



**CITY OF NOVATO**  
CALIFORNIA



Harris & Associates

# **CITY OF NOVATO**

**PRELIMINARY ENGINEER'S REPORT**

**FISCAL YEAR 2024-25**

**SAN PABLO**

**LANDSCAPE ASSESSMENT DISTRICT A-03**

**SPECIAL DISTRICT #109232**

**FUND #227**

**JUNE 2024**

*PREPARED BY*

*Harris & Associates*

*1401 Willow Pass Road, Suite 500*

*Concord, CA 94520*

*[www.weareharris.com](http://www.weareharris.com)*



## CERTIFICATIONS

### Certifications

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached was filed with me on the 11<sup>th</sup> day of July, 2024.

Laura McDowall, City Clerk  
City of Novato, Marin County, CA

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached was approved and confirmed by the City Council of the City of Novato, California on the 9<sup>th</sup> day of July, 2024.

Laura McDowall, City Clerk  
City of Novato, Marin County, CA



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# STATEMENT OF ASSESSMENT ENGINEER

## Statement of Assessment Engineer

**AGENCY:** THE CITY OF NOVATO

**PROJECT:** SAN PABLO LANDSCAPE ASSESSMENT DISTRICT (A-03)

**TO:** THE CITY COUNCIL OF THE  
CITY OF NOVATO  
STATE OF CALIFORNIA

### ENGINEER'S REPORT FOR FISCAL YEAR 2024-25

The preparation of this Annual Engineer's Report ("Report") is in conformance with the obligation of the City Council for the San Pablo Landscape Assessment District of the City of Novato to provide landscaping services upon each lot or parcel of land in the district in proportion to the estimated benefit to be received by each such lot or parcel of land for Fiscal Year 2024-25.

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500) ("Act"), Article XIID, Section 4(a) of the State of California Constitution, and in accordance with the City of Novato's City Council, this Report has been ordered for:

### **SAN PABLO LANDSCAPE ASSESSMENT DISTRICT (A-03)**

(Hereinafter referred to as the "District"),

I, Alison Bouley, authorized representative of the District, the duly appointed Assessment Engineer submit the following Report which consists of the following four (4) parts and Appendices:

#### **PART I**

**Overview:** This part provides a general description of the District, Proposition 218 and a summary of the proposed assessment.

#### **PART II**

**Plans and Specifications:** This part provides a general description of improvements proposed to be maintained in the District. Plans and specifications for the improvements are on file with the City.



**PART III**

**Estimate of Cost:** This part contains the cost estimate of the proposed maintenance including incidental costs and expenses for Fiscal Year 2024-25. This section also includes a financial summary of the prior year budget.

**PART IV**

**Method of Apportionment of the Assessments:** This part describes the method of apportionment of assessments, based upon parcel classification of land within the District in proportion to the estimated special benefits to be received. The costs and expenses of the District have been assessed upon the parcels of land within the boundaries of District pursuant to the initial methodology established at the time of formation. For particulars as to the identification of parcels, reference is made to the District Diagram.

**Appendices**

- Appendix A – Proposition 218 Compliance
- Appendix B – District Diagram
- Appendix A – Assessment Roll

In conclusion, it is my opinion that the costs and expenses of the District have been assessed to the lots and parcels within the boundaries of the District in proportion to the estimated benefits to be received by each lot or parcel from the services provided.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024



Harris & Associates



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Alison Bouley, P.E., Assessment Engineer  
R.C.E. No. C61383  
Engineer of Work

# PART I – OVERVIEW

## Overview

### **GENERAL DESCRIPTION OF THE DISTRICT**

The San Pablo Subdivision Landscaping and Lighting Assessment District was formed by the City of Novato Council to cover costs associated with the operation and maintenance of the San Pablo Subdivision perimeter landscaping and other improvements within the former Hamilton Air Force Base (the “Base”, or “Hamilton”). The district is comprised of 19 parcels as shown on the Assessment Diagram in Appendix “B”.

### **COMPLIANCE WITH THE CALIFORNIA CONSTITUTION**

Assessments are levied annually pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (“1972 Act”). All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIID (“Article XIID”), which was enacted with the passage of Proposition 218 (“Prop 218”) in November 1996.

