



STAFF REPORT – CITY COUNCIL MEETING

March 06, 2024

TO: Honorable Mayor and City Council Members

FROM: Netra Khatri, City Engineer

PREPARER: Mara Grow, Administrative Specialist

DATE: February 06, 2024

TITLE: **Request the Annual Engineer's Report and Preparation of Notices to Declare the City's Intention to Continue to Levy and Collect Assessments of Existing Assessment Districts to Include Mad River Parkway Business Center Landscape Maintenance Assessment District, Windsong Subdivision Landscape Maintenance Assessment District and Janes Creek Meadow Landscape Maintenance Assessment District.**

RECOMMENDATION:

It is recommended that the Council request the annual Engineer's Report and preparation of notices to declare the City's intention to continue to levy and collect assessments of existing assessment districts to include Mad River Parkway Business Center Landscape Maintenance Assessment District, Windsong Subdivision Landscape Maintenance Assessment District and Janes Creek Meadow Landscape Maintenance Assessment District.

INTRODUCTION:

The City has three assessment districts that are billed annually as part of their property tax assessments. As required under the Landscape and Lighting Act of 1972, annual Engineer's Reports and Resolutions of Intent to continue to levy assessments are required. The Resolutions of Intent are incorporated into the City's annual budget process. This action directs the City Engineer to complete the required reports and notices in preparation of the budget adoption.

BACKGROUND:

The City is allowed under the Landscaping and Lighting Act of 1972 to create assessment districts to install, maintain and service public landscaping and lighting. All three of the districts were legally created based on an Engineer's Report which clearly describes the improvements, work, and costs. Several specific parts (A-F) are required to be prepared under the Engineer's Report, including:

Part A—plans and specifications for the improvements are filed with the City Clerk. Although separately bound, the plans and specifications are a part of this report and are included in it by reference.

Part B—an estimate of the cost of maintaining the improvement.

Part C—an assessment of the estimated cost of maintaining the improvement on each benefited parcel of land within the assessment district.

Part D—a statement of the method by which the undersigned has determined the amount proposed to be assessed against each parcel.

Part E—a list of the names and addresses of the owners of real property within the assessment district, as shown on the last equalized assessment roll for taxes, or as known to the Clerk. The list is keyed to Part C by assessment number.

Part F—a diagram showing all of the parcels or real property within this assessment district. The diagram is keyed to Part C by assessment number.

DISCUSSION:

Annually, an Engineer’s Report is required to be prepared to report to the City Council so they may adopt a resolution proposing any new improvements or substantial changes in existing improvements. There are no changes recommended within the Windsong and Janes Creek Meadow Assessment Districts. The Mad River Parkway will see a CPI increase of 4.1% per the approved conditions of the district. City forces will continue to perform the work/improvements and maintenance as per the original Engineer’s Report and request the continued assessment of the benefited parcels.

Please refer to the three attached reports for the districts, including the funds required and expended. Written public notifications will be published in the local paper and following a public hearing the Council will be asked to approve the Engineer’s Reports and to adopt a resolution for each individual district, declaring the continued collection of assessments.

BUDGET/FISCAL IMPACT:

Failure to approve the continued assessments would result in a reduction of funds to maintain the grounds and lighting within the three assessment districts. The total funding recommended in the Engineer’s Reports for the three districts is \$38,956.09.

ATTACHMENTS:

- A. 2024-2025-Janes Creek Meadow - Engineers Report_DRAFT (PDF)
- B. 2024-2025 Windsong - Engineers Report_DRAFT (PDF)
- C. 2024-2025 MRBP - Engineers Report and Resolution _ DRAFT (PDF)