
DOWNTOWN WOODLAND

PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

MANAGEMENT DISTRICT PLAN

Submitted to the

Downtown Woodland Property and Business Owners

~~April 24, 2006~~ March 5, 2007

By

Downtown Resources



DOWNTOWN WOODLAND PBID MANAGEMENT DISTRICT PLAN

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I. INTRODUCTION AND OVERVIEW

Developed by a growing coalition of City of Woodland property and business owners, the Downtown Woodland Property and Business Improvement District (PBID) is a benefit assessment district proposed to improve the commercial area in Downtown Woodland. The PBID will establish various programs to increase the commercial activity in Downtown Woodland. This approach has been used successfully in other downtowns throughout the country to increase sales, attract new tenants, increase occupancies, and increase property values.

Location: The approximate boundaries: The ~~proposed-Downtown Woodland~~ PBID is located in the ~~dDowntown-Woodland~~ commercial area of the City of Woodland. The PBID includes ~~all~~ parcels located in downtown bound by East Street on the east, Lincoln Ave on the south, Walnut Street on the west, and portions of North Street and Court Street on the north. Two benefit zones are proposed. Zone 1 includes the parcels in the core of downtown along Main Street from 4th Street to Elm Street. Zone 2 includes all other parcels within the PBID. Please see the boundary map included in this document on page 7.

Services: The Downtown Woodland PBID service plan will provide programs geared toward economic development such as marketing and promotions, property and business owner coordination, maintenance and beautification of Downtown, business recruitment, and parking management. Property and business owner coordination will promote business interests and allow the property and business community to speak with one voice and leverage additional funding for improvements in Downtown Woodland.

Budget: The total PBID budget for year one of its five (5) year operation is a base of approximately \$215,000. Assessment rates may be subject to an increase by no more than 3% per year.

Cost: Annual assessment rates are based on an allocation of program costs and a calculation of parcel square footage. The cost to the property owner is \$0.10 per parcel square foot in Zone 1 and \$0.07 per parcel square foot in Zone 2. Tax exempt non-profit parcels and parcels owned by religious organizations, such as churches, will be assessed at a 50% rate. Single family residential parcels with four units or less will not be assessed.

Formation: District formation requires submittal of petitions from property owners representing more than 50% of the total annual assessment and a favorable ballot vote of the property owners conducted by the City. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires that more than 50% of the ballots received, weighted by assessment, be in support of the District. There will also be City Council hearings.

Duration: The proposed District will have a five-year life. After five (5) years, the petition process, ballot process, and City Council hearing process must be repeated for the District to be reestablished.

II. WHY A PBID FOR DOWNTOWN WOODLAND?

There are several reasons why now is the right time to form a PBID in Downtown Woodland:

1. The Need to be Proactive in Determining the Future of Downtown Woodland

In order to protect their investment, property owners must be partners in the process that determines how new development projects are implemented in their commercial District. Currently, property owners react to proposals individually without focus or coordination. Property owners in cities such as Downtown Napa, Studio City, Old Pasadena, and Downtown Placerville have been successful at leading and shaping future developments through their strong Property and Business Improvement Districts. A PBID in Downtown Woodland will provide a professional administrator with the financial resources and the focus to ensure that the challenges faced by property owners and businesses will be proactively addressed.

2. The Need to Attract New Business and Investment in Downtown Woodland

If Downtown Woodland is to compete as a successful commercial District it must develop its own well financed, proactive strategy to retain businesses and tenants, as well as attract new business and investment. A PBID will provide the financial resources to develop and implement a focused strategy that will work to fill vacancies and attract new businesses to locate in Downtown Woodland.

3. An Opportunity to Create a Private/Public Partnership with a Unified Voice for Downtown Woodland

Because property owners would be investing new private money through the PBID, they will be looked upon as a strong partner in negotiations with the City. This partnership will have the ability to leverage the property owner's investment with additional public investment in Downtown Woodland. Both property and business owners could be united under one umbrella, which would then be able to approach the public sector with a viable and unified private sector voice.

4. An Opportunity to Establish Private Sector Management and Accountability.

A non-profit private sector business organization formed for the sole purpose of improving Downtown Woodland would manage these new services and the day to day operations. Annual District work plans and budgets will be developed by the board of this non-profit organization which will be composed of stakeholders that own commercial property and businesses in Downtown Woodland. New marketing, promotional, maintenance and beautification, parking management, and coordination services will be subject to private sector performance standards, controls, and accountability.

The increasing population in Woodland, coupled with a strong demographic mix, gives businesses in Downtown Woodland an opportunity to expand their market base. However, the

Downtown Woodland commercial core also has extensive competition from other commercial cores in the region. Thus, for Downtown Woodland businesses to remain competitive, they must retain and expand market presence. Creating a PBID will provide the means for businesses to avoid and combat the problems that lead to declining market presence.

III. WHAT IS A PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

The International Downtown Association estimates that more than 1,200 Districts currently operate throughout the United States and Canada.

A PBID may provide services, identity formulation, market research, and economic development in addition to those provided by local government. In addition, PBIDs may provide physical improvements such as entry features, benches, or lighting. These services are concentrated within a distinct geographic area and are paid for by means of a special property owner assessment. A Board of Directors representing those who pay would govern the organization responsible for providing these services.

PBIDs are proven to work by providing services that improve the overall viability of commercial districts, resulting in higher property values and sales volumes.

The Downtown Woodland PBID will be formed pursuant to a State Law that took effect in January of 1995. The “Property and Business Improvement District Law of 1994,” which was signed into law by then Governor Pete Wilson, ushered in a new generation of PBIDs or Management Districts in California by allowing a greater range of services and independence from government. The PBID law:

- Allows property owners to undertake services ranging from security to maintenance, and from business advocacy to economic development.
- Allows revenue for services to be raised from annual assessments on real property.
- Allows formation of a district *designed and governed by those who will pay* the assessment.
- Requires petition support from property owners paying more than 50% of the annual proposed property assessments to form a PBID.
- Requires limits for assessments to ensure that they do not exceed pre-established levels.
- Provides a multi-year life for PBIDs. Renewal of a PBID requires a new petition process, Proposition 218 ballot vote, and City or County hearings.— The Downtown Woodland PBID will have a five (5) year term.

The “Property and Business Improvement District Law of 1994” (AB 3754) as amended January 1, 2004 is provided in Appendix 1 of this document.

IV. HISTORY OF THE DOWNTOWN WOODLAND IMPROVEMENT DISTRICT

A. Area History

Downtown Woodland is one of the region's oldest commercial cores. The approximately 45 block area includes long established neighborhood-serving uses. In addition, various new restaurants, and retailers are transforming the downtown buildings into new uses. Below is a chronology of historic events for Downtown Woodland:

- 1849 The Morris family settled on the South side of Cache Creek just north of present day Woodland.
- 1850 Franklin S. Freeman first settled in Yolo County.
- 1853 Henry Wyckoff built a small store near the Southeast corner of First Street and Dead Cat Alley. Wyckoff built a second general store on the corner of Sixth and Court Streets he called "Yolo City".
- 1857 Freeman purchased the two stores owned by Wyckoff, built a house and acquired an additional 160 acres which he envisioned as a town.
- 1861 Freeman established the Post Office.
- 1862 Woodland became the County seat of government for Yolo County.
- 1863 Freeman filed the town plat and was instrumental in getting the County seat moved to Woodland.
- 1869 The railroad was completed through Woodland making it an agricultural trading center.
- 1880's With many skilled carpenters and brick masons, Woodland becomes a leading example of early landmark, Victorian commercial buildings.
- 1890-1905 Several new banks are established by wealthy investors.
- 1900 The town's business community organizes a Chamber of Commerce to promote the town's advantages. They also invest in community projects, including the City's library, City Park, and cemetery.
- 1910 Woodland is the largest city in Yolo County with a population of 3,187. The community remained steady for the next forty years with mostly industrial plants that were principally agricultural business.
- 1950's City Council created a Redevelopment Agency to oversee development of historic downtown Woodland.
- 1970's Historical preservation movement takes hold in Woodland.
- 1980's Downtown Woodland property owners begin to renovate key historical buildings. The restoration of the Opera House and the façade of the Yolo County Courthouse are completed.
- 1989 The Woodland Redevelopment Agency adopted a redevelopment plan.
- 2003 City adopts a Downtown Specific Plan to assist as a guide for growth and expansion.

Source: *City of Woodland Downtown Specific Plan, Planning Context, 2.1 History, pages 2-1 to 2-4, March 18, 2003*

B. Property Owner and Stakeholder Meetings

Downtown Woodland property and business owners have begun a process to develop an organizational structure and financing to address challenges voiced by property and business owners. Part of this endeavor is a coordinated effort to distinguish Downtown Woodland as a desirable commercial core in Woodland. This Management District Plan, and the creation of a unified organization with a secure funding mechanism, provides another critical step in achieving the vision developed by the property and business owners.

