

# City of Brisbane

## Agenda Report

**TO:** Honorable Mayor and City Council

**FROM:** Karen Kinser, Deputy Director of Public Works

**VIA:** Randy Breault, Director of Public Works/City Engineer and City Manager

**DATE:** Meeting of July 20, 2017

**SUBJECT:** Public Hearing on Imposition of Fiscal Year 2017-2018 Tax Roll Charges for the Sierra Point Landscaping and Lighting District

### **City Council Goals:**

To provide for effective and efficient delivery of City Services (1)

To maintain and improve infrastructure (3)

To develop management and fiscal systems to maximize effectiveness of City services and accountability to Brisbane taxpayers and citizens (11)

### **Purpose:**

To complete the process via a public hearing for the imposition of annual tax roll charges that fund Sierra Point's Landscape and Lighting Assessment District, which provides for maintenance of the landscaping, irrigation and lighting installed in 1989.

### **Recommendation: The following procedures and actions are recommended:**

1. Statement of the Engineer of Record as to the nature of the project.
2. Mayor's statement and declaration that the Public Hearing is open (see Attachment A).
3. Statement by the City Clerk verifying that the Certificate of Posting and the Resolution of Intention is on file (see Attachment B), followed by the reading of any written protests by the City Clerk.
4. Hearing of oral testimony and comments.
5. Closure of Public Hearing.
6. By motion, adoption of Resolution No. 2017-35, Overruling Protests and Ordering the Improvements and Confirming the Diagram and Assessment for Fiscal Year 2017-2018 for the Sierra Point Landscaping and Lighting District.

**Background:**

At its May 18th meeting, the City Council adopted Resolution No. 2017-30, a Resolution of Preliminary Approval of Engineer's Report, and Resolution No. 2017-31, a Resolution of Intention to Order the Levy and Collection of Assessments Pursuant to the Landscaping and Lighting Act of 1972, pertaining to the Sierra Point Landscaping and Lighting District, Fiscal Year 2017-2018. The fiscal year 2017–2018 Engineer’s Report maintains last year’s assessment amount.

In accordance with state law, joint notice of both the public meeting and the public hearing was mailed to all affected property owners and was posted at City Hall, Brisbane Community Center, Brisbane Public Library and Mission Blue Center. The preliminarily approved Engineer's Report is attached. As of July 5, 2017, no written protests had been received.

**Discussion:**

In addition to the routine maintenance provided within the district, the revenue funds non-annual projects such as pruning and deep root fertilizing the palm trees and pruning the stone pines along Marina Blvd. While the utility line item for irrigation water is expected to decrease, those funds will be reallocated to drought mitigation activities such as the deep root watering program for trees in the assessment district, aerating of turf and mulching of planted areas.

**Fiscal Impact:**


This is an annually occurring process that provides the funding mechanism for the work completed within the landscaping and lighting district. If the Council declines to order and levy the collection of assessments, there will be no identified revenue source for the work scheduled in this District. The FY 17-18 budget adopted by Council for Department 4009 (Sierra Point Landscaping and Lighting District) is in the amount of \$572,717. The assessments to be collected via the recommended action are \$591,776. The amount received in excess of the annual costs will be used to reimburse the city for unfunded expenses incurred in previous years.


**Measure of Success:**

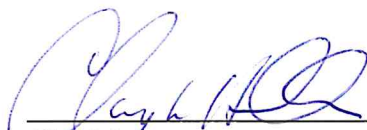
Continuing acceptable maintenance levels in the Sierra Point Landscape and Lighting District.

**Attachments:**

- A – Opening Statement by the Mayor of the City of Brisbane
- B – Clerk’s Statement
- C – Engineer’s Report, including Zone 1 and Zone 2 Assessment Diagrams
- Resolution No. 2017-35

  
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 Deputy Director of Public Works

  
 \_\_\_\_\_  
 Director of Public Works/City Engineer

  
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 City Manager

**OPENING STATEMENT BY THE MAYOR  
OF THE CITY OF BRISBANE**

JULY 20, 2017

**SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT**

This is the time and place set for hearing on the Engineer's Report and the levy and collection of the proposed assessment for Fiscal Year 2017-2018 for the Sierra Point Landscaping and Lighting District. These proceedings were undertaken pursuant to the Landscaping and Lighting Act of 1972.

