

CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Gary L. Hansen, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



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

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, June 24, 2014
7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of City Council June 24, 2014, Agenda.
5. Presentations & Proclamations: None
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General, Payroll & Direct Deposit Check Registers.
 - b) Consider Reviewing Resolution #45-2008 showing the City's current Conflict of Interest Code and confirm it as presented and without changes.
 - c) Consider adoption of a Resolution approving the use of Downtown Façade Improvement Funds for a Mini-Grant to paint the store-front at Westside Outdoorsman at 323 North Tehama Street, authorizing the commitment of \$1200 for the Mini-Grant.
8. Public Hearings: (*Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record*).
 - a) Annual Landscaping and Lighting Assessment District – Engineer's Report:
Conduct the required public protest hearing and consider 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 2014-15.

b) 2014/2015 & 2015/2016 Budget Adoption:

Conduct a public hearing and consider, by motion, Adoption of a Resolution of the 2014/15 and 2015/2016 Annual Budget, Designating Sewer Enterprise Fund Debt Reserve, and setting targeted General Fund Balance Level.

9. Ordinances: None

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

11. New Business:

- a) Consider, by motion, the appointment of Robert Griffith to the Willows Planning Commission to complete the unexpired term of Huston Carlyle, which term expires 12/31/2015 and direct the City Clerk to administer the Oath of Office.
- b) Consider the Council Member subcommittee's recommendations and, by motion, appoint two members to the Library Board of Trustees for a term running from July 1, 2014 and expiring June 30, 2017.
- c) Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy.

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 21, 2014.

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

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

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

TO: Honorable Mayor Cobb and City Council Members

FROM: Natalie Butler, City Clerk

SUBJECT: Biennial Review of City's Conflict of Interest Code

RECOMMENDATION:

Review the Attached Resolution showing the City's current Conflict of Interest Code and confirm it as presented and without changes.

SITUATION (or BACKGROUND)

The Political Reform Act, Government Code Section 81000 et. Seq. requires state and local government agencies to adopt a conflict of interest code and to review the code in even-numbered years to ensure that it is current.

The Conflict of Interest Code identifies officials, employees, committees/commissions and consultants who are required to file a Statement of Economic Interest Form 700 when assuming office, on an annual basis, and upon leaving office. Designated individuals must disqualify themselves when conflicts of interest occur.

The City's Conflict of Interest Code was last amended on October 28, 2008, by Resolution Number 45-2008. Government Code Section 87300, et seq., requires agencies to review the Conflict of Interest Code on a biennial basis. Staff has reviewed the City's Conflict of Interest Code, does not recommend any changes at this time. A copy of the Resolution has been attached for Council's review.

FINANCIAL CONSIDERATIONS

None

ALTERNATE ACTIONS

1. None recommended.

RECOMMENDATION:

Review the Attached Resolution showing the City's current Conflict of Interest Code and confirm it as presented and without changes.

Submitted by:



Natalie Butler,
City Clerk

Attachments:

* Copy of Resolution 45-2008 showing the City's current Conflict of Interest Code

RESOLUTION NO.45-2008

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING REVISIONS TO ITS CONFLICT OF INTEREST CODE**

WHEREAS, The Political Reform Act, Government Code Section 81000 et. seq. requires state and local government agencies to adopt conflict of interest codes and to review those codes in even-numbered years to ensure that they are current; and

WHEREAS, the Conflict of Interest Code now in effect in the City of Willows has been reviewed and there are revisions needed to reflect current conditions in view of changes in employee titles and positions;

NOW, THEREFORE, BE IT RESOLVED that the list of designated employees required to file statements of economic interest is hereby amended to include all those officers and employees set forth in Appendix "A", which is attached hereto and incorporated herein by this reference; and

BE IT FURTHER RESOLVED that the Disclosure Categories are hereby set forth as Appendix "B", which is attached hereto and incorporated herein by this reference; and

BE IT FURTHER RESOLVED that only those officers and employees who are designated in the City's Conflict of Interest Code for the first time, if any, are required to file an initial statement as defined in the Code.

BE IT FURTHER RESOLVED that the City of Willows Conflict of Interest Code; attached hereto as Appendix 'A' and Appendix 'B' shall be effective immediately and supersede any previously adopted Code requirements and any and all conflicting resolutions are hereby rescinded.

PASSED AND ADOPTED by the City Council of the City of Willows this 28th day of October, 2008, by the following vote:

AYES: Baker, Holvik, Towne, Thrailkill & Yoder
NOES: None
ABSENT: None
ABSTAIN: None

APPROVED:

JIM YODER, Mayor

ATTEST:

NATALIE BUTLER, City Clerk

CONFLICT OF INTEREST CODE OF THE CITY OF WILLOWS

The Political Reform Act (Government Code Section 80111 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission ("FPPC") has adopted a regulation (Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code, and which may be amended by the FPPC to conform to amendments in the Political Reform Act, following public notice and hearings.

Therefore, the terms of Cal. Code of Regs. 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest code for the City of Willows.

Designated employees, shall file statements of economic interest with the City of Willows. The agency shall make all statements available for public inspection and reproduction, pursuant to Government Code Section 81008.

APPENDIX A

TO THE CONFLICT OF INTEREST CODE OF THE CITY OF WILLOWS

<u>Designated Position or Employee Categories</u>	<u>Disclosure</u>
City Clerk	2
Deputy City Clerk	2
Chief of Police	All
Police Sergeant	2,3
Fire Chief	All
Fire Captain	2,3
Building Official	All
Building Inspector	2,3
Public Works Director	All
Public Works Superintendent	2,3
Recreation Director	2
Library Director	2
Library Board of Directors	2
Consultants*	All

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The City Manager may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section.

Although listed below, the following positions do not fall into the category of "designated employee" because they are positions identified in California Government Code Section 87200, and the Government Code itself specifies the filing requirements for these positions:

City Council Members
Planning Commissioners
City Attorney
City Manager
City Finance Director/Treasurer

APPENDIX B

TO THE CONFLICT OF INTEREST CODE OF THE CITY OF WILLOWS

Category 1:

All investments, business positions in, and income from sources located in or doing business in the jurisdiction. Interest in real property located in the jurisdiction. Interest in real property located in the jurisdiction, including property located within a two mile radius of the jurisdiction or of any property owned or used by the City. This category applies to officials and employees whose duties are broad and indefinable.

Category 2:

All investments, business positions in, and income sources of the type which provide services, supplies, materials, machinery or equipment of the type utilized by the City. This category applies to officials and employees whose duties involve contracting or purchasing.

Category 3:

All investments, business positions in, and sources of income which are subject to the regulatory, permit or licensing authority of the City. This category applies to officials of agencies with regulatory powers.

AGENDA ITEM

June 24, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Façade Improvement Program Funds Request from Westside Outdoorsman
323 North Tehama Street/APN: 003-021-010

RECOMMENDATION

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for a Mini Grant to paint the store front at Westside Outdoorsman at 323 North Tehama Street, authorizing the commitment of \$1,200 for the Mini-Grant

SUMMARY

In June of 2008 the City Council adopted Resolution #31-2008 which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. This resolution and funding will implement a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program (PROGRAM) to support downtown revitalization efforts. The program was seeded by the Wal-Mart project conditions of approval, and funds were committed and deposited with the City to which a portion has been set aside for this PROGRAM. Mini Grant Funding is available up to a maximum of Twelve Hundred (\$1,200) per project with no "matching funds" required. Mini Grants are subject to all façade improvement program criteria and subject to approval by city staff and or Planning Commission as required.

John Hines, owner of the Western Outdoorsman business in downtown Willows, has made an application to the City for a Mini-Grant of up to \$1,200 under the Façade Improvement Program to paint the exterior of his building. The owner of the building, Paul Erlendson, has granted permission to paint the building. The suggested plan is to coordinate this project with that of the Inkwel which shares a common façade. The Inkwel had submitted an application under the Façade Improvement Program last year to paint the exterior of that building and they are prepared to move forward with that project. This project would coincide with the Inkwel paint project. The paint colors proposed for the Western Outdoorsman project (*and the Inkwel paint project*) are a color scheme that will compliment the design of the building(s) and surrounding area. (*A four tone color scheme of light tan, to darker tan, to green with a rust accent*)

FINANCIAL CONSIDERATIONS

The approval of the attached resolution commits the City to \$950 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution.

