

CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
William "Bill" Spears, 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, May 14, 2013

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 May 14, 2013, Agenda.
5. Presentations & Proclamations:
 - a) Mayor Cobb will present Awards of Appreciation to past Council Members Vince Holvik, James Yoder & Gary Hansen for their service to the Community and to the Citizens of Willows.
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 Minutes of the Willows City Council Regular Meeting held March 26, 2013.
 - c) Consider the re-appointment of Russell Melquist to serve as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2013 through June 30, 2015.
8. Public Hearings: None
(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. 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:
 - a) Consider, by motion, adoption of a Resolution of intention to levy and collect annual assessments, preliminarily approving the Engineer's Report for FY 2013/2014 for the City of Willows Landscaping and Lighting Assessment District and setting June 11, 2013 as the date of the public protest hearing.
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 May 9, 2013.

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

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

March 26, 2013

1. Mayor Cobb called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Jeff Williams led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Spears & Mayor Cobb
Absent: None

4. **Agenda Review:** It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to approve the March 26, 2013 agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:**

- a) Brian Ramos, President of the Willows Friends of the Library gave a brief announcement about the second annual summer BBQ Raffle that would be taking place in May. Last year this fundraiser collected \$2000. This year the goal is to raise \$3000 to be used to purchase Children's Books, to assist funding the Summer Reading Program and to pay for the program "Wild Things".

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

Rose Marie Thrailkill stated that the last time she addressed the Council during Public Comment period she apparently misspoke and had used the term "we" which Mayor Cobb had questioned her about at the time. For clarification purposes she stated that she wanted to make it known that if she uses the term "we" tonight, she is referring to the Chamber of Commerce and to herself, as she is taking the lead on this project. What she wants to discuss is the banner poles, which is something that she asked to be placed on another agenda because there was not enough information the last time when the Council had it placed on the Budget Review Meeting Agenda. She stated that she and Council Member Mello have been working on this project and they have had several meetings. She stated that Council Member Mello has actually been working on Wood Street because he feels that there is a need for some sort of advertising in the Wood Street area, which she agree was true. Council Member Mello has been working with the schools so that banners could be attached to the fence on either side – either at the track or at the football field, but he would probably have more information to share about that with the Council later. As for her, she stated that she would like to go the downtown route and she is going to push for the downtown banner poles to be put back up. She stated that when she moved into the area in 1976 the City had banner poles then and they used the old PG&E poles that were behind the theatre and by the Post Office. The banners they used back then were made of canvas and were very difficult to hang, however now the new vinyl banners are very easy to use and hardly take any time at all to erect. She had a discussion with Public Works Director Skyler Lipski about the possibility of using digital signs but they are very expensive and she doesn't think they would be that useful. This is still a small community and we are still in the mindset of using the banners and there are a lot of people that have used the banners. She stated that Council Member Taylor-Vodden had asked at one time "who are we serving here?", and she believes they are serving the whole community. Trying to do any type of advertising in this community is very hard. If you check with the newspapers to see how many people take either or both newspapers, it is very low in

comparison to the amount of people in the community so a lot of people have to use other avenues. She stated that the bulletin board at the Post Office and the Chamber of Commerce windows are used regularly. The Chamber of Commerce also has a community events calendar online and the Chamber also sends out email blasts. She thinks that any type of advertising people can get is going to help everybody. She stated that she went through the Banner Pole calendar from 2012 and found that there were 32 weeks out of the year that there was a banner up. She stated that she would like to send out more information to community members to make them more aware of the poles and that the cost is very minimal. If people are careful with the banners they could last up to ten years so when you figure out the cost of the banner, it runs a person roughly \$60.00 per year. The Chamber has been able to raise approximately \$2500.00 and the cost of cost estimate given by Ponci's Welding was roughly \$7000 to erect new poles. She would still like to get a few more estimates by certified welders in Willows. What she would like to see is if the City would put in \$5000 for the project, the Chamber would put in the other \$2500. She stated that the City could use funding from the Community Discretionary fund of the Community Promotions fund. She asked the Council to place this item on their next regular City Council Meeting agenda.

Mayor Cobb stated that before the Council commits to placing this item on another agenda, he would like to hear Council Member Mello's report to get a little more information before proceeding further with this item. He suggested Council Member Mello could give his report during Council Member Reports later in the meeting.

7. Consent Agenda:

Council Member Spears asked that there be a correction made to item 7(d) of the Consent Agenda (Approval of the February 26, 2013 City Council Meeting Minutes). He requested a change be made on page 7, paragraph 2, where it refers to "Chief Spears" and it should read "Council Member Spears". The Clerk noted the change.

Recreation Director Carol Lemenager requested that item 7 (c) (Approval of the February 20, 2013 Special Mid-Year Budget Review Minutes) be removed from the Consent Agenda for further discussion.

Motion by Council Member Taylor-Vodden, **seconded** by Council Member Domenighini to approve Consent Agenda items 7 (a), 7 (b) & 7 (d) with the aforementioned change to the minutes and the removal of item 7 (c) for additional discussion. The motion unanimously passed 5/0 and the following items were approved/adopted:

- a) Approval of General Check Registers (25716-25845).
- b) Approval of Payroll & Direct Deposit Check Registers (Z04145-Z04174 & 32426-32462.)
- d) Approval of the Minutes of the Willows City Council Regular Meeting held February 26, 2013.