The Engineer's Report prepared by the Engineer of Work consists of the proposed improvements, the boundaries of the Assessment District and any zones therein, the proposed diagram, the estimate of cost thereof and the proposed assessments upon assessable lots and parcels of land within the District. Any one of these items may be the subject of protests or endorsements.

You are asked to clearly identify yourself and the property owned by you so that your statements may be correctly recorded.

The hearing is declared open and I will ask the City Clerk to report on the various notices given in connection with the hearing.

**ATTACHMENT A**

**CLERK'S STATEMENT**

JULY 20, 2017

**SIERRA POINT  
LANDSCAPING AND LIGHTING DISTRICT**

Notices have been mailed and posted as required by the Landscaping and Lighting Act of 1972. Proofs of mailing and posting are on file in my office. A copy of the Engineer's Report prepared by the Engineer of Work was filed in my office on May 9, 2017, and has been open to public inspection since that time.

**ATTACHMENT B**

CITY OF BRISBANE

**SIERRA POINT**

**LANDSCAPING AND LIGHTING DISTRICT**

**ENGINEER'S REPORT**

on the  
Levy of an Assessment  
for the  
2017 - 2018 Fiscal Year

Prepared by

Karen Kinser, P.E.  
Deputy Director of Public Works

May 9, 2017

## I. BACKGROUND

In 1983, the Brisbane City Council determined to undertake proceedings under the provisions of Division 15, Part 2, of the California Streets and Highways Code, entitled "Landscaping and Lighting Act of 1972", for the formation of an assessment district for the purpose of constructing, installing, maintaining and servicing the following facilities within said district:

- a) Public landscaping, including trees, shrubs, grass, other vegetation, and irrigation facilities.
- b) Public lighting facilities, including standards, poles, and electric current or energy.

The proposed district was designated the "Sierra Point Landscaping and Lighting District".

This report was prepared as part of an annually occurring process to detail the assessment charges and district expenses covering the 2017 - 2018 fiscal year.

## II. PLANS AND SPECIFICATIONS

The original plans and specifications for this assessment district have been separately bound but are incorporated herein by this reference thereto.

## III. ESTIMATE OF COSTS

The costs of this assessment district for the 2017 - 2018 fiscal year are estimated to be as follows:

**ZONE 1 & 2 CONSTRUCTION & MAINTENANCE**

		<b>FY 17/18</b>
	Employee salaries & fringes	60,449
54025	Indirect costs	111,174
	Maintenance & Servicing Costs (see detail)	392,090
	Misc. Services & Supplies (see detail)	9,003
	Offset previous years deficits	19,060
	<b>TOTAL ZONE 1 &amp; 2</b>	<b>\$591,776</b>

**MAINTENANCE & SERVICING COSTS (Detail)**

		<b>FY 17/18</b>
52001	Safety Clothing	1,000
52010	Gas & oil for vehicles	2,500
	Auto & truck repair & maintenance	3,000
	Tire & tire repair	500
52015	Tree trimming/replacement	20,000
	Plants, shrubs and other vegetation	5,500
	Street light repair & maintenance	12,000
	Fertilizer, stakes, seed, compost	3,000
	Irrigation supplies	4,000
52030	Landscape beds contract maintenance	45,000
	Gopher Control	12,000
	Contract turf maintenance	36,540
	Non-routine maintenance (planting, etc.)	16,850
52050	Small tools and supplies	200
52060	Electricity and water	230,000
	<b>Total Maintenance &amp; Servicing Costs</b>	<b>\$392,090</b>

MISC. SERVICES & SUPPLIES (Detail)

		<b>FY 17/18</b>
52020	Memberships	125
52005	Communications	600
52010	Office equipment repair & maintenance	600
52025	Printing, legal notices	200
52030	Assessment Engineering	1,000
	Legal Counsel	1,800
52055	Travel and training	100
51800	Liability Insurance	1,710
51810	Worker's Compensation	2,868
	Total misc. services & supplies	<b>\$9,003</b>

IV. DIAGRAM


The assessment diagrams for Zones 1 and 2 are attached hereto and are a part of this report.

