

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, March 11, 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 March 11, 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 approval of the City Council Minutes for the regular meeting held on February 25, 2014.
 - c) Review the City's current Conflict of Interest of Code and confirm it as presented and without changes.
 - d) Consider approval of a Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District and direct the preparation of the annual Engineer's Report for Fiscal Year 2014/2015.
8. Public Hearings: None
(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).

9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
11. New Business: None
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 March 7, 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.

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
February 25, 2014

1. Vice Mayor Taylor-Vodden called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** William Sites led the Pledge of Allegiance.
3. **ROLL CALL:**

<u>Present:</u>	Domenighini, Taylor-Vodden, Mello, & Hansen
<u>Absent:</u>	Mayor Cobb
4. **Agenda Review:** It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to accept the January 25, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Mr. William Sites addressed the Council and stated that he is currently working to achieve the rank of Eagle Scout with Troop 57. In order to achieve this rank, Mr. Sites must undertake a project that will be a benefit to the community. Mr. Sites' proposed project is to install 3 dog waste bag dispensers at Sycamore Park in Willows. Once installed, he will provide the first installation of bags and then assume the City will take over replenishing the bags. The dispensers will be spaced throughout the park in such a way as to cover the North, West, East and South areas of the park. The boxes will be made out of 1/16 inch metal and designed and cut out on the plasma cam at the Willows High School welding shop. Each dispenser will hold a roll of 50 17"x17" bags from JC Nelson Supply Co in Chico. These are the same bags that are used for dog waste dispensers in the City of Chico. Mr. Sites stated that dog waste is very harmful to children, adults, and dogs and it contaminates the ground. The dispensers he proposes to install will help to keep Sycamore Park clean and give people incentive to pick up their dog waste. Mr. Sites stated that once the dispensers are installed, the cost to the City would be approximately \$76.00 per year for bags, assuming an estimated 300 bags are used each month, or 3600 bags per year. Mr. Sites was seeking Council approval to move ahead with this project in order to achieve the rank of Eagle Scout. If approved, Mr. Sites indicated that he would begin to seek donations for supplies and he anticipates the project would be completed before May.

Public Works Director Skyler Lipski added that he has been in regular contact with Mr. Sites on this proposed project and he feels that the City can incur the cost of the bags and also the Public Works Department servicing the dispensers should not be a problem. The City Manager added that he believes this is a good project and he is in favor of it, as he believes it encourages cleaner parks. He also stated the cost would be nominal to the City.

Council discussion ensued. All of the Council Members agreed that this was a very good project and they thanked Mr. Sites for his dedication to the community and his civic

pride. They wished him luck on his achieving the rank of Eagle Scout. It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to approve the project as presented. The motion unanimously passed.

- b) Alan Schauer addressed the Council about the 2014 Egret and Heron Deterrence program in the City. Mr. Schauer had recently submitted a letter to the Council suggesting that because these birds pose public safety, public health, and property damage problems in the City, he believes their deterrence should rest with the Willows Police Department. He indicated that the volunteers that had been conducting bird deterrence in the past are not a reliable workforce, as they lack the unsurpassed intelligence network of the Police Department and lack the 24/7 coverage of the community, and often times they lack time to do the job. The assets that the Police Department would bring to the deterrence chore would be a disciplined workforce, 24/7/365 coverage of the community, a developed community intelligence network, an instantaneous communications network, multiple units often in operation and mobile noise-generating equipment. He believes some officers may even see bird deterrence as job enrichment. A commitment of Police Officer training in bird detection and deterrence would assure a safer, healthier town with less property damage. He believes that Volunteers and the Willows Fire Department could also be deployed as the Police Department sees fit. Mr. Schauer indicated that he would be available for Police Officer training in bird recognition and deterrence if this was something the City would be interested in implementing.

