

# Willows City Council Regular Meeting

June 26, 2018 Willows City Hall 7:00 p.m.

Agenda

City Council
Kerri Warren, Mayor
Lawrence Mello, Vice Mayor
Gary Hansen, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

Interim City Manager Wayne Peabody

> <u>City Clerk</u> Robyn Johnson

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

- 1. CALL TO ORDER- 7:00 p.m.
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL

#### 4. PUBLIC COMMENT/WRITTEN COMMUNICATIONS

a. Public Comments:

Members of the public wishing to address the Council on any item(s) within the jurisdiction of the city may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

#### 5. SCHEDULED PUBLIC AND/OR STAFF PRESENTATIONS

#### 6. 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 Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers (35945-35983, Z09262-Z09287, 37422-37447)
- b. Approval of minutes of the Regular City Council Meeting held on June 12, 2018.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

#### 7. PUBLIC HEARING

a. Conduct a public hearing and consider the resolution approving the annual engineer's report, confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for fiscal year 2018-19 for the City of Willows Landscaping and Lighting Assessment District.

#### 8. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Consideration and possible adoption of the resolution of the City Council of the City of Willows approving an application for the funding and the execution of a grant agreement and any amendments thereto from the Over-The-Counter Community Development Block Grant Agreement, and amendments thereto, and other related documents necessary to participate in the CDBG/OTC Program.
- b. Consideration and possible adoption of the memorandum of understanding between the City of Willows and the County of Glenn for building inspection and enforcement of building standards within the City of Willows and authorize the appropriate City representative to sign the agreement.
- c. Consideration and possible adoption of the attached resolution approving the County Road 57 Well Site Final Parcel Map (APN 017-170-029).
- d. Hold a discussion regarding the Council's desire and/or availability to participate in the 2018 4<sup>th</sup> of July Parade on July 4<sup>th</sup> at 10:00 am.

#### 9. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

#### 10. ADJOURNMENT

This agenda was posted on June 21, 2018

Robyn Johnson, City Clerk

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 <a href="https://www.cityofwillows.org">www.cityofwillows.org</a>.

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



		<u>Period</u>	
	6/7/2018	то	6/19/2018
General Checking	35945	то	35983
<b>.</b>			
Payroll Direct Deposit	<b>Z09262</b>	то	Z09287
Payroll Checks	37422	то	37447
	APPROVAL DATE	Ī	6/26/2018
	APPROVED		

REPORT:: Jun 12 18 Tuesday RUN...:: Jun 12 18 Time: 15:30 Run By.: JANE COLLINS

# CITY OF WILLOWS Cash Disbursement Detail Report Check Listing for 06-18 Bank Account.: 1045

PAGE: 001 ID #: PY-DP CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Amount	Amount	Invoice #	ayment Information Description
035945	06/06/18	SCB00	SCBA SALES AND RENTAL	6337.93	.00	6337.93	2850P	CYLINDERS
035946	06/12/18	ABO00	STEVE ABOLD	200.00	. 00	200.00	B80612	PUB. WKS. TOOL PARKS/PUB.
035947	06/12/18	CUR01	L.N. CURTIS & SONS	552.74	∴ 00	552.74	189713	FLOW TEST/REPAIR
035948	06/12/18	EWI00	EWING IRRIG. PRODUCTS, INC	374.13	. 00	374.13	7841997A1	PARK SPRINKLER REPAIR
035949	06/12/18	FGL00	FGL ENVIRONMENTAL	22,00	.00	22.00	873136A	BACTI ANALYSIS
035950	06/12/18	GLE21	GLENN CO. SHERIFFS DEPT.	11.1833.33	.00	111833.33	32818-04	CONTRACTUAL LAW ENFORCEME
035951	06/12/18	INT16	INTERSTATE BATTERY SYSTEM	97.47	.00	97.47	30051268	GENERATOR BATTERY
035952	06/12/18	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	64181	PEST CONTROL FD JUNE 2018
035953	06/12/18	MON02	NATHANIAL MONCK	52.87	,00	52.87	B80612	MILEAGE-EMPLOYMENT PHYSIC
035954	06/12/18	PEA00	WAYNE PEABODY	200.00	.00	200.00	B80612	TECHNOLOGY ALLOWANCE JUNE
035955	06/12/18	SAC08	SACRAMENTO VALLEY MIRROR	197.80	.00	197.80	15363	LEGAL AD-WEED ABATEMENT/R
035956	06/12/18	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B80612	VEHICLE ALLOW, FINANCE JU
035957	06/12/18	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B80612	RENT EC LIBRARY JUNE 2018
035958	06/12/18	THROO	3CORE	12500.00	.00	12500.00	2153	CDBG OTC FINAL BILLING
			Onch Zenemet Web-7					
			Cash Account Total:	132703.27	.00	132703.27		
			Total Disbursements:	132703.27	.00	132703.27		
					***********			
			Cash Account Total:	.00	.00	₩00		

REPORT:: Jun 15 18 Friday RUN...: Jun 15 18 Time: 10:21 Run By.: JANE COLLINS

# CITY OF WILLOWS Cash Disbursement Detail Report Check Listing for 06-18 Bank Account.: 1045

PAGE: 001 ID #: PY-DP CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Amount	Amount	Invoice #	Payment Information Description
035959	06/15/18	AME02	AMERIPRIDE UNIFORM SVCS.	344.79	.00		B80614	MAY S'IMT PER A'TTACHED
035960	06/15/18	GAN01	GANDY-STALEY OIL CO.	2463.96	00	2463.96	B80614	MAY STMT PER ATTACHED
035961	06/15/18	LIF01	LIFE ASSIST	358.55	00	358.55	859054	MEDIC SUPPLIES
035962	06/15/18	MAT01	MATSON & ISOM TECHNOLOGY	1027.50 180.00 2949.00	.00 .00	1027.50 180.00 2949.00	63807 64024 64074	WEBSITE REDESIGN OFFSITE BACKUP JUNE 2018 MANAGED PARTNER AGREEMENT
			Check Total	4156.50	,00	4156.50		
035963	06/15/18	NOR43	ACCESS	27.51	.00	27.51	2651246	SHREDDING SERVICES
035964	06/15/18	OFF05	OFFICE DEPOT, INC.	47.18 9.20 63.64	.00	47.18 9.20 63.64	34467001 45783001 245687001	CASH BOX LAMINATING POUCH OFFICE SUPPLIES
			Check Total:				Z4268/UUL	ORRICE ROBBITER
				120.02	.00	120.02		
035965	06/15/18	PGE01	PG & E	132038.66	.00	132038.66	B80614	P.G. & E.TRUE-UP 7/17-6/1
035966	06/15/18	TOTOO	TOTAL IMAGING SOLUTIONS,	435.00	.00	435.00	11055	MICROFILM/MICROFICHE SERV
035967	06/15/18	TRA02	TRACTOR SUPPLY CREDIT PLA	17.14	.00	17.14	120983	MAY STMT PER ATTACHED
035968	06/15/18	USB04	U.S. BANK CORPORATE PAYME	1208.25	.00	1208.25	B80614	MAY STMT PER ATTACHED
035969	06/15/18	VER02	VERIZON WIRELESS	283.20	.00	283.20	B80614	TELEPHONE EXP. 4/27-5/26/
			Cash Account Total:	141453.58	.00	141453.58		
			Total Disbursements:	141453.58	.00	141453.58		

REPORT:: Jun 19 18 Tuesday RUN...: Jun 19 18 Time: 10:35 Run By.: JANE COLLINS

# CITY OF WILLOWS Cash Disbursement Detail Report Check Listing for 06-18 Bank Account.: 1045

PAGE: 001 ID #: PY-DP CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount			Invoice #	Payment Information Description
035970	06/19/18	BAK06	BAKER & TAYLOR BOOKS	43.15	.00	43.15	401223760	NEW PRINT MAT. LIBRARY
035971	06/19/18	CIT06	CITY OF ORLAND	18328.23	.00	1.8328.23	130	CONT.SERV. LIBRARYAPR-JUN
035972	06/19/18	COAOO	COASTLAND CIVIL ENGINEERI	8838.29 1560.00 790.89 1200.00 5193.25 217.18 1275.50 2289.22	.00 .00 .00 .00	1560.00 790.89 1200.00 5193.25 217.18 1275.50 2289.22	43762 43790 43843 43849 43853 43866 43868	W SYCAMORE ST REHAB THROU WILLOWS LLAD THROUGH 5/31 WILLOWS CAL WATER PARCEL NVIH THROUGH 53/31/18 WILLOWS CITY ENGINEERING BASIN ST COMMERCIAL THROU SOUTH WILLOWS CFD THROUGH EDA GRANT THROUGH 5/31/18
	ě		Check Total:	21364.33	.00			
035973	06/19/18	COR10	CORNING LUMBER CO., INC.	124.73	,00	124.73	B80619	MAY STMT PER ATTACHED
035974	06/19/18	ENN00	ENNIS-FLINT INC	4958.17	.00	4958.17	3521,72	STREET PAINT
035975	06/19/18	FED00	FEDEX	73.39	.00	73.39	621475345	SHIPPING
035976	06/19/18	FGL00	FGI ENVIRONMENTAL	22.00	.00	22.00	874002A	BACTI ANALYSIS
035977	06/19/18	GLE09	GLENN CO. OFFICE OF EDUCA	20.00 69.00	.00	20.00 69.00	18-6-1 18-6-2	LIVE SCAN LIVE SCAN
			Check Total:	89.00	.00	89.00		
035978	06/19/18	LIF01	LIFE ASSIST	100.49	.00	100.49	860481	HEAD IMMOBILIZER
035979	06/19/18	MAT01	MATSON & ISOM TECHNOLOGY	187.50	.00	187.50	63801	WIRELESS AP FIRE DEPT
035980	06/19/18	OFF05	OFFICE DEPOT, INC.	188.46	.00	188.46	934333001	OFFICE SUPPLIES
035981	06/19/18	SCH00	ED SCHNURBUSCH	2.13	.00	2.13	B80618	REIMBURSE CABLE PAINT EXP
035982	06/19/18	SPP00	SPP FUND III, LLC	9227.99	.00	9227.99	152931238	SOLAR ELECTRICITY MAY 201
035983	06/19/18	WES04	WESTERVELT ECOLOGICAL SER	49500.00	.00	49500.00	B80618	NORTH VALLEY COMMERCIAL C
			Cash Account Total:	104209.57	.00	104209.57		
			Total Disbursements:	104209.57	.00	104209.57		

# SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD June 12, 2018

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit <a href="www.cityofwillows.org">www.cityofwillows.org</a> for free PodBean recordings.

Mayor Warren called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Council Member Hansen.

#### Roll Call:

<u>Council Members Present</u>: Council Members Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.

Council Members Absent: Council Member Yoder

<u>Staff Present</u>: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director.

#### **Ceremonial Matters:**

Mayor Warren read a proclamation in recognition of the Native Daughters of the Golden West.

Public Comment/ Written Communications: No public comments or written communications.

#### Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers (35891-35944, Z09233-Z09261, 37404-37421)
- b. Approval of minutes of the Regular City Council Meeting held on May 22, 2018.
- c. Approval of minutes of the Special City Council Meeting held on May 23, 2018.

Council Member Williams requested that item C be pulled for discussion. Council Member Williams requested for additional information be placed into the minutes regarding his concerns he had expressed. He also suggested that the minute's template read "brief" summary minutes in the title to help people to understand that they are brief.

