



City of Sacramento City Council

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915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 4/26/2012

Report Type: Consent

Title: Willowcreek Maintenance Assessment District-Annual Report

Report ID: 2012-00190

Location: District 4

Recommendation: Pass a Resolution approving the Willowcreek Maintenance Assessment District (District) annual budget and levy assessment for Fiscal Year (FY) 2012/13

Contact: Sheri Smith, Program Specialist, (916) 808-7204; Mark Griffin, Program Manager, (916) 808-8788, Finance Department

Presenter: None

Department: Finance

Division: Public Improvement Finance

Dept ID: 06001321

Attachments:

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

City Attorney Review

Approved as to Form
Jeffrey Heeren
4/17/2012 3:19:00 PM

City Treasurer Review

Reviewed for Impact on Cash and Debt
Russell Fehr
4/10/2012 12:07:19 PM

Approvals/Acknowledgements

Department Director or Designee: Leyne Milstein - 4/16/2012 3:04:52 PM



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 (NPDES) 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.

Per 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 FY2012/13.

Policy Considerations: 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 NPDES 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 annual proceedings for this existing district are being processed as set forth in Section 3.124.190 of the Sacramento City Code.

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 FY2012/13 is projected at \$6,529, with an expense budget of \$33,139 as shown on Exhibit B to the resolution, 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 fund balance that is not needed.

The assessment to a property owner of \$7.15 in the current fiscal year is 20% of the \$36.30 that would be required to fully fund budgeted expenses. The maximum assessment allowed is \$122.62. Assessments to property owners will likely continue to be offset by the use of excess fund balance over the next few 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 FY2012/13

April 26, 2012	Council Approves District Budget and Orders Annual Levy for FY2012/13
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May 3, 2012 Notice of Assessment for FY2012/13 Recorded

August 2012 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 (FY2012/13)

BACKGROUND:

- A. The Willowcreek Maintenance Assessment District No 98-03 (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 total assessment for FY2012/13 is projected at \$6,529, with an expense budget of \$33,139 as shown on Exhibit B to the resolution. The assessment in FY2012/13 is less than anticipated expenses due to the utilization of excess fund balance.
- D. The assessments will increase in future years as the need to reduce excess fund balance diminishes.

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 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 FY2012/13 Engineer's Annual Report; and
 - (b) Levies the assessment set forth in the FY2012/13 Engineer's Annual Report
 - (c) Directs the City Clerk to record in the office of the county recorder the assessment diagram and notice in substantially the form described in Streets and Highways Code section 3114.

Section 4. Exhibits A and B are part of this resolution.

Table of Contents:

