chief Jason Dahl, in his official capacity; City of Willows City Manager Steve Holsinger, in his official capacity; City of Willows City Council, in their official capacity, and does one through ten, inclusive.

6. **Report Out from Executive Session:**

The Council reconvened into open session at 6:30 p.m. and Mayor Domenighini reported that a status update on the litigation was provided to the Council by City Attorney, Gary Krup. The City Council took no reportable action.

7. **Adjournment:**

Mayor Domenighini adjourned the meeting at 6:30 p.m.

Dated: March 31, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

April 28, 2015

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 2015 fire season.

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 2015.

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 2015 fire season.

Respectfully Submitted



Wayne Peabody
Fire Chief

Approved By:

Steve Holsinger,
City Manager

Attachments:

- Exhibit A: 2015 Weed Abatement Schedule
- Exhibit B: Resolution
- Exhibit C: Initial Weed Abatement Survey (Given the Night of Council meeting)

WEED AND RUBISH ABATEMENT

2015 FIRE SEASON

Initial weed abatement survey to be completed and ready for submission by: April 27th.

- | | |
|--------------------------------|--|
| April 28, 2015 | Council Adopts resolution declaring weeds and rubbish a nuisance. Approves May 26 th , 2015 as the date for the Hearing to Protest and July 28 th 2015 as the date for Hearing to confirm cost and declare costs as a lien against the property as of August 6 th , 2015. |
| April 29, 2015 | Begin to solicit bids for 2015 Weed Abatement Contractor. Publish at least three times. (Publish May 2, May 6 & May 9) |
| May 14, 2015 | Bid opening-2:00 p.m. |
| May 13, 2015 | Last day to mail the Notice of Public Hearing to protest to the paper for the May 26 Council Meeting. (Publication date will be May 16, 2015 – 10 days prior to the public hearing). |
| May 26, 2015 | 7:00 p.m.-Hearing on protest. Council orders abatement. Award contract to abate. |
| May 27, 2015 | Resurvey-Start abatement |
| May 31, 2015 | Last date for property owner to do own abatement |
| July 8, 2015 | Last day to mail Notice of Public Hearing to protest to the paper for the July 28 Council Meeting. (Publication Date will be July 18 – 10 days prior to the public hearing). |
| July 23, 2015 | Posting of individual abatement cost list outside door at least 3 days prior to hearing to confirm report and declare cost lien. |
| July 28, 2015 | Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 6, 2015. |
| August 6, 2015
On or before | Transmit abatement cost to auditor's office for inclusions on taxes. Owner has 10 days from date of hearing (July 28) to pay assessment directly to the City prior to transmittal to the auditor. |

RESOLUTION NO.

**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 26, 2015, 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 28th day of April, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Larry Domenighini, Mayor

ATTESTED:

Natalie Butler, City Clerk

GLENN COUNTY TRANSPORTATION COMMISSION

*Gary Hansen, City of Willows, Chairman
John Viegas, County of Glenn, Vice-Chair
Salina Edwards, City of Orland
Keith Corum, County of Glenn
Bruce Roundy, City of Orland
Dwight Foltz, County of Glenn
Jim Yoder, City of Willows (Alternate)
(Vacant), County of Glenn (Alternate)*

*P.O. Box 1070
777 N. Colusa Street
Willows, California 95988*

*(530) 934-6530
FAX (530) 934-6533*

*Di Aulabaugh,
Executive Director*

DATE: April 28, 2015

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 2015/2016 Page C
- Glenn Ride ridership July 2010-March 2015
- Dial-A-Ride ridership, Orland and Willows, July 2010-March 2015

The *Transportation Development Act (TDA), Statutes and Administrative Code of Regulations*, requires specific actions on the part of local transportation planning agencies such as the Glenn County Transportation Commission (GCTC). 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 that provides transportation services to the general public with no qualifications except payment of fare. Glenn Ride has been in operation since August 1998 and has experienced fairly consistent ridership growth. Ridership has grown 323% 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 10.1% lower for July 2014-March 2015 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 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 75 persons per month and 182 persons per month in the City of Willows.

Glenn Transit also provides non-emergency medical transportation to qualifying Glenn County residents. Volunteer drivers from the community provide transportation to individuals for medical appointments. 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.

The GCTC has requested this time and advertised this meeting as an opportunity for residents in the community to provide input on transit needs within the Glenn County Region.

**I. UNMET TRANSIT NEEDS
2015-2016**

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 2015/2016

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 fare box 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.