NOTIFICATION

John Hines of Western Outdoorsman, 323 North Tehama Street has been notified.

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution approving the use of Façade Improvement Funds to assist John Hines of Western Outdoorsman with improvements to the businesses not to exceed a total of \$950.

Respectfully submitted,

Natalie Butler for Karen Mantele

Karen Mantele
Principal Planner

Attachments:

- 1) Draft Resolution
- 2) Project cost estimate for Hines request
- 3) City Council Resolution #31-2008

ATTACHMENT 1

RESOLUTION No. ____-2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF MINI GRANT DOWNTOWN FAÇADE IMPROVEMENT FUNDS NOT TO EXCEED \$950 TO JOHN HINES OF THE WESTERN OUTDOORSMAN TO PAINT THE EXTERIOR OF AN EXISTING COMMERCIAL BUILDING LOCATED AT 323 NORTH TEHAMA STREET, ASSESSORS PARCEL NUMBER 003-021-010

WHEREAS, on June 13, 2000, the City Council of the City of Willows adopted the Community Vision and Action Plan per Resolution No. 16-2000 which recommended a Community Goal to establish a Façade Improvement Program (PROGRAM), and

WHEREAS, on June 24, 2008 the City Council of the City of Willows adopted Resolution No. 31-2008 implementing a Downtown Façade Improvement Program, and,

WHEREAS, funding is available for the PROGRAM through partial allocation of the Wal-Mart Economic Impacts contribution, and

WHEREAS, John Hines has requested the use of Mini Grant PROGRAM funds not to exceed \$950, to assist with painting the exterior of the building for property located at 323 North Tehama Street, within the Central Commercial Zoning district, and

WHEREAS, painting is an eligible items under the PROGRAM, and

WHEREAS, in an effort to further the goal of providing assistance to businesses within the Central Commercial Zoning District for downtown revitalization, it is recommended that the Council consider approving the use of PROGRAM funds for this painting project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve as follows:

1. That the painting project qualifies as an eligible use of PROGRAM funds.
2. That the City Council hereby commits \$950 of the PROGRAM funds to John Hines of Western Outdoorsman for the painting project.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 24th day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Cobb

Natalie Butler, City Clerk

ATTACHMENT 2

Cost Estimate for WESTERN OUTDOORSMAN project

HUFFMAN CONSTRUCTION

360 EAST WOOD STREET

WILLOWS, CA 95988

530-591-9349

LIC. #556167B

ESTIMATE

MAY 30, 2014

WESTSIDE OUTDOORSMAN

323 NORTH TEHAMA

WILLOWS, CA 95988

SCOPE: PAINT EAST SIDE OF BUILDING

- PRESSURE WASH
- SCRAPE, WIRE BRUSH OR SAND ALL NEEDED AREAS
- PRIME AS NEEDED
- APPLY 2 COATS LATEX ENAMEL TO WALLS
- APPLY 2 COATS LATEX ENAMEL TO TRIM
- CLEAN UP AND REMOVE DEBRIS

TOTAL LABOR AND MATERIALS

\$950

THANK YOU

LARRY HUFFMAN

ATTACHMENT 3

RESOLUTION NO. 31-2008

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE IMPLEMENTATION OF A FACADE IMPROVEMENT PROGRAM

WHEREAS, The City is interested in revitalizing the downtown and other areas of the City within the Central Commercial Zoning District boundaries through improvements in streetscapes, architectural style, storefront upgrades, signage, and similar improvements visible from public streets and walkways; and

WHEREAS, the Community Vision and Action Plan adopted by the City Council in June 2000 recommended establishment of a Facade Improvement Program; and

WHEREAS, the City Council wishes to establish incentives to provide assistance to property and business owners in the Central Commercial Zoning District area; and

WHEREAS, funding is available for program implementation through partial allocation of the Wal Mart Economic Impacts contribution; and

WHEREAS, the City Council wishes to provide additional economic and business incubator incentive; for projects qualifying under the Façade Improvement Program by waiving the otherwise required fees, adopted under the Planning & Development Fee Schedule in March 2007; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows authorizes the city staff to implement the "Facade Improvement Program" as described in Exhibit A

It is hereby certified that the foregoing Resolution No. 31-2008 was duly introduced and legally adopted by the City Council of the City of Willows at its regular meeting held on this 24th day of June 2008 by the following roll call vote: ()

AYES: Baker, Holvik, Towne, Thrailkill & Yoder
NOES: None

AYES: Baker, Holvik, Towne, Thraikill & Yoder
NOES: None
ABSENT: None
ABSTAIN: None

Approved:

Attest:

Jim Yoder, Mayor

Natalie . Butler, City Clerk

AGENDA ITEM

June 24, 2014

TO: Honorable Mayor Cobb 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 2014-15

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 11, 2014. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public protest hearing) was completed on May 27, 2014. 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 2014-15.

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 May 27, 2014, 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 2013-14, summarizes the projected costs for FY 2014-15 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 2013) of +2.20% for Zones A and B. The raised maximum annual assessment for Zone A is now \$437.40 per parcel, and the raised maximum annual assessment for Zone B is now \$6,213.60 per parcel.

While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during FY 2014-15 be reduced from the FY 2013-14 assessment to \$194.92 per parcel.

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

and collected during FY 2014-15 will be increased from the FY 2013-14 assessment to \$4,678.88 per parcel due to revised utility 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%. It is noted that the projected Assessment District reserve balances for both zones at the end of FY 2014-15 are above that target. If it is found that an excess reserve balance does exist at the end of FY 2014-15, the assessments may be reduced the following year.

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 roles.

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 2014-15 is \$11,306.16. The funding source is from proposed assessment revenues levied and collected during FY 2014-15.

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 2014-15

Respectfully submitted,

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. -2014**

**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 2014-15 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 2014-15, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on March 11, 2014, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2014-15 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on May 27, 2014, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY 2014-15, 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 2014-15 maximum annual assessment will be adjusted up by the allowable CPI to \$437.40; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2014-15 maximum annual assessment will be adjusted up by the allowable CPI to \$6,213.60; 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 2014-15 annual assessment to levy and collect for Zone A is proposed to be \$194.92 per parcel; and

WHEREAS, the proposed FY 2014-15 annual assessment to levy and collect for Zone B is proposed to be \$4,678.88 per parcel; and

WHEREAS, no annexations to the District are proposed for FY 2014-15; and

WHEREAS, on June 24, 2014 the City Council conducted a public hearing and gave every interested person an opportunity to comment on the FY 2014-15 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 2014-15 Engineer's Report as filed, as prepared and filed
2. Confirms the assessment diagram and assessment amounts as set forth in the FY 2014-15 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 2014-15, 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 2013 annual CPI factor of 2.20% from the FY 2013-14 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 2014-15 to \$437.40 per parcel for Zone A and \$6,213.60 per parcel for Zone B
5. Sets the FY 2014-15 amount to levy and collect for Zone A at \$194.92 per parcel and for Zone B to \$4,678.88 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. _____ -2014 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 24th day of June, 2014 by the following Roll Call vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Jeff Cobb

Natalie Butler, City Clerk

FY 2014-15



**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 2014

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

FY 2014-15

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 11, 2014, the enclosed Engineer's Report on the 29th day of May, 2014.

COASTLAND CIVIL ENGINEERING

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 _____, 2014.

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 _____, 2014.

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 _____, 2014.

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

**FY 2014-15 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT**
(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2014-15

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 11, 2014, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2014-15.

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 2014-15, 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 2014-15, the maximum annual assessment for Zones A and B are proposed to be adjusted up by the latest annual (2013) CPI of +2.20%.