V. ASSESSMENT

The assessments to be made against the assessable lots and parcels of land within this assessment district are attached hereto and are a part of this report.

Respectfully submitted,

Dated 7/5/17

  
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Karen Kinser, P.E.  
Deputy Director of Public Works



Filed in the office of the City Clerk of the City of Brisbane, San Mateo County,  
California, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Ingrid Padilla  
City Clerk

Filed in the office of the County Controller-Auditor of the County of San Mateo,  
California, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Juan Raigoza  
County Controller

## ASSESSMENT ROLL

<u>ASSESSMENT NUMBER</u>	<u>ASSESSOR'S PARCEL NUMBER</u>	<u>PARCEL AREA, AC.</u>	<u>ASSESSMENT</u>
<u>ZONE 1</u>			
A 1	007—165—010	4.52	\$25,180
A 2	007—165—020	8.87	49,414
A 3	007—165—110	3.44	19,164
A 4	007—165—050	6.13	34,148
A 5	007—164—020	5.66	31,530
A 6	007—164—010	10.20	56,823
A 7	007—165—080	5.78	32,200
A 8	007—165—090	9.09	50,640
A 9	007—165—100	7.98	44,455
A 10	007—163—030	3.52	19,609
A 11	007—163—040	3.08	17,158
A 12	007—165—120	4.56	25,404
C 1	015—010—530	Note <sup>1</sup>	0
C 2	015—010—560	6.92	38,551
C 3	015—010—570	8.57	47,742
C 4	015—010—580	8.56	47,686
C 5	015—010—610	2.41	13,427
	Subtotals	99.29	\$553,131

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<sup>1</sup> Although previously assessed, this parcel is owned by California State Lands Commission, which is exempt from local assessments.

ZONE 2

B 1	None (placeholder only)		-0-
B 2	005—162—430 (Ptn)	15.2	7,189
B 3	005—162—300	66.5	31,456
B 4	005—162—400 (Ptn)	Note <sup>2</sup>	-0-
B 5	005—162—410 (Ptn)	0.2 <sup>3</sup>	-0-
B 6	005—162—390	Note <sup>4</sup>	-0-
B 7	005—162—420 (Ptn)	Note <sup>4</sup>	-0-
	Subtotals	81.7	\$ 38,645
	Totals	180.99	\$591,776

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<sup>2</sup> This portion of this parcel is private land over which the public has been granted access for use as the street, Tunnel Avenue.

<sup>3</sup> No assessment has been imposed for a value less than \$100.

<sup>4</sup> B6 and B7 are publicly owned portions of Tunnel Avenue.

## **METHOD OF ASSESSMENT SPREAD**

The amounts to be assessed against the parcels of property to pay the costs and expenses of the work and improvements shall be based on the estimated benefits to be derived by the various properties within the assessment district.

Construction and maintenance costs shall be segregated by zone, and then spread to the parcels within each zone in proportion to the area of the benefited parcels within the zone.

Incidental expenses shall be spread proportional to the area of benefited parcels within the assessment district.

Due to the County Auditor's requirement that individual parcel assessments be rounded to the nearest even cent, the total of said individual assessments may not exactly equal the total estimate of costs.