In 2005, Downtown Woodland stakeholders, property owners, and the Redevelopment Agency suggested a PBID as one of the available mechanisms to enhance the economic development of Downtown Woodland. To this end, the City of Woodland contracted with Downtown Resources. Downtown Resources began working with a Steering Committee of property owners and stakeholders of the area. Property owner focus group meetings were held in March of 2005 to determine the property owners' concerns and interests. To further explore formation of a PBID, Downtown Resources held several individual meetings with Downtown Woodland property and business owners, and with stakeholders, the City of Woodland and Yolo County. Meeting attendees represented both large and small parcels and businesses in Downtown Woodland. The purpose of these meetings was to (1) present information on PBIDs, and (2) elicit property owners' and business owners' interests in and/or concerns about Downtown Woodland. The collection of information included surveys and discussions of business issues. The participants discussed service plan options, organizational issues, boundaries, benefit zones, and various assessment methodologies.

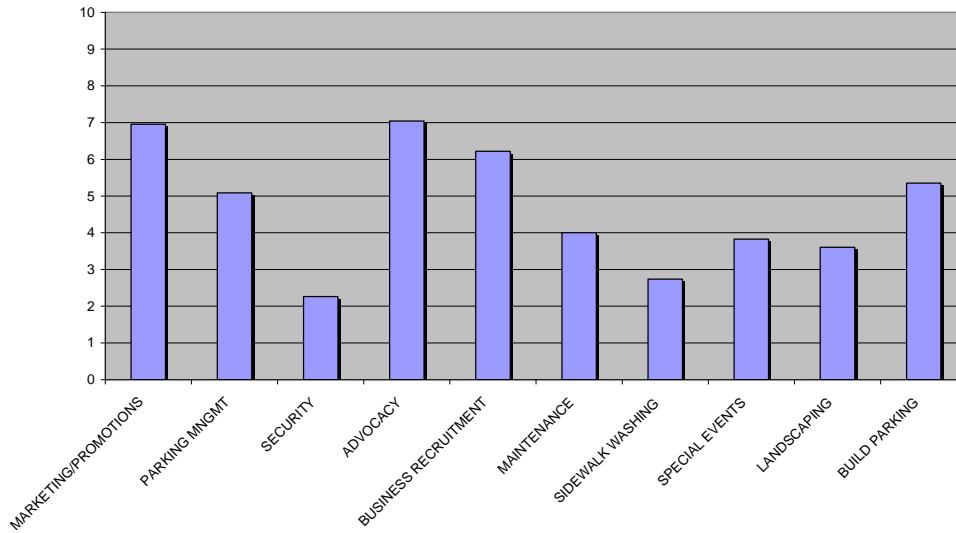
Downtown Resources continued discussions with property owners and continued meeting with the Steering Committee throughout the year. The goal of these meetings was to focus on whether or not a PBID was viable, and if so, to proceed with the PBID creation effort in conjunction with the Steering Committee, and to develop this Management District Plan. The meetings helped to identify several needs for Downtown Woodland and establish a strategy for forming a PBID in Downtown Woodland. This Management District Plan is the result of those meetings.

The property owners and business owners feel that Downtown Woodland has many things to offer. Some of the strengths of the area that were identified include: the History of Downtown; charming buildings and diverse or unique stores; location being close to the airport and Downtown Sacramento; a sense of "permanence"; business friendly with "less hassle" and no, or low, CAM's; affordable property values; Main Street has history and is welcoming as well as wide and pedestrian friendly; it feels clean and friendly.

Stakeholders also identified challenges in the area. Some of the issues mentioned include: Age of some of the buildings and the difficulty and cost associated with rehabilitating them; low property values; business retention; building codes as they currently lack flexibility and clarity; traffic, lack of a unified vision, organization and advocacy; lack of evening attractions; lack of "destination"; lack of housing. See Table 1 on the following page for survey results. The respondents agreed that there is need for immediate action in the key problem areas and that the PBID option should be explored.

Downtown Resources continued to meet with stakeholders and members of the community to discuss and refine the Management District Plan. The Management District Plan was further refined based on the property owners' comments. Members of the Woodland City Council lent their support for the District throughout the process— This Management District Plan is the end result of the discussions with the property owners from Downtown Woodland.

Table 1.
Downtown Woodland Property Owner Survey Results



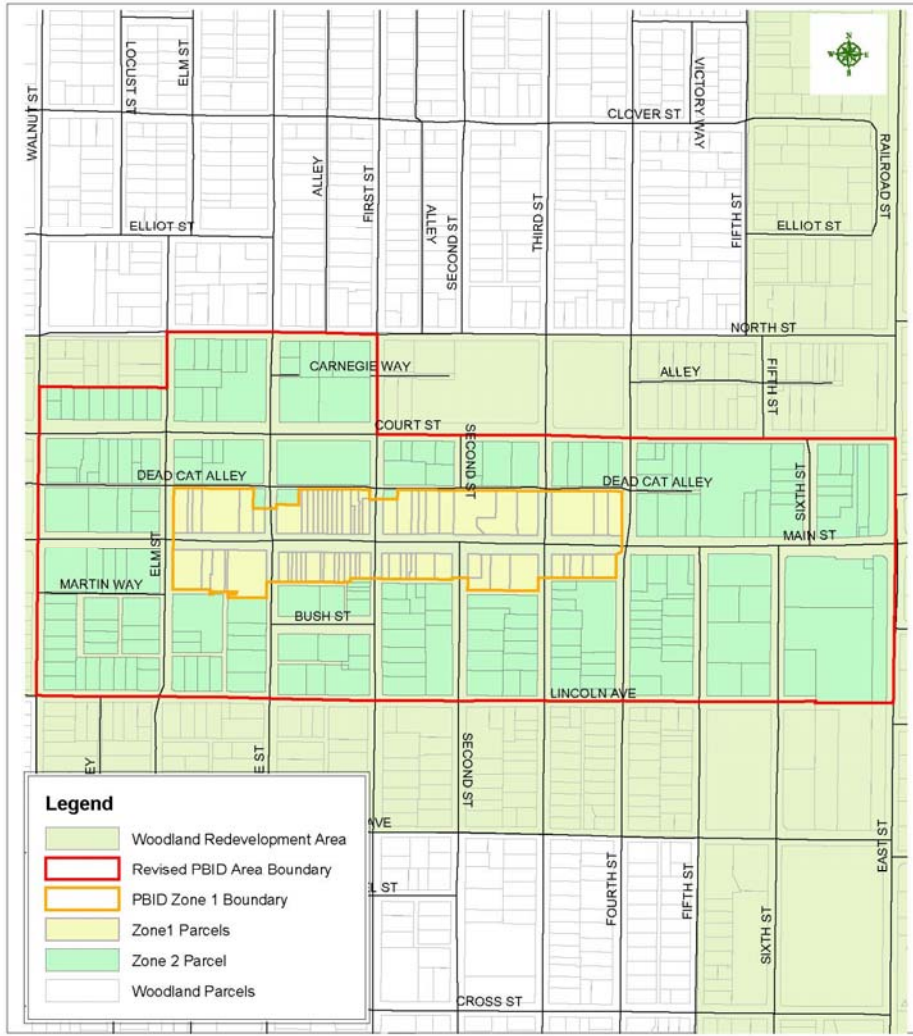
V. PBID BOUNDARIES

~~The approximate boundaries of the Downtown Woodland PBID:—~~The proposed Downtown Woodland PBID is located in the ~~D~~downtown ~~Woodland~~ commercial area of the City of Woodland. The PBID includes all parcels ~~located in downtown~~ bound by East Street on the east, Lincoln Ave on the south, and Walnut Street on the west, ~~and portions of North Street and Court Street on the north~~. The north boundary is along the back of parcels facing Court Street between Walnut Street and Elm Street; along North Street between Elm Street and First Street; then along Court Street between First Street and East Street.

The proposed Downtown Woodland PBID will have two Zones of service. Zone 1 includes the commercial parcels in the core of downtown along Main Street from 4th ~~Fourth~~ Street to Elm Street. Zone 2 includes all other parcels within the PBID boundary. The boundaries include ~~approximately 27227280~~ parcels which make up approximately 3, ~~338,73943232,057770~~ square feet of land. The District includes approximately 16570 property owners. For specific boundaries, please see the Downtown Woodland Boundary ~~m~~Map on the following page. For a larger boundary map please call ~~Teshyana Olive at Downtown Resources at~~ (916) 325-0604.

Comment [jlc1]: This should be verified since the number of parcels has changed.

Revised Woodland PBID Proposed Boundary Map



DISCLAIMER: THIS MAP IS FOR VISUALIZATION PURPOSES ONLY. THE CITY OF WOODLAND SHALL ASSUME NO LIABILITY FOR ANY ERRORS, OMISSIONS, OR INACCURACIES IN THE INFORMATION PROVIDED REGARDLESS OF HOW CAUSED, OR ANY DECISION MADE OR ACTION TAKEN OR NOT TAKEN BY READER IN RELIANCE UPON ANY INFORMATION OR DATA FURNISHED HERE UNDER. THE PARCEL DATA REPRESENTED HERE IS VALID AS OF DECEMBER 2006. FOR QUESTIONS, PLEASE CONTACT THE WOODLAND GIS COORDINATOR AT 530-406-5703. Map created March 25, 2008.