Mayor Warren then shared that she felt the minutes read as they should and that she felt the word brief was similar meaning as the word summary and didn't feel it was necessary to change. She also highlighted at the top of the minutes that the audio location is listed at the top of the minutes as well. To her that seems sufficient. Both Mayor Hansen and Vice Mayor Mello concurred with the Mayors thoughts.

The consent agenda was then brought back to the council with the added comments to Council Member Williams concerns.

#### Action:

Motion: Council Member Hansen/Second: Council Member Williams

Moved to approve the resolution of the City Council of the City of Willows adopting the 2018/19 City of Willows Budget.

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT: Yoder

ABSTAIN:

#### **Public Hearing:**

a. Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows adopting the 2018/19 City of Willows Budget.

Administrative Services Director Sailsbery introduced the topic sharing with Council that this topic had been discussed in more detail at the special meeting held on the 23<sup>rd</sup>. He then explained that following that meeting it was requested to be brought back to Council with no additional changes. Mr. Sailsbery then explained before the Council tonight with no changes is a resolution to pass with the appropriations of \$6,603,789 for 2018/19. Going into more detail, Mr. Sailsbery broke the appropriations down. Sharing that the General Fund was \$3,926,215, Special Revenue Fund was \$693,763, Sewer Enterprise Fund was \$1,976,119 and the Water Enterprise Fund was \$7,692. He then shared that the proposed budget carries a General Fund operating deficit 18/19 of \$97,945 to be covered by General Fund Reserves currently estimated to be at \$1,094,241.

Mayor Warren opened the public hearing at 7:10pm. No comments were made. Mayor Warren then closed the public hearing at 7:10pm. Opening the item for Council comment.

Council Member Hansen thanked the staff and specifically Administrative Services Director Sailsbery for the fine job he did with the budget. Sharing it was excellent work!

Council Member Williams shared concerns with the City still working in deficit. Especially since the following year it will rise due to PERS unfunded liability. Pointing out that the City has half as many employees as we have had in the past. Resulting in less work being done and more pressure for current employees, leading Council Member Williams to share that he didn't feel as though the City could be maintained in a manner as it should. Another Concern that he mentioned was the four employees that are funded through the sewer fund. Going on to share that he is not sure where the light at the end of the tunnel is.

Council Member Williams then asked for clarification from Administrative Services Director Sailsbery if the City was over the million dollar reserve or under. Mr. Sailsbery responded, with as stated in the budget meeting and also in the agenda item, the City is just under.

#### Action:

Motion: Council Member Hansen/ Second: Vice Mayor Mello

Moved to approve the resolution of the City Council of the City of Willows adopting the 2018/19 City of Willows Budget.

The motion passed unanimously 4/0 carried by the following Roll Call vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

**ABSENT: Yoder** 

**ABSTAIN:** 

#### Regular Business:

a. Possible adoption of a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2018/19 for the use and/or ability to use the Glenn County Solid Waste System.

Interim City Manager Peabody introduced the topic sharing it is an annual resolution that needs to go to the board of supervisors for the fee charged for disposal of solid waste and the Glenn County Solid Waste System. He then shared that the fiscal year for 18/19 the parcel fee is proposed to be \$42.74 per unit. This shows no increase from the previous year. He then gave the item to Council, requesting that the resolution be passed and that he would answer any questions that Council may have on the item.

Council Member Williams shared that due to the possible closure of the transfer station these numbers may change. Interim City Manager Peabody then stated that he was correct but until that happens to City would need to go off of what is in front of them.

Council Member Hansen then shared if there are no fees changes that is good. With no further comments Mayor Warren gave the item to Council for a decision.

#### Action:

Motion: Council Member Williams/ Second: Vice Mayor Mello

Moved to approve the resolution consenting to the extension of services charges imposed on improved real property within the incorporated area of the City of Willows for fiscal year 18/19 for the use and/or ability to use the Glenn County Solid Waste System.

The motion passed unanimously 4/0 carried by the following Roll Call vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT: Yoder

ABSTAIN:

#### Council/Staff Reports/Comments:

a. Staff Reports/Comments:

#### Interim City Manager Peabody:

- Sycamore Street construction has begun. Just a reminder that all businesses are still open.
   Please be patient as there will be shiny new road and sidewalk once completed.
- Fire Season is upon us so please be careful.
- The City is welcoming both a new Firefighter and Recreation Coordinator once all fingerprints and physicals are completed.

#### Sherriff Warren:

- Council Member Williams:
  - Could you elaborate on the new radar gun?
     Has been purchased and is hand held so it allows the device to go into multiple vehicles.
     Currently he is working on training staff in addition to purchasing another radar gun within this fiscal year.
  - Shared he was contacted about speeding vehicles near Sacramento Street near the Indian Health building. He then shared with the individual that he was welcome to come to the meetings and share his concerns. However, the individual requested that he share the information. He then requested if there was a possibility to get over to that area and slow folks down.
    Sherriff Warren responded with; we will do our best to meet those concerns but the main goal is to provide safety and that we do not work off of revenue generation. He then elaborated on the contract and the changes that have occurred all positive and that he will continue to get better. They will also be recognizing to members to the department and that he would like to invite anyone who would like to attend.
  - Williams then finished his questions and comments with although we have had a few complaints with speed, he had a personal experience that he was pleased with the response time. Good Job!

    Sherriff Warren responded with Thank you and that they department will continue to do their best for the City.
- Council Member Hansen:
  - Very satisfied by the overall policing services!
  - He reported that he is still receiving a number of complaints of speeding vehicles around town. He then expressed that he hadn't seen a monthly report in a while.
     Sherriff Warren shared that he should have been receiving them, this past month he was on a vacation and that will be out to Council shortly. As for the past ones he stated he would be happy to send those to him again.
     Interim City Manager Peabody then shared he would take care of forwarding the reports to Council Member Hansen.

#### b. City Council Reports/Comments:

#### **Council Member Williams:**

Shared he had attended a number of events including;

- Memorial Day Service on May 28<sup>th</sup>, it was quite crowded and unfortunately not enough chairs available but was a great ceremony.
- Carols Retirement party on May 31<sup>st</sup>, giving kudos to staff for the party they put on and sharing that employees are not allows to use City funds. The City staff is who has to put together events such as these. Thank you very much for those who helped.

Reminders he wanted to share;

- Flag Day Ceremony will be held June 14<sup>th</sup> at the Veterans Hall.
- The Free Community Clean-Up Day will be held on June 23rd.

#### **Council Member Hansen:**

- Thank Fire Chief Peabody for allowing him to sit on the interview panel for the new Firefighter. It was a pleasure and the job offer was a good selection.
- Also attended Carol's Retirement Party; congratulations Carol and thank for your service. It was good turn out and nice celebration.
- Attended the Glenn Ground Water Meeting on June 11<sup>th</sup>, it was a shorter agenda than normal, decisions to be ahead of the state were discussed, future funding along with routine business.

#### Council Vice-Mayor Mello:

- Went to Williams last week and talked to a few people about facilities for cannabis. He mentioned as these facilities are being built he thinks that Willows may see some potential revenue in the TOT tax.
- Requested for an update from Elk Creek Fire from Fire Chief Peabody.
  - Fire Chief Peabody responded that the fire was a total of 2200 acres and that it was a rekindle from the previous week. The Fire was held north of County Road 309, West of 306, and kind of out there along the schools.
- He shared the new building at Northern Indian Health sure looks good.
- Carol service for the City of 41 years!

#### Mayor Warren:

Shared she had attended;

- LAFCO Meeting Monday and the budget was passed. Not too much going on there.
- Memorial Day service
- Carol's Retirement Party

Request for Council participation she wanted to share;

Tony Wagenman contacted the Mayor if the Council was interested in competing in the 4<sup>th</sup> of July Tri-tip BBQ Cook Off. She then shared that she is going to help out at the High School Football booth and would not be able to help. But she wanted to make sure the rest of Council knew if they wanted to compete.

#### **Adjournment:**

The Meeting	was	adjourned	at	7:36	p.m.
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	Robyn Johnson, City Cle
Dated: June 13, 2018.	

#### AGENDA ITEM

TO:

Honorable Mayor Warren and Members of the City Council

FROM:

John Wanger, City Engineer

**SUBJECT:** 

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

#### **RECOMMENDATION**

Conduct the required public protest hearing and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2018-19

#### SUMMARY

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

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings. The first action (appointing an Engineer of Work and directing the preparation of the annual Engineer's Report) was completed by the Council on February 27, 2018. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public protest hearing) was completed on May 8, 2018. Tonight is the third and final step in the process – conduct the public protest hearing, approve the Engineer's Report as presented or as amended tonight and authorize the levy of assessments for FY 2018-19.

Attached to this staff report is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on May 8, 2018, the proposed assessments shown in this report have not changed from the preliminary report. If there are no changes from the City Council at this time, the proposed assessments shown in the report will be passed on to the County Assessor's office for inclusion on the tax roles.

In brief, the attached report outlines costs for FY 2018-19, summarizes the projected costs for FY 2018-19 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2017) of +2.90% for Zones A and B. The raised maximum annual assessment for Zone A is now \$488.96 per parcel, and the raised maximum annual assessment for Zone B is now \$6,946.03 per parcel.

The estimated maximum annual assessment will increase for Zone A, and the actual amount that will be levied and collected during FY 2018-19 will be increased from FY 2017-18 by \$38.64 to \$156.78 per parcel due to various increased costs. This amount is below the allowed maximum annual assessment for Zone A.

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

and collected during FY 2018-19 will be decreased from the FY 2017-18 assessment to \$4,386.32 per parcel due to the streetlight replacement fund being fully funded.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. By using some of the Zone A reserves to reduce the Zone A increase, it is noted that the projected FY 2018-19 Assessment District reserve for Zone A is within that range. The Zone B projected FY 2018-19 Assessment District reserve is lower than desired, but anticipated to increase to the desired range within the next few years.

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

<u>FINANCIAL CONSIDERATIONS</u> - All costs associated with this assessment district (operation, maintenance and administration) are recovered through the assessments. All anticipated costs are shown in the budget in the Engineer's Report. The total proposed Assessment District budget for Fiscal Year 2018-19 is \$10,046.84. The funding source is from proposed assessment revenues levied and collected during FY 2018-19 along with existing Zone A reserves.

#### **NOTIFICATION**

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

#### **ALTERNATE ACTIONS**

None recommended.