**NAMES AND ADDRESSES OF OWNERS**

<b>ASSESSMENT NUMBER</b>	<b>APN NUMBER</b>	<b>ASSESSEE</b>
A-1	007-165-010	MPVCA Brisbane LLC 2420 Camino Ramon #215 San Ramon, CA 94583
A-2	007-165-020	Sierra Point LLC C/O Opus 10350 Bren Rd. West Minnetonka, MN 55343-9014
A-3 A-12	007-165-110 007-165-120	Marina Boulevard Property LLC 2121 Rosekrans Ave. Ste. 4325 El Segundo, CA 90245
A-4	007-165-050	Tuntex Properties, Inc. 150 Executive Park Blvd. #4200 San Francisco, CA 94134
A-5	007-164-020	Diamond Marina LLC 2000 Sierra Point Parkway, Ste. 100 Brisbane, CA 94005
A-6	007-164-010	2000 Sierra Point Parkway LLC Attn: Diamond Investment Properties, Inc. 2000 Sierra Point Parkway, Ste. 100 Brisbane, CA 94005
A-7 A-8 A-9	007-165-080 007-165-090 007-165-100	Slough Brisbane LLC PO Box 847 Carlsbad, CA 92018
A-10	007-163-030	Summit Hospitality 114 LLC 12600 Hill Country Blvd., #R-100 Austin, TX 78738
A-11	007-163-040	Bre Sh Brisbane Owner LLC 1575 Welton St. Denver, CO 80202
B-2 B-3 B-4 B-5	005-162-430 005-162-300 005-162-400 005-162-410	Oyster Point Properties, Inc. 150 Executive Park Blvd. #4200 San Francisco, CA 94134-3332

B-6 B-7	005-162-390 005-162-420	City of Brisbane 50 Park Place Brisbane, CA 94005
C-1	015-010-530	State of California C/O State Lands Commission Attn: Title Unit 100 Howe Ave., Ste. 100 Sacramento, CA 95825
C-2	015-010-560	CRP 6000 Shoreline LLC 3675 Mt Diablo Blvd. Ste. 310 Lafayette, CA 94549
C-3	015-010-570	ARE San Francisco No. 17 LLC C/O Deloitte & Touche Attn: Shanna Lehman PO Box 847 Carlsbad, CA 92018
C-4	015-010-580	Areus Inc. 4085 Campbell Ave. Ste. 150 Menlo Park, CA 94025
C-5	015-010-610	AP3 - SF1 4000 Shoreline LLC PO Box 927729 San Diego, CA 92192

**RESOLUTION NO. 2017-35**

**A RESOLUTION OVERRULING PROTESTS AND ORDERING THE  
IMPROVEMENTS AND CONFIRMING THE DIAGRAM AND ASSESSMENTS**

**FISCAL YEAR 2017-2018**

**SIERRA POINT  
LANDSCAPING AND LIGHTING DISTRICT**

**RESOLVED**, by the City Council of the City of Brisbane, California, as follows:

**WHEREAS**, the Engineer's Report for Fiscal Year 2017-2018 for the Sierra Point Landscaping and Lighting District Pursuant to the Landscaping and Lighting Act of 1972 was duly made and filed with the Clerk of said City, whereupon said Clerk presented it to the City Council for its consideration;

**WHEREAS**, said Council thereupon duly considered said report and each and every part thereof and found that it contained all the matters and things called for by the provisions of said Act, including (1) plans and specifications of the existing improvements and the proposed new improvements; (2) estimate of costs; (3) diagram of the District; and (4) an assessment according to benefits; all of which were done in the form and manner required by said Act;

**WHEREAS**, said Council found that said report and each and every part thereof was sufficient in every particular detail and determined that it should stand as the report for all subsequent proceedings under said Act, and thereby Preliminarily Approved said report via Resolution 2017-30; whereupon said Council, pursuant to the requirements of said Act, appointed Thursday, the 20th day of July, 2017, at the hour of 7:30 p.m. of said day in the Brisbane Community Meeting Room, 50 Park Place, Brisbane, California, 94005 as the time and place for hearing protests in relation to the levy and collection of the proposed assessments for said improvements, including the maintenance or servicing, or both, thereof, for Fiscal Year 2017-2018 and directing said Clerk to give notice of said hearing as required by said Act;

**WHEREAS**, it appears that notices of said hearing were duly and regularly mailed, published and posted in the time, form and manner required by said Act, as evidenced by the Affidavits and Certificates on file with said Clerk, whereupon said hearing was duly and regularly held at the time and place stated in said notice;

