

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



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Willows, CA 95988
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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, June 23, 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 the City Council's June 23, 2015 Agenda.
5. **Presentations & Proclamations:** None Scheduled
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 the Minutes of the May 26, 2015 regular City Council Meeting.
 - b) Consider approval of the Minutes of the June 9, 2015 regular City Council Meeting.
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*). None Scheduled.
 - a) Conduct the public protest hearing and consider, by motion, adoption of a resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2015-2016.

- b) Conduct a public hearing and consider, by motion, adoption of a resolution to adjust Planning & Document Fees.
 - c) Conduct a public hearing and consider, by motion, adoption of a resolution to adjust Development Impact Fees.
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
11. New Business:
- a) Consider, by motion, authorizing 3CORE Inc. to submit a Museum Grant Funding Application in conjunction with the California Cultural & Historic Endowment.
12. Council Member Reports:
13. Executive Session: None
14. Adjournment:

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

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
May 26, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.
Absent: None
4. **Agenda Review:**
 - a) City Manager Steve Holsinger pointed out that there had been an adjustment to the fee structure for item 11 (e) on the agenda and the Council was given a copy of the updated and corrected fee structure. **M/S – Hansen/Yoder** to approve the May 26, 2015, City Council Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:**

Courtney Mae Callen Thuemler spoke during the Public Comment portion and made allegations and assertions of illegal hiring practices by the Police Chief and the City, along with other conspiratorial accusations of the City having somehow been involved in the hacking of her personal computer and the theft of her car. Mayor Domenighini asked Ms. Thuemler to please contact him directly via his City email if she had an interest in discussing the specifics of her allegations with him and perhaps certain members of staff, as the Council is forbidden to take any formal action under “Public Comment/Written Communications” on the agenda. Ms. Thuemler indicated she would contact Mayor Domenighini to set up a meeting.
7. **Consent Agenda:**

M/S – Yoder/Hansen to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

 - a) Approval of General, Payroll & Direct Deposit Check Registers (29598-29622; Z06278-Z06315; 34151-34172).
 - b) Approval of City Council Minutes of the April 28, 2015 Regular meeting.
 - c) Approval of City Council Minutes of the May 5, 2015 Special meeting.
8. **Public Hearings:**

- a) Conduct a Public Hearing and upon conclusion, by motion, declare the parcels indicated by the Fire Chief to be abated by our City Contractor:

On April 28, 2015, the Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance. The City Fire Department has surveyed all areas of the City that were a nuisance and has notified the property owners that they must remove the nuisance or the City will perform this task and bill the property owner accordingly.

Pursuant to Government Code 39560 thru 39588 there is to be set a fixed time for appeals to be considered by the Council from any of the noticed property owner(s) whose properties had been abated by the City Contractor. The time for this appeal hearing has been set for 7:00 p.m. on Tuesday, July 28, 2015.

At this evening's meeting, the Council shall conduct a Public Hearing to hear any comments or objections from property owners who received a "Notice to Abate". Upon conclusion of tonight's Public hearing, if there are no objections heard from the public, the Council shall order the Fire Chief to have the City Contractor abate the nuisance(s) on said properties.

Properties that the City Contractor abates will be billed to the property owner and for those property owners who do not pay the City directly, a lien will be placed against their property and it will appear as an assessment on their property tax bill from Glenn County.

Mayor Domenighini opened the Public Hearing at 7:19 p.m., and hearing no comments, subsequently closed the Public Hearing at 7:19 p.m. Very brief Council discussion ensued and Council Member Williams requested that the list of parcels to be abated be placed on the City's website. The City Manager stated that he would direct the City Clerk to place this information on the City's website. **M/S - Hansen/Mello** to declare the parcels indicated by the Fire Chief to be abated by the City Contractor as of June 1, 2015. The motion unanimously passed 5/0.

- b) Conduct a Public Hearing and upon conclusion, consider by motion 1) Adoption of a Resolution approving zoning text amendments to the Municipal Code/Zoning Ordinance and 2) Consider reading by title only and passage of the first reading of six Ordinances amending sections of chapter eighteen of the Municipal Code of the City.

Senior Planner, Karen Mantele, presented the staff report to the Council. City Staff is proposing to make amendments to the City's Municipal Code/Zoning Ordinance; most specifically as a part of the Housing & Community Development requirement in order to implement the City's 2014-2019 Housing Element Update. A summary of proposed amendments as follows:

Zoning Text Amendments to include: defining where Transitional and Supportive Housing is permitted and can be developed by adding section 18.40.020(4), modifying section(s) 18.55.030(18) and 18.50.020(18), modifying the definition of "Family" in section 18.25.050, and adding a definition for "Household" in Section 18.25.080, deleting text in Section(s) 18.45.040(1) and 18.40.040(1) which text does not conform to the General Plan densities for those corresponding land use designations.

Other modifications to the code are being proposed, but are not as part of the programs listed in the 2014-2019 Housing Element; modify the Comprehensive Sign Code Section(s) 18.125.020 (remove definition of campaign sign), and modify Section 18.12.040(5). If the proposed text amendments are adopted, they would be applicable to all parcels within the City of Willows boundaries.

With that, Staff is requesting that Mayor Domenighini open the Public Hearing to receive input from the public on the amendments, and once concluded, staff recommends the adoption of the Resolution and the passage of first reading by title only, six Ordinance amendments.

Mayor Domenighini opened the Public Hearing at 7:26 p.m. and hearing no comments, subsequently closed the Public Hearing at 7:26 p.m.

M/S - Hansen/Yoder to adopt a Resolution of the City Council of the City of Willows Approving Amendments to the Municipal Code/Zoning Ordinance as proposed in the following six ordinance amendments, with other text remaining unchanged. The motion unanimously passed 5/0.

M/S – Hansen/Yoder to read by title only and pass first reading of an Ordinance entitled **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.25 DEFINITIONS OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION(S) 18.25.060 AND 18.25.080 REVISING THE DEFINITION OF FAMILY AND ADDING A DEFINITION FOR HOUSEHOLD WITH ALL OTHER TEXT TO REMAIN UNCHANGED”** . The motion unanimously passed 5/0.

M/S – Mello/Williams to read by title only and pass first reading of an Ordinance entitled **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.40 R-3 HIGH DENSITY RESIDENTIAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION(S) 18.25.40.020(4) AND 18.40.040(1) ADDING TRANSITIONAL AND SUPPORTIVE HOUSING AS A PERMITTED USE WITH ALL OTHER TEXT TO REMAIN UNCHANGED”** . The motion unanimously passed 5/0.

M/S - Yoder/Hansen to read by title only and pass first reading of an Ordinance entitled **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.45 R-P RESIDENTIAL-PROFESSIONAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.45.040(1) REMOVING TEXT REGARDING DENSITY WHICH DOES NOT COMPLY WITH GENERAL PLAN DENSITIES WITH ALL OTHER TEXT TO REMAIN UNCHANGED”** . The motion unanimously passed 5/0.

M/S – Williams/Yoder to read by title only and pass first reading of an Ordinance entitled **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.55 CENTRAL COMMERCIAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.55.020(18) ADDING WHERE TRANSITIONAL AND SUPPORTIVE HOUSING TO**

PERMITTED USES WITH ALL OTHER TEXT TO REMAIN UNCHANGED” . The motion unanimously passed 5/0.

M/S – Hansen/Williams to read by title only and pass first reading of an Ordinance entitled **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.60 GENERAL COMMERCIAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.60.020(18) ADDING TRANSITIONAL AND SUPPORTIVE HOUSING TO PERMITTED USES WITH ALL OTHER TEXT TO REMAIN UNCHANGED”**. The motion unanimously passed 5/0.

M/S - Mello/Hansen to read by title only and pass first reading of an Ordinance entitled **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.125 COMPREHENSIVE SIGN LAW OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.125.020 AND 18.125.040(5) DELETING TEXT REGARDING CAMPAIGN SIGNS WITH ALL OTHER TEXT TO REMAIN UNCHANGED”**. The motion unanimously passed 5/0.

9. **Ordinances:** Action taken under item 8(b).

