



Willows City Council Regular Meeting

June 25, 2019
Willows City Hall
7:00 p.m.

City Council
Gary Hansen, Mayor
Kerri Warren, Vice Mayor
Lawrence Mello, Council Member
Joe Flesher, Council Member
Larry Domenighini, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

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

Agenda

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) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item 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. **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 36978-37000, Z09998-Z10029, 38084-38104.
- b. Approval of minutes of the Regular City Council Meeting held on June 11, 2019.

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.

6. PUBLIC HEARING

- a. Conduct the required public hearing, open and review any received ballots and consider the attached resolution approving the Engineer’s Report as filed.
 - i. **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 2019-20 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT ZONE A-BIRCH STREET VILLAGE, ZONE B-WALMART, ZONE C-SOUTH WILLOWS COMMERCIAL AND INDUSTRIAL CENTER (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)I.**

7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

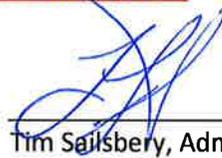
- a. Approve, by Motion, the Purchase of Government Crime Insurance from Alliant Insurance Services, Direct the Administrative Services Director to Sign the Coverage Binder, and Appropriate General Fund expenditures in the amount of \$2,074 for the 2019-20 Budget.

8. COUNCIL/ STAFF REPORTS/COMMENTS

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

9. ADJOURNMENT

This agenda was posted on June 19, 2019



Tim Salsbery, Administrative Services Director

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

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). 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



CONSENT AGENDA



Period

6/6/2019 TO 6/14/2019

General Checking 36978 TO 37000

Payroll Direct Deposit Z09998 TO Z10029

Payroll Checks 38084 TO 38104

APPROVAL DATE 6/25/2019

APPROVED _____

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
036978	06/12/19	AME02	AMERIPRIDE UNIFORM SVCS.	782.66	.00	782.66	B90610	MAY STMT PER ATTACHED
036979	06/12/19	BYW00	BYWATER	3000.00	.00	3000.00	4563	ANNUAL SUPPORT
036980	06/12/19	CAL56	CALIFA GROUP	3995.97	.00	3995.97	2251	BROADBAND JAN-MAR 2019
036981	06/12/19	COM15	COMPUTERS FOR CLASSROOMS,	37.54	.00	37.54	10795	REFURBISHED DESKTOP SYSTE
036982	06/12/19	GAN01	GANDY-STALEY OIL CO.	2137.03	.00	2137.03	B90610	MAY STMT PER ATTACHED
036983	06/12/19	HUN02	ROBERT W HUNT	3869.86	.00	3869.86	1905/1906	GENERAL LEGAL SERVICES AP
036984	06/12/19	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	65196	PEST CONTROL JUNE 2019
036985	06/12/19	*KNI03	KNIFE RIVER CONSTRUCTION	163.02	.00	163.02	213266	WET PATCH
036986	06/12/19	MAD02	MADSEN'S CONCRETE & PUMPI	206.50	.00	206.50	1283	SACK CONCRETE
036987	06/12/19	MAT01	MATSON & ISOM TECHNOLOGY	270.00	.00	270.00	69045	FACEBOOK BUSINESS MANAGER
036988	06/12/19	MEN02	MENDES SUPPLY COMPANY	86.69	.00	86.69	R03565800	LINERS
				105.75	.00	105.75	R03565900	TOWELS
			Check Total.....:	192.44	.00	192.44		
036989	06/12/19	MIC01	ASHLEY MICHAUD	30.00	.00	30.00	B90610	JUMP START REFUND
036990	06/12/19	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1252007	CYLINDER RENTAL
036991	06/12/19	MOR01	MORRISON	3153.66	.00	3153.66	2869	BIOMASS FRASIBILITY STUDY
036992	06/12/19	NOR43	ACCESS	97.62	.00	97.62	7517493	SHREDDING SERVICES
036993	06/12/19	NSW00	NSWTS	100.00	.00	100.00	366	MONTHLY SERVICE CHARGE
036994	06/12/19	ORL08	ORLAND SAW & MOWER	280.27	.00	280.27	30935	CARBURETOR ASSEMBLY
036995	06/12/19	PGE01	PG & E	96647.41	.00	96647.41	B90611	P.G. & E. NEM TRUE-UP
036996	06/12/19	SEV00	INFRAMARK, LLC	62465.81	.00	62465.81	41464	WILLOWS OPERATION JUNE 20
036997	06/12/19	THR00	3CORE	350.00	.00	350.00	1014	DIRECTORY ADVERTISEMENT
				2000.00	.00	2000.00	2206	CDBG CONTRACT MAY 2019
			Check Total.....:	2350.00	.00	2350.00		
036998	06/12/19	TOT00	TOTAL IMAGING SOLUTIONS,	435.00	.00	435.00	11494	MICROFILM SERVICE
036999	06/12/19	WILHD	WILLOWS HARDWARE, INC.	507.39	.00	507.39	B90610	MAY STMT PER ATTACHED
037000	06/12/19	WILHI	WILLOWS ACE HARDWARE	207.05	.00	207.05	B90611	MAY STMT PER ATTACHED
			Cash Account Total.....:	181002.23	.00	181002.23		
			Total Disbursements.....:	181002.23	.00	181002.23		
			Cash Account Total.....:	.00	.00	.00		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD JUNE 11, 2019

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 www.cityofwillows.org for free PodBean recordings.

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

The meeting opened with the Pledge of Allegiance led by .

Roll Call:

Council Members Present: Council Members Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt, City Planner Karen Mantele and City Clerk Tara Rustenhoven.

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

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 36937-36977, Z09971-Z09997, 38062-38083.
- b. Approval of minutes of the Special Budget Meeting held on May 28, 2019.
- c. Approval of minutes of the Regular City Council Meeting held on May 28, 2019.

Action:

Motion: Council Member Mello /Second: Council Member Flesher

Moved to approve the Consent Agenda as amended above and the following item(s).

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Public Hearing:

- a. Conduct a public hearing and adopt the Resolution entitled:
 - i. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE 2019/20 CITY OF WILLOWS ANNUAL BUDGET.

Open Public Hearing 7:05 p.m.

Closed Public Hearing 7:06 p.m.

Action:

Motion: Council Member Domenighini /Second: Vice Mayor Warren

Moved to adopt a resolution entitled, A Resolution of the City Council of the City of Willows Adopting the 2019/20 City of Willows Annual Budget.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

b. Conduct a public hearing allowing the parcel indicated on Exhibit "A" to be abated by the City of Willows Contractor. Those persons returning self-abatement notices were allowed a time extension of 10 days to complete the work themselves. If after this date, these parcels have not been abated, the City Contractor will perform the work.

Open public hearing 7:09 p.m.

Jeff Williams-requested a copy of "Exhibit A"

Closed public hearing at 7:10 p.m.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Certify Exhibit "A" and ordering to abate properties on Exhibit "A"

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

c. Conduct a public hearing and upon conclusion, consider reading by title only and the passage of the first reading and subsequent adoption of an Ordinance Amending Certain Sections of Chapter 9.20 of the Willows Municipal Code Regarding Cannabis Sales and Delivery in the City of Willows.

Open public hearing 7:23 p.m.

Closed public hearing 7:24 p.m.

Action:

Motion: Council Member Domenighini /Second: Vice Mayor Warren

Moved that the ordinance be read by title only.

The motion passed unanimously 4/1 carried by the following roll call vote:

AYES: Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES: Flesher

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Mello /Second: Vice Mayor Warren

Move the passage of the first reading and subsequent adoption of an Ordinance entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING WILLOWS MUNICIPAL CODE CHAPTER 9.20.070 (RETAIL/DISPENSARY CANNABIS BUSINESS LICENSES"), 9.20.071 (RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE APPLICATIONS"), 9.20.074 ("RETAIL/DISPENSARY CANNABIS BUSINESS LICENSE FEES AND TAXES"), AND 9.20.080 ("GENERAL CONDITIONS FOR ALL RETAIL/DISPENSARY CANNABIS LICENSES") FOR THE REGULATIONS OF CANNABIS USE, CULTIVATION, SALES AND OTHER CANNABIS ACTIVITIES IN THE CITY OF WILLOWS.

The motion passed unanimously 3/2 carried by the following roll call vote:

AYES: Mello, Vice Mayor Warren, Mayor Hansen

NOES: Flesher, Domenighini

ABSENT:

ABSTAIN:

Regular Business:

a. Adopt a Resolution entitled;

i. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS MEMORIALIZING THE CITY'S INTENTION TO DIRECTLY FUND THE GLENN GROUNDWATER AUTHORITY.

Doug Ross-resident of Willows had questions on the Proposition 218 protest.