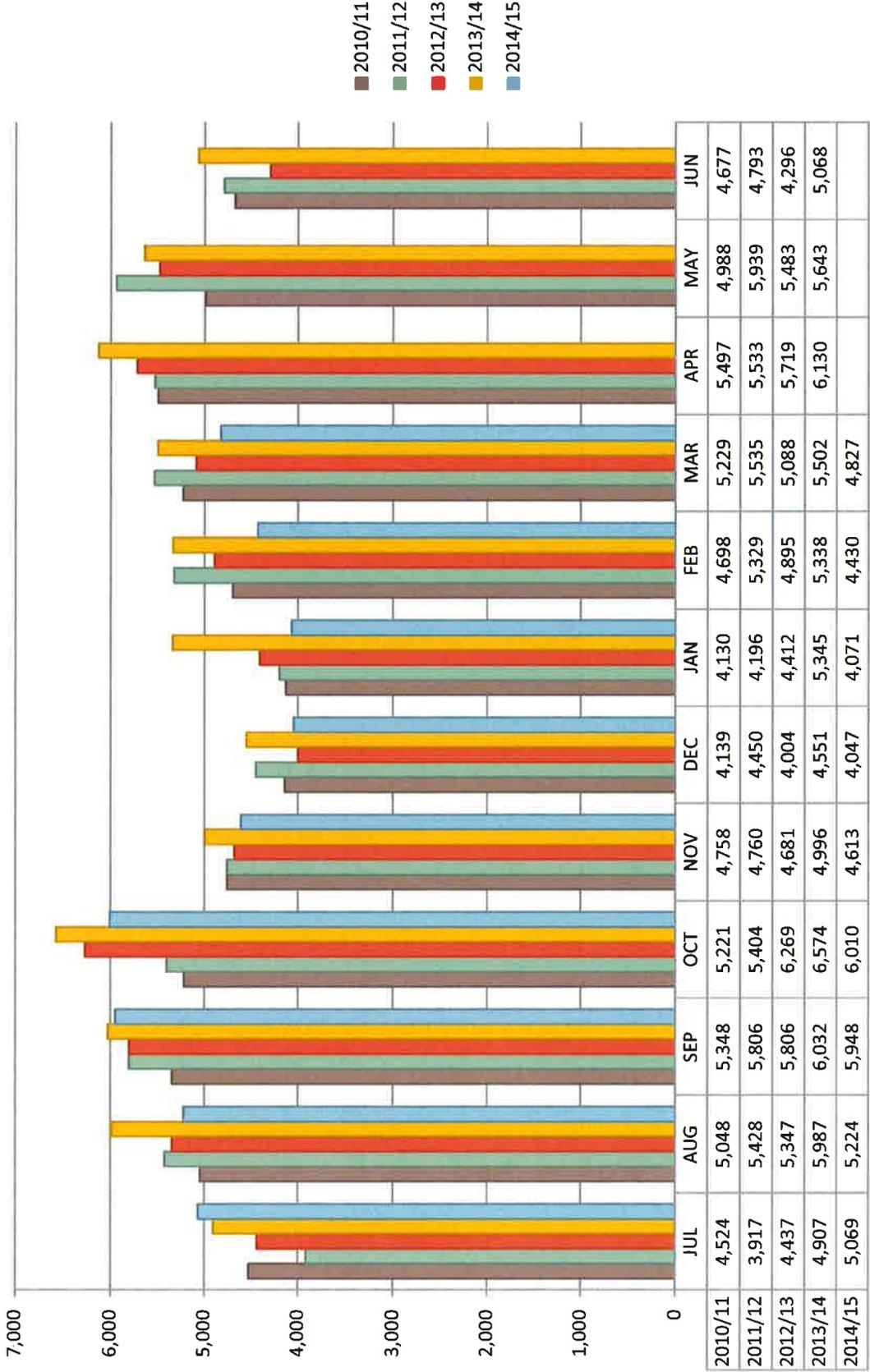
Financial Feasibility: 1) Supporting data indicates a sufficient ridership potential exists for the new, expanded or revised transit service. 2) Potential providers are available to implement the service.

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.