**WHEREAS**, persons interested, objecting to said improvements, including the maintenance or servicing, or both, thereof, or to the extent of the assessment district, or any zones therein, or to the proposed assessment or diagram or to the Engineer's estimate of costs thereof, filed written protests with the Clerk of said City at or before the conclusion of said hearing, and all persons interested desiring to be heard were given an opportunity to be heard, and all matters and things were pertaining to the levy and collection of the assessments for said improvements, including the maintenance or servicing, or both, thereof, were fully heard and considered by said Council; and

**NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED**, as follows:

1. That protests against said improvements, including the maintenance or servicing, or both, thereof, or to the extent of the assessment district or any zones therein, or to the proposed assessment or diagram, or to the Engineer's estimate of costs thereof, for Fiscal Year 2017-2018 be, and each of them are, hereby overruled.

2. That the public interest, convenience and necessity require and said Council does hereby order the levy and collection of assessments pursuant to said Act, for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, more particularly described in said Engineer's Report and made a part hereof by reference thereto.

3. That the Sierra Point Landscaping and Lighting District and the boundaries thereof benefited and to be assessed for said costs for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, are more particularly described by reference to a map thereof on file in the Office of the Clerk of said City. Said map indicates by a boundary line the extent of the territory included in said district and of any zone thereof and the general location of said District.

4. That the plans and specifications for the existing improvements and for the proposed improvements to be made within the assessment district or within any zone thereof contained in said report, be, and they are, hereby finally adopted and approved.

5. That the Engineer's estimate of the itemized and total costs and expenses of said improvements, maintenance and servicing thereof, and of the incidental expenses in connection therewith, contained in said report, be, and it is hereby, finally adopted and approved.

6. That the public interest and convenience require, and said Council does hereby order the improvements to be made as described in and in accordance with said Engineer's Report, reference to which is hereby made for a more particular description of said improvements.

7. That the diagram showing the exterior boundaries of the assessment district referred to and described in said Resolution No. 2017-30, and also the boundaries of any zones therein and the lines and dimensions of each lot or parcel of land within said District as such lot or parcel of land is shown on the County Assessor's maps for the fiscal year to which it applies, each of which lot or parcel of land has been given a separate number upon said diagram, as contained in said report, be, and it is hereby, finally approved and confirmed.

8. That the assessment of the total amount of the costs and expenses of the said improvements upon the several lots or parcels of land in said District in proportion to the estimated benefits to be received by such lots or parcels, respectively, from said improvements, and the maintenance or servicing, or both, thereof and of the expenses incidental thereto contained in said report be, and the same is hereby, finally approved and confirmed.



9. That said Engineer's Report for Fiscal Year 2017-2018 be, and the same is, hereby finally adopted and approved as a whole.

10. That the City Clerk shall forthwith file with the Auditor of San Mateo County the said assessment, together with said diagram thereto attached and made a part thereof, as confirmed by the City Council, with the certificate of such confirmation thereto attached and of the date thereof.

11. That the order for the levy and collection of assessment for the improvements and the final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in said Report, as modified, as hereinabove determined and ordered, is intended to and shall refer and apply to said Report, or any portion thereof, as amended, modified, revised or corrected by, or pursuant to and in accordance with any resolution or order, if any, heretofore duly adopted or made by this Council.

12. That the San Mateo County Controller and the San Mateo County Tax Collector apply the Sierra Point Landscaping and Lighting District assessments to the tax roll and have the San Mateo County Tax Collector collect said assessments in the manner and form as with all other such assessments collected by the San Mateo County Tax Collector.

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Lori S. Liu  
Mayor

I, the undersigned, hereby certify that the foregoing Resolution No. 2017-35, was adopted by the City Council of the City of Brisbane, at a regular meeting thereof held on the 20th day of July, 2017, by the following roll call vote:

AYES:

NOES:

ABSENT:

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Ingrid Padilla  
City Clerk