Action:

Motion: Council Member Domenighini /Second: Council Member Flesher

Move to adopt a resolution entitled, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS MEMORIALIZING THE CITY'S INTENTION TO DIRECTLY FUND THE GLENN GROUNDWATER AUTHORITY.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOTES:

ABSENT:

ABSTAIN:

b. Approve the Engagement Letter submitted by the Hunt Law Offices pursuant to which Robert W. Hunt will continue to serve the City's City Attorney, and authorize the Mayor to execute the agreement.

Action:

Motion: Vice Mayor Warren/ Council Member

Move to approve the Engagement Letter submitted by the Hunt Law Offices pursuant to which Robert W. Hunt will continue to serve the City's City Attorney, and authorize the Mayor to execute the agreement.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

c. Adopt a resolution entitled;

i. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ACCEPTING CHARLES GEYER BID FOR THE PURCHASE OF SURPLUS PROPERTY;

ii. Direct staff to open escrow regarding sale.

Action:

Motion: Council Member Flesher/Second

Adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ACCEPTING CHARLES GEYER BID FOR THE PURCHASE OF SURPLUS PROPERTY; and direct staff to open escrow regarding sale.

The motion passed unanimously 5/0 carried by the following roll call vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Chief Peabody announced the City Pool opens Thursday June 13, 2019
- Chief Peabody asked Jody Samons Glenn County Community Services Director to give an update of the CalPlant 1 building.
- We're getting ready for the sewer line out on Hwy 99 for the EDA project
- Wild Things Wednesday 1pm-2pm at City Hall

b. City Council Reports/Comments:

Mayor Hansen:

- May 30th attended the General Plan Workshop
- June 10th attended the Glenn Groundwater Authority meeting
- Thanked Chief Peabody and staff for helping move the Alarm System that has been at the Fire Station since 1906 to the Willows Museum

Vice Mayor Warren:

- Attended the WHS graduation

Council Member Flesher:

- Commends the Public Works Crews. With as little staff they have they sure do an awesome job of making everything looking nice.

Council Member Domenighini:

- June 10th attended the LAFCO meeting
- May 30th attended the General Plan Workshop
- June 4th spoke with the Kiwanis regarding the Sewer Rate increase

Council Member Mello:

- Wanted to comment on the delivery service of Cannabis and how it will be controlled
- Suggested a move of the Memorial Clock
- Shared that he found a ruler from Willows Home Center

Recess to closed session:

- PUBLIC COMMENT-Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public comments are generally restricted to three minutes.
- CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section §54956.9:
Number of cases: 1
Entered into closed session at 8:15 p.m.
Council reconvened into open session at 8:46 p.m.

Announcement of any action taken in closed session:

Mayor Hansen reported no reportable action.

Adjournment:

The Meeting was adjourned at 8:46 p.m.

Dated: June 14, 2019

Tara Rustenhoven, City Clerk



PUBLIC HEARING

AGENDA ITEM

June 25, 2019

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Landscaping and Lighting Special Assessment District – Authorization to Levy Assessments

RECOMMENDATION

Conduct the required public protest hearing, open and review any received ballots 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 2019-20

SUMMARY

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

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings. The first action (appointing an Engineer of Work and directing the preparation of the annual Engineer's Report) was completed by the Council on March 12, 2019. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public information meeting as May 21, 2019 and the required public protest hearing as June 25, 2019) was completed on April 23, 2019. Tonight is the third and final step in the process – conduct the public protest hearing, open and review ballots, approve the Engineer's Report as presented or as amended tonight and authorize the levy of assessments for FY 2019-20.

Ballot packets were mailed to the parcel owners proposed for annexation into a new Zone C (South Willows Commercial and Industrial Center). California Constitution Article XIII D requires property owners to vote, by separate ballot, on any new annexation of their property into an assessment district.

At tonight's meeting, the rules governing this type of an assessment district (found in the California Constitution and the California Streets and Highways Code) requires that a public protest hearing be held to hear any comments/concerns from property owners within the district. Staff recommends opening, receiving comments and closing the public hearing. Following the public hearing, staff recommends a short recess be provided for staff to conduct a ballot count of received ballots. If a majority of "yes" ballots are received for a specific Zone, then the annexations into the specific Zone may be approved by the Council. If a majority of "no" ballots are received for a specific Zone, then the annexation proceedings for that specific Zone must be dropped

At the conclusion of tonight's public hearings and the counting of received ballots, the City Council may authorize the levy and collection of the annual assessments, as preliminarily approved on April 23, 2019, or decrease them, but cannot increase them greater than the amounts set on April 23, 2019.

Attached to this staff report is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on April 23, 2019, 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 2019-20, summarizes the projected costs for FY 2019-20 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessments for Zones A and B are proposed to increase by 3.5% as allowed by the annual CPI (year 2018) inflation factor and new Zone C will have a maximum annual assessment and allow cost of living adjustments annually. The raised maximum annual assessment for Zone A is now \$506.07 per unit, and the raised maximum annual assessment for Zone B is now \$7,189.14 per unit. The Zone C maximum allowed assessment is to be \$69,196.02 for the zone at buildout.

The estimated maximum annual assessment will increase for Zone A however the actual amount that will be levied and collected during FY 2019-20 will be decreased from the FY 2018-19 assessment by \$28.46 to \$128.32 per unit. This amount is below the allowed maximum annual assessment for Zone A.

The estimated maximum annual assessment will increase for Zone B however the actual amount that will be levied and collected during FY 2019-20 will be decreased from the FY 2018-19 assessment by \$1,371.50 to \$3,014.82 per unit.

The actual amount that will be levied and collected for Zone C during FY 2019-20 is to be \$3,159.84 per unit.

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 assessment, and the Zone B reserves to reduce the Zone B assessment, it is noted that the projected FY 2019-20 Assessment District reserve for both zones will still be slightly above that range. The reserve amounts will be reviewed again next year and reduced again if necessary. The Zone C reserve is anticipated to increase to the desired range within the next few years.

If the Council finds there is no majority protest to the annexation into Zone C, and finds the report acceptable, the Council should adopt the attached resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The adoption of tonight's resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for the inclusion on the tax rolls.

FINANCIAL CONSIDERATIONS - All costs associated with this assessment district (operation, maintenance and administration) are recovered through the assessments. All anticipated costs are shown in the budget in the Engineer's Report. The total proposed Assessment District budget for Fiscal Year 2019-20 is \$28,546.66. The funding source is from proposed assessment revenues levied and collected during FY 2019-20 along with existing Zone A and Zone B reserves.

PUBLIC INFORMATION MEETING

The public information meeting was held on May 21, 2019 as required by the Streets and Highways Code

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, open and review any received ballots 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 2019-20

Respectfully submitted,

/s/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. -2019**

**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 2019-20 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE
ZONE B – WALMART
ZONE C – SOUTH WILLOWS COMMERCIAL AND INDUSTRIAL CENTER
(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 2019-20, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on March 12, 2019, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2019-20 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on April 23, 2019, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY 2019-20, and setting the times and dates of the public information meeting and public hearing pursuant to section 22624 of the Streets and Highways Code; and

WHEREAS, for FY 2019-20 there are annexations proposed into a new Zone C (South Willows Commercial and Industrial Center); and

WHEREAS, pursuant to California Constitution Article XIII D, notices and ballots were mailed out to the property owners whose property is proposed for annexation into Zone C; and

WHEREAS, in order to keep up with inflation and to recognize noticing/voting requirements for increasing the maximum annual assessments, Zone C will have a maximum annual assessment, and allow annual cost of living adjustments 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; and

WHEREAS, for Zone A, in order to keep up with inflation the FY 2019-20 maximum annual assessment will be adjusted up by the allowable CPI to \$506.07; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2019-20 maximum annual assessment will be adjusted up by the allowable CPI to \$7,189.14; and

WHEREAS, for Zone C, the FY 2019-20 maximum annual assessment is proposed to be \$69,196.02 for the Zone and the annual assessment is proposed to be \$3,159.84 per unit; and

WHEREAS, the proposed FY 2019-20 annual assessment to levy and collect for Zone A is proposed to be reduced to \$128.32 per unit; and

WHEREAS, the proposed FY 2019-20 annual assessment to levy and collect for Zone B is proposed to be reduced to \$3,014.82 per unit; and

WHEREAS, on May 21, 2019, City staff held the required public information meeting; and

WHEREAS, notice of the public protest hearing was given by publication in accordance with the Landscaping and Lighting Act of 1972; and

WHEREAS, on June 25, 2019 the City Council conducted a public hearing and gave every interested person an opportunity to comment on the FY 2019-20 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 2019-20 Engineer's Report as prepared and filed
2. Authorizes the annexation of parcels into a new Zone C of the City of Willows Landscaping & Lighting Assessment District
3. Confirms the assessment diagram and assessment amounts as set forth in the FY 2019-20 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 2019-20, for each of the following Zones:
 - Zone A - Birch Street Village
 - Zone B - Walmart
 - Zone C - South Willow Commercial and Industrial Center
4. Adjusts the estimated maximum annual assessment for Zone A and Zone B by the allowed CPI factor of +3.5% from the FY 2018-19 maximum annual assessment level as allowed by the original formation and annexation proceedings in order to keep up with inflation
5. In order to keep up with inflation Zone C shall have a maximum annual assessment set and allow annual cost of living adjustments to it in accordance with the annual Consumer Price Index.
6. Sets the maximum annual assessments for FY 2019-20 to \$506.07 per unit for Zone A, \$7,189.14 per unit for Zone B and \$69,196.02 for the zone for Zone C
7. Sets the FY 2019-20 amount to levy and collect for Zone A at \$128.32 per unit and for Zone B at \$3,014.82 per unit and for Zone C at \$3,159.84 per unit
8. Adopts this resolution pursuant to Section 22631 of the Street and Highway Code.

It is hereby certified that the foregoing Resolution No. xx-2019 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 25th day of June, 2019 by the following Roll Call vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, City Clerk



**ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
FY 2019-20**

FOR FINAL APPROVAL

**City of Willows
County of Glenn
State of California**

June 2019

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

**CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2019-20**

(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Willows on March 12, 2019, the enclosed Engineer's Report on the 25th day of June 2019.

COASTLAND CIVIL ENGINEERING INC.

By: John L. Wanger
John L. Wanger, RCE 43148, Exp. 3/31/20



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the ____ day of _____, 2019.

By: _____
Tara Rustenhoven, City Clerk, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Willows, California, on the ____ day of _____, 2019.

By: _____
Tara Rustenhoven, City Clerk, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Glenn on the ____ day of _____, 2019.

By: _____
Tara Rustenhoven, City Clerk, City of Willows
Glenn County, California

**ANNUAL ENGINEER'S REPORT FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
(Pursuant to the Landscaping & Lighting Act of 1972)**

FY 2019-20

Coastland Civil Engineering, the Engineer of Work for the City of Willows Landscaping & Lighting Assessment District, City of Willows, Glenn County, California, submits this annual Engineer's Report, as directed by the City Council on March 12, 2019 pursuant to Sections 22565 and 22620 of the California Streets & Highways Code.

History of the Assessment District

The City of Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October of 2005 to provide funding for the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development, which has been designated as Zone A. In order to levy and collect assessments each fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, cost estimates are developed for the operation and maintenance of 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, 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 2019-20, the creation of a Zone C is proposed to recover costs associated with the South Willows Commercial and Industrial Center. This Engineer's report will outline estimated expenditures to operate and maintain landscaping, weed abatement, utilities, and street lights. The procedures required for establishing a new zone will be followed as specified in Section 22605-22613 of the Streets and Highways codes, which requires noticing, a public information meeting and a public hearing.

City of Willows Assessment District Zones and FY 2019-20 Budget

The overall proposed Assessment District budget for FY 2019-20 is \$28,546.66, which is higher than last year (\$11,285.00) due to the creation of a new Zone C. The following sections describe each assessment zone, its proposed budget for FY 2019-20, and any changes from the previous year.

Zone A – Birch Street Village

Zone A was created for the Birch Street Village Subdivision to provide funding for the operation and maintenance of landscaping and lighting, including turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls, fencing, entryway monuments, street lights and associated

appurtenances located within the right-of-way. These improvements are shown in the Assessment Diagram in Part F of this Report.

Annual landscaping expenses may include the repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code. Annual lighting expenses include utility, maintenance, and replacement costs. Administrative expenditures include the costs of managing the assessment district zone.

The FY 2019-20 Zone A assessment is proposed to be \$128.32 per unit. This is \$28.46 per unit lower than last year. The total proposed Zone A budget for FY 2019-20 is \$4,692.88. This is a 21% decrease from the FY 2018-19 budget due to the spreading of overhead costs to three zones instead of the previous two. Existing reserves will be used to cover a portion of the proposed budget.

The estimated reserve fund balance for Zone A is projected to be above the Council approved reserve budget range of 10%-20% at the start of FY 2019-20. As no special projects are required at this time, existing excess reserves will be used to cover a portion of the proposed budget. It should be noted that the Zone A assessments may need to increase next year if excess reserves are not available to reduce assessments.

Zone B – Walmart

Zone B provides funding for three street lights on North Airport Road alongside the Walmart development, and two traffic signals with street lights at the intersection of North Airport Road and West Wood Street (Highway 162), as shown on the Zone B Assessment Diagram in Part F of this report.

Annual expenses include utility, maintenance, replacement, and administrative expenditures. Replacement costs for street lights and traffic signals will be funded from a 'knockdown fund', as described below under the 'Knockdown Replacement Fund' heading.

The budget for this zone is \$3,314.82. This is a 32% decrease from the FY 2018-19 budget due to the spreading of overhead costs to three zones instead of two. The FY 2019-20 assessment is proposed to be \$3,014.82 per unit. Existing excess reserves will be used to cover a portion of the proposed budget.

The estimated annual reserve fund balance is anticipated to be above the desired reserve range. As no special projects are required at this time and the maximum knockdown reserve level has been reached, some of the reserves will be used to lower the reserve balance. If additional reserves continue to be available next year, they may be used for special projects or to reduce next year's assessments. If they are not available, assessments may need to increase.

Zone C – South Willows Commercial and Industrial Center

The proposed Zone C is new for FY 2019-20 and created for the South Willows Commercial and Industrial Center development. Zone C is being created to cover the costs of landscape, weed abatement, and lighting improvements in the right-of-way or public parcels created as part of the South Willows Commercial and Industrial Center. The assessed improvements for the initial phase of construction includes four street lights on Harvest Drive, one street light on S. Tehama Street,

landscaped areas on either side of Harvest Drive and weed abatement areas on the north and south side of the development in the detention ponds created for the development. The improvements will benefit seven parcels this fiscal year. These improvements are shown on the Zone C Assessment Diagram in Part F of this report.

Full buildout of this area shows further subdivision of the largest parcel which may potentially create a total of 21 buildable parcels and a wetlands area as shown on the approved tentative map for this development. Although the tentative map shows 21 parcels, the final number of parcels is subject to change in the future, as the ultimate lot configurations depend on development.

Annual landscaping expenses may include the repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code. Annual lighting expenses include utility, maintenance and replacement expenditures. Administrative expenditures include the costs of managing the assessment district zone. Replacement costs for street lights will be funded from a 'knockdown fund' and landscape replacement costs will be funded from a 'landscape replacement fund, both described below.

The FY 2019-20 budget for this zone is \$20,538.96. With a total of 6.5 units for Zone C this year, the proposed assessment for FY 2019-20 is proposed to be \$3,159.84 per unit.

Landscape Replacement Fund – Zone C

While specific budget items, such as utility, repairs, landscaping maintenance and administrative costs are incurred annually, some items, such as new mulch, irrigation and plant replacement will be required at greater intervals. Pursuant to Streets and Highways Code Section 22660, money for any non-annual line items may be collected through annual installments that the City will place in a fund specific for this work. Monies collected for any non-annual landscape maintenance item(s) are shown in Part B, of this report with the designation "Landscape Replacement".

It is anticipated that funds for new mulch will need to accumulate to \$2,000 and be expended up to once every five years, or as otherwise needed.

It is anticipated that funds for replanting will need to accumulate to \$9,000 and be expended up to once every 10 years, or as otherwise needed.

It is anticipated that funds for irrigation replacement will need to accumulate to \$18,000 and be expended up to once every twenty years, or as otherwise needed.

These accumulation levels will be allowed to increase in the future if the estimated cost of these landscape maintenance items increase. This increase in costs may increase the annual assessment however it will not increase the annual assessment higher than the maximum assessment allowed.

Knockdown Replacement Fund – Zones B and C

While most budget items, such as utility, maintenance and administrative costs are incurred annually, costs for repairing or replacing street lights and signals will be expended only upon damage or destruction of an existing light or signal. Pursuant to Code Section 22660, replacement

funds will be collected in Zone B and Zone C in a knockdown fund over the course of five fiscal years through annual installments. Monies collected for this purpose are shown in Part B of this report under the heading "Knockdown Replacement". The knockdown replacement fund will accumulate to a maximum \$5,000 balance, with the maximum balance allowed to increase in the future if the estimated replacement cost increases. Once this maximum balance 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.

Cost Index Information – All Zones

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 2019-20, the maximum annual assessment for Zones A and B are proposed to be adjusted up by +3.50% as allowed by the latest annual (2018) CPI.

New Zone C will include this annual inflationary index and an estimation of the maximum annual assessment at build out.

Proposition 218 and Special Benefits

In 1996, California voters approved Proposition 218 which grants local governments the ability to create assessment districts, and to levy and collect assessments. This law, now a part of the California Constitution (Articles XIII C and XIII D), stipulates that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred upon that parcel. "Special benefit" is defined as "a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.

The Annual Engineer's Report must identify the special benefits conferred upon assessed parcels through the improvements and services funded by the District. The Report must also identify any general benefit conferred upon the public at large by those same improvements and services. The annual costs of said improvements and services must be apportioned between the two. The cost of services attributable to a general benefit may not be assessed.

For the City of Willows, the special benefits and general benefits provided by the various improvements, where furnished through the Assessment Districts, are described below.

Benefits of Landscaping

Landscaping improvements may include turf, mulch, plantings, irrigation systems, masonry walls, fencing, and landscape appurtenances. These landscaping improvements provide the following special benefits to each assessed parcel within the zone:

- Enhanced desirability of properties through association with the landscaping,
- Improved aesthetic appeal of the neighborhood, and
- Improved air quality from additional vegetation.

Each assessed parcel within a zone receives a particular and distinct special benefit from the maintenance of the landscaping within that zone even though the landscaping may not be adjacent to each parcel. Further, although members of the general public may walk or drive through a zone and appreciate the aesthetic appeal of the maintained landscaping, this does not necessarily confer a general benefit to the public at large.

Benefits of Street Lighting

Street lighting provided by the Assessment District must meet adopted City standards for lighting, including spacing requirements. Therefore, each assessed parcel within the zone receives approximately equal and special benefit for:

- Enhanced neighborhood, pedestrian and vehicle safety, and
- Increased neighborhood, pedestrian and vehicle security.

Each assessed parcel within a zone receives a particular and distinct special benefit from the lighting and maintenance thereof within that zone even though the lights may not be adjacent to each parcel.

Although members of the general public may walk or drive through a zone and appreciate the increased safety and security resulting from improved street lighting, this does not necessarily confer a general benefit to the public at large.

Benefits of Enhanced Traffic Control

The maintenance of traffic control improvements may include the utility costs, maintenance and replacement of traffic signals and street lighting. Traffic control often provides a combination of special and general benefits, which may include:

- Enhanced pedestrian and vehicle safety,
- Ease of access/egress, and
- Improved safety of the intersection.

Each assessed parcel within a zone receives a particular and distinct special benefit from the maintenance of the traffic control improvements within that zone even though there may be another access route to that parcel.

The general public may also benefit from improved traffic control, particularly when the improvements are located on highways and major arterial roads that serve many parcels outside of the assessed zone. The portion of enhanced safety and accessibility resulting from traffic control improvements conferred upon the public must be quantified and separated from the portion of special benefits conferred upon the assessed properties for each zone.

FY 2019-20 Engineer's Report Format

This Engineer's Report consists of the following Parts:

- PART A - Plans and Specifications (Page 9)** - 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 10)** – 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, Zone B, and Zone C, a detailed FY 2019-20 Budget sheet and a FY 2019-20 Summary of Fund Balance sheet is provided for each Zone.
- PART C - Assessment (Page 17)** – A listing of the annual assessment on each benefited parcel of land in Zone A, Zone B, and Zone C within the Assessment District. The assessment amount is the estimated cost each parcel will contribute during FY 2019-20 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 20)** - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within Zone A, Zone B, and Zone C of the Assessment District. Additionally, this section describes the maximum assessment allowable and any inflationary adjustments.
- PART E - Property Owners List (Page 25)** - 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 28)** – The Assessment Diagrams (maps) showing all of the parcels of real property within Zone A, Zone B, and Zone C 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 of landscaping, weed abatement and street lights located in the public rights-of-way and public parcels in Zone C. 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, landscape plantings and irrigation 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. The plans and specifications showing the improvements for Assessment District Zone C are on file at the City offices for the South Willows Commercial and Industrial Center development.

PART B
FY 2019-20 Budget Cost Estimates

For FY 2019-20, the total budget summary for Willows Landscaping & Lighting Assessment District is as follows:

	<u>As Filed With the City</u>	<u>As Preliminarily Approved</u>	<u>As Finally Approved At the Public Hearing</u>
Zone A:	\$ 4,692.88	\$ 4,692.88	
Zone B:	\$ 3,314.82	\$ 3,314.82	
Zone C:	\$ 20,538.96	\$ 20,538.96	
Total:	\$ 28,546.66	\$ 28,546.66	

Detailed budgets for Zones A, B, and C are provided in this section. Also included is the Summary of Fund Balance sheet.

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2019-20
Zone A - Birch Street Village
Budget

Item	2018-19 Budget	2019-20 Budget
Engineers Report	\$2,652.00	\$1,513.00
Legal Services	\$100.00	\$100.00
Landscape Maintenance	\$1,100.00	\$1,400.00
Lighting Utilities & Maintenance	\$1,350.00	\$1,300.00
County Assessor Fees (3.5% of Revenue)	\$198.12	\$164.25
Contingency	\$260.40	\$215.63
Total Expenses	\$5,660.52	\$4,692.88
Contribution from Reserves	\$330.00	\$330.00
Total Assessment Costs	\$5,330.52	\$4,362.88
Total Assessment Revenue	\$5,330.52	\$4,362.88
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment per Unit for Zone A*	\$156.78	\$128.32

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2019-20
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2019-20</u>
Estimated Starting Reserve Fund on July 1	\$1,500.00
Estimated Interest Earned	\$30.00
Estimated Revenue	\$4,362.88
Total Estimated Funds Available	\$5,892.88
Total Estimated Expenditures	\$4,692.88
Estimated Ending Reserve Fund on June 30	\$1,200.00

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2019-20
Zone B - Walmart
Budget

Item	2018-19 Budget	2019-20 Budget
Engineers Report	\$1,948.00	\$1,008.00
Legal Services	\$100.00	\$100.00
Lighting Utilities & Maintenance	\$1,800.00	\$1,800.00
Knockdown Replacement	\$0.00	\$0.00
County Assessor Fees (3.5% of Revenue)	\$153.52	\$116.02
Contingency	\$384.80	\$290.80
Total Expenses	\$4,386.32	\$3,314.82
Contribution from Reserves	\$0.00	\$300.00
Total Assessment Costs	\$4,386.32	\$3,014.82
Total Assessment Revenue	\$4,386.32	\$3,014.82
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment per Unit for Zone B*	\$4,386.32	\$3,014.82

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2019-20
Zone B - Walmart
Summary of Fund Balance

	<u>2019-20</u>
Est. Starting Annual Reserve Fund on July 1	\$1,000.00
Est. Starting Knockdown Reserve Fund on July 1	\$5,000.00
Estimated Interest Earned	\$120.00
Estimated Annual Revenue	\$3,014.82
Estimated Knockdown Revenue	\$0.00
Total Estimated Annual Funds Available	\$4,134.82
Total Estimated Knockdown Funds Available	\$5,000.00
Total Estimated Annual Expenditures	\$3,314.82
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30	\$820.00
Est. Ending Knockdown Reserve Fund on June 30	\$5,000.00

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2019-20
Zone C - S. Willows Commercial and Industrial Center
Budget

Item	Estimated Maximum Budget at Buildout	2019-20 Budget
		6 months*
Engineers Report	\$8,000.00	\$5,979.00
Legal Services	\$500.00	\$500.00
Weed Abatement	\$18,000.00	\$7,500.00
Landscape Maintenance & Utilities	\$28,000.00	\$2,848.00
Lighting Utilities & Maintenance	\$3,000.00	\$325.00
Knockdown Replacement Funding	\$1,200.00	\$500.00
Landscape Replacement Funding	\$2,200.00	\$1,100.00
County Assessor Fees (3.5% of Revenue)	\$2,200.00	\$509.60
Contingency	\$6,096.02	\$1,277.36
Total Expenses	\$69,196.02	\$20,538.96
Total Assessment Revenue		\$20,538.96
Estimated Number of Units in Zone C		6.5
2019-20 Proposed Assessment per Unit for Zone C		\$3,159.84
Proposed Maximum Assessment for Zone C	\$69,196.02	

* It is anticipated that improvements will be accepted by the City in January 2020. Therefore, a budget for only 6 months of maintenance costs are proposed for FY19-20

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2019-20
Zone C - S. Willows Commercial and Industrial Center
Summary of Fund Balance

	<u>2019-20</u>
Est. Starting Annual Reserve Fund on July 1	\$0.00
Est. Starting Knockdown Reserve Fund on July 1	\$0.00
Est. Starting Landscape Replacement Reserve Fund on July 1	\$0.00
 Estimated Interest Earned	 \$0.00
 Estimated Annual Revenue collected	 \$18,938.96
Estimated Knockdown Replacement Revenue collected	\$500.00
Estimated Landscape Replacement Revenue collected	\$1,100.00
 Total Estimated Funds Available	 \$20,538.96
 Total Estimated Annual Expenditures	 \$18,938.96
Estimated Knockdown Expenditure	\$0.00
Total Estimated Landscape Replacement Expenditures	\$0.00
 Est. Ending Annual Reserve Fund on June 30	 \$0.00
Est. Ending Knockdown Reserve Fund on June 30	\$500.00
Est. Ending Landscape Replacement Reserve Fund on June 30	\$1,100.00