#### RECOMMENDATION

Conduct the required public protest hearing and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein, authorizing the levy and collection of assessments for the Fiscal Year 2018-19

Respectfully submitted,

John Wanger City Engineer

Attachments:

Resolution approving the Annual Engineer's Report

For Final Approval Engineer's Report

# CITY OF WILLOWS CITY COUNCIL RESOLUTION NO. 2018-XX

A RESOLUTION APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS AND AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2018-19 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT ZONE A – BIRCH STREET VILLAGE

ZONE B – WALMART

(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

WHEREAS, on October 11, 2005 the City Council ordered the formation of the City of Willows Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

**WHEREAS,** the City Council of the City of Willows intends to levy and collect assessments within the Assessment District during FY 2018-19, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on February 27, 2018, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2018-19 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on May 8, 2018, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY 2018-19, and setting the time and date of the public hearing pursuant to section 22624 of the Streets and Highways Code; and

**WHEREAS,** for Zone A, in order to keep up with inflation the FY 2018-19 maximum annual assessment will be adjusted up by the allowable CPI to \$488.96; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2018-19 maximum annual assessment will be adjusted up by the allowable CPI to \$6,946.03; 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 2018-19 annual assessment to levy and collect for Zone A is proposed to be \$156.78 per parcel; and

**WHEREAS**, the proposed FY 2018-19 annual assessment to levy and collect for Zone B is proposed to be \$4,386.32 per parcel; and

WHEREAS, no annexations to the District are proposed for FY 2018-19; and

WHEREAS, on June 26, 2018 the City Council conducted a public hearing and gave every interested person an opportunity to comment on the FY 2018-19 Engineer's Report either in writing or orally and the City Council has considered each comment; and

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

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

- 1. Approves the annual FY 2018-19 Engineer's Report as prepared and filed
- 2. Confirms the assessment diagram and assessment amounts as set forth in the FY 2018-19 Engineer's Report and any amendments incorporated at the City Council's direction and hereby authorizes the levy and collection of the annual assessments set forth in said report for the FY 2018-19, for each of the following Zones:

Zone A - Birch Street Village

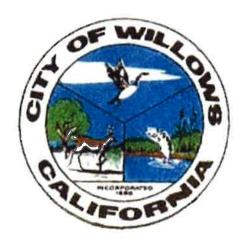
Zone B – Walmart

- 3. Adjusts the estimated maximum annual assessment for Zone A and Zone B by the 2017 annual CPI factor of +2.90% from the FY 2017-18 maximum annual assessment level as allowed by the original formation and annexation proceedings in order to keep up with inflation
- 4. Sets the maximum annual assessments for FY 2018-19 to \$488.96 per parcel for Zone A and \$6,946.03 per parcel for Zone B
- 5. Sets the FY 2018-19 amount to levy and collect for Zone A at \$156.78 per parcel and for Zone B to \$4,386.32 per parcel
- 6. Adopts this resolution pursuant to Section 22631 of the Street and Highway Code.

It is hereby certified that the foregoing Resolution No. —2018 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 26th day of June, 2018 by the following Roll Call vote:

Kerri Warren, Mayor	Robyn Johnson, City Clerk
APPROVED:	ATTESTED:
ABSTAIN:	
ABSENT:	
NOES:	
AYES in favor of:	

## FY 2018-19



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

FOR FINAL APPROVAL

CITY OF WILLOWS
COUNTY OF GLENN
STATE OF CALIFORNIA

**June 2018** 

Prepared By: Coastland Civil Engineering, Inc.

#### FY 2018-19

# 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 27, 2018, the enclosed Engineer's Report on the 26th day of June, 2018.

	•
O PROFESSIONAL COA	STLAND CIVIL ENGINEERING INC.
No. C043148 ) By:	Sphrotlager
* By	John L. Wanger, RCE 43148, Exp. 3/31/20
STATE OF CALIFORNIE	
I HEREBY CERTIFY that the enclosed Engineer	's Report, together with Assessment and Assessment
Diagram thereto attached, was filed with me on	the, 2018.
Ву:	
Rob	yn Johnson, City Clerk, City of Willows
Gler	n County, California
I HEDERY CERTIES that the analoged First	Empirementa Dancas Acceptance with A
	Engineer's Report, together with Assessment and yed and confirmed by the City Council of the City of
Willows, California, on the day of	, 2018.
By:	
Rob	n Johnson, City Clerk, City of Willows
Gler	n County, California
A seesment Diagram thereto attached was filed	Engineer's Report, together with Assessment and with the County Auditor of the County of Glenn on
the day of, 2018.	with the County Additor of the County of Glenn on
D	
By:Rob	on Johnson, City Clerk, City of Willows
•	n County, California

# FY 2018-19 ANNUAL ENGINEER'S REPORT FOR WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT

(Pursuant to the Landscaping & Lighting Act of 1972)

#### **Annual Assessment For FY 2018-19**

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 27, 2018 pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2018-19.

#### Background

The Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October 2005 by the City of Willows to recover costs associated with the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development. This area is known as Zone A. In order to levy and collect assessments each subsequent fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, new cost estimates are developed to determine the costs to operate and maintain the Assessment District improvements for the upcoming fiscal year. Further, as new subdivisions are created within the Willows City limits, they can be annexed into the Assessment District on an annual basis.

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

For FY 2018-19, there are no subdivision developments, land use changes to existing parcels or annexations proposed.

#### **Cost Index Information**

In order to take inflation into account and to recognize noticing/voting requirements for increasing the assessments, this Assessment District includes an allowance for an annual increase to the estimated Maximum Annual Assessments in accordance with the annual Consumer Price Index (CPI). The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics. All new zones to be annexed into this district are also to include an allowance for an annual increase to the Maximum Annual Assessments in accordance with the same CPI.

For FY 2018-19, the maximum annual assessment for Zones A and B are proposed to be adjusted up by the latest annual (2017) CPI of +2.90%.

The assessments proposed to be levied and collected for FY 2018-19 for Zone A are higher than those collected in FY 2017-18. The assessments proposed to be levied and collected for FY 2018-19 for Zone B are lower than those collected in FY 2017-18. This year's overall assessment district budget is less than last year. The total proposed Assessment District budget (Zones A and B) for FY 2018-19 is \$10,046.84.

The proposed changes, budgets, assessments and California Constitution Article XIII D (sometimes referred to as Proposition 218) impacts to the respective zones within the Assessment District are as follows:

#### Zone A – Birch Street Village

Zone A covers the costs associated with operation and maintenance of turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls or other fencing, entryway monuments, street lights and associated appurtenances located within the rights-of-way in the Birch Street Village subdivision as shown in the Assessment Diagram in Part F of this report. The FY 2018-19 assessment is proposed to be \$156.78 per parcel. This is \$38.64 per ESD higher than last year. The total proposed Zone A budget for FY 2018-19 is proposed to be \$5,660.52, which is an 18% increase from the FY 2017-18 budget due to increased overhead costs incurred by this zone. FY 2018-19 assessment revenue plus existing reserves will be used to cover the current year budget.

The estimated reserve fund balance for Zone A is projected to be within the Council approved reserve budget range of 10%-20% at the start of FY 2018-19. As no special projects are required at this time, some of the reserves will be used to mitigate the current year assessment increase. It should be noted that the Zone A assessments may need to increase next year as reserves are expected to be at the low end of their desired range and may not be available to reduce assessments.

#### Zone B - Walmart

In FY 2012-13, Zone B was annexed into the Assessment District to cover the cost of three street lights on North Airport Road alongside the Walmart development, and the cost of two traffic signals (including their street lights) at the intersection of North Airport Road and West Wood Street (Highway 162). These are shown as traffic signals with lights on the Zone B Assessment Diagram in Part F of this report. Costs include utility, maintenance, replacement, and administrative expenditures. Replacement costs will be funded from a 'knockdown' fund described in more detail below. The lights in this zone add a specific benefit to the Walmart development for the safety of their shoppers, and ease of access/egress due to the additional traffic load generated by the Walmart Super Store.

The FY 2018-19 assessment is proposed to be \$4,386.32 per parcel. This is a decrease of 34% from the FY 2017-18 assessment. The lower assessment is due to the annual street light knockdown reserve fund having reached its required level last year. This allows for the removal of that portion of the annual budget for FY 2018-19.

The estimated annual reserve fund balance is anticipated to be around 5% at the end of FY 2018-19. It is expected this fund will continue build up over time now that the knockdown reserve level has been reached.

#### **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 2018-19 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 2018-19 Budget sheet and a FY 2018-19 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 2018-19 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) Names and addresses of the owners of real property listed within for 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 20) 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 2018-19 Budget Cost Estimates

Part B includes the detailed budget for FY 2018-19 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 2018-19. The total budget summary for FY 2018-19 for Willows Landscaping & Lighting Assessment District is as follows:

w		As Filed (ith the City	As Preliminarily Approved		As Finally Approved At the Public Hearing
Zone A:	\$	5,660.52	\$	5,660.52	
Zone B:	\$	4,386.32	\$	4,386.32	
Total:	\$	10,046.84	\$	10,046.84	

## **CITY OF WILLOWS** Landscaping and Lighting Assessment District Fiscal Year 2018-19 Zone A - Birch Street Village **Budget Worksheet**

Item	2017-18 Budget	2018-19 Budget
Engineers Report	\$1,894.00	\$2,652.00
Legal Services	\$100.00	\$100.00
Landscape Maintenance	\$1,000.00	\$1,100.00
Lighting Utilities & Maintenance	\$1,100.00	\$1,350.00
County Assessor Fees (3.5% of Revenue)	\$163.34	\$198.12
Contingency	\$409.42	\$260.40
Total Expenses	\$4,666.76	\$5,660.52
Contribution from Reserves	\$650.00	\$330.00
Total Assessment Costs	\$4,016.76	\$5,330.52
Total Assessment Revenue	\$4,016.76	\$5,330.52
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$118.14	\$156.78

<sup>\*</sup> This is less than the maximum allowed. See Maximum Allowable Assessment Analysis

#### **CITY OF WILLOWS**

## Landscaping and Lighting Assessment District Fiscal Year 2018-19

# **Zone A - Birch Street Village**

# Summary of Fund Balance Worksheet

	<u>2018-19</u>
Estimated Starting Reserve Fund on July 1	\$900.00
Estimated Interest Earned	\$13.50
Estimated Revenue	\$5,330.52
Total Estimated Funds Available	\$6,244.02
Total Estimated Expenditures	\$5,660.52
Estimated Ending Reserve Fund on June 30	\$583.50

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

#### **CITY OF WILLOWS**

## Landscaping and Lighting Assessment District Fiscal Year 2018-19 Zone B - Walmart **Budget Worksheet**

Item	2017-18 Budget	2018-19 Budget
Engineers Report	\$2,706.00	\$1,948.00
Legal Services	\$100.00	\$100.00
Lighting Utilities & Maintenance	\$2,000.00	\$1,800.00
Knockdown Replacement	\$1,000.00	\$0.00
County Assessor Fees (3.5% of Revenue)	\$231.64	\$153.52
Contingency	\$580.60	\$384.80
Total Expenses	\$6,618.24	\$4,386.32
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Revenue	\$6,618.24	\$4,386.32
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B*	\$6,618.24	\$4,386.32

<sup>\*</sup> This is less than the maximum allowed. See Maximum Allowable Assessment Analysis

#### **CITY OF WILLOWS**

## Landscaping and Lighting Assessment District Fiscal Year 2018-19

# Zone B - Walmart

## **Summary of Fund Balance Worksheet**

	<u>2018-19</u>
Est. Starting Annual Reserve Fund on July 1	\$150.00
Est. Starting Knockdown Reserve Fund on July 1	\$5,000.00
Estimated Interest Earned	\$77.00
Estimated Annual Revenue	\$4,386.32
Estimated Knockdown Revenue	\$0.00
Total Estimated Annual Funds Available	\$4,613.32
Total Estimated Knockdown Funds Available	\$5,000.00
Total Estimated Annual Expenditures	\$4,386.32
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30	\$227.00
Est. Ending Knockdown Reserve Fund on June 30	\$5,000.00

#### **PART C**

#### **FY 2018-19 ASSESSMENT ROLL**

As described in Part B, the total proposed Assessment District revenues of \$9,716.84 for FY 2018-19 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 5,330.52 From Zone A \$ 4,386.32 From Zone B

The breakdown of FY 2018-19 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 2018-19

