



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: APRIL 27, 2023**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: ADOPTION OF RESOLUTION NO. 2023-1845, 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 FOR FISCAL YEAR 2023-2024; ADOPTION OF RESOLUTION NO. 2023-1846, APPROVING A PRELIMINARY ENGINEER'S REPORT WITH RESPECT TO THE LEVY AND COLLECTION OF ASSESSMENTS IN CONNECTION WITH LANDSCAPE LIGHTING ACT DISTRICTS NOS. 22, 24, 27, AND 32 FOR FISCAL YEAR 2023-2024; ADOPTION OF RESOLUTION NO. 2023-1847, 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: MAY 10, 2023**

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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 2023-2024 will be the same as the previous year.

The assessment formula is specific to each Zone and reflects the cost for general landscape maintenance, pest control, trees, utilities, annual fire break clearance/weed abatement, and emergencies, 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. The landscape maintenance contract for LMD/LLAD 22 for one (1) of the Zones will be going out for a Request For Proposal (RFP). This one (1) Zone in LLAD 22 will be awarded this August, 2023.

In addition, this year 2023/24 the City will implement a 7.46% CPI inflation adjustment to Landscape Maintenance District (LMD) No. 22 and all Landscape Lighting Act District (LLAD) No. 22 Zones. No Zones will go out for ballot.

Landscape Lighting Act Districts (LLAD) 24, 27 and 32 the City will also implement a 7.46% CPI inflation adjustment this year. No Zones will go out for ballot.

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 21, 2023. 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, 2023.

**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. 2023-1845, 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 for Fiscal Year 2023-2024; Adoption of Resolution No. 2023-1846, approving a Preliminary Engineer's Report with respect to the levy and collection of assessments in connection with Landscape Lighting Act Districts Nos. 22, 24, 27, and 32 for Fiscal Year 2023-2024; Adoption of Resolution No. 2023-1847, 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 for Fiscal Year 2023-2024.

**ATTACHMENTS:**

- Exhibit A: Resolution No. 2023-1845 Initiating Proceedings
- Exhibit B: Resolution No. 2023-1846 Approving a Preliminary Engineer's Report
- Exhibit C: Resolution No. 20231847 Declaring Intent to Levy
- Exhibit D: Preliminary Engineer's Report