PART C

FY 2019-20 ASSESSMENT ROLL

The total proposed Assessment District revenues for FY 2019-20 consist entirely of assessments associated with Zones A, B, and C, as follows:

\$ 4,362.88	From Zone A
\$ 3,014.82	From Zone B
\$20,538.96	From Zone C

The breakdown of FY 2019-20 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 2019-20**

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Units	Assessment Amount	Owner Name	Address
001-071-009-000	26	R1XX	Single Family	1	\$128.32	Tovar, Bradford & Tovar, Jillian Mc Garr	320 S. Humboldt Ave Willows, CA 95988
001-071-010-000	27	R1XX	Single Family	1	\$128.32	Nungaray, Jose T A & Arteaga Lorena C J/T	330 S Humboldt Ave, Willows, CA 95988
001-071-011-000	28	R1XX	Single Family	1	\$128.32	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-071-012-000	29	R1XX	Single Family	1	\$128.32	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-071-013-000	30	R1XX	Single Family	1	\$128.32	Baczkowiski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-071-014-000	31	R1XX	Single Family	1	\$128.32	Singh Kulwinder	521 Greg Thachir Cir, Sacramento, CA 95835
001-071-015-000	32	R1XX	Single Family	1	\$128.32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-071-016-000	33	R1XX	Single Family	1	\$128.32	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988
001-071-017-000	34	R1XX	Single Family	1	\$128.32	Birch Street Village	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-071-018-000	16	R1XX	Single Family	1	\$128.32	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-071-019-000	15	R1XX	Single Family	1	\$128.32	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-071-020-000	14	R1XX	Single Family	1	\$128.32	Cromwell, Wendy	461 El Dorado Ave, Willows, CA 95988
001-071-021-000	17	R1XX	Single Family	1	\$128.32	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988
001-071-022-000	18	R1XX	Single Family	1	\$128.32	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-071-023-000	19	R1XX	Single Family	1	\$128.32	Martinez, Ramiro Licea & Licea Yesenia J/T	381 El Dorado Ave, Willows, CA 95988
001-071-024-000	20	R1XX	Single Family	1	\$128.32	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-071-025-000	21	R1XX	Single Family	1	\$128.32	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088
001-071-026-000	22	R1XX	Single Family	1	\$128.32	Tafolla, Guillermo Arias & Arias Ana	351 El Dorado Ave, Willows, CA 95988
001-071-027-000	23	R1XX	Single Family	1	\$128.32	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-071-028-000	24	R1XX	Single Family	1	\$128.32	Moiser, Steven M & Moiser, Lisa L.	331 El Dorado Ave, Willows, CA 95988
001-071-029-000	25	R1XX	Single Family	1	\$128.32	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-071-030-000	13	R1XX	Single Family	1	\$128.32	Lederer, Eric M	PO Box 1298, Willows, CA 95988
001-071-031-000	12	R1XX	Single Family	1	\$128.32	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-071-032-000	11	R1XX	Single Family	1	\$128.32	Olson, John V. & Olson, Terrie L TRS	330 El Dorado Ave, Willows, CA 95988
001-071-033-000	10	R1XX	Single Family	1	\$128.32	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-071-034-000	9	R1XX	Single Family	1	\$128.32	Velasco Raymond Sigala & Cristina J/T ETAL	350 El Dorado Ave, Willows, CA 95988
001-071-035-000	8	R1XX	Single Family	1	\$128.32	Hutson, Evan C & Amanda	831 Fifth St, Orland, CA 95963
001-071-036-000	7	R1XX	Single Family	1	\$128.32	McDonald David S	475 S Culver St, Willows, CA 95988
001-071-037-000	6	R1XX	Single Family	1	\$128.32	Salas, Crystal A, et al	380 El Dorado Ave, Willows, CA 95988
001-071-038-000	5	R1XX	Single Family	1	\$128.32	Bobadilla, Pedro D & Raygoza Marisol J/T	410 El Dorado Ave, Willows, CA 95988
001-071-039-000	4	R1XX	Single Family	1	\$128.32	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-071-040-000	3	R1XX	Single Family	1	\$128.32	Drazkowski Tonia & Scott Lindsay B Co Trs	111 S Villa #8 Willows, CA 95988
001-071-041-000	2	R1XX	Single Family	1	\$128.32	Irwin Dennis L	440 El Dorado Ave, Willows, CA 95988
001-071-042-000	1	R1XX	Single Family	1	\$128.32	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	0	\$0.00	Null	Null
Total				34	\$4,362.88		

Table 1 (continued)

Zone C - S. Willows Commercial and Industrial Center

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Units	Assessment Amount	Owner Name	Address
017-170-034-000	36	GVXX	Governmental Vacant	0	\$0.00	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-037-000	37	GXXX	Governmental Waste	0	\$0.00	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-042-000	38	RVAX	Residential Vacant, Ag	0.5	\$1,579.92	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-043-000	39	RVAX	Residential Vacant, Ag	1	\$3,159.84	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-044-000	40	RVAX	Residential Vacant, Ag	1	\$3,159.84	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-045-000	41	RVAX	Residential Vacant, Ag	1	\$3,159.84	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-046-000	42	RVAX	Residential Vacant, Ag	1	\$3,159.84	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-047-000	43	RVAX	Residential Vacant, Ag	1	\$3,159.84	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-048-000	44	RVAX	Residential Vacant, Ag	1	\$3,159.84	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
Total				6.5	\$20,538.96		

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Units	Assessment Amount	Owner Name	Address
017-210-052-000	35	CEXX	Commercial Retail Outlet	1	\$3,014.82	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total				1	\$3,014.82		

PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

This section describes the manner by which the annual assessment has been apportioned (spread) to the assessed parcels within each Zone:

Zone A – Birch Street Village

Zone A includes the maintenance of the landscaping and street lighting located within the right-of-way of Birch Street Village. The parcels within the zone receive a direct and special benefit from the landscaping and street lighting, which include enhanced desirability of properties within the zone, improved aesthetic appeal of the neighborhood, improved air quality, enhanced safety and security for the neighborhood, pedestrians, and vehicles.

Although members of the general public may walk or drive through a zone and appreciate the aesthetic appeal of the maintained landscaping, this does not necessarily confer a general benefit to the public at large and, in any case, is determined to be negligible relative to the special benefits conferred upon the parcels within a particular zone.

Land use codes from the County of Glenn were used to determine the basic use units assigned to each parcel. The following basic use units reflect the relative special benefit accruing to parcels of land within Zone A:

1. Developed parcel	1 unit
2. Vacant, developable parcel	½ unit
3. Undevelopable parcel	0 units

Accordingly, the annual assessment cost per parcel shall be obtained by dividing the total Zone A annual assessment cost by the total number of units within Zone A.

Zone B – Walmart

Zone B includes the maintenance of three street lights on North Airport Boulevard and a 4-way traffic signal with street lights at the intersection of West Wood Street and North Airport Road. The special and general benefits for each improvement, and the portions thereof, are described below.

Street Lights

The single parcel within Zone B, Walmart, receives direct and special benefits from the street lights on North Airport Boulevard. The special benefits include enhanced safety and security for the neighborhood, pedestrians, and vehicles. Each parcel within a zone receives a particular and distinct special benefit from the lighting and maintenance thereof within that zone even though the lights may not be adjacent to each parcel.

Although members of the general public may walk or drive through a zone and appreciate the increased safety and security resulting from improved street lighting, this does not necessarily confer a general benefit to the public at large and, in any case, is determined to be negligible relative to the special benefits conferred upon the parcels within a particular zone.

Land Use codes as received from the County of Glenn are used to determine the basic use units to be assigned to each parcel. The following basic use units reflect the relative special benefit accruing to parcels of land within Zone B:

- | | |
|-------------------------------|---------|
| 1. Developed parcel | 1 unit |
| 2. Vacant, developable parcel | ½ unit |
| 3. Undevelopable parcel | 0 units |

Accordingly, the annual assessment cost per parcel shall be obtained by dividing the total Zone B annual assessment cost by the total number of units within Zone B.

Traffic Signal:

The four-way traffic signal system, consisting of four traffic signals, street lighting and controller, was installed at the intersection of West Wood Street and North Airport Road to address traffic congestion resulting from the expanded Walmart Super Store. Prior to the Walmart development, there was no need for a traffic signal at this intersection.

Walmart, the sole parcel within Zone B, receives direct and special benefits from the 4-way traffic. These special benefits include enhanced safety and security for the neighborhood, pedestrians, and vehicles, as well as ease of access and egress, and improved safety of the intersection. West Wood Street also carries traffic not associated with Walmart, and therefore the enhanced traffic control also confers a general benefit to the public at large.

The enhanced traffic control provided to north/south traffic on North Airport Road is considered to be a special benefit principally to Walmart as the traffic control in that direction serves their primary entrance to the north. Comparatively, there is very little traffic directed to the south, which serves the local Willows airport, and the general benefit provided in this direction is considered negligible.