Consent Agenda (Item 7 (c) – pulled from the Consent Agenda for additional discussion and separate action:

Recreation Director Carol Lemenager stated that on the second page of the minutes under the heading of "Auto Allowance/Mileage Reimbursement Discussion" there is a sentence that reads "*For other members of the Management team that receive the (auto) allowance, they have also made other concessions that save the City money, therefore the allowance could be considered a trade-off of sorts*". She stated that she was hired with the City in 1977 and at that time she received \$50.00 to use her own vehicle and if she

exceeded the \$50.00, nothing happened. She stated that her opinion is that, "a trade-off of sorts" gives a bad connotation and she said that as far as her own car allowance is concerned she has no problem tracking and logging mileage and she stated that she is planning to begin to do this for the next couple of months to show that there is no trade-off in her car allowance. She knows there are no names of the Management Team specifically mentioned in the minutes of the meeting; however some names were actually mentioned during the meeting. She is not saying that the statement wasn't made, she is just saying that it is incorrect as far as her auto allowance that she receives from the city. She stated that she wanted that to be reflected in the minutes of tonight's meeting. Mayor Cobb then asked the Recreation Director if she believed that the minutes of the February 20 meeting were incorrect. Ms. Lemenager stated that she hasn't listened to the audio but she does believe the statement was made at that meeting. Finance Director Tim Sailsbery then stated that he was the one who made that statement at the February 20 meeting, and in doing so, he brought other members of the Management Team into this issue without first seeking their permission to do so. He stated that the responsibility lies with him for pointing out that other concessions were made, so if there is a disagreement with the Recreation Director, he just wanted it on record that he was the person that made that statement and he did specifically mention some other specific members of the Management Team that made those concessions. He stated that if it is deemed appropriate to change the verbiage that he made the statement versus the generic statement of "members of the Management", then he asked to Council to please do so. Mayor Cobb stated that he doesn't have any problem with the minutes of tonight's meeting reflecting what was said tonight for the record, but he is just curious if the Council is going to change the actual minutes from the February 20 Meeting. Council Member Taylor-Vodden asked if the Council could strike that sentence from the minutes or amend the minutes from that meeting. The City Manager stated that the Council could direct the Clerk to amend the minutes to reflect a different summary or reduce what was recorded in the minutes. Generally the minutes aren't prepared verbatim because there is an audio recording taken at all of the meetings which stands on its own so anybody could listen to the proceedings of the meetings. But for purposes of the written minutes, the Council could direct them to be summarized in any fashion as they see fit. Council Member Spears stated that what is before the Council to approve is what was presented, and what was presented is as stated in general as the Clerk does not prepare verbatim minutes. However, he believes that with the inclusion of the notification of misrepresentation or misunderstanding being clarified, he believes that this discussion should be included in this meeting's minutes. He stated that the truth is the statement was made at the meeting in the context at that time and he believes in order to keep the integrity of the minutes for February 20, he would ask that the minutes prepared for tonight's meeting would reflect the clarification as presented by the Finance Director. Council Member Domenighini suggested two possible options. First, that perhaps the minutes of the February 20 meeting could be amended to reflect that the Finance Director made the statement and second, that to amend the minutes to read that "some other" members of the management team made certain concessions. The Finance Director agreed. Council Member Domenighini then apologized to the Recreation Director for any discomfort that this whole discussion about vehicle allowance may have caused. The Recreation Director indicated that just the way the sentence was worded in the minutes was disconcerting to her and she just wants it clarified. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Spears approve Consent Agenda item 7 (c) with an amendment the February 20 minutes, page two, under the "Auto Allowance/Mileage Reimbursement Discussion", to reflect that the comment was made by the Finance Director and to alter the sentence to read that "some" members of the Management Team made other concessions and additionally, that the minutes of tonight's meeting reflect that this discussion and clarification occurred. The motion was unanimously approved.

8. **Public Hearings:** None

9. **Ordinances:** None

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

The City Manager reported that the Fire Department successfully held an exercise during the past weekend where they burned down a building on Wood Street that was donated to the City in order to be used for training purposes for the firefighters. There were approximately nine days of training in total, with seven of those days being specialized training by staff members and training for outside agencies for two additional days. There was some on-site prep work done so that the burn was done in accordance with state standards. The actual burn occurred on Sunday and went exactly as planned. There have been some questions about this training exercise having been a wasted effort and there being some expense involved. The expense involved was for all of the necessary required equipment and it was roughly \$1000.00. There were approximately 200 firefighters involved in the training, so that amounts to approximately \$4.60 per firefighter, so essentially a really beneficial training took place for under \$5.00 per person. The City would have to pay thousands of dollars to use a certified burn center to equal this same type of training exercise, so it was really beneficial for the City. He believes that the City's Fire Department and all the volunteers from all of the various districts should be congratulated for doing an outstanding job. Once the debris is removed and the property is cleaned up, the owner's intent is to submit plans for a new commercial business to be erected on that site.

The City Manager also reported that staff has received a number of inquiries recently about what will be the City's involvement in chasing the Night Herons and Snowy Egrets out of the City, to what extent the City will be involved and what the City plans to contribute towards these efforts. He was approached by a member of the group that is spearheading the volunteer efforts to eradicate the birds and the individual asked if the City planned to offer assistance with the group's efforts. Currently Staff has received no direction from the Council whether they plan to assist with bird eradication efforts this year and if so, would it be the Council's wish to have staff put together some items and some cost estimates to bring back before them? He is seeking direction from the Council whether they would like to have an item placed on a future agenda to discuss this topic and to determine at what level the City plans to be involved with the eradication efforts. It was the direction of the Council for staff to contact the group and ask that they have a spokesperson attend the next City Council meeting to talk about their plans and to describe to the Council how specifically they would like the City to assist them.

