



Willows City Council Regular Meeting

May 12, 2020
Willows City Hall
7:00 p.m.

Agenda

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

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

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

1. **CALL TO ORDER**- 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

Pursuant to N-25-20 issued by Governor Gavin Newsom, this City Council meeting will be CLOSED to the public to prevent the transmission of the COVID-19 virus. Members of the public may attend the meeting telephonically by following the instructions below. Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time by stating your name and address. Then please wait until you are recognized by the Mayor or Vice Mayor. No formal action will be taken unless the matter is placed on a future agenda. Each caller will be limited to three (3) minutes.

Dial in Number: (605) 313-5611

Access Number: 404150

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 50212-50250, Z10728-Z10758, 38607-38623.
- b. Approval of minutes of the Regular City Council Meeting held on April 28, 2020.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings or any 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. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Receive the Preliminary Annual Engineer's Report as prepared by Coastland and Adopt the resolution of Intention to levy and collect assessments; and set the time and date of the required public protect hearing for the City of Willows Landscaping and Lighting Assessment District.
 - i. **A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2020-21 FOR THE CITY OF WILLOWS LANDSCAING AND LIGHTING ASSESSMENT DISTRICT AND SETTING THE TIME AND DATE OF THE PUBLIC HEARING (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**
- b. By motion, approve the Request for Proposal for Administrative Services for Grant No. 18-HOME-12557.
- c. Consider Postponement/Continuance of Public Hearing regarding Sewer Rate Adjustment originally scheduled for May 21, 2020 at 6:00 p.m. and provide direction to staff regarding the rescheduling of Public Hearing.
- d. Select two members of the City Council to serve as a Library Board of Trustees subcommittee, to review applications and/or conduct interviews and recommend appointments to the Library Board of Trustee at the June 23, 2020 City Council Meeting.
- e. By motion, approve the Submittal of a Letter of Support to the Glenn County Planning Commission in favor of the West Hills Shooting and Training Facility and request that the Mayor sign and submit.
- f. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING A POLICY ENTITLED, PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION.**

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. RECESS TO CLOSED SESSION

- a. 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.
- b. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section §54956.9:
Number of Cases: 2

c. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Gov. Code §54957.6

Agency Negotiators:

Interim City Manager Wayne Peabody
Administrative Services Director Tim Sailsbery
City Attorney Robert Hunt

Employee Organizations:

Willows Public Safety Association
Willows Employee Association
Non-Represented Employees

9. ADJOURNMENT

This agenda was posted on May 7, 2020


Tara Rustenhoven, City Clerk

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

City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



PERIOD

4/23/2020

TO

5/8/2020

GENERAL CHECKING

50212

TO

50250

PAYROLL DIRECT DEPOSIT

Z10728

TO

Z10758

PAYROLL CHECKS

38607

TO

38623

APPROVAL DATE

5/12/2020

APPROVED

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050212	04/30/20	4LE00	4LEAF INC	50033.10	.00	50033.10	J3693P	SOUTH WILLOWS INFRASTRUCT
050213	04/30/20	ABO00	STEVE ABOLD	200.00	.00	200.00	C00428	PUB. WKS. TOOL PARKS/PUB.
050214	04/30/20	ACM00	ACME RIGGING & SUPPLY COM	377.44	.00	377.44	309244	#16 SWEEPER REPAIR
050215	04/30/20	ALE02	ALERE TOXICOLOGY SERVICES	84.50	.00	84.50	L245707	DOT DRUG TESTS
050216	04/30/20	AMA00	AMAZON.COM	175.99	.00	175.99	C00429	MARCH STMT PER ATTACHED
050217	04/30/20	ATT01	A.T. & T.	1036.19	.00	1036.19	C00428	TELEPHONE EXP. 3/19-4/18/
050218	04/30/20	CAL01	CALIFORNIA WATER SERVICE	2368.14	.00	2368.14	C00422	WATER EXPENSE3/12-4/13/20
050219	04/30/20	CLE03	CLEARWAY ENERGY LLC	9699.79	.00	9699.79	316589	SOLAR ELECTRICITY 3/1-3/3
050220	04/30/20	COD00	CODE PUBLISHING COMPANY	530.00	.00	530.00	66726	WEB HOSTING FEES 4/20-4/2
050221	04/30/20	COM16	COMCAST CABLE	150.94	.00	150.94	C00428	FD INTERNET 4/19-5/18/20
050222	04/30/20	COR10	CORNING LUMBER CO., INC.	142.59	.00	142.59	000690	YARD CART
050223	04/30/20	COU00	COUNTY OF GLENN - AIR POL	15.00	.00	15.00	C00422	BURN PERMIT
050224	04/30/20	CUR01	L.N. CURTIS & SONS	95.45	.00	95.45	380536	NOZZLE
050225	04/30/20	DIA00	MARTHA DIAZ	70.00	.00	70.00	C00428	REFUND PARK PERMIT
050226	04/30/20	FED00	FEDEX	56.93	.00	56.93	698854335	SHIPPING
050227	04/30/20	FGL00	FGL ENVIRONMENTAL	88.00	.00	88.00	72227A	BACTI ANALYSIS
050228	04/30/20	FP000	FRANCOTYP-POSTALIA, INC.	83.66	.00	83.66	104432347	POSTBASE METER 4/1-6/30/2
050229	04/30/20	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	12820-15	CONTRACTUAL LAW ENFORCEME
050230	04/30/20	HER03	ANA HERNANDEZ	35.00	.00	35.00	C00428	REFUND PARK PERMIT
050231	04/30/20	JUN01	JUNIOR LIBRARY GUILD	741.63	.00	741.63	511639	FRIEND'S DONATION
050232	04/30/20	KNI03	KNIFE RIVER CONSTRUCTION	522594.52	.00	522594.52	C00429	SOUTH WILLOWS INFRASTRUCT
050233	04/30/20	MAT01	MATSON & ISOM TECHNOLOGY	109.50	.00	109.50	24253IN	MS OFFICE ADD'L LICENSE
050234	04/30/20	MED01	MARISSA MEDINA	35.00	.00	35.00	C00422	PARK PERMIT REFUND
050235	04/30/20	MEN02	MENDES SUPPLY COMPANY	13.41	.00	13.41	R04265900	SEAT COVERS
050236	04/30/20	NEC00	NEC FINANCIAL SERVICES LL	268.08	.00	268.08	2298463	PHONE SYSTEM LEASE
050237	04/30/20	NSW00	NSWTS	115.50	.00	115.50	699	MONTHLY SERVICE CHARGE FE
050238	04/30/20	OFF05	OFFICE DEPOT, INC.	12.64	.00	12.64	227766001	OFFICE SUPPLIES
				189.79	.00	189.79	239527001	OFFICE SUPPLIES
				54.26	.00	54.26	241299001	OFFICE SUPPLIES
				7.27	.00	7.27	531047001	OFFICE SUPPLIES
			Check Total.....:	263.96	.00	263.96		
050239	04/30/20	PEA00	WAYNE PEABODY	200.00	.00	200.00	C00428	TECHNOLOGY ALLOWANCE MAY
050240	04/30/20	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2941550	PROF. SERVICES GENERAL OF
050241	04/30/20	SAC08	SACRAMENTO VALLEY MIRROR	36.90	.00	36.90	16466	LEGAL AD/PUBLIC HEARING
050242	04/30/20	SAF03	SAFETY TIRE SERVICE	375.08	.00	375.08	42626	#8 FLAT BED REPAIR
				29.02	.00	29.02	42729	JD MOWER REPAIR
			Check Total.....:	404.10	.00	404.10		
050243	04/30/20	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	C00428	VEHICLE ALLOW. FINANCEMAY
050244	04/30/20	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	C00428	RENT EC LIBRARY MAY 2020
050245	04/30/20	THR00	3CORE	4635.00	.00	4635.00	1079	CDBG CONTRACT FEBRUARY 20
				3107.50	.00	3107.50	1090	CDBG CONTRACT MARCH 2020
			Check Total.....:	7742.50	.00	7742.50		
050246	04/30/20	USB04	U.S. BANK CORPORATE PAYME	1990.79	.00	1990.79	C00429	APRIL STMT PER ATTACHED
050247	04/30/20	VAL01	VALLEY ROCK PRODUCTS	275.98	.00	275.98	1138025	BASE ROCK
050248	04/30/20	VAL14	VALLEY TRUCK & TRACTOR CO	17.03	.00	17.03	981193	#31 JD MOWER REPAIR
				10.58	.00	10.58	983591	JD BACKHOE REPAIR
			Check Total.....:	27.61	.00	27.61		
050249	04/30/20	WAL07	WAL-MART COMMUNITY	518.77	.00	518.77	C00422	APRIL STMT PER ATTACHED

REPORT.: Apr 30 20 Thursday
 RUN...: Apr 30 20 Time: 10:01
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 04-20 Bank Account.: 1045

PAGE: 002
 ID #: PY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050250	04/30/20	WIL17	WILLDAN	6331.46	.00	6331.46	222519	PLAN CHECK SERVICES 3/1-4
				26.33	.00	26.33	222520	PLAN CHECK SERVICES 3/1-4
				365.02	.00	365.02	222521	PLAN CHECK SERVICES 3/1-4
				122.48	.00	122.48	222522	PLAN CHECK SERVICES 3/1-4
				190.73	.00	190.73	222523	PLAN CHECK SERVICES 3/1-4
				263.60	.00	263.60	222524	PLAN CHECK SERVICES 3/1-4
Check Total.....:				7299.62	.00	7299.62		
Cash Account Total.....:				725738.76	.00	725738.76		
Total Disbursements.....:				725738.76	.00	725738.76		
Cash Account Total.....:				.00	.00	.00		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD APRIL 28, 2020

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 Warren called the meeting to order at 7:01 p.m.