Comment [jlc2]: Lisa requested revisions from the City of Woodland

VI. SERVICE PLAN AND BUDGET

History of Establishing the Service Plan

Property and business owners in Downtown Woodland have been concerned about the need for coordinated supplemental services in their downtown commercial area for several years. City services as well as other efforts in the area have been welcomed, but limited resources have not allowed for a more comprehensive approach to managing the commercial area and the services it needs.

In 1994, Governor Wilson signed AB 3754 (Caldera) establishing the Property and Business Improvement District Law of 1994 which made possible the formation of Property and Business Improvement District's (PBID) in commercial areas. This statewide enabling law created the PBID mechanism for property owners to join forces and improve their commercial districts. The owners in Downtown Woodland have seized the opportunity to utilize this new tool to provide efficient supplemental services in a cost-effective manner. The following service plan details the nature and extent of the services proposed and provides an itemized budget of the proposed PBID.

Programs and Services to be Provided

The Downtown Woodland PBID Service Plan provides for marketing and promotions, property owner and business owner coordination services, and maintenance and beautification services above and beyond those currently provided by the City of Woodland. Coordination and collaboration services will focus on business recruitment and retention, and parking management. Existing City services will remain intact pursuant to a "base levels of service" agreement between the City of Woodland and the property owners within the PBID. PBID service levels will be based on the amount paid into the District. Program budget descriptions of proposed PBID services are provided in the following pages.

The first step in preparing the service plan was to identify the existing "baseline" level of services provided by the City of Woodland. In order to identify the aspects of the district that needed additional services, several property owner focus group meetings and individual meetings were conducted. In addition, numerous meetings were held with the City of Woodland and Yolo County. Based on the information and opinions collected during this process, service priorities were identified (Table 1). The information from each step of this process was integrated and this service plan was developed.

The following are some key aspects of the service plan and budget:

1. Economic Development

The economic development program will include marketing and promotions to promote Downtown Woodland as a destination with a rich set of unique opportunities. In order to draw customers to Downtown Woodland the district needs to market itself as a single locality for a wide variety of attractions, events, and services. The PBID may coordinate a directional signage program to highlight the historic homes, ~~buildings~~ buildings, and

attractions in the downtown area. Further, the marketing program will garner positive free media coverage of Downtown Woodland, and the good things happening in the area. Media relations and community outreach will also be part of the activities of this program. Internally, it will be important to facilitate consistent and frequent communications with property owners and tenants. The Downtown Woodland PBID will work closely with the Woodland Chamber of Commerce, as well as, the Yolo County Visitors Bureau, to coordinate marketing efforts to make this program as efficient and possible.

Property and Business Coordination and Collaboration

To provide Downtown Woodland property and business owners with an effective, clear voice in government decisions, the Plan provides for an administrator to speak for the owners within the district. The administrator will insure the delivery of quality services of the PBID and act as the unified voice to represent property owner and business owner interests for the district. The PBID will focus on ways to garner additional funding and services from public entities specifically for Downtown Woodland improvements.

Business Retention and Recruitment

The administrator will market Downtown Woodland to potential businesses and work to attract more business to the downtown as well as retain the current businesses. Coordination and collaboration of the property and business owners may also include influencing public entities to provide financial and permitting assistance to refurbish buildings in the District in order to encourage new businesses to locate in downtown.

2. Parking Management and Maintenance / Beautification

The Downtown Woodland PBID will work with the City to focus on the parking challenges in the downtown from a management perspective. The City of Woodland has an existing long term parking management plan (Downtown Parking Management Plan). The PBID will help implement the recommended parking programs to better utilize existing and future parking in downtown. The PBID could coordinate with the city to implement the *In-Lieu Fees*, and the *Downtown Parking Capital Fund*. The coordination and organization of the owners would help determine how any available grant monies are spent and assist in the design of a viable solution to the lack of parking.

Maintenance and Beautification

A maintenance and beautification program will keep Downtown Woodland clean as well as work to make aesthetic improvements. Aesthetic improvements would also include banners, ~~signage~~ signage, and maintenance of these items. The Plan calls for a landscaping program which will maintain the trees and cut back any weeds along the sidewalks and in the public areas. In order to establish and maintain a uniform standard of cleanliness throughout the District a maintenance patrol would provide additional debris and garbage collection beyond existing City services. A roving maintenance team would patrol the District for high incidence of litter and other garbage. The crew would

also remove graffiti and other debris from streets and sidewalks. The Maintenance Patrol will control illegal dumping and maintain graffiti in public areas, such as benches and bus stops. The PBID would work with the city to enforce ordinances which encourage a clean and aesthetically pleasing environment.

A. Operations Budget

2007 Operating Budget Summary

The summary of the year 2007 operating budget for the Downtown Woodland PBID is provided on the following page. The total improvement and activity plan budget for 2007 is projected at \$215,000. Commercial property owners will contribute the entire amount through assessments on real property. Expenditures will be made in the following program areas outlined in the table to follow.

To the extent that an employee or independent contractor is hired to implement the below programs, his/her fees and expenses will be allocated to the budget categories shown below based on the amount of time that is spent in each category. The Board of Directors can shift up to 10% between budget items. Please see the following table for a five year budget projection with a maximum 3% increase per year.

<u><i>Downtown Woodland PBID Five Year Operating Budget Annual Assessment with 3% Maximum Increase Per Year</i></u>					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Annual Assessment</u>	<u>\$215,000.00</u>	<u>\$221,450.00</u>	<u>\$228,093.50</u>	<u>\$234,936.31</u>	<u>\$241,984.39</u>

**Downtown Woodland PBID
DRAFT Annual Budget, Year One**

<i>Services Provided</i>	<i>Descriptions</i>	<i>Total</i>
Economic Development (50%)	MARKETING , PROMOTIONS AND BUSINESS RECRUITMENT <ul style="list-style-type: none"> • Media Relations – Garner free positive media coverage & market the area. • Communications with property owners and businesses in Downtown • Directional Signage to highlight attractions, historic homes, etc. • Property & Business Coordination & Collaboration • Business Recruitment & Retention 	\$107,500
Parking Management and Maintenance / Beautification (45%)	PARKING MANAGEMENT <ul style="list-style-type: none"> • Work with the City to implement the Downtown Parking Management Plan programs. • Partner with the City to determine how parking grant monies are spent and in the design process to address the lack of parking. MAINTENANCE AND BEAUTIFICATION <ul style="list-style-type: none"> • Banners and maintenance of banners. • Maintenance of directional signage. • Landscaping maintenance – trees, cut back weeds in public areas. • Maintenance patrol – debris, litter, and garbage collection above existing City services. • Control any illegal dumping or graffiti in public areas. 	\$97,000
Contingency / PBID Renewal (5%)	This prudent fiscal reserve is to buffer the organization for any unexpected revenue changes and/or allow the District to fund PBID renewal costs.	\$10,500
TOTAL BUDGET		\$215,000

To the extent that an employee or independent contractor is hired to implement the above programs, his/her fees and expenses will be allocated to the above budget categories based on the amount of time that is spent in each category. The Board of Directors can shift up to 10% between budget items. Please see the following table for a five year budget projection with a maximum 3% increase per year.

*Downtown Woodland PBID
Five Year Operating Budget
Annual Assessment with 3% Maximum Increase Per Year*

	2007	2008	2009	2010	2011
Annual Assessment	\$215,000.00	\$221,450.00	\$228,093.50	\$234,936.31	\$241,984.39

B. Cooperation and Assistance from the City of Woodland

The City of Woodland and their Redevelopment Department have recognized the importance of the commercial downtown to the future economic development of Woodland. To that end, the City and the Redevelopment Agency have funded several projects to assist the economic development of Downtown Woodland by working closely with the property owners to improve the physical condition of the historic downtown area.

Several projects are underway or have been completed in an effort to improve the historic core of Downtown Woodland:

- Court and College Parking Lot:
- Sign and Commercial Façade Programs:
- 2003 Downtown Specific Plan:
- 2001 Downtown Parking Management Plan:
- 2002 Downtown Business Survey:
- Establishment of a local Film Commission:
- Multi-plex Theatre Project:
- Parking Structure Development:
- Consolidated Courts Facility Expansion Project:

Source: City of Woodland Redevelopment Agency Implementation Plan 2005-2009 & Housing Component 2005-2014.

VII. ENGINEER'S REPORT

A. Assessment Methodology

1. Base Formula

Property owners, merchants, and other Downtown Woodland stakeholders have emphasized that an assessment formula for the proposed PBID be fair, balanced, and commensurate with benefits received.

Each property owner will pay based on benefits received. The variables used for the annual assessment formula are based on gross parcel square footage. Parcel square footage is relevant to the highest and best use of a property, and will reflect the long-term value ~~implications of the services provided by~~ of the PBID.

~~Assessments are based on a cost allocation approach. It is anticipated that most of the parking management services will be focused on the core of downtown Zone 1. It is anticipated that Zone 2 will receive approximately 70% of the total service provisions provided on an annual basis by the PBID. Therefore, it is equitable that Zone 2 be assessed at a rate which is 70% of the rate of Zone 1. Zone 1 stands to benefit 30% more from the services to be provided since they are in the core of downtown where the services will be focused. Therefore, Zone 1 parcels will be assessed at a rate which is 30% higher than Zone 2.~~

Comment [jlc3]: What is this?