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

- The City Manager publicly thanked the City Planner, Karen Mantele, for all of her efforts and an outstanding job in creating the Ordinance amendments in order to meet the City’s Housing Element compliance standards.
- The City Manager announced that tomorrow night will kick off the Wednesday night Farmers Market in downtown Willows. The Market will be held each Wednesday throughout the summer months from 4:00 p.m. to 7:00 p.m. He also announced that the annual “Community Clean-Up” event will take place on June 13 from 8:00 a.m. to 1:00 p.m. by the Willows Memorial Hall. This is a free event and anybody with a “95988” zip code may utilize this service.
- The City Manager announced that Pacific West Communities, the developer for the Senior Housing project at the corner of Sycamore Street and Humboldt Avenue, has inquired about having an Open House of the Willows Spring Center housing project now that it is near completion. He will update the Council as more information is received about the event.
- Council Member Williams requested that an item be placed on the next agenda to discuss and review the City’s hiring practices and procedures. He voiced his concern that the City hired a new Attorney to replace the City’s current Attorney, Gary Krup, and he was only made aware of that fact by a citizen and he was never notified by Staff that this occurred. He also voiced his concerned that the City hired a contractor for a sidewalk replacement project at one of the City-owned rental properties without seeking three bids for the job because he believes that it should have gone through the bid process. He asked that an item be placed on the next agenda to discuss this issue and the City’s practices for bidding jobs out. Finally, he requested that there be a Closed Session item placed on the next agenda to receive an

update on Police Officer Kelly Kuwata's lawsuit against the City to try to gain back full Officer-duties status. The City Manager stated that he has no problem explaining the City's hiring practices, but he would like some more detailed information what Council Member Williams wants to know. Council Member Williams stated that he would like to be in on discussions before anybody in the City is hired and he wants to be a key part of the hiring process, to which the City Manager responded that it is very clear in the City's Municipal Code that he (the City Manager) is the Personnel Officer for the City and the City Council's only role in hiring staff, pursuant to the Municipal Code, is that they hire the City Manager and the City Attorney and all other staff is hired by the City Manager. The City Manager stated that his door is always open to the Council and any member can come in and discuss these types of matters or seek answers to their questions at any time, but he doesn't believe a briefing on the City's hire-fire procedures is needed to be vetted in public, as it is already defined in the City's Municipal Code. Finance Director Tim Sailsbery cautioned Council Member Williams that what he is talking about regarding the hire-fire process is essentially him trying to change from a City Council/City Manager form of Government, to a City Administrative form of Government, which is generally not a favorable or successful type of operational Government. Mr. Sailsbery also inquired about what citizen told Council Member Williams that the City hired a new Attorney. Council Member Williams did not respond. Mr. Sailsbery stated that there has been no hiring of a new City Attorney; however, there has been an inclusion of co-council for a specific case in the absence of Attorney Krup, due to scheduling conflicts. Mr. Sailsbery requested Council Member Williams to be respectful by talking to or inquiring about procedural operations directly with the City Manager or the City Attorney about topics of concern first, and not to choose open City Council Meetings as his forum for these types of issues/questions/concerns. Council Member Mello requested that these discussions finally cease, as they are essentially not accomplishing anything and they could go on and on. The City Manager and Council Member Hansen concurred with Council Member Mello. Council Member Yoder then reiterated the City Council's Role versus the role of the City Manager. It is the Council's responsibility to hire a professional City Manager, who in turn is responsible to hire and maintain professional staff members to run the City. This is the process that was put in place long ago by the legislative body and he thinks it works just fine. He indicated that to change that procedure just because somebody doesn't like someone or something, he believes is absurd. He added that the Council doesn't want to assassinate the character(s) of the City Manager and City Staff and bring their performance into question in an open meeting. Council Member Hansen concurred, adding that the Council Members are responsible for educating themselves on the laws and policies of not only the City, but also the State. He believes that if the Council starts meddling and messing around and changing Municipal codes, this could be very dangerous. He stated he believes the City has a great and professional staff and there is no need to change something that is already working well. Mayor Domenighini then repeated, for clarification purposes, the three items that Council Member Williams would like to see, which is to 1) discuss the City's hire-fire procedures and processes, 2) discuss the City's practice for bidding jobs and 3) to have a Closed

Session item placed on the next agenda to get an update on the status of the lawsuit between Police Officer Kuwata and the City. Both Mayor Domenighini and the City Manager suggested that rather than having a discussion about the first two items in an open public meeting, that Council Member Williams should request a meeting with City Attorney, Gary Krup to review both the hire-fire procedures and the bid process. The City Manager then addressed Council Member Williams' request for a Closed Session item to receive an update on the Kuwata lawsuit. He stated that he absolutely will not do that, as to do so would be completely inappropriate. At such time as there is direction given to him by the City Attorney to place a Closed Session item on the agenda to discuss this case, it will not be placed on an agenda. Discussions concluded with Council Member Williams agreeing that he would meet with the City Attorney to seek more clarification on these topics. Council Member Mello requested that he, too, would like to attend that meeting with Council Member Williams and Attorney Gary Krup. The City Clerk agreed that she could set up an appointment for a meeting, however, she cautioned Council Members Mello and Williams that whatever is stated during that meeting cannot be disclosed privately to any other member of the City Council unless it is done in an open meeting, as that would constitute a "Serial Meeting" which is a violation of the Brown Act.

11. New Business:

- a) Consider approval of an MOU between the City of Willows and Stony Creek Joint Unified School District for the repositioning of the Elk Creek Library:

Library Director, Jody Meza, was recently approached about the possibility of relocating the Elk Creek Library Branch into a vacant building located on the Stony Creek School District property in Elk Creek. Discussions ensued and were concluded with the development of an MOU between the City and the School District for the relocation of the Elk Creek Library Branch. The MOU approval will require a \$100 monthly fee, which reduces the net operating expense of the Elk Creek Library Branch by approximately \$150 per month; savings which could be utilized for additional enhancements of other Library services in the future. Staff recommends approval. **M/S – Mello/Yoder** to approve an MOU between the City of Willows and Stony Creek Joint Unified School District for the relocation of the Elk Creek Library Branch. The motion unanimously passed 5/0.

- b) Consider adoption of two Resolutions for the use of Downtown Façade Improvement Funds for two exterior façade rehabilitation projects:

Two grant applications were recently submitted to the City; one for a regular Façade Improvement Grant and one for a Façade Mini-Grant. They are as follows:

- (1) David and Laura Boehm have made an application request to the City for a grant under the Downtown Façade Improvement Program for several exterior improvements, to include installation of new doors and windows to an existing commercial building located at 300 N Butte Street. The initial project, which is to reuse an existing commercial building to establish an exercise business, was heard

by the Planning Commission on August 20, 2014 under a Conditional Use Permit and Design Review application. It was understood during the hearing of the item that new windows and doors would be part of the overall project, as the building had a fire and was being remodeled. The total cost estimate of the project is approximately \$35,798.86. Per the Program Guidelines, an applicant may request funding assistance in which the Program would reimburse the applicant fifty percent (50%) of the total project cost. Window replacement is listed as eligible façade improvements. Other improvements can be made with written approval if they meet the objectives of the Program. The grant application was reviewed by the Greater Willows Improvement League (GWIL) and a recommendation was made to only fund a portion of the request not to exceed \$10,000.

- (2) Jennifer Carriere-La Duke has made an application request to the City for a mini-grant under the Downtown Façade Improvement Program, to paint the exterior of the building at 136 S. Butte Street. Ms Carriere La Duke desires to improve the building front and south side with new paint. The total cost of the project is \$1,553.22. Mini grants are available up to a maximum of \$1,500 per project. The grant application was reviewed by GWIL and a recommendation was made to fund the request. The applicant will have to pay the difference as the amount is more than the allowed maximum mini grant. The type of work proposed did not require Planning Commission approval, as the color choice is within the acceptable color scheme and approved by GWIL.

M/S – Hansen/Yoder to adopt a Resolution approving the use of Downtown Façade Improvement Funds for David and Laura Boehm, owners of an existing commercial building located at 300 North Butte Street. The motion unanimously passed 5/0.

M/S – Mello/Yoder to adopt a Resolution approving the use of Downtown Façade Improvement Funds for a Mini-Grant to Jennifer Carriere-LaDuke, owner of an existing commercial building located at 136 South Butte Street. The motion unanimously passed 5/0.