Exhibit A: District Map

Exhibit B: FY2012/13 District Budget & Parcel Assessment

EXHIBIT A

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

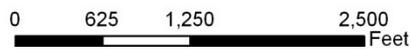
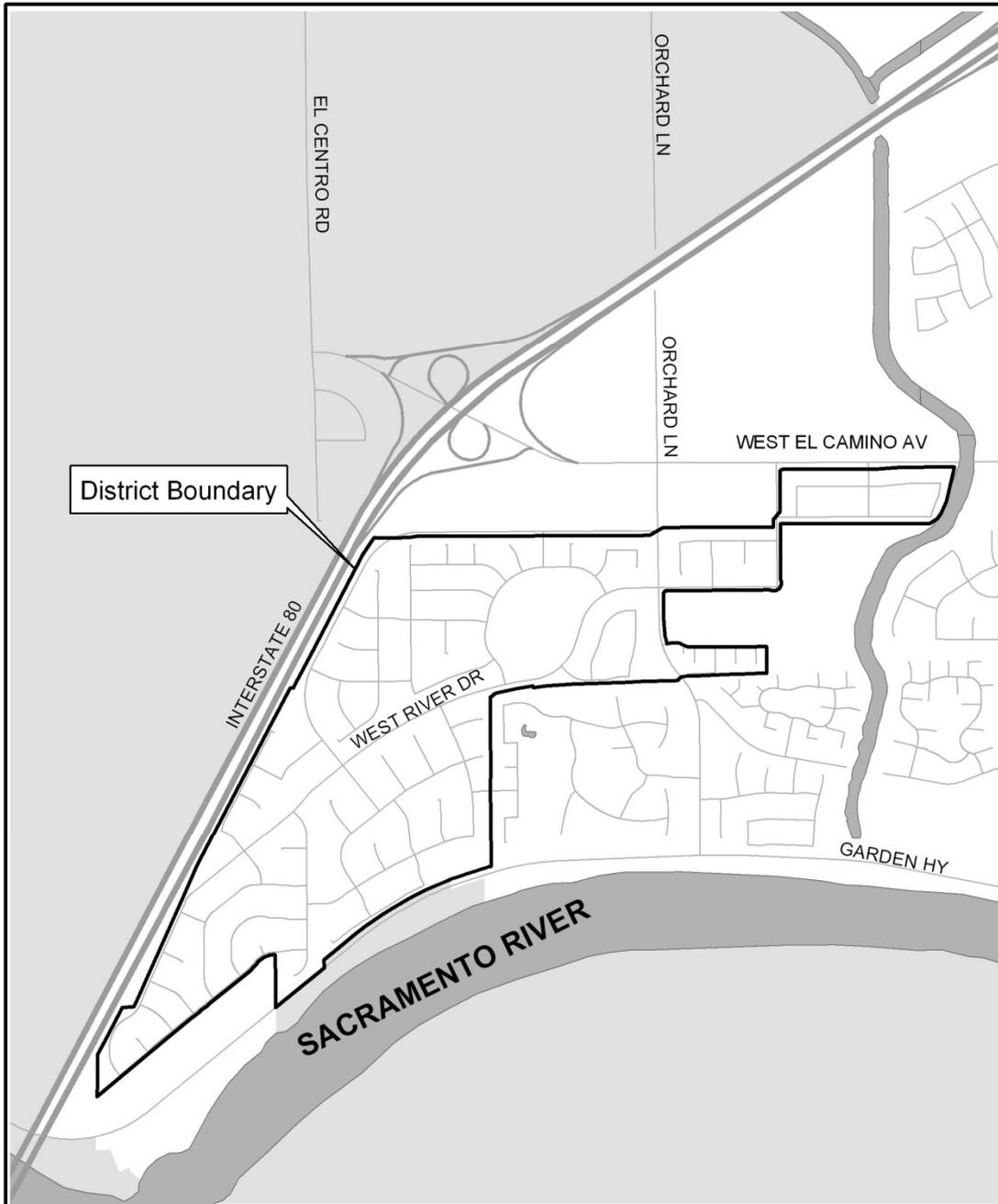


EXHIBIT B

WILLOWCREEK MAINTENANCE ASSESSMENT DISTRICT FY2012/13 DISTRICT BUDGET AND PARCEL ASSESSMENT

DISTRICT BUDGET

Resources:

Estimated Beginning Fund Balance (FY2012/13)	\$ 98,610
Total Assessed to Property Owners	6,529
Other	<u>1,000</u>
Total Estimated Revenue/Resources	\$ 106,139

Expenditures:

Utilities	Water Quality Monitoring & Inspection	\$ 1,000
	Pipes, Manholes, Pump Station, etc.	13,863
Solid Waste	Street Sweeping	11,600
Finance	Accounting	966
	County Billing Fee	472
	County Recording Fee (NOA)	200
	District Consultant (NBS)	150
	Special Districts Administration	<u>4,888</u>
	Total Expenditures	\$ 33,139

Estimated Ending Fund Balance (Contingency)	\$ 73,000
Year-over-Year change in Fund Balance	(\$ 25,610)

PARCEL ASSESSMENT

A. Neighborhood	Maximum Authorized	FY2011/12	FY2012/13
Willowcreek Maintenance Assessment District	\$122.62	\$3.44	\$7.15