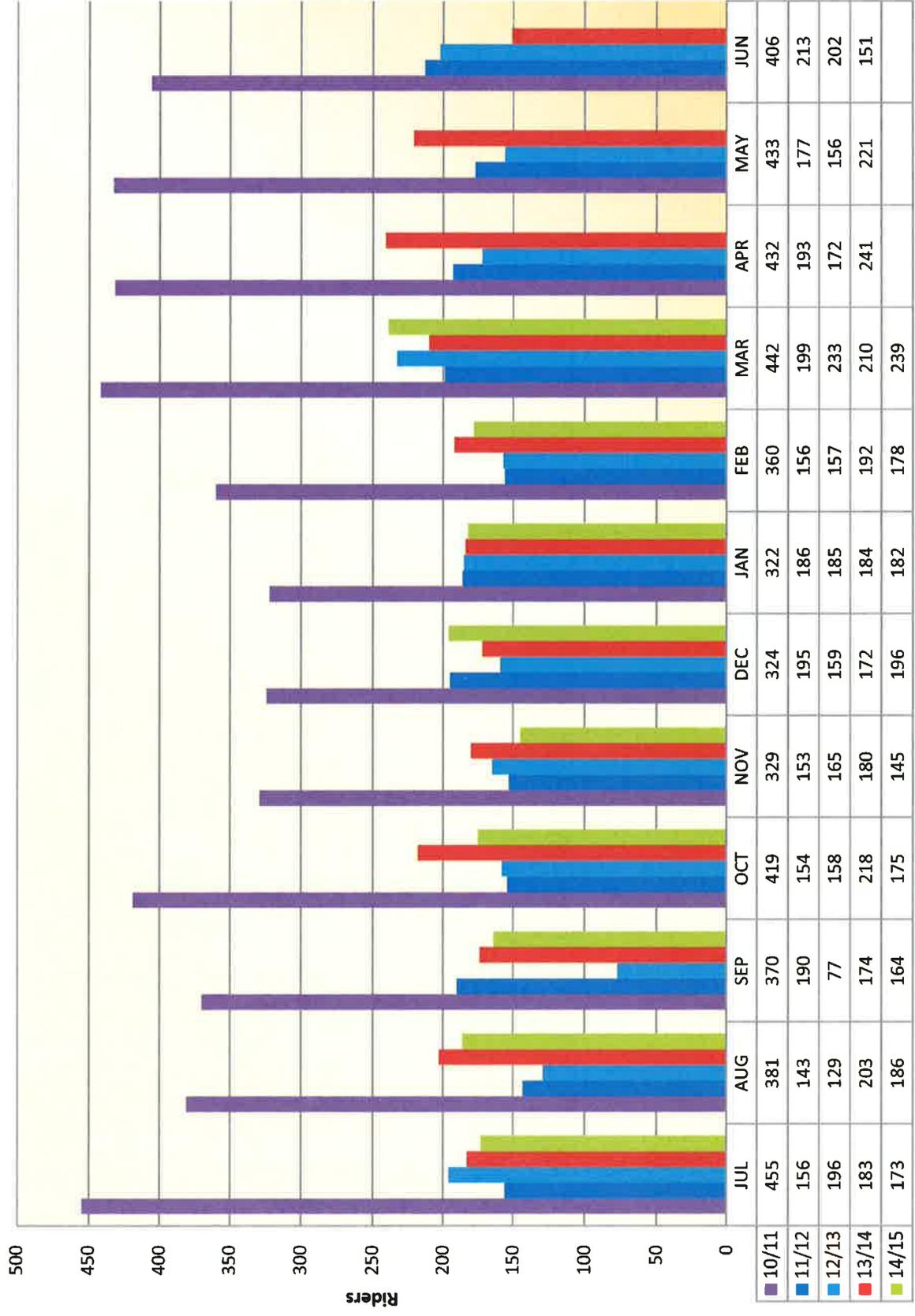
GLENN RIDE RIDERSHIP



Orland Dial-A-Ride Ridership



Willows Dial-A-Ride Ridership



AGENDA ITEM

April 28, 2015

TO: Honorable Mayor Cobb and Members of City Council

FROM: John Wanger, City Engineer

SUBJECT: Landscape and Lighting Assessment District – Receive the Preliminary Annual Engineer's Report for FY 2015-16, adopt the Resolution of Intent to Levy and Collect Assessments and set the time and date for the Public Protest hearing.

RECOMMENDATION

Receive the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intention to levy and collect assessments; and set the required public protest hearing time and date 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 Preliminary Engineer's Report, declare the City Council's intent to levy and collect assessments and set the date and time for a public hearing.
- 3) Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year and approve the Annual Engineer's Report

The first action was completed by the Council on March 10, 2015. This report and resolution accomplishes the second part of the proceedings for FY 2015-16.

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 costs projected for FY 2015-16 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment in both Zones is proposed for increase by the allowable annual CPI (year 2014) of +2.8%. This raises the maximum annual assessment for Zone A to \$449.65 and the maximum annual assessment for Zone B to \$6,387.58. The estimated maximum annual assessment will increase for both zones. The actual amount that will be levied and collected during FY 2015-16 for Zone A will be reduced approximately \$51.92 from FY 2014-15 to \$143.00 per parcel. While the FY 2015-16 budget is the same as FY 2014-15, excess reserves are available and are being used to reduce this year's assessment and to bring the reserves in

line with the City reserve policy. The actual amount that will be levied and collected during FY 2015-16 for Zone B will be increased approximately \$627 from FY 2014-15 to \$5,305.88. This increased assessment is due to increased utility costs and a resulting higher ratio of assessment engineering costs. The FY 2015-16 annual assessments will provide projected revenue of \$11,933.16 to cover the estimated expenses.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. It is noted that the projected Assessment District reserve balance at the end of FY 2015-16 is within that target range for both Zone A and Zone B.

The preliminary Engineer's Report is for your information and comment. The next step in the process is to hold a public protest hearing (required by the Streets and Highways Code for this type of an assessment district.) At the public protest hearing, any person within the assessment district can provide comments for the Council's consideration. 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 and zone reserves.

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Receive the preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intention to levy and collect assessment; and set the date and time for the required 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

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. -2015**

**A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS,
PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2015/2016 FOR THE
CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
AND SETTING THE TIME AND DATE OF THE 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 2015-16; 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 March 10, 2015, the City Council appointed Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2015-16 Engineer's Report, and describing the potential changes to the Assessment District; 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 associated with the Walmart Super Store development; and

WHEREAS, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2015-16 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 2015-16 assessments upon assessable lots and parcels of land within the Assessment District; and

WHEREAS, for Zone A, in order to keep up with inflation the FY 2015-16 maximum annual assessment will be adjusted up by the allowable CPI to \$449.65 per parcel; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2015-16 maximum annual assessment will be adjusted up by the allowable CPI to \$6,387.58 per parcel; and

WHEREAS, 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 2015-16 annual assessment to levy and collect for Zone A is proposed to be \$143.00 per parcel; and

WHEREAS, the proposed FY 2015-16 annual assessment to levy and collect for Zone B is proposed to be \$5,305.88 per parcel.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby intends to levy and collect assessments during FY 2015-16 and preliminarily approves the filed FY 2015-16 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 annual increase to the estimated maximum assessment in Zones A and 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 a public protest hearing will be held on June 23, 2015 at 7:00 p.m. at City Hall, 201 N. Lassen Street, Willows. At the public protest hearing, the City Council will consider changes to the assessment amounts and authorization to levy and collect assessments for Fiscal Year 2015-16; 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; and

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

It is hereby certified that the foregoing Resolution No. _____ -2015 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 28th day of April, 2015 by the following Roll Call vote:

AYES in favor of: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED: _____

ATTESTED: _____

Larry Domenighini, Mayor

Natalie Butler, City Clerk

FY 2015-16



**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**

April 2015

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

FY 2015-16

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 March 10, 2015, the enclosed Engineer's Report on the 15th day of April, 2015.



