

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** April 17, 2024

**To:** Mayor and Town Council  
**From:** Jeneen Peterson, Administrative Services Director  
**Subject:** Adopt Resolutions of Intention as Part of Fiscal Year (FY) 2024-25 Annual Proceedings for Windsor Assessment Districts

### **Recommendation to Council:**

1. Adopt a resolution indicating intention to levy and collect annual assessments, preliminarily approve the FY 2024-25 Annual Engineer's Report for the Windsor Landscaping and Lighting Special Assessment District (LLAD-1) and set the time and date for the public protest hearing.
2. Adopt a resolution indicating intention to levy and collect annual assessments, preliminarily approve the FY 2024-25 Annual Engineer's Report for the Windsor Landscaping and Lighting Assessment District No. 2 (LLAD-2) and set the time and date for the public information meeting and the public protest hearing.
3. Adopt a resolution indicating intention to levy and collect annual assessments, preliminarily approve the FY 2024-25 Engineer's Report for the Town of Windsor 1982 Act Benefit Assessment District (82-AAD) and set the time and date for the public information meeting and the public protest hearing.

### **Strategic Plan Element:**

The recommended action supports all four goals: Fiscal Health, Infrastructure, Livability and Organizational Effectiveness. Goal Statement: Ensure the economic health and long-term financial viability of the Town. 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. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

### **Background:**

This is the second of three annual Town Council meetings related to the Town Assessment Districts.

The Town of Windsor has two 1972 Landscaping and Lighting Assessment Act Districts and one 1982 Act Benefit Assessment District. The first and original district, referred to as LLAD-1, has six different zones that help support the maintenance costs for parks, streetlights, street landscaping and the Windsor Senior Recreation Center.

In 2008, a second district was formed, LLAD-2, to recover the full Town cost for maintaining streetlights and street landscaping within newly developed areas, and to collect a supplemental park assessment. There are currently twenty-two zones in this district.

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 thirteen zones in this district.

**Discussion:**

**LLAD-1:** The Engineer's Report for LLAD-1 proposes that assessments for Zones 1 - 5 will remain the same as last fiscal year. The assessment for Zone 6 is proposed to increase by \$59.98 per ESD to \$259.98 per ESD for FY 2024-25. The Zone 6 maximum assessment has the ability to increase by the cost of living index (CPI) annually. Similar to last year, it has been determined that it would be in the Town's best interest to apply the CPI to the maximum allowable assessment this year. There are no new subdivisions or parcels proposed for annexation. See Attachment No. 4 for additional information on LLAD-1.

**LLAD-2:** This district currently consists of twenty-two zones. Two new zones are proposed to be created and parcels annexed. All zones in this district support the LLAD-1, Zone 1-Parks by paying the supplemental park component. In addition, the zones pay for street lighting and/or street landscaping improvements installed within their developments that will be maintained by the Town. See Attachment No. 5 for additional information on LLAD-2.

**82AAD:** This district currently consists of thirteen zones. Two new zones are proposed to be created and parcels annexed. Each zone will be assessed for the flood control, drainage facilities and/or storm water quality improvements installed within their developments that will be maintained by the Town. See Attachment No. 6 for additional information on 82-AAD.

**Summary of Recommended Actions by Council:**

At this meeting, the Town Council is asked to review the proposed assessments for LLAD-1 and the proposed assessments and annexations into LLAD-2 and 82AAD, and either preliminarily approve the assessments or provide staff with any necessary changes. In addition, the Town Council is asked to set the dates for the public information meeting and public protest hearings, as required by the State Code. At the public protest hearing, the Town Council can authorize the final annual assessment amounts as presented in the Engineer's Report or can direct staff to decrease them; however, assessments may not be increased from the amounts set in the preliminary Engineer's Report (including any Council directed changes).

In accordance with the provisions of the California Constitution, Article XIII D, the Landscaping and Lighting Act of 1972 and the 1982 Benefit Assessment Act, owners of property proposed for annexation into new or existing zones or those whose maximum assessment will be increased above the maximum annual assessment shall receive ballot packets in the mail for their new assessments. A majority vote (by assessment district and zone) against the annual assessment by those newly impacted property owners would be required in order to prevent annexation into the proposed assessment district. For FY 2024-25, there are two new zones and annexations proposed into LLAD-2 and two new zones and annexations into 82-AAD that will require balloting. Accordingly, ballots will be mailed and a public information meeting will be held.

The informal public information meeting for LLAD-2 and 82-AAD, hosted by Town staff, is proposed for May 6, 2024, at 5:00 pm. A public protest hearing for LLAD-1, LLAD-2 and 82AAD is proposed at the Town Council meeting of June 5, 2024. Upon its conclusion, and the opening of the ballots, the Council may adopt a Resolution confirming the annexations and assessments (either as originally proposed or as modified by the Town Council). The adoption of this Resolution constitutes authorization to adopt the Engineer's Report and to collect annual assessments for FY 2024-25.

**Available for Review at the Office of the Town Clerk:**

1. FY 2024-25 Annual Engineer's Report for Windsor Landscaping and Lighting Assessment District (LLAD-1), Preliminary
2. FY 2024-25 Annual Engineer's Report for Windsor Landscaping and Lighting Assessment District No. 2 (LLAD-2), Preliminary
3. FY 2024-25 Annual Engineer's Report for Windsor 1982 Act Benefit Assessment District (82-AAD), Preliminary

**Fiscal Impact:**

The estimated deficit in LLAD-1 to be covered by the General Fund is \$2,004,841.11. This is an increase of 5.1% from last year. For LLAD-2, a General Fund contribution of \$20,924.54 is required this fiscal year. No General Funds contributions are required for 82-AAD during this fiscal year.

**Environmental Review:**

The recommended 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. [LLAD-1 - Resolution](#)
2. [LLAD-2 - Resolution](#)
3. [82-AAD - Resolution](#)
4. [LLAD-1 - Additional Information](#)
5. [LLAD-2 - Additional Information](#)
6. [82-AAD - Additional Information](#)

**Prepared by:**

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Administrative Services Director

**Reviewed by:**

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Deputy Director of Engineering

**Recommended by:**

Jon Davis  
Town Manager