



CITY OF ALAMEDA

Fiscal Year 2021/22 Engineer's Report For:

**Maintenance Assessment District No. 01-01
(Marina Cove)**

April 2021

City of Alameda
Maintenance Assessment District No. 01-01
(Marina Cove)
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1. ENGINEER’S LETTER

WHEREAS, on February 16, 2021, the City Council of City of Alameda (the “City”), State of California, under the “City of Alameda Maintenance Procedure Code” (the “Code”), adopted its Resolution Appointing an Engineer and an Attorney for Maintenance Assessment District No. 01-01 (Marina Cove) (the “District”);

WHEREAS, said Resolution directed the engineer to prepare and file a report (the “Report”);

WHEREAS, pursuant to the Code, the Report is required to present plans and specifications describing the general nature, location and extent of the improvements to be maintained, a diagram for the District, showing the area and properties to be assessed, and an estimate of the costs to maintain and service the improvements for the referenced fiscal year, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received;

NOW THEREFORE, the following assessment is proposed to be authorized in order to pay for the estimated costs of maintenance, operation, and servicing of improvements to be paid by the assessable real property within the boundaries of the District in proportion to the special benefit received.

SUMMARY OF ASSESSMENT

Fiscal Year 2021/22 District Budget ⁽¹⁾	\$116,401.53
Total square footage of parcels within the District	309,146
Proposed Fiscal Year 2021/22 assessment per lot square foot	\$0.3765

⁽¹⁾ Differences in actual levy amounts compared to budgeted net to levy amount is due to rounding.

I, the undersigned, respectfully submit the enclosed Report and, to the best of my knowledge, information and belief, the Report, assessments, and the assessment diagram herein have been prepared and computed in accordance with the order of the City Council of the City of Alameda.

City Engineer

2. PLANS AND SPECIFICATIONS

The District provides for and ensures the continued maintenance and servicing of landscape and irrigation improvements, and associated appurtenances located within the public right-of-way within the boundaries of the District.

2.1 Boundaries

The District is located within the boundaries of the City. The actual boundaries of the District are generally described as the area north of Buena Vista Avenue, south of Clement Avenue, and west of Grand Street. The District consists of 83 residential parcels located in the Marina Cove Subdivision, Tract 7170.

2.2 Improvements and Services

Improvements provided within the District include, but are not limited to: shrubs, trees, cobbles, landscape irrigation system, lighting systems, sidewalks, roadways, bike paths, waterside protection systems, and associated appurtenant facilities. Services include personnel, materials, contracting services, electrical energy, water required for all necessary maintenance, replacement, repair and administration, required to keep the above-mentioned improvements in a healthy, vigorous, and satisfactory condition.

Reference is made to the Plans and Specifications for the improvements, which are on file with the City. The table below lists specific improvements for which the District will be responsible:

- All street landscape and irrigation maintenance
- Utility and maintenance for 19 street lights
- Utility and maintenance for 8 pathway lights
- Approximately 560 linear feet of fencing
- Approximately 31,350 square feet of concrete sidewalk
- Approximately 95,310 square feet asphalt parking & roadway
- Park maintenance including:
 - 15 benches & tables
 - 1 drinking fountain
 - All tot lot equipment
- Maintenance of a viewing platform and overlook
- Maintenance of the shoreline protection systems

3. ESTIMATE OF COSTS

3.1 Budget

The estimated cost of servicing, maintaining, repairing, and replacing the improvements (as described in the Plans and Specifications) for Fiscal Year 2021/22 is summarized below:

Budget Item	2021/22
Direct Costs	
Maintenance Costs	\$66,205.53
Electricity	2,500.00
Water	5,200.00
Maintenance Repairs & Contingency	7,917.00
Subtotal Direct Costs	\$81,822.53

Administration Costs	
Personnel Costs	\$14,500.00
Administration Cost	18,100.00
County Administration Fee	\$1,979.00
Subtotal Administration Costs	34,579.00

Reserve Collections	
Improvement Reserve Collection	\$0.00
Operating Reserve Collection	0.00
Subtotal of Reserve Collections	\$0.00

Net Amount to Levy ⁽¹⁾	\$116,401.53
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⁽¹⁾ Differences in actual levy amounts compared to budgeted net to levy amount is due to rounding.

It is the intent of the City to maintain a reserve for the replacement of improvements. The Improvement Reserve Fund Balance information for the District is as follows:

Estimated Improvement Reserve Fund Balance as of 6/30/2021	\$254,776.50
Estimated Improvement Use	\$0.00
Estimated Improvement Collection	\$0.00
Estimated Improvement Reserve Fund Balance as of 6/30/2022	\$254,776.50

It is the intent of the City to maintain an operating reserve of 50% of the annual costs to account for fluctuations in cash flow timing. The Operating Reserve Fund Balance information for the District is as follows:

Estimated Operating Reserve Fund Balance as of 6/30/2021	\$58,200.77
Estimated Operating Reserve Use	\$0.00
Estimated Operating Reserve Collection	\$0.00
Estimated Operating Reserve Fund Balance as of 6/30/2022	\$58,200.77

3.2 Definitions of Budget Items

The following definitions describe the services and costs that are included in the District Budget:

Direct Costs:

Maintenance Costs includes all regularly scheduled labor, materials, and equipment required to properly maintain and ensure the satisfactory condition of all appurtenant facilities.