Pursuant to the 1972 Act, an Engineer’s Report must be prepared and filed with the Office of the City Clerk, City of Novato in order to levy and collect assessments on any following fiscal year. As with CFD 1994-1, to account for annual inflation, the formation proceedings of this Assessment District included an allowance for an inflation factor increase, if the costs for operation and maintenance increase annually. This inflation factor will be commensurate with the change in annual (March-to-March) Engineering News Record (ENR) construction cost index. An annual ENR adjustment can also be applied to the maximum annual assessment amount. If the annual Engineer’s Report recommends any adjustment up to the sum of the previous year’s maximum assessment plus the allowable annual ENR percent increase, notices are not required to be sent nor shall a vote be required. If however, the annual Engineer’s Report recommends any adjustment that exceeds the sum of the previous year’s assessment plus the allowable annual ENR percent increase, noticing and/or voting shall be required in accordance with the provisions applicable to the 1972 Act and Prop 218. Appendix A shows the annual increases in the ENR.

### **SUMMARY OF PROPOSED ASSESSMENT AND EXPENDITURES**

A summary of the assessments to be levied is shown in the table below.

Property Type	Rate	Basis
Single Family Residential	\$910.06	Lot



## PART II – PLANS AND SPECIFICATIONS

### Plans and Specifications

#### **LEVEL OF MAINTENANCE SERVICES PROVIDED**

The costs for providing for the landscape maintenance program are divided into the following categories:

- 1) Routine Landscape Maintenance performed by City Staff
- 2) Repair, removal or replacement of any hardscape improvement
- 3) Irrigation Maintenance and Plant Replacements
- 4) Allocated Salaries for District Administration
- 5) Water & Electricity
- 6) Administrative Services (Internal Support)
- 7) A County of Marin Fee to collect the assessments

As generally defined in the 1972 Act, maintenance and servicing of the improvements may include one or any combination of the following:

- 1) The installation or planting of landscaping.
- 2) The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- 3) The installation or construction of public lighting facilities, including, but not limited to streetlights and traffic signals.
- 4) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- 5) The installation of park or recreational improvements including, but not limited to the following:
  - a) Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
  - b) Lights, playground equipment, play courts and public restrooms.
- 6) The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to:
  - a) Repair, removal, or replacement of all or any part of any improvements;
  - b) Grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
  - c) Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
  - d) The removal of trimmings, rubbish, debris, and other solid waste;



- e) The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;
  - f) Electric current or energy, gas, or other agent for the lighting or operation of any other improvements; and,
  - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 7) The acquisition of land for park, recreational or open-space purposes, or the acquisition of any existing improvement otherwise authorized by the 1972 Act.
- 8) Incidental expenses associated with the improvements including, but not limited to:
- a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
  - b) The costs of printing, advertising, and the publishing, posting and mailing of notices;
  - c) Compensation payable to the County for collection of assessments;
  - d) Compensation of any engineer or attorney employed to render services;
  - e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements; and,
  - f) Costs associated with any assessment balloting held for the approval of a new or increased assessment.

Pursuant to the 1972 Act:

"Maintain" or "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including repair, removal, or replacement of all or any part of any improvement.

"Service" or "servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements.

The Assessment District covers costs associated with the operation and maintenance of the perimeter landscaping along San Pablo Avenue and Hangar Avenue, graffiti removal on the outside of the perimeter wall and the proportionate share of the operation and maintenance of the storm drain pump station, levee and an 82-inch storm drain line.





## PART III – COST ESTIMATE

### Cost Estimate

The proposed budget for FY 2024-25 is shown below. This includes an estimate of the costs of utilities, operations, services, administration and maintenance associated with the improvements within the each Zone, including all labor, personnel, equipment, materials and administrative expenses. The budget summary also shows the estimated fund balance and the projected use of fund reserves that will be required based upon the estimated expenditures and assessment revenue.

**San Pablo Landscape Assessment District A-03  
 Proposed Budget-Fiscal Year 2024/25**

**Proposed Expenditures FY 2024/25**

Maintenance and Operations	\$12,000
Admin Services <sup>1</sup>	\$1,169
Water	\$6,095
Consultant Services	\$520
Collection Fees (County of Marin)	<u>\$38</u>
<b>Subtotal Proposed Expenditures FY 2024/25</b>	<b>\$19,822</b>
<b>Projected Carryover Fund Balance 2023/24</b>	<b>\$78,030</b>
<b>Fund surplus</b>	<b>\$58,208</b>
<b>Use of Reserve for Capital Improvement of Privacy Fences</b>	<b>\$20,000</b>
<b>Fund Balance*</b>	<b>\$55,499</b>
<b>Proposed Assessment for FY 2024/25</b>	<b>\$17,291</b>
<b>No. of Assessment Units</b>	<b>19</b>
<b>2024/25 Assessment per Unit:</b>	<b>\$910.06</b>
<b>Maximum Allowable Assessment per Unit:</b>	<b>\$967.11</b>

\*Pursuant to Section 22569 of the California Streets and Highways Code, a reserve may be included in the district budget. The reserve includes 50 % for annual operating funds as well as funding for future capital improvements.

