

MEETING DATE 06/26/06

AGENDA ITEM Consideration of Adoption of a Resolution Approving the Engineer s Report
and Ordering of the Assessment Levy for Landscaping Maintenance District
No 1 - Fiscal Year 2006/2007

ATTACHMENTS

		<u>Pages</u>
1	City Engineer s Report	1-9
2	Resolution	10-12
3	Notification Postcards	13-14



Culver

PUBLIC WORKS DEPARTMENT

9770 CULVER BOULEVARD CULVER CITY CALIFORNIA 90232 0507
(310) 253 5600 • FAX (310) 253 5626



CHARLES D HERBERTSON PE
LS
Public Works Director and
City Engineer

**ENGINEER'S REPORT
ON THE ANNUAL LEVY**

Fiscal Year 2006-2007

LANDSCAPING MAINTENANCE DISTRICT NO 1

**IN THE CITY OF CULVER CITY
UNDER THE PROVISIONS OF CHAPTER 15 01
OF THE CODE OF THE CITY OF CULVER CITY, CALIFORNIA**

FILED with the City Clerk
On June 26, 2006

PRESENTED to the City Council

and APPROVED by Resolution

No 2006-R0__ adopted by said
City Council on June 26, 2006
and thereafter filed in the
Office of the City Clerk

Christopher Armenta
City Clerk

To The Honorable Mayor and Members of the City Council

From Charles D Herbertson Public Works Director and City Engineer

**SUBJECT LANDSCAPING MAINTENANCE DISTRICT NO 1
FISCAL YEAR 2006-2007 ASSESSMENT
ENGINEER'S REPORT**

In accordance with the provisions of Resolution No 2006-R0__ dated May 8 2006 I have prepared and hereby submit this Report

LANDSCAPING MAINTENANCE DISTRICT NO 1 (hereinafter referred to as "District") described herein has been formed in accordance Chapter 15.01 of the Code of the City of Culver City California

This report consists of the following seven parts that are submitted herewith and made a part hereof

I Maps of District Boundaries and Parcels

Landscaping Maintenance District No 1 consisting of certain public property and the real property within the District subject to assessment is shown on maps consisting of two pages which have been filed in the Office of the City Clerk on May 21 1979 April 21 1980 April 12 1982 and April 11 1983 and by this reference are made a part hereof (pages 10 and 11)

II Types of Maintenance and Frequency

The proposed maintenance to be performed within the landscaping maintenance area consists in general of the following

- | | | |
|---|---|----------------------------------|
| A | Regularly Scheduled Maintenance | Weekly |
| | Work Site Inspection and
Planter Cultivation/Weed Control | Minimum Weekly
or as Directed |
| | Litter Control | Weekly |
| | Tree Stake Adjustment | Monthly |
| | Sprinkler Inspection | Weekly |
| | Shrub/Ground Cover Fertilization | Yearly |
| B | Periodic non-scheduled maintenance to be performed as necessary | |
| | Fungus control | Sprinkler repair |
| | Insect control | Repair equipment and facilities |
| | Rodent control | Replant plant material |
| | Shrub/tree pruning | Repair peripheral wall in Zone 1 |

III Landscaping and Irrigation System Plans

The landscaping maintenance areas were constructed in several phases and improved with irrigation systems. The initial improvements for Zone 1 were constructed by a developer in accordance with approved plans under separate bonded agreement. The plans for the initial improvements for Zone 1 consist of landscaping plans Drawing No 5024-39g (one sheet) approved January 21 1980 and landscape irrigation system plans Drawing No 4024-39g (two sheets) approved January 3 1979. The plans for the initial improvements for Zone 2 consist of landscaping planting and irrigation plans Drawing No 5024-39g (four sheets) approved May 3 1978. The plans for the initial improvements of Annexation No 1 to Zone 2 consist of landscaping plans Drawing No 5049-55g (sheet 16 of 19) approved April 1 1982 and landscape irrigation system plans Drawing no 5049-55g (sheet 17 of 19 sheets) approved April 1 1982. All of the above-mentioned plans by this reference are made a part hereof.