The assessments proposed to be levied and collected for FY 2014-15 for Zone A represent a decrease from those collected in FY 2013-14. The assessments proposed to be levied and collected for FY 2014-15 for Zone B are higher than those collected in FY 2013-14. The total proposed Assessment District budget (Zones A and B) for FY 2014-15 is \$11,306.16.

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 2014-15 assessment is proposed to be \$194.92 per parcel. This is a slight reduction from last year's assessment of \$210.32 per parcel. The total proposed Zone A budget for FY 2014-15 is proposed to be \$6,627.28. FY 2014-15 assessment revenue should cover anticipated expenditures and no reserve contribution is anticipated.

The estimated reserve fund balance for Zone A is projected to be above the Council approved reserve budget range of 10%-20% at the end of FY 2014-15. If reserve funds remain high throughout the first ½ of the year, additional landscaping may be installed (above and beyond the figures in the budget). If this is done, it will reduce the excess reserve.

Zone B – Walmart

In FY 2013-14, 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 2014-15 assessment is proposed to be \$4,678.88 per parcel. This is an increase of about 12% from the FY 2013-14 assessment. A thorough analysis of the utility costs for the street lights and traffic signals was done by the City this year in coordination with PG&E. It appears that the three street lights alongside the Walmart property were not being billed properly to the City. The full cost of these lights is now included in the proposed Zone B budget. The total proposed Zone B budget for FY 2014-15 is \$4,678.88. FY 2014-15 assessment revenue should cover the anticipated expenditures.

The estimated reserve fund balance for Zone B is projected to be slightly above the desired reserve budget range of 10%-20% at the end of FY 2014-15. Another year of ongoing cost data will help define the annual budget and the need for future reserves for this Zone. If it is determined that

excessive reserves have been collected, the excess funds will be used to offset future assessments for this Zone.

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 2014-15 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 2014-15 Budget sheet and a FY 2014-15 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 2014-15 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 2014-15 Budget Cost Estimates

Part B includes the detailed budget for FY 2014-15 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 2014-15. The total budget summary for FY 2014-15 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:	<u>\$4,678.88</u>	<u>\$4,678.88</u>	
Total:	\$11,306.16	\$11,306.16	

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2014-15
Zone A - Birch Street Village
Budget

Item	2013-14 Budget	2014-15 Budget
Engineers Report	\$2,763.00	\$2,469.00
Legal Services	\$250.00	\$100.00
Landscape Maintenance	\$2,500.00	\$2,500.00
Lighting Utilities & Maintenance	\$850.00	\$850.00
County Assessor Fees (1.75% of Revenue)	\$250.28	\$115.98
Contingency	\$537.60	\$592.30
Total Expenses	\$7,150.88	\$6,627.28
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Costs	\$7,150.88	\$6,627.28
Total Assessment Revenue	\$7,150.88	\$6,627.28
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$210.32	\$194.92

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2014-15
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2014-15</u>
Estimated Starting Reserve Fund on July 1, 2014	\$3,000.00
Estimated Interest Earned	\$45.00
Estimated Revenue	\$6,627.28
Total Estimated Funds Available	\$9,672.28
Total Estimated Expenditures	\$6,627.28
Estimated Ending Reserve Fund on June 30, 2015	\$3,045.00

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 2014-15
Zone B - Walmart
Budget

Item	2013-14 Budget	2014-15 Budget
Engineers Report	\$1,537.00	\$1,731.00
Legal Services	\$250.00	\$100.00
Lighting Utilities & Maintenance	\$864.00	\$1,348.00
Knockdown Replacement	\$1,000.00	\$1,000.00
County Assessor Fees (1.75% of Revenue)	\$145.66	\$81.88
Contingency	\$365.00	\$418.00
Total Expenses	\$4,161.66	\$4,678.88
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Revenue	\$4,161.66	\$4,678.88
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B*	\$4,161.66	\$4,678.88

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2014-15
Zone B - Walmart
Summary of Fund Balance

	<u>2014-15</u>
Est. Starting Annual Reserve Fund on July 1, 2014	\$1,000.00
Est. Starting Knockdown Reserve Fund on July 1, 2014	\$2,000.00
Estimated Interest Earned	\$30.00
Estimated Annual Revenue	\$4,678.88
Estimated Knockdown Revenue	\$1,000.00
Total Estimated Annual Funds Available	\$5,708.88
Total Estimated Knockdown Funds Available	\$3,000.00
Total Estimated Annual Expenditures	\$4,678.88
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30, 2015	\$1,030.00
Est. Ending Knockdown Reserve Fund on June 30, 2015	\$3,000.00

PART C

FY 2014-15 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of \$11,306.16 for FY 2014-15 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 6,627.28	From Zone A
\$ 4,678.88	From Zone B

The breakdown of FY 2014-15 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 2014-15**

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	\$194.92	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	27	R1XX	Single Family	\$194.92	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	R1XX	Single Family	\$194.92	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	R1XX	Single Family	\$194.92	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	R1XX	Single Family	\$194.92	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	R1XX	Single Family	\$194.92	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	R1XX	Single Family	\$194.92	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	R1XX	Single Family	\$194.92	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	R1XX	Single Family	\$194.92	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	R1XX	Single Family	\$194.92	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	R1XX	Single Family	\$194.92	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	R1XX	Single Family	\$194.92	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	R1XX	Single Family	\$194.92	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	R1XX	Single Family	\$194.92	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	R1XX	Single Family	\$194.92	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988
001-07-1-024-0	20	R1XX	Single Family	\$194.92	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	R1XX	Single Family	\$194.92	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	R1XX	Single Family	\$194.92	Tafolla, Guillermo Arias	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	R1XX	Single Family	\$194.92	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	R1XX	Single Family	\$194.92	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	R1XX	Single Family	\$194.92	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	R1XX	Single Family	\$194.92	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988
001-07-1-031-0	12	R1XX	Single Family	\$194.92	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	R1XX	Single Family	\$194.92	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	R1XX	Single Family	\$194.92	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	R1XX	Single Family	\$194.92	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	R1XX	Single Family	\$194.92	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	R1XX	Single Family	\$194.92	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	R1XX	Single Family	\$194.92	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	R1XX	Single Family	\$194.92	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	R1XX	Single Family	\$194.92	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	R1XX	Single Family	\$194.92	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	R1XX	Single Family	\$194.92	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	R1XX	Single Family	\$194.92	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:	\$6,627.28		

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
017-21-0-052-9	35	CEXX	Commercial Retail Outlet	\$4,678.88	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1		Total Assessment:	\$4,678.88		

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 5 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 2014-15 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 2012-13 (Zone A annual adjustment & Zone B Original Assessment)	2011	2.60%	\$10.56	\$416.73		\$5,920.00
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

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 2014-15 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 2014-15
Zone A - Birch Street Village and Zone B - Walmart

APN	Assessment Diagram Number	Owner Name	Address
001-07-1-009-0	26	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	27	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988
001-07-1-024-0	20	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	Tafolla, Guillermo Arias	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988
001-07-1-031-0	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Null
017-21-0-052-9	35	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050