The proposed initial annual assessment on commercial parcels in Zone 1 is \$0.10 (10 cents) per parcel square foot. Zone 1 includes the parcels located along Main Street from 4th ~~Fourth~~ Street to Elm Street. The proposed initial annual assessment on ~~property-commercial parcels~~ in Zone 2 is \$0.07 (7 cents) per parcel square foot. Zone 2 includes all the parcels within the boundaries of the PBID but outside of Zone 1. ~~Tax-exempt, non-profit parcels will be assessed at a 50% rate which is 50% of the rate for the Zone in which the tax-exempt parcel lies.~~ Single family residential parcels and residential parcels with four units or less will not be assessed. ~~Parcels owned by religious organizations, such as churches, will not be assessed.~~

Comment [jlc4]: Churches are shown under the "Tax Exempt parcels" at 50%. Which is it?

For example, a commercial parcel in Zone 1 with 5,000 square feet will pay \$500.00 per year. (5,000 square feet x 0.10 per square foot = \$500.00). See the Assessment Calculation Table at the end of this section which provides the assessment amount for each parcel. If more information about parcel assessments is desired, please call Downtown Resources at (916) 325-0604.

<i>Downtown Woodland PBID Proposed Annual Assessment</i>		
	Rate per Parcel Square Foot - Zone 1	Rate per Parcel Square Foot - Zone 2
Commercial Property	\$0.10	\$0.07
Tax-Exempt, Non-profit and Religious (churches)	50% Rate \$0.05	50% Rate \$0.035

Comment [jlc5]: What is the assessment for churches, 0% or 50%?

Single Family Residential (four units or less)	Not Assessed	Not Assessed
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As members of the community, the Downtown Woodland PBID Board of Directors will maintain every effort to be careful stewards of the annual budget; however the Board may, at its discretion, raise the assessment by no more than the lesser of three percent (3%) per year, or the Consumer Price Index.

2. Determination of Special Benefit

The expenses of the District will be apportioned in proportion to the benefit received by each parcel. Proposition 218 requires that a parcel’s assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Proposition provides that only special benefits are assessable, and that the City must separate the general benefits from the special benefits conferred on a parcel. A special benefit is a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the District. The general enhancement of property value does not constitute a special benefit.

Each parcel within the District, except for exempt parcels (discussed below), receives a particular and distinct benefit from the proposed improvements and activities, over and above general benefits conferred by the improvements and activities of the District. The proposed maintenance and beautification program will improve and enforce cleanliness and aesthetic issues and improve the overall business environment thereby increasing the attractiveness of the properties and businesses to potential customers. The proposed marketing program will improve economic development within the District, thereby benefiting all businesses within the District.

2. Government-Owned Property

In accordance with Proposition 218 all publicly owned parcels are required to pay assessments unless they can demonstrate by clear and convincing evidence that the publicly owned property does not receive benefit. It has been proposed that the City of Woodland and Yolo County pay their “fair share” of all assessments.

3. Residential Properties

The primary purpose of the PBID is to benefit parcels with commercial land uses. Residential parcels with single family residential uses do not derive benefit from the proposed assessments. The incidental benefit to residential parcels in the Downtown Woodland PBID does not warrant assessing those parcels. Therefore, parcels with a single family residential land use that have four units or less within the boundaries of the District will not be assessed. Single Room Occupancy (SRO) residential housing as well as residential condominiums shall fall under this exemption due to their residential nature. If a project is mixed use with ground floor retail/commercial and residential on upper floors, the ground floor retail/commercial shall pay.

4. Tax-Exempt Non-profit Properties

Although primary focus of the PBID is to benefit commercial properties, tax exempt properties, such as religious properties and non-profit tax exempt properties, will receive some benefit from the Downtown Woodland PBID. However, they will not receive a benefit in the same magnitude as the commercial ~~retail~~ properties. Because ~~the~~ tax-exempt parcels will not receive the same ~~amount of~~ benefit, they will pay less in assessments. Non-profit tax exempt and religious properties will not benefit from the Marketing and Promotions component of the service program but ~~do stand to~~ will benefit from Parking Management, and Maintenance and Beautification programs which are approximately 50% of the service budget, therefore, these properties will pay 50% of the full assessment rate for the Zone in which they lie. In Zone 1 this tax exempt rate is \$0.05 per parcel square foot per year. In Zone 2 this tax exempt rate is \$0.035 per parcel square foot per year.

B. Assessment Notice

An Assessment Notice will be sent to owners of each parcel in the PBID. The Assessment Notice provides an estimated assessment based upon the square footage of each parcel. The final individual assessment for any particular parcel may change if the parcel square footages differ from those found on the Assessment Notice. A Downtown Woodland PBID Assessment Calculation Table follows this Engineer's Report. Assessments ~~will have been~~ be calculated based on the most recent available property data provided by the County of Yolo. The assessment data will be as accurate as possible; however, the data may contain errors. Changes in property owner and parcel information may take up to one year to transpire. If a property owner discovers an error in the data or calculation please contact Downtown Resources at (916) 325-0604 or 1-800-999-7781.

C. Time and Manner for Collecting Assessments

The Downtown Woodland PBID assessment will appear as a separate line item on annual property tax bills prepared by the County of Yolo. Property tax bills are generally distributed in the fall, and payment is expected by lump sum or installment. The County of Yolo will distribute Downtown Woodland PBID funds collected, to the City of Woodland, and ~~then the~~ City will distribute funds to the non-profit corporation managing the PBID, pursuant to the authorization of the Management District Plan. Existing laws for enforcement and appeal of property taxes apply to the PBID assessments.

Review of this Downtown Woodland Management District Plan and preparation of the Engineers Report was completed by:

Orin N. Bennett
State of California
Registered Civil Engineer No. 25169

**Downtown Woodland Property and Business Improvement District
Assessment Calculation Table**

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Downtown Woodland Property and Business Improvement District Assessment Calculation Table					
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
005 164 11	21,712	\$0.07	2	\$1,519.84	
005 164 12	24,840	\$0.00	2	\$0.00	**
005 164 13	17,334	\$0.035	2	\$606.69	*
005 164 14	14,314	\$0.00	2	\$0.00	**
005 164 15	15,118	\$0.07	2	\$1,058.26	
005 182 12	8,180	\$0.07	2	\$572.60	
005 182 13	8,189	\$0.07	2	\$573.23	
005 182 14	8,198	\$0.00	2	\$0.00	**
005 182 15	8,755	\$0.00	2	\$0.00	**
005 182 16	8,560	\$0.07	2	\$599.20	
005 182 17	8,913	\$0.00	2	\$0.00	**
005 182 18	7,550	\$0.07	2	\$528.50	
005 182 19	4,830	\$0.00	2	\$0.00	**
005 182 20	3,415	\$0.00	2	\$0.00	**
005 184 03	15,000	\$0.07	2	\$1,050.00	
005 184 04	11,057	\$0.00	2	\$0.00	**
005 184 05	7,927	\$0.00	2	\$0.00	**
005 184 06	7,448	\$0.07	2	\$521.36	
005 184 07	8,699	\$0.07	2	\$608.93	
005 184 08	6,442	\$0.00	2	\$0.00	**
005 184 13	54,219	\$0.07	2	\$3,795.33	
005 184 14	8,747	\$0.07	2	\$612.29	
005 184 15	17,276	\$0.07	2	\$1,209.32	
005 201 16	41,420	\$0.07	2	\$2,899.40	
005 201 19	31,920	\$0.07	2	\$2,234.40	
005 206 01	6,216	\$0.07	2	\$435.12	
005 206 02	5,880	\$0.00	2	\$0.00	**
005 206 20	12,725	\$0.07	2	\$890.75	
005 206 22	24,395	\$0.07	2	\$1,707.65	
005 206 23	9,534	\$0.07	2	\$667.38	

005 211 01	14,199	\$0.10	1	\$1,419.90	
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
005 211 02	6,244	\$0.07	2	\$437.08	
005 211 09	4,560	\$0.10	1	\$456.00	
005 211 12	1,920	\$0.10	1	\$192.00	
005 211 13	7,030	\$0.10	1	\$703.00	
005 211 14	4,370	\$0.10	1	\$437.00	
005 211 15	3,800	\$0.10	1	\$380.00	
005 211 16	3,800	\$0.10	1	\$380.00	
005 211 17	3,800	\$0.10	1	\$380.00	
005 211 18	3,800	\$0.10	1	\$380.00	
005 211 19	3,800	\$0.10	1	\$380.00	
005 211 20	4,560	\$0.10	1	\$456.00	
005 211 21	4,750	\$0.10	1	\$475.00	
005 211 24	4,770	\$0.10	1	\$477.00	
005 211 26	3,950	\$0.10	1	\$395.00	
005 211 28	75,525	\$0.07	2	\$5,286.75	
005 212 01	9,000	\$0.10	1	\$900.00	
005 212 02	2,400	\$0.07	2	\$168.00	
005 212 05	6,290	\$0.07	2	\$440.30	
005 212 11	10,800	\$0.07	2	\$756.00	
005 212 15	5,700	\$0.10	1	\$570.00	
005 212 16	5,700	\$0.10	1	\$570.00	
005 212 17	11,400	\$0.10	1	\$1,140.00	
005 212 21	9,294	\$0.07	2	\$650.58	
005 212 23	8,000	\$0.07	2	\$560.00	
005 212 29	18,706	\$0.07	2	\$1,309.42	
005 212 34	11,168	\$0.10	1	\$1,116.80	
005 212 37	11,152	\$0.10	1	\$1,115.20	
005 212 38	3,910	\$0.07	2	\$273.70	
005 221 02	2,598	\$0.07	2	\$181.86	
005 221 03	8,802	\$0.07	2	\$616.14	
005 221 04	23,750	\$0.07	2	\$1,662.50	
005 221 05	21,850	\$0.07	2	\$1,529.50	