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

Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director Steve Soeth, City Clerk Tara Rustenhoven

Public Comment/ Written Communications:

Mayor Warren read an email from Forrest Sprague regarding Proposition 218.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 50190-50211, Z10699-Z10727, 38596-38606.
- b. Approval of minutes of the Regular City Council Meeting held on April 14, 2020.

Interim City Manager indicated there was a change to the minutes that omitted public comment from the April 14, 2020 meeting minutes and that we will make the changes to reflect an email that was read by Mayor Warren.

Also, item number 8. RECESS TO CLOSED SESSION, will be removed from the Agenda.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

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

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

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

NOES:

ABSENT:

ABSTAIN:

Regular Business/Items Requiring Council Action:

- a. Discussion and possible adoption of a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RESPECTING THE RETIREMENT OF JAKE HUTSON.

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to approve a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RESPECTING THE RETIREMENT OF JAKE HUTSON.

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

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

NOES:

ABSENT:

ABSTAIN:

- b. Discussion and possible adoption of the resolution declaring weeds, rubbish, refuse and dirt public nuisances and approving the Weed and Rubbish Abatement Schedule for the 2020 fire season.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to approve a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS DECLARING PUBLIC NUISANCES.

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

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

NOES:

ABSENT:

ABSTAIN:

- c. Discussion and possible action by motion of items associated with COVID-19 budget update.

Action:

Motion: Council Member Hansen/Second: Vice Mayor Domenighini

Moved to approve the 10% furlough for the positions of Administrative Analyst-City Clerk, Administrative Analyst-Financel/Human Resources, and Community Development Technician and Corresponding 4/9 weekly work schedule.

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Moved to approve the temporary change to City Hall Office Hours to Monday through Thursday, 7:30 am to 5:00 pm, with closure on Friday.

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to approve an appropriation reduction of General Fund Capital Expenditures in the amount of \$127,000 (301. Var.400)

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Flesher

Moved to approve the hiring freeze through 6/30/2020, postpone current recruitments, and direct staff to return to Council for approval of any and all recruitments/possible hirings.

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

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

NOES:

ABSENT:

ABSTAIN:

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to approve appropriation reduction of the sewer enterprise fund in the amount of \$37,794.

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

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

NOES:

ABSENT:

ABSTAIN:

- d. Amend the resolution entitled; A RESOLUTION OF THE CITY OF WILLOWS INCORPORATING INTO THE 2020-21 BUDGET A LIST OF PROJECTS FUNDED BY SB:1 THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO APPROPRIATE SAID FUNDS.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Moved to amend a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS INCORPORATING INTO THE 2020-21 BUDGET A LIST OF PROJECTS FUNDED BY SB:1 THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO APPROPRIATE SAID FUNDS.

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

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

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Interim City Manager announced that the City is working very hard with Glenn County EOC and we are trying to get businesses reopened as soon as possible.

b. City Council Reports Comments: Council gave comments/reports on activities and various meetings they attended.

Adjournment:

The Meeting was adjourned at 7:43 p.m.

Dated: April 29, 2020

Tara Rustenhoven, City Clerk

AGENDA ITEM

May 12, 2020

TO: Honorable Mayor Warren and Members of City Council

FROM: John Wanger, City Engineer

SUBJECT: Landscape and Lighting Assessment District – Receive the Preliminary Annual Engineer's Report for FY 2020-21, adopt the Resolution of Intent to Levy and Collect Assessments and set the times and dates for the Public Information Meeting and the Public Protest hearing.

RECOMMENDATION

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

SUMMARY

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

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

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

The first action was completed by the Council on January 28, 2020. This report and resolution accomplishes the second part of the proceedings for FY 2020-21.

Attached to this staff report is the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering. The City Council should review the report and let staff know if there are any desired changes to be made to the report. In brief, the attached report outlines changes and summarizes the costs projected for FY 2020-21 and provides the proposed overall assessments

In order to keep up with inflation, the estimated maximum annual assessment, in Zones A, B and C are proposed for increase by the allowable annual CPI (year 2019) of +2.5%. This raises the maximum annual assessment for Zone A to \$518.72, the maximum annual assessment for Zone B to \$7,368.87 and the maximum annual assessment for Zone C to \$70,925.92.

The actual amount that will be levied and collected during FY 2020-21 for Zone A will be decreased by \$18.32 from FY 2019-20 to \$110.00 per unit.

The actual amount that will be levied and collected during FY 2020-21 for Zone B will be decreased by approximately \$563.74 from FY 2019-20 to \$2,451.08 per unit.

The actual amount that will be levied and collected during FY 2020-21 for Zone C will be increased approximately \$278.64 from FY 2019-20 due to additional months of maintenance being anticipated, to \$3,438.48 per unit.

The decrease in Zones A and B is due to the ratio of overhead costs between the three zones and the use of excess reserve funds.

The FY 2020-21 annual assessments from all three zones will provide projected revenue of \$25,102.72.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. It is noted that the projected reserve balances for all zones at the end of FY 2020-21 will be within that target range.

The preliminary Engineer's Report is for your information and comment. The next step in the process is to hold a public protest hearing (required by the Streets and Highways Code for this type of an assessment district.)

At the public protest hearing, any person within the assessment district can provide comments for the Council's consideration.

At the close of the hearing, if the Council finds the report acceptable, the Council will adopt a resolution authorizing the annexation and levying of assessments per the Engineer's Report. The Final Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10th of each year.

FINANCIAL CONSIDERATIONS

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

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

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

Respectfully submitted,

John Wanger
City Engineer

Approved,

Wayne Peabody
Interim City Manager

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

ATTACHMENT A

CITY OF WILLOWS
RESOLUTION NO. _____ -2020

**A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS,
PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2020-21 FOR THE
CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
AND SETTING THE TIME AND DATE OF THE PUBLIC HEARING
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

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

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2020-21; and

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

WHEREAS, on January 28, 2020, the City Council appointed Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2020-21 Engineer's Report, and describing the potential changes to the Assessment District; and

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

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

WHEREAS, the annual operation, maintenance and other incidental costs associated with new Zone C of the Assessment District includes landscaping, weed abatement and lighting improvements within the South Willows Commercial and Industrial Center development; and

WHEREAS, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2020-21 as required by the Landscaping and Lighting Act of 1972; and

WHEREAS, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of Zones A, B, and C of the Assessment District and the proposed FY 2020-21 assessments upon assessable lots and parcels of land within the Assessment District; and

WHEREAS, for Zone A, in order to keep up with inflation the FY 2020-21 maximum annual assessment will be adjusted up by the allowable CPI to \$518.72 per unit; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2020-21 maximum annual assessment will be adjusted up by the allowable CPI to \$7,368.87 per unit; and

WHEREAS, for Zone C, in order to keep up with inflation the FY 2020-21 maximum annual assessment will be adjusted up by the allowable CPI to \$70,925.92 per unit; and

WHEREAS, the proposed FY 2020-21 annual assessment to levy and collect for Zone A is \$110.00 per unit; and

WHEREAS, the proposed FY 2020-21 annual assessment to levy and collect for Zone B is \$2,451.08 per unit; and

WHEREAS, the proposed FY 2020-21 annual assessment to levy and collect for Zone C is \$3,438.48 per unit.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby intends to, levy and collect assessments during FY 2020-21 and preliminarily approves the filed FY 2020-21 Engineer's Report with the estimates of the costs and expenses to operate and maintain the said improvements and their incidental expenses; and

BE IT FURTHER RESOLVED that in order to take inflation into account, the City Council approves the annual increase to the estimated maximum assessment in Zones A, B and C all in accordance with the

annual Consumer Price Index (CPI), based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

BE IT FURTHER RESOLVED that the public protest hearing will be held on June 9, 2020, at 7:00 p.m. at City Hall, 201 N. Lassen Street, Willows. At the public protest hearing, the City Council will consider the Engineer's Report and authorization to levy and collect assessments for Fiscal Year 2020-21; and

BE IT FURTHER RESOLVED that, if Order N-25-20, issued by Governor Newsom, remains in effect as of and on June 9, 2020, then members of the public may attend the public hearing, virtually, via method(s) as will be outlined in Item 4 of the Agenda as noted for the June 9, 2020 Willows City Council regular meeting.

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

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

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Willows does hereby certified that the foregoing Resolution No. _____-2020 was duly introduced to the City Council of the City of Willows.

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of May, 2020, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk



**ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
FY 2020-21**

PRELIMINARY

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

May 2020

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

**CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2020-21**

(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 January 28, 2020, the enclosed Engineer's Report on the 12th day of May 2020.

COASTLAND CIVIL ENGINEERING INC.

By: 
John L. Wanger, RCE 43148, Exp. 3/31/22

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 _____, 2020.

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 _____, 2020.

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 _____, 2020.

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 2020-21

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 January 28, 2020 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 2020-21, 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 2020-21 Budget

The overall proposed Assessment District budget for FY 2020-21 is \$33,605.07, which is higher than last year (\$28,546.66) due to the additional months of maintenance required for Zone C, which was new last year. The following sections describe each assessment zone, its proposed budget for FY 2020-21, 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 2020-21 Zone A assessment is proposed to be \$110.00 per unit. This is \$18.32 per unit lower than last year. The total proposed Zone A budget for FY 2020-21 is \$3,963.35. This is an 18% decrease from the FY 2019-20 budget due to lower overhead costs. Existing excess 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 2020-21. 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 \$2,806.08. This is an 18% decrease from the FY 2019-20 budget due to lower overhead costs. The FY 2020-21 assessment is proposed to be \$2,451.08 per unit, which is \$563.74 per unit lower than last year. 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 at the start of FY 2020-21. 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

In FY 2019-20, Zone C was created for the South Willows Commercial and Industrial Center development. Zone C covers 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 six 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 2020-21 budget for this zone is \$26,835.64, an increase of 15% due to the anticipated increase in maintenance from the projected 6 months in FY 2019-20 to 9 months in FY 2020-21. Due to delayed development, excess reserves were used to reduce the FY 2020-21 assessment. With a total of 5.5 units for Zone C this year, the assessment for FY 2020-21 is proposed to be \$3,438.48 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 2020-21, the maximum annual assessment for Zones A, B and C are proposed to be adjusted up by +2.50% as allowed by the latest annual (2019) CPI.