Discussion ensued among the Council and they thanked Mr. Schauer and all of the volunteers who have worked diligently in the past to deter the birds from nesting in the City and were successful in keeping them outside of the City limits. They expressed their appreciation for all of the hard work the volunteers have done. Council Member Domenighini expressed that he doubted this is something that the Police Department could do and he did not believe it to be a good fit. Vice Mayor Taylor-Vodden expressed that since there was not a full Council at this meeting and because the Police Chief wasn't present to be included in this discussion, she recommended that this item be placed on the Mid-Year Budget Review agenda for further discussion, as she didn't believe the Council was ready to move forward on this item tonight. The City Manager concurred with the Vice Mayor. He also stated that he believed it would be more appropriate for Animal Control to do this or to look for other alternatives, such as the Volunteers In Police Service (VIPS). Council Member Domenighini suggested that the City Manager contact the Sheriff's office for any input they make have. He also suggested speaking with Chief Dahl to find out if the Department even has enough manpower to do this. The City Manager stated that it is also important to look into whether or not there may be any restrictions on utilizing City personnel and resources in this way. Ultimately, it was the majority consensus of the Council to have additional discussion on this topic at the March 11, 2014 Special Mid-Year Budget Review meeting.

6. **Public Comment/Written Communications:** None

7. **Consent Agenda:**

It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General, Payroll and Direct Deposit Check Registers (26979-27099; 32913-33004; Z04852-Z05050).
- b) Approval of the Regular City Council Meeting Minutes of January 28, 2014.

8. **Public Hearings:** None

9. **Ordinances:** None

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

Council Member Domenighini stated that since the Council is coming up on Mid-Year Budget review, he inquired whether the Council would be discussing a General Fund Reserve Policy. Finance Director Tim Sailsbery stated that that topic would be one of the line items on that agenda for discussion during that meeting. Additionally, Council Member Domenighini reiterated something that he has brought up at prior Council Meetings, which is that he would like to see a presentation about the potential development of a long-term capital improvements maintenance plan sometime in the near future.

11. **New Business:**

- a) Housing Conditions Survey:

City Planner Karen Mantele stated that this item is something that came before the Council last year in order for them to approve a Resolution to submit a grant application for funding to the State Department of Housing and Community Development (CDBG) Program to conduct a city-wide Housing Conditions Survey. On April 13, 2013 the City submitted the grant application for funding and in September of 2013 the City was notified that they were awarded the \$35,000 in order to prepare the Survey.

In January of 2014 the City sent out Request for Proposals to nine firms and the City only received one proposal from Pacific Municipal Consultants (PMC) in the amount of \$31,435 to conduct the Survey. The State allows staff to get up to this point to get approval for a services agreement; however prior to signing any contracts, the Planner is preparing some documentation to show the cost analysis. Ms. Mantele said that the Housing Conditions survey will be used to assess the City's current housing conditions and the survey will be able to provide the City with the results in order to apply for funding from CDBG to help low to moderate income home owners of single-family or multi-family residential units to make some types of modifications and/or repairs that are needed. The survey will ensure that the City has quality, safe and livable units throughout the City and it will also assist with the City's housing preservation and help to eliminate any health and safety issues that will be noticed as a result of the survey. The City's

contribution towards this survey is \$1750 towards the funding. With that, Ms. Mantele asked that the Council take into consideration approving the award of the consultant services agreement to PMC to prepare a Housing Conditions Survey.

Council discussion ensued. Council Member Domenighini asked if a Housing Conditions survey has been done for the City in the past. Ms. Mantele stated that the last time this type of survey had been completed for the City was in 1991. The State likes to see these types of surveys conducted about once every ten years and in doing some research Ms. Mantele determined that this was needed. She believes that conducting this survey will be a leap towards getting the City's housing in a little bit better shape and keeping it that way. Council Member Domenighini stated that when the results of this study are in, he would also like to see a copy of the 1991 study as some type of comparison.

Council Member Hansen inquired whether conducting a Housing Conditions survey was an actual requirement of the Housing Element. Ms. Mantele responded, stating that it is not a requirement, but what the State likes to see the Cities do is to provide safe and livable housing, and this type of community has a lot of older housing so if the City is not repairing and rehabbing existing housing it could be problematic. The way to substantiate the need for certain future grant funds is to conduct a Housing Conditions survey.

It was **moved** by Council Member Mello and **seconded** by Council Member Domenighini to adopt a Resolution approving a consultant services agreement between the City of Willows and Pacific Municipal Consultants for consultant services to prepare a citywide Housing Conditions Survey utilizing funding from the 2013 CDGB Super NOFA Grant Award Planning and Technical Assistance Community Development allocation of the State CDBG Program not to exceed \$31,435 and authorizing the City Manager to sign said agreement on behalf of the City. The motion unanimously passed.

b) Housing Element Update:

City Planner Karen Mantele stated that in April of last year the Council approved a Resolution to submit a grant application for funding to the State of California, Department of Housing and Community Development to prepare a Housing Element Update. There is a requirement by the State that the City must update their Housing Element every five years. The City submitted their grant application for a Housing Element Update in April of 2013 and in September of 2013 the City was notified by the State that they were awarded a \$35,000 grant to prepare the update.