Police Chief Dahl gave the Council an update on the hiring status for the Police Department. The first Officer will be starting his employment in the second week of April. The second Officer is in the last phase of testing and he will hopefully be employed during the end of April if all goes well. The third Officer is just going into the background investigation so it may still be a while before he is employed depending on how long the background takes.

Council Member Taylor-Vodden announced that she has been working with the Recreation Director to find out the history of Jensen Park and they have come to an end of their investigation. They will likely be asking the Council and City Staff to help come up with ideas to recognize those people that were instrumental in the development of Jensen Park. At some point they would like to make a presentation and a formal dedication of the park and give recognition to those people. She asked if anybody has any information on Jensen Park that they please share that information with her.

11. **New Business:**

- a) Consider approval to relocate the bus stop currently located at the corner of Butte and Sycamore Streets, confirm a new location for the bus stop and approve a request to add one additional diagonal parking stall in the 100 block of West Sycamore Street directly across from the Willow Walk Floral Shop:

This item originally came before the Council on February 12, 2013, and again on March 12 when it was once again tabled to tonight's meeting in order to allow staff an opportunity to gather additional information to provide to the Council. Staff is requesting that the Council approve the relocation of a bus stop at Butte and Sycamore Streets. Two options were presented to the Council. One option is to relocate the location of the existing bus stop about 200 feet to the east on Sycamore Street. This option would require the removal of one parking space, which is the only parking space directly across from the Willow Walk Floral Shop and the Chamber of Commerce. The second option would be to relocate the stop just east of Butte Street on Sycamore Street. This location would require the removal of four parking spaces. If the Council chooses this option, staff is also requesting approval to add one additional diagonal parking stall across from the Willow Walk Mall and the Chamber of Commerce. Mardy Thomas, Senior Planner for the County and a liaison to the Glenn County Regional Transit Committee, was in attendance to answer any questions the Council may have.

Council Member Spears asked Mr. Thomas if the proposed location of the bus stop would be able to serve as both a drop-off and a pick-up point, because the last indication was that there would be no drop-off point downtown. Mr. Thomas explained that for Glenn Ride purposes that is the end of the route on return trips from Chico and in the 15 years that Glenn Ride has been in existence there has never been a return stop at that location. He believes that Glenn Ride can manage without the return stop, but if need be, the same spot could be utilized as a drop-off point. Council Member Spears stated that since this item has first come before the Council he has spoken to two downtown merchants who are opposed to, and have an objection to the option of the removal of the four parking spots because it would impact the parking for their customers. Council Member Domenighini agreed that there were initially some concerns over whether the busses would be able to use the bus stop for both drop-offs and pick-ups and it appears that either of the proposed new locations could be capable to do both if necessary. Council Member Taylor-Vodden stated that she has walked this area randomly recently and she determined that if the four parking spaces were to be utilized for the new designated bus stop she believes that there is still adequate parking in the mall parking lot. She also stated that it would be nice to have a covered shelter in that location for people waiting for the busses. Mr. Thomas indicated that a shelter is something that he and the Public Works Director would be looking at working on in the future. Because of the location of this stop being in the downtown district, he believes that a pre-fab shelter would not be aesthetically adequate and people would probably like to see a shelter that is a bit more "visually friendly" in this area.

Jeff Williams of the audience asked if anybody thought about looking at locating the bus stop across from the Fu-Hing Restaurant so that way it wouldn't eliminate any parking spots. The Public Works Director stated that was a location that was considered and it was the desire of the Regional Transit Committee to request the location at Butte and Sycamore Streets rather than any other locations. Mr. Thomas added that since the stop is already located at Butte and Sycamore, continuity is a good thing for the ridership, and sometimes the smallest changes tend to throw people off. Mayor Cobb stated that he believes it is a good idea to keep the stop in the downtown historic district of Butte and Sycamore. Council Member Domenighini stated that the stop at Butte and Sycamore is a nice spot and we just need to get some type of a unique shelter there in the future. Council Member Mello pointed out that next to the Chamber of Commerce there are a few vacant buildings, and if those businesses get occupied, which he hopes they do, they are going to require parking. He also stated that two new businesses have just opened on Butte

Street and he said that losing any parking downtown is a great loss and he pointed out that whatever decision the Council makes tonight is a decision that is going to affect the future. He favors the option where only one parking space is eliminated and not the option where four are eliminated.

It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to relocate the bus stop just east of Butte Street on Sycamore Street and authorize the removal of 4 parking spaces at that location and allow for the addition of one extra diagonal parking space to be placed in the 100 block of West Sycamore Street directly across the street from the Willow Walk Floral shop. The motion passed 3/2 with Council Members Spears and Mello voting no.

b) Consider establishing a time and date for a Fiscal Year 2013-14 Budget Meeting:

The consensus of the Council was to conduct the fiscal year 2013-14 Budget Meeting at 6:00 p.m. on April 29, 2013.

c) Finalize the agenda topics for the Joint Planning Commission/City Council Meeting scheduled to occur at 5:00 p.m. on April 9, 2013:

Following is the final list of topics that the Council decided to place on the Joint Meeting agenda for discussion:

- Presentation by Basin Street Properties
- Long-Term Planning Vision/Needs
- Training and Staff Support for the Planning Commission
- Code Enforcement
- Zoning & Land Use Map Review
- Zoning Text Amendments

12. Council Member Reports:

Council Member Domenighini reported that he attended last week's Transportation Commission Meeting. He also encouraged everybody to purchase tickets for the raffle that the Willows Friends of the Library are holding.

