




CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

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**DATE:** APRIL 17, 2017

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:**  ROBERT YALDA, PUBLIC WORKS DIRECTOR / CITY ENGINEER  
HEATHER MELTON, LANDSCAPE DISTRICTS MAINTENANCE  
MANAGER

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2017-1547, INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 22 AND LANDSCAPE LIGHTING ACT DISTRICT NOS. 22, 24, 27 AND 32 AND ORDERING A PRELIMINARY ENGINEER'S REPORT; RESOLUTION NO. 2017-1548, APPROVING A PRELIMINARY ENGINEER'S REPORT WITH RESPECT TO THE LEVY AND COLLECTION OF ASSESSMENTS IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICT NOS. 22, 24, 27 AND 32 FOR FISCAL YEAR 2017-18; RESOLUTION NO. 2017-1549, DECLARING ITS INTENT TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 22 AND LANDSCAPE LIGHTING ACT DISTRICTS NOS. 22, 24, 27 AND 32 AND SETTING A TIME AND PLACE FOR PUBLIC HEARING

**MEETING DATE:** APRIL 26, 2017

**DATE:**

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**BACKGROUND:**

The City of Calabasas administers four (4) landscape assessment districts, pursuant to the Landscape and Lighting Act of 1972:

Landscape Lighting Act District No. 22 - Calabasas Park Area (LLAD 22)

Landscape Lighting Act District No. 24 - Lost Hills Road & The  
Saratogas (LLAD 24)

Landscape Lighting Act District No. 27 - Las Virgenes Road (LLAD 27)  
Landscape Lighting Act District No. 32 – Agoura Road/Lost Hills Road  
Commercial District (LLAD 32)

The City also levies one assessment in a District formed pursuant to the Improvement Act of 1911:

Landscape Maintenance District No. 22 - Calabasas Park Area (LMD 22)

The Districts were transferred to the City from Los Angeles County, July 1, 1995, at the request of property owners within the boundaries of the existing districts. In 1997, following the adoption of Proposition 218 by the state electorate, the assessment methodologies of the 1972 Act districts were affirmatively balloted by the property owners within those Districts. Since then, assessments have been increased in several Zones of the districts, with the approval of parcel owners in assessment ballot proceedings.

**DISCUSSION/ANALYSIS:**

The assessment formula in LLAD 22 for Fiscal Year 2017-2018 will be the same as the previous year. The assessment formula is specific to each Zone and reflects the cost for maintenance of landscaping, pest control, trees, utilities and annual fire break clearance/weed abatement, divided equally amongst those parcel owners. Each Zone will have a ‘not to exceed’ budget established by the number of parcels times the amount of the assessment. For example, a Zone with 400 parcels at \$621.43 per parcel per year will generate \$248,572.00 in revenue, to be used for the maintenance within that Zone. A reserve fund must be maintained in order to provide for cash flow in the first half of the next fiscal year. A landscape maintenance contract for LMD/LLAD 22 was bid in the first quarter of Fiscal Year 2010-2011. For four of the Zones within LLAD 22 a new landscape maintenance contract was executed in June, 2014.

In addition, this year the City will implement a 1.89% CPI inflation adjustment to Landscape Maintenance District No. 22 and all Landscape Lighting Act District No. 22 Zones.

Landscape Lighting Act Districts 24, 27 and 32 will remain the same as last year (aside from implementation of a 1.89% CPI inflation adjustment) and will not be balloted.

The Council will be asked to approve three resolutions initiating the annual assessment district administration process. If the Council approves the resolutions a sequence of events follows which includes a Public Hearing on June 14, 2017. If

changes are required due to public input, the Final Engineer's Report and the tax roll will be modified to reflect those changes. The tax roll must be submitted to the Los Angeles County Assessor's Office by August 10, 2017.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The Landscape Lighting Act Districts are funded by assessments, which are earmarked for use within specific boundaries. The Landscape Maintenance District is funded by ad valorem funds.

**REQUESTED ACTION:**

Adoption of Resolution No. 2017-1547, initiating proceedings for the levy and collection of assessments within Landscape Lighting Act District Nos. 22, 24, 27 and 32 for Fiscal Year 2017-2018; Resolution No. 2017-1548, approving a Preliminary Engineer's Report with respect to the levy and collection of assessments in connection with Landscape Lighting Act District Nos. 22, 24, 27 and 32 for Fiscal Year 2017-2018; Resolution No. 2017-1549 declaring its intent to levy and collect assessments within Landscape Lighting Act District Nos. 22, 24, 27 and 32 for Fiscal Year 2017-2018.

**ATTACHMENTS:**

1. Resolution No. 2017-1547 Initiating Proceedings
2. Resolution No. 2017-1548 Approving the Engineer's Report
3. Resolution No. 2017-1549, Declaring Intent to Levy
4. Preliminary Engineer's Report