005 222 11	11,590	\$0.07	2	\$811.30	
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
005 222 13	11,400	\$0.07	2	\$798.00	
005 222 15	12,920	\$0.07	2	\$904.40	
005 222 16	21,090	\$0.07	2	\$1,476.30	
005 223 01	34,200	\$0.10	1	\$3,420.00	
005 223 02	11,400	\$0.10	1	\$1,140.00	
005 223 03	11,400	\$0.10	1	\$1,140.00	
005 224 04	17,078	\$0.10	1	\$1,707.80	
005 224 05	29,071	\$0.10	1	\$2,907.10	
005 224 07	22,453	\$0.10	1	\$2,245.30	
005 312 04 01	7,600	\$0.07	2	\$532.00	
005 312 05 01	7,600	\$0.07	2	\$532.00	
005 312 08	11,792	\$0.035	2	\$412.72	*
005 312 09	2,350	\$0.035	2	\$82.25	*
005 312 10	20,257	\$0.035	2	\$709.00	*
005 312 11	8,606	\$0.035	2	\$301.21	*
005 313 01 01	35,055	\$0.07	2	\$2,453.85	
005 313 02	22,782	\$0.07	2	\$1,594.73	
005 644 01	12,987	\$0.00	2	\$0.00	**
005 644 02	6,955	\$0.07	2	\$486.85	
005 644 03	7,497	\$0.07	2	\$524.79	
005 644 04	5,998	\$0.00	2	\$0.00	**
005 644 05	11,897	\$0.00	2	\$0.00	**
005 644 08	18,170	\$0.07	2	\$1,271.90	
005 644 10	22,662	\$0.07	2	\$1,586.34	
005 644 11	1,647	\$0.07	2	\$115.29	
005 644 99	0	\$0.07	2	\$0.00	***
005 645 01	5,688	\$0.07	2	\$398.16	
005 645 02	2,736	\$0.00	2	\$0.00	**
005 645 03	12,248	\$0.07	2	\$857.36	
005 645 04	10,032	\$0.07	2	\$702.24	
005 645 05	12,120	\$0.00	2	\$0.00	**
005 645 06	12,120	\$0.07	2	\$848.40	

005 645 07	16,560	\$0.07	2	\$1,159.20
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment
005 645 08	22,448	\$0.07	2	\$1,571.36
005 645 09	11,040	\$0.07	2	\$772.80
005 645 10	98,068	\$0.07	2	\$6,864.76
005 645 11	9,500	\$0.07	2	\$665.00
005 645 12	12,732	\$0.07	2	\$891.24
005 645 13	19,740	\$0.07	2	\$1,381.80
005 645 14	7,000	\$0.07	2	\$490.00
005 645 15	7,000	\$0.07	2	\$490.00
005 645 16	7,000	\$0.07	2	\$490.00
005 645 17	15,400	\$0.07	2	\$1,078.00
005 651 01 01	11,590	\$0.07	2	\$811.30
005 651 02 01	4,000	\$0.07	2	\$280.00
005 651 05 01	3,600	\$0.07	2	\$252.00
005 651 07	10,890	\$0.07	2	\$762.30
005 651 08	4,356	\$0.07	2	\$304.92
005 652 01	5,400	\$0.07	2	\$378.00
005 652 02	8,400	\$0.07	2	\$588.00
005 652 03	9,000	\$0.07	2	\$630.00
005 652 04	4,500	\$0.07	2	\$315.00
005 652 05	4,500	\$0.07	2	\$315.00
005 652 06	40,590	\$0.07	2	\$2,841.30
005 653 01	11,400	\$0.10	1	\$1,140.00
005 653 02	3,800	\$0.10	1	\$380.00
005 653 03	7,600	\$0.10	1	\$760.00
005 653 04	30,400	\$0.10	1	\$3,040.00
005 653 05	11,400	\$0.10	1	\$1,140.00
005 653 06	4,250	\$0.07	2	\$297.50
005 653 07	5,250	\$0.10	1	\$525.00
005 654 01 01	11,400	\$0.07	2	\$798.00
005 654 02	12,000	\$0.07	2	\$840.00
005 654 03 01	10,800	\$0.07	2	\$756.00
006 121 04	46,708	\$0.07	2	\$3,269.56

006 121 07	20,656	\$0.07	2	\$1,445.92	
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
006 121 08	17,204	\$0.07	2	\$1,204.28	
006 121 11	37,218	\$0.07	2	\$2,605.26	
006 121 12	20,925	\$0.07	2	\$1,464.75	
006 121 13	20,924	\$0.07	2	\$1,464.68	
006 122 02	26,606	\$0.07	2	\$1,862.42	
006 122 07	123,022	\$0.07	2	\$8,611.54	
006 122 08	1,605	\$0.07	2	\$112.35	
006 122 09	78,544	\$0.07	2	\$5,498.08	
006 143 99	0	\$0.07	2	\$0.00	***
006 561 01	5,024	\$0.10	1	\$502.40	
006 561 02	2,106	\$0.10	1	\$210.60	
006 561 03	2,411	\$0.10	1	\$241.10	
006 561 04	2,538	\$0.10	1	\$253.80	
006 561 05	2,538	\$0.10	1	\$253.80	
006 561 06	7,867	\$0.10	1	\$786.70	
006 561 07	1,713	\$0.10	1	\$171.30	
006 561 08	5,963	\$0.10	1	\$596.30	
006 561 09	2,347	\$0.10	1	\$234.70	
006 561 10	2,982	\$0.10	1	\$298.20	
006 561 11	3,001	\$0.10	1	\$300.10	
006 561 12	2,640	\$0.10	1	\$264.00	
006 561 13	1,870	\$0.10	1	\$187.00	
006 561 14	5,170	\$0.10	1	\$517.00	
006 561 15	1,675	\$0.07	2	\$117.25	
006 561 16	1,782	\$0.07	2	\$124.74	
006 561 17	1,782	\$0.07	2	\$124.74	
006 561 18	3,580	\$0.07	2	\$250.60	
006 561 19	7,000	\$0.07	2	\$490.00	
006 561 20	13,886	\$0.07	2	\$972.02	
006 561 21	22,925	\$0.07	2	\$1,604.75	
006 562 01	19,550	\$0.07	2	\$1,368.50	
006 562 02	14,950	\$0.07	2	\$1,046.50	

006 562 03	8,100	\$0.07	2	\$567.00	
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
006 562 05	22,300	\$0.00	2	\$0.00	**
006 562 06	10,400	\$0.07	2	\$728.00	
006 562 07	15,600	\$0.07	2	\$1,092.00	
006 562 08	600	\$0.07	2	\$42.00	
006 562 09	5,850	\$0.035	2	\$204.75	*
006 563 01	3,410	\$0.10	1	\$341.00	
006 563 02	5,412	\$0.10	1	\$541.20	
006 563 03	2,750	\$0.10	1	\$275.00	
006 563 04	1,905	\$0.10	1	\$190.50	
006 563 05	2,407	\$0.10	1	\$240.70	
006 563 06	8,800	\$0.10	1	\$880.00	
006 563 07	8,316	\$0.10	1	\$831.60	
006 563 08	7,102	\$0.07	2	\$497.14	
006 563 09	2,484	\$0.07	2	\$173.88	
006 563 10	13,374	\$0.07	2	\$936.18	
006 563 11	7,051	\$0.07	2	\$493.57	
006 563 12	7,068	\$0.07	2	\$494.76	
006 563 13	12,593	\$0.07	2	\$881.51	
006 563 15	14,260	\$0.07	2	\$998.20	
006 563 16	12,038	\$0.07	2	\$842.66	
006 563 17	11,111	\$0.07	2	\$777.77	
006 563 18	14,908	\$0.035	2	\$521.78	*
006 563 19	7,117	\$0.07	2	\$498.19	
006 563 99	34,439	\$0.07	2	\$2,410.73	
006 564 01	5,893	\$0.10	1	\$589.30	
006 564 02	8,898	\$0.10	1	\$889.80	
006 564 05	18,607	\$0.10	1	\$1,860.70	
006 564 07	8,534	\$0.07	2	\$597.38	
006 564 08	7,717	\$0.00	2	\$0.00	**
006 564 09	13,783	\$0.035	2	\$482.41	*
006 564 10	7,761	\$0.00	2	\$0.00	**
006 564 11	12,904	\$0.07	2	\$903.28	