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 2020-21 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 2020-21 Budget sheet and a FY 2020-21 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 2020-21 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 2020-21 Budget Cost Estimates

For FY 2020-21, 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:	\$ 3,963.35		
Zone B:	\$ 2,806.08		
Zone C:	\$ 26,835.64		
Total:	\$ 33,605.07		

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 2020-21
Zone A - Birch Street Village
Budget

Item	2019-20 Budget	2020-21 Budget
Engineers Report	\$1,513.00	\$842.50
Legal Services	\$100.00	\$100.00
Landscape Maintenance	\$1,400.00	\$1,400.00
Lighting Utilities & Maintenance	\$1,300.00	\$1,300.00
County Assessor Fees (3.5% of Revenue)	\$164.25	\$138.72
Contingency	\$215.63	\$182.13
Total Expenses	\$4,692.88	\$3,963.35
Contribution from Reserves	\$330.00	\$223.35
Total Assessment Costs	\$4,362.88	\$3,740.00
Total Assessment Revenue	\$4,362.88	\$3,740.00
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment per Unit for Zone A*	\$128.32	\$110.00

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2020-21
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2020-21</u>
Estimated Starting Reserve Fund on July 1	\$1,000.00
Estimated Interest Earned	\$20.00
Estimated Revenue	\$3,740.00
Total Estimated Funds Available	\$4,760.00
Total Estimated Expenditures	\$3,963.35
Estimated Ending Reserve Fund on June 30	\$796.65

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2020-21
Zone B - Walmart
Budget

Item	2019-20 Budget	2020-21 Budget
Engineers Report	\$1,008.00	\$561.70
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)	\$116.02	\$98.21
Contingency	\$290.80	\$246.17
Total Expenses	\$3,314.82	\$2,806.08
Contribution from Reserves	\$300.00	\$355.00
Total Assessment Costs	\$3,014.82	\$2,451.08
Total Assessment Revenue	\$3,014.82	\$2,451.08
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment per Unit for Zone B*	\$3,014.82	\$2,451.08

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2020-21
Zone B - Walmart
Summary of Fund Balance

	<u>2020-21</u>
Est. Starting Annual Reserve Fund on July 1	\$800.00
Est. Starting Knockdown Reserve Fund on July 1	\$5,000.00
Estimated Interest Earned	\$116.00
Estimated Annual Revenue	\$2,451.08
Estimated Knockdown Revenue	\$0.00
Total Estimated Annual Funds Available	\$3,367.08
Total Estimated Knockdown Funds Available	\$5,000.00
Total Estimated Annual Expenditures	\$2,806.08
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30	\$561.00
Est. Ending Knockdown Reserve Fund on June 30	\$5,000.00

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2020-21
Zone C - S. Willows Commercial and Industrial Center
Budget

Item	2019-20 Budget	2020-21 Budget
	6 months	9 months
Engineers Report	\$5,979.00	\$4,995.80
Legal Services	\$500.00	\$750.00
Weed Abatement	\$7,500.00	\$11,250.00
Landscape Maintenance & Utilities	\$2,848.00	\$4,272.00
Lighting Utilities & Maintenance	\$325.00	\$487.50
Knockdown Replacement Funding	\$500.00	\$750.00
Landscape Replacement Funding	\$1,100.00	\$1,650.00
County Assessor Fees (3.5% of Revenue)	\$509.60	\$764.39
Contingency	\$1,277.36	\$1,915.95
Total Expenses	\$20,538.96	\$26,835.64
Contribution from Reserves	\$0.00	\$7,924.00
Total Assessment Costs	\$20,538.96	\$18,911.64
Total Assessment Revenue	\$20,538.96	\$18,911.64
Estimated Number of Units in Zone C	6.5	5.5
Proposed Assessment per Unit for Zone C*	\$3,159.84	\$3,438.48

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

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2020-21
Zone C - S. Willows Commercial and Industrial Center
Summary of Fund Balance

	<u>2020-21</u>
Est. Starting Annual Reserve Fund on July 1	\$11,950.36
Est. Starting Knockdown Reserve Fund on July 1	\$500.00
Est. Starting Landscape Replacement Reserve Fund on July 1	\$1,100.00
 Estimated Interest Earned	 \$0.00
 Estimated Annual Revenue collected	 \$16,511.64
Estimated Knockdown Replacement Revenue collected	\$750.00
Estimated Landscape Replacement Revenue collected	\$1,650.00
 Total Estimated Funds Available	 \$32,462.00
 Total Estimated Annual Expenditures	 \$24,435.64
Estimated Knockdown Expenditure	\$0.00
Total Estimated Landscape Replacement Expenditures	\$0.00
 Est. Ending Annual Reserve Fund on June 30	 \$4,026.36
Est. Ending Knockdown Reserve Fund on June 30	\$1,250.00
Est. Ending Landscape Replacement Reserve Fund on June 30	\$2,750.00

PART C

FY 2020-21 ASSESSMENT ROLL

The total proposed Assessment District revenues for FY 2020-21 consist entirely of assessments associated with Zones A, B, and C, as follows:

\$ 3,740.00	From Zone A
\$ 2,451.08	From Zone B
\$ 18,911.64	From Zone C

The breakdown of FY 2020-21 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 2020-21

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	\$110.00	Tovar, Bradford & Tovar, Jillian Mc Garr	320 S. Humboldt Ave Willows, CA 95988
001-071-010-000	27	R1XX	Single Family	1	\$110.00	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	\$110.00	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-071-012-000	29	R1XX	Single Family	1	\$110.00	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-071-013-000	30	R1XX	Single Family	1	\$110.00	Baczkowiski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-071-014-000	31	R1XX	Single Family	1	\$110.00	Sexton, Dominick & Kelly Rose	370 S. Humboldt Ave, Willows, CA 95988
001-071-015-000	32	R1XX	Single Family	1	\$110.00	Towes, Randel & Roberta J/T	380 S. Humboldt Ave, Willows, CA 95988
001-071-016-000	33	R1XX	Single Family	1	\$110.00	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988
001-071-017-000	34	R1XX	Single Family	1	\$110.00	Cox, Thomas L Jr. S/S	1320 W. Humboldt Ave, Willows, CA 95988
001-071-018-000	16	R1XX	Single Family	1	\$110.00	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-071-019-000	15	R1XX	Single Family	1	\$110.00	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-071-020-000	14	R1XX	Single Family	1	\$110.00	Cromwell, Wendy	461 El Dorado Ave, Willows, CA 95988
001-071-021-000	17	R1XX	Single Family	1	\$110.00	Femino, Andrea	431 El Dorado Ave, Willows, CA 95988
001-071-022-000	18	R1XX	Single Family	1	\$110.00	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-071-023-000	19	R1XX	Single Family	1	\$110.00	Martinez, Ramiro Licea & Licea Yesenia J/T	381 El Dorado Ave, Willows, CA 95988
001-071-024-000	20	R1XX	Single Family	1	\$110.00	Ngo Cuong Bach & Tra Thuy Thanh Thi TRS	371 El Dorado Ave, Willows, CA 95988
001-071-025-000	21	R1XX	Single Family	1	\$110.00	Feeney, Kevin J TRS	65 Lindauer Lane, Red Bluff, CA 96088
001-071-026-000	22	R1XX	Single Family	1	\$110.00	Tafolla, Guillermo Arias & Arias Ana	351 El Dorado Ave, Willows, CA 95988
001-071-027-000	23	R1XX	Single Family	1	\$110.00	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-071-028-000	24	R1XX	Single Family	1	\$110.00	Moiser, Steven M & Moiser, Lisa L.	331 El Dorado Ave, Willows, CA 95988
001-071-029-000	25	R1XX	Single Family	1	\$110.00	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-071-030-000	13	R1XX	Single Family	1	\$110.00	Lederer, Eric M	PO Box 1298, Willows, CA 95988
001-071-031-000	12	R1XX	Single Family	1	\$110.00	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-071-032-000	11	R1XX	Single Family	1	\$110.00	Barragan, Ruban J.	330 El Dorado Ave, Willows, CA 95988
001-071-033-000	10	R1XX	Single Family	1	\$110.00	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-071-034-000	9	R1XX	Single Family	1	\$110.00	Sigala, Yesenia J & Reymundo J/T	350 El Dorado Ave, Willows, CA 95988
001-071-035-000	8	R1XX	Single Family	1	\$110.00	Huston, Evan C & Amanda R TRS	831 Fifth St, Orland, CA 95963
001-071-036-000	7	R1XX	Single Family	1	\$110.00	Corriea Larry G	475 S Culver St, Willows, CA 95988
001-071-037-000	6	R1XX	Single Family	1	\$110.00	Salas, Crystal A & Sengmany, Rakxat J/T	380 El Dorado Ave, Willows, CA 95988
001-071-038-000	5	R1XX	Single Family	1	\$110.00	Bobadilla, Pedro D & Raygoza Marisol J/T	410 El Dorado Ave, Willows, CA 95988
001-071-039-000	4	R1XX	Single Family	1	\$110.00	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-071-040-000	3	R1XX	Single Family	1	\$110.00	Draskowski Tonia & Scott Lindsay B Co Trs	111 S Villa #8 Willows, CA 95988
001-071-041-000	2	R1XX	Single Family	1	\$110.00	Irwin Dennis L.	440 El Dorado Ave, Willows, CA 95988
001-071-042-000	1	R1XX	Single Family	1	\$110.00	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	0	\$0.00	Null	Null
				Total	34	\$3,740.00	