- c) Consider adoption of a Resolution authorizing overtime and portal-to-portal pay for employees using the Cal OES Salary Survey:

Each year the Willows Fire Department has administratively provided to Cal OES a Salary Survey. This year with changes in California Fire Assistance Agreement it is required that the governing body now provide a Resolution declaring that its employees be paid portal-to-portal while in course of the official duty in support of emergency incidents.

This does not represent any change in activity, as both Willows City and Willows Rural Fire Protection Districts have engaged in providing OES service for a number of years. This is simply a new requirement to have a resolution on file.

M/S – Hansen/Yoder to adopt a Resolution authorizing overtime and Portal-to-Portal Pay for Employees. The motion unanimously passed 5/0.

- d) Consider adoption of two Resolutions consenting to inclusion of the City of Willows Properties in the California Home Finance Authority PACE Programs and Associate Membership in California Home Finance Authority:

California Home Finance Authority ("CHF"), which is in the process of formally changing its name to Golden State Finance Authority, is a joint exercise of powers authority established pursuant to Chapter 5 of Division 7, Title 1 of the Government Code of the State of California (Section 6500 and following) (the "Act") and the Joint Power Agreement entered into on July 1, 1993, as amended from time to time (the "Authority JPA").

CHF has established two Property Assessed Clean Energy ("PACE") financing programs for residential, commercial, industrial and agricultural properties to address high up-front costs for property owners who wish to improve their properties through installation of measures that will generate renewable energy or reduce their energy and water use. By offering low cost financing, CHF's PACE programs allow construction of these projects to proceed and, in the process, stimulate building activity and the overall local economy, reduce peak energy demand, increase property values, and generate savings on utility bills for property owners.

CHF contracts with Ygrene Energy Fund CA LLC (Ygrene) to serve as the program administrator and to operate the Ygrene Works for California PACE financing program.

CHF has established two PACE programs under the legislative authority of two separate California PACE laws:

SB 555 PACE Community Facilities District: Senate Bill 555 amended the Mello-Roos Community Facilities Act, set forth in sections 53311 through 53368.3 of the California Government Code and particularly in accordance with sections 53313.5(l) and 53328.1(a) ("Mello-Roos Act"), to allow for the creation of Community Facilities Districts ("CFDs") for the purpose of financing or refinancing the acquisition, installation, and improvement of energy efficiency, water conservation, renewable energy and electric vehicle charging infrastructure improvements permanently affixed to private or publicly-owned real property. Individual properties can be annexed into the district and be subject to the special tax that is imposed to repay project financing only if (i) the Council adopts a resolution consenting to the inclusion of parcels in the incorporated areas of the City within the CFD and (ii) each participating owner provides its unanimous written approval for annexation of its property into the PACE CFD.

AB 811 PACE Contractual Assessment Program: By the passage of Assembly Bill 811, the California State Legislature added Chapter 29 to the Improvement Bond Act of 1911, being Division 7 of the California Streets and Highways Code. This legislation authorized cities and counties to establish voluntary contractual assessment programs for the purpose financing private property improvements that promote renewable energy generation, energy and water efficiency and electric vehicle charging infrastructure.

As with the SB 555 CFD, properties can be annexed into the AB 811 PACE program and be subject to the property tax assessment that is imposed to repay project financing only if (i) the Council adopts a resolution consenting to the inclusion of parcels in the incorporated areas of the City within the program and (ii) each participating owner consents in writing to the annexation of its property into the PACE program.

The City of Willows has previously approved participation in another PACE program. Adding the CHF PACE programs, to be administered by Ygrene , provides additional options and opportunities for City property owners. It will not add to or require any additional responsibilities for the City.

JPA ASSOCIATE MEMBERSHIP

To participate in the PACE programs, the City must become an Associate Member of CHF (JPA Agreement attached). Associate membership requires no dues or other costs to the City, but permits participation in all CHF programs including the PACE program. The attached resolutions approve joining the JPA as an Associate Member. Pursuant to the JPA Agreement and CHF Board Resolution 15-01, the Executive Director has the authority to approve the addition of new Associate Members to the JPA.

PROGRAM AUTHORIZATION BEING SOUGHT

CHF is in the process of seeking validation judgments for both the SB 555 and the AB 811 programs from the Superior Court for the County of Sacramento. However, CHF intends to only implement ONE of the above PACE programs. Once the court enters the validation judgments, CHF will select the PACE program it believes will provide property owners with the greatest flexibility. The other PACE program will not be implemented unless changes in the PACE laws warrant changing or adding that option.

In support of CHF's approach, the Council is being asked to pass two resolutions that would approve the following actions:

The first resolution authorizes the City to join the JPA as an Associate Member and permits property owners within the incorporated areas of the City to participate in the CHF SB 555 Community Facilities District.

The second resolution authorizes the City to join the JPA as an Associate Member and permits property owners within the incorporated areas of the City to participate in the CHF AB 811 Authority PACE Program.

Each resolution also authorizes CHF (1) to accept applications from property owners within the City's incorporated area to finance authorized improvements; and (2) to conduct proceedings and levy special taxes or contractual assessments, as applicable, on the property of participating owners.

Following are additional PACE program considerations:

- Supports development of renewable energy sources, installation of energy and water efficiency improvements, reduction of greenhouse gases, and protection of the environment.
- Only property owners who voluntarily choose to participate in the program will be subject either to assessments or special taxes, depending on which program CHF decides to implement.

- Program financing provides for an affordable method for many property owners to reduce their energy costs and improve their properties.
- Because program financing can be readily transferred upon sale, even owners who are planning to sell have the ability to make responsible and beneficial improvements to their property.
- While early payment premiums apply in some circumstances, property owners can choose to pay off the program financing at any time.
- The City incurs no financial obligations as a result of program participation.
- Once the Council passes the resolutions, the City will incur no costs, and no staff time is required for administration or funding of the PACE program.

Staff recommends that the City Council take the following actions:

1. Review and adopt Resolution 14-2015 consenting to Inclusion of Properties within the City's Incorporated Area in CHF Community Facilities District No. 2014-1 (Clean Energy) to Finance Renewable Energy Generation, Energy Efficiency, Water Conservation and Electric Vehicle Charging Infrastructure Improvements and approving associate membership in CHF.
2. Review and adopt Resolution 15-2015 consenting to Inclusion of Properties within the City's Incorporated Area in the CHF PACE Program to Finance Renewable Energy Generation, Energy and Water Efficiency Improvements and Electric Vehicle Charging Infrastructure and approving associate membership in CHF.

There are no fiscal impacts associated with the recommended actions. There is no cost to the City to become an associate member of the JPA or by opting into the PACE programs. The City will have no administrative responsibilities, marketing obligations, or financial obligations associated with the PACE program.

M/S – Yoder/Hansen to adopt a Resolution consenting to inclusion of properties within the City's jurisdiction in the California Home Finance Authority Community Facilities District Number 2014-1 (Clean Energy) to finance renewable energy improvements, energy efficiency and water conservation improvements and electric vehicle charging infrastructure and approving associate membership in the joint exercise of powers authority related thereto. The motion unanimously passed 5/0.

M/S – Hansen/Williams to adopt a Resolution consenting to the inclusion of properties within the City's jurisdiction in the California Home Finance Authority, Program to finance renewable energy generation, energy and water efficiency improvements and electric

vehicle charging infrastructure and approving associate membership in the joint exercise of powers authority related thereto. The motion unanimously passed 5/0.

- e) Consider adoption of a Resolution authorizing a professional services agreement between the City of Willows and Disability Access Consultants to complete an ADA self-evaluation and transition plan in conjunction with the Glenn County Transit & Transportation Authority as required by the Americans with Disabilities Act:

The Americans with Disabilities Act requires all public entities to complete a self-evaluation and transition plan to ensure ADA compliant accessibility services are properly provided to the public. The Glenn County Transportation Commission (GCTC) as the lead procurement agency has requested proposals from qualified consultants for the preparation of a Self-Evaluation and Transition Plan that fully complies with the requirements of the Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 for all public right-of-ways owned by Glenn County, the City of Orland, and the City of Willows.

In addition to this primary proposal, GCTC had requested supplemental proposals on behalf of Glenn County and the City of Willows for the preparation of a Self-Evaluation and Transition Plan that fully complies with the ADA for all remaining public facilities and programs. The cost to the City of Willows for the supplemental proposal for the scope of work necessary to meet the requirements is \$17,950 and would be completed in conjunction with the scope of work authorized by the Glenn County Board of Supervisors for Glenn County facilities and programs. Staff is recommending approval of the Willows supplemental proposal.