PART F

FY 2014-15 ASSESSMENT DIAGRAM

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

Zone A

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

Zone B

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

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

-  Landscape Maintenance Area
-  Assessment District Boundary

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

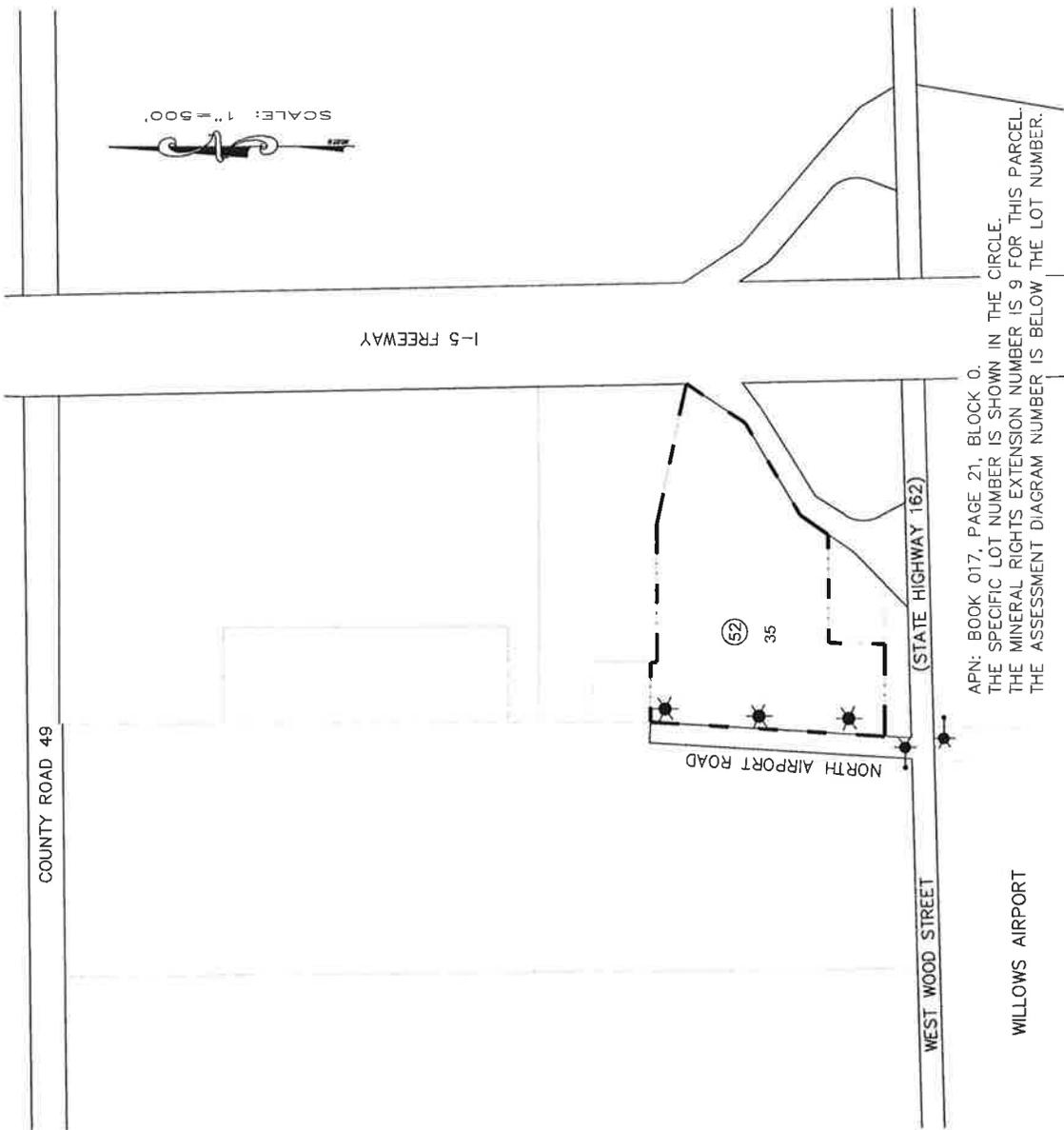
PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2014-2015 Fiscal Year

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.




Coastland Civil Engineering, Inc.
1400 Neatomas Avenue, Santa Rosa, CA 95405
707.571.8805 707.571.8037 fax

CITY OF WILLOWS
LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM
ZONE B - WALMART



VICINITY MAP

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

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

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

WILLOWS AIRPORT



Coastland Civil Engineering, Inc.
 1400 Neotomas Avenue, Santa Rosa, CA 95405
 707.571.8005 Fax 707.571.8007

PREPARED FOR
CITY OF WILLOWS
 GLENN COUNTY CALIFORNIA
 2014-2015 Fiscal Year

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Adoption of 2014/15 and 2015/16 City of Willows Budget, Designation of USDA Debt Reserve Funds, and Setting Targeted General Fund Balance Level

RECOMMENDATION

Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows Adopting the 2014/15 and 2015/16 City of Willows Budget Designating Sewer Enterprise Fund Debt Reserve and Setting Targeted General Fund Balance Level

SITUATION (or BACKGROUND):

The City Council conducted a budget review and analysis session workshop on May 22, 2014. As part of the budget workshop sessions, the Council received input from staff in an open, public session. As a result, Council, by consensus, provided direction to staff to return to Council with a budget resolution.

The budget, as presented for adoption, includes the following expenditure levels:

	2014/15	2015/16
General Fund	\$ 3,564,481	\$3,643,734
Special Revenue Funds	\$ 898,618	\$ 512,604
Sewer Enterprise Fund	\$ 1,610,458	\$1,812,851
Water Enterprise Fund	\$ 7,692	\$ 7,692
Total Expenditures	\$ 6,081,249	\$5,976,881

The proposed budget carries a General Fund operating deficit for 2014/15 of \$67,511 and 2015/16 of \$80,764 to be covered by General Fund Reserves currently estimated to be at \$1.328 million.

Also, in accordance with debt covenants associated with the USDA loan for the wastewater treatment plant renovation, 1/10th of an annual loan payment must be placed into reserved status each year from the Sewer Enterprise Fund. This will continue annually until the equivalent of a full annual loan payment is held in reserve.

The amount to be designated for 2014/15 and 2015/16 is \$36,000 each. This will be the eighth and ninth years of said debt reserve designation.

Attachments to the staff report include summary recaps of revenue and expenditure projections for General and Special Revenue Funds, Sewer Enterprise Fund (including designation of Debt Reserve) and Water Enterprise Funds. If viewing budgetary detail is desired, the link to view the full proposed budget is:

http://www.cityofwillows.org/vertical/sites/%7B7D6DB31A-99CB-469D-88CF-327433878F6D%7D/uploads/Proposed_Budget_2014-15_and_2015-16.pdf

The only change to this budget document from the presentation of May 22 is that \$8,000 in General Fund expenditure was added (by consensus of the Council) for the demolition of bathrooms and re-routing of electrical lines at Jensen Park.

This Budget is presented for adoption without consideration of actions yet to be taken by the State of California or the County of Glenn regarding their respective 2014/15 and 2015/16 budgets. Should actions taken by these agencies have an impact on the financial status of the City of Willows, Staff will return to the City Council for further budgetary action.

In addition, at the June 10 meeting, Council, by consensus, requested that a targeted General Fund Balance of a minimum of \$1,000,000 be memorialized in the budget resolution. Verbiage has been included in the draft resolution attached.

FINANCIAL CONSIDERATION

As noted, total appropriation of \$6,081,249 for 2014/15 and \$5,976,881 for 2015/16 and designation of reserve funds in the amount of \$36,000 each for 2014/15 and 2015/16.