Council Member Taylor-Vodden reported that she would be attending a CEDS meeting at 10:00 at 3CORE in Chico tomorrow.

Council Member Mello reported that last week he attended the Glenn County Regional Waste Management Meeting last week. He also attended an event at the Memorial Hall last evening where the Veterans and the Community Wish Foundation got together to meet and discuss the Avenue of Flags project and the projected start date to fly the flags is Memorial Day. Finally, he indicated that he was tasked to work with Rose Marie Thraikill at the Chamber of Commerce to discuss the downtown banner poles but he stated that she doesn't want anybody's help. Earlier in the meeting Ms. Thraikill mentioned something about banners being on the fence at the High School and he stated that was not correct. The banner project on Wood Street is a project that the Willows High School Boosters will be taking care of. Mayor Cobb stated that it would be his suggestion that the Council not move forward on discussing or making any decisions about the banner poles until such time as Council Member Mello gets further information from the Chamber and/or Ms. Thraikill. Council Member Mello reiterated that with regards

to the banner poles, Rose Marie doesn't need his help as far as Sycamore Street. He was working on looking at a banner pole project on Wood Street. Mayor Cobb stated that it was his understanding the Council Member Mello was going to work with the downtown businesses and the Chamber of Commerce on the banner poles on Sycamore Street. Mr. Mello stated that is correct but that Rose Marie doesn't want his help and that she is a one-person team.

Council Member Spears reported that he was unable to attend the most recent Transportation Commission meeting. He also announced that on Friday, April 5, the Veterans are going to be hosting a fundraising dinner for the Toys for Tots program at the Memorial Hall, with all proceeds from the dinner going to Toys for Tots. He announced that Youth Soccer is going very well.

13. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session at 8:08 p.m. More specific information regarding this closed session is indicated below:

a) CONFERENCE WITH LABOR NEGOTIATOR(S) pursuant to Section 54957.6

Agency Negotiators: City Manager Steve Holsinger
Finance Director Tim Sailsbery

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

14. Report out from Closed Session: The Meeting reconvened to open session at 9:30 p.m. with Mayor Cobb reporting that staff gave an update to the Council and no reportable action was taken.

15. Adjournment: Mayor Cobb adjourned the meeting at 9:31 p.m.

Dated: March 26, 2013

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

May 14, 2013

TO: Honorable Mayor Hansen and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Mosquito and Vector Control District Board of Trustees – biennial appointment

RECOMMENDATION

Re-appoint Russell Melquist as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2013 through June 30, 2015.

SUMMARY

The attached letter from the Glenn County Mosquito and Vector Control District indicates it is time to appoint a representative from the City of Willows to serve a two-year term on the Glenn County Mosquito and Vector Control District Board of Trustees.

Mr. Russell Melquist has been the City's representative for more than the past ten years, and he has indicated his desire and willingness to once again serve as the City's representative.

FINANCIAL CONSIDERATIONS

None at this time

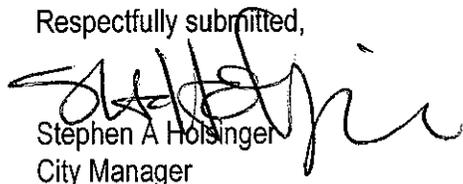
NOTIFICATION

Jack F Cavier, Glenn County Mosquito and Vector Control District

RECOMMENDATION

Re-appoint Russell Melquist as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2013 through June 30, 2015.

Respectfully submitted,


Stephen A Holsinger
City Manager

Attachments: Letter from Glenn County Mosquito and Vector Control District

GLENN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
165 Co. Road G – Willows Airport
Willows, CA 95988

Phone: 530-934-4025

Fax: 530-934-5971

E-Mail –gcmvcd@now2000.com

May 6, 2013

To: Steve Holsinger – City Manager
City of Willows, CA. 95988

From: Glenn County Mosquito and Vector Control District

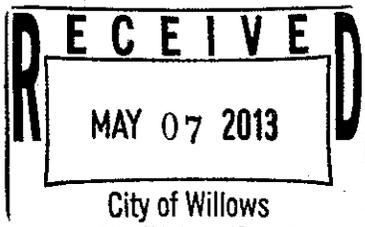
Subject: Re-affirm Board Member

Please re-affirm Board of Trustee Member, Russ Melquist representing the City of Willows, on the Glenn County Mosquito and Vector Control Board of Trustees to serve from July 1, 2013 to June 30, 2015.

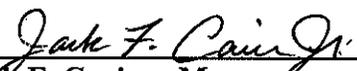
Mr. Russ Melquist has expressed a willingness to serve at the pleasure of the Willows City Council, as a City of Willows Representative.

Thank you for your consideration in this matter.

If you have any questions, please feel free to contact me at my office at (530) 934-4025.