IV Performance of Maintenance by City Forces and/or Contractor

The maintenance of the improvements is provided by City of Culver City forces and/or pursuant to maintenance contracts awarded by the City and the costs thereof shall be assessed to the benefiting properties within the District.

V Parcel Assessments Based Upon Benefit Received

It is proposed to assess the total amount of maintenance and incidental costs for maintaining the landscaped areas to the individual parcels of real property within the District in proportion to the estimated benefit to be received by such parcels of real property. The assessments of such costs commenced upon acceptance of the improvements by the City of Culver City and the commencement of maintenance. This fiscal year assessment is calculated to be \$109.70 per lot for Zone 1 and \$0.0054 per square foot of assessable land for Zone 2 based on the data shown in Tables I II III IV and V. The proposed individual assessments are shown on the attached assessment roll.

VI Method of Assessment

The District is divided into two zones: Zone 1 and Zone 2. Zone 1 consists of all the lots in Tracts 34390 34371 36218 eight of the nine lots of Tract 33484 and thirty-one of the thirty-two lots of Tract 28805 all of which derive an equal benefit from the Zone 1 landscaping. Zone 2 consists of the Westside Business Park and eight other parcels of land adjoining Westside Business Park on the west. Each parcel in Zone 2 derives a benefit from the Zone 2 landscaping based upon the area of that parcel. The assessments will be spread according to the following formulas for each zone.

Zone 1 Annual Rate Per Parcel =

Estimated Cost of Maintenance and Administration for Zone 1

Divided by

Number of Parcels in Zone 1

Zone 2 Annual Rate Per Parcel =

Estimated Cost of Maintenance and Administration for Zone 2

Multiplied by

Square Footage of Each Parcel

Divided by

Total Square Footage of All parcels in Zone 2

VII Estimated Cost of Maintenance and Improvements

The estimated cost of maintenance and improvements for each zone for the fiscal year shall include in total or in part the following

- A The total cost of constructing or installing all proposed improvements and maintaining and servicing all existing and proposed improvements including all incidental expenses
- B The amount of any surplus or deficit in the District Fund to be carried over from the previous fiscal year
- C The amount of any contributions to be made from sources other than assessments levied pursuant to District assessment proceedings
- D The amount if any of the annual installment for an assessment ordered by the City Council wherein the estimated cost of any improvements shall be levied and collected in annual installments
- E The net amount to be assessed upon assessable lands within the District shall be the total maintenance and improvement costs as referred to in A above increased or decreased as the case may be by any of the amounts referred to in B C or D above
- F Item B above may specify individual parcels within a zone that did not receive notice of or pay assessments levied by the City Council and which

assessments are carried over and added to the assessments for the current fiscal year for each such specified parcel

It is recommended for Fiscal Year 2006-2007, the District be assessed a total of \$23,052 00, with Zone 1 being assessed \$19,746 00 and Zone 2 being assessed \$3,306 00

In the Fiscal Year 2003-2004 proceedings it was recommended that an increase/decrease to the assessment be triggered when an estimated surplus/deficit reaches \$1 600 This year this threshold was not reached This amount would be the estimated cost to the City in staff time to complete the procedure required to increase an assessment per Proposition 218

The proposed assessment and individual assessments to the District are shown in EXHIBITS A and B respectively

Respectfully submitted

Charles D Herbertson RCE 46658
Public Works Director and City Engineer

attachments

EXHIBIT A

TABLE I

ESTIMATED COST FOR LANDSCAPING MAINTENANCE (FISCAL YEAR 2006/2007)

1 COST OF MAINTENANCE AND IMPROVEMENTS

Maintenance Service Contract	\$ 16 500 00
City Personnel Maintenance Costs (Irrigation Repairs)	\$ 0
City Contract Administration	\$ 0
City Equipment Charges	\$ 0
Energy Charges (So Calif Edison)	\$ 0
Water Charges (Golden State Water)	\$ 5 934 00
Materials and Supplies	\$ 0
SUBTOTAL	\$ 22 434 00