The enhanced traffic control provided to east/west traffic along State Highway 162 is considered to provide primarily a general benefit to the public at large.

Therefore, the direct and special benefits provided to Zone B for improved traffic control in the north-south direction is considered to be one-half of the total traffic control benefits. The remaining one-half of the traffic control benefits, conferred on east-west traffic along State Highway 162, is considered a general benefit to the public.

The annual assessment cost for special benefits conferred to Zone B for traffic control shall be one-half of the total costs of providing and maintaining the 4 signals, lights and controller plus associated costs. The remainder of the costs associated with this signal is paid for by Caltrans, as West Wood Street is a State highway. This is indicated on the Assessment Diagram as 2 traffic signals.

Accordingly, the method by which the single Zone B parcel shall be assessed for traffic signal costs is the 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 the administrative costs associated with this zone.

A knockdown replacement fund is established for 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.

Zone C – South Willows Commercial and Industrial Center

Zone C includes weed abatement, and the maintenance of landscaping and street lighting located within the South Willows Commercial and Industrial Center. The parcels within the zone receive a direct and special benefit from the weed abatement, landscaping and street lighting, which include enhanced desirability of properties within the zone, improved aesthetic appeal of the neighborhood, improved air quality, and enhanced safety and security for the neighborhood, pedestrians, and vehicles.

Although members of the general public may walk or drive through a zone and appreciate the increased safety and security resulting from improved street lighting or the aesthetic appeal of the maintained landscaping, this does not necessarily confer a general benefit to the public at large and, in any case, is determined to be negligible relative to the special benefits conferred upon the parcels within a particular zone.

Land Use codes as received from the County of Glenn are used to determine the basic use units to be assigned to each parcel. For FY 2019-20, however, it is known that six of the seven developable parcels in Zone C will be developed by July 1, 2019. As such, the use units applied to these parcels will be set based upon this updated information. The following basic use units reflect the relative special benefit accruing to parcels of land within Zone C:

1. Developed parcel	1 unit
2. Vacant, developable parcel	½ unit
3. Undevelopable parcel	0 units

Accordingly, the annual assessment cost per unit shall be obtained by dividing the total Zone C annual assessment cost by the total number of units within Zone C.

A knockdown replacement fund will be established for Zone C to cover expenses associated with replacing a streetlight if it is damaged or destroyed by a vehicle. At this time, 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 there is the need to replace one of the streetlights.

The Zone C total knockdown replacement fund to be accumulated over 5 years is \$5,000. This amount, \$5,000, divided by five years equals an annual knockdown replacement cost of \$1,000.

The annual knockdown replacement cost per unit shall be obtained by dividing the Zone C annual knockdown replacement cost (\$1,000) by the total number of units within Zone C (as defined in this section above).

A landscape replacement fund will be established for Zone C to cover expenses associated with long-term landscaping items such as new bark mulch, plants, and replacement of the irrigation system, as needed. The overall landscape replacement fund costs are as follows:

Landscape Replacement Fund Costs

New bark mulch to be replaced every five years:	\$2,000	(\$8,000 over 20 years)
New plants to be replaced over 10 years:	\$9,000	(\$18,000 over 20 years)
Irrigation system replacement every 20 years:	\$18,000	<u>(\$18,000 over 20 years)</u>
		\$44,000 over 20 years

The total landscape replacement fund to be accumulated over 20 years is \$44,000. This amount, \$44,000, divided by twenty years equals an annual landscape replacement fund of \$2,200 for this zone.

The annual landscape replacement cost per unit shall be obtained by dividing the annual landscape replacement fund cost (\$2,200) by the total number of units within Zone C (as defined in this section above).

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 2016-17 the implemented increase was less than 3%.

The CPI adjustments to the Maximum Allowed Assessment per Parcel from FY 2016-17 through FY 2019-20 are shown as follows:

Maximum Allowable Assessment Analysis								
Assessment Year	Allowed Annual CPI Increase		Zone A Birch Street Village		Zone B Walmart		Zone C S. Willows Commercial & Industrial Center	
	Year	%	Allowed Adjustment Amount	Total Assessment Maximum (per Unit)	Allowed Adjustment Amount	Total Assessment Maximum (per Unit)	Allowed Adjustment Amount	Total Assessment Maximum (Per Zone)
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		
FY 2019-20 Zones A & B annual adj. & Zone C original Assessment	2018	3.50%	\$17.11	\$506.07	\$243.11	\$7,189.14		\$69,196.02

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 2019-20 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 2019-20

Zone A - Birch Street Village, Zone B - Walmart, and Zone C South Willows Commercial & Industrial Center

APN	Assessment Diagram Number	Owner Name	Mailing Address
001-071-009-000	26	Tovar, Bradford & Tovar, Jillian Mc Garr	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	Baczkowski, Thomas W.	360 S Humboldt 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	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988
001-071-017-000	34	Birch Street Village	3323 Knollridge Dr, El Dorado Hills, CA 95762
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	Cromwell, Wendy	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	Martinez, Ramiro Licea & Licea Yesenia J/T	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	Moiser, Steven M & Moiser, Lisa L.	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	PO Box 1298, Willows, CA 95988
001-071-031-000	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-071-032-000	11	Olson, John V. & Olson, Terrie L TRS	330 El Dorado Ave, 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	Velasco Raymond Sigala & Cristina J/T ETAL	350 El Dorado Ave, Willows, CA 95988
001-071-035-000	8	Hutson, Evan C & Amanda	831 Fifth St, Orland, CA 95963
001-071-036-000	7	McDonald David S	475 S Culver St, Willows, CA 95988
001-071-037-000	6	Salas, Crystal A. et al	380 El Dorado Ave, Willows, CA 95988
001-071-038-000	5	Bobadilla, Pedro D & Raygoza Marisol J/T	410 El Dorado Ave, Willows, CA 95988
001-071-039-000	4	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-071-040-000	3	Drazkowski Tonia & Scott Lindsay B Co Trs	111 S Villa #8 Willows, CA 95988
001-071-041-000	2	Irwin Dennis L	440 El Dorado Ave, Willows, CA 95988
001-071-042-000	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Null

Table 2 (Continued)

APN	Assessment Diagram Number	Owner Name	Mailing Address
017-170-034-000	36	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-037-000	37	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-042-000	38	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-043-000	39	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-044-000	40	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-045-000	41	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-046-000	42	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-047-000	43	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-170-048-000	44	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
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 2019-20 ASSESSMENT DIAGRAM

Attached, you will find Assessment Diagrams (maps) for Zones A, B, and C 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

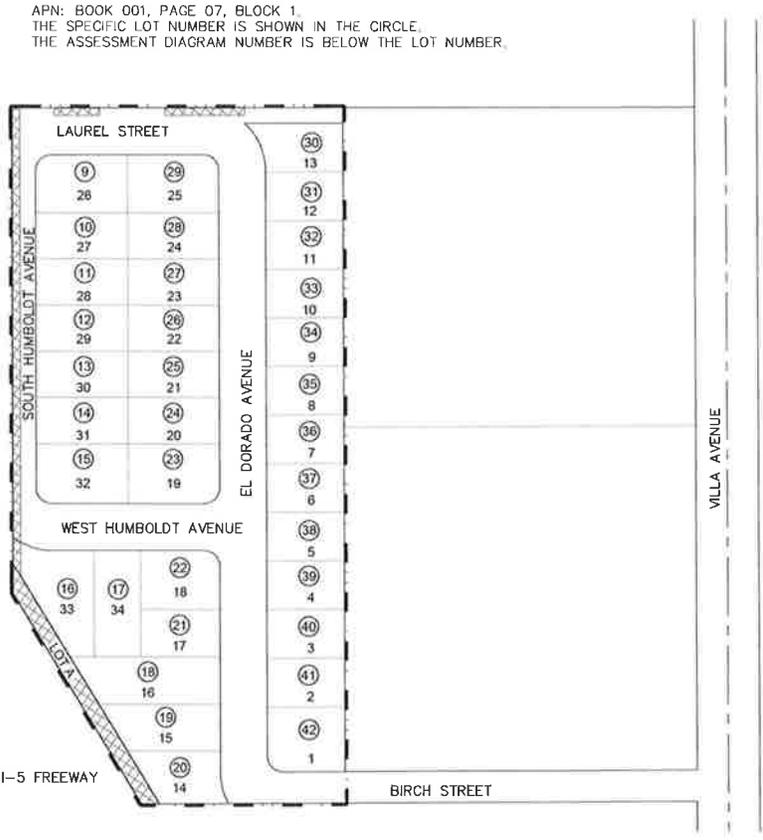
All the land lying within the Walmart Super Store Development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-210-052-000.