Contract approval will require a \$17,950. Staff recommends the Council allocate NCCSIF ADA and Safety Grant (Fund 355) \$10,562 and the balance of \$7388 from the Community Discretionary (Fund 330).

M/S – Hansen/Yoder to adopt a Resolution authorizing a professional services agreement between the City of Willows and Disability Access Consultants to complete an ADA self-evaluation and transition plan in conjunction with the Glenn County Transit & Transportation Authority as required by the Americans with Disabilities Act and also to allocate \$10,562 from Fund 355 and the remainder of \$7388 from Fund 330 to pay for the project for a total of \$17,950. The motion unanimously passed 5/0.

12. Council Member Reports:

- Council Member Williams reported that he attended the Memorial Day Program and was very impressed with the work of the volunteers who helped with the event.
- Council Member Hansen reported that he attended the Transit & Transportation Meetings and also the Glenn County Waste Management Regional Committee Meeting.

13. Closed Session: None Scheduled.

14. **Adjournment:** Mayor Domenighini adjourned the meeting at 8:50 p.m.

Dated: May 26, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
June 9, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Yoder led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.
Absent: None
4. **Agenda Review:**
 - a) **M/S – Yoder/Hansen** to approve the June 9, 2015, City Council Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Mayor Domenighini announced that the Glenn County Health Advisory Board held their annual meeting today and the City’s Recreation Director, Carol Lemenager, received the Sharon Gibbs Award for Outstanding Community Service. She has dedicated 38 years of service working for the City of Willows and she has been very prolific in fundraising and has raised over \$100,000 in the past six years through donations, fundraisers and free swim days. She was also recognized for her many years of community service through the various recreational and educational programs, and she has also provided many of the youth in the community with their first job and has been instrumental in teaching work ethic and setting high standards for the young people of the community throughout her career. Mayor Domenighini stated that he wanted to go on record on behalf of the Council and the Staff that they are very appreciative and supportive of Ms. Lemenager and they congratulate her on receiving the award.
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**

M/S – Yoder/Hansen 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 (29623-29670; Z06316-Z06350; 34174-34192).
- b) Approval of City Council Minutes of the May 12, 2015 regular meeting.
- c) Adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City

of Willows for FY 2015/2016 for the use and/or ability to use the Glenn County Solid Waste System.

- d) Authorize Staff to publicly bid the Tehama Street Reconstruction Project and Appropriate \$225,000 from Gas Tax 2013 Funds (Fund 372).
- e) Approve second reading by title only and final adoption of the following Ordinances:
(Mayor Domenighini read each of the Ordinances by title)
 - **Ordinance #711-2015 entitled:**
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.25 DEFINITIONS OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION(S) 18.25.060 AND 18.25.080 REVISING THE DEFINITION OF FAMILY AND ADDING A DEFINITION FOR HOUSEHOLD WITH ALL OTHER TEXT TO REMAIN UNCHANGED
 - **Ordinance #712-2015 entitled:**
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.40 R-3 HIGH DENSITY RESIDENTIAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION(S) 18.25.40.020(4) AND 18.40.040(1) ADDING TRANSITIONAL AND SUPPORTIVE HOUSING AS A PERMITTED USE WITH ALL OTHER TEXT TO REMAIN UNCHANGED
 - **Ordinance # 713-2015 entitled:**
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.45 R-P RESIDENTIAL-PROFESSIONAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.45.040(1) REMOVING TEXT REGARDING DENSITY WHICH DOES NOT COMPLY WITH GENERAL PLAN DENSITIES WITH ALL OTHER TEXT TO REMAIN UNCHANGED
 - **Ordinance # 714-2015 entitled:**
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.55 CENTRAL COMMERCIAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.55.020(18) ADDING WHERE TRANSITIONAL AND SUPPORTIVE HOUSING TO PERMITTED USES WITH ALL OTHER TEXT TO REMAIN UNCHANGED
 - **Ordinance # 715-2015 entitled:**
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.60 GENERAL COMMERCIAL DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.60.020(18) ADDING TRANSITIONAL AND SUPPORTIVE HOUSING TO PERMITTED USES WITH ALL OTHER TEXT TO REMAIN UNCHANGED

- **Ordinance # 716-2015 entitled:**
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.125 COMPREHENSIVE SIGN LAW OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.125.020 AND 18.125.040(5) DELETING TEXT REGARDING CAMPAIGN SIGNS WITH ALL OTHER TEXT TO REMAIN UNCHANGED

8. **Public Hearings:** None

9. **Ordinances:** Action already taken under item 7 (e).

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

City Manager Steve Holsinger informed the Council that there has recently been a suggestion about the possibility of doing something with the back sides of the City's Gateway Entryway signs. Currently, the back side of the signs that a person views when they exit the City Limits is a blank space and there was some talk about possibly placing a message and/or the City Logo on the back of the signs. The City Manager is seeking direction from the Council whether this is something they would like to have agendized for a future meeting for discussion and/or possible action. The Council directed staff to bring an item back for discussion at a future meeting.

Council Member Williams gave a reminder that the City's annual Community Clean-Up event would be taking place on Saturday, June 13 starting at 8:00 a.m. He also stated that there would be a Rummage Sale put on by the American Veterans on that same day at Memorial Hall.

11. **New Business:**

- a) Consider adoption of a Resolution authorizing the extension of the public agency agreement with Wildan Engineering Consultants for General Planning and Environmental Services during fiscal year 2015/2016:

Over the past few fiscal years, several options for providing Planning & Environmental Services have been explored by city staff. A contract for Planning Services was awarded to Wildan Engineering Consultants for the fiscal 09/10 period and ending June 30, 2010. That contract has since been extended through each subsequent fiscal year, at the same terms and conditions.

For the upcoming 2015/2016 Fiscal Year the proposal from Wildan is to continue to provide Planning Services at levels consistent with current provisions, however a moderate increase in hourly billing rate is requested. The Contract extension will allow the City to be able to

maintain a consistent one-day-per-week Planner at City Hall and staff is requesting approval of the proposal. Brief discussion ensued. **M/S – Mello/Yoder** to adopt a Resolution renewing the Professional Services Agreement with Wildan Engineering to provide General Planning & Environmental Services to the City of Willows throughout Fiscal Year 2015-2016. The motion unanimously passed.

- b) Establish a date and time for a special meeting to review the 2015/2016 Budget.

It was the unanimous consensus of the Council to hold a special meeting to review the 2015/2016 budget on June 30 at 9:00 a.m., with the final budget resolution to be formally adopted on July 14, 2015.

12. Council Member Reports:

- Council Member Hansen reported that he attended the “meet and greet” for the new Mendocino National Forest Supervisor, Ann Carlson, at the Forest Service Headquarters on Humboldt Avenue.
- Mayor Domenighini reported that he attended the LAFCO meeting on June 8. He announced that the City’s contribution toward LAFCO will be increasing from \$7000 to roughly \$10,000 during their next budget. He also stated that they are looking to recruit a new Executive Director, as Christy Leighton will be retiring next year. John Viegas and Mike Yalow, the Vice Chair and the Chair of LAFCO, are in the process of looking to see if there might be someone local interested in the position before they actually begin the recruitment efforts and fly the position. He also stated that he would be attending the Library Board Meeting on June 11.

13. Closed Session: Pursuant to Government Code Section 54954.3 the public had an opportunity to directly address the legislative body on the items below prior to the Council convening into Closed Session. No comments from the public were received and the Council entered into closed session at 7:35 p.m.

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 & Commissions.

14. Report out from Closed Session: The Council reconvened into open session at 9:17 p.m. and Mayor Domenighini reported that direction had been provided to staff to bring an item back before the City Council for formal adoption during the July 14, 2015 Council Meeting.

14. **Adjournment:** Mayor Domenighini adjourned the meeting at 9:17 p.m.