Sincerely,



Jack F. Cavier - Manager

AGENDA ITEM

May 14, 2013

TO: Honorable Mayor Cobb and Members of City Council

FROM: John Wanger, City Engineer

SUBJECT: Landscape and Lighting Assessment District – Receive the Preliminary Annual Engineer's Report for FY 2013-14, adopt the Resolution of Intent to Levy and Collect Assessments and set the time and date for the Public Protest hearing.

RECOMMENDATION

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

SUMMARY

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

The 1972 Act requires that the City undertake certain proceeding for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

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

The first action was completed by the Council on February 26, 2013. This report and resolution accomplishes the second part of the proceedings for FY 2013-14.

Attached to this staff report is the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering. The City Council should review the report and let staff know if there are any desired changes to be made to the report. In brief, the attached report outlines changes and summarizes the cost projected for FY 2013-14 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment in both Zones is proposed for increase by the allowable annual CPI (year 2012) of +2.7%. This raises the maximum annual assessment for Zone A to \$427.98 and the maximum annual assessment for Zone B to \$6,079.84. While the estimated maximum annual assessment will increase for both zones, the actual amount that will be levied and collected during FY 2013-14 for Zone A will remain the same as FY 2012-13 at \$210.32 per parcel. The actual amount that will be levied and collected during FY 2013-14 for Zone B will be reduced approximately \$290 from FY 2012-13 to \$4,161.66. This reduced assessment is due in

large part to reduced engineering services costs. The FY 2013-14 annual assessments will provide projected revenue of \$11,312.54 to cover the estimated expenses.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. It is noted that the projected Assessment District reserve balance at the end of FY 2013-14 is slightly above that target. Additional landscaping work is anticipated in the near future. If it is found that an excess reserve balance does exist at the end of FY 2013-14, the assessments may be reduced the following year. The anticipated Zone B reserve balance at the end of FY 2013-14 is also above the 10%-20% target. This is due to the delay in accepting the Walmart improvements and the desire to be conservative in anticipating a full year expenses.

The preliminary Engineer's Report is for your information and comment. The next step in the process is to hold a public protest hearing (required by the Streets and Highways Code for this type of an assessment district.) At the public protest hearing, any person within the assessment district can provide comments for the Council's consideration. At the close of the hearing, if the Council finds the report acceptable, the Council will adopt a resolution authorizing the annexation and levying of assessments per the Engineer's Report. The Final Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10th of each year.

FINANCIAL CONSIDERATIONS

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

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

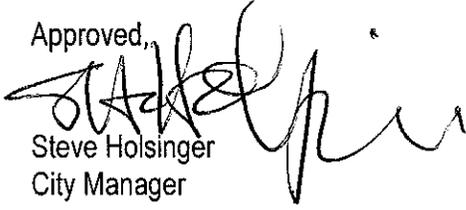
RECOMMENDATION

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

Respectfully submitted,

John Wanger
City Engineer

Approved,


Steve Holsinger
City Manager

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

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. -2013**

**A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS,
PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2013/2014 FOR THE
CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
AND SETTING THE TIME AND DATE OF THE PUBLIC HEARING
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

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

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2013-14; and

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

WHEREAS, on February 26, 2013, the City Council adopted Resolution No. 07-2013 appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2013-14 Engineer's Report, and describing the potential changes to the Assessment District; and

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

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

WHEREAS, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2013-14 as required by the Landscaping and Lighting Act of 1972; and

WHEREAS, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of Zones A and B of the Assessment District and the proposed FY 2013-14 assessments upon assessable lots and parcels of land within the Assessment District; and

WHEREAS, for Zone A, in order to keep up with inflation the FY 2013-14 maximum annual assessment will be adjusted up by the allowable CPI to \$427.98; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2013-14 maximum annual assessment will be adjusted up by the allowable CPI to \$6,079.84; 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 2013-14 annual assessment to levy and collect for Zone A is proposed to stay the same as the FY 2012-13 level of \$210.32 per parcel; and

WHEREAS, the proposed FY 2013-14 annual assessment to levy and collect for Zone B is proposed to decrease approximately \$290 from FY 2012-13 to \$4,161.66 for Zone B; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby intends to levy and collect assessments during FY 2013-14 and preliminarily approves the filed FY 2013-14 Engineer's Report with the estimates of the costs and expenses to operate and maintain the said improvements and their incidental expenses; and

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

BE IT FURTHER RESOLVED that a public protest hearing will be held on June 11 at 7:00 p.m. at City Hall, 201 N. Lassen Street, Willows. At the public protest hearing, the City Council will consider changes to the assessment amounts and authorization to levy and collect assessments for Fiscal Year 2013-14; and

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

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

It is hereby certified that the foregoing Resolution No. _____ -2013 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 14th day of May, 2013 by the following Roll Call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED:

ATTESTED:

Jeffrey Cobb, Mayor

Natalie Butler, City Clerk

FY 2013-14



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

PRELIMINARY

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

May 2013

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

FY 2013-14

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

The undersigned respectfully submits, as directed by the City Council of the City of Willows on February 14, 2012, the enclosed Engineer's Report on the 25 day of April, 2013.

COASTLAND CIVIL ENGINEERING INC.



By: John L. Wanger
John L. Wanger, RCE 43148, Exp. 3/31/14

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 _____, 2013.

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 _____, 2013.

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 _____, 2013.

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

**FY 2013-14 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT**
(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2013-14

Coastland Civil Engineering, Engineer of Work for the Willows Landscaping & Lighting Special Assessment District, City of Willows, Glenn County, California, makes this annual Engineer's Report, as directed by the City Council on February 26, 2013, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2013-14.