NOTIFICATION

- Notice of Public Hearing posted in newspaper of general circulation

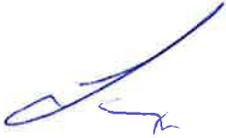
ALTERNATE ACTIONS

1. Approve by Resolution
2. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows Adopting the 2014/15 and 2015/16 City of Willows Budget Designating Sewer Enterprise Fund Debt Reserve and Setting Targeted General Fund Balance Level

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachments:

- Resolution of the City Council of the City of Willows Adopting the 2014/15 and 2015/16 City of Willows Budget Designating Sewer Enterprise Fund Debt Reserve and Setting Targeted General Fund Balance Level
- 2014/15 and 2015/16 Revenue/Expenditure Reconciliation (General and Special Revenue Funds).
- 2014/15 and 2015/16 Revenue/Expenditure Reconciliation (Sewer Enterprise Fund)
- 2014/15 and 2015/16 Revenue/Expenditure Reconciliation (Water Enterprise Fund)

RESOLUTION NO. ____-2014

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING THE 2014/15 AND 2015/16 ANNUAL BUDGET, DESIGNATING
SEWER ENTERPRISE FUND DEBT RESERVE, AND SETTING TARGETED
GENERAL FUND BALANCE LEVEL**

WHEREAS, the Willows City Council has reviewed and analyzed the preliminary budget for fiscal years 2014/15 and 2015/16 with opportunity for input from the City Staff and interested citizens; and

WHEREAS, as a result of this review and evaluation the City Council has established the fiscal policy for the 2014/15 and 2015/16 budgets; and

WHEREAS, these policies will be reflected in the document entitled 2014/15 and 2015/16 Adopted Budget, and

WHEREAS, the City Of Willows is required by United States Department of Agriculture-Rural Development (“USDA-RD”) debt covenants associated with a loan made by USDA-RD to the City to establish a reserve utilizing Sewer Enterprise Funds, and

WHEREAS, the City Council of the City of Willows desires to establish a targeted General Fund Balance at a minimum of \$1,000,000 and acknowledges that the estimated General Fund Balance as of July 1, 2014 will exceed \$1,000,000 and that the budget for 2014/15 and 2015/16 is such that, if projected revenues and expenditures are relatively in line with budgeted projections, the General Fund Balance will remain above \$1,000,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby adopts the 2014/15 annual budget in the amount of \$6,081,249 and the 2015/16 annual budget in the amount of \$5,976,881 and shall designate \$36,000 in Sewer Enterprise Funds as Debt Reserve in each fiscal year of 2014/15 and 2015/16 in compliance with USDA-RD debt covenants.

BE IT FURTHER RESOLVED that the budget as detailed is a guide to the annual revenue and expenditures, and the City Manager may exceed the expenditures from a particular line item account when, at the City Manager’s discretion, it is deemed prudent and efficient for the general operation of the City. However, in no event is the

City Manager authorized to exceed the total amount of budget without approval of the City Council.

BE IT FURTHER RESOLVED that the City Council of the City of Willows establishes a targeted General Fund Balance of a minimum of \$1,000,000 for the safety and stability of the City of Willows' governmental operations.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of June, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Jeffrey T. Cobb, Mayor

ATTEST:

NATALIE BUTLER, CITY CLERK

CITY OF WILLOWS
2014-2015 BUDGET YEAR
EXPENDITURES/REVENUES RECONCILIATION

DEPARTMENT-OPS/MAINT.	TOTAL	GENERAL FUND	OTHER FUNDS	PAGE REFERENCE
CITY COUNCIL	16440	16440		2-1
CITY ATTORNEY	15000	15000		2-3
CITY MANAGER	189643	189643		2-5
FINANCE DEPARTMENT	195388	195388		2-7
PLANNING	41640	41640		2-10
GENERAL OFFICE	161298	161298		2-12
COMMUNITY ACTIVITIES	52448		52448	2-15
CIVIC CENTER MAINT.	34367	34367		2-17
BUILDING	105739	105214	525	2-19
POLICE DEPARTMENT	1462008	1284707	177301	2-22
ENGINEERING	17000	15000	2000	2-25
LIBRARY	292073	178386	113687	2-27
LIBRARY-BAYLISS	6540		6540	2-30
LIBRARY-ELK CREEK	8665		8665	2-30
RECREATION	128437	100848	27589	2-33
SWIMMING POOL	40767	40767		2-36
PARKS & PUBLIC WORKS-GENERAL	371907	328642	43265	2-39
PARKS DIVISION	52338	47338	5000	2-42
MALL DIVISION	10600	10600		2-44
MUSEUM DIVISION	2000	2000		2-46
FIRE DEPARTMENT	682192	682192		2-48
PUBLIC WORKS/STREETS DIVISION	138806	42208	96598	2-51
STORM DRAINS DIVISION	7700	7700		2-53
TOTAL O & M EXPEND.	4032996	3499378	533618	
SPECIAL PROJECTS				
CDBG PLANNING AND TECHNICAL ASST.	91000		91000	3-1
PLACTIVITY	1000		1000	3-1
TOTAL SPECIAL PROJECTS	92000		92000	
CAPITAL				
INFORMATION TECHNOLOGY	12500	12500	0	4-1
FIRE	52603	52603		4-1
PARKS/PUBLIC WORKS	228000		228000	4-1,4-2
POLICE	45000		45000	4-2
TOTAL CAPITAL	338103	65103	273000	
TOTAL EXPENDITURES	4463099	3564481	898618	
ESTIMATED REVENUES	4395588	3496970	898618	
ESTIMATED DEFICIT	-67511	-67511	0	
Projected General Fund Reserve @7/1/14		1328052		
Estimated General Fund Reserve 6/30/15			1260541	

CITY OF WILLOWS
2015-2016 BUDGET YEAR
EXPENDITURES/REVENUES RECONCILIATION

DEPARTMENT-OPS/MAINT.	TOTAL	GENERAL FUND	OTHER FUNDS	PAGE REFERENCE
CITY COUNCIL	16529	16529		2-1
CITY ATTORNEY	15000	15000		2-3
CITY MANAGER	192485	192485		2-5
FINANCE DEPARTMENT	200029	200029		2-7
PLANNING	41655	41655		2-10
GENERAL OFFICE	158344	158344		2-12
COMMUNITY ACTIVITIES	36448		36448	2-15
CIVIC CENTER MAINT.	36584	36584		2-17
BUILDING	106632	106107	525	2-19
POLICE DEPARTMENT	1493917	1311227	182690	2-22
ENGINEERING	17000	15000	2000	2-25
LIBRARY	293697	180010	113687	2-27
LIBRARY-BAYLISS	7000		7000	2-30
LIBRARY-ELK CREEK	8900		8900	2-30
RECREATION	129998	102140	27858	2-33
SWIMMING POOL	42851	42851		2-36
PARKS & PUBLIC WORKS-GENERAL	384422	353524	30898	2-39
PARKS DIVISION	48738	43738	5000	2-42
MALL DIVISION	12800	12800		2-44
MUSEUM DIVISION	2500	2500		2-46
FIRE DEPARTMENT	697326	697326		2-48
PUBLIC WORKS/STREETS DIVISION	139600	43002	96598	2-51
STORM DRAINS DIVISION	7780	7780		2-53
TOTAL O & M EXPEND.	4090235	3578631	511604	
SPECIAL PROJECTS				
PI ACTIVITY	1000		1000	3-1
TOTAL SPECIAL PROJECTS	1000		1000	
CAPITAL				
INFORMATION TECHNOLOGY	12500	12500		4-1
FIRE	52603	52603		4-1
TOTAL CAPITAL	65103	65103	0	
TOTAL EXPENDITURES	4156338	3643734	512604	
ESTIMATED REVENUES	4075574	3562970	512604	
ESTIMATED DEFICIT	-80764	-80764	0	
Projected General Fund Reserve @7/1/15		1260541		
Estimated General Fund Reserve 6/30/16		1179777		

CITY OF WILLOWS
2014-2015 AND 2015-16 BUDGET
ANTICIPATED CASH BALANCES/EXPENDITURE RECONCILIATION
ENTERPRISE FUNDS

2014-15
ANTICIPATED CASH BALANCES

FUND	Req. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1250000	1600000		1610458		1239542
Sewer Construction	305000	19000			36000	288000
Total	1555000	1619000	0	1610458	36000	1527542

REVENUE/EXPENDITURE RECONCILIATION

Enterprise Expenditures	Enterprise Funding
Sewer Ops & Maintenance	Sewer Service- Residential
Capital Expenditures	Commercial
Loan Repayments	NE Willows CSD
Total Expenditure	Total Service Fees
	Interest
Transfer to Loan Reserve	Total Sewer Service Revenue
	Sewer Connection
	Interest
	Total Sewer Connection Revenue

2015-16
ANTICIPATED CASH BALANCES

FUND	Req. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1239542	1618000		1812851		1044691
Sewer Construction	288000	9750			36000	261750
Total	1527542	1627750	0	1812851	36000	1306441

REVENUE/EXPENDITURE RECONCILIATION

Enterprise Expenditures	Enterprise Funding
Sewer Ops & Maintenance	Sewer Service- Residential
Capital Expenditures	Commercial
Loan Repayments	NE Willows CSD
Total Expenditure	Total Service Fees
	Interest
Transfer to Loan Reserve	Total Sewer Service Revenue
	Sewer Connection
	Interest
	Total Sewer Connection Revenue

CITY OF WILLOWS
 2014-2015 BUDGET
 WATER ENTERPRISE
 ANTICIPATED CASH BALANCE/EXPENDITURE RECONCILIATION
 ENTERPRISE FUNDS

ANTICIPATED CASH BALANCE

Beginning Balance	Revenue	Expenditures	Ending Balance
15000	5000	7692	12308

note: If the water fund cash balance is negative @ fye 6/30/14, the difference will be supplemented by a general fund transfer.