Dated: June 9, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

June 23, 2015

TO: Honorable Mayor Domenighini and Members of the City Council

FROM: John Wanger, City Engineer

SUBJECT: Annual City of Willows Landscaping and Lighting Assessment District – Engineer's Report

RECOMMENDATION

Conduct the required public protest hearing and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2015-16

SUMMARY

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

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings. The first action (appointing an Engineer of Work and directing the preparation of the annual Engineer's Report) was completed by the Council on March 10, 2015. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public protest hearing) was completed on April 28, 2015. Tonight is the third and final step in the process – conduct the public protest hearing, approve the Engineer's Report as presented or as amended tonight and authorize the levy of assessments for FY 2015-16.

Attached to this staff report is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on April 28, 2015, the proposed assessments shown in this report have not changed from the preliminary report. If there are no changes from the City Council at this time, the proposed assessments shown in the report will be passed on to the County Assessor's office for inclusion on the tax roles.

In brief, the attached report outlines costs from FY 2014-15, summarizes the projected costs for FY 2015-16 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2014) of +2.80% for Zones A and B. The raised maximum annual assessment for Zone A is now \$449.65 per parcel, and the raised maximum annual assessment for Zone B is now \$6,387.58 per parcel.

While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during FY 2015-16 be reduced from the FY 2014-15 assessment to \$143.00 per parcel due to the use of excess reserves.

The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied

and collected during FY 2015-16 will be increased from the FY 2014-15 assessment to \$5,305.88 per parcel due to various increased costs. This amount is below the allowed maximum annual assessment for Zone B.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. By using some of the Zone A reserves to balance the budget in Zone A, it is noted that the projected Assessment District reserve balances for both zones at the end of FY 2015-16 are within that range.

At tonight's meeting, the rules governing this type of an assessment district (found in the Streets and Highways Code) requires that a public protest hearing be held to hear any comments/concerns from property owners within the district. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the attached resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The adoption of tonight's resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for the inclusion on the tax rolls.

FINANCIAL CONSIDERATIONS - All costs associated with this assessment district (operation, maintenance and administration) are recovered through the assessments. All anticipated costs are shown in the budget in the Engineer's Report. The total proposed Assessment District budget for Fiscal Year 2015-16 is \$11,933.16. The funding source is from proposed assessment revenues levied and collected during FY 2015-16 along with existing Zone A reserves.

NOTIFICATION

The public protest hearing was noticed as required by the Streets and Highways Code Sections 22550-22556.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Conduct the required public protest hearing and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein, authorizing the levy and collection of assessments for the Fiscal Year 2015-16

Respectfully submitted,


4 John Wanger
City Engineer

Attachments: Resolution approving the Annual Engineer's Report
For Final Approval Engineer's Report

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

**A RESOLUTION APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE
ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS AND AUTHORIZING THE
LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2015-16 FOR THE
CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE
ZONE B – WALMART
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

WHEREAS, on October 11, 2005 the City Council ordered 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 of the City of Willows intends to levy and collect assessments within the Assessment District during FY 2015-16, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on March 10, 2015, the City Council adopted a resolution appointing 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, on April 28, 2015, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY 2015-16, and set the time and date of the public hearing pursuant to section 22624 of the Streets and Highways Code; 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; 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; 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; and

WHEREAS, no annexations to the District are proposed for FY 2015-16; and

WHEREAS, on June 23, 2015 the City Council conducted a public hearing and gave every interested person an opportunity to comment on the FY 2015-16 Engineer's Report either in writing or orally and the City Council has considered each comment; and

WHEREAS, this Resolution is adopted pursuant to Section 22631 of the California Streets and Highways Code.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby:

1. Approves the annual FY 2015-16 Engineer's Report as filed, as prepared and filed
2. Confirms the assessment diagram and assessment amounts as set forth in the FY 2015-16 Engineer's Report and any amendments incorporated at the City Council's direction and hereby authorizes the levy and collection of the annual assessments set forth in said report for the FY 2015-16, for each of the following Zones:
 - Zone A - Birch Street Village
 - Zone B - Walmart
3. Adjusts the estimated maximum annual assessment for Zone A and Zone B by the 2014 annual CPI factor of 2.80% from the FY 2014-15 maximum annual assessment level as allowed by the original formation and annexation proceedings In order to keep up with inflation
4. Sets the maximum annual assessments for FY 2015-16 to \$449.65 per parcel for Zone A and \$6,387.58 per parcel for Zone B
5. Sets the FY 2015-16 amount to levy and collect for Zone A at \$143.00 per parcel and for Zone B to \$5,305.88 per parcel
6. Adopts this resolution pursuant to Section 22631 of the Street 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 23rd day of June, 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**

FOR FINAL APPROVAL

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

June 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 2nd day of June, 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	\$ 6,627.28	
Zone B:	\$ 5,305.88	\$ 5,305.88	
Total:	\$ 11,933.16	\$ 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:

\$ 4,862.00	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	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088
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
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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
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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	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088
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
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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
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001-07-1-039-0	4	Gutierrez, Alejandro & Gutierrez Ashley	420 El Dorado Ave, Willows, CA 95988
001-07-1-040-0	3	Drazkowski Tonia & Scott Lindsay B Co	111 S Villa Willows, CA 95988
001-07-1-041-0	2	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA
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.

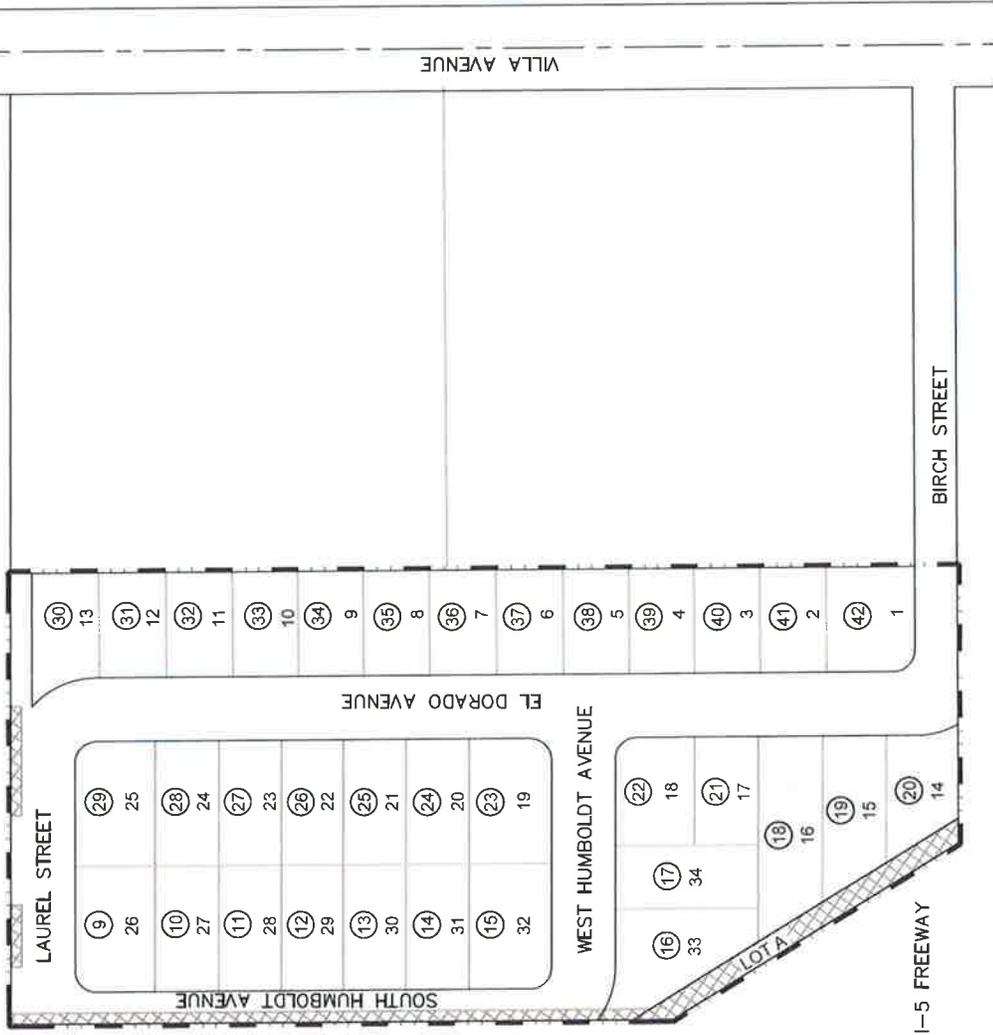
CITY OF WILLOWS

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.