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
017-170-051-000	38	RVAX	Residential Vacant, Ag	0.5	\$1,719.24	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-001-000	41	RVAX	Residential Vacant, Ag	0	\$0.00	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-002-000	40	RVAX	Residential Vacant, Ag	1	\$3,438.48	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-003-000	39	RVAX	Residential Vacant, Ag	1	\$3,438.48	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-004-000	42	RVAX	Residential Vacant, Ag	1	\$3,438.48	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-005-000	43	RVAX	Residential Vacant, Ag	1	\$3,438.48	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-006-000	44	RVAX	Residential Vacant, Ag	1	\$3,438.48	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
Total				5.5	\$18,911.64		

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	\$2,451.08	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total				1	\$2,451.08		

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 2020-21, however, it is known that five of the six developable parcels in Zone C will be developed by July 1, 2020. 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 2020-21 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 Zone C original Assessment	2018	3.50%	\$17.11	\$506.07	\$243.11	\$7,189.14		\$69,196.02
FY 2020-21	2019	2.50%	\$12.65	\$518.72	\$179.73	\$7,368.87	\$1,729.90	\$70,925.92

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 2020-21 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 2020-21

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	Sexton, Dominick & Kelly Rose	370 S. Humboldt Ave, Willows, CA 95988
001-071-015-000	32	Towes, Randel & Roberta J/T	380 S. Humboldt Ave, Willows, CA 95988
001-071-016-000	33	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988
001-071-017-000	34	Cox, Thomas L Jr. S/S	1320 W. Humboldt Ave, Willows, CA 95988
001-071-018-000	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-071-019-000	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-071-020-000	14	Cromwell, Wendy	461 El Dorado Ave, Willows, CA 95988
001-071-021-000	17	Femino, Andrea	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 TRS	371 El Dorado Ave, Willows, CA 95988
001-071-025-000	21	Feeney, Kevin J TRS	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	Barragan, Ruban J.	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	Sigala, Yesenia J & Reymundo J/T	350 El Dorado Ave, Willows, CA 95988
001-071-035-000	8	Huston, Evan C & Amanda R TRS	831 Fifth St, Orland, CA 95963
001-071-036-000	7	Corriea Larry G	475 S Culver St, Willows, CA 95988
001-071-037-000	6	Salas, Crystal A & Sengmany, Rakxat J/T	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
017-170-051-000	38	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-001-000	41	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-002-000	40	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-003-000	39	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-004-000	42	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-005-000	43	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-006-000	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 2020-21 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, 017-170-051-000 and 017-350-039-000 through 017-350-044-000.

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

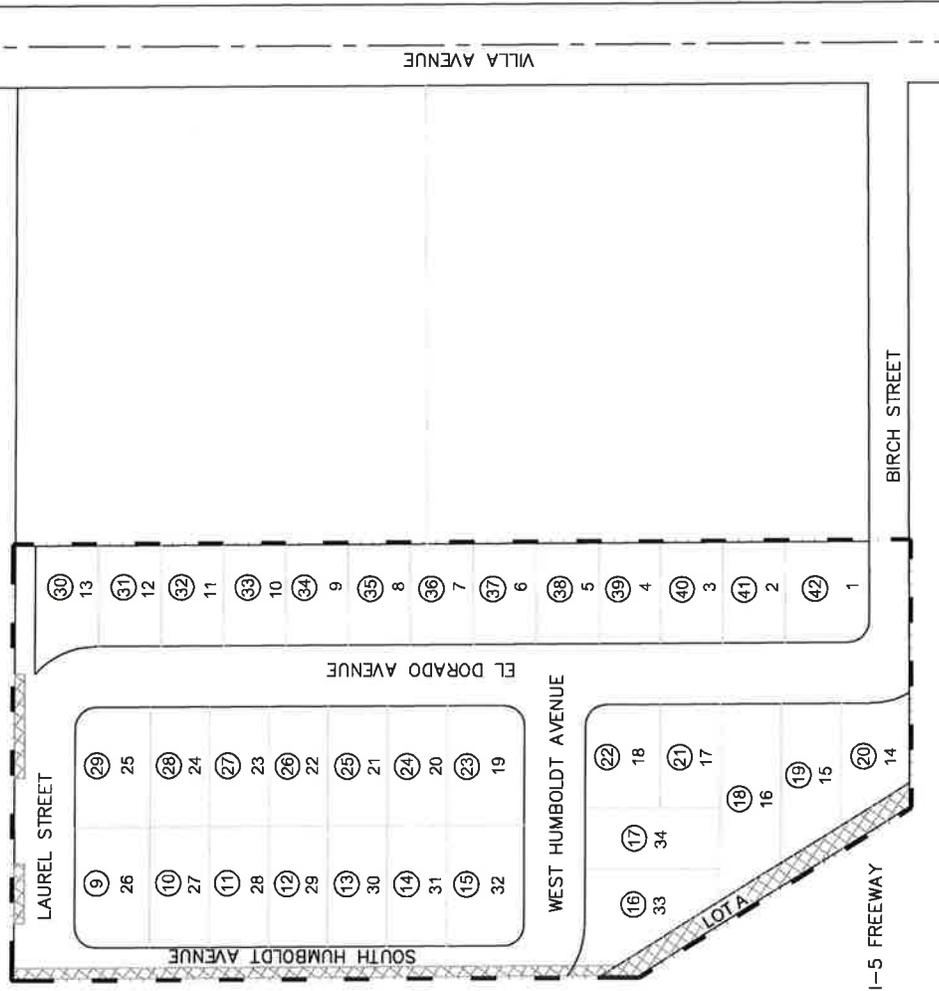
- Landscape Maintenance Area
- Assessment District Boundary

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.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2020-2021 FISCAL YEAR

APN: BOOK 001, PAGE 07, BLOCK 1.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

SCALE: 1" = 180'



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

CITY OF WILLOWS
LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM

ZONE B - WALMART

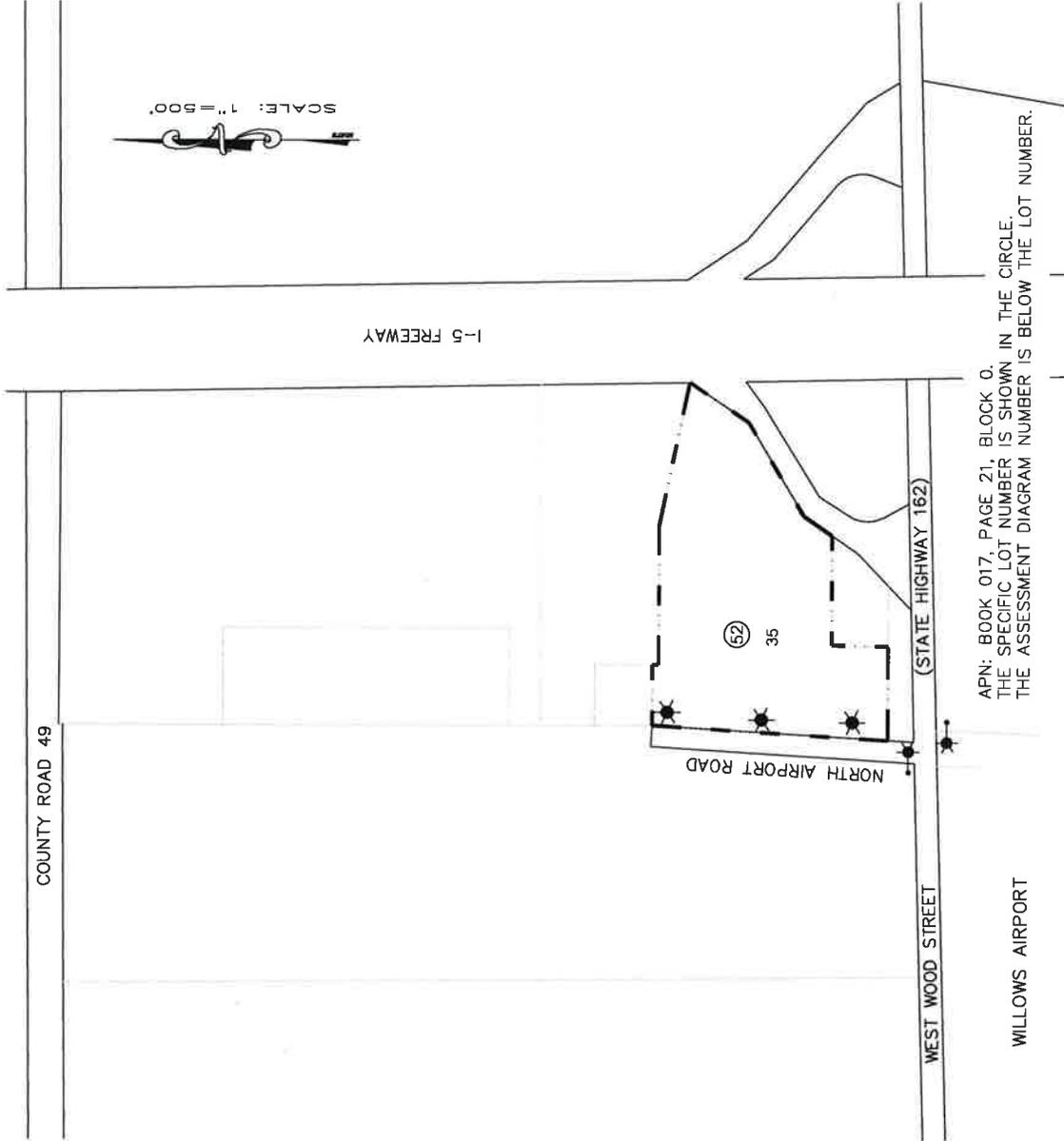


VICINITY MAP

-  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.