2 INCIDENTAL EXPENSES

Annual Assessment Procedure s
(City Engineer's Expense) \$ 618 00

3 CITY CONTRIBUTION \$ 0

4 **TOTAL** **\$ 23,052 00**

TABLE II

COST ESTIMATE PER PARCEL (FISCAL YEAR 2006/2007)

Landscaping Maintenance District No 1 has been formed to assess directly to the property owners on a benefit basis the landscaping maintenance costs that will be incurred in the ensuing fiscal year

ZONE 1 (Studio Estates)

Number of parcels	180
Parkway Area	Approx 22 000 sq ft
Total Assessment	\$ 19 746 00 ³
Cost Per Sq Ft to Maintain	\$ 0 8975
Cost Per Parcel to Maintain	<u>\$ 109 70</u>

ZONE 2 (Ballona Creek)

Number of Parcels	9
Landscaped Area	Approx 44 000 Sq Ft
Total Assessment	\$ 3 306 00 ²
Cost Per Sq Ft to Maintain	\$ 0 0751
Cost Per Sq Ft of Assessable Land	<u>\$ 0 0054</u>

Zone 2 Cost Per Parcel to Maintain

<u>Parcel No</u>	<u>Area (SF)</u>	<u>% of Total Area</u>	<u>Assessment</u>
9	150 000	24 691	\$816 30
21	158 500	26 091	\$862 55
12	23 000	3 786	\$125 17
15	48 500	7 984	\$263 94
16	20 000	3 292	\$108 84
25	68 500	11 276	\$372 78
914 ¹	49 500	8 148	\$269 36
26	55 000	9 053	\$299 31
22	34 500	5 679	\$187 75
	<u>607,500</u>	<u>100 00</u>	<u>\$ 3,306 00²</u>

- 1 Parcel No 914 is a parking lot owned by the Culver City Redevelopment Agency and will be hand-billed by the City Treasurer and posted in this District's Fund
- 2 Actual estimate is \$6 186 00 (see Table III) \$1 380 00 surplus for 2002-2003 and a surplus of \$1 500 00 for 2004-05 have been applied as a credit
- 3 Actual estimate is \$19 704 00 (see Table III) \$42 surplus will be carried forward to the Fiscal Year 2006/2007 assessment

TABLE III
SUMMARY OF SPREAD OF DISTRICT COSTS
FISCAL YEAR 2005/2006

	<u>Zone 1</u>	<u>Zone 2</u>
Contract Maintenance Service	\$ 9 000 00	\$ 3 000 00
City Personnel Maintenance Costs	\$ 3 500 00	\$ 1 000 00
City Equipment Charges	-0-	-0-
Energy Charges	-0-	-0-
Water Charges	\$ 5 476 00	\$ 458 00
City Materials/Supplies (Plant Replacement)	-0-	-0-
Assessment Procedure (City Engineer s Cost)	\$ 1 728 00	\$ 1 728 00
Surplus (includes 2003-04 and 2004-05)	-0-	\$2 880 00
TOTAL TO BE CHARGED TO FISCAL YEAR 2005/2006	\$ 19,746 00¹	\$ 3,306 00²

1 Actual estimate is \$19 704 00 \$42 00 surplus will be carried forward to the Fiscal Year 2006/2007 assessment

2 Actual estimate is \$6 186 however the surplus from previous years has been deducted to reach the net amount to be charged - \$3 306 00