VICINITY MAP

- Landscape Maintenance Area
- Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED
PARCEL REFERENCE TO THE ASSESSOR'S MAP FOR EACH
CITY OF WILLOWS, AVAILABLE AT THE GLENN COUNTY
ASSESSORS' OFFICE.



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

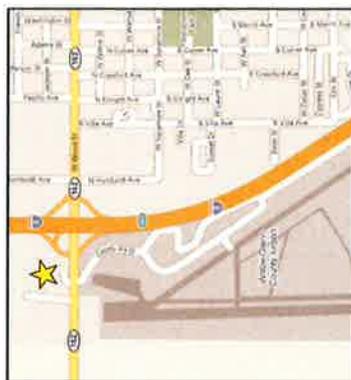
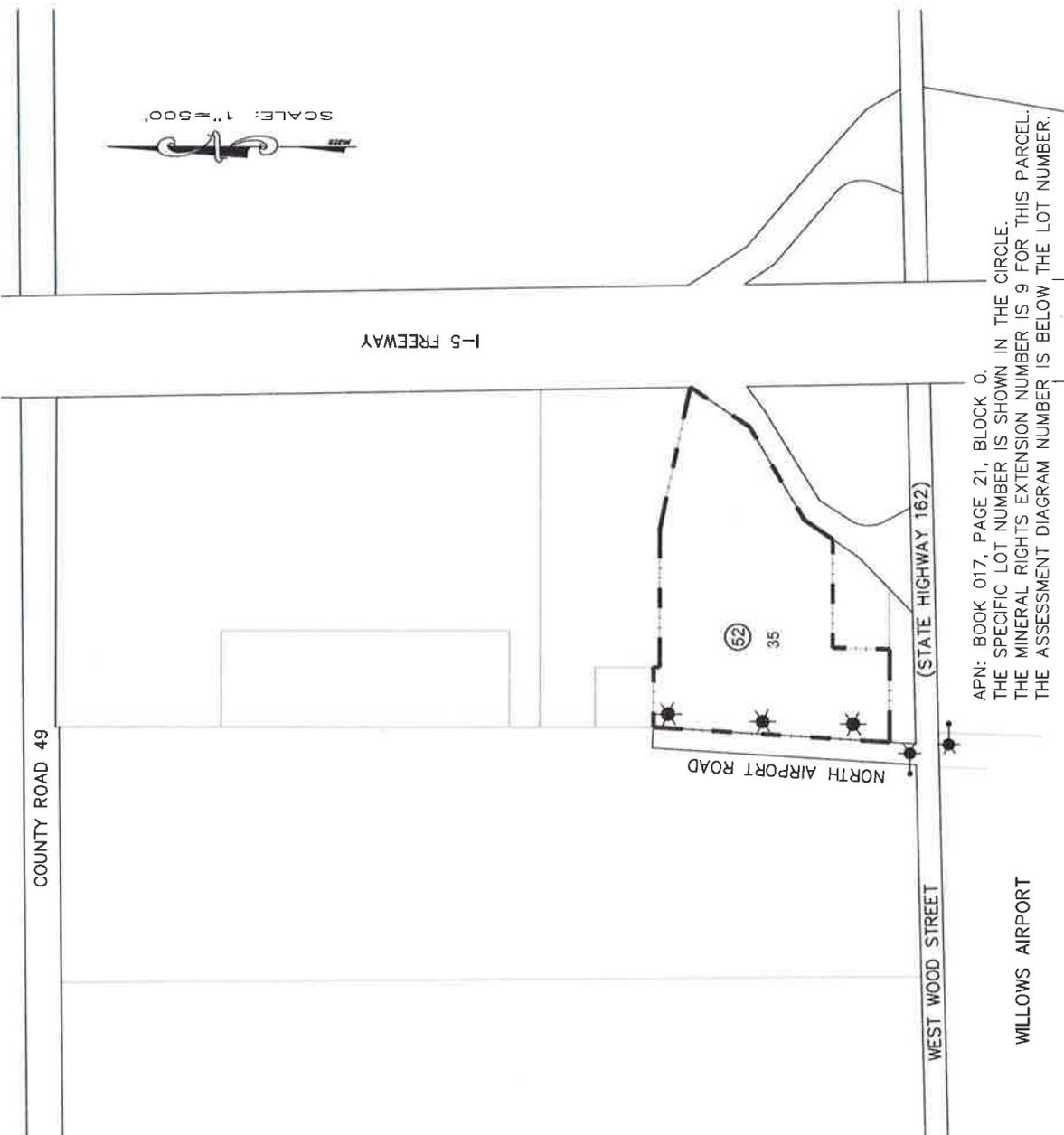
PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2015-2016 Fiscal Year

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 ASSESSMENT DISTRICTS OF EACH PARCEL REFER TO THE ASSESSOR'S MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSOR'S OFFICE.

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

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

AGENDA ITEM

June 23, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of Adjustment to Planning Fees and Document Fees

RECOMMENDATION

Conduct a Public Hearing to receive input and consider adoption of a Resolution to adjust Planning and Document Fees

SITUATION (or BACKGROUND):

In 2006 the City underwent a review of planning-related fees, resulting in the adoption of Resolution 06-07 on March 27, 2007, setting an updated fee schedule for a number of planning-related services. As part of Resolution 06-07, Council had directed the Finance Director to establish adjustment to the fees annually based on the Consumer Price Index. In April 2008, the City Council unanimously approved the first adjustment to the original rate schedule. However in April 2010, a subsequent adjustment recommendation failed to secure a second on the motion to approve and the rate schedule has remained unchanged since July 2008. Consequently, the revenue generation resulting from development projects has failed to keep base with current market trends; therefore staff is recommending the appropriate adjustment to this fee scheduled to become effective July 1, 2015.

The change in the Consumer Price Index, Western Region all urban consumers, between February 2008 and current fiscal year is 10.8% for the period. This change in the index is the basis for the proposed fee schedule as noted as exhibits to the proposed attached Resolution. Fees for document requests have been included in this process as well. Staff is recommending an adjustment increase equal to 10% on all charges detailed within the existing applicable fee schedule.

FINANCIAL CONSIDERATIONS

Revenue generated from planning fees or document fees are dependent on the level of development activity within the City. However, costs associated with staff activities in conjunction with development projects has continued to increase each fiscal year. Therefore the appropriate adjustment to the Fee Schedule; as anticipated in the adopting of Resolution #06-07, March 27, 2007, is required to restore equitable recovery of expense in the immediate future.

NOTIFICATION

Public Hearing Notice Published in a Newspaper of General Circulation

ALTERNATE ACTIONS

- 1 Approve resolution by motion.
- 2 Request additional information from staff.
- 3 Reject staff recommendation and/or direct the item to be returned at a later date.

RECOMMENDATION

Conduct Public Hearing to receive input and consider adoption of a Resolution adjusting Planning & Document Fees

Respectfully submitted,



Steve Holsinger
City Manager

Attachments:

Resolution
Background Materials

RESOLUTION NO. XX-2015

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADJUSTING PLANNING FEES AND DOCUMENT FEES**

WHEREAS, the City of Willows desires to review and adjust planning fees on a periodic basis, and

WHEREAS, the City Council of the City of Willows established the mechanism for adjustment via adoption of Resolution 06-07, passed and adopted on March 27, 2007, and

WHEREAS, said mechanism has been applied to existing planning and document fees, resulting in adjusted fees as noted in Attachments "A" and "B" to this Resolution; and

WHEREAS, a Public Hearing was conducted on June 23, 2015 in order to receive and consider public input regarding the Fee Schedule adjustments

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS hereby establishes Planning Fee Schedule and Document Fee Schedule, to go into effect July 1, 2015, as follows:

Planning Fees as Per "Adjusted Rates" on Attachment "A"
Document Fees as Per "Adjusted Rates" on Attachment "B"

PASSED AND ADOPTED by the City Council of the City of Willows this 23rd day of June, 2015, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- APPROVE:

LARRY DOMENIGHINI, Mayor

ATTEST: _____
Natalie Butler, City Clerk

**STATE OF CALIFORNIA
OFFICE OF THE DIRECTOR - RESEARCH UNIT
CONSUMER PRICE INDEX CALCULATOR**

1 Select an Index	<input type="text" value="U.S. West Region CPI"/>
2 Select index type	<input type="text" value="All Urban Consumers"/>
3 Select beginning month	<input type="text" value="February"/>
4 Select beginning year	<input type="text" value="2008"/>
5 Select ending month	<input type="text" value="February"/>
6 Select ending year	<input type="text" value="2015"/>

**Beginning
Index value**

216.339

**Ending
Index Value**

239.748

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

10.8%

City of Willows
 Planning Fee Schedule Adjustment
 To Be Effective 7/1/15

NOTE: Fee changes calculated in accordance with change to the Consumer Price Index (CPI-U), Western Urban Region. For the period February, 2009 to February, 2015 (latest available) the change in the index was 10.8%. Proposed fees are rounded to the nearest dollar@10%^.