Enterprise Expenditures

Enterprise Expenditures	Enterprise Funding
Special Department Expense	2000
PG & E	2300
Maintenance	1500
Professional Svc. (Carried Over)	1000
Insurance	92
State Fees	800
Total	<u>7692</u>

Commercial Water Service 5000

NOTE: The water system faces the possibility of exceeding Chromium 6 standards. Alternatives for the water system will need to be analyzed and decisions will need to be determined at some point in time if such standards are exceeded.

Due to the length of
this document, a full
copy of the proposed
budget can be viewed

at

www.cityofwillows.org

under “Finance”.

June 24, 2014

AGENDA ITEM

TO: Honorable Mayor Cobb and Members of City Council

FROM: Natalie Butler, City Clerk

SUBJECT: PLANNING COMMISSION APPOINTMENT

RECOMMENDATION

Consider, by motion, the appointment of Robert Griffith to the Willows Planning Commission to complete the unexpired term of Huston Carlyle, which term expires 12/31/2015.

SUMMARY

Former Planning Commissioner Huston Carlyle resigned from his seat on the Planning Commission on May 17, 2014. This vacancy on the Commission was advertised and applications were accepted until 5:30 p.m. on June 24, 2014. The City received only one application from City Resident Robert Griffith.

Mr. Griffith previously applied and was interviewed for a seat on the Commission in December, 2013 and therefore the subcommittee, consisting of Councilmembers Domenighini and Mello, saw no need to re-interview the candidate and recommend Mr. Griffith be appointed to the seat and be administered the Oath of Office by the City Clerk. The term of office will become effective immediately and will expire on December 31, 2015.

NOTIFICATION

Robert Griffith

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Consider Council Members Domenighini & Mello's recommendation to appoint Robert Griffith to the vacant seat on the Planning Commission and direct the City Clerk to administer the oath of office.

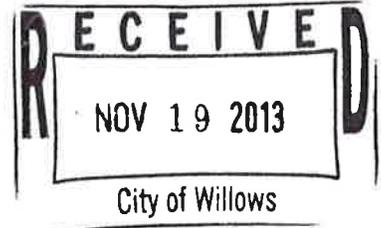
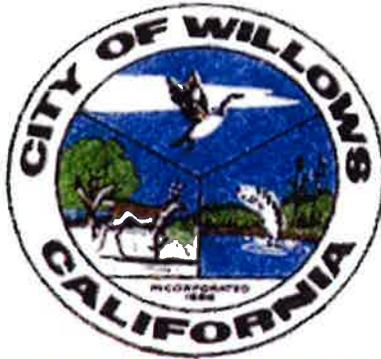
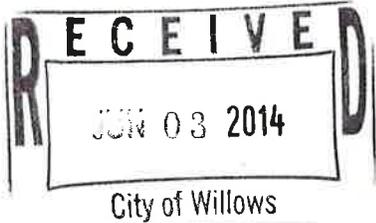
Submitted by:



Natalie Butler, City Clerk

Approved By:

Steve Holsinger, City Manager



APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

****THIS DOCUMENT IS A PUBLIC RECORD****

Name: ROBERT L. GRIFFITH

Residence Address: 1039 NORTHGATE DR

Mailing Address: SAME

E-Mail Address: GRIFF 97CA@HOTMAIL.COM

Home Phone: 530-361-9073 Business Phone: N/A

* Are you a registered voter? YES

Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

WHEN WE MOVED TO WILLOWS, WE FELL IN LOVE WITH THE CITY AND THE PEOPLE WHO ENBRACED US WITH OPEN ARMS. MY SON-IN-LAW HAS TOLD US OF THE CITIES PAST GLORY, AS HE GREW UP HERE. I WANT TO HELP GROW THE CITY IN A APPORATE MANNER, TO ENCOURAGE LOCAL SHOPING AND CREATING JOBS AND REVENUE.

Please provide a statement as to why you wish to serve on the Planning Commission of the City of Willows at this time:

KIWANIS PRESIDENT AND BOARD MEMBER
HELD VARIOUS POSITIONS IN VARIOUS CHURCHES
RETIRED AND HAVE PLENTY OF TIME TO WORK

Applicant Signature Robert Griffith Date & Time Received by City Clerk

AGENDA ITEM

June 24, 2014

TO: Honorable Mayor Cobb and City Council Members
FROM: Natalie Butler, City Clerk
SUBJECT: Appointments of Library Board Trustees

As Council is aware, there are two seats on the Library Board of Trustees which terms are due to expire on June 30, 2014. Staff was directed to advertise and solicit applications to fill these seats and Council Member Domenighini & Vice Mayor Taylor-Vodden expressed an interest to serve on the subcommittee to review applications and make their recommendations for two individuals to fill these positions. Three applications were received – two from current Trustees Julie Price and Lynn Soeth whose terms are expiring, and another from Rosie Martin. The subcommittee reviewed the applications and conducted interviews and will be making their recommendations to the full Council to determine who to appoint to the two seats whose terms are expiring. The term of office runs from July 1, 2014 and expires June 30, 2017.

STAFF RECOMMENDATION:

Consider Council subcommittee's recommendations and, by motion, appoint two members to the Library Board of Trustees.

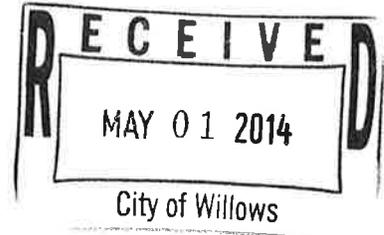
Notifications:
Julie Price
Lynn Soeth
Rosie Martin

Submitted by:



Natalie Butler,
City Clerk

8:30 6/20/14



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

****THIS DOCUMENT IS A PUBLIC RECORD****

Date: 4-26-14

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: Lynn Soeth

Phone: 934-4429

Address 1780 County Rd 303

Yrs. In Area: life

Willows

E-Mail: lsoeth@yahoo.com

Occupation: Retired

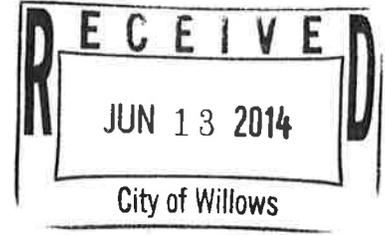
I feel that I can be an asset to the City in the above capacity because: _____

I would like to serve another ^{term} and continue to
work with Jody to continue to serve the
community.

My Library concerns are: The library has many services to offer
but we still need grow awareness in the community of
all we have available

Lynn Soeth
Signature

8:50 6/20/14



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

****THIS DOCUMENT IS A PUBLIC RECORD****

Date: 06-11-14

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: Julie Anne H. Price

Phone: (530) 934-4240

Address 9 Donnie Lane

Yrs. In Area: 10+

Willows CA 95988

E-Mail: mom2priceboys@yahoo.com

Occupation: student, parent

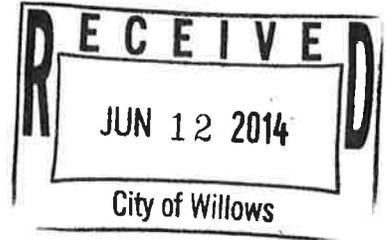
I feel that I can be an asset to the City in the above capacity because: I have

served on the board for the past 2⁺ years in the
position as Vice President. I am open to new
ideas regarding library operations.

