

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: February 18, 2026

To: Mayor and Town Council
From: Marcy Harrison, Finance Manager
Subject: Windsor Landscaping and Lighting Assessment Districts – Preparation of Annual Engineer's Reports and Approval of Professional Services Agreement for Assessment Engineering Services Not to Exceed \$60,950

Recommendation to Council:

1. Adopt a resolution appointing the Engineer of Work and directing preparation and filing of the Annual Engineer's Report for the Windsor Landscaping and Lighting Special Assessment District (LLAD-1) for Fiscal Year (FY) 2026-27, pursuant to the Landscaping and Lighting Act of 1972.
2. Adopt a resolution appointing the Engineer of Work and directing preparation and filing of the Annual Engineer's Report for the Windsor Landscaping and Lighting Assessment District No. 2 (LLAD-2) for FY 2026-27, pursuant to the Landscaping and Lighting Act of 1972.
3. Adopt a resolution appointing the Engineer of Work and directing preparation and filing of the Engineer's Report for the Windsor 1982 Act Benefit Assessment District (82-AAD) for FY 2026-27, pursuant to the Benefit Assessment Act of 1982.
4. Approve a Professional Services Agreement with Coastland Civil Engineering to provide FY 2026-27 Assessment Engineering Services for the Windsor Landscaping and Lighting Special Assessment District LLAD-1, LLAD-2, and Windsor 1982 Act Benefit Assessment District (82-AAD) and authorize the Town Manager to execute the agreement in an amount not to exceed \$60,950.

Strategic Plan Element:

The recommended action supports the goals of Infrastructure and Livability. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

The Town of Windsor currently has two landscape and lighting maintenance assessment districts and one 1982 Act Benefit Assessment District. The original Landscaping and Lighting Assessment (1972 Act) District, referred to as LLAD-1, includes six zones. No annexations are anticipated in LLAD-1 for FY 2026-27.

In 2008, a second Landscaping and Lighting Assessment District, LLAD-2, was formed to recover the full Town cost for maintaining street lights and street landscaping within newly developed areas. There are currently twenty-eight zones in LLAD-2. There are two new zones anticipated in LLAD 2 for FY 2026-27.

In 2008, the Town also created a Benefit Assessment Act of 1982 district, referred to as 82 AAD, to recover the costs incurred by the Town for maintenance of flood control, drainage facilities and storm

water quality improvements. There are currently twenty zones in this district. No annexations are anticipated in this District for FY 2026-27.

Both 1972 Act Districts require a series of three Council actions annually pursuant to the California Streets and Highways Code. This is the first of the three Council meetings required for these two districts. The 1982 Act District, pursuant to the California Government Code, only requires these steps when there is a proposed council action required, as there is this year as noted above.

Discussion:

The attached resolutions provide for the appointment of Coastland Civil Engineering as Engineer of Work for LLAD-1, LLAD-2, and 82-AAD proceedings for FY 2026-27. The Engineer of Work will analyze changes to existing zones, annexations, changes in land usage which affect assessments, and Town budgets for each zone. All changes are incorporated into the Engineer's Reports and assessments as a part of the FY 2026-27 proceedings. Notices and ballots will be mailed to property owners as required to comply with California Constitution Article XIII D, Section 4, (sometimes referred to as Proposition 218), and a required informal Public Information meeting (not a Town Council meeting) will be held to discuss proposed changes. The Town Council's final determination to implement or not implement the proposed changes will occur at a Public Hearing later this year.

The annual proceedings for the FY 2026-27 assessments are in accordance with the following schedule of work:

- February 2026: Town Council adopts the attached resolutions appointing the Engineer of Work for the assessment districts, directing the preparation and filing of the Engineer's Reports which describe the potential changes to each district.
- April 2026: Town Council reviews the Preliminary Engineer's Reports and adopts them as submitted, or as Council modifies. The Resolution to adopt also specifies Council's intention to collect assessments for FY 2026-27 and sets the time and date of the required informal Public Information Meeting and Public Hearings. Once a Preliminary Engineer's Report is adopted (as submitted or as modified), Town Council can make further changes to the Report, up to and including the public hearing, but may not raise assessments above the amounts preliminarily approved.
- April 2026: Notices and ballots are mailed to all property owners affected by proposed changes (in accordance with Proposition 218).
- May 2026: Town staff holds an informal Public Information Meeting prior to the Public Hearings to discuss proposed changes.
- June 2026: The Town Council holds a Public Hearing for each assessment district and upon conclusion, may adopt a Resolution confirming the assessments (either as preliminarily adopted or as modified by the Town Council). The adoption of these Resolutions constitute authorization to collect assessments for FY 2026-27.

The above procedure is followed annually as required by the provisions of the Landscaping & Lighting Act of 1972 of the California Streets and Highways Code for the 1972 Act Districts and as required by the Benefit Assessment Act of 1982 of the California Government Code.

Fiscal Impact:

The total fiscal impact of the proposed agreement will allocate up to \$60,950 for FY 2026-27. There are sufficient appropriations in the FY 2026-27 adopted budgeted for the Landscaping and Lighting Assessment District Funds.

Environmental Review:

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

Attachment(s):

1. Resolution - LLAD-1
2. Resolution - LLAD-2
3. Resolution - 82-AAD
4. Professional Services Agreement

Prepared by:

Marcy Harrison
Finance Manager

Reviewed by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager