



MEMORANDUM

TO: City Council

FROM: Bill Robeson, Assistant City Manager/Director of Public Works

BY: Theresa Wren, Capital Improvement Projects Manager

SUBJECT: Resolutions Ordering the Preparation of Annual Engineer's Reports for Assessment Districts for FY 2025-26

DATE: May 13, 2025

RECOMMENDATION:

1) Adopt Resolutions ordering the preparation and filing of Annual Engineer's Reports for the Parkside Village Assessment District ("Parkside Village"), Grace Lane Assessment District ("Grace Lane"), and Landscaping and Lighting Assessment District No. 1, within Tract 1769 ("Tract 1769"), for FY 2025-26; and;

2) Determine that adopting the Resolutions ordering the Engineer's reports is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

For Fiscal Year (FY) 2025-26, the total budgets for the three subject Assessment Districts are proposed to be:

Parkside Village Assessment District	\$ 34,700
Grace Lane Assessment District	\$ 16,100
Landscaping and Lighting Assessment District No. 1 (Tract 1769)	\$ 7,100

BACKGROUND:

The California Landscape and Lighting Act of 1972 (California Streets and Highways Code section 22500 et seq., the "Act") allows local governmental agencies to form assessment districts for the purpose of financing the costs and expenses of landscaping and lighting public areas. Accordingly, the City formed the following three separate assessment districts in compliance with the Act:

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<u>Tract Number</u>	<u>Assessment District Name</u>	<u>Date Formed</u>
Tract 2310	Parkside Village Assessment District No.	November 8, 2005
Tract 2236	Grace Lane Assessment District No.	November 28, 2006
Tract 1769	Lighting and Landscaping District No. 1	May 12, 1992

The Act requires that the City complete the following process each fiscal year in order to levy and collect assessments:

1. Adopt a Resolution describing any proposed new improvements or any substantial changes in existing improvements and ordering the preparation and filing of an Engineer's Report.
2. Approve the Engineer's Report and adopt a Resolution of Intention. The Resolution of Intention declares the City Council's intention to levy and collect assessments under the subject assessment districts for the upcoming fiscal year. It also states whether the assessment is proposed to change from the previous year and sets a date, hour, and place for a public hearing.
3. Conduct the public hearing affording all interested parties the opportunity to hear and be heard.
4. Adopt a Resolution confirming the assessment, which constitutes the levy of the assessments for FY 2025-26.

Upon fulfillment of these requirements, the City must submit the Resolution confirming the assessments to the County of San Luis Obispo for inclusion on the FY 2025-26 property tax roll.

ANALYSIS OF ISSUES:

The first step in the statutorily prescribed process contained in the Act requires that the City adopt a Resolution describing any proposed new improvements or any substantial changes in existing improvements and ordering the preparation and filing of an Engineer's Report. The subject assessment districts are largely responsible for covering expenses related to maintaining the public landscaping within the defined boundaries of the separate districts.

No new improvements or substantial changes in existing improvements are proposed for the Tract 1769, Grace Lane, or Parkside Park Assessment Districts for FY 2025-26.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt Resolutions ordering the preparation and filing of Annual Engineer's Reports for the Parkside Village Assessment District, Grace Lane Assessment District and Landscaping and Lighting Assessment District No. 1, within Tract 1769, for FY 2025-26;
2. Modify and adopt the Resolutions;

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3. Do not adopt the Resolutions; or
4. Provide other directions to staff.

ADVANTAGES:

Adoption of the Resolutions describing the existing improvements and ordering the preparation and filing of Engineer's Reports will comply with California Streets and Highways Code, Section 22622, and is the first step required in the levy of assessments.

DISADVANTAGES:

No disadvantages for this proposed action have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item. Adopting the resolutions is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ATTACHMENTS:

1. Resolution - Parkside Village
2. Resolution - Grace Lane
3. Resolution - Landscaping and Lighting District No. 1 - Tract 1769