COASTLAND CIVIL ENGINEERING INC.

By: John L. Wanger
John L. Wanger, RCE 43148, Exp. 3/31/16

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 _____, 2015.

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 _____, 2015.

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 _____, 2015.

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

**FY 2015-16 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT**
(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2015-16

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 March 10, 2015 pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2015-16.

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. This area is known as Zone A. 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.

In FY 2012-13, a new Zone B was created to recover costs associated with the operation and maintenance of streetlights and half the cost of traffic signals within the public right-of-way for the Walmart Super Store on West Wood Street (State Hwy 162).

For FY 2015-16, there are no subdivision developments, land use changes to existing parcels or annexations proposed.

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.

For FY 2015-16, the maximum annual assessment for Zones A and B are proposed to be adjusted up by the latest annual (2014) CPI of +2.80%.

The assessments proposed to be levied and collected for FY 2015-16 for Zone A represent a decrease from those collected in FY 2014-15. The assessments proposed to be levied and collected for FY 2015-16 for Zone B are higher than those collected in FY 2014-15. The total proposed Assessment District budget (Zones A and B) for FY 2015-16 is \$11,933.16.

The proposed changes, budgets, assessments and Proposition 218 impacts to the respective zones within the Assessment District are as follows:

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 rights-of-way in the Birch Street Village subdivision as shown in the Assessment Diagram in Part F of this report. The FY 2015-16 assessment is proposed to be \$143.00 per parcel. This is a reduction of \$51.92 from last year's assessment of \$194.92 per parcel due to excess reserves. The total proposed Zone A budget for FY 2015-16 is proposed to be \$6,627.28, which is the same as FY 2014-15. FY 2015-16 assessment revenue plus existing reserves will be used to cover the current year budget.

The estimated reserve fund balance for Zone A is projected to be above the Council approved reserve budget range of 10%-20% at the start of FY 2015-16. As no special projects are required at this time, the excess reserves will be used to reduce the current year assessment. It should be noted that this is anticipated to be a one year assessment reduction as the excess reserves are expected to be within the desired range at the end of FY 2015-16.

Zone B – Walmart

In FY 2012-13, Zone B was annexed into the Assessment District to cover the cost of three street lights on North Airport Road alongside the Walmart development, and the cost of two traffic signals (including their street lights) at the intersection of North Airport Road and West Wood Street (Highway 162). These are shown as traffic signals with lights on the Zone B Assessment Diagram in Part F of this report. Costs include utility, maintenance, replacement, and administrative expenditures. Replacement costs will be funded from a 'knockdown' fund 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.

The FY 2015-16 assessment is proposed to be \$5,305.88 per parcel. This is an increase of about 13% from the FY 2014-15 assessment to cover additional utility and engineering costs. FY 2015-16 assessment revenue will be used to cover the current year budget.

The estimated reserve fund balance for Zone B is projected to be within the desired reserve budget range of 10%-20% at the end of FY 2015-16.

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 2015-16 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 2015-16 Budget sheet and a FY 2015-16 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 2015-16 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 signals 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 signals 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 2015-16 Budget Cost Estimates

Part B includes the detailed budget for FY 2015-16 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 2015-16. The total budget summary for FY 2015-16 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:	\$ 6,627.28		
Zone B:	\$ 5,305.88		
Total:	\$11,933.16		

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone A - Birch Street Village
Budget

Item	2014-15 Budget	2015-16 Budget
Engineers Report	\$2,469.00	\$2,448.00
Legal Services	\$100.00	\$0.00
Landscape Maintenance	\$2,500.00	\$2,500.00
Lighting Utilities & Maintenance	\$850.00	\$950.00
County Assessor Fees (3.5% of Revenue)	\$115.98	\$231.95
Contingency	\$592.30	\$497.33
Total Expenses	\$6,627.28	\$6,627.28
Contribution from Reserves	\$0.00	\$1,765.28
Total Assessment Costs	\$6,627.28	\$4,862.00
Total Assessment Revenue	\$6,627.28	\$4,862.00
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$194.92	\$143.00

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2015-16</u>
Estimated Starting Reserve Fund on July 1	\$3,045.00
Estimated Interest Earned	\$45.67
Estimated Revenue	\$4,862.00
Total Estimated Funds Available	\$7,952.67
Total Estimated Expenditures	\$6,627.28
Estimated Ending Reserve Fund on June 30	\$1,325.39

Note: The original installation and construction costs were reimbursed by the end of the 2010-11 Fiscal Year.

