

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 4, 2025

To: Mayor and Town Council
From: Nick Walker, Administrative Services Director
Subject: Fiscal Year 2025-26 Annual Engineer's Report for Windsor Landscaping and Lighting Assessment District No. 2 (LLAD-2)

Recommendation to Council:

Adopt a resolution approving the Annual Engineer's Report, confirming the assessment diagrams and annual assessment amounts, and authorizing the levy and collection of assessments for Fiscal Year 2025-26 for the Windsor Landscaping and Lighting Assessment District No. 2.

Strategic Plan Element:

The recommended action supports the goal of Fiscal Health. Goal Statement: Ensure the economic health and long-term financial viability of the Town.

Background:

LLAD-2 provides assessment funding for the operation and maintenance of street lights and landscape maintenance to particular developments within the Town. The parcels in this assessment district also pay the full cost of their LLAD-1 Zone 1 parks benefit through these assessments.

The annual assessment proceedings for LLAD-2 require a series of three Council actions each year.

The first action, completed on February 19, 2025, is the Council-adopted Resolution No. 4005-25 appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the Annual Engineer's Report, and describing the potential changes to LLAD-2 for FY 2025-26. The second action, completed on April 16, 2025, is the Council-adopted Resolution No. 4017-25 indicating intention to levy and collect annual assessments for FY 2025-26, preliminarily approving the Annual Engineer's Report, and setting the date for a public information meeting as May 5, 2025, and for a public hearing as June 4, 2025, for the FY 2025-26 proceedings.

On April 18, 2025, ballot packets were mailed out to parcels proposed for annexation and to parcels of zones proposed to be assessed beyond the current maximum allowable assessment. On May 5, 2025, Town staff held the required public information meeting in the Town Council Chambers. No one from the public attended the meeting.

The third action, proposed this evening, is the consideration of adoption of a resolution approving the Engineer's Report (Attachment 2) and authorizing the levy and collection of assessments in accordance with the Engineer's Report.

Discussion:

This district currently consists of 24 zones. The proposed changes for FY 2025-26 include:

- Four new developments are proposed for annexation into new Zones 126, 127, 128 and 129.

- Two parcels are proposed for annexation into existing Zone 102.
- Parcels of two existing zones, Zone 122 and 124, are proposed to be assessed in excess of the maximum allowable assessment.
- An estimated maximum annual assessment has been established for the new zones and increases to the maximum annual assessment by the
- Consumer Price Index (CPI) inflation factor will be allowed.
- The 2024 CPI inflation rate of +2.40% will be applied to the existing maximum annual assessment amounts in all existing zones.

The total budget for FY 2025-26 is \$338,505.55. Funding will be as shown in Table 1.

Table 1.

FY 2025-26 Budget by Funding Source

Acreage Street Component Revenue	\$38,685.77
Parcel Street Component Revenue	\$221,743.38
Park Component Revenue	\$56,027.92
Assessment District Reserves	\$84.88
General Fund Contribution	\$21,963.60
Total Budget	\$338,505.55

Any general benefit to publicly owned property is paid for with the General Benefit Contribution from the General Fund.

Fiscal Impact:

General Fund contributions are required to cover general benefit costs to publicly owned parcels.

Environmental Review:

This action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

1. [Resolution - LLAD-2](#)
2. [LLAD-2 Engineers Report](#)

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