PREPARED FOR
CITY OF WILLOWS
 GLENN COUNTY CALIFORNIA
 2020-2021 Fiscal Year



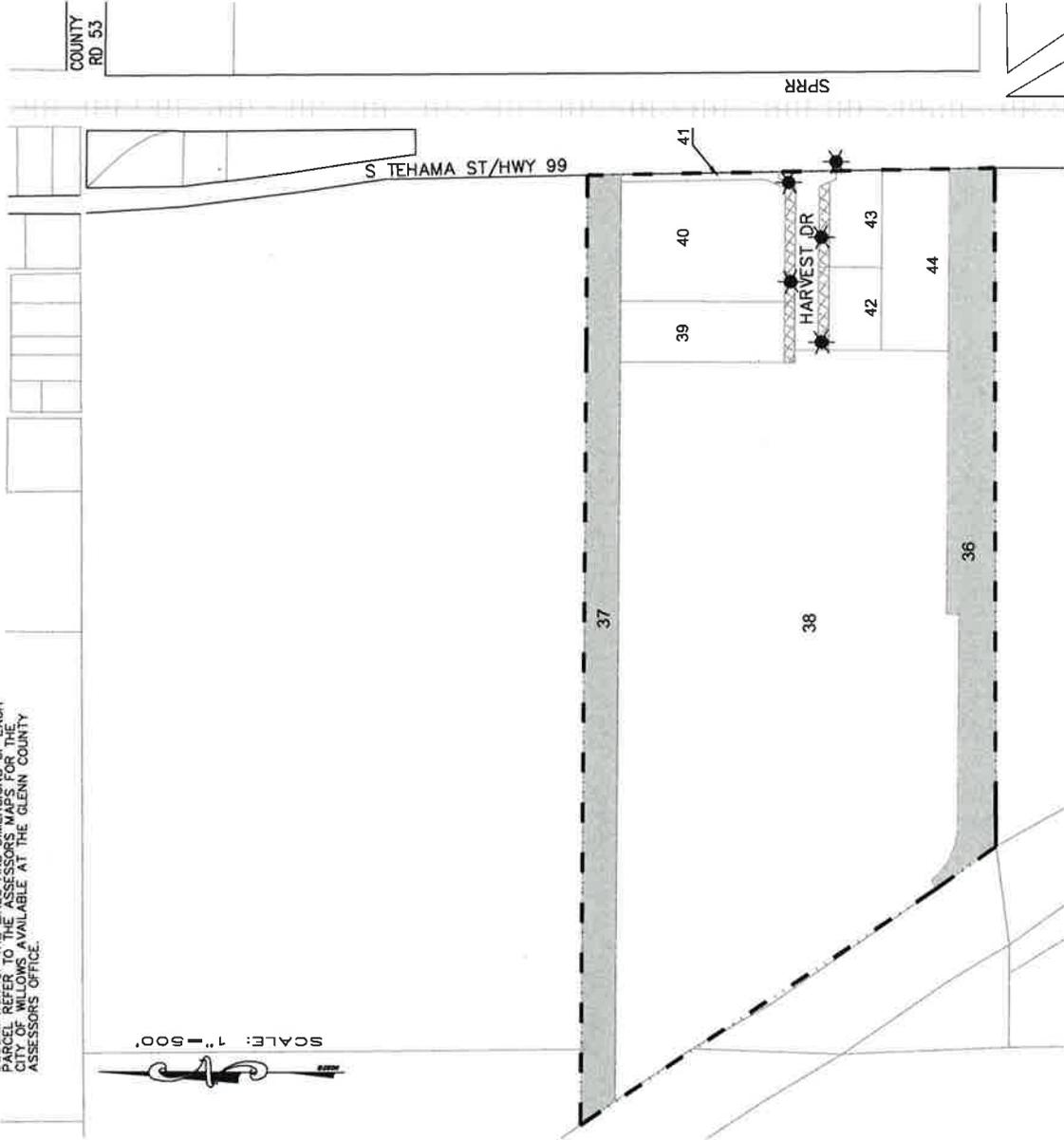
APN: BOOK 017, PAGE 21, BLOCK 0.
 THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
 THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.



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

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.

SCALE: 1" = 1,500'



CITY OF WILLOWS
LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM

ZONE C - SOUTH WILLOWS
COMMERCIAL AND INDUSTRIAL CENTER



VICINITY MAP

38 Assessment Diagram Number.
 See Table 2 of this report for the corresponding Assessor's Parcel Number.

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

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

PREPARED FOR
CITY OF WILLOWS
 GLENN COUNTY CALIFORNIA
 2020-2021 FISCAL YEAR

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Request for Proposal-Administrative Services For Grant No. 18-HOME-12557

RECOMMENDATION

By Motion, Approve the Request for Proposal for Administrative Services for Grant No. 18-HOME-12557

SITUATION (or BACKGROUND):

The City has been awarded and is in the process of completing the documentation to accept Contract No. 18-HOME-12557. This grant assists in funding of the 24-unit apartment complex to be built on West Sycamore Street. The nature of a number of the administrative requirements are outside the scope of in-house staff, and representatives of the California Department of Housing and Community Development ("HCD") have advised that contract planning and engineering staff may not be directly engaged to perform such services. These services must go through the RFP process.

City staff is seeking assistance for a variety of services associated with this grant as outlined in the RFP. The proposed timeline for the process is as follows:

- May 13-Distribution of RFP
- May 28-Deadline for Receipt of Proposals
- Week of June 1-Review of Proposals
- June 9-Award of Contract for Administrative Services

FINANCIAL CONSIDERATIONS:

TBD

NOTIFICATION

Various Consulting Firms upon Approval of RFP

ALTERNATE ACTION

- Approve as Recommended
- Reject Request for Proposal
- Request Further Information

RECOMMENDATION

By Motion, Approve the Request for Proposal for Administrative Services for Grant No. 18-HOME-12557

Respectfully submitted,

Tim Sailsbery
Administrative Services Director

Attachment-Request for Proposal

**CITY OF WILLOWS
REQUEST FOR PROPOSALS
2018 HOME PROGRAM – GRANT No. 18-HOME-12557
ADMINISTRATIVE SUBCONTRACTOR SERVICES**

Release Date: May 13, 2020
Closing Date: May 28, 2020
RFP No: **18-HOME-12557**

CONTACT PERSON: Tim Sailsbery
City of Willows
201 North Lassen Street
530-934-7041
530-934-7402
tsailsbery@cityofwillows.org

Proposals to be received by 5:00 p.m. on May 28, 2020 at the address listed above. Please also note that, under the circumstances associated with COVID-19 restrictions, electronic submittal will be accepted for this RFP only. Electronic submittals must meet the receipt deadline as noted, and will be e-mailed to the City Clerk of the City of Willows at trustenhoven@cityofwillows.org. The City will not be responsible for late or lost proposals or accept proposals that fail to be delivered to the address or e-mail listed above by the time and date listed above.

I. INTRODUCTION

The City of Willows (CITY) has received 2018 HOME Program funds for the development of a 24 unit rental new construction housing project in Willows, CA. This RFP is issued to obtain proposals for the performance of Administrative Subcontractor services as outlined in Section II: Scope of Work.

The CITY will enter into a negotiated contract with the successful applicant for administrative subcontractor services. The successful Administrative Subcontractor will provide all the services for implementing the 2018 HOME Program grant listed in the Scope of Work, below, the HOME Standard Agreement, and the HOME NOFA in conformance with all state and federal regulations.

II. SCOPE OF WORK

- A. Administrative Subcontractor shall ensure proper completion and submission of all financial and performance reports required by the HOME program (i.e., monthly project status reports, quarterly [only required for Programs], annual [applicable sections], close-out, etc.). Completion and submission of these reports is dependent upon the CITY's and DEVELOPER's timely completion and submission of their responsibilities associated with this project.
- B. Administrative Subcontractor shall be present at all appropriate public meetings if requested by the CITY.
- C. Administrative Subcontractor shall prepare and submit to HCD and the CITY a file containing all of the necessary materials to meet the Set-Up and Disbursement Conditions outlined in the HOME Standard Agreement, Exhibit B, Sections 2-4. Completion and submission of this file is dependent upon the CITY's and DEVELOPER's timely completion and submission of their responsibilities associated with the compilation of this file.
- D. Administrative Subcontractor shall establish and maintain administrative files in accordance with the system preferred by HCD, outlined in the HOME contract management manual. This includes maintaining the required Public Information Binder.
- E. Administrative Subcontractor will directly participate in any monitoring by the state or other agencies (if requested) and provide the necessary documents and files for such monitoring visits. Administrative Subcontractor will advocate on the agency's behalf, to the maximum extent appropriate, and respond to and correct any monitoring findings under control of the Administrative Subcontractor.
- F. Administrative Subcontractor shall keep the CITY updated as to project status on a regular basis.
- G. Administrative Subcontractor shall prepare a close-out manual to guide the CITY after the project has been completed. Such guide will outline the CITY's ongoing program responsibilities. The CITY has agreed that this manual can be structured to contain pertinent sections of HOME information previously developed by HCD/HOME.
- H. Administrative Subcontractor shall monitor program milestones and recommend amendments as necessary.
- I. Administrative Subcontractor shall facilitate communications between the Developer and the CITY and HOME representatives and owner entity.
- J. Administrative Subcontractor shall apprise CITY of all applicable federal and state requirements related to the HOME funds and facilitate the meeting of such requirements.
- K. Administrative Subcontractor shall prepare the applicable level of NEPA environmental clearance on behalf of the CITY, including the Statutory Worksheet and Environmental Assessment as required, on HOME required forms. Administrative Subcontractor shall prepare all documents required by the HOME program for the CITY to receive the Authority to Use Grant Funds from the state HOME program.