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone B - Walmart
Budget

Item	2014-15 Budget	2015-16 Budget
Engineers Report	\$1,731.00	\$1,952.00
Legal Services	\$100.00	\$100.00
Lighting Utilities & Maintenance	\$1,348.00	\$1,750.00
Knockdown Replacement	\$1,000.00	\$1,000.00
County Assessor Fees (3.5% of Revenue)	\$81.88	\$185.71
Contingency	\$418.00	\$318.17
Total Expenses	\$4,678.88	\$5,305.88
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Revenue	\$4,678.88	\$5,305.88
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B*	\$4,678.88	\$5,305.88

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone B - Walmart
Summary of Fund Balance

	<u>2015-16</u>
Est. Starting Annual Reserve Fund on July 1	\$500.00
Est. Starting Knockdown Reserve Fund on July 1	\$3,000.00
Estimated Interest Earned	\$52.50
Estimated Annual Revenue	\$4,305.88
Estimated Knockdown Revenue	\$1,000.00
Total Estimated Annual Funds Available	\$4,858.38
Total Estimated Knockdown Funds Available	\$4,000.00
Total Estimated Annual Expenditures	\$4,305.88
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30	\$552.50
Est. Ending Knockdown Reserve Fund on June 30	\$4,000.00

PART C

FY 2015-16 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of \$11,933.16 for FY 2015-16 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 6,627.28	From Zone A
\$ 5,305.88	From Zone B

The breakdown of FY 2015-16 annual assessments per parcel is shown in Table 1 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 2015-16

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	\$143.00	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	27	R1XX	Single Family	\$143.00	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	R1XX	Single Family	\$143.00	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	R1XX	Single Family	\$143.00	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	R1XX	Single Family	\$143.00	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	R1XX	Single Family	\$143.00	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	R1XX	Single Family	\$143.00	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	R1XX	Single Family	\$143.00	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	R1XX	Single Family	\$143.00	Dover Jerome W	1320 W. Humboldt Ave, Willows, CA 95988
001-07-1-018-0	16	R1XX	Single Family	\$143.00	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	R1XX	Single Family	\$143.00	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	R1XX	Single Family	\$143.00	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	R1XX	Single Family	\$143.00	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988
001-07-1-022-0	18	R1XX	Single Family	\$143.00	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	R1XX	Single Family	\$143.00	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988
001-07-1-024-0	20	R1XX	Single Family	\$143.00	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	R1XX	Single Family	\$143.00	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	R1XX	Single Family	\$143.00	Tafolla, Guillermo Arias	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	R1XX	Single Family	\$143.00	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	R1XX	Single Family	\$143.00	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	R1XX	Single Family	\$143.00	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	R1XX	Single Family	\$143.00	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988
001-07-1-031-0	12	R1XX	Single Family	\$143.00	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	R1XX	Single Family	\$143.00	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	R1XX	Single Family	\$143.00	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	R1XX	Single Family	\$143.00	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	R1XX	Single Family	\$143.00	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	R1XX	Single Family	\$143.00	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	R1XX	Single Family	\$143.00	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	R1XX	Single Family	\$143.00	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	R1XX	Single Family	\$143.00	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-07-1-040-0	3	R1XX	Single Family	\$143.00	Drazkowski Tonia & Scott Lindsay B Co Trs	111 S Villa Willows, CA 95988
001-07-1-041-0	2	R1XX	Single Family	\$143.00	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	R1XX	Single Family	\$143.00	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:	\$4,862.00		

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	\$5,305.88	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1		Total Assessment:	\$5,305.88		

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.

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 four way traffic signal system 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 signals, lights and controller plus associated costs. The remainder of the other costs associated with this signal 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 (including lights), 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). 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 6 years the implemented increase has been less than 3%.

The CPI adjustments to the Maximum Allowed Assessment per Parcel from FY 2012-13 through FY 2015-16 are shown as follows:

Maximum Allowable Assessment Analysis						
	Allowed Annual CPI 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 2013-14	2012	2.70%	\$11.25	\$427.98	\$159.84	\$6,079.84
FY 2014-15	2013	2.20%	\$9.42	\$437.40	\$133.76	\$6,213.60
FY 2015-16	2014	2.80%	\$12.25	\$449.65	\$173.98	\$6,387.58

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 2015-16 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 2015-16
Zone A - Birch Street Village and Zone B - Walmart

APN	Assessment Diagram Number	Owner Name	Mailing Address
001-07-1-009-0	26	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	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	Baczkowiski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
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	1320 W. Humboldt Ave, Willows, CA 95988
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	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988
001-07-1-022-0	18	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988
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	Tafolla, Guillermo Arias	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	Lederer, Eric M	310 El Dorado Ave, 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	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	Hutson, Evan C & Amanda	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	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-07-1-040-0	3	Draskowski Tonia & Scott Lindsay B Co Trs	111 S Villa 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 2015-16 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