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address	
001-071-009-000	26	R1XX	Single Family	\$156.78	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988	
001-071-010-000	27	R1XX	Single Family	\$156.78	Nungaray, Jose T A & Arteaga Lorena C J/T	330 S Humboldt Ave, Willows, CA 95988	
001-071-011-000	28	R1XX	Single Family	\$156.78	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988	
001-071-012-000	29	R1XX	Single Family	\$156.78	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988	
001-071-013-000	30	R1XX	Single Family	\$156,78	Baczkowiski, Thomas W.	360 S Humboldv Ave, Willows, CA 95988	
001-071-014-000	31	R1XX	Single Family	\$156,78	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835	
001-071-015-000	32	R1XX	Single Family	\$156.78	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673	
001-071-016-000	33	R1XX	Single Family	\$156,78	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988	
001-071-017-000	34	R1XX	Single Family	\$156.78	Dover Jerome W	1320 W. Humboldt Ave, Willows, CA 95988	
001-071-018-000	16	R1XX	Single Family	\$156.78	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988	
001-071-019-000	15	R1XX	Single Family	\$156.78	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988	
001-071-020-000	14	R1XX	Single Family	\$156.78	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988	
001-071-021-000	17	R1XX	Single Family	\$156.78	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988	
001-071-022-000	18	R1XX	Single Family	\$156.78	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988	
001-071-023-000	19	R1XX	Single Family	\$156.78	Валгадал, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988	
001-071-024-000	20	R1XX	Single Family	\$156.78	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988	
001-071-025-000	21	R1XX	Single Family	\$156.78	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088	
001-071-026-000	22	R1XX	Single Family	\$156.78	Tafolla, Guillermo Arias & Arias Ana	351 El Dorado Ave, Willows, CA 95988	
001-071-027-000	23	R1XX	Single Family	\$156.78	Baker Nicole C	341 Ei Dorado Ave, Willows, CA 95988	
001-071-028-000	24	R1XX	Single Family	\$156.78	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988	
001-071-029-000	25	R1XX	Single Family	\$156.78	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988	
001-071-030-000	13	R1XX	Single Family	\$156.78	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988	
001-071-031-000	12	R1XX	Single Family	\$156.78	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988	
001-071-032-000	11	R1XX	Single Family	\$156.78	Askeland Kevin & Lowe Laura	PO Box 310, Willows, CA 95988	
001-071-033-000	10	R1XX	Single Family	\$156.78	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988	
001-071-034-000	9	R1XX	Single Family	\$156.78	Velasco Raymond Sigala & Cristina J/T ETAL	350 El Dorado Ave, Willows, CA 95988	
001-071-035-000	8	R1XX	Single Family	\$156.78	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988	
001-071-036-000	7	R1XX	Single Family	\$156.78	McDonald David S	370 El Dorado Ave, Willows, CA 95988	
001-071-037-000	6	R1XX	Single Family	\$156.78	Salas, Crystal A. et al	380 El Dorado Ave, Willows, CA 95988	
001-071-038-000	5	R1XX	Single Family	\$156.78	Bobadilla, Pedro D & Raygoza Marisol J/T	410 El Dorado Ave, Willows, CA 95988	
001-071-039-000	4	R1XX	Single Family	\$156.78	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988	
001-071-040-000	3	R1XX	Single Family	\$156.78	Drazkowski Tonia & Scott Lindsay B Co Trs	111 S Villa Willows, CA 95988	
001-071-041-000	2	R1XX	Single Family	\$156.78	Irwin Dennis L	3323 Knollridge Dr, El Dorado Hills, CA 95762	
001-071-042-000	11	R1XX	Single Family	\$156.78	Southam Boyd & Southam Stephanie	450 Et Dorado Ave, Willows, CA 95988	
Lot A	Lot A	Null	Easement	\$0.00	Null	Null	
Total Units:	34	To	otal Assessment:	\$5,330.52			

Zone B - Walmart

APN	Assessment Diagram Number	Use	Land Use Type	Assessment Amount	Owner Name	Address
			Commercial	,	Walmart RE Business Trust	
017-210-052-000	35	CEXX	Retail Outlet	\$4,386.32	c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1	Total Assessment:		\$4,386.32		

#### 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.

<u>Landscaping</u>: 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, from FY 2010-11 through FY 2018-19 the implemented increase has been less than 3%.

The CPI adjustments to the Maximum Allowed Assessment per Parcel from FY 2014-15 through FY 2018-19 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 2015-16	2014	2.80%	\$12.25	\$449.65	\$173.98	\$6,387.58
FY 2016-17	2015	2.60%	\$11.69	\$461.34	\$166.08	\$6,553.66
FY 2017-18	2016	3.00%	\$13.84	\$475.18	\$196.61	\$6,750.27
FY 2018-19	2017	2.90%	\$13.78	\$488.96	\$195.76	\$6,946.03

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).

#### **PART E**

## **FY 2018-19 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 2018-19

## Zone A - Birch Street Village and Zone B - Walmart

APN	Assessment Diagram Number	2016-17 Owner Name	2016-17 Mailing Address		
001-071-009-000	26	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988		
001-071-010-000	27	Nungaray, Jose T A & Arteaga Lorena C J/T	330 S Humboldt Ave, Willows, CA 95988		
001-071-011-000	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988		
001-071-012-000	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988		
001-071-013-000	30	Baczkowiski, Thomas W.	360 S Humboldv Ave, Willows, CA 95988		
001-071-014-000	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835		
001-071-015-000	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673		
001-071-016-000	33	Hilda	1330 W. Humboldt Ave, Willows, CA 95988		
001-071-017-000	34	Dover Jerome W	1320 W. Humboldt Ave, Willows, CA 95988		
001-071-018-000	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988		
001-071-019-000	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988		
001-071-020-000	14	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988		
001-071-021-000	17	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988		
001-071-022-000	18	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988		
001-071-023-000	19	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988		
001-071-024-000	20	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988		
001-071-025-000	21	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088		
001-071-026-000	22	Tafolla, Guillermo Arias & Arias Ana	351 El Dorado Ave, Willows, CA 95988		
001-071-027-000	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988		
001-071-028-000	24	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988		
001-071-029-000	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988		
001-071-030-000	13	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988		
001-071-031-000	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988		
001-071-032-000	11	Askeland Kevin & Lowe Laura	PO Box 310, Willows, CA 95988		
001-071-033-000	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988		
001-071-034-000	9	ETAL	350 El Dorado Ave, Willows, CA 95988		
001-071-035-000	8	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988		
001-071-036-000	7	McDonald David S	370 El Dorado Ave, Willows, CA 95988		
001-071-037-000	6	Salas, Crystal A. et al	380 El Dorado Ave, Willows, CA 95988		
		Bobadilla, Pedro D & Raygoza Marisol			
001-071-038-000	5	J/T	410 El Dorado Ave, Willows, CA 95988		
001-071-039-000	4	M J/T	420 El Dorado Ave, Willows, CA 95988		
001-071-040-000	3	Trs	111 S Villa Willows, CA 95988		
001-071-041-000	2	Irwin Dennis L	3323 Knollridge Dr, El Dorado Hills, CA 95762		
001-071-042-000	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988		
Lot A	Lot A	Null	Null		
017-210-052-000	35	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050		

#### **PART F**

## **FY 2018-19 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 017-210-052-000.

# CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE

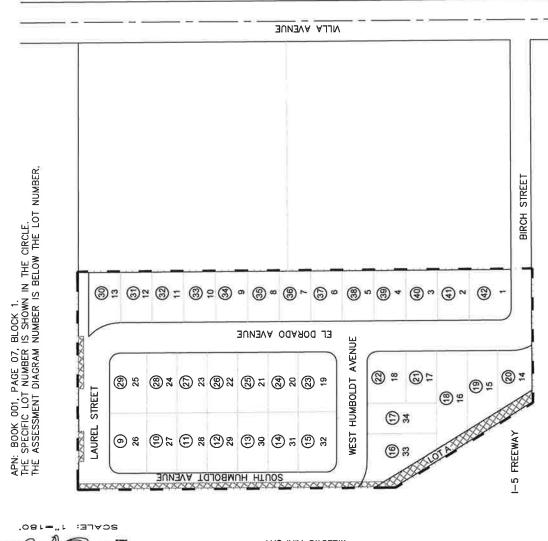


## VICINITY MAP

KXXXX Landscape Maintenance Area

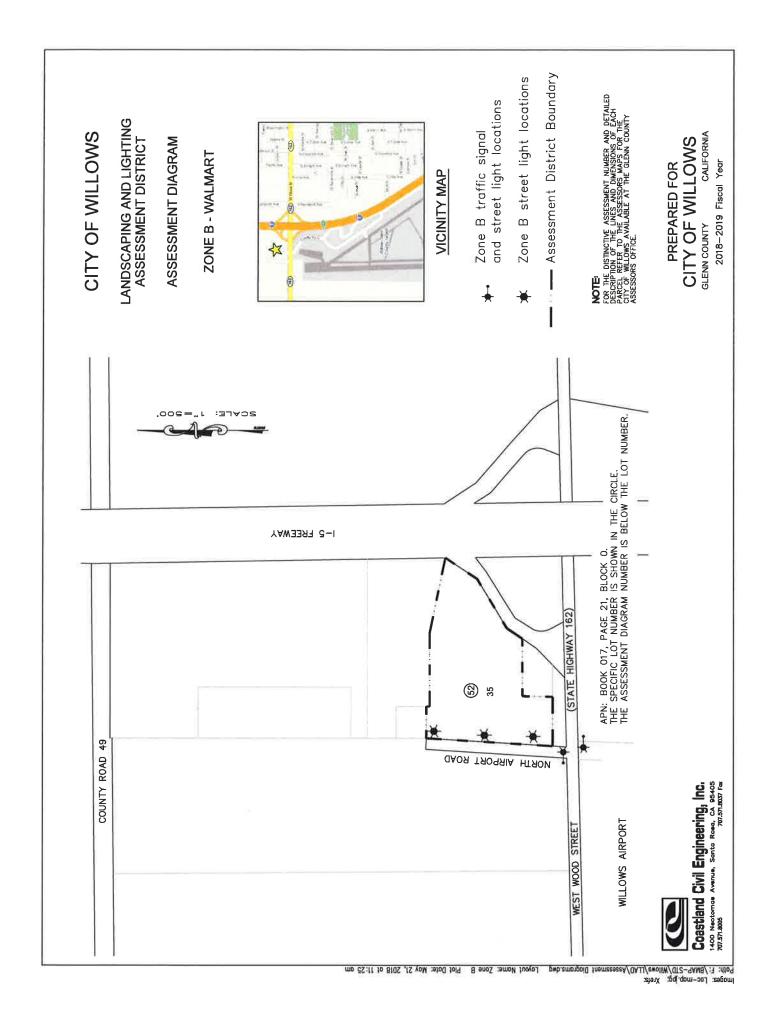
PREPARED FOR CITY OF WILLOWS GLENN COUNTY CALIFORNIA

2018-2019 Fiscal Year





MLLOWS AIRPORT



## **AGENDA ITEM**

TO:

Wayne Peabody, Interim City Manager

FROM:

Tim Sailsbery, Finance Director

SUBJECT:

Revised Resolution- CDBG Over the Counter Application

## RECOMMENDATION

Adopt the Resolution of the City Council of the City of Willows Approving an Application for the Funding and the Execution of a Grant Agreement and any Amendments thereto from the Over the Counter Community Development Block Grant Funding Allocation (CDBG) Program for the Rumiano Cheese Project and if Selected; the Execution of a Grant Agreement, any Amendments Thereto, and Other Related Documents Necessary to Participate in the CDBG/OTC Program

## SITUATION (or BACKGROUND):

On August 22, 2017, the City Council conducted a public hearing and adopted a resolution approving the application for a CDBG Over the Counter ("OTC") Grant for gap funding for infrastructure on the South Willows Improvement project and an equipment loan for Rumiano Cheese Company. This process was the first stage in the ultimate approval of the grant funds on June 1, 2018.