My Library concerns are: keeping it open during budget
shortfalls, keeping its books and resources
current and modern, also using the programs
and resources to their full capacity and
potential.

Julie Anne H Price
Signature

9:10 6/20/14



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

****THIS DOCUMENT IS A PUBLIC RECORD****

Date: 6-10-14

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: Rosie Martin

Phone: 209-770-4619

Address PO Box 2117

Yrs. In Area: 1977-1983, 2014-Present

Willows CA 95988

E-Mail: Rosie L Martin @ Yahoo.com

Occupation: Real Estate Agent / Book Store Owner

I feel that I can be an asset to the City in the above capacity because: I went to

Jr High through High School here, lived in various
communities now a F/T resident of Glenn County.

I love reading & sharing information, am a P/T literacy
tutor for various organizations.

My Library concerns are: Maintain & Increase Funding, hours,
accessibility. Promote Services & Usage.

Rosie L Martin

Signature

AGENDA ITEM

June 24, 2014

TO: Honorable Mayor Cobb and Members of City Council
FROM: Natalie Butler, City Clerk
SUBJECT: Election Policies

RECOMMENDATION

Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy.

SUMMARY

The County Elections Office has recently provided the City with a Municipal Elections Calendar in anticipation of the November 14, 2014, General Election. Prior to noticing the public and accepting nomination documents for available Council seats, it seems an appropriate time for the Council to review, discuss, reaffirm, and possibly modify the City's current Election Policy.

The City of Willows Administrative Procedures and Policy Manual No. 9-1 currently limits the candidate statement to 200 words and indicates that the Candidate will be responsible for the cost of publishing the statement.

Elections Code 13307 states as follows:

“(a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. **However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words.** The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.”

On July 11, 2006, this item was on the agenda for discussion and it was requested at that time that the Council be given the opportunity to review this policy prior to each election.

FINANCIAL CONSIDERATIONS

None, unless Council changes the policy and agrees to incur the cost of Candidates' statements, in which case the cost would be determined by the number of Candidates' that file a Statement of Qualifications.

ALTERNATE ACTIONS

1. Request additional information to be provided by staff.
-

RECOMMENDATION

Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy.

Respectfully submitted,



Natalie Butler,
City Clerk

Attachments: Municipal Election Calendar for the November 4, 2014 General Election
 Administrative Procedure and Policy No. 9-1

CITY OF WILLOWS
ADMINISTRATIVE PROCEDURE AND POLICY MANUAL

Subject: Election Procedures (Rules for Candidate Statements of Education and Qualifications): a. Candidate Statements b. Tie Vote	Number: 9-1
	Effective Date: 6/26/2012
Department(s) Affected: City Clerk	Supersedes: 9-1 dated 8/8/2006
	Authority: Resolution Number 20-2000, Minute Order of 07/25/06 & Minute Order of 6/26/2012 Subsequent Council Reviews on: May 27, 2008, June 8, 2010, June 26, 2012
File Reference(s):	Approved: Steve Holsinger, City Manager

I. **PURPOSE:**

To establish a policy with respect to the following municipal election issues:

1. Determine the maximum length of candidates' statements.
2. Determine responsibility for cost of printing and publishing candidates' statements in the voter pamphlet
3. Determine the procedure for breaking a tie vote.

II. **POLICY:**

1. Candidates' statements shall be limited to a maximum of 200 words.
2. The Candidate will be responsible for the cost of printing and publishing the candidates' statements in the voter pamphlet.
3. During an election, a tie vote shall be broken by lot.

Revised 6/26/2012



COUNTY OF GLENN ELECTIONS DEPARTMENT

SHERYL THUR
Assessor
County Clerk
Recorder
Elections

Courthouse Complex
516 West Sycamore Street, 2nd Floor
Willows, CA 95988

(530) 934-6414 FAX (530) 934-6571

DATE: June 3, 2014
TO: Natalie Butler, Willows City Clerk
FROM: Lisa Teeter, Supervising Office Technician
SUBJECT: **NOVEMBER 4, 2014 GENERAL ELECTION**

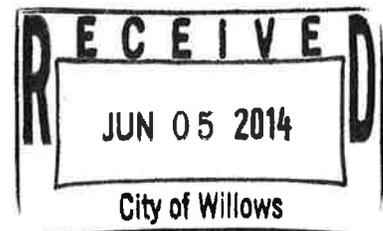
As you know, pursuant to an ordinance passed by the city and adopted by the board of supervisors, all regularly scheduled city elections are to be consolidated with the statewide general election in November of each even-numbered year. Though the election is months away, we are already beginning to prepare for it. To help you prepare for it, we have enclosed a brief election calendar.

Our records show that the following positions are to be filled:

- City Council (2 positions), 4-year term; incumbents:
 - Jeffrey T. Cobb
 - Theresa M. Taylor-Vodden

Since city candidates will be filing in your office, we recommend that you telephone us prior to issuing nomination papers in order to ascertain whether or not the potential candidate is a properly registered voter of the city per Government Code § 36502(a).

If you have any questions, please call us at **934-6414**.



BRIEF MUNICIPAL ELECTION CALENDAR FOR THE NOVEMBER 4, 2014 GENERAL ELECTION

July 7 through August 6

During this period the city clerk must publish a **notice of election** one time in a newspaper of general circulation in the city. (Elections Code § 12101) The notice must state:

- The date and polling hours of the election
- The offices to be filled, specifying full or short terms

July 7

Deadline for city to submit **rules for candidate statements of education and qualifications** to the county elections official.

- Determines whether statements shall be limited to 200 words or 400 words;
- Determines whether candidates or the city shall bear the cost of publishing the statements in the voter pamphlet. (Elections Code § 13307)

Suggested deadline for city to determine whether **tie votes** shall be resolved by lot or a runoff election to be conducted on a Tuesday not less than 40 nor more than 125 days after the certification of the election that resulted in a tie. (Elections Code § 10551)

July 14 through August 8

Candidate **nomination period**. Nomination documents must be obtained from and filed with the city clerk during normal office hours as posted. Candidates must collect the signatures of not less than 20 and not more than 30 registered voters. The nomination papers shall contain an affidavit of the nominee that he will accept the office if elected. Only registered voters of the city may circulate nomination papers for city offices. (Elections Code §§ 10220-10227)

Candidates may not **withdraw** after August 11

A candidate, at his option, who wishes to have his **candidate statement of education and qualifications** included in the voter sample ballot pamphlet must file the statement and pay the printing cost deposit (if the city will not bear the cost) at the time the declaration is filed. The deposit is \$500. (Elections Code § 13307)

August 8

Last day for the county board of supervisors to **approve a resolution** from the city requesting consolidation of a **ballot measure** with the statewide election; a copy of the resolution must be sent to the county elections official. The resolution must set forth the exact form of the question as it is to appear on the ballot. (Elections Code §§ 10002, 10403)

August 9

Suggested date for the county elections official to publish a notice inviting **direct arguments for and against** ballot measures and establishing a deadline of approximately 10 days hence for arguments to be submitted.

Rebuttal arguments must be filed by the authors of the selected direct arguments not more than 10 days after the final date for filing direct arguments.

August 9 to August 13

Possible **nomination period extension**. (Elections Code § 10225)

If the eligible incumbent fails to file nomination papers by 5 p.m. on August 8, then any person other than the incumbent shall have until 5 p.m. on August 13 to file nomination papers for the office. If there is no incumbent eligible to be elected, then there shall be no extension.

August 13

If by 5 p.m. there are **no nominees or only one nominee** for an elective city office, the city council may decide to fill the office by appointment - or proceed with the election. (Elections Code § 10229)

Prior to the council's action, the city clerk must publish a one-time notice of the facts and options. The council may not appoint until five days after this publication.