In January of this year the City sent out Request for Proposals to nine firms requesting information on the opportunity to complete the update. As a result, the City received two qualified proposals to the RFP from Pacific Municipal Consultants (PMC) and from Price Consulting Services (PCS). Based upon the minimal response, three senior staff members were assigned responsibility to review the proposals and reach a consensus recommendation based upon the criteria defined in the RFP. Both firms showed that they had sufficient experience and have knowledgeable and capable staff to complete the scope of work. However, PMC demonstrates a breadth of staffing resources and expertise superior to the competitive consulting firm and there are a number of cities that they have performed this type of work for and they

clearly scored very high in this assessment category. It is understood that one of the main things the City was looking at was the timeframe for completion of the project, as the State does have a process that the City is supposed to complete by June 30, 2014, therefore time is of the essence. Both firms do have the potential for expediting the HCD review process, however PMC included this service in their base cost proposal and the competitive consultant included this as an optional service at an additional cost. Therefore, PMC was acknowledged as the preferred consultant in this category. Staff felt that PMC was the preferred consultant to move forward with this project. One important requirement this year on the Housing Element update is that there is a Senate Bill 244 which determines Disadvantaged Unincorporated Communities, and if the City is designated as one, the City would be required to amend its land use element as a result. This has to do with water, sewer, storm water, and fire protection needs in unincorporated communities with ten or more dwellings and analyze financing mechanisms that could feasibly be used to extend services to those communities. Again, in their proposal, PMC included the cost analysis for this scope of work as a separate break-out in their base cost proposal for the Housing Element Update. Although the competitive firm included this SB 244 analysis as an option, the distinguishing characteristic between the two proposals was an identifiable cost savings to the City. The PMC proposal allowed for an optional cost to complete any future Land Use Amendments necessary following analysis under SB 244. Both consultants pointed out that under current circumstances within Glenn County, the City of Willows would likely not require any follow-up amendments. Therefore, the PMC proposal allows for the reduction of a proposed \$1680; thereby reducing their proposed total cost to \$29,860 for completion the Housing Element update. Conversely, the other bid with comparatively similar proposed scope of work when including all the necessary options was \$30,390 or approximately two percent higher than the PMC proposal. Staff concluded that the PMC proposal provided the most advantageous cost proposal to the City. With that, staff is confident that PMC is the firm best prepared and offers the most advantageous proposal to complete the City's Housing Element update and staff is recommending awarding the services agreement to PMC to prepare the Update as the recognized lowest responsive responsible bidder.

Brief discussion ensued. Council Member Domenighini requested that the Housing Element go before the Planning Commission as a public hearing and a vote to recommend the Housing Element approval before it is forwarded to the Council for final adoption. He believes the Planning Commission should not be bypassed and they should be able to review the Element and recommend its adoption by the Council.

Council Member Hansen stated that he is very pleased to see that this Housing Element Update is going much smoother than the last Housing Element that was prepared and eventually adopted. There were several obstacles caused both by the state and locally that made the last Housing Element Update process very challenging and this time it seems much more sane, simple and seamless.

Ms. Mantle concurred stating that she anticipates a much smoother process this time compared to the last Housing Element Update. The City has met all of the requirements and all of the goals that were laid out in the last Housing Element. There is a streamline review allowed by the State this time around if the City has five things in order. Currently the City has four, however, she will be bringing something before the Planning Commission very soon which is a density bonus

Ordinance, which if adopted, the City will be under the auspice of being able to get a streamline review for this project.

As a follow-up to what Ms. Mantele just stated, the City Manager explained that Ms. Mantele had crafted, through the assistance of the employees at Wildan Engineering, a draft proposed Ordinance for a Density Bonus for the City of Willows. The draft Ordinance has been circulated to the City Attorney for review and a few minor changes were made and the Ordinance it is now ready to move forward and it will be introduced at the next Planning Commission meeting. It is a requirement by the State to have a Density Bonus Ordinance which, once adopted, is simply inserted as part of the City's Zoning Code. This allows for some special treatments from the State Department of Housing and Community Development. It is anticipated that the Ordinance will go before the Council for approval during the second meeting in March.