Recently, Staff was notified by CDBG Staff that a revised resolution was necessary in order to complete the approval process and move to a grant agreement. To comply with this request, Staff requests and recommends that the resolution be adopted as revised.

## FINANCIAL CONSIDERATION

\$2,910,025 in CDBG Over The Counter Grant Funds **NOTIFICATION** 

-N/A for this resolution. The original resolution was duly noticed as a public hearing for August 22, 2017.

## **ALTERNATE ACTIONS**

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

## RECOMMENDATION

Adopt the Resolution of the City Council of the City of Willows Approving an Application for the Funding and the Execution of a Grant Agreement and any Amendments thereto from the Over the Counter Community Development Block Grant Funding Allocation (CDBG) Program for the Rumiano Cheese Project and if Selected; the Execution of a Grant Agreement, any Amendments Thereto, and Other Related Documents Necessary to Participate in the CDBG/OTC Program

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery Administrative Services Director

## Attachments:

Resolution

## **RESOLUTION NO. 2018-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILOWS APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMNETS THERETO FROM THE OVER THE COUNTER COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING ALLOCATION (CDBG) PROGRAM FOR THE RUMIANO CHEESE PROJECT AND IF SELECTED; THE EXECUTION OF A GRANT AGREEMENT, ANY AMENDMENTS THERETO, AND OTHER RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CDBG/OTC PROGRAM

WHEREAS, the City of Willows is eligible to apply for funds under the 2016 CDBG ED-OTC NOFA; and,

**WHEREAS,** following a public hearing on August 22, 2017, the City reviewed and considered program eligibility criteria and determined to support submission of an application for funding in response to the 2016 CDBG Economic Development OTC NOFA: and,

WHEREAS, the CDBG program has four eligibility criteria for economic development projects. The project must; 1) be an eligible activity; 2) document the ability to meet a national objective; 3) document the ability to meet the public benefit standard; and, 4) document compliance with six HUD underwriting standards; and,

WHEREAS, the proposed project qualifies an eligible CDBG economic development activity.

**NOW, THEREFORE, BE IT RESOLVED** by the Willows City Council as follows:

1. That the City of Willows will submit an application for the following Economic Development Activities totaling: \$2,910,025

a. General Program Administration:

\$ 203,025

b. Offsite Infrastructure Improvements Costs

\$ 850,000

c. Loan for Direct Financial Assistance to For-Profits Business

\$1,857,000

- 2. The City Council certifies federal Citizen Participation requirements were met prior to the submission of the application.
- 3. The Interim City manager is hereby authorized and directed to sign this application and act on the City's behalf in all matters pertaining to this application.

- 4. If the application is approved, the Interim City Manager, is hereby authorized to sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.
- 5. If the application is approved, Interim City Manager, is authorized to sign funds Requests

PASSED, APPROVED At the following vote:	ND ADOPTED by the Willows City Council, this 26 <sup>th</sup> day of	June, 201
AYES in favor o	÷	
NOES:		
ABSENT:		
ABSTAIN:		
APPROVED:	ATTEST:	

## **AGENDA ITEM**

TO: Honorable Mayor Warren and Members of the City Council

**FROM:** Wayne Peabody, Interim City Manager

**SUBJECT:** Memorandum of Understanding with the County of Glenn-Building Inspection Services

## RECOMMENDATION

Adopt the Memorandum of Understanding between the City of Willows and the County of Glenn for Building Inspection and Enforcement of Building Standards within the City of Willows and Authorize the Appropriate City representative to sign the Agreement.

## SITUATION (or BACKGROUND):

As part of the proposed reorganization of the City of Willows, which was introduced to Council on March 7th, 2017, Staff requested a proposal from the Glenn County Building Department for inspection services. Currently the City of Willows has been contracting with Coastland Engineering for inspection service one day a week with the Community Development Services Director doing inspection on an emergency basis. With approval, we will be able to provide inspection five days a week, by appointment. We will still provide permit and plan checks and maintain all files associated with buildings within the city limits.

With the approval of this contract, the City of Willows will be able to continue to provide the a higher level service to our community and surrounding area with more efficient and economical benefits to our citizens.

## **FINANICAL CONSIDERATIONS**

\$46,000 in the adopted 2018-19 budget for contract services-building. It is anticipated that approximately \$40,000 will be for inspection services (balance for plan check)

## **ALTERNATE ACTIONS**

- 1. Request additional information from Staff
- Reject staff recommendation and/or direct item to be returned.

## RECOMMENDATION

Adopt the Memorandum of Understanding between the City of Willows and the County of Glenn for Building Inspection and Enforcement of Building Standards within the City of Willows and Authorize the Appropriate City representative to sign the Agreement.

Respectfully submitted,

Wayne Peabody Interim City Manger



## MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF WILLOWS AND COUNTY OF GLENN FOR BUILDING INSPECTION SERVICES



This Memorandum of Understanding (the "MOU") is entered on July \_\_\_\_, 2018 (the "Effective Date") by and between the CITY OF WILLOWS (the "CITY"), and the COUNTY OF GLENN (the "COUNTY"). The CITY and the COUNTY, individually each a "PARTY", and jointly referred to herein as the "PARTIES."

## **RECITALS**

WHEREAS, the California Building Standards Code, Title 24, establishes minimum regulations for the design and construction of buildings and structures in California; and

WHEREAS, California law mandates that local government enforce the regulations set forth in Title 24, or local ordinances with qualified reasonably necessary and generally more restrictive building standards than provided for in the California Building Standards Code; and

WHEREAS, local governments are responsible for permitting and enforcing all applicable building, mechanical, energy, accessibility, plumbing, electrical and housing codes and laws adopted by a city and the State to ensure a safe and habitable building environment; and

WHEREAS, the County of Glenn Building Department of the Planning & Community Development Services Agency is responsible for permitting and enforcement of the State's building codes in the unincorporated areas of the County; and

WHEREAS, the City of Willows Building Department is responsible for permitting and enforcement of the State's building codes in the incorporated area of the City of Willows; and

WHEREAS, there are duplications of building permit and enforcement services in the unincorporated areas of the COUNTY and the incorporated areas of the CITY; and

WHEREAS, the CITY is desirous of contracting with the COUNTY for the performance of building inspection and enforcement services within its boundaries, through the County of Glenn Building Department of the Planning & Community Development Services Agency; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions as hereinafter set forth; and

WHEREAS, such agreements are authorized and provided for by the California Constitution, article XI, section 8, subdivision (a) and Government Code sections 51300 et seq.

**NOW,** THEREFORE, in consideration of the mutual promises set forth herein, the parties hereto agree, covenant and promise as follows:

## **AGREEMENT**

1) COUNTY shall provide to CITY building inspection scheduling, building inspections within the corporate limits of the CITY (the "SERVICES"). Such SERVICES shall only encompass the duties and functions of the type coming within the jurisdiction and customarily rendered by County of Glenn Building Department

## MEMORANDUM OF UNDERSTANDING BUILDING INSPECTION SERVICES

of the Planning & Community Development Services Agency under the ordinances of the COUNTY and the statutes of the State of California.

- 2) The level of service provided pursuant to this MOU shall be the same basic level of service **COUNTY** provides for the unincorporated areas of the **COUNTY** by County of Glenn Building Department of the Planning & Community Development Services Agency.
- The rendition of such SERVICES, the standard of performance and other matters incidental to the performance of such SERVICES and the control of personnel so employed shall remain in COUNTY. In the event of a dispute between the PARTIES as to the extent of the duties and functions to be rendered hereunder or the level and manner of performance of such SERVICES, the determination thereof by the Director of Planning & Community Development Services Agency shall be final and conclusive as between the PARTIES hereto.
- 4) COUNTY shall provide CITY access to COUNTY permit generation and tracking software for the sole purpose of inputting data as described in paragraph 5 below. CITY shall be subject to the COUNTY's permit generation and tracking software agreements. CITY shall assign one CITY employee for the purpose of inputting said data. CITY's employee will be assigned a user name and password to use the COUNTY's permit generation and tracking software. CITY is responsible for maintaining the security of the assigned user name and password and taking such steps as may be reasonably necessary to maintain appropriate security and access by CITY. COUNTY may disqualify CITY's assigned employee from utilizing COUNTY's permit and tracking software if, in COUNTY's sole discretion, COUNTY reasonably determines that the safety or security of COUNTY's permit generation and tracking software may be at risk. Upon expiration or termination of this MOU for any reason, CITY shall immediately cease use of COUNTY permit generation and tracking software.
- 5) CITY shall input data directly into COUNTY permit generation and tracking software all permit information required for COUNTY to provide SERVICES described in paragraph 1 above. CITY shall also provide access to all CITY permit records required to provide SERVICES to CITY and a work area for COUNTY to complete paper work. CITY shall be responsible for CITY records maintenance. COUNTY shall not maintain any CITY records outside of the permit generation and tracking software.
- All persons employed in the performance of the SERVICES under this MOU shall be COUNTY employees, and no person employed hereunder shall have any CITY benefit, pension, civil service or any status or right offered to CITY employees.
  - 7) Pursuant to Government Code section 51303, for the purpose of performing SERVICES and functions under this MOU, and for the purpose of giving official status to the performance thereof where necessary, every COUNTY officer and employee engaged in the performance of the SERVICES hereunder shall be deemed to have the powers of an officer or employee of said CITY only while performing the SERVICES within the scope of this MOU, and which are purely municipal functions.

## MEMORANDUM OF UNDERSTANDING BUILDING INSPECTION SERVICES

- 8) The CiTY shall take all necessary actions to authorize COUNTY to lawfully provide the SERVICES pursuant to this MOU.
- 9) COMPENSATION
  - A. COUNTY shall invoice CITY quarterly for all SERVICES rendered pursuant to this MOU.
  - B. COUNTY's invoice shall provide a detailed report of all time and costs associated with provision of the following SERVICES.
    - i. Labor rates shall be fully burdened hourly rates, including reasonable overhead, based on actual COUNTY costs experienced in billing period,
    - ii. Vehicle mileage rates shall be fully burdened Internal Revenue Service (IRS) Standard Mileage Rates. Mileage shall be determined on the basis of a round-trip from the COUNTY's offices to the inspection site, and
    - iii. CITY's software maintenance costs shall be six percent (6%) of CITY's building permit fees.
  - C. Labor rates, vehicle mileage rates and software maintenance fees are set forth on Exhibit A attached hereto and incorporated herein. Such rates and costs may be adjusted no more often than two (2) times a year.
  - D. CITY shall provide COUNTY quarterly a fully detailed report of building permit fees collected by CITY. CITY shall pay COUNTY on a net 30-day basis for all invoiced SERVICES.
- 10) (A) COUNTY shall provide all required and necessary labor, supervision, equipment, supplies, vehicles and materials to COUNTY staff necessary for provision of SERVICES to CITY as described above. The CITY shall not be charged any amount in addition to the Compensation set forth in paragraph 9 above for such labor, supervision, equipment, supplies, vehicle mileage and materials. Notwithstanding the foregoing, CITY shall bear such costs as may be incurred in providing the authorizations and actions set forth in paragraph 8 above.
  - (B) Notwithstanding anything hereinbefore contained, it is agreed that in all instances wherein special supplies, (such as: stationery, notices, forms, and the like must be issued in the name of the CITY,) and any new process, procedure or documentation related to and required as part of the building permit and inspection services process will be a cost to the City and will be detailed in quarterly billing from the County.
- 11) Nothing herein shall require COUNTY to perform any services under this MOU if COUNTY has insufficient available personnel to provide such services and to perform its other duties as required by law, or if the Director of Planning & Community Development Services Agency determines in good faith that the COUNTY lacks the resources or information necessary to perform the COUNTY's obligations hereunder. Notwithstanding the foregoing, COUNTY shall give CITY no less than fourteen (14) days' written notice of the cessation of service, together with the reason(s) for such cessation, and shall continue to provide the SERVICES to CITY during the 14-day notice period. In such event CITY, in its sole discretion, shall be entitled to have the SERVICES performed by any other person or entity, including CITY's own employees, with no further liability or obligation under this MOU.