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, Walmart, 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 2013-14, there are no subdivision developments, land use changes to existing parcels or annexations proposed. The proposed changes, budgets, assessments and Proposition 218 impacts to the Assessment District are included below:

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 2013-14, the maximum annual assessment for Zones A and B are proposed to be adjusted up by the latest annual (2012) CPI of +2.7 %.

The assessments proposed to be levied and collected for FY 2013-14 for Zone A are the same as those collected in FY 2012-13. The assessments proposed to be levied and collected for FY 2013-14 for Zone B are lower than those collected in FY 2012-13. The total proposed Assessment District budget (Zones A and B) for FY 2013-14 is \$11,312.54.

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

Zone A – Birch Street Village

Zone A covers the costs associated with operation and maintenance of turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls or other fencing, entryway monuments, street lights and associated appurtenances located within the Birch Street Village subdivision. The FY 2013-14 assessment is to be \$210.32 per parcel, the same as assessed in FY 2012-13. The total proposed Zone A budget for FY 2013-14 is \$7,150.88. FY 2013-14 assessment revenue will be used to cover the budget. No reserve contribution is required. The proposed funding will be from the following sources:

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

The estimated reserve fund balance for Zone A is projected to be just above the desired reserve budget range of 10%-20% at the end of FY 2013-14. It is anticipated that additional landscaping work will be needed in the near future which would be funded with this additional reserve.

Zone B – Walmart

In FY 2012-13, Zone B was annexed into the Assessment District to cover the cost of three street lights on North Airport Road alongside the Walmart development, and the cost of two traffic signals, including their street lights, at the intersection of North Airport Road and West Wood Street (Highway 162) (indicated as traffic signals with lights on the Zone B Assessment Diagram). Costs include utility, maintenance, replacement, and administrative costs. Replacement costs will be funded from a 'knockdown' fund 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 2013-14 assessment is to be \$4,161.66 per parcel. This is a reduction of about 7% from the FY 2012-13 assessment due to the reduction in Assessment Engineering costs. The total proposed Zone B budget for FY 2013-14 is \$4,161.66. FY 2013-14 assessment revenue will be used to cover the budget. The proposed funding will be from the following sources:

Zone B Assessment Revenues:	<u>\$4,161.66</u>
Total:	\$4,161.66

Zone B expenses during FY 2012-13 were lower than anticipated due to a delay in accepting the improvements, leaving the estimated reserve fund balance above the desired reserve budget range of 10%-20% at the end of FY 2013-14. A full year of ongoing cost data for FY 2013-14 will help define the annual budget and the need for future reserves.

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 2013-14 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 2013-14 Budget sheet and a FY 2013-14 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 2013-14 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 2013-14 Budget Cost Estimate

Part B includes the detailed budget for FY 2013-14 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 2013-14. The total budget summary for FY 2013-14 for Willows Landscaping & Lighting Assessment District is as follows:

	As Filed <u>With the City</u>	As Preliminarily <u>Approved</u>	As Finally Approved <u>At the Public Hearing</u>
Zone A:	\$ 7,150.88		
Zone B:	<u>\$ 4,161.66</u>		
Total:	\$11,312.54		

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2013-14
Zone A - Birch Street Village
Budget

Item	2012-13 Budget	2013-14 Budget
Engineers Report	\$3,207.00	\$2,763.00
Legal Services	\$250.00	\$250.00
Landscape Maintenance	\$2,500.00	\$2,500.00
Lighting Utilities & Maintenance	\$909.00	\$850.00
County Assessor Fees (3.5% of Revenue)	\$250.28	\$250.28
Contingency	\$34.60	\$537.60
Total Expenses	\$7,150.88	\$7,150.88
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Costs	\$7,150.88	\$7,150.88
Total Assessment Revenue	\$7,150.88	\$7,150.88
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$210.32	\$210.32

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2013-14
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2013-14</u>
Estimated Starting Reserve Fund on July 1, 2013	\$1,500.00
Estimated Interest Earned	\$25.00
Estimated Revenue	\$7,150.88
Total Estimated Funds Available	\$8,675.88
Total Estimated Expenditures	\$7,150.88
Estimated Ending Reserve Fund on June 30, 2014	\$1,525.00

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2013-14
Zone B - Walmart
Budget

Item	2012-13 Budget	2013-14 Budget
Engineers Report	\$1,793.00	\$1,537.00
Legal Services	\$250.00	\$250.00
Lighting Utilities & Maintenance	\$864.00	\$864.00
Knockdown Replacement	\$1,000.00	\$1,000.00
County Assessor Fees (3.5% of Revenue)	\$155.90	\$145.66
Contingency	\$391.00	\$365.00
Total Expenses	\$4,453.90	\$4,161.66
Total Assessment Revenue	\$4,453.90	\$4,161.66
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B*	\$4,453.90	\$4,161.66

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2013-14
Zone B - Walmart
Summary of Fund Balance

	<u>2013-14</u>
Est. Starting Annual Reserve Fund on July 1, 2013	\$1,500.00
Est. Starting Knockdown Reserve Fund on July 1, 2013	\$1,000.00
Estimated Interest Earned	\$42.00
Estimated Annual Revenue	\$3,161.66
Estimated Knockdown Revenue	\$1,000.00
Total Estimated Annual Funds Available	\$4,703.66
Total Estimated Knockdown Funds Available	\$2,000.00
Total Estimated Annual Expenditures	\$3,161.66
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30, 2014	\$1,542.00
Est. Ending Knockdown Reserve Fund on June 30, 2014	\$2,000.00