If no appointment is made by August 21 the election is held for that office.

NOTE: No appointment shall be made if any other citywide office or measure is on the ballot; the election is held regardless of insufficient nominees.

August 15

Deadline for city clerk to file with the county elections official the **names of city candidates** to appear on the ballot. (Elections Code § 10403)

September 25 to October 14

The county elections official mails **sample ballots** to voters that include polling place information and an absentee ballot application. (Elections Code § 13303)

October 20

Last day for residents to **register to vote** for the election. (Elections Code § 2107)

October 28

The city clerk shall publish not later than one week before the election, the **names of city candidates** in the order they will appear on the ballot, and the respective offices for which they have been nominated. Publication shall be at least one week prior to Election Day. (Elections Code § 12110)

The city clerk shall publish one time a **synopsis of city measures**. (Elections Code § 12111)

Tuesday, November 4

Election Day. Polls open at 7:00 a.m. and close at 8:00 p.m.

November 6

The county elections official begins the **official canvass**. (Elections Code § 15300, 15360)

When the canvass is complete, the county elections official shall submit the certified results to the county board of supervisors, who shall declare elected those candidates having the highest number of votes. (Elections Code § 15400)

November 28

No later than the fourth Friday following the election, the city council shall meet and pass a resolution reciting the fact of the election and its results, and **install the newly elected officers**. (Elections Code §§ 10262, 10263)

Offices Scheduled for November 4, 2014 Election (report may not include all vacant offices)

City of Orland

City Council Member

(Elective Office)

Charles Gee CIT#70 OH#2173
335 Meadowood Dr, Orland, CA 95963

Term: 2010-2014
Start Date: 12/6/2010
Term Ends:12/6/2014

Next Election: 11/4/2014
Elected

Dennis G. Hoffman CIT#1144 OH#2174
932 Trinity St, Orland, CA 95963

Term: 2010-2014
Start Date: 12/6/2010
Term Ends:12/6/2014

Next Election: 11/4/2014
Elected

City of Willows

City Council Member

(Elective Office)

Jeffrey T. Cobb CIT#1146 OH#2148
413 French St, Willows, CA 95988

Term: 2010-2014
Start Date: 11/23/2010
Term Ends:11/23/2014

Next Election: 11/4/2014
Elected

Theresa M. Taylor-Vodden CIT#582 OH#2342
P.O. Box 182, Willows, CA 95988

Term: 2010-2014
Start Date: 12/13/2011
Term Ends:11/23/2014

Next Election: 11/4/2014
Appointed to fill vacancy

Board of Education

Multi-County District
Glenn, Tehama, Colusa

Member, Trustee Area C

(Elective Office)

Kathy Perez CIT#450 OH#2370
7791 County Road 59, Glenn, CA 95943

Term: 2010-2014
Start Date: 11/26/2010
Term Ends:11/28/2014

Next Election: 11/4/2014
Elected

Member, Trustee Area D

(Elective Office)

Janice Cannon CIT#1151 OH#2369
PO Box 62, Elk Creek, CA 95939

Term: 2010-2014
Start Date: 11/26/2010
Term Ends:11/28/2014

Next Election: 11/4/2014
Appointed in lieu of election

Offices Scheduled for November 4, 2014 Election (report may not include all vacant offices)

Butte-Glenn Community College District

Multi-County District
Butte, Glenn

Governing Board Member, Trustee Area #4

(Elective Office)

Michael E. Boeger CIT#25 OH#2192
409 Randolph Ave., Gridley, CA 95948

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Appointed in lieu of election

Governing Board Member, Trustee Area #5

(Elective Office)

Thomas F. McLaughlin CIT#27 OH#2193
929 Thomasson Lane, Paradise, CA 95969

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Governing Board Member, Trustee Area #6

(Elective Office)

Frederick R. Perez CIT#85 OH#2194
P.O. Box 1124, Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Appointed in lieu of election

Capay Joint Union Elementary School District

Multi-County District
Glenn, Tehama

Governing Board Member

(Elective Office)

Steven Brown CIT#3 OH#2191
7688 Cutting Ave, Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Appointed in lieu of election

Becky May Gruenwald CIT#733 OH#2189
25800 Post Ave., Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Appointed in lieu of election

Patricia A. Turnbull CIT#719 OH#2190
520 5th Ave., Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Appointed in lieu of election

Hamilton Unified School District

Governing Board Member

(Elective Office)

Tim A. Anderson CIT#1056 OH#2176
3478 Highway 45, Glenn, CA 95943

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Tomas Loera CIT#12 OH#2175
P.O. Box 867, Hamilton City, CA 95951

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Offices Scheduled for November 4, 2014 Election (report may not include all vacant offices)

Lake School District

Governing Board Member

(Elective Office)

Michael S. Karle CIT#1136 OH#2188
4707 County Road L, Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010 (InitialStart)
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Yolanda M. Martinez CIT#1149 OH#2187
4860 Co Rd N, Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010 (InitialStart)
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Orland Unified School District

Multi-County District
Glenn, Tehama

Governing Board Member

(Elective Office)

Jack Martin CIT#17 OH#2185
P.O. Box 292, Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Robert F. Pasero CIT#1135 OH#2186
409 Eighth St, Orland, CA 95963

Term: 2010-2014
Start Date: 12/3/2010
Term Ends:12/5/2014

Next Election: 11/4/2014
Elected

Plaza School District

Governing Board Member

(Elective Office)

PJ Davis CIT#1302 OH#2606
7737 County Road 24, Orland, CA 95963

Term: 2010-2014
Start Date: 1/15/2014 (InitialStart)
Term Ends:12/5/2014

Next Election: 11/4/2014
Hired/Appointed

Charles F. Lawler CIT#1218 OH#2367
7418 County Road 21, Orland, CA 95963

Term: 2010-2014
Start Date: 4/18/2012 (InitialStart)
Term Ends:12/5/2014

Next Election: 11/4/2014
Hired/Appointed

Offices Scheduled for November 4, 2014 Election (report may not include all vacant offices)

Princeton Joint Unified School District

Multi-County District
Glenn, Colusa

Governing Board Member

(Elective Office)

Donald Perez CIT#30 OH#2183 7864 County Road 61, Princeton, CA 95970	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	Next Election: 11/4/2014 Appointed in lieu of election
Victoria D. Reamer CIT#944 OH#2184 975 County Road XX 1/2, Butte City, CA 95920	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	Next Election: 11/4/2014 Appointed in lieu of election
Cathy Withrow CIT#28 OH#2182 7773 County Road 61, Princeton, CA 95970	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	Next Election: 11/4/2014 Appointed in lieu of election

Stony Creek Joint Unified School District

Multi-County District
Glenn, Colusa

Governing Board Member, Elk Creek Trustee Area

(Elective Office)

Adrienne C. Haylor CIT#959 OH#2180 PO Box 152, Elk Creek, CA 95939	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	(InitialStart) Next Election: 11/4/2014 Elected
--	---	---

Governing Board Member, Stonyford Trustee Area

(Elective Office)

Sandra Corbin CIT#1274 OH#2459 2306 Collins Ave., Stonyford, CA 95979	Term: 2010-2014 Start Date: 1/9/2013 Term Ends:12/5/2014	(InitialStart) Next Election: 11/4/2014 Appointed to fill vacancy
---	--	---

Willows Unified School District

Governing Board Member

(Elective Office)

Michelle L. Knight CIT#1141 OH#2177 879 Glennwood Ct, Willows, CA 95988	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	(InitialStart) Next Election: 11/4/2014 Elected
Kyle Munguia CIT#1140 OH#2179 111 S Villa Ave #2, Willows, CA 95988	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	(InitialStart) Next Election: 11/4/2014 Elected
Alexander W. Parisio CIT#730 OH#2178 6407 County Road 48, Willows, CA 95988	Term: 2010-2014 Start Date: 12/3/2010 Term Ends:12/5/2014	Next Election: 11/4/2014 Elected