Electricity includes the furnishing of electricity required for the operation and maintenance of the landscaping facilities.

Water includes the furnishing of water required for the operation and maintenance of the landscaping facilities.

Maintenance Repairs & Contingency includes items that are generally unforeseen and not normally included in the yearly maintenance contract costs. This may include repair of damaged equipment due to storms, etc. Also included may be planned upgrades that provide a direct benefit to the District.

Administration Costs:

Personnel/Overhead includes the cost of all particular departments and staff of the City for providing the coordination of the District services, operations and maintenance of the improvements, response to public concerns and education, and procedures associated with the levy and collection of assessments.

Administration Cost includes the cost associated with contracting with professionals to provide services specific to administration of the levy including administrative, legal, or engineering services specific to the District.

County Administration Fee includes the actual cost to the District for the County of Alameda (the "County") to collect the assessments of the property tax bills and distribute the collections to the City.

Miscellaneous Costs includes funds collected for additional administrative costs such as the cost to prepare and mail notices of the public meeting and hearing and to publish notice of the public meeting and hearing.

Improvement Reserve Collection:

Improvement Reserve Collection is the amount collected and held in reserve in preparation for expected future maintenance or replacement of large scale improvements, such as the bulkhead wall, park overlook, sidewalks, roadways, and park landscaping.

Operating Reserve Collection:

Operating Reserve Collection is the amount collected and held in reserve to pay for operations of the District from the beginning of the fiscal year until funds are received from the County.

4. ASSESSMENTS

The assessments for the current fiscal year are apportioned to each parcel as shown on the latest equalized roll at the County Assessor’s office and are listed in Section 6 of this Report. The description of each lot or parcel is part of the records of the County Assessor of the County and such records are, by reference, made part of this Report.

4.1 Method of Assessment

Pursuant to the Code (Ord. No. 2623 N.S. § 2), all parcels that have special benefit conferred upon them as a result of the maintenance and operation of improvements shall be identified and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire cost of the maintenance and operation of the improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received. The methodology as approved at the time of the formation of the District is as follows.

Assessment Methodology:

The benefiting parcels shall receive an assessment in proportion to each parcels’ pro-rata share of lot square footage (area basis).

Single Family Residential – Improved residential properties are assessed based on lot square footage. Each of the subdivided single family residential (“SFR”) lots within the District is deemed to receive special benefit from the Improvements. The assessment for SFR lots within the District is calculated by dividing the total maintenance cost by the total square footage of all the assessable lots within the District to determine the assessment amount per square foot, and each unit is assessed at that rate times the amount of square footage of the respective lot.

There are 83 single family residential assessable parcels within the District. Each of these units is deemed to receive proportional special benefit from the maintenance and operation of the improvements.

The assessment is spread to each of the 83 assessable SFR parcels within the District as follows:

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Assessment Rate Increases

The maximum assessment rate for the District is subject to an annual adjustment based on the percentage change in the U.S. Department of Labor, Bureau of Labor Statistics (BLS) Consumer Price Index for all Urban Consumers (CPI-U): San Francisco-Oakland-Hayward for February of each fiscal year. The percentage increase that will be applied to the maximum assessment rate for Fiscal Year 2021/22 is 1.567%.

The following table shows a history of the maximum and actual assessment rates for the past six (6) fiscal years:

Fiscal Year	CPI Change	Maximum Rate per Lot SqFt	Actual Rate per Lot SqFt
2016/17	3.017%	\$0.324835645	\$0.324835645
2017/18	3.437%	0.336000788	0.336000788
2018/19	3.564%	0.347977402	0.347977402
2019/20	3.526%	0.360247184	0.360247184
2020/21	2.906%	0.370715897	0.370715897
2021/22	1.567%	0.376526076	0.376526076

5. ASSESSMENT DIAGRAM

An Assessment Diagram for the District has been previously submitted to the City Clerk in the format required under the provisions of the Code. The lines and dimensions shown on maps of the County Assessor of the County for the current year are incorporated herein by reference.

6. ASSESSMENT ROLL

Parcel Identification, for each lot or parcel within the District, shall be the parcel as shown on the County Assessor's map for the year in which this Report is prepared.

A listing of parcels assessed within the District for Fiscal Year 2021/22, along with the assessment amounts, is on file in the office of the City Clerk and incorporated herein by reference. Any parcel number for the current fiscal year, a corrected parcel number, and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County), dedicated public easements, open space areas and rights-of-way including public greenbelts and parkways, utility rights-of-way, common areas, landlocked parcels, small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.