

City of Alameda

**Maintenance Assessment
District No. 01-1 (Marina Cove)**

Fiscal Year 2017/18 Engineer's Report

April 2017

City of Alameda
Maintenance Assessment District No. 01-1
2263 Santa Clara Avenue
Alameda, CA 94501
Tel: (510) 747-7400
Fax: (510) 748-4503

CITY COUNCIL

Trish Herrera Spencer, Mayor

Malia Vella, Vice Mayor

Marilyn Ezzy Ashcraft, Councilmember

Frank Matarrese, Councilmember

Jim Oddie, Councilmember

CITY STAFF

Jill Keimach, City Manager

Liam Garland, Acting Public Works Director

Shahram Aghamir, City Engineer

Liz Acord, Acting Public Works Coordinator

NBS

Pablo Perez, Client Services Director

Adina McCargo, Senior Consultant

TABLE OF CONTENTS

1. ENGINEER'S LETTER	1-1
2. PLANS AND SPECIFICATIONS	2-1
2.1 Boundaries.....	2-1
2.2 Improvements and Services.....	2-1
3. ESTIMATE OF COSTS	3-1
3.1 Budget	3-1
3.2 Definition of Budget Items.....	3-2
4. ASSESSMENTS	4-1
4.1 Method of Assessment	4-1
5. ASSESSMENT DIAGRAM	5-1
6. ASSESSMENT ROLL	6-1

1. ENGINEER'S LETTER

WHEREAS, on February 21, 2017, 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. 01-1 (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 2017/18

Category	Amount
Estimated Costs Less Reserve Allocation	\$112,855
Maintenance Reserve Collection	(8,984)
Balance to Levy	\$103,871
Total District Square Footage	309,146
Proposed Assessment per Square Foot	\$0.33599287
Total 2017/18 Assessment⁽¹⁾	\$103,870.85

(1) Rounding adjustments may be required for placement on the Alameda County tax roll.

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.

Shahram Aghamir
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 2017/18 are summarized as follows:

MAD No. 01-1:	FY 2017/18
Direct Costs	
Maintenance Costs	\$66,124
Electricity	2,006
Water	4,532
Maintenance Repairs & Contingency	8,108
Subtotal Direct Costs	\$80,770
Administration Costs	
Personnel/Overhead	\$13,671
Administration Cost	16,630
County Administration Fee	1,784
Subtotal Administration Costs	\$32,085
Subtotal Costs	\$112,855
Improvement Reserve Collection	0
Operating Reserve Collection	(8,984)
Total	\$103,871

Estimated Operating Reserve Fund Balance as of June 30, 2017	\$140,471
Reserve Collection(Use) for Fiscal Year 2017/18	(8,984)
Estimated Operating Reserve Fund Balance as of June 30, 2018	\$131,487

It is the intent of the City to establish a reserve for the replacement of improvements. The improvement reserve balance information for the District is as follows:

Estimated Improvement Reserve Fund Balance as of June 30, 2017	\$202,275
Reserve Collection(Use) for Fiscal Year 2017/18	0
Estimated Improvement Reserve Fund Balance as of June 30, 2018	\$202,275

3.2 Definition 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 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 of Alameda (the "County").

4. ASSESSMENTS

The assessments for Fiscal Year 2017/18 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 of Alameda 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.

Assessment Increase

The maximum assessment is subject to an annual adjustment, in which the maximum assessment shall be increased by the percentage change in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumers (CPI-U): San Francisco-Oakland-San Jose as of February of each year.

The percentage increase that will be applied to the maximum assessments for Fiscal Year 2017/18 is 3.44% over the prior fiscal year maximum assessment.

The maximum assessment rate for 2017/18 is \$0.33599287 per lot square foot

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:

Estimated Fiscal Year 2017/18 District Budget	\$103,871
Total square footage of parcels within the District	309,146
Proposed Fiscal Year 2017/18 assessment per square foot ⁽¹⁾	\$0.33599287

(1) The Fiscal Year 2017/18 Assessment is equal to the maximum assessment.

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 of Alameda for the current year are incorporated by reference herein and made part of this Report.

6. ASSESSMENT ROLL

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

A listing of parcels assessed within the District for Fiscal Year 2017/18, along with the assessment amounts, is shown on the following pages. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid 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.