



We Create Community Through People, Parks and Programs

STAFF REPORT

DATE: April 18, 2019

TO: Advisory Board of Directors

FROM: Dave Mitchell, District Administrator

SUBJECT: Preparation of Engineers Report for the Park Maintenance and Recreation Improvement District, Antelope Area

RECOMMENDATION:

By motion, approve Resolution No. 19-001 retaining the services of SCI Consulting Group to prepare the Engineer's Report for the Park Maintenance and Recreation Improvement District as the first step in a three step process in levying annual assessments for fiscal year 2019-20.

BACKGROUND/DISCUSSION:

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report is prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Park Maintenance and Recreation Improvement District as the first step in a three step process in levying annual assessments for fiscal year 2019-20. The Engineer's Report will be presented to the Board for preliminary approval in June of this year.

Annually, an updated Engineer's Report, including updated budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California registered civil engineer. SCI Consulting Group will provide professional assessment engineering and assessment administration services to justify the continued collection of the Park Maintenance and Recreation Improvement District for fiscal year 2019-20.

In 2002, after gaining property owner ballot support, the benefit assessments were first established to provide funding for the installation, maintenance and servicing of landscaping, park and recreation facilities in the Sunrise Recreation and Park District.

- Balloting Conducted: May-July 2002
- Ballot Results: 59.1 % of the weighted returned ballots were in support of the proposed assessment
- Board Approval of 1st Year Assessment Levies: July 15, 2002

- Fiscal Year 2002-03 Approved Rate: \$40.00 per single family equivalent benefit unit (SFE)
- Annual CPI: In each subsequent year, the maximum assessment rate increases by the annual change in the Consumer Price Index, not to exceed 3% per year.
- Fiscal Year 2018-19 Rate: \$58.68 per single family equivalent benefit unit (SFE) for Zone A and \$50.76 per SFE for Zone B. (Zones A and B were created in Fiscal Year 2017-18.)

The assessments can be levied annually and can be increased by the change in the San Francisco Bay Area Consumer Price Index, not to exceed 3% per year.

In order to continue to levy the assessments, the Board will need to adopt the resolution to direct SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for fiscal year 2019-20. This Engineer's Report will include the proposed budget for assessments in fiscal year 2019-20, special and general benefit findings to support the assessments, updated proposed assessments for each parcel in the District, and proposed assessments per single family equivalent benefit unit for fiscal year 2019-20. After the Engineer's Report and assessment roll are completed, they will be brought back to your Board for review and consideration. If the Board preliminarily approves the Reports, a noticed public hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The preliminary Engineer's Report is scheduled to be presented to the Board on June 20, 2019.

It is recommended the Board approve Resolution 19-001 directing SCI Consulting Group to prepare the Engineer's Report for the Park Maintenance and Recreation Improvement District for fiscal year 2019-20.

By: _____
Dave Mitchell
District Administrator

Attachments: Resolution No. 19-001