006 564 12	10,698	\$0.00	2	\$0.00	**
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
006 564 13	8,003	\$0.07	2	\$560.21	
006 564 14	7,789	\$0.00	2	\$0.00	**
006 564 18	16,515	\$0.035	2	\$578.03	*
006 564 19	15,386	\$0.07	2	\$1,077.02	
006 564 20	20,208	\$0.07	2	\$1,414.56	
006 564 21	12,828	\$0.10	1	\$1,282.80	
006 571 01	5,250	\$0.10	1	\$525.00	
006 571 02	2,550	\$0.10	1	\$255.00	
006 571 03	5,468	\$0.10	1	\$546.80	
006 571 04	4,280	\$0.10	1	\$428.00	
006 571 05	10,000	\$0.10	1	\$1,000.00	
006 571 06	51,595	\$0.07	2	\$3,611.65	
006 571 07	7,294	\$0.00	2	\$0.00	**
006 571 08	7,400	\$0.00	2	\$0.00	**
006 571 09	8,436	\$0.00	2	\$0.00	**
006 571 10	4,949	\$0.00	2	\$0.00	**
006 571 11	14,195	\$0.07	2	\$993.65	
006 571 12	6,288	\$0.07	2	\$440.16	
006 571 13	6,336	\$0.00	2	\$0.00	**
006 571 14	9,238	\$0.07	2	\$646.66	
006 571 15	10,460	\$0.07	2	\$732.20	
006 571 16	4,836	\$0.00	2	\$0.00	**
006 571 17	3,900	\$0.07	2	\$273.00	
006 572 01	10,916	\$0.07	2	\$764.12	
006 572 02	10,372	\$0.07	2	\$726.04	
006 572 03	16,419	\$0.07	2	\$1,149.33	
006 572 04	2,852	\$0.07	2	\$199.64	
006 572 05	2,294	\$0.07	2	\$160.58	
006 572 06	9,450	\$0.07	2	\$661.50	
006 572 07	12,420	\$0.07	2	\$869.40	
006 572 09	35,698	\$0.07	2	\$2,498.86	
006 572 10	11,020	\$0.00	2	\$0.00	**

006 572 11	5,374	\$0.00	2	\$0.00	**
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
006 572 12	5,373	\$0.00	2	\$0.00	**
006 572 13	5,373	\$0.07	2	\$376.11	
006 572 14	5,372	\$0.07	2	\$376.04	
006 572 15	5,372	\$0.07	2	\$376.04	
006 572 16	8,977	\$0.07	2	\$628.39	
006 572 17	4,658	\$0.07	2	\$326.06	
006 572 18	9,382	\$0.07	2	\$656.74	
006 602 01	33,334	\$0.07	2	\$2,333.38	
006 602 02	13,300	\$0.07	2	\$931.00	
006 602 03 1	10,108	\$0.07	2	\$707.56	
006 602 04 1	9,120	\$0.07	2	\$638.40	
006 602 05	27,075	\$0.07	2	\$1,895.25	
006 603 01	5,372	\$0.00	2	\$0.00	**
006 603 02	9,520	\$0.00	2	\$0.00	**
006 603 03	9,520	\$0.00	2	\$0.00	**
006 603 04	7,480	\$0.00	2	\$0.00	**
006 603 06	8,160	\$0.00	2	\$0.00	**
006 603 07	5,930	\$0.00	2	\$0.00	**
006 603 08	8,400	\$0.00	2	\$0.00	**
006 603 09	8,400	\$0.00	2	\$0.00	**
006 603 10	7,000	\$0.00	2	\$0.00	**
006 603 11	6,860	\$0.00	2	\$0.00	**
006 603 12	4,700	\$0.00	2	\$0.00	**
006 603 13	8,460	\$0.00	2	\$0.00	**
006 603 14	7,480	\$0.00	2	\$0.00	**
006 603 15	8,160	\$0.00	2	\$0.00	**
006 604 01	14,112	\$0.00	2	\$0.00	**
006 604 02	7,056	\$0.07	2	\$493.92	
006 604 03	7,056	\$0.07	2	\$493.92	
006 604 04	7,056	\$0.07	2	\$493.92	
006 605 01	19,200	\$0.07	2	\$1,344.00	
006 605 02	9,600	\$0.07	2	\$672.00	

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006 605 03	9,600	\$0.07	2	\$672.00	
Assessor's Parcel Number	Parcel Square Footage	Assessment Rate (\$ per parcel square foot)	Zone	Annual Assessment	
006 606 01	7,870	\$0.07	2	\$550.90	
006 606 02	7,870	\$0.07	2	\$550.90	
006 606 03	8,242	\$0.07	2	\$576.94	
006 606 07	7,758	\$0.07	2	\$543.06	
006 607 01	20,473	\$0.10	1	\$2,047.30	
006 607 01	6,969	\$0.10	1	\$696.90	
006 607 03	10,348	\$0.10	1	\$1,034.80	
006 607 04	2,149	\$0.10	1	\$214.90	
006 607 06	42,520	\$0.07	2	\$2,976.40	
006 607 07	5,490	\$0.00	2	\$0.00	**
006 607 08	5,490	\$0.07	2	\$384.30	
006 607 09	17,928	\$0.07	2	\$1,254.96	
006 607 10	8,715	\$0.035	2	\$305.03	*
006 607 11	10,375	\$0.07	2	\$726.25	
006 607 12	15,945	\$0.07	2	\$1,116.15	
006 607 13	13,512	\$0.07	2	\$945.84	
006 620 02 1	33,845	\$0.00	1	\$0.00	**
006 620 05 1	33,845	\$0.10	1	\$3,384.50	

*- Tax-exempt and religious-owned parcels throughout the PBID will pay at a rate which is 50% of the full assessment rate. Tax-exempt, non-profit, and religious owned parcels throughout the PBID will be assessed a rate which is 50% of the rate for the Zone in which the tax-exempt parcel is.

** - Residential parcels with 4 units or less will not be assessed.

*** - Railroad lines will not be assessed.

Comment [jlc6]: What is the assessment for churches, 0% or 50%?

VIII. CONTINUATION OF CITY SERVICES

A. City Base Levels of Service Policy

Throughout the process of establishing the Downtown Woodland PBID, stakeholders and business and property owners have voiced concerns that the City of Woodland maintains existing services at verifiable “baseline” service levels. A formal base level of service policy ensures that existing City services are enhanced, not replaced, by new PBID services. The existing baseline service levels are illustrated on the following page.

B. City Council Resolution

The Downtown Woodland PBID has requested that the Woodland City Council adopt Resolutions committing the City to establish and maintain base levels of service within the PBID. The policy states that “basic service levels” provided to the area must be paid for by the general City revenues, and not subsidized by revenue which the PBID generates for enhanced and supplemented levels of service.

The policy allows for adjustments in the “basic service levels” commensurate with changes in the City’s overall financial condition. City wide service reductions can trigger a proportionate reduction in base levels of service within a PBID.

A draft City of Woodland Resolution establishing this policy is provided in Appendix 3.

Consistent with this proposed City policy, Downtown Woodland’s base levels of service will be quantified in an “area specific current services agreement” between the City of Woodland and the PBID.

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PBID BASELINE SERVICES

SAFETY: Policing

	Responsible Party	Level of Service	Comments
Police: Patrol	City of Woodland Police Department	Operate two to four patrol cars seven days a week, 24 hours per day that cover the downtown area as part of their larger patrol beats.	Main Street in the downtown area is a dividing line between two patrol beats. Each beat is minimally staffed with one patrol officer.
Police: Foot Patrol	City of Woodland Police Department	As part of normal beat officer duties, as available	Occurs irregularly.
Police: Bike Patrol	City of Woodland Police Department	Not regular service.	Will provide reserves when necessary.
Police: Sub-Station	N/A	One sub-station located in Old Woodland.	Sub-station is staffed by volunteers and hours vary.
Police: Motorcycle	City of Woodland Police Department	Operate two officers throughout the City of Woodland.	Focus is traffic control.
Police: Special Problems Units	City of Woodland Police Department	Special enforcement units handle issues involving gangs and the selling of drugs in the City of Woodland.	Does not serve any geographic region.
Police: Graffiti Abatement	City of Woodland Police Department	Patrol officers' spot and report graffiti. Crime Prevention Officer advises City crews of graffiti on public property, and contacts owners if graffiti is found on private property	Private property clean-up is the responsibility of the property owner.
Police: Parking Enforcement	City of Woodland Police Department	Two parking enforcement officers patrol the City of Woodland, including public parking lots, enforcing parking regulations.	Downtown Woodland has restricted parking (time limits) and receives regular patrols from parking enforcement.