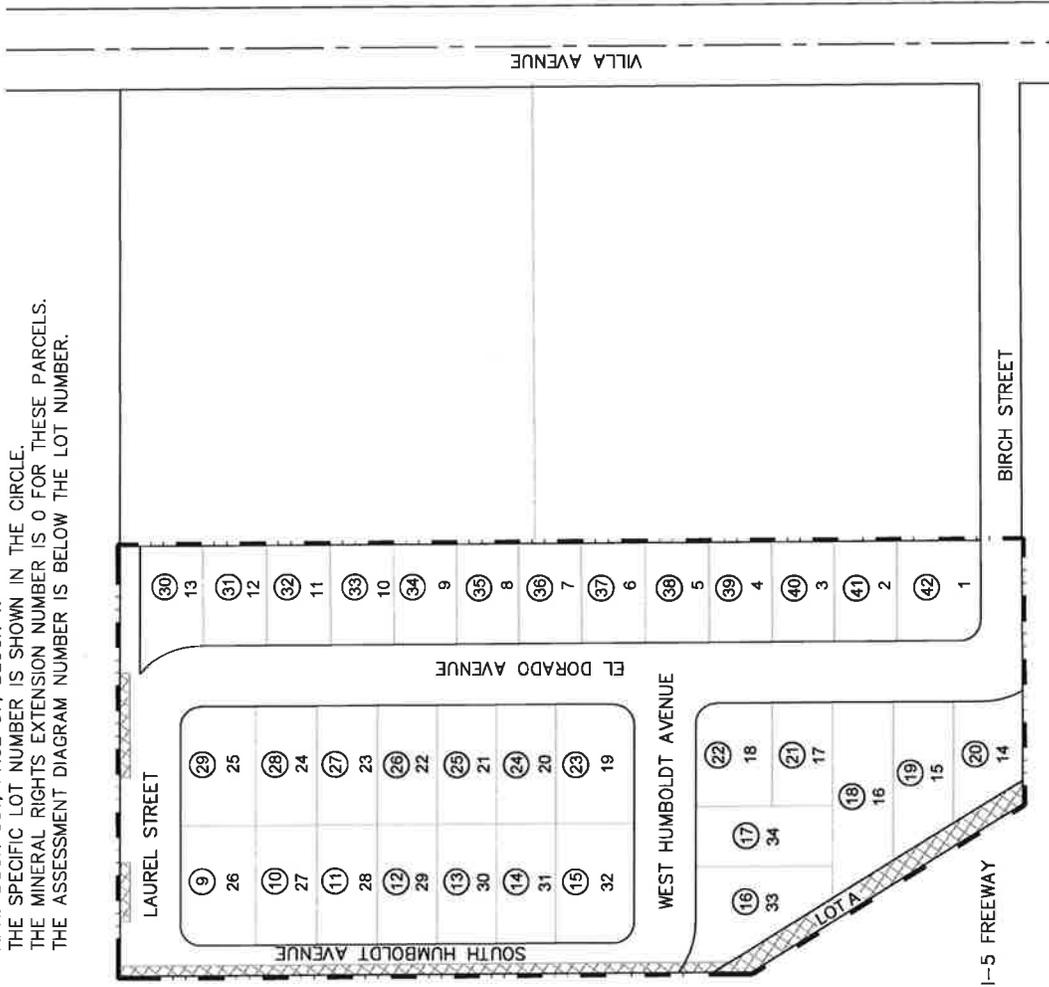
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE

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" = 180'



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.



Coastland Civil Engineering, Inc.
1400 Nectomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2015-2016 Fiscal Year

CITY OF WILLOWS
LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM

ZONE B - WALMART

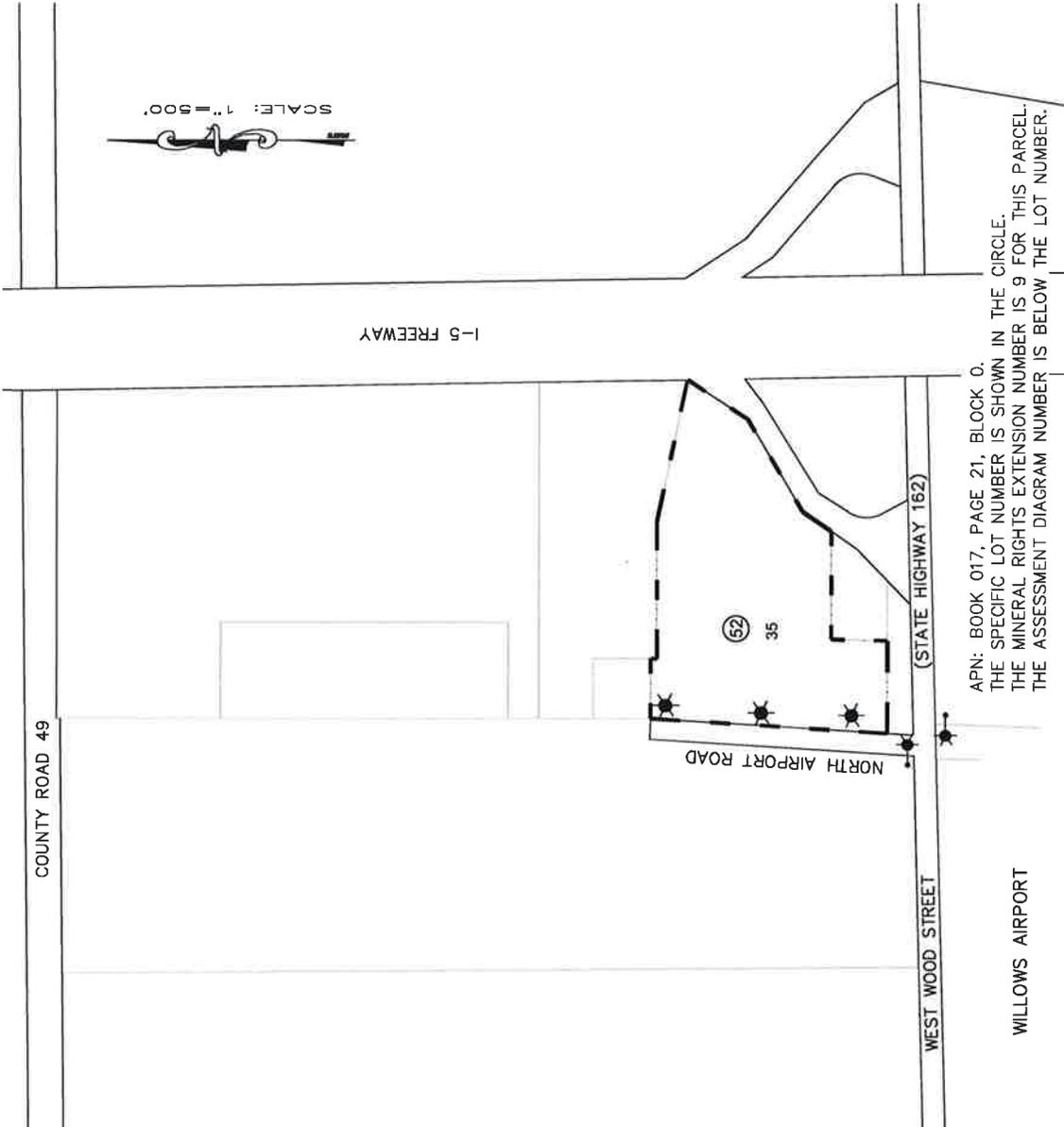


VICINITY MAP

- ★ 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
 2015-2016 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 Nectomas Avenue, Santa Rosa, CA 95405
 707.571.8805 707.571.8037 Fax

AGENDA ITEM

April 28, 2015

TO: Steve Holsinger, City Manager
FROM: Jason Dahl, Chief of Police
SUBJECT: Surplus Property

RECOMMENDATION

Declare, by motion, the attached items as surplus and direct staff to sell or dispose of by sealed bid, auction, or other method.

SUMMARY

The Police Department has identified City property listed in Exhibit A which are no longer used or which have become obsolete or worn out. Pursuant to Willows Municipal Code 3.05.120, staff is requesting the City Council declare the items as surplus and direct staff to sell or dispose of by sealed bid, auction, or other method.

Each department requests the proceeds from surplus go back into their respective budgets.

ALTERNATE ACTIONS

Reject recommendation

RECOMMENDATION

Declare, by motion, the attached items as surplus and direct staff to sell or dispose of by sealed bid, auction, or other method.

Respectfully submitted,



Jason Dahl
Chief of Police

Approved by,

Steve Holsinger
City Manager

Attachments:
Exhibit A

EXHIBIT A

POLICE DEPT.

1. 1999 Ford Crown Victoria, VIN #2FAP71WXXX200936, 167,497 miles
2. 2002 Ford Crown Victoria, VIN #2FAFP71W32X138661, 109,966 miles

AGENDA ITEM

April 28, 2015

TO: Honorable Mayor Domenighini, and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Ambulance Services Status update

RECOMMENDATION

Staff is seeking direction from the City Council concerning the possibility of partnering with Glenn County Government to formalize/develop a County-wide Ambulance District to serve the residents of Glenn County.

SITUATION

Willows Fire Chief, Wayne Peabody previously provided an overview of the proposed changes to ambulance service levels anticipated to impact Willows residents in the immediate future. Since that time, Council's Public Safety Sub-committee and Board of Supervisor representatives Soeth & Corum have solicited input from neighboring agencies concerning these anticipated impacts. Discussions have focused on alternative service delivery methodology and other alternative potential resolutions to the declining services available in Willows and South Glenn County. Despite these diligent efforts, to date no alternative delivery method or other resolution has been universally identified or acknowledged.

Therefore, staff is seeking direction from the City Council concerning support for the creation/development of a county-wide ambulance district; intended to provide the financial framework necessary to address the operations & maintenance of enhanced ambulance services in Glenn County. The council's obligations would be both political and financial assistance to partner with Glenn County and potentially the City of Orland to develop a county-wide ambulance district; including meeting all the legislative requirements to qualify a measure for voter consideration at the earliest available general election cycle.

FINANCIAL CONSIDERATIONS

Unknown at this time, however would likely require expert consulting assistance to develop the necessary ballot measure required.

NOTIFICATION

Steve Soeth, Chairperson, Glenn County Board of Supervisors

RECOMMENDATION

Staff is seeking direction from the City Council concerning the possibility of partnering with Glenn County Government to formalize/develop a County-wide Ambulance District to serve the residents of Glenn County.

Respectfully submitted,


Steve Holsinger
City Manager

Attachment(s): Willows Fire Chief report to Sub-Committee, April 1, 2015, subsequent emails exchanged with Nor-Cal EMS, CEO and Westside Ambulance Manager

WILLOWS



WILLOWS FIRE DEPARTMENT
CHIEF WAYNE PEABODY
445 S. BUTTE ST.
WILLOWS, CA 95988
PHONE: (530) 934-3323
FAX: (530) 934-5969
www.cityofwillows.org



South County Ambulance:

Situation:

Glenn County is in a position of needing a third ambulance to provide, timely medical response and transportation to Citizens of Glenn County. Currently Enloe Medical Center provides an ambulance in the Southern area covering from Co Rd 33 to Colusa County Line running app 1500 calls. Westside Ambulance provides coverage in the north County from Co Rd 33 to the Tehama County Line running app 1300 calls. Westside ambulance has been granted an exclusive operating area (EOA), which means they have sole source to their area.

Willows ambulance primary transportation/receiving hospital is Glenn Medical center, while certain patients by protocols are transported by either ground or air to Enloe Medical Center. Willows Ambulance provides both 911 and Inter Facility Transports. Inter Facility Transports from Glenn Medical Facility to Enloe Medical Center removes one ambulance from the area for an average of two and half hours. Mutual aid response areas to include Orland, Colusa County and Butte County. Currently no binding agreement is in place.

