



# City of Sacramento City Council

915 I Street, Sacramento, CA, 95814  
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**Meeting Date:** 4/26/2011

**Report Type:** Consent

**Title:** Willowcreek Maintenance Assessment District - Annual Report

**Report ID:** 2011-00208

**Location:** District 1

**Recommendation:** Adopt a Resolution adopting the Willowcreek Maintenance Assessment District (District) annual budget and levy assessment for Fiscal Year (FY) 2011/12

**Contact:** Brian Wong, Program Specialist, (916) 808-5788, Finance Department; Mark Griffin, Program Manager, (916) 808-8788, Finance Department

**Presenter:** None

**Department:** Finance

**Division:** Public Improvement Finance

**Dept ID:** 06001321

## **Attachments:**

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- 1-Description/Analysis
- 2-Schedule of Proceedings
- 3-Resolution

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### **City Attorney Review**

Approved as to Form  
Jeffrey C. Heeren  
4/11/2011 10:28:50 AM

### **City Treasurer Review**

Prior Council Financial Policy Approval or  
Outside City Treasurer Scope  
Russell Fehr  
4/7/2011 10:08:49 AM

### **Approvals/Acknowledgements**

Department Director or Designee: Leyne Milstein - 4/7/2011 2:48:56 PM

Assistant City Manager: Cassandra Jennings - 4/8/2011 9:20:52 AM



## Description/Analysis

**Issue:** On August 18, 1998, City Council approved formation of the Willowcreek Maintenance Assessment District (District). The District was established in Willowcreek as one of several Best Management Practices to reduce storm water pollution at the maximum extent possible as required by the Federal Clean Water Act and the City's National Pollutant Discharge Elimination System Permit. The District provides additional street sweeping during the winter months, cleaning of manholes, pipes and pump stations, and monitoring of storm water discharge and sediments. Currently there are 12 subdivisions within the existing boundaries. As other subdivisions within the Willowcreek area are approved by Council and recorded, they will be required to annex to the District.

As required by Sacramento City Code Section 3.124.190, the existing district is required to present an annual budget to City Council. Approval of the District's annual budget will authorize the City to collect assessments in the amount sufficient to provide funding for maintenance of the Willowcreek Maintenance Assessment District Water Quality Mitigation Program in the District for FY2011/12.

**Policy Considerations:** The annual proceedings for this district are being processed as set forth in Section 3.124.190 of the Sacramento City Code. The recommended action supports Best Management Practices to reduce storm water pollution at the maximum extent possible as required by the Federal Clean Water Act and the City's National Pollutant Discharge Elimination System Permit.

### Environmental Considerations:

**California Environmental Quality Act (CEQA):** Under California Environmental Quality Act Guidelines, annual proceedings of a Special District do not constitute a project, and are therefore exempt from review.

**Sustainability:** There are no sustainability considerations applicable to the administration of a special district.

**Commission/Committee Action:** None

**Rationale for Recommendation:** The actions in the recommended Resolutions are required by the Sacramento City Codes, as set forth in Section 3.124.190, for annual proceedings of an existing district.

**Financial Considerations:** This district is self-supporting and has no impact on the General Fund. The cost of maintenance for the Willowcreek Maintenance Assessment District Water Quality Mitigation Program will be funded through the maintenance district.

The total assessment for FY2011/12 is projected at \$3,153, as compared to a total district budget of \$31,377 as shown on Exhibit B, page 7, and detailed in the Engineer's Report on file with the Public Improvement Financing Division, designated by the City Clerk's Office to be the repository of documents associated with special districts. Such deficit spending is intentional in order to reduce excess fund balance.

The cost to a property owner will decrease by approximately 90% from \$32.94 in the current fiscal year to \$3.44 in FY2011/12. It is likely that assessments to property owners will be at minimal levels over the next several years. The total district budget will cover necessary maintenance services. In the event of major repairs, the assessment can be raised in future years to levels adequate for funding.

The annual operating budgets of affected departments will be adjusted to reflect these Council approved assessments and expenditure plans.

**Emerging Small Business Development (ESBD):** City Council approval of these proceedings is not affected by City policy related to the ESBD Program.



**SCHEDULE OF PROCEEDINGS**

**Willowcreek Maintenance Assessment District  
FY2011/12 SCHEDULE**

<b>April 26, 2011</b>	<b>Council Approves District Budget and Orders Annual Levy for FY2011/12</b>
May 3, 2011	Notice of Assessment for FY2011/12 Recorded
August 2011	Assessments to County for Placement on Tax Roll



# RESOLUTION NO.

Adopted by the Sacramento City Council

## ADOPTING THE WILLOWCREEK MAINTENANCE ASSESSMENT DISTRICT ANNUAL BUDGET AND LEVYING ASSESSMENT FOR (FY2011/12)

### BACKGROUND:

- A. The Willowcreek Maintenance Assessment District (District), as depicted in Exhibit A, was established by the City Council and approved by the property owners on August 18, 1998.
- B. The City Council established the District under Chapter 3.124 of the Sacramento City Code (Chapter 3.124), and has previously levied assessments on property in the District to pay for maintenance related to the water quality mitigation program and related services to be provided within the District, all in accordance with Chapter 3.124.
- C. The assessment in FY2011/12 is approximately 90% lower than the assessment in assessment FY2010/11 as shown on Exhibit B, as result of use of excess fund balance.
- D. The Council is fully advised in this matter.

### BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1.** The City Council finds and determines that the background statements A through D are true and correct.
- Section 2.** The Supervising Engineer of the Department of Transportation, the person designated by this Council as the Engineer of Work for the District, is hereby directed to file an annual report in accordance with the provisions of Section 3.124.190 of the Sacramento City Code.
- Section 3.** The City Council:
  - (a) Adopts the annual budget set forth in the FY2011/12 Engineer's Annual Report; and
  - (b) Levies the assessment set forth in the FY2011/12 Engineer's Annual Report.
- Section 4.** Exhibits A and B are part of this resolution.

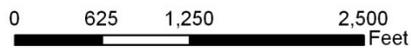
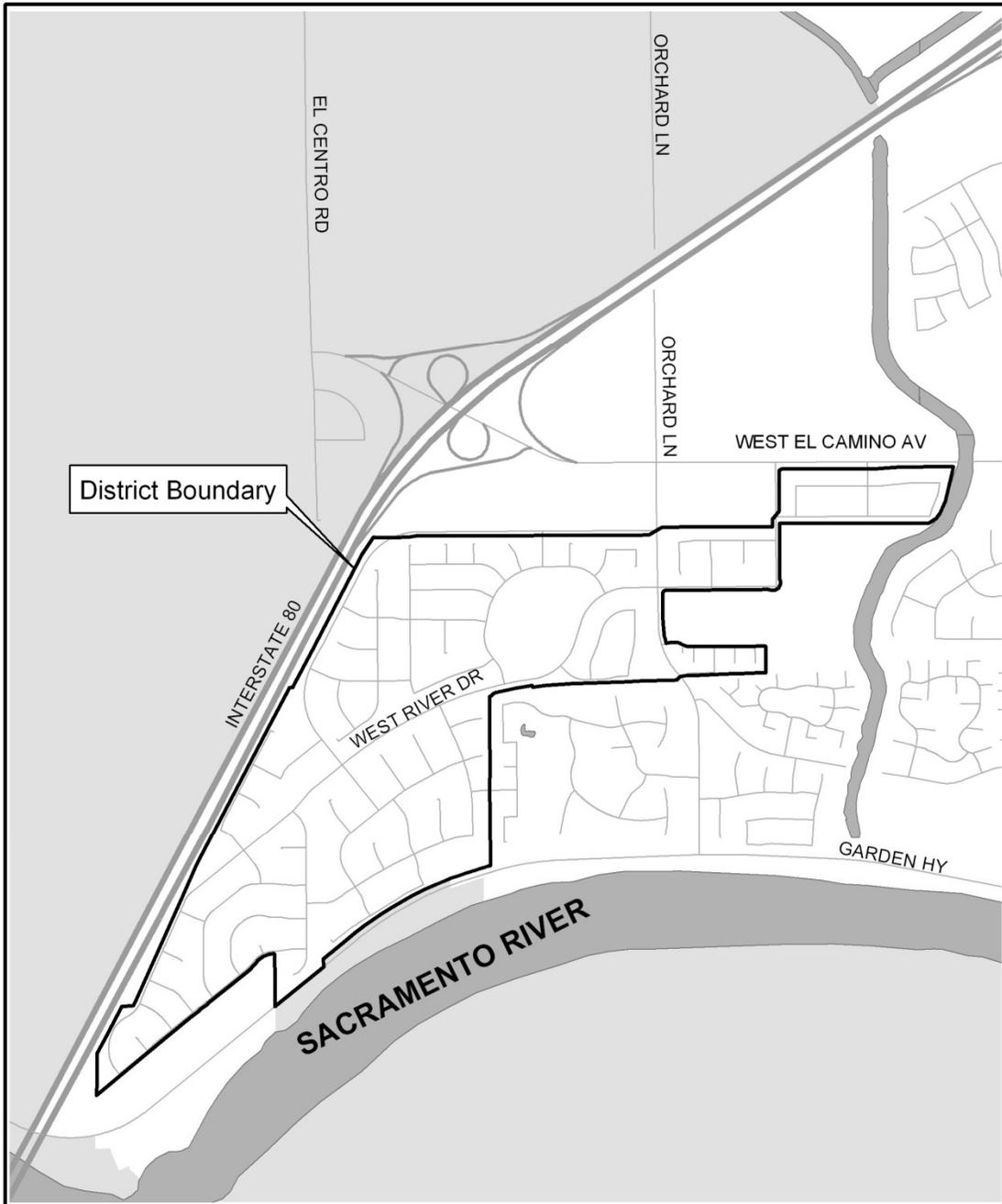
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Exhibit B: FY2011/12 District Budget & Parcel Assessment – 1 Page

# EXHIBIT A

Willowcreek Maintenance Assessment District No. 98-03  
Area of Work



**EXHIBIT B**

**WILLOWCREEK MAINTENANCE ASSESSMENT DISTRICT  
FY2011/12  
DISTRICT BUDGET AND PARCEL ASSESSMENT**

**DISTRICT BUDGET**

Estimated Beginning Fund Balance (FY2011/12)	\$118,224
Total Assessed to Property Owners	\$ 3,153
Utilities	
Water Quality Monitoring & Inspection	\$ 1,000
Pipes, Manholes, Pump Station, etc.	18,450
Solid Waste	
Street Sweeping	\$ 5,000
Finance	
Administration	\$ 1,159
County Billing Fee	518
County Recording Fee (NOA)	200
District Administrator (NBS)	250
Special Districts Administration	4,800
Total Expenditures	\$ 31,377
Estimated Ending Fund Balance (Contingency)	\$ 90,000
Year-over-Year change in Fund Balance	(\$ 28,224)

**PARCEL ASSESSMENT**

Neighborhood	Maximum Authorized	FY2010/11	FY2011/12
Willowcreek Maintenance Assessment District	\$119.05	\$32.94	\$3.44