It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to adopt a Resolution approving a consultant services agreement between the City and Pacific Municipal Consultants for consultant services to prepare a citywide housing element update utilizing funding from the 2013 CDBG Super NOFA Grant Award Planning and Technical Assistance Community Development Allocation of the state CDBG Program not to exceed \$31,540 and authorizing the City Manager to sign said agreement on behalf of the City. The motion unanimously passed.

Just for the benefit of the public, the City Manager stated that while the City is running up against a short time frame and the State is backed up and still has not actually sent the contract that says that the City is allowed to spend this money, this is the \$70,000 of committed grant funds to the City. This is something where the City is using the State's money for a change in order to meet these mandates that take place. This is a positive thing and it really does benefit the City.

12. Council Member Reports:

Council Member Hansen:

- Attended the Transit and Transportation Committee meeting last Thursday.
- Attended a local fundraising event for Vicki Nolta at the Holy Trinity Episcopal Church on Sunday.
- Announced that there is going to be a League of California Cities meeting in Orland on Friday, March 14.

Council Member Mello:

- Announced that the first annual Willows 'Lucky Strikes' vs. Orland 'A-Team' Bowling Tournament will take place on February 28 at 6:00 p.m. at the Orland Bowl.

Council Member Domenighini:

- Attended the Transit and Transportation Committee meeting last Thursday.
- He was unable to attend the last Library Board Meeting but he encourages everybody to go check out the Library, as they have been making some nice changes inside.

Vice Mayor-Taylor-Vodden:

- Attended the annual membership meeting at the Museum on Sunday. The Museum is seeking to get new members.
- Plans to attend the upcoming Economic Development Steering Committee Meeting at 2:00 p.m. on Thursday. The committee has been trying for a while to arrange a Joint Cities/County meeting. As of this time, no date has been established for the meeting to occur. She stated that if any member of the Council has any item(s) that they would like to see on the agenda to let the City Manager know.
- Plans to attend a district-wide Rotary cook-off and wine and art show on March 1 at the Corning Casino from 11:00 - 4:00 and she invited everybody to attend.

Former Council Member Vince Holvik, of the audience, announced that the Willows Fire Department will be holding its annual Bean and Tri-Tip feed on Sunday, March 2 from 11:00 – 7:00 at the Fire Department.

13. Adjournment: Vice Mayor Taylor-Vodden adjourned the meeting at 8:16 p.m.

Dated: February 25, 2014

NATALIE BUTLER

City Clerk

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 and 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

March 11, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Landscape and Lighting Assessment District – Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2014 - 15

RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 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 proceeding for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

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

The attached resolution begins the proceeding for the FY 2014 - 15. The Engineer's Report will analyze the anticipated costs and determine the corresponding assessments amounts. The City Council can make changes to the Engineer's Report once it has been prepared and filed. The Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10th of each year. In order to meet this schedule and comply with the regulations of the Streets and Highways code for this type of Assessment District, the assessment engineering process should begin now.

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

NOTIFICATION

None required at this time.

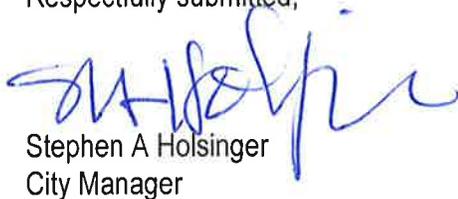
ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2014 - 15.

Respectfully submitted,



Stephen A Holsinger
City Manager

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

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. ____ - 2014**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING
COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF WORK FOR THE CITY
OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2014/2015 (PURSUANT TO THE LANDSCAPING AND
LIGHTING ACT OF 1972)**

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

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2014 - 15, located in the City of Willows, Glenn County; and

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

WHEREAS, Coastland Civil Engineering, serves in the capacity of City Engineer and has demonstrated the expertise necessary to prepare the annual Engineer's Report.

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

PASSED AND ADOPTED by the City Council of the City of Willows this 11th day of March, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Jeff Cobb, Mayor

ATTESTED:

Natalie Butler, City Clerk