Zone C

All the land lying within the South Willows Commercial and Industrial Center development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Numbers 017-170-034-000, 017-170-037-000, and 017-170-042-000 through 017-170-048-000

Images: C:\Users\pkc\Xrefc\2019-2020 Assessment Diagrams\441 - Legal Name Zone A Proj Date: Apr 10, 2019 at 08:29 am
 2019-2020 Assessment Diagrams\441 - Legal Name Zone A

WILLOWS AIRPORT
 SCALE: 1" = 180'



CITY OF WILLOWS
LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM
ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

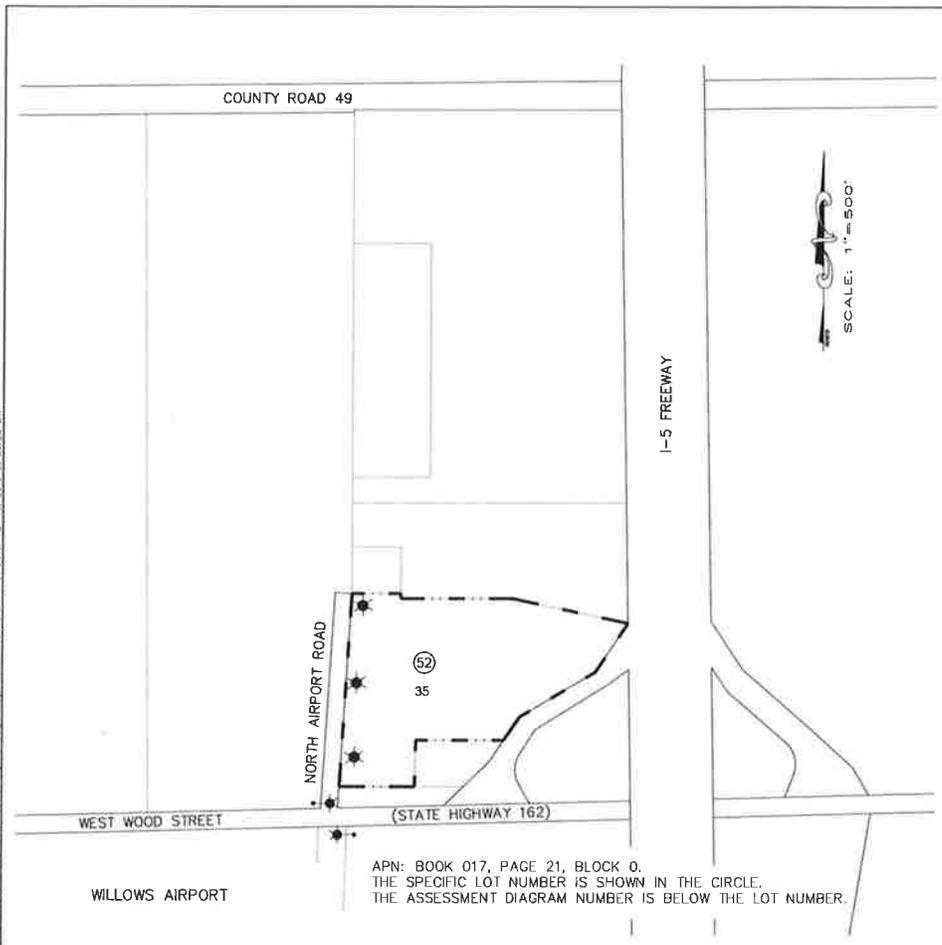
- Landscape Maintenance Area
- Assessment District Boundary

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

Coastland Civil Engineering, Inc.
 1400 Neotomas Avenue, Santa Rosa, CA 95403
 707.571.8005 707.571.8007 Fax

PREPARED FOR
CITY OF WILLOWS
 GLENN COUNTY CALIFORNIA
 2019-2020 FISCAL YEAR

Images: L:\c-ncap-p4\ 7x6x6
Path: F:\BMAP-STD\Willows\11\01\2019-2020 Assessment Diagrams\44 - Layout Name: Zone B - Plat Date: Apr 10, 2019 at 08:28 am



APN: BOOK 017, PAGE 21, BLOCK 0.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

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



VICINITY MAP

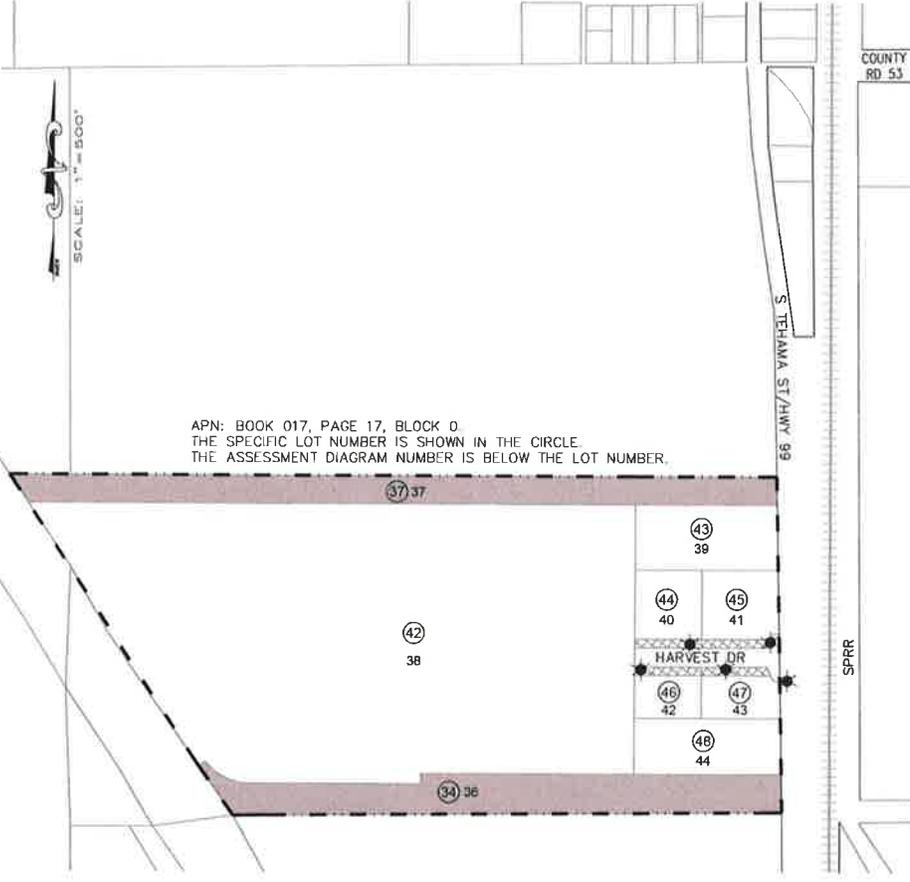
- ★ Zone B traffic signal with street light locations
- ★ Zone B street light locations
- Assessment District Boundary

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


Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8000 707.571.8037 Fax

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2019-2020 Fiscal Year

Images: Coe-mos, Inc. Yrfs:
 Path: F:\BMAP-STD\Willows\1401\2019-2020 Assessment Diagram.dwg Layout Name: Zone C Plt Date: 10/10/2019 at 08:27 am




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

CITY OF WILLOWS
LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM
ZONE C - SOUTH WILLOWS
COMMERCIAL AND INDUSTRIAL CENTER



VICINITY MAP

-  Zone C street light locations
-  Landscape Maintenance Area
-  Weed Abatement of Detention Ponds
-  Assessment District Boundary

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

PREPARED FOR
CITY OF WILLOWS
 GLENN COUNTY CALIFORNIA
 2019-2020 FISCAL YEAR



REGULAR BUSINESS

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Crime Insurance Policy

RECOMMENDATION

Approve, by Motion, the Purchase of Government Crime Insurance from Alliant Insurance Services, Direct the Administrative Services Director to Sign the Coverage Binder, and Appropriate General Fund expenditures in the amount of \$2,074 for the 2019-20 Budget

SITUATION (or BACKGROUND):

As a member of NCCSIF, the City is afforded the opportunity to purchase certain specific coverages that are attached to the Alliant Property Insurance Program (APIP). We do not currently utilize the APIP property program (our property coverage is by Travelers' Insurance via Lambert Insurance Agency, but, again, we are given the opportunity to participate in some (not all) of the sideline coverages. Staff requested a quote to be included in the Government Crime Insurance Program. The proposal is attached.

For background, NCCSIF is a self-insurance pool for liability and workers compensation. Other types of insurance, primarily property, is offered to the membership on a commercial basis through Alliant Insurance Services. Other types of insurance, the crime policy in this case, is available through Alliant even if not participating in the property program.

The City does maintain a Fidelity Policy, through The Hartford, on department heads and the City Council (it was a requirement of the USDA loan for the wastewater plant). However, the attached policy is more comprehensive than just the acts of department heads and the Council. It extends to all employees and volunteer acts, as well as acts from the outside. The fidelity policy is already in place for 2019-20, so there may be some double coverage in the interim, but Staff will work with both Alliant and Jim Lambert to see if there is significant redundant coverage, and the fidelity coverage can be dropped next year (if Council chooses to accept the Crime Coverage).