TABLE IV

LANDSCAPING MAINTENANCE DISTRICT NO. 1
ASSESSMENT DISTRICT DIAGRAM

DISTRICT BOUNDARY DESCRIPTIONS

- 1 **Zone 1** The general location is the north central portion of the City of Culver City California. Zone 1 of the Maintenance District includes the enclosed 51 parcels of Tract No. 34390, the enclosed 45 parcels of Tract No. 34371, the enclosed 45 parcels of Tract No. 36218, the enclosed 8 parcels of Tract No. 33484, and the enclosed 31 parcels of Tract No. 28805, for a total number of 180 parcels, surrounded on the southeast by Culver Boulevard, on the southwest by Elenda Street, on the northwest by Arizona Avenue, and the most northerly line of Tract No. 34371 and Tract No. 28805, and on the northeast by the northeasterly line of Tract No. 28805, all as more specifically shown on the Diagram of Landscaping Maintenance District No. 1, on file in the office of the City Engineer, City of Culver City. A reduced-scale copy of said Diagram is attached hereto.
- 2 **Zone 2** The general location is the central portion of the City. Zone 2 of the Maintenance District includes 9 parcels of land located on the northwesterly side of Jefferson Boulevard east of Overland Avenue, bounded by Jefferson Boulevard on the south, by Overland Avenue, Virginia Avenue, and Jordan Way on the southwest, by the Los Angeles County Flood Control District right-of-way for Ballona Creek on the north, and by the northeasterly line of Westside Business Park on the northeast. Maintenance will be performed on the southeasterly twenty-foot section of said Los Angeles County Flood Control District right-of-way, all as more specifically shown on the Diagram of Landscaping Maintenance District No. 1, Zone 2, on file in the Office of the City Engineer, City of Culver City. A reduced-scale copy of said Diagram is attached hereto.

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1 1 Upon the conclusion of the Public Hearing written protests filed and
2 not withdrawn did not represent property owners owning more than fifty percent (50%) of
3 the area of assessable lands within the Assessment District

4 2 The City Council hereby approves the Engineer's Report and orders
5 the annual levy of the Assessment District as shown and set forth and described in the
6 Report and the Resolution of Intention No 2006-R032

7 3 The diagram and assessment as set forth and contained in the
8 Report are hereby confirmed and adopted by the City Council

9 4 The adoption of this Resolution constitutes the levy of the
10 assessment for the fiscal year commencing July 1, 2006 and ending June 30, 2007

11 5 The estimates of costs the assessment diagram the assessments
12 and all other matters as set forth in the Report pursuant to said Chapter 15 01 as
13 submitted, are hereby approved and adopted by the City Council

14 6 The improvements set forth in the Report and the Resolution of
15 Intention shall be performed pursuant to law and the County Auditor shall enter on the
16 County Assessment Roll the amount of the assessment and the assessment shall then
17 be collected at the same time and in the same manner as the County property taxes are
18 collected After collection by said County, the net amount of the assessment shall be
19 paid to the City Treasurer of the City of Culver City

20 7 The City Treasurer has previously established a special fund known
21 as the "Fund for Higuera Street Landscaping and Lighting Assessment" into which the
22 City Treasurer shall place all monies collected by the Tax Collector pursuant to the
23 provisions of this Resolution and law and the transfer shall be made and accomplished
24 as soon as the monies have been made available to the City Treasurer

8 The City Clerk is hereby ordered and directed to file a certified copy of the report and diagram attached hereto as Exhibit "A" and the assessment roll with the County Auditor together with a certified copy of this Resolution upon its adoption

9 A certified copy of the report and diagram, attached hereto as Exhibit
"A" and the assessment roll shall be filed in the Office of the City Engineer with a
duplicate copy on file in the Office of the City Clerk and shall be open for public
inspection

APPROVED and ADOPTED this 26th day of June 2006

GARY SILBIGER MAYOR
City of Culver City California

ATTEST

APPROVED AS TO FORM

CHRISTOPHER ARMENTA City Clerk

CAROL A SCHWAB City Attorney

PUBLIC WORKS DEPARTMENT
CITY OF CULVER CITY
PO Box 507
9770 CULVER BOULEVARD
CULVER CITY CA 90232 0507

NOTIFICATION OF IMPORTANT CITY COUNCIL AGENDA ITEM
Public Hearing Assessment levy of Landscape Maintenance District No 1

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9770 CULVER BOULEVARD
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**NOTIFICATION OF IMPORTANT
AGENDA ITEM AT A FUTURE
COUNCIL MEETING**

The City Council will consider the following agenda item at their meeting of

June 26, 2006 Time 7 00 pm

The City Council will conduct a Public Hearing regarding the Assessment Levy of the Landscape Maintenance Assessment District No 1

For more information contact

Dan Garcia
Project Manager
310 253 5604

Location
City Hall

Mike Balkman Council Chambers
9770 Culver Boulevard
Culver City CA 90232

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