## MEMORANDUM OF UNDERSTANDING BUILDING INSPECTION SERVICES

- 12) In the event that COUNTY determines that it is unwilling to provide the SERVICES described herein, COUNTY shall provide CITY with no less than ninety (90) days written notice that COUNTY will cease providing such SERVICES. In such event CITY, in its sole discretion, shall be entitled to have the SERVICES performed by any other person or entity, including CITY's own employees, with no further liability or obligation under this MOU.
- 13) DATA/RECORDS During the term of this MOU, CITY can access, use, retrieve and download CITY's content at any time. In the event of termination or expiration of this MOU, COUNTY shall maintain CITY's content for a period of ninety (90) days. At CITY's request, COUNTY shall provide CITY's content through a data drop, data migration process or other means agreeable to both parties at CITY's sole expense.
- 14) TERM OF AGREEMENT/TERMINATION The term of this MOU shall commence on August 1, 2018 and continue in full force and effect through July 31, 2023 (5-year term), unless terminated as follows:
  - A. By mutual agreement of the PARTIES;
  - B. By either PARTY upon a material breach by the other PARTY of the provisions hereof; or
  - C. By either PARTY upon delivery of ninety (90) days' written notice thereof to the other PARTY.
- 15) COUNTY shall, during the entire term of this MOU, be an independent contractor and nothing in this MOU is intended or shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow CITY to exercise discretion or control over the professional manner in which COUNTY performs the services which are the subject matter of this MOU. COUNTY staff performing services under this MOU shall at all times remain employees of COUNTY, and shall not be deemed employees of CITY for any purpose. COUNTY shall be solely responsible for any and all compensation, payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for any COUNTY employee providing services under this MOU.
- 16) NONASSIGNMENT Inasmuch as this MOU is intended to secure the specialized SERVICES of COUNTY, COUNTY may not assign, transfer, delegate or sublet any interest herein. Any attempt at assignment of the rights under this MOU except for those specifically consented to by both PARTIES, evidenced in writing, and shall be void.
- 17) MUTUAL INDEMNIFICATION Each PARTY shall defend, indemnify and hold the other party, its officers, employees and agents harmless from and against any and all liability, loss, expense including reasonable attorneys' fees or claims for injury or damages arising out of the performance of the SERVICES under this MOU but only in proportion and to the extent such liability, loss expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents or employees. —
- 18) ENTIRE AGREEMENT; MODIFICATION –This MOU may only be modified by a written amendment hereto executed by both PARTIES. It constitutes the entire agreement between the parties regarding its subject matter. This Agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter of this Agreement.

## MEMORANDUM OF UNDERSTANDING BUILDING INSPECTION SERVICES

- 19) APPLICATION OF LAW This MOU shall be governed by the laws of the State of California.
- 20) SEVERABILITY If any portion of this MOU or application thereof to any person or circumstances shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state or local statute, ordinance, or regulation, the remaining provisions of this MOU or the application thereof shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this MOU are severable.

## 21) <u>NOTICES</u>.

Any notice required to be given pursuant to the terms and provisions of this MOU shall be in writing and shall be sent first-class mail to the following addresses:

If to CITY:

Director, Community Development Services

City of Willows 201 North Lassen St. Willows, CA 95988

If to COUNTY: Director of the Planning & Community Development Services Agency

777 North Colusa Street

Willows, CA

(530) 934-6540 Phone (530) 934-6533 Fax

Notice shall be deemed to be effective two days after mailing.

IN WITNESS WHEREOF, COUNTY and CITY have executed this agreement on the day and year set forth below.

DATED:	DATED:
CITY OF WILLOWS	COUNTY OF GLENN
Mayor	Chairman
APPROVED AS TO FORM:	APPROVED AS TO FORM:
City Attorney City of Willows	County Counsel Glenn County, California

## MEMORANDUM OF UNDERSTANDING BUILDING INSPECTION SERVICES

## **EXHIBIT "A"**

- 1. County's Fully Burdened Hourly Labor Rates:
  - Chief Building Official
  - Senior Building Inspector
  - Building Inspector
  - PCDSA Director
  - Building Permit Technician
- 2. Mileage Rates:

Beginning January 1, 2018, the standard mileage rates for the use of a car (vans, pickups or panel trucks) will be: 54.5 cents per mile for business miles driven.

## 3. Software Maintenance Costs:

For each permit entered into the County's permit generation and tracking system (aka: Installation and Use of the Permit, Planning and Code Enforcement Software), the City will be charged a technology cost recovery fee (currently 6%) for each permit processed by the County. The costs associated with the usage of the system shall be paid by the City.

## **ATTACHMENTS**

A -County Employee's Fully Burdened Hourly Labor Rates

4/25/2018

06:57 AM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE EMPLOYEE NAME: DEAN MILLER FISCAL YEAR 2017/18

Emp ID #001549 ASSUMPTIONS:

HIRE DATE # OF YRS 12/27/2005 12.33

SALARY

PAY/STEP/RANGE

POSITION 400/E
POSITION
POSITION

\$33.77 PER HOUR
PER HOUR
PER HOUR
PER HOUR

TOTAL COST CENTER SALARY TOTAL COST CENTER SALARY

\$33.77 \$70,242

PER HOUR 2,080 PER YEAR

AVERAGE HOURLY SALARY AVERAGE ANNUAL SALARY \$33.77 \$70,242

## SALARY ORDINANCE PROVISION

		OALAKI OKDII	TANGE I KOT	01014
	VACATIO			
	Length of Service	Hourly Accrual	Annual Days	
$\Box$	0-2 Full Years	0.0424	0	21
1	2-12 Full Years	0.0616	0	WORKING DAYS/YEAR
1	12-20 Full Years	0.0808	21	
	20+ Full Years	0.1000	0	
	SICK LEAVE			12 WORKING
		DAYS PER YEAR		
	WO	40 HOURS		
	HC	13 DAYS		

AVERAGE NUMBER VACATION DAYS TAKEN
AVERAGE NUMBER SICK DAYS TAKEN

21 6

COUNTY SOCIAL SECURITY & MEDICARE CONTRIBUTION COUNTY PAID EMPLOYER PERS CONTRIBUTION COUNTY GROUP & LIFE INSURANCE CONTRIBUTION COUNTY DISABILITY INSURANCE AVERAGE PREMIUM FOR WORKER'S COMP INS. LIUNA SUPPLEMENTAL PENSION

Bi-Weekly Bi-Weekly Semi-monthly Semi-monthly Bi-Weekly Semi-monthly



4/25/2018

6:57 AM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE EMPLOYEE NAME: DEAN MILLER FISCAL YEAR 2017/18

Emp ID#

COMPUTATION:

TOTAL ANNUAL EMPLOYEE COST	\$103,590
NET PRODUCTIVE WORKING DAYS	
TOTAL WORK WEEK DAYS IN YEAR (365-104)	261
LESS NON-PRODUCTIVE DAYS: AVERAGE VACATION AVERAGE SICK LEAVE HOLIDAYS TOTAL NON-PRODUCTIVE DAYS	21 6 13
NET PRODUCTIVE WORK DAYS	221
NET PRODUCTIVE WORKING HOURS: NET PRODUCTIVE WORKING DAYS HOURS PER DAY NET PRODUCTIVE WORKING HOURS	X8 1,768
WEIGHED AVERAGE HOURLY LABOR RATE: \$103,590 DIVIDED BY 1,768	\$58.59

4/25/2018

6:57 AM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE EMPLOYEE NAME: DEAN MILLER FISCAL YEAR 2017/18

WEIGHED AVERAGE HOURLY LABOR RATE	Ξ
-----------------------------------	---

\$58.59

OTHER BUDGETED COSTS:

 2017/18
 SERVICES & SUPPLIES
 \$133,644

 2017/18
 OTHER CHARGES
 \$100,093

 2017/18
 OTHER FINANCING USES
 \$0

 2017/18
 COST PLAN CHARGES
 \$0

 TOTAL OTHER COSTS
 \$233,737

OTHER COSTS DIVIDED BY PRODUCTIVE HRS.

\$233,737 / HRS 1,768 \$132.20

COST CENTER RATIO FOR ADMIN OVERHEAD
TOTAL SALARIES FOR DEPARTMENT

\$70,242 DIVIDED BY \$770,512 (#1010 SALARIES & WAGES)

COST CENTER RATIO FOR ADM OVERHEAD 9%

ADMIN OVERHEAD % X COST PER PRODUCTIVE HRS \$12.05

ADMIN OVERHEAD RATE PER HOUR LABOR RATE

LABOR RATE
LABOR RATE + ADMIN OVERHEAD
\$58.59
\$70.64

**COST CENTER BILLING RATE** 

\$70.64

\$12.05

4/20/2018

03:30 PM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE EMPLOYEE NAME: VACANT

FISCAL YEAR 2017/18

TOTAL COST CENTER SALARY TOTAL COST CENTER SALARY

\$30.53

PER HOUR

\$63,502

2,080 PER YEAR

AVERAGE HOURLY SALARY AVERAGE ANNUAL SALARY

\$30.53 \$63,502

SALARY ORDINANCE PROVISION

VACATIO	N ALLOWANCE			
Length of Service		Annual Days		
0-2 Full Years	0.0424	0	21	
2-12 Full Years	0.0616	0	WORKING DAYS/YEAR	
12-20 Full Years	0.0808	21		
20+ Full Years	0.1000	0		
SI	SICK LEAVE			
	DAYS PER YEAR			
WC	40 HOURS			
H	OLIDAYS		13 DAYS	

AVERAGE NUMBER VACATION DAYS TAKEN AVERAGE NUMBER SICK DAYS TAKEN

21 6

COUNTY SOCIAL SECURITY & MEDICARE CONTRIBUTION COUNTY PAID EMPLOYER PERS CONTRIBUTION COUNTY GROUP & LIFE INSURANCE CONTRIBUTION COUNTY DISABILITY INSURANCE AVERAGE PREMIUM FOR WORKER'S COMP INS. LIUNA SUPPLEMENTAL PENSION

Bi-Weekly Bi-Weekly Semi-monthly Semi-monthly Bi-Weekly Semi-monthly



4/20/2018

3:30 PM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE EMPLOYEE NAME: DEAN MILLER FISCAL YEAR 2017/18

Emp ID#

CO	MPI	ITAT	ION:	
$\sim$	IVII V	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	IVIV.	