Staff apologizes for not including this in the 2019-20, but it was unclear at the time of proposal whether or not Alliant would issue a quote for this coverage.

FINANCIAL CONSIDERATIONS:

S2,074 Additional General Fund Appropriation for 2019-20

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Approve by motion
2. Table decision pending determining combination with/elimination of the Fidelity Policy and bring back for 2020-2021 consideration
3. Reject Government Crime Coverage

RECOMMENDATION

Approve, by motion, the Purchase of Government Crime Insurance from Alliant Insurance Services, Direct the Administrative Services Director to Sign the Coverage Binder, and Appropriate General Fund expenditures in the amount of \$2,074 for the 2019-20 Budget

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

EXHIBIT A: Alliant Government Crime Insurance Proposal



Northern California
Cities Self Insurance Fund
(NCCSIF)

2019 – 2020

ALLIANT CRIME INSURANCE PROGRAM (ACIP)
Government Crime Insurance Proposal

Presented by:

Tom E. Corbett, Senior Vice President
Mariana C. Salyer, CISR, Program Specialist- Lead

Alliant Insurance Services, Inc.
1301 Dove Street, Suite 200
Newport Beach, CA 92660
O 949 756 0271
F 619 699 0906

CA License No. 0C36861

www.alliant.com

**2019-2020 Alliant Crime Insurance Program
Government Crime Insurance Proposal
Northern California Cities Self Insurance Fund (NCCSIF)**

Named Insured / Additional Named Insureds

First Named Insured(s)

Northern California Cities Self Insurance Fund (NCCSIF)

Additional Named Insured(s)

City of Willows

NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

**2019-2020 Alliant Crime Insurance Program
Government Crime Insurance Proposal
Northern California Cities Self Insurance Fund (NCCSIF)**

**Line of Coverage
Government Crime Coverage**

INSURANCE COMPANY:	National Union Fire Insurance Company of Pittsburgh, PA (AIG)
A.M. BEST RATING:	A (Excellent); Financial Size Category: XV (\$2 Billion or greater) Verified on May 14, 2019
STANDARD & POOR'S RATING:	A+, Strong Financial Security Verified on May 14, 2019
STATE STATUS:	Admitted
PROGRAM POLICY/COVERAGE TERM:	July 1, 2019 – July 1, 2020
RETROACTIVE DATE:	Policy Inception
COVERAGE:	Government Crime Policy on Discovery form including the following coverages: <ul style="list-style-type: none">• Employee Theft – Per Loss Coverage - including Faithful Performance of Duty• Forgery or Alteration - including Credit, Debit, or Charge Card Forgery• Inside the Premises – Theft of Money and Securities• Inside the Premises – Robbery & Safe Burglary of Other Property• Outside the Premises - Money, Securities and Other Property• Computer Fraud• Funds Transfer Fraud• Money Orders & Counterfeit Money
LIMITS:	\$3,000,000
DEDUCTIBLE:	\$5,000
ANNUAL PREMIUM:	\$2,074

**2019-2020 Alliant Crime Insurance Program
Government Crime Insurance Proposal
Northern California Cities Self Insurance Fund (NCCSIF)**

**Line of Coverage
Government Crime Coverage - Continued**

MINIMUM EARNED PREMIUM:	None
POLICY AUDITABLE:	No
DESIGNATED AGENTS AS ENDORSED:	None Reported If your entity has a written agreement in place with any person, partnership or corporation to act as your Designated Agent and needs to be included for coverage, please contact Alliant to request approval.
ENDORSEMENTS (including but not limited to):	<ul style="list-style-type: none">• California Changes• Additional Named Insured – Identifies individual member limit and deductible• Add Faithful Performance of Duty Coverage for Government Employees – Employee Theft Per Loss Limit• Revision of Discovery and Prior Theft or Dishonesty \$25,000 Sub-Limit, Risk Management Department or other department designated to handle insurance matters for the named insured.• Cancellation of Policy Amended –120 Days• Bonded Employees Exclusion Deleted endorsement• Add Credit, Debit or Charge Card Forgery• Include Specified Non-Compensated Officers as Employees - ALL• Include Chairperson and Members of Specified Committees – ALL• Include Designated Persons or Classes of Persons as Employees – Any Directors or Trustees of any of those named as insured; Any board members of any of those named as insured, Any elected or appointed officials• Include Volunteer Workers as Employees• Include Treasurers or Tax Collectors as Employees• Include Expenses Incurred to Establish Amount of Covered Loss - \$75,000 Sub-limit• Employee Post Termination Coverage – 90 Days• Cancellation Amendatory (Return Pro-Rata)• Include Leased Workers as Employees Endorsement• Notice of Claim Reporting by Email• Economic Sanctions (excludes loss payments in violation of economic or trade sanctions)

**2019-2020 Alliant Crime Insurance Program
Government Crime Insurance Proposal
Northern California Cities Self Insurance Fund (NCCSIF)**

ENDORSEMENTS (including but not limited to) Cont.:

- Omnibus Named Insured
- Vendor Theft - \$1,000,000 Limit excess of vendor insurance policy required by contract. If vendor policy is not valid or collectible, this Coverage not applicable if crime insurance is not required in a written agreement
- Conditions Amended – Subrogation of Faithful Performance of Duty Claims – With respect to losses resulting from the failure of any employee to faithfully perform his or her duties as prescribed by law, the company may subrogate only due to actual fraud, corruption, actual malice, or where the employee or a person or entity was unjustly enriched as a result of the employees failure to faithfully perform his or her duties as prescribed by law.
- Third Party Coverage – Loss of or damage to 'Client Property' arising out of your indemnification of your 'Client' for any dishonest or fraudulent act(s) committed by your employee but only when and to the extent that you are liable for such indemnification pursuant to the terms of the policy. – Sublimit \$250,000 with a \$25,000 Deductible.
- Impersonation Fraud Endorsement –Sublimit \$250,000 with \$25,000 Retention – Does not apply to any losses prior to 07/01/2015
- Blanket Joint Loss Payable- Where legally permissible

EXCLUSIONS (Including but not limited to):

- Unauthorized disclosure of confidential information
- Governmental Action
- Indirect Loss
- Legal Fees and Expenses
- Nuclear Hazard
- Pollution
- War and Military Action
- Inventory Shortages
- Trading losses
- Accounting or Arithmetical Errors or Omissions
- Exchanges or Purchases
- Fire
- Money Operated Devices
- Motor Vehicles or Equipment and Accessories
- Transfer or Surrender or Property
- Vandalism
- Voluntary Parting of Title to Possession of Property

PROPOSAL VALID UNTIL:

June 30, 2019

**2019-2020 Alliant Crime Insurance Program
Government Crime Insurance Proposal
Northern California Cities Self Insurance Fund (NCCSIF)**

CLAIMS REPORTING PROCEDURE:

AIG
Financial Lines Claims
P.O. Box 25947
Shawnee Mission, KS 66225
Fax: 866-227-1750
Email: c-claim@aig.com

Please forward a copy of the loss to the following Alliant Claim Advocates:

Alliant Insurance Services, Inc.
Attn: Robert Frey, Senior Vice President
100 Pine Street, 11th Floor
San Francisco, CA 94111
Phone: 415-403-1400
Fax: 415-403-1466
E-Mail: rfrey@alliant.com

Alliant Insurance Services, Inc.
Attn: Elaine Tizon, Assistant Vice President
100 Pine Street, 11th Floor
San Francisco, CA 94111
Phone: 415-403-1400
Fax: 415-403-1458
E-Mail: etizon@alliant.com

SUBJECTIVITIES:

- Signed and currently dated "Request to Bind" page.
- Payment to Alliant is due within 25 Days of Binding

BROKER:

**ALLIANT INSURANCE SERVICES, INC.
Newport Beach, CA**

Tom E. Corbett, Senior Vice President
Mariana C. Salyer, CISR, Program Specialist- Lead

See Disclaimer Page for Important Notices and Acknowledgement

**2019-2020 Alliant Crime Insurance Program
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Disclosures

This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com. For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

**2019-2020 Alliant Crime Insurance Program
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NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

Other Disclosures / Disclaimers

FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

**2019-2020 Alliant Crime Insurance Program
Government Crime Insurance Proposal
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Other Disclosures / Disclaimers - Continued

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

See Request to Bind Coverage page for acknowledgment of all disclaimers and disclosures.

**2019-2020 Alliant Crime Insurance Program
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Request to Bind Coverage
City of Willows

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:	Annual Premium
ACIP Government Crime Program Policy Period: July 1, 2019- July 1, 2020	<input type="checkbox"/> \$3,000,000 LIMIT \$5,000 DEDUCTIBLE	\$ 2,074

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

_____ Signature of Authorized Insurance Representative	_____ Date
_____ Title	
_____ Printed / Typed Name	

This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. The actual terms and conditions of the policy will prevail.