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Police: Special Events	City of Woodland Police Department	Police Department staff review request for special events, and provide personnel as needed. Crime prevention specialists are involved in special events to provide crime prevention material	Unless the waived by the City Council, special events require the promoter/sponsor to pay Police Department expenses. Exception for Crime Prevention specialists when promoting Department expenses.
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SAFETY: Security

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Activity	Responsible Party	Level of Service	Comments
Security Guides	None Provided		
Private Security	Individual Property Owners	Hiring own security for localized security services in parking lots, garages, building interiors and perimeters. Not sure to what extent this occurs in Downtown Woodland	

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MAINTENANCE:

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Activity	Responsible Party	Level of Service	Comments
Heritage Plaza	City of Woodland Parks Department	Trees, clean-up, landscaping maintenance (\$23,166 annual budget)	
Street Lighting	City of Woodland Public Works Department Electrical/Electronics Branch	Lights changed on an as-needed basis. The Electrical/Electronics Branch is responsible for all upkeep and maintenance of street lighting.	Street light re-lamping is done annually in September to approximately 1/3 of the City's street lights.
Maintenance: Graffiti Removal	City of Woodland Police Dept.		
Maintenance: Sidewalks General	Property Owners	Property owners responsible for maintaining sidewalks.	

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Maintenance: Sidewalk Receptacles and Benches	City of Woodland Public Works Department	Install, replacereplace, & maintain benches, receptaclesreceptacles, and recycling receptacles in the downtown area. Move planters in downtown area per management request.	
Maintenance: Alley	City of Woodland Public Works Department	Respond to service requests on an as-needed basis.	
Maintenance: Vacant lots	City of Woodland Code Enforcement	Property owners can report owners who do not upkeep their lots. (e.g. junk and debris, weeds)	If delinquent, the department can impose a violation.
Parking: Off- street Lots	City of Woodland Public Works Department	Street crews clean trash and debris quarterly or by location with Service Request. Potholes and bumper repairs are performed on an as- needed basis. Need to determine how often PW stripes.	
Parking: On- street	City of Woodland Public Works Department	Maintain parking spaces and meters. Some lots have 3-month landscape cleaning during leaf drop season in order to reduce liability to the City.	
Street: General Maintenance	City of Woodland Public Works Department	Respond to Service Requests as needed for trash, debris, aeidentsaccidents, and potholes. Skin patching, base repairs and as- scheduled or coordinated with other projects. Annual seal coat of 6-9 miles of residential and minor collector streets	Routine pothole patching with cold patch during raining weather. Skin patch and base repair when clear and in warmer weather. City shall continue to be responsible for all street maintenance since funding comes from Fed and State sources.

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<p>Street: Sweeping</p>	<p>Waste Management Contract through City of Woodland Public Works Department</p>	<p><u>Regular Service (40 weeks per year)</u> Arterials and Collectors: biweekly Residential Areas: monthly Downtown: 2 times per week Parking lots and alleys: biweekly Industrial/Commercial: monthly</p> <p><u>Leaf Drop Season (Oct 15-Jan 15: 12 weeks)</u> Arterials and Collectors: weekly Residential Areas: weekly Downtown: 2 times per week Parking lots and alleys: weekly Industrial/Commercial: monthly</p>	<p>City shall continue to be responsible for all street maintenance including repairing pot holes, laying asphalt patches, and maintaining storm drains.</p>
<p>Trash Collection: Business</p>	<p>Property Owners</p>	<p>Each owner shall be responsible for trash collection to ensure a clean and tidied trash area.</p>	
<p>Trash Collection: Sidewalk receptacles</p>	<p>Waste Management Contract through City of Woodland Public Works Department</p>	<p>Provide trash collection for sidewalk containers one (1) day per week.</p>	<p>Service is provided only in core downtown area</p>
<p>Trash Collection: Removal of Signs on Public Poles</p>	<p>City of Woodland Public Works Department CDD Code Enforcement</p>	<p>On a as-needed basis on City owned Facilities</p>	<p>CDD code enforcement should be the responsible party as most signs are for yard and garage sales, which is covered by ordinance.</p>

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Storage: Cleaning Equipment			
Landscaping: Planters	City of Woodland Public Works Department	Maintain street landscaping that consists only of tree planters.	Other landscaping is the responsibility of the property owner.
Landscaping: Tree Trimming	City of Woodland Public Works Department	Provide normal tree trimming on a 7-9 year cycle for trees in the public ROW. Respond to hazard tree calls as needed. Perform Right- of -Way clearance each year. Perform tree removals as needed.	Trees on private property that encroach in ROW, owners asked to abate
Landscaping: Tree Planting	City of Woodland Public Works Department	Plant trees in the spring time, as time and resources permit.	Work with Tree Foundation to do special plantings.
Trash collection for special events (Christmas parade, Stroll, etc)	Waste Management Contract through PW	Special events	

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PARKING

Activity	Responsible Party	Level of Service	Comments
Parking: -Valet	None		
Parking: On-street, Lots	City of Woodland	Striping, and pot-hole repair done as needed. Parking light standards relamped, repaired as needed.	Pgm 7838

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OTHER SERVICES

Activity	Responsible Party	Level of Service	Comments
Decorations: Special Events	Parks Dept. Chamber of Commerce Other non-profits Business owners	Parks Dept. sponsors Bike Parade and other 4 th of July events, Freeman Park Concert in Park	Formerly provided by Downtown Coordinator
Street Tree Lights	City of Woodland Public Works Department	Annually install temporary holiday tree lighting on Main Street between First & Third. These light are meant to be activated from Thanksgiving through the New Year's Day.	Currently the Electrical / Electronics Branch is installing these lights, but this is being reviewed by O&M to see if this is the most cost effective method of installation.
Street Banners	City of Woodland Public Works Department	Public Works places seasonal banners. Special Event banners placed per City street light banner policy at fees set by Council.	
Promotional Activities	Chamber of Commerce Non-profit groups		Formerly provided by Downtown Coordinator
Business Recruitment	City of Woodland Chamber of Commerce Property Owners	No specific program for Downtown	
Redevelopme nt Activities	RDA	See RDA Plan	
Visitor Attraction – Promotional Activities	Visitor Attraction Bureau	See VAB business plan	
Christmas tree Lighting at City Hall	PW	Christmas Lighting at City Hall	Consider funding by downtown program
Display marquee at SE corner of College and Court	Public Works	Marquee changes monthly as requested by Chamber	

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Movable Public Art Program	City of Woodland and Woodland Art Center	CDBG funded	
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CAPITAL PROJECTS

Activity	Responsible Party	Level of Service	Comments
Streetscape furniture - benches and trash receptacles	City of Woodland	Program funding by CDBG – 2002 to present	
Kiosks	City of Woodland	Funded by CDBG – 2004. Scheduled for installation Fall 2005	
Light Posts	City of Woodland	Capital Project – finished in 2002	
ADA improvements	City of Woodland	CDBG	
Court Street upgrade	City of Woodland	2003 – Measure H	
Court and College Parking Lot	City of Woodland RDA	2003 – City and RDA funding	

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IX. PBID GOVERNANCE

A. Downtown Woodland PBID Corporation Governance

A new non-profit corporation will be charged with the day-to-day operations of the Downtown Woodland PBID. A majority of the members of the Board of Directors of the corporation will be private commercial property owners who are paying assessments into the PBID. There shall be representation from business owners, and local city and county government. The Board of Directors will have their own established Bylaws.

APPENDIX 1 – THE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW

PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994 California Streets and Highways Code - Sections 36600 to 36671

As of January 1, 2006

36600. This part shall be known and may be cited as the "Property and Business Improvement District Law of 1994."

36601. The Legislature finds and declares all of the following:

(a) Businesses located and operating within the business districts of this state's communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.

(b) It is in the public interest to promote the economic revitalization and physical maintenance of the business districts of its cities in order to create jobs, attract new businesses, and prevent the erosion of the business districts.

(c) It is of particular local benefit to allow cities to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that benefits from those improvements.

(d) Assessments levied for the purpose of providing improvements and promoting activities that benefit real property or businesses are not taxes for the general benefit of a city, but are assessments for the improvements and activities which confer special benefits upon the real property or businesses for which the improvements and activities are provided.

36602. The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within a business improvement area. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

36603. Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

36603.5. Any provision in this part that conflicts with any other provision of law shall prevail over the other provision of law.

36604. This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

36606. "Assessment" means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and promoting activities which will benefit the properties or businesses located within a property and business improvement district.

36607. "Business" means all types of businesses and includes financial institutions and professions.

36608. "City" means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county.

36609. "City council" means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36610. "Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian ~~shelters~~shelters, and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the area.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

36611. "Property and business improvement district," or "district," means a property and business improvement district established pursuant to this part.

36612. "Property" means real property situated within a district.

36613. "Activities" means, but is not limited to, all of the following:

- (a) Promotion of public events which benefit businesses or real property in the district.
- (b) Furnishing of music in any public place within the district.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.

(f) Activities which benefit businesses and real property located in the district.

36614. "Management district plan" or "plan" means a proposal as defined in Section 36622.

36614.5. "Owners' association" means a private nonprofit entity that is under contract with a city to administer or implement activities and improvements specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all documents relating to activities of the district.

36615. "Property owner" or "owner" means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. The city council has no obligation to obtain other information as to the ownership of land, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this subdivision requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient.

36616. "Tenant" means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

36617. This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

36620. A property and business improvement district may be established as provided in this chapter.

36620.5. A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. (a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution

expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

- (1) A map showing the boundaries of the district.
- (2) Information specifying where the complete management district plan can be obtained.
- (3) Information specifying that the complete management district plan shall be furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.