PART C

FY 2013-14 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of \$11,312.54 for FY 2013-14 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 7,150.88	From Zone A
\$ 4,161.66	From Zone B

The breakdown of FY 2013-14 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 2013-14

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
001-07-1-009-0	26	R1XX	Single Family	\$210.32	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	27	R1XX	Single Family	\$210.32	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	R1XX	Single Family	\$210.32	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	R1XX	Single Family	\$210.32	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	R1XX	Single Family	\$210.32	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	R1XX	Single Family	\$210.32	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	R1XX	Single Family	\$210.32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	R1XX	Single Family	\$210.32	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018-0	16	R1XX	Single Family	\$210.32	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	R1XX	Single Family	\$210.32	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	R1XX	Single Family	\$210.32	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	R1XX	Single Family	\$210.32	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022-0	18	R1XX	Single Family	\$210.32	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	R1XX	Single Family	\$210.32	Street, Amy L & Timothy	451 El Dorado Ave, Willows, CA 95988
001-07-1-024-0	20	R1XX	Single Family	\$210.32	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	R1XX	Single Family	\$210.32	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026-0	22	R1XX	Single Family	\$210.32	Tafolla, Guillermo Arias	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	R1XX	Single Family	\$210.32	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	R1XX	Single Family	\$210.32	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	R1XX	Single Family	\$210.32	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	R1XX	Single Family	\$210.32	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988
001-07-1-031-0	12	R1XX	Single Family	\$210.32	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	R1XX	Single Family	\$210.32	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	R1XX	Single Family	\$210.32	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	R1XX	Single Family	\$210.32	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	R1XX	Single Family	\$210.32	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	R1XX	Single Family	\$210.32	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	R1XX	Single Family	\$210.32	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	R1XX	Single Family	\$210.32	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	R1XX	Single Family	\$210.32	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040-0	3	R1XX	Single Family	\$210.32	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041-0	2	R1XX	Single Family	\$210.32	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	R1XX	Single Family	\$210.32	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	\$0.00	Null	Null
Total Units:	34		Total Assessment:	\$7,150.88		

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
017-21-0-052-9	35	CEXX	Commercial Retail Outlet	\$4,161.66	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1		Total Assessment:	\$4,161.66		

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 4 years the implemented increase has been less than 3%.

The CPI adjustments and the FY 2013-14 Maximum Allowed Assessment per Parcel 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

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 2013-14 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 2013-14
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	Baczkowiski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	Dover Jerome W	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	Street, Amy L & Timothy	451 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 2013-14 ASSESSMENT DIAGRAM

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

Zone A

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

Zone B

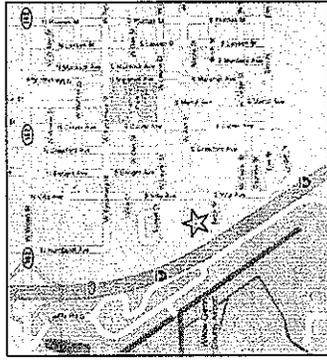
All the land lying within the Walmart Super Store Development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-21-0-052-9.

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

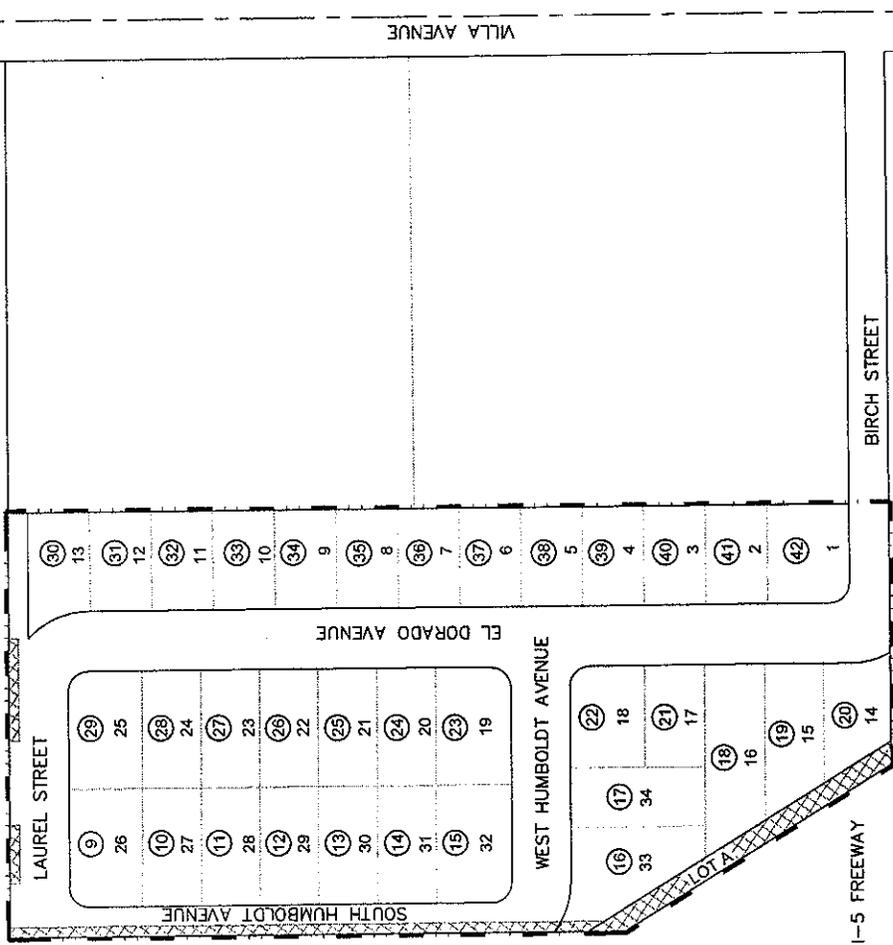
-  Landscape Maintenance Area
-  Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE ASSESSORS OFFICE.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2013--2014 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.

