



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: APRIL 15, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR
HEATHER MELTON, LANDSCAPE DISTRICT MAINTENANCE
MANAGER

SUBJECT: ADOPTION OF RESOLUTION NO. 2024-1890, 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 FOR FISCAL YEAR 2024-2025; ADOPTION OF RESOLUTION NO. 2024-1891, 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 2024-2025; ADOPTION OF RESOLUTION NO. 2024-1892, 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 24, 2024

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 2024/2025 will be the same as the previous year, except in Calabasas Park Estates Zone 8 and Las Villas HOA Zone 11. These Zones have requested the City to ballot for an assessment increase. The City will conduct an assessment ballot proceeding in the Zones only with respect to the proposed increased assessment.

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. New landscape maintenance contracts for LMD/LLAD 22 have been sent out for Request for Proposal at different times throughout the past year within LLAD 22. New landscape maintenance contracts have been executed for four Zones. The four Zones are: Bellagio HOA, Calabasas Park Estates HOA, Calabasas Hills and Estates HOA, and Clairidge HOA. In the fourth quarter of 2023/2024 another Zone, Las Villas HOA, will be going out for Request for Proposal and staff anticipates a new landscape maintenance contract will be executed for this Zone in July 2024.

Classic Calabasas will be sent out for Request for Proposal for a new maintenance contract within the next few months.

In addition, the City will implement a 3.49% CPI inflation adjustment in the coming fiscal year, 2024/25. The adjustment will affect Landscape Maintenance District No. 22 and all Landscape Lighting Act District No. 22 Zones, excluding Calabasas Park Estates HOA and Las Villas HOA because both requested to go to ballot for a 10% increase for Fiscal Year 2024/25.

Landscape Lighting Act Districts No. 24, 27, and No. 32 will also receive a 3.49% CPI inflation adjustment to all their Zones.

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 Meeting on May 22, 2024, and a Public Hearing on June 12, 2024. 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 9th 2024 in order for the County Assessor's Office to collect.

FISCAL IMPACT/SOURCE OF FUNDING:

The Landscape Lighting Act Districts are funded entirely 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. 2024-1890, initiating proceedings for the levy and collection of assessments within Landscape Lighting Act District Nos. 22, 24, 27 and 32 for Fiscal Year 2024-2025; Resolution No. 2024-1891, 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 2024-2025; Resolution No. 2024-1892 declaring its intent to levy and collect assessments within Landscape Lighting Act District Nos. 22, 24, 27 and 32 for Fiscal Year 2024-2025.

ATTACHMENTS:

1. Resolution No. 2024-1890 Initiating Proceedings
2. Resolution No. 2024-1891 Approving the Engineer's Report
3. Resolution No. 2024-1892 Declaring Intent to Levy
4. Preliminary Engineer's Report Fiscal Year 2024-25