(2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. The management district plan shall contain all of the following:

(a) A map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district.

(b) The name of the proposed district.

(c) A description of the boundaries of the district, including the boundaries of any benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected lands and businesses included. Under no circumstances shall the boundaries of a proposed district overlap with the boundaries of another existing district created pursuant to this part. Nothing in this part prohibits the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law including, but not limited to, the Parking and Business Improvement Area Law of 1989.

(d) The improvements and activities proposed for each year of operation of the district and the maximum cost thereof.

(e) The total annual amount proposed to be expended for improvements, maintenance and operations, and debt service in each year of operation of the district.

(f) The proposed source or sources of financing including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan shall also state whether bonds will be issued to finance improvements.

(g) The time and manner of collecting the assessments.

(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance

capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.

(i) The proposed time for implementation and completion of the management district plan.

(j) Any proposed rules and regulations to be applicable to the district.

(k) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for any properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof, including operation and maintenance. The plan may provide that all or any class or category of real property which is exempt by law from real property taxation may nevertheless be included within the boundaries of the district but shall not be subject to assessment on real property.

(l) Any other item or matter required to be incorporated therein by the city council.

36623. If a city council proposes to levy an assessment that is consistent with the assessment proposed in the petition of property owners or businesses submitted pursuant to Section 36621 and with the management district plan submitted pursuant to Section 36622, the city shall provide notice of the public hearing set pursuant to paragraph (2) of subdivision (c) of Section 36621 to the property or business owners as required by Article XIII D of the California Constitution. The petition shall serve as the equivalent of a protest ballot procedure for purposes of Article XIII D. If a city council proposes to levy a new or increased assessment, or an assessment that is materially different from the assessment proposed in the petition and management plan, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code. However, notwithstanding the provisions of Section 53753 of the Government Code, if the assessment will be levied on businesses, the required notice shall be provided to the businesses that would be assessed, and only assessment ballots submitted by owners of those businesses shall be tabulated in determining whether a majority protest exists.

36624. At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements or activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. (a) If the city council, following the public hearing, decides to establish the proposed property and business improvement district, the city council shall adopt a resolution of formation that shall contain all of the following:

(1) A brief description of the proposed activities and improvements, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement about whether bonds will be issued, and a description of the exterior boundaries of the proposed district. The descriptions and statements do not need

to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements and activities and the location and extent of the proposed district.

(2) The number, date of adoption, and title of the resolution of intention.

(3) The time and place where the public hearing was held concerning the establishment of the district.

(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.

(5) A statement that the properties or businesses in the district established by the resolution shall be subject to any amendments to this part.

(6) A statement that the improvements and activities to be provided in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements and activities funded by the assessments proposed to be levied.

(b) The adoption of the resolution of formation and recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36626. If the city council, following the public hearing, desires to establish the proposed property and business improvement district, and the city council has not made changes pursuant to Section 36624, or has made changes that do not substantially change the proposed assessment, the city council shall adopt a resolution establishing the district. The resolution shall contain all of the information specified in paragraphs (1) to (8), inclusive, of subdivision (b) of Section 36625, but need not contain information about the preliminary resolution if none has been adopted.

36627. Following adoption of the resolution establishing the district pursuant to Section 36625 or 36626, the clerk of the city shall record a notice and an assessment diagram pursuant to Section 3114. If the assessment is levied on businesses, the text of the recorded notice shall be modified to reflect that the assessment will be levied on businesses, or specified categories of businesses, within the area of the district. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. ~~The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements and activities.~~

36629. All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a parking and business improvement area.

36630. If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and a new district established pursuant to this part.

36631. The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution establishing the management district plan described in Section 36622. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. ~~All delinquent payments for assessments levied pursuant to this part shall be charged interest and penalties.~~

36632. (a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

36633. The validity of an assessment levied under this part shall not be contested in any action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36626. Any appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

36634. The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

36635. The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. (a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. Notice of the public hearing and the proposed modifications shall be published as provided in Section 36623. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 53753 of the Government Code.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

36640. (a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.

(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

36650. (a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or

any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:

(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.

(2) The improvements and activities to be provided for that fiscal year.

(3) An estimate of the cost of providing the improvements and the activities for that fiscal year.

(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.

(5) The amount of any surplus or deficit revenues to be carried over from a previous fiscal year.

(6) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636. The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

36651. The management district plan may, but is not required to, state that an owners' association will provide the improvements or activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

36660. (a) Any district previously established whose term has expired, may be renewed by following the procedures for establishment as provided in this chapter.

(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.

(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

36670. (a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assesses may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners of real property or of businesses in the area who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. (a) Upon the disestablishment of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

**APPENDIX 2 – PARCELS LOCATED WITHIN THE DOWNTOWN
WOODLAND PBID:**

APN

005 164 11	005 211 18	005 312 11
005 164 12	005 211 19	005 313 01 01
005 164 13	005 211 20	005 313 02
005 164 14	005 211 21	005 644 01
005 164 15	005 211 24	005 644 02
005 182 12	005 211 26	005 644 03
005 182 13	005 211 28	005 644 04
005 182 14	005 212 01	005 644 05
005 182 15	005 212 02	005 644 08
005 182 16	005 212 05	005 644 10
005 182 17	005 212 11	005 644 11
005 182 18	005 212 15	005 644 99
005 182 19	005 212 16	005 645 01
005 182 20	005 212 17	005 645 02
005 184 03	005 212 21	005 645 03
005 184 04	005 212 23	005 645 04
005 184 05	005 212 29	005 645 05
005 184 06	005 212 34	005 645 06
005 184 07	005 212 37	005 645 07
005 184 08	005 212 38	005 645 08
005 184 13	005 221 02	005 645 09
005 184 14	005 221 03	005 645 10
005 184 15	005 221 04	005 645 11
005 201 16	005 221 05	005 645 12
005 201 19	005 222 11	005 645 13
005 206 01	005 222 13	005 645 14
005 206 02	005 222 15	005 645 15
005 206 20	005 222 16	005 645 16
005 206 22	005 223 01	005 645 17
005 206 23	005 223 02	005 651 01 01
005 211 01	005 223 03	005 651 02 01
005 211 02	005 224 04	005 651 05 01
005 211 09	005 224 05	005 651 07
005 211 12	005 224 07	005 651 08
005 211 13	005 312 04 01	005 652 01
005 211 14	005 312 05 01	005 652 02
005 211 15	005 312 08	005 652 03
005 211 16	005 312 09	005 652 04
005 211 17	005 312 10	005 652 05

005 652 06	006 562 03	006 571 06
005 653 01	006 562 05	006 571 07
005 653 02	006 562 06	006 571 08
005 653 03	006 562 07	006 571 09
005 653 04	006 562 08	006 571 10
005 653 05	006 562 09	006 571 11
005 653 06	006 563 01	006 571 12
005 653 07	006 563 02	006 571 13
005 654 01 01	006 563 03	006 571 14
005 654 02	006 563 04	006 571 15
005 654 03 01	006 563 05	006 571 16
006 121 04	006 563 06	006 571 17
006 121 07	006 563 07	006 572 01
006 121 08	006 563 08	006 572 02
006 121 11	006 563 09	006 572 03
006 121 12	006 563 10	006 572 04
006 121 13	006 563 11	006 572 05
006 122 02	006 563 12	006 572 06
006 122 07	006 563 13	006 572 07
006 122 08	006 563 15	006 572 09
006 122 09	006 563 16	006 572 10
006 143 99	006 563 17	006 572 11
006 561 01	006 563 18	006 572 12
006 561 02	006 563 19	006 572 13
006 561 03	006 563 99	006 572 14
006 561 04	006 564 01	006 572 15
006 561 05	006 564 02	006 572 16
006 561 06	006 564 05	006 572 17
006 561 07	006 564 07	006 572 18
006 561 08	006 564 08	006 602 01
006 561 09	006 564 09	006 602 02
006 561 10	006 564 10	006 602 03 1
006 561 11	006 564 11	006 602 04 1
006 561 12	006 564 12	006 602 05
006 561 13	006 564 13	006 603 01
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006 620 05 1

APPENDIX 3 – DRAFT BASE LEVEL OF SERVICES RESOLUTION FOR THE CITY OF WOODLAND

The following draft resolution can be used by the City of Woodland City Council.

RESOLUTION NO. _____

ADOPTED BY THE WOODLAND CITY COUNCIL

ON THE DATE OF _____

ADOPTING CITY POLICY REGARDING BUSINESS IMPROVEMENT DISTRICTS:

BASE LEVELS OF SERVICE

WHEREAS, business areas often face a need for collective efforts to promote their businesses and to improve the overall business climate and health of their Districts, and

WHEREAS, businesses often seek enhanced city services and infrastructure improvements.

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND,

1. Revenue garnered from a business improvement district (BID) or other similar assessment district should be used to improve the overall business climate of the business area through various promotional programs and service enhancements. To that end, base service level measures should be established and agreed to at the inception of the financing of the district.
2. In the event of a significant downturn in citywide revenues, the Council may be forced to reduce base levels of municipal services citywide unless a substitute source of citywide revenues is available.

Mayor