PTA= Pass Through Agreement

PLANNING FEES	Existing June 2015	Revised July 1 2015
Certificate of Compliance	\$ 207	\$ 228
Design Review	\$257+\$116 per PC Meeting+ Deposit	\$283+\$128 per PC Meeting+ PTA Deposit
Encroachment Permit	\$71+\$53 Per Inspection +2% Public Improvement	\$78+\$58 Per Inspection +2% of Public Improvement
Environmental Assessments:		
Categorical Exemption	\$ 58	\$ 64
Notice of Determination (NOD)	\$29+County Posting Fee	\$32+County Posting Fee
Initial Study-Minor Negative Dec.	Consultant Fee + 5%	Consultant Fee + 5%
Initial Study-Mitigated Negative Dec.	Consultant Fee + 5%	Consultant Fee + 5%
Environmental Impact Report	Consultant Fee + 5%	Consultant Fee + 5%
Tentative Parcel Map (4 or Fewer Lots)	\$259+\$29/Lot+PTA Deposit	\$285+\$32/Lot+PTA Deposit
Tentative Parcel Map (5 or More Lots)	\$514+\$29/Lot+PTA Deposit	\$565+\$32/Lot+PTA Deposit
Vesting Tentative Map	\$618+\$29/Lot+PTA Deposit	\$680+\$32/Lot+PTA Deposit
Extensions/Revisions to Approved Plans	\$ 174	\$ 191
Final Maps	\$511+\$29/Lot+PTA Deposit	\$562+\$32/Lot+PTA Deposit
General Plan Amendment	\$1,042+PTA Deposit	\$1,146+PTA Deposit
Home Occupation	\$ 78	\$ 86
Lot Line Adjustment	\$ 318	\$ 350
Lot Merger	\$ 207	\$ 228
Rezone or Prezone	Consultant Cost + 5%+ Minimum of \$1,000 Deposit	Consultant Cost + 5%+ Minimum of \$1,000 Deposit
Sign Permit	\$ 58	\$ 64
Temporary Use Permit	\$ 207	\$ 228
Use Permit:		
Minor	\$104+PTA Deposit	\$114+PTA Deposit
Major	\$518+PTA Deposit	\$570+PTA Deposit
Variance:		
Minor	\$104+PTA Deposit	\$114+PTA Deposit
Major	\$518+PTA Deposit	\$570+PTA Deposit
Zoning Clearance Letter	\$ 116	\$ 128
Appeal to Planning Commission or to City Council	\$ 202	\$ 222
Pass Through Agreement Deposits (PTA):		
Projects Deemed Categorical Exempt	\$500 Minimum Deposit	\$500 Minimum Deposit
Projects Requiring Environmental Review	\$1,000 Minimum Deposit	\$1,000 Minimum Deposit
(Deposits are applied to fully allocated costs associated with project. Additional deposits may be required)		

NOTE: Fee changes calculated in accordance with change to the Consumer Price Index (CPI-U), Western Urban Region. For the period February, 2009 to February, 2015 (latest available) the change in the index was 10.8%. Proposed fees are rounded to the nearest dollar@10% ^.

	Current	Adjusted
Design Guidelines (Downtown and Wood St.)	\$ 10	\$ 11
Zoning Ordinances	\$ 21	\$ 23
General Plan	\$ 21	\$ 23
Housing Element	\$ 21	\$ 23
Land Division Standards	\$ 26	\$ 29
Land Use Maps	\$ 21	\$ 23
Zoning Maps	\$ 21	\$ 23

AGENDA ITEM

June 23, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of Adjustment to Development Impact Fees

RECOMMENDATION

Conduct a Public Hearing to receive input and consider adoption of a Resolution to adjust Development Impact Fees

SITUATION (or BACKGROUND):

In 2008 the City underwent review of a "Development Impact Mitigation Fee Feasibility/Nexus Study", ultimately adopted by the City Council in December 2008. Subsequent actions in conjunction with this study included the creation of a New Map of the City of Willows; specifically identifying the areas of development impact associated with the collections of Development Impact Fee(s) (DIF). In July 2009, City Council unanimously approved Resolution #24-2009 establishing a revised DIF schedule of applicable charges. This Resolution suggested; at least annually, Council would review the DIF Schedule and adjust, as necessary, the reasonable fees justifying the recovery of development impacts on public facilities improvement expenses. However, due to economic condition forecasts in 2010 and staff recommendation not to adjust certain fee schedules during the period, adjustments to the DIF schedule have never occurred since adoption in 2009. Therefore staff is recommending an appropriate adjustment based upon the Consumer Price Index increase between June 2009 and June 2014 (the most current CPI available). The change in the Consumer Price Index, Western Region, all urban consumers is 9.9% for this period.

The change in the index is the basis for the proposed fee schedule as noted above. Staff is recommending an adjustment increase equal to 10% on all charges detailed within the existing applicable fee schedule.

FINANCIAL CONSIDERATIONS

Revenue generated from Development Impact Fees is dependent on the level of development activity within the City. However, costs associated with improvements to Public Facilities funded by development impact fees have continued to increase each fiscal year. Therefore the appropriate adjustment to the Fee Schedule; as anticipated in the adopting Resolution #24-2009, July 14, 2009, is required to restore equitable anticipated funding balances to support the identified Capital Improvements in immediate future.

NOTIFICATION

Public Hearing Notice Published in a Newspaper of General Circulation

ALTERNATE ACTIONS

- 1 Approve resolution by motion.
- 2 Request additional information from staff.
- 3 Reject staff recommendation and/or direct the item to be returned at a later date.

RECOMMENDATION

Conduct a Public Hearing to receive input and consider adoption of a Resolution to adjust Development Impact Fees

Respectfully submitted,



Steve Holsinger
City Manager

Attachments:

Resolution
Background Materials

RESOLUTION NO. XX-2015

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADJUSTING DEVELOPMENT IMPACT FEES**

WHEREAS, the City of Willows desires to review and adjust Development Impact fees on a periodic basis, and

WHEREAS, the City Council of the City of Willows established the mechanism for adjustment via adoption of Resolution 24-2009, passed and adopted on July 14, 2009, and

WHEREAS, said mechanism has been applied to other planning and document fees, resulting in adjusted fee increases of (10%) to be effective July 1, 2015; and

WHEREAS, this same mechanism shall be applied to existing Development Impact Fees, resulting in adjusted fees as noted in Attachment "A" to this Resolution; and

WHEREAS, a Public Hearing was conducted on June 23, 2015, in order to receive and consider public input regarding the Fee Schedule adjustments

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS hereby establishes a Revised Development Impact Fee Schedule, to go into effect July 1, 2015, as follows:

Development Impact Fee Summary (revised July 2015) "Adjusted Rates" on Attachment "A"

PASSED AND ADOPTED by the City Council of the City of Willows this 23rd day of June, 2015, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- APPROVE:

LARRY DOMENIGHINI, Mayor

ATTEST: _____
Natalie Butler, City Clerk

**STATE OF CALIFORNIA
OFFICE OF THE DIRECTOR - RESEARCH UNIT
CONSUMER PRICE INDEX CALCULATOR**

1 Select an Index	<input type="text" value="U.S. West Region CPI"/>
2 Select index type	<input type="text" value="All Urban Consumers"/>
3 Select beginning month	<input type="text" value="June"/>
4 Select beginning year	<input type="text" value="2009"/>
5 Select ending month	<input type="text" value="June"/>
6 Select ending year	<input type="text" value="2014"/>

**Beginning
Index value**
219.865

**Ending
Index Value**
241.616

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

9.9%

DEVELOPMENT IMPACT FEE SUMMARY (revised July 2015)

Fee Category	Single Family Residential	Multi-Family Residential	Commercial (per 1,000 ft2)	Industrial (per 1,000 ft2)
Library	\$1,645	\$1,577	\$0	\$0
Parks and Recreation	\$2,353	\$2,257	\$0	\$0
Freeway Interchange	\$453	\$319	\$981	\$304
Streets and Traffic	\$845	\$593	\$1,828	\$565
Police	\$869	\$834	\$378	\$178
Fire	\$1,785	\$1,712	\$778	\$366
Sanitary Sewer				
Wastewater	\$1,387	\$1,330	\$604	\$284
Storm Drain				
Administration (3% of Subtotal)	\$2,239	\$1,343	\$1,645	\$1,850
	\$348	\$299	\$186	\$107

AGENDA ITEM

June 23, 2015

TO: Honorable Mayor Domenighini and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Consideration of possible Museum Grant Application prepared/administered by 3CORE, Inc. on behalf of the City of Willows.