WestSide Ambulance primary transportation/Receiving hospital is Enloe Medical Center. Westside ambulance only provides 911 call services average ground transportation takes app two and half hours. Mutual aid response areas to include Willows, Tehama and Butte Counties. Westside ambulance is a private ambulance company.

Currently Willows fire is waiting on Advance Life Support and transportation appromantley 25% of our calls with times reaching 30-45minutes.

Option #1:

Recommend to the Glenn County Board of Supervisors a county wide assessment to provide funding for an Ambulance Special District.

Option #2:

~~Willows Fire to hire 3 personal and cross staff an ambulance at the fire station. The ambulance would be called when Willows ambulance is out of the area and be available to the entire County.~~

Steve Holsinger

From: Dan Spiess <dspiess@NORCALEMS.org>
Sent: Wednesday, April 22, 2015 12:32 PM
To: Steve Holsinger
Cc: Wayne Peabody; Steve Soeth; Lori Finch; PeterC@cityoforland.com; Bigdog; Gary Hansen ; Jeff Williams; Larry Domenighini; larry Mello; Natalie Butler; Eric Rudnick; Denny Bungarz
Subject: RE: Westside Ambulance Service - Exclusive Zone??

Steve

I've talked to the primary contact at the state Emergency Medical Services Authority a couple of times regarding your questions. Here's what I found:

Challenge the Exclusive Zone currently held by Westside Ambulance.

Since exclusive zones are restricted by the Local EMS agency (Nor-Cal EMS) upon the recommendation of a county, (Health and Safety Code 1797.85) to "unrestrict" and open up the zone to any operator would take the same action. That is, upon the recommendation of the county. I recall that prior to establishing the Zone 1 exclusive, that the County Emergency Medical Care Committee was involved and made the recommendation to the County Board of Supervisors. Nor-Cal then proposed that Zone 1 be exclusive and sent support materials. The state then determined that it met the "grandfathered" exclusivity qualifications.

County-Wide Ambulance District

If a county wide ambulance district (ambulance zone) were desired, the exclusivity of Zone 1 would need to be "unrestricted" as described above. The state folks said you could have one or more services operating in the one zone that covers the entire county. Your dispatch would need to be aware of the proximity of each call in order to dispatch the closest unit.

Response Times

The first impression of the response times in Zones 1 and 2 is that they are better than the state standards for Suburban/Rural and Wilderness areas. At the 90 percentile the state standard for Suburban/Rural is twenty minutes. Code 3 calls, (lights and siren) for Zones 1 and 2 are 12 minutes and 17 minutes respectively and for code 2 calls (no lights and siren) for Zones 1 and 2, 15 minutes and 15:40 respectively.

This means that on code 3 calls, in Zone 1, 90 percent of the calls were faster than 12 minutes and in Zone 2, 90 percent of the calls were faster than 17 minutes. Similarly on code 2 calls in Zone 1, 90 percent of the calls were faster than 15 minutes and in Zone 2, 90 percent of the calls were faster than 15:40.

Other thoughts

I'm not aware that Westside has been formally approached regarding service in the south county. Can they and Enloe be a part of the next meeting?

Also as Dr. Rudnick and I have discussed and the group discussed at the meeting on April 1, at the heart of the coverage concerns is financial viability. Regardless of who provides services in the county and whether or not the zones are exclusive or not, with the county's low call volume, resources will be limited. One advantage of exclusivity is that it prevents another service from operating in that zone, splitting the calls and reducing the economics further.

The next meeting of the group will an important one to sort through the many details. Dr. Rudnick and I look forward to working with you and all the interested representatives.

Dan Spiess, CEO
Nor-Cal EMS
1890 Park Marina Drive. #200
Redding, CA 96001

530 229-3979

Steve Holsinger

From: Wayne Peabody
Sent: Wednesday, April 15, 2015 11:17 AM
To: Steve Holsinger
Subject: Fw: Glenn County

From: Lori Finch <westsideals@gmail.com>
Sent: Monday, April 13, 2015 10:40 AM
To: Wayne Peabody; Steve Soeth
Cc: garyhansen04@gmail.com
Subject: RE: Glenn County

We haven't had an official meeting to discuss this yet, but from the board members that I have spoken with so far, they aren't going to pursue putting anything in Willows. Too much expense, too much risk.

Like I said, we haven't officially discussed this yet, but I don't want anyone to put any more effort into counting us into the scenario just yet.

Lori Finch
Manager
Westside Ambulance Association
604 Fourth Street
Orland, CA 95963
(530) 865-3998
(530) 865-5981 Fax

From: Wayne Peabody [mailto:wpeabody@cityofwillows.org]
Sent: Monday, April 13, 2015 9:57 AM
To: Steve Soeth; Lori Finch
Cc: garyhansen04@gmail.com
Subject: Re: Glenn County

The way I see it, if Westside comes down and places a unit and gets half the calls. Both ambulance will lose money, and we may be in a position that one or both will leave the area. Lori has stated before that we need two ambulances committed to Glenn County, and she is right, we also need the third to run the transfers.

May be we can get Westside and Enloe together and see if we can come up with a type of agreement, where Westside runs 911 and Enloe can do the transfers 0800-1800.

Lori Do you have any ideas? There are alot of if's and it all depends upon Westside board if they would like to expand. We need a third rig app 30% of the time.

Chief Peabody