- L. Administrative Subcontractor shall monitor all Federal Labor Standard Requirements to ensure compliance. If State Prevailing wage requirements are required for this project, the Administrative Subcontractor shall ensure that the higher of the two wages is paid. The Administrative Subcontractor will update the CITY's Labor Standards Compliance Officer on a weekly basis during the project and maintain files required by the HOME program.

III. PROPOSAL FORMAT

A qualifying proposal must address all of the points in the Scope of Work.

- A. Brief description of firm, contact person, address, telephone number, fax number, and e-mail address.
- B. Resumes of staff who will work on the program.
- C. Administrative Subcontractor's experience in successfully implementing CDBG and HOME housing rehabilitation programs. Experience with rental housing developments. Give examples, dates, persons, projects, and scope of work performed.
- D. Three references who have knowledge of Administrative Subcontractor's recent work completed and in progress.

The selected firm is required to comply with all terms and conditions of the State Department of Housing and Community Development, Home Investment Partnerships Program.

IV. PROPOSAL SUBMITTAL

- A. One original (1) and two (2) copies of the proposal, if mailed, shall be received no later than 5:00 p.m. on May 28, 2020. Send proposals to:

City of Willows
Attn: 18-HOME-12557 Admin Svc Proposal
201 North Lassen Street
Willows, CA 95988

Phn 530-934-7041

Fax 530-934-7402

Proposals may also be electronically submitted to trustenhoven@cityofwillows.org

- B. All proposals shall be submitted in a sealed envelope, if mailed or manually delivered, which is clearly marked with the RFP number, title of RFP, and closing date and time.
- C. Late proposals shall not be accepted.
- D. All proposals, whether selected or rejected, shall become the property of the CITY.
- E. Cost of preparation of proposal shall be borne by the proposer.
- F. Proposals shall be signed by an authorized employee in order to receive consideration.
- G. The CITY will not be responsible for proposals delivered to a person/location other than specified herein.

V. AWARD CRITERIA AND SELECTION PROCESS

The CITY is using the competitive negotiation process, wherein the experience of each proposer is evaluated as it relates to the Scope of Work and grant purpose. The CITY is particularly interested in receiving proposals from female, minority, and locally-owned small businesses. After the evaluation committee has reviewed and discussed proposals with the proposing firms, each firm will be rated using the following criteria and rating schedule.

A. Evaluation Criteria

EVALUATION CRITERIA	RATING POINTS
Administrative Subcontractor=s proposal for addressing the Scope of Work items and approach to projects.	30
Specific experience of the Administrative Subcontractor in the areas of State of California HOME Administrative Subcontractor services.	55
Knowledge of various other housing and community development programs which may further the grant purpose.	5
Availability and accessibility to CITY staff.	5
Administrative Subcontractor Fee.	<u>5</u>
TOTAL	100

- B. CITY staff will then exercise its discretion in selecting a firm and will negotiate and contract in accordance with that City selection.
- C. The CITY reserves the right to award a contract to the firm or individual that presents the proposal which, in the sole judgment of the City, best serves the interest of the City.
- D. The CITY reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.

VI. CONFLICT OF INTEREST

Administrative Subcontractor warrants that no official or employee of the CITY nor any business entity in which an official of the CITY has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the CITY.

VII. INSURANCE REQUIREMENTS

The successful proposer shall provide a Certificate of Insurance naming the CITY as additional insured for the following:

- A. Workers Compensation
- B. General Liability and Property Damage with a combined limit of \$1,000,000.00
- C. Automobile Liability Insurance in an amount not less than \$500,000.00
- D. The policy shall not be cancelable within thirty (30) days advance written notice to CITY and shall be in a form and by a surety approved by the CITY.
- E. In the event the policy is canceled prior to the completion of the project and the Administrative Subcontractor does not furnish a new Certificate of Insurance prior to cancellation, the CITY may obtain the required insurance and deduct the premium(s) from contract monies due to the Administrative Subcontractor.
- F. If the policy is a claims-made policy, the policy shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
- G. As used above, the term Administrative Subcontractor@ includes the Administrative Subcontractor, and its officers, agents, or employees.

VIII. INDEMNIFICATION

- A. Administrative Subcontractor agrees to hold harmless and to indemnify the CITY from every claim or demand which may be made for any injury or death, or damage to property caused by Administrative Subcontractor in the performance of this contract.
- B. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
- C. If any judgment is rendered against the CITY for any injury, death, or damage caused by contractor in the performance of this contract, Administrative Subcontractor shall, at his own expense, satisfy and discharge any judgment.
- D. None of the foregoing paragraphs shall be applicable if the injury, death, or damage is caused solely by CITY=s negligence.
- E. Administrative Subcontractor agrees that it shall immediately notify the CITY and Contract=s insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.

- F. As used above, the term CITY means the City of Willows or its officers, agents, or employees.
- G. As used above, the term Administrative Subcontractor includes Administrative Subcontractor and Administrative Subcontractor's officers, agents, or employees.

IX. ASSIGNMENT

Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the CITY and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings. Any assignee would need to have equivalent qualifications as to retain HOME award eligibility.

X. INQUIRY

Direct all inquiries regarding this RFP to:

Tim Sailsbery
City of Willows
201 North Lassen Street
530-934-7041
530-934-7402
tsailsbery@cityofwillows.org

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Postponement of Public Hearing-Sewer Service Rate Adjustment

RECOMMENDATION

Consider Postponement/Continuance of Public Hearing Regarding Sewer Service Rate Adjustment Originally Scheduled for May 21, 2020 at 6:00 pm. Provide Direction to Staff Regarding Rescheduling of Public Hearing.

SITUATION (or BACKGROUND):

The Public Hearing regarding sewer service rate adjustments is currently scheduled for May 21, at 6:00 pm. As we draw closer to this date, circumstances remain in place that make postponement/continuance the prudent approach.

Staff requests that the Council look toward a date in late June for postponement/continuance. Please note that written protests are accepted up to the close of the public hearing. As such, the acceptance of such written protests will extend to whatever date the public hearing is held, at the close of said public hearing.

Please find attached the Notification of Potential Postponement that was sent along with the Public Hearing notification on March 27.

FINANCIAL CONSIDERATIONS:

Varies, depending upon, the date reset, Council action upon the proposed increase, and level of protest received.

NOTIFICATION

- Distribution in Accordance with Regularly Scheduled Public Meetings
- City of Willows Website
- Posted at Willows City Hall
- City of Willows Facebook Page
- Sacramento Valley Mirror*, Publication Dates 5/16 and 5/20

ALTERNATE ACTIONS

-To Be Determined

RECOMMENDATION

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

Notification of Potential Postponement
Draft Glenn County Reopening Plan

**NOTICE OF POTENTIAL POSTPONEMENT
OF PROP 218 PUBLIC HEARING**

At the present time, the City of Willows is planning to proceed with the Public Hearing on proposed increases in sewer fees on May 21st as scheduled. However, if the circumstances surrounding the COVID-19 virus are such that postponement is appropriate, the Public Hearing will be rescheduled. A notice of postponement, if necessary, will be publicly posted in the same manner as regularly scheduled meetings, and will be available via the City's website at www.cityofwillows.org, posted in the front window at City Hall, posted on the City of Willows Facebook page, and the postponement will be advertised in the *Sacramento Valley Mirror*.

**NOTIFICACION DE UNA POSIBLE POSTERGACION
DE LA AUDIENCIA PUBLICA DE LA PROPOSICION 218**

En este momento, la ciudad de Willows está planificando proceder con la Audiencia Pública en cuanto a los aumentos propuestos de las tarifas de alcantarillado, agendada para el 21 de Mayo. Sin embargo, si las circunstancias en torno al virus COVID-19 son tales que sería apropiado postergar, la Audiencia Pública será agendada para otra fecha. Una notificación de postergación, si es que fuera necesario, será publicada de la misma manera que las reuniones agendadas en forma regular, y estará disponible a través del sitio web de la Ciudad en www.cityofwillows.org, publicadas en la ventana del frente de la Municipalidad, publicada en la página de Facebook de la Ciudad De Willows, y la postergación será anunciada en el *Sacramento Valley Mirror*.

GLENN COUNTY REOPENING DURING COVID-19

Reopening during COVID-19

This Plan provides guidelines for a phased reopening during COVID-19 developed by the Glenn County Public Health in coordination with the Glenn County Office of Emergency Services.

The local plan is based on the National Plan for Opening up America Again. This plan is a phased plan that will allow for a slow and steady pace to return our community to normal operations. This is necessary to continue to limit the spread of COVID-19 disease. This Plan may be incrementally based on health indicators and does not provide specific dates. This plan also allows for targeted mitigation measures, as well as the regression to a prior phase should a spike in community transmission of COVID-19 occur.

This plan is not meant to be prescriptive but rather assistive. The guidelines should assist our community members and business operators in a healthy reopening and return to normal. ***Community support and personal responsibility is critical for this plan to work.*** We ask that each resident of Glenn County make informed decisions to keep yourself and your family healthy throughout the duration of this pandemic.

This plan is in draft form at this time as it may be subject to changed based on state guidance and approval.

Phase 1:

Current phase with State Stay at Home Order in place. Tentative release, May 8, 2020.

Phase 2A:

Tentatively to open May 8, 2020.

Individuals:

- **Anyone who is feeling ill should stay home.** A person ill with COVID-19 symptoms should remain isolated at home for no less than 7 days from onset of symptoms, or 3 days past fever whichever is longer. Consult with your healthcare provider.
- **Continue physical distancing** – When in public, maximize physical distance from others (at least six feet).