RECOMMENDATION

Staff is recommending City Council approve, by motion, authorization for 3CORE, Inc. to submit a Museum Grant Funding Application in conjunction with the California Cultural & Historic Endowment.

SUMMARY

Recently city staff learned of a new grant opportunity for Museum Preservation and Improvement programs. Information was shared with newly appointed Museum Board of Trustees Member, Gary Hansen. He introduced the grant opportunity to the museum Board, which in turn requested assistance from the City of Willows, to pursue this funding opportunity as the owner of this public facility. With limited staffing resources and grant expertise in this area, Management thought it prudent to seek assistance with the Grant Preparation & Administration through our contract with 3CORE for services in the next fiscal year. Staff is requesting Council approval to have 3CORE assist Museum representatives with grant development and submittal.

FINANCIAL CONSIDERATIONS

None are anticipated, since city membership in 3CORE should provide the required assistance without charge beyond our membership commitment for FY 2015/16

RECOMMENDATION

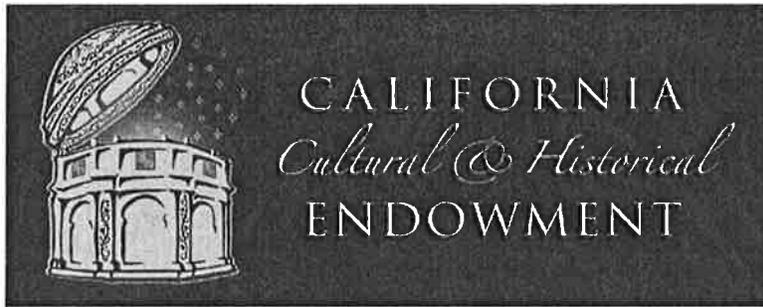
Staff is recommending City Council approve, by motion, authorization for 3CORE, Inc. to submit a Museum Grant Funding Application in conjunction with the California Cultural & Historic Endowment.

Respectfully submitted,



Stephen A Holsinger
City Manager

C: Grant Program Materials



Museum Grant Program

FUNDED BY

California Clean Water, Clean Air,
Safe Neighborhood Parks, and Coastal Protection
Act of 2002
Proposition 40

2014-15 GUIDELINES

Application Deadline: September 1, 2015

California Cultural and Historical Endowment
c/o CALIFORNIA NATURAL RESOURCES AGENCY
1416 Ninth Street, Suite 1311
Sacramento, CA 95814





EDMUND G. BROWN JR., Governor
JOHN LAIRD, Secretary for Natural Resources

Dear Prospective Applicant:

The California Cultural and Historical Endowment (CCHHE) is pleased to announce the release of the Guidelines, Application and Forms for the 2014-15 grant cycle of the *new* Museum Grant Program, as authorized by Assembly Bill 482.

CCHHE grants help preserve the tangible aspects of California's history: the artifacts, collections, archives, historic structures and properties that cultivate understanding of our collective past, and preserve the many historic treasures that are California's cultural legacy.

The Museum Grant Program was established in statute to assist and enhance the services provided by California's museums, and other groups and institutions that undertake cultural projects that are deeply rooted in and reflective of previously underserved communities.

There are nearly 3,000 museums in the State of California, according to recent projections by the Institute of Museum and Library Services, in disciplines ranging from art and history to science and technology. In 2013, the California Association of Museums and partner organizations identified ten critical issues for California's museums. Issues include:

1. The future of funding for California museums.
2. Perception of museums as "special occasion places" rather than "essential places."
3. The need to sustain human resources.
4. Lack of infrastructure and know-how to participate fully in a digital world.
5. Absence of practices to help museums adapt to change.
6. Few opportunities to collaborate on marketable, high quality exhibits and programs.
7. Expanding engagement and public access in response to changing demographics.
9. Questions about the future of volunteerism in California museums.
10. Restraints on education affecting museum and school learning programs.

The grant program furthers the vision of Governor Edmund G. Brown Jr. and the California Legislature to "enhance opportunities for superior museum and cultural programs." It is designed to address many of the concerns above, from encouraging school and public programs, to helping museums diversify and expand audiences, and in general, to become 'essential places' within their communities.

The CCHHE seeks sustainable opportunities for California museums so that they can continue to make art, science, history and culture available to California residents, provide an economic benefit within their localities, and preserve our diverse cultural identities which form the legacy of our great state.

A handwritten signature in dark ink that reads "John Laird".

John Laird,
Secretary for Natural Resources

1416 Ninth Street, Suite 1311, Sacramento, CA 95814 Ph. 916.653.5656 Fax 916.653.8102 <http://resources.ca.gov>

Baldwin Hills Conservancy • California Coastal Commission • California Coastal Conservancy • California Conservation Corps • California Tahoe Conservancy
Coachella Valley Mountains Conservancy • Colorado River Board of California • Delta Protection Commission • Delta Stewardship Council • Department of Boating & Waterways • Department of Conservation
Department of Fish & Game • Department of Forestry & Fire Protection • Department of Parks & Recreation • Department of Resources Recycling and Recovery • Department of Water Resources
Energy Resources, Conservation & Development Commission • Native American Heritage Commission • Sacramento-San Joaquin Delta Conservancy • San Diego River Conservancy
San Francisco Bay Conservation & Development Commission • San Gabriel & Lower Los Angeles Rivers & Mountains Conservancy • San Joaquin River Conservancy
Santa Monica Mountains Conservancy • Sierra Nevada Conservancy • State Lands Commission • Wildlife Conservation Board



Date June 1, 2015

To: Applicants for the Museum Grant Program (Program)
From: California Cultural and Historical Endowment
Re: Important Information for Applicants

The **California Cultural and Historical Endowment** is pleased to announce the release of the Guidelines and Application for the **2014/15 Museum Grant Program**. Solicitation is now open.

To obtain a copy of the Guidelines, Application and Forms, visit the website at
http://resources.ca.gov/cche/museum_grant_program/

The Guidelines include information to assist you in preparing an application for funding. Please be sure to read these Guidelines, Application and Forms in their entirety for important information on project eligibility, evaluation criteria and submission requirements.

Four **Technical Assistance Workshops** are planned to provide help in preparing grant applications. *Applicants are strongly encouraged to attend.*

Sacramento Workshop July 2, 2015 1-5 pm Crocker Art Museum (Webcast)	Los Angeles Workshop July 9, 2015 1-5 pm Museum of Tolerance
San Diego Workshop June 25, 2015 1-5 pm Natural History Museum	Bay Area Workshop June 18, 2015 1-5 pm Chabot Space & Science Center

The Sacramento Workshop will also be a webcast. To access the webcast on July 2, 2015, go to http://resources.ca.gov/cche/museum_grant_program/ for further information. The Audio & Video links to the webcast will likely become active 15 minutes prior to the start of the meeting. *Please RSVP to reserve space* – or notify us you will attend the webcast by calling (916) 653-2812 or emailing mgpcoordinator@resources.ca.gov.

THE APPLICATION DEADLINE IS SEPTEMBER 1, 2015

Applications must be *received* by the deadline at the address below:

Museum Grant Program Coordinator
California Cultural and Historical Endowment
c/o California Natural Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

For questions on the Museum Grant Program contact the Program Coordinator at (916) 653-2812 or by email the mgpcoordinator@resources.ca.gov.