TOTAL ANNUAL EMPLOYEE COST (Taken from Payroll SalBene report): TOTAL ANNUAL EMPLOYEE COST		\$96,316
NET PRODUCTIVE WORKING DAYS		
TOTAL WORK WEEK DAYS IN YEAR (365-104)		261
LESS NON-PRODUCTIVE DAYS: AVERAGE VACATION AVERAGE SICK LEAVE HOLIDAYS TOTAL NON-PRODUCTIVE DAYS	21 6 13	40
NET PRODUCTIVE WORK DAYS		221
NET PRODUCTIVE WORKING HOURS: NET PRODUCTIVE WORKING DAYS HOURS PER DAY NET PRODUCTIVE WORKING HOURS	х	221 8 1,768
WEIGHED AVERAGE HOURLY LABOR RATE: \$96,316 DIVIDED BY 1,768		\$54.48

\$10.90

\$54.48

\$65.37

\$65.37

4/20/2018

3:30 PM

ADMIN OVERHEAD RATE PER HOUR

LABOR RATE + ADMIN OVERHEAD

LABOR RATE

**COST CENTER BILLING RATE** 

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE EMPLOYEE NAME: DEAN MILLER FISCAL YEAR 2017/18

WEIGHED AVER	RAGE HOURLY LABOR RATE			\$54.48
OTHER BUDGE 2017/18 2017/18 2017/18 2017/18	TED COSTS: SERVICES & SUPPLIES OTHER CHARGES OTHER FINANCING USES COST PLAN CHARGES TOTAL OTHER CO	STS	\$133,644 \$100,093 \$0 \$0 \$233,737	
OTHER COSTS	DIVIDED BY PRODUCTIVE H	RS.		
\$233,737	/ HRS	1,768	\$132.20	
	RATIO FOR ADMIN OVERHEA SALARIES FOR DEPARTME			
\$63,502	DIVIDED BY		\$770,512 (#1010 SALARIES & WAGES)	
COST CENTER I	RATIO FOR ADM OVERHEAD		8%	
ADMIN OVERHE	AD % X COST PER PRODUC	TIVE HRS	\$10.90	

6/19/2018

04:03 PM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE BUILDING INSPECTOR - PARKER, DAVID FISCAL YEAR 2017/18

ASSUMPTIONS: HIRE DATE # OF YRS SALARY	3/27/2017 1.23					
PAY/STEP/RA POSITION POSITION POSITION POSITION	NGE 345/B			\$22.18		PER HOUR PER HOUR PER HOUR PER HOUR
	CENTER SALARY CENTER SALARY			\$22.18 \$46,134	2,080	PER HOUR PER YEAR
	AVERAGE HOURLY SAL AVERAGE ANNUAL SAL					\$22.18 \$46,134
	VACATIO	SALARY ORDII N ALLOWANCE	NANCE PROVI	SION		1
	77.07.1101	17.02017.1102				
	Length of Service		Annual Days			
	0-2 Full Years	0.0424	11	11		
	2-12 Full Years	0.0616	0	WORKING DAYS/YE	AR	
	12-20 Full Years	0.0808	0			
	20+ Full Years	0.1000 K LEAVE	0	12 WORKING		
	310	N LEAVE	1	DAYS PER YEAR		
	WOF	RK WEEK		40 HOURS		
		LIDAYS	-	13 DAYS		
						Ei.
	ER VACATION DAYS TAK	EN		11		
AVERAGE NUMBI	ER SICK DAYS TAKEN			6		
COUNTY PAID EN COUNTY GROUP COUNTY DISABIL	UM FOR WORKER'S COI	BUTION ITRIBUTION	N	Bi-Weekly Bi-Weekly Semi-monthly Semi-monthly Bi-Weekly Semi-monthly		
NET PRODUCTIV	E WORKING DAYS					
TOTAL WORK V	VEEK DAYS IN YEAR (36	5-104)				261
LESS NON-PRO AVERAGE VACA AVERAGE SICK HOLIDAYS					11 6 13	

June 26, 2018 TOTAL NON-PRODUCTIVE DAYS 30 **NET PRODUCTIVE WORK DAYS** 231 **NET PRODUCTIVE WORKING HOURS: NET PRODUCTIVE WORKING DAYS** 231 HOURS PER DAY 8 NET PRODUCTIVE WORKING HOURS 1,848 WEIGHED AVERAGE HOURLY LABOR RATE: \$73,056 DIVIDED BY 1,848 \$39.54 6/19/2018 4:03 PM WEIGHED HOURLY RATE DEPARTMENT OF FINANCE **BUILDING INSPECTOR - PARKER, DAVID** FISCAL YEAR 2017/18 WEIGHED AVERAGE HOURLY LABOR RATE \$39.54 OTHER BUDGETED COSTS: 2017/18 SERVICES & SUPPLIES \$133,644 2017/18 OTHER CHARGES \$100,093 2017/18 OTHER FINANCING USES \$0 2017/18 COST PLAN CHARGES \$0 TOTAL OTHER COSTS \$233,737 OTHER COSTS DIVIDED BY PRODUCTIVE HRS. \$233,737 /HRS

1.848

\$126.49

COST CENTER RATIO FOR ADMIN OVERHEAD TOTAL SALARIES FOR DEPARTMENT

\$46,134

DIVIDED BY

\$770,512 (#1010 SALARIES & WAGES)

COST CENTER RATIO FOR ADM OVERHEAD

6%

ADMIN OVERHEAD % X COST PER PRODUCTIVE HRS

\$7.57

ADMIN OVERHEAD RATE PER HOUR LABOR RATE LABOR RATE + ADMIN OVERHEAD

\$7.57 \$39.54 \$47.11

**COST CENTER BILLING RATE** 

\$47.11

6/19/2018

03:50 PM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE PLANNING & COMMUNITY DEVELOPMENT DIRECTOR FISCAL YEAR 2017/18

ASSUMPTIONS: HIRE DATE # OF YRS	3/12/2018 0.27					
SALARY PAY/STEP/RA POSITION POSITION POSITION POSITION	NGE 500/E			\$61.31		PER HOUR PER HOUR PER HOUR PER HOUR
	CENTER SALARY CENTER SALARY AVERAGE HOURLY SAL AVERAGE ANNUAL SAL			\$61.31 \$127,525	2,080	PER HOUR PER YEAR \$61.31 \$127,525
		SALARY ORDIN	NANCE PROVI	SION		
	VACATIO	N ALLOWANCE				1
	Length of Service	Hourly Accrual	Annual Days			
	0-2 Full Years	0.0424	Allitual Days	11		
	2-12 Full Years	0.0616	Ö	WORKING DAYS/	YFAR	
	12-20 Full Years	0.0808	ŏ			
	20+ Full Years	0.1000	0	(a)		
	SIC	K LEAVE		12 WORKING	3	
				DAYS PER YEA	AR .	
		RK WEEK		40 HOURS		
	HC HC	LIDAYS		13 DAYS		
	ER VACATION DAYS TAK ER SICK DAYS TAKEN	KEN		11 6		
COUNTY PAID EN COUNTY GROUP COUNTY DISABIL	UM FOR WORKER'S COI	BUTION ITRIBUTION	N	Bi-Weekly Bi-Weekly Semi-monthly Semi-monthly Bi-Weekly Semi-monthly		
NET PRODUCTIV	E WORKING DAYS					
TOTAL WORK V	VEEK DAYS IN YEAR (36	5-104)				261
LESS NON-PRO AVERAGE VACA AVERAGE SICK HOLIDAYS					11 6 13	

\$113.48

TOTAL NON-PRODUCTIVE DAYS 30 NET PRODUCTIVE WORK DAYS 231 NET PRODUCTIVE WORKING HOURS: NET PRODUCTIVE WORKING DAYS 231 HOURS PER DAY 8 NET PRODUCTIVE WORKING HOURS 1.848 WEIGHED AVERAGE HOURLY LABOR RATE: \$171,008 DIVIDED BY 1.848 \$92.54 6/19/2018 3:50 PM WEIGHED HOURLY RATE DEPARTMENT OF FINANCE PLANNING & COMMUNITY DEVELOPMENT DIRECTOR FISCAL YEAR 2017/18 WEIGHED AVERAGE HOURLY LABOR RATE \$92.54 OTHER BUDGETED COSTS: 2017/18 **SERVICES & SUPPLIES** \$133,644 2017/18 OTHER CHARGES \$100,093 OTHER FINANCING USES 2017/18 \$0 2017/18 **COST PLAN CHARGES** \$0 TOTAL OTHER COSTS \$233,737 OTHER COSTS DIVIDED BY PRODUCTIVE HRS. \$233,737 / HRS 1,848 \$126.49 COST CENTER RATIO FOR ADMIN OVERHEAD TOTAL SALARIES FOR DEPARTMENT \$127,525 DIVIDED BY \$770,512 (#1010 SALARIES & WAGES) COST CENTER RATIO FOR ADM OVERHEAD 17% ADMIN OVERHEAD % X COST PER PRODUCTIVE HRS \$20.94 ADMIN OVERHEAD RATE PER HOUR \$20.94 LABOR RATE \$92.54 LABOR RATE + ADMIN OVERHEAD \$113.48

COST CENTER BILLING RATE

231

6/19/2018

**NET PRODUCTIVE WORK DAYS** 

03:33 PM

## WEIGHED HOURLY RATE DEPARTMENT OF FINANCE BUILDING PERMIT TECHNICIAN FISCAL YEAR 2017/18

ASSUMPTIONS; HIRE DATE # OF YRS	4/3/2017 1.21					
SALARY PAY/STEP/RA POSITION POSITION POSITION POSITION POSITION	315			\$19.11		PER HOUR PER HOUR PER HOUR PER HOUR
	CENTER SALARY CENTER SALARY			\$19.11 \$39,749	2,080	PER HOUR PER YEAR
	AVERAGE HOURLY SAL AVERAGE ANNUAL SAL		NANCE BROW	ICION		\$19.11 \$39,749
	VACATIO	N ALLOWANCE	VANCE PROV	ISTON		1
	VAGATIO	IN ALLOWAINGE				
	Length of Service	Hourly Accrual	Annual Days			
	0-2 Full Years	0.0424	11	11		
	2-12 Full Years	0.0616	0	WORKING DAY	S/YEAR	
	12-20 Full Years	0.0808	0			
	20+ Full Years	0.1000	0			
	SIC	K LEAVE		12 WORKI	NG	1
				DAYS PER Y	/EAR	
		RK WEEK		40 HOUR	lS .	[
	HC	LIDAYS		13 DAYS	3	
	ER VACATION DAYS TAI	KEN		11		•
AVERAGE NUMB	ER SICK DAYS TAKEN			6		
COUNTY PAID ET COUNTY GROUP COUNTY DISABIL	IUM FOR WORKER'S CO	BUTION NTRIBUTION	N	Bi-Weekly Bi-Weekly Semi-monthly Semi-monthly Bi-Weekly Semi-monthly	ř	
NET PRODUCTIV	E WORKING DAYS					
TOTAL WORK V	VEEK DAYS IN YEAR (36	5-104)				261
AVERAGE VAC AVERAGE SICK HOLIDAYS				;-	11 6 13	30