- **Maintain good hygiene practices** – Washing hands, use hand sanitizer, cleaning frequently touched surfaces, covering coughs & sneezes, consider wearing a face mask in public.
- **Social Settings** – Gatherings should be limited to 10 people or less.
- **Vulnerable (high risk) individuals** – are encouraged to stay at home. Households with vulnerable members should be aware that other members of the household may increase risk of transmission if resuming normal activities. Precautions should be taken to protect the vulnerable household members.
- **Non-essential travel is discouraged.**

Work & Business:

- **Return to work and business should be phased, provide appropriate physical distancing measures, and ensure sick employees do not come to work.**
 - Office based work should continue to allow for tele-work as much as possible.
 - Meeting rooms, break rooms and other common areas should remain closed or be limited in capacity to provide physical distancing between employees.
 - If you are a medium to large employer, return employees back to work in phases, rather than all at once. This will maintain physical distancing in the workplace.
 - Protection and accommodations should be provided to employees who are high risk for COVID-19.
 - Clean frequently touched surfaces.
 - Ensure sick employees remain at home or go home immediately if they become ill at work.
- **Businesses (stores and offices) may reopen*.**
 - **Owners and operators are encouraged to limit the number of staff and clients in the building at a given time.**
 - Optimally less than 10 people in a small store or office.
 - 50% capacity for larger buildings.

- Physical distancing of 6 feet or more should be maintained as much as possible to limit the number of exposures.
- Provide as many services as feasible with limited contact for example:
 - Online or phone orders with in store or curbside pickup
 - Limiting number of clients in a lobby or waiting area
 - Staggering appointments
- Clean frequently touched surfaces.
- **Medical, dental, and optometry offices may reopen.**
 - Ensure adequate PPE is available to provide safe services to your clients
- **Elective surgeries may resume, as clinically appropriate.**

**Refer to additional guidance document for each type of business sector for detailed health & safety strategies*

** Licensed providers such as cosmetology, dental, medical etc. should refer to State Licensing Board and National Associations for guidelines, provisions, requirements, and timelines for reopening related to their particular profession.*

- **Outdoor recreation may open.**
 - Physical distancing should be promoted and maintained.
 - If equipment is provided it should be cleaned after use (example: golf course providing golf clubs or golf carts)
 - Organized team sports of more than 10 should remain cancelled
 - Organized youth sports should remain cancelled
- **Gatherings of no more than 10 people recommended**
 - In addition to social settings, this applies to organized activities, groups, meetings, religious groups etc.
 - Recommend use of technology based services for groups and meetings whenever possible.
 - Utilize outdoor venues when practical

Phase 2B:

To be evaluated and approved by local and State health officials prior to implementation.

- **Restaurants may reopen for limited dine in options.**
 - Tables must allow for appropriate physical distancing.
 - No more than 50% capacity should be reached to promote physical distancing.
 - Take out options should continue to be promoted.
 - Frequent cleaning and sanitation must occur.

**Timeline and restrictions for reopening may be dependent on State provisions related to licensing for establishments that have an Alcohol Beverage Control permit. Please check with the State Board for additional restrictions and provisions.*

- **Personal Services may reopen only under strict adherence of physical distancing and frequent sanitation**
 - Limit the number of staff and clients in the building at a given time.
 - Optimally less than 10 people.
 - No more than 50% capacity.
 - Clients must be a minimum of 6 feet apart
 - Limit one person per service provider at a time.

**See Personal Care Services Health & Safety Guidance Document*

**If you are licensed by the State, please refer to your licensing Board for additional guidelines, provisions, and requirements related to your particular profession.*

- **Gyms may reopen only under strict adherence of physical distancing and frequent sanitation**
 - Limit the number of clients at a given time
 - Spread out equipment or only allow the use of every other workout station
 - Clients must be a minimum of 6 feet apart
 - Class based workouts should remain cancelled
 - Equipment and frequently touched surfaces must be sanitized between

**See Gym and Indoor Exercise Facility Health & Safety Guidance Document*

What should remain closed:

- Bars should remain closed except where food is served and may fall under restaurant guidance
- Public and community pools should remain closed.
- Organized youth sports.
- Large, congregate settings should remain closed. Examples:
 - Schools
 - Camps
 - Churches, synagogues, mosques, temples
 - Theaters
- Senior residential and care facilities should be closed to non-essential visitors.

Phase 2 will stay in place and be evaluated by local officials.

- **Evaluation and monitoring:**
 - Regional medical and EMS data will be monitored
 - Local healthcare facilities will continue to provide at least weekly situation reports
 - Local and regional testing will be monitored
 - Case investigation and contact tracing will be conducted
 - Coroner reports will be reviewed
- **Should an increase in illness occur, targeted mitigation measures will be employed as determined by the EOC. This could include one or more of the following:**
 - Increased monitoring of exposed contacts
 - Stricter quarantine of contacts
 - Increased recommended use of PPE
 - Recommended reduction in worksite staff
 - Sanitation of a specific facility
 - Closure or partial closure of a specific facility
 - Recommended reduction in social gatherings
 - Return to takeout only options for restaurants
 - Cancellation of elective procedures

- **Should the increase in community spread of illness be significant, the public will be asked to return to stricter protocols.**
- **Should no significant increase in cases occur over a period of at least one month; then we will enter phase three for reopening which allows for decrease in recommended restrictions.**

Phase 3

Changes from Phase 3:

- **Social Settings** – Gatherings should be limited to 50 people or less.
- **Travel may resume**
- **Bars may open** with appropriate physical distancing and diminished occupancy.
- **Gyms** – may resume group trainings and classes with appropriate physical distancing.
- **Organized team sports may resume** with appropriate physical distancing & hygiene protocols.
- **Congregate settings may open** with appropriate physical distancing & hygiene protocols:
 - Schools
 - Camps
 - Organized youth activities
 - Organized sports
 - Churches, synagogues, mosques, temples
 - Theaters

Phase 3 will stay in place and be evaluated by local officials.

- **Should an increase in illness occur, targeted mitigation measures will be employed as determined by the EOC. This could include one or more of the following:**
 - Increased monitoring of exposed contacts
 - Stricter quarantine of contacts
 - Increased recommended use of PPE
 - Recommended reduction in worksite staff
 - Sanitation of a specific facility
 - Closure or partial closure of a specific facility
 - Recommended reduction in social gatherings
 - Closure or partial closure of congregate settings
 - Return to takeout only options for restaurants
 - Cancellation of non-essential travel
 - Cancellation of elective procedures

- **Should the increase in community spread of illness be significant, the public will be asked to return to stricter protocols.**
- **Should no significant increase in cases occur over a period of one month, then we will enter phase four for reopening which allows for additional decrease in restrictions.**

Phase 4

Changes from Phase 3:

- **Bars and restaurants may resume normal business and capacities.**
- **Gyms may resume normal operations and capacities.**
- **Community and public pools may reopen.**
- **Senior residential and healthcare facilities can resume normal visitation procedures.**
- **Physical distancing restrictions removed from worksites, businesses, schools, and congregate venues.**

Phase 4 will stay in place and be evaluated by local officials.

- **Should an increase in illness occur, targeted mitigation measures will be employed as determined by the EOC. This could include one or more of the following:**
 - Increased monitoring of exposed contacts
 - Stricter quarantine of contacts
 - Increased recommended use of PPE
 - Recommended reduction in worksite staff
 - Sanitation of a specific facility
 - Closure or partial closure of a specific facility
 - Recommended reduction in social gatherings
 - Closure or partial closure of congregate settings
 - Return to takeout only options for restaurants
 - Cancellation of non-essential travel
 - Cancellation of elective procedures

- **Should the increase in community spread of illness be significant, the public will be asked to return to stricter protocols.**

AGENDA ITEM

TO: Mayor Warren and Members of the City Council

FROM: Tara Rustenhoven, City Clerk

SUBJECT: Library Board of Trustees Vacancies (2 seats)

RECOMMENDATION

Select two members of the City Council to serve as a Library Board of Trustees subcommittee, to review applications and/or conduct interviews and recommend appointments to the Library Board of Trustees at the June 23, 2020 City Council Meeting.

SITUATION (or BACKGROUND):

As outlined in Section 2.70 of the City's Code of Ordinances, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for three year overlapping terms and serve at the pleasure of the City Council. The terms of current Board Members Lynn Soeth and Julie Price term expires on June 30, 2020.

It has been the City's practice to advertise these positions in order to give citizens an opportunity to participate on the Library Board. Staff will advertise these vacancies and will accept applications and letters of interest through June 5, 2020.

Staff recommends that two members of the Council volunteer to serve on a committee in order to conduct interviews of the applications June 9th, 10th, 11th, 2020 and the committee will make their recommendations to the Council of two candidates to appoint to the Library Board at the City Council Meeting to be held on June 23, 2020.

STAFF RECOMMENDATION

Select two members of the City Council to serve as a Library Board of Trustees subcommittee, to review applications and/or conduct interviews and recommend appointments to the Library Board of Trustees at the June 23, 2020 City Council Meeting.

FINANCIAL CONSIDERATIONS:

Cost of advertising the vacancies in the local newspaper.

ALTERNATE ACTIONS

None

NOTIFICATIONS

Lynn Soeth
Julie Price

RECOMMENDATION

Select two members of the City Council to serve as a Library Board of Trustees subcommittee, to review applications and/or conduct interviews and recommend appointments to the Library Board of Trustees at the June 23, 2020 City Council Meeting.

Respectfully submitted,

/s/ Tara Rustenhoven

Tara Rustenhoven
City Clerk

AGENDA ITEM

TO: Mayor Warren and Members of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Letter of Support-West Hills Shooting and Training Facility

RECOMMENDATION

Approve, by Motion, the Submittal of a Letter of Support to the Glenn County Planning Commission in favor of the West Hills Shooting and Training Facility and Request that the Mayor Sign and Submit

SITUATION (or BACKGROUND):

This item has been placed on the agenda for Council consideration by Councilmember Hansen. Councilmember Hansen will field any questions/comments that the Council or the Public may have.