SCALE: 1" = 100'



WILLOWS AIRPORT



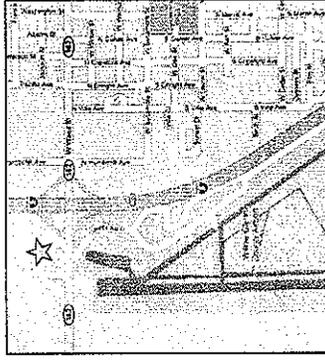
Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE B - WALMART

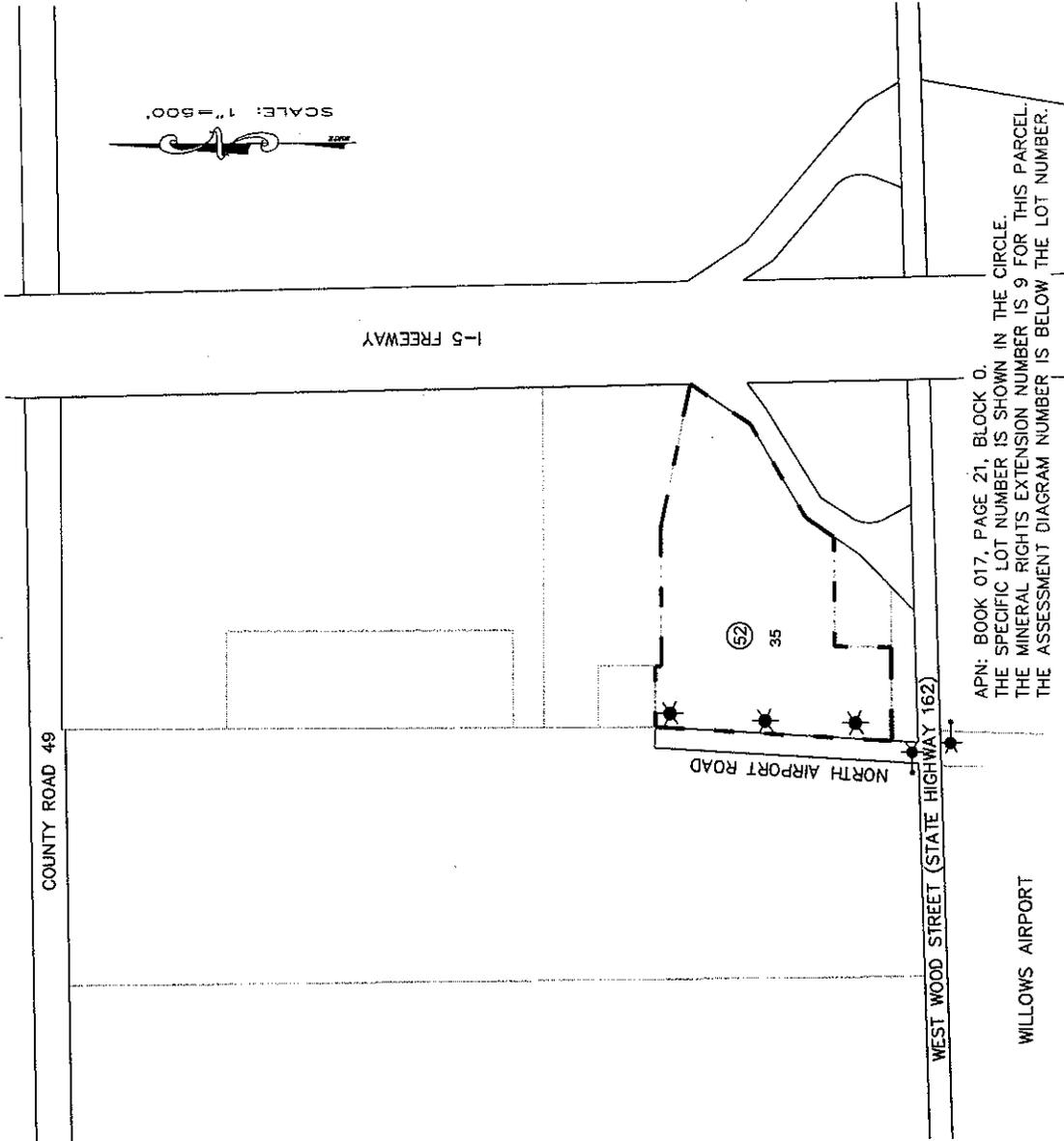


VICINITY MAP

- ★ 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 ASSESSORS' MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS' OFFICE.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2013-2014 Fiscal Year



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

WILLOWS AIRPORT



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1400 Natomas Avenue, Suite Room, CA 95405
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