



Agenda Item Staff Report

To: Honorable Mayor and Members of City Council
For the Meeting of April 9, 2024

From: Chris Constantin, City Manager

Prepared by: Scott Wasserman, Director of Parks & Recreation

Subject: Adopt Resolution 2024-21 Approving Engineer's Report on the Northwoods Assessment District, Declaring Intention to Levy and Collect an Assessment, and Fixing a Time and Place for a Public Hearing for Open Space Maintenance District No. 1, Annexation No. 3, Tract 32841, Northwoods

SUMMARY

Adoption of Resolution that approves the Engineer's Report on the Northwoods Assessment District, declares the City Council intent to levy and collect an increased assessment for Fiscal Year 2024-25, and fixes a time and place for a Public Hearing for Open Space Maintenance District No. 1, Annexation No. 3 Tract 32841, Northwoods

RECOMMENDATION

Staff recommends the City Council:

- Adopt Resolution 2024-21, Northwoods Assessment District, approving the Engineer's Report and declare an intent to levy and collect an Assessment for the Fiscal Year 2024-2025 and conduct a Public Hearing on May 28, 2024, for Open Space Maintenance District No. 1, Annexation No. 3 Tract 32841, Northwoods.
- Authorize a General Fund subsidy of \$4,449.20 to offset the projected operating deficit and allow for the same level of service to continue for the landscape district in FY 2024-2025.

FISCAL IMPACT

The funds collected from the assessment are used to offset costs incurred by the City for maintenance of the Northwoods Landscape District. The assessment rate for Fiscal Year 2023-24 was \$898.42 per parcel. The rate proposed for 2024-25 is \$898.42 per parcel.

BACKGROUND

The Northwoods Open Space Maintenance District was formed in 1978 under the provisions of the Landscape and Lighting Act of 1972, Division 15, Part 2, of the Streets and Highways Code of the State of California. The District is located west of Ladera Sera Park, south of Avenida Ladera and east of Via Palomares.



The City collects an annual assessment from 38 private homeowners to provide general maintenance services to the landscape district. The maintenance work is completed by a landscape contractor and includes maintenance of the landscaping, irrigation system, and regular tree trimming. The Streets and Highways Code of the State of California further establish procedures for the annual levy of assessments, which includes the approval of an Engineer's Report that estimates anticipated expenses incurred by the City for maintaining the area in the upcoming fiscal year.

On February 13, 2024, the City Council adopted Resolution No. 2024-09 requesting the preparation of the Engineer's Report for the annual levy of assessments for Open Space District No. 1, Annexation No. 3 (Tract No. 32841, Northwoods) for the Fiscal Year 2024-25. The Engineer's Report (Attachment 2) projects a deficit of \$4,449.20 for the Fiscal Year 2024-25.

DISCUSSION/ANALYSIS

The Engineer's Report has been prepared with the scope of work to include general landscape, utilities such as water and electricity, as well as tree and irrigation system maintenance. No increase is proposed in the Assessment rate. The Fiscal Year 2023-24 assessment rate was \$898.42 per parcel and the rate proposed for Fiscal Year 2024-25 will remain at \$898.42 per parcel.

Staff is requesting that the City Council authorize a General Fund subsidy of \$4,449.20 to offset the projected operating deficit and allow for the same level of service to continue for the landscape district in FY 2024-2025.

ALTERNATIVES

The Council could elect not to adopt Resolution 2024-21, Northwoods Assessment District, and deny the Engineer's Report for the Fiscal Year 2024-2025.

By not approving the Engineer's Report and moving forward with the Public Hearing, the Council would be moving forward without an approved assessment which would lead to all costs associated with Northwoods Assessment District being supplemented by the General Fund.

ENVIRONMENTAL REVIEW

Pursuant to CEQA guidelines Section 15061 (b)(3), CEQA does not apply to this item because there is no potential for causing a significant effect on the environment. Therefore, no additional environmental review is needed at this time.

Respectfully submitted,



Scott Wasserman
Director of Parks & Recreation

Attachments:

1. Resolution 2024-21
2. Engineer's Report for Fiscal Year 2024-25 for Open Space District No. 1, Annexation No. 3, Tract 32841, Northwoods