\$41.58

**NET PRODUCTIVE WORKING HOURS:** NET PRODUCTIVE WORKING DAYS 231 HOURS PER DAY NET PRODUCTIVE WORKING HOURS 1,848 WEIGHED AVERAGE HOURLY LABOR RATE: \$64,773 DIVIDED BY 1,848 \$35.05 6/19/2018 3:33 PM WEIGHED HOURLY RATE DEPARTMENT OF FINANCE **BUILDING PERMIT TECHNICIAN** FISCAL YEAR 2017/18 WEIGHED AVERAGE HOURLY LABOR RATE \$35.05 OTHER BUDGETED COSTS: 2017/18 SERVICES & SUPPLIES \$133,644 2017/18 OTHER CHARGES \$100,093 OTHER FINANCING USES 2017/18 \$0 2017/18 **COST PLAN CHARGES** \$0 TOTAL OTHER COSTS \$233,737 OTHER COSTS DIVIDED BY PRODUCTIVE HRS. \$233,737 / HRS 1,848 \$126.49 COST CENTER RATIO FOR ADMIN OVERHEAD TOTAL SALARIES FOR DEPARTMENT \$39.749 DIVIDED BY \$770,512 (#1010 SALARIES & WAGES) COST CENTER RATIO FOR ADM OVERHEAD 5% ADMIN OVERHEAD % X COST PER PRODUCTIVE HRS \$6.53 ADMIN OVERHEAD RATE PER HOUR \$6.53 LABOR RATE \$35.05 LABOR RATE + ADMIN OVERHEAD \$41.58

**COST CENTER BILLING RATE** 

## **AGENDA ITEM**

TO:

Honorable Mayor Warren and Members of the City Council

FROM:

John Wanger, City Enginee

SUBJECT:

Approval of the County Road 57 Well Site Final Parcel Map

## RECOMMENDATION

That the City Council adopt the attached resolution approving the County Road 57 Well Site Final Parcel Map (APN 017-170-029.)

## SITUATION (or BACKGROUND):

For a number of years, the City has owned and operated a domestic drinking water well site to serve development at the southerly end of the City (off of Road 57.) In recent years, the State regulations regarding drinking water have become more stringent. Regulations have gotten so stringent that the City is desiring to get out of the water distribution business.

For the last several months the City has had discussions with California Water Company (Cal Water) regarding taking over the existing city-owned water system. Cal Water has expressed an interest in taking over the existing distribution system and well. Additionally, with proposed development in the south area of the City, additional storage tanks will be needed to ensure adequate domestic and fire protection exist.

In order to facilitate the transfer of the well site and provide enough room for future water storage tanks and allow ownership by Cal Water, a parcel needs to be created from one of the larger city-owned parcels in the area. This new parcel is ultimately planned to be dedicated to Cal Water once negotiations are completed for them to take over the city-owned water facilities in the south part of the City.

The attached Final Parcel Map has been completed to facilitate the creation of the parcel needed for Cal Water. The map is technically correct and is in compliance with both the City's Subdivision Ordinance and the Subdivision Map Act. Staff is recommending approval of the map and authorizing the City Clerk to record the map.

## FINANCIAL CONSIDERATIONS:

The creation of this separate parcel has no direct financial impact. Dedication of the parcel will be part of the negotiations that the City will have with Cal Water.

## NOTIFICATION

None required.

## **ALTERNATE ACTIONS**

If the Council desires to continue to operate the water system in the southern portion of the City, creation of the parcel associated with this parcel map would not be necessary.

## **RECOMMENDATION**

It is recommended that the City Council adopt the attached resolution approving the final map for the County Road 57 Well Site Final Parcel Map.

Respectfully submitted,

John Wanger City Engineer

Attachments:

- -Resolution
- -Copy of the Final Map

## **RESOLUTION No. 2018-XX**

## RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, APPROVING THE FINAL PARCEL MAP FOR THE ROAD 57 WELL SITE, ASSESSOR PARCEL NUMBER 017170-029.

WHEREAS, the City desires to create a separate parcel for the ultimate dedication of property for the existing city-owned well site to Cal Water; and

WHEREAS, in order to create a separate parcel, a Final Parcel Map was required to be prepared; and

WHEREAS, the Final Parcel Map for the Road 57 Well site has prepared and has been found to be in conformance with the City's rules and regulations and those of the Subdivision Map Act.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

- 1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
- 2. That the City Council approves the Road 57 Well Site Final Parcel Map and authorizes its recordation.
- 3. This Resolution shall become effective immediately.
- 4. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 26<sup>th</sup> day of June, 2018 by the following vote:

Mayor Warren	Robyn Johnson, City Clerk
APPROVED:	ATTESTED:
ABSTAIN:	
ABSENT:	
NOES:	
AYES in favor of:	

## OWNER'S STATEMENT

THE UNDERSIGNED, BEING THE ONLY ENTITY HAVING RECORD TITLE IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBBUISION SHOWN UPON THE MAP, HEREBY STATE THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID PROPERTY AND THAT WE CONSENT TO THE PERSPARATION AND RECORDATION OF THIS MAP AND SUBDIVISION AS SHOWN WITHIN THE BORDER LINES.

MAYOR - CITY OF WILLOWS, COUNTY OF OWNER'S ACKNOWLEDGMENT GLENN

# A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

PERSONNALY APPEARED WHO DASIS OF SATISFACTORY EVIDÊNCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WHAIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXCLUTED THE SAME IN HIS AUTHORIZED CAPACITY, AND THAT BY HIS SUBMATURE OF THE INSTRUMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXCLUTED THE INSTRUMENT. STATE OF CALIFORNIA COUNTY OF \_\_\_\_\_ 8 BEFORE ME,

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT: WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE

DATE

## SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND WAS COMPILED FROM RECORD DATA IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AT THE REQUEST OF THE CITY OF WILLOWS IN JAUNARY, 2017. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED THATATHE MAP, IF ANY, AND THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY, OR WILL OCCUPY WITHIN ONE YEAR, THE POSTRONS INDICATED AND ARE OR WILL BE SUFFICIENT TO ENABLE THE PARCEL.

RICHARD A. MOSHIER, R.C.E. 30696

## CITY SURVEYOR'S STATEMENT

I HERREN TAITE THAT THIS SUBDIVISION MAP CONSISTING OF TWO SHEETS, THIS STATEMENT EBING ON SHEET ONE THEREOF, HAS BEEN EXAMINED BY ME AND THAT THE SUBDIVISION AS SHOWN UPON SAID MAP, CONFORMS TO ALL PROVISIONS OF THE STATE OF CALEFORNIA AND ARCHMENDMENTS THE SUBDIVISION MAP ACT OF THE STATE OF CALEFORNIA AND ARCHMENDENTS THE SUBDIVISION MAP ACT OF THE STATE OF CALEFORNIA AND ARCHMENDMENTS THE SUBDIVISION MAP ACT OF THE STATE OF CALEFORNIA AND ARCHMENDMENTS APPROVAL OF THE TENTATIVE MAP, IF ANY, HAVE BEEN COMPLIED WITH,

JOHN L. WANGER, R.C.E. 043148 CITY ENGINEER

ID HERBY STATE THAT HAVE EXAMINED THIS MAP ON BEHALF OF THE CITY AND I AM SATISFED THAT THE SURVEY DATA SHOWN UPON THE MAP IS TECHNICALLY CORRECT.

DATED:

## CITY TREASURER'S CERTIFICATE

DATED:

DATED:

DATED

RICHARD A. MOSHIER, R.C.E. 30696

CITY TREASURER, CITY OF WILLOWS COUNTY OF GLENN, STATE OF CALIFORNIA

# PLANNING COMMISSION STATEMENT

KAREN MANTELE, CITY OF WILLOWS PLANNER CITY OF WILLOWS, COUNTY OF GLENN STATE OF CALIFORNIA

DATED:

I, THE CITY TREASURER, IN AND FOR THE CITY OF MILLOWS, STATE OF CALIFORNIA, DO HERRBY CERTIFY THAT THERE ARE NO LIVES FOR UNAND CITY TAKES JACAINST THE TRACTO IC LAND SHOWN HERECON, OR ANY PART THEREOF, EXCEPT THOSE NOT PAYABLE, AND TRYTHER CERTIFY THAT THERE ARE NO SECIAL ASSESSMENTS ACAINST SAID TRACT. EXCEPT THOSE ESTIMATED TO TOTAL \$ MICH CONSTITUTE A LIEN AGAINST THE PROPERTY, BUT WHICH CONSTITUTE A LIEN AGAINST THE PROPERTY, BUT WHICH ARE NOT YET DIE AND PAYABLE AND CAN OR MAY BE PAID IN TILL.

THIS MAP WAS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF WILLOWS ON THE \_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_ 20\_\_\_\_\_

## CITY COUNCIL STATEMENT

I HEREBY STATE THAT THE CITY COUNCIL OF THE CITY OF MILLOWS, STATE OF CALIFORNIA, ON THAT THE CITY OF MINUTES OF SAID COUNCIL, DO AFPROVE THIS MAP. SHOWS ALL EASEMENTS OR RESTRICTIONS WHICH EXIST OF RECORD, THIS MAP SHOWS ALL EASEMENTS OR RESTRICTIONS WHICH EXIST OF RECORD,

DATED:

CITY CLERK

# COUNTY TAX COLLECTOR'S CERTIFICATE

I EDWARD J. LAMB ENANCE DIRECTOR AND GLENN COUNTY TAX COLLECTOR, HEREBY STATE ACCORDING TO THE RECORDS IN THE OFFICE OF THE UNRESCIAND. THERE ARE NO LEINS AGAINST THIS SUBDIVISION, OR MY PART THEREOF, FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES NOT TET PAYABLE IS \$ SECOLAL ASSESSMENTS COLLECTED AS LAXES NOT TEXT TAXES NOT TEXT TO AVABLE IS \$ SECOLAL ASSESSMENTS COLLECTED AS LAXES NOT TEXT TAXES NOT TEXT TO SUBJECT TO A SPECIAL ASSESSMENT OR BOND WHICH MAY BE FAID IN FULL SECURITY REQUIRED PURSUANT TO GOVERNMENT CODE SECTION 66493 (A) AND 66493 (C) ARE HEREBY ACCEPTED AND APPROVED.

TAX COLLECTOR
COUNTY OF GLENN, STATE OF CALIFORNIA

COUNTY RECORDER'S STATEMENT

FILED FOR RECORD THIS

DAY OF

2018, AT

GLENN COUNTY RECORDS AT THE REQUEST OF THE CITY OF WILLOWS. M IN BOOK OF MAPS AND SURVEYS AT PAGES

DOC. NO.

Ē

GLENN COUNTY RECORDER

DEPUTY

## COUNTY ROAD 57 WELL SITE PARCEL MAP

CITY OF WILLOWS

SHOWING A PARCEL DIVISION OF A PORTION OF SECTION 15, TOWNSHIP 19 NORTH, RANGE 3 WEST, M.D.B.&M., IN THE CITY OF WILLOWS, COUNTY OF GLENN, STATE OF CALIFORNIA FOR

THE CITY OF WILLOWS, A MUNICIPAL CORPORATION APN: 017-170-029 1 PARCEL

SHEET 1 OF 2

MAY 2018

PREPARED BY

Coastland Civil Engineering, Inc. 1400 Nectornas Avenue, Santa Rasa, CA 95405 707.571.8007 Fax