FINANCIAL CONSIDERATIONS:

None

ALTERNATE ACTIONS

- Approve Letter as Submitted
- Recommend Edits to Letter and Approve as amended
- Seek Further Information
- Reject Submittal of Letter

NOTIFICATIONS

Glenn County Planning Commission (if approved)

RECOMMENDATION

Approve, by Motion, the Submittal of a Letter of Support to the Glenn County Planning Commission in favor of the West Hills Shooting and Training Facility and Request that the Mayor Sign and Submit

Respectfully submitted,

/s/ Wayne Peabody

Wayne Peabody
Interim City Manager

Letter of Support



201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



May 12, 2020

Glenn County Planning Commission
225 N. Tehama Street
Willows, CA 95988

SUBJECT: West Hills Shooting and Training Facility

Dear Honorable Members of the Glenn County Planning Commission:

The City Council of the City of Willows fully endorses and supports the West Hills Shooting & Training Facility project, located at 5700 County Road 33, Artois. This project is agendized for a public hearing before your body on May 20, 2020.

Sadly, it has been decades since the long time Glenn County Shooting Range, formerly located at the south end of the Glenn County (Willows) Airport, was forced to cease operations.

Glenn County has been completely without a shooting range facility for public, recreational and law enforcement use since that time, causing shooting and hunting enthusiasts and law enforcement personnel from local, state and federal agencies to travel outside of Glenn County in order to participate in safe firing range shooting sports activities, training, tactical and qualification purposes.

Being a rural, agricultural-based county where we celebrate, honor, appreciate and practice an active outdoor based lifestyle, not having a facility such as West Hills is unfortunate, extremely inconvenient, and costly in all aspects.

The West Hills Shooting & Training Facility rectifies all of the above negative connotations, providing a safe, constructive, educational and enjoyable atmosphere in which our youth, responsible adults and professional law enforcement personnel can recreate, compete, learn, teach, train and participate in all aspects of the shooting sports as well as archery and defensive/tactical shooting activities.

This is a very positive and a must-have project for the citizens of our county.

The Willows City Council wishes to thank and commend Mr. Bob Foust for his extraordinary efforts over the past several years in developing from infancy and promoting this outstanding project in compliance with NRA guidelines.

This is a win-win for Glenn County as well as its community members and is an all-around very good project.

The Willows City Council respectfully requests that you approve the Conditional Use Permit as it pertains to this excellent project, which will benefit so many citizens in Glenn County in countless ways.

Thank you very much for your time and consideration in reference to this very important matter.

Respectively Submitted,

Kerri Warren
Mayor

May 12, 2020

AGENDA ITEM

TO: Hon. Mayor and City Council Members
FROM: Robert W. Hunt, City Attorney
SUBJECT: Policy: PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION

SUMMARY

It is imperative that the City of Willows adopt a sexual harassment policy in compliance with California law and regulation.

BACKGROUND

California regulations require that all public employers adopt a policy prohibiting harassment, discrimination and retaliation. (2 CCR 11023.) The City of Willows has no policy meeting the criteria contained in the regulations.

Such policies must contain provisions defining unacceptable harassment, discrimination and retaliation, set forth a complaint procedure, as well as a procedure for the investigation of complaints.

In addition, California law requires all officers, managers and employees of every public agency to undergo sexual harassment training every two years.

FINANCIAL CONSIDERATIONS

None, although potentially significant financial consequences for failure to have the required policy in place.

RECOMMENDATION:

Adopt Resolution enacting the proposed PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION policy.

Respectfully submitted,

/s/ Robert W. Hunt

Robert W. Hunt
City Attorney

CITY OF WILLOWS

PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION

1. Unlawful Harassment and Discrimination

The City of Willows is committed to providing a work environment free of harassment, discrimination and retaliation. Offensive or harassing statements—including all forms of legally prohibited discrimination and/or harassment based on age, race, sex, sexual orientation, gender, gender identity, national origin, disability or any other characteristics protected by relevant law—are prohibited. This includes any posting, distribution, participation in or exchange of offensive jokes, e-mails, chain letters, pyramid schemes or other similar matter. Use of the mail systems to make statements that could be construed as defamatory is also prohibited. This also applies to Internet usage. The mail, computer and email systems are a part of the City's workplace and the City's policies on harassment and on workplace conduct apply.

The City strictly prohibits discrimination, sexual harassment and harassment because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition including pregnancy, childbirth or any related medical condition, marital status, veteran's status, sexual orientation or preference, gender, gender identity, age or any other basis made unlawful by Federal, state or local law, ordinance, or regulation. This policy applies to all persons involved in the operation of the City and prohibits harassment by any employee of the City, including managers, supervisors, co-workers and Council Members. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited. Sexual harassment is defined by the Fair Employment and Housing Commission as "unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature." Harassment includes, but is not limited to:

- verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments;
- visual conduct such as derogatory and/or sexually explicit posters, photography, cartoons, drawings, or gestures;
- physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at you because of sex, race, or any other protected basis;
- threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors;
- retaliation for having reported or threatened to report harassment, and;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

Any employee who believes that he or she has been harassed or discriminated against by a co-worker, family member, member of the public, vendor, supervisor or management employee, or a City Council Member, should promptly report the facts of the incident and the name of the individual(s) involved to his

SEXUAL HARASSMENT POLICY

Council Members. Any management employee receiving such a report must immediately report any incident to the City Attorney, who will be responsible for the follow-up investigation. Investigations may be conducted by the City Attorney, a Council Member, or an outside person retained for this purpose, as determined appropriate by the City Attorney.

2. Complaint Procedure

- a) Any employee who feels he or she has been the victim of sexual or other harassment should contact his or her immediate supervisor or other management personnel within five (5) days of the incident. In the event the employee feels uncomfortable making such report to his or her supervisor or manager, the employee should make the report to the City Attorney or any Council Member. This report can be oral or written, but the City requests a written report contain specific facts of the harassment so that it can be properly and fully investigated.
- b) Upon receipt of the initial complaint, oral or written, the supervisor or manager receiving the complaint will immediately report the incident to the City Manager and the City Attorney. Upon receipt of the written statement signed by the employee, the City Attorney shall arrange for an investigation of the complaint as promptly as possible.
- c) The investigator will contact the person who allegedly initiated the harassment and inform that person of the basis of the complaint and his or her opportunity to respond to the allegations. The investigator will interview the complainant, the accused and all other percipient witnesses. In addition, the investigator will review such documents as he or she deems relevant and necessary in the conduct of the investigation. All employees must cooperate in providing truthful, full and complete information to the investigator.
- d) Every person reporting the alleged harassment or participating in the investigation of the complaint is assured that he or she will not be subject to any retaliation for making such report or participating in the investigation of the matter. Every such person shall be advised to immediately report any such retaliation to the City Attorney or the Mayor.
- e) Upon completing a thorough investigation of the complaint, the investigator will submit a written summary of the complaint, any written response, and a finding of facts which substantiate, in whole or in part, the allegations in the complaint to the City Attorney. After reviewing the report, the City Attorney will determine whether harassment has occurred and notify both parties.
- f) If it is determined that harassment has occurred, appropriate disciplinary action, up to and including dismissal, will be taken. The severity of the discipline will be determined by the severity and frequency of the offense, or other conditions surrounding the incident.

3. Training.

- a) Every Council Member, supervisory and management employee of the City of Willows must undergo two (2) hours of training in the identification, prevention, reporting and investigation of sexual harassment in the workplace as required by Government Code § 12950.1 every two years.

SEXUAL HARASSMENT POLICY

New employees in this group must receive initial training within six (6) months of hire or being promoted to a supervisory or management position.

- b) Every employee of the City of Willows not included in a) above must undergo one (1) hour of training in the identification, prevention, reporting and investigation of sexual harassment in the workplace as required by Government Code § 12950.1 every two years. New employees in this group must receive initial training within six (6) months of hire. Seasonal, temporary or other employees that are hired to work for less than six months shall be provided the training within 30 calendar days after hire or within 100 hours worked, which occurs first.

4. **DEFH**. The City of Willows encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the California Department of Fair Employment and Housing (“DFEH”) investigates and may prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the Department. The nearest DFEH office is on the agency’s website. Complaints may also be filed online.

5. **No Retaliation**. No employee will be disciplined or otherwise retaliated against for complaining about such harassment or submitting his or her complaint, even if the complaint is ultimately found to be unsubstantiated. It is important that employees inform the City about such harassment, and participate in the investigation of any alleged harassment.

By my signature below, I certify that I have received, read and understand the City of Willows’ policy prohibiting all forms of harassment.

Date: _____

Signature: _____

CITY OF WILLOWS
RESOLUTION NO. xx-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING A POLICY ENTITLED
PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION

WHEREAS, California regulation 2 CCR 11023 requires all public agencies to have policies prohibiting harassment, discrimination and retaliation; and

WHEREAS, the City of Willows currently has no policy fulfilling the requirements specified by the Department of Fair Employment and Housing for such policies,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS that:

1. The policy entitled **PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION** is hereby adopted and shall be effective immediately.

2. That the Administrative Services Director is directed to distribute the **PROHIBITION OF HARASSMENT, DISCRIMINATION AND RETALIATION** policy to every officer, manager and employee of the City of Willows and to obtain a signed receipt for same.

3. That the Administrative Services Director is to take steps to ensure that every officer and employee of the City of Willows receives the sexual harassment training specified by Government Code § 12950.1 in the time(s) specified, and to develop and maintain a system of record keeping and calendaring regarding such training as received by, and when due for, each officer and employee.

ADOPTED at a regular meeting of the City Council of the City of Willows on the 12th day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVE:

Kerri Warren, Mayor

ATTEST:

Tara Rustenhoven, City Clerk