<sup>1</sup>Staff allocations from Finance and PW Admin.



## Financial Summary FY 2023-24

### San Pablo Landscape Assessment District A-03

#### Financial Summary-Fiscal Year 2023/24

##### Projected Revenue in FY 2023/24

Carryover from 2022/23	\$78,037
2023/24 Assessments <sup>1</sup>	\$16,837
Investment Earnings Projected through 6/30/2024	<u>\$1,857</u>
<b>Total Projected Revenue through 6/30/2024:</b>	<b>\$96,731</b>

##### Projected Expenditures in FY 2023/24

Maintenance	\$11,700
Professional Services	\$510
County Fees	\$38
Administrative Staff Charges <sup>2</sup>	\$648
Electricity	\$0
Water	<u>\$5,805</u>
<b>Total Projected Expenditures through 6/30/2024:</b>	<b>\$18,701</b>

**Projected Carryover Fund Balance as of 6/30/2024: \$78,030**

<sup>1</sup>Projected Assessment includes 2nd Installment

<sup>2</sup>Finance staff, admin support and legal noticing

## PART V – METHOD OF APPORTIONMENT

### Method of Apportionment

#### **GENERAL PROVISIONS**

The method of apportionment equates all parcels within the Assessment district to an Equivalent Dwelling Unit (EDU) use (one single dwelling parcel = 1 EDU). The basic use unit reflects the relative benefit accruing to parcels of land within the Assessment District.

The San Pablo Subdivision created nineteen lots, all of which have been developed with a single dwelling unit. The cost per EDU shall be multiplied by the total EDU for the District to determine the annual assessment for each parcel. Assessments are apportioned in this manner because of the proximity of the homes to the landscaping and other improvements and the benefit received from availability and services of these facilities. Because the landscaping and other improvements are easily accessible to all the parcels within the San Pablo Subdivision, the level of benefit is equally spread to each unit.

#### **BENEFIT ANALYSIS**

Each of the improvements have been carefully reviewed by the City and the corresponding assessments have been proportionately spread to each parcel based on improvements as determined at the time the District was established.

#### **General Benefits**

The improvements within this District are a direct result of property development within the District and would otherwise not be required or necessary. Developers typically install landscape improvements to enhance the marketability of properties within the development and/or as conditions of development. In either case, the improvements are clearly installed for the benefit of the properties developed and not for the benefit of surrounding properties.

#### **Special Benefits**

The method of apportionment (assessment methodology) approved at the time the District was formed is based on the premise that each of the assessed parcels within the District receives benefit from the improvements maintained and financed by annual assessments. Specifically, the assessments are for the maintenance of local landscape improvements installed as part of the original improvement. The desirability and safety of properties within the District are enhanced by the presence of well-maintained landscaping and open space weed abatement in close proximity to those properties. The special benefits associated with the local landscaping improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties within the District providing a positive representation of the area.



- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- Environmental enhancement through improved erosion resistance, weed abatement, and dust/debris control.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.

All of the preceding special benefits contribute to a specific enhancement and desirability of each of the assessed parcels within the District.

### **ASSESSMENT METHODOLOGY**

The annual cost to the District for improvements to be levied is divided by the total number of assessable parcels calculated for the District to establish the annual assessment rate for the fiscal year. This assessment rate is then multiplied by each assessable parcel's Equivalent Dwelling Unit (EDU) count, with the resulting product being the parcel's annual assessment amount for the fiscal year. This methodology is shown below, along with the quantification of the district maximum assessment rate.

<b>Proposed Assessment for FY 2024/25</b>	<b>\$17,291.14</b>
<b>No. of Assessment Units</b>	<b>19</b>
<b>2024/25 Assessment per Unit:</b>	<b>\$910.06</b>
<b>Maximum Allowable Assessment per Unit:</b>	<b>\$967.11</b>

# APPENDIX A – PROPOSITION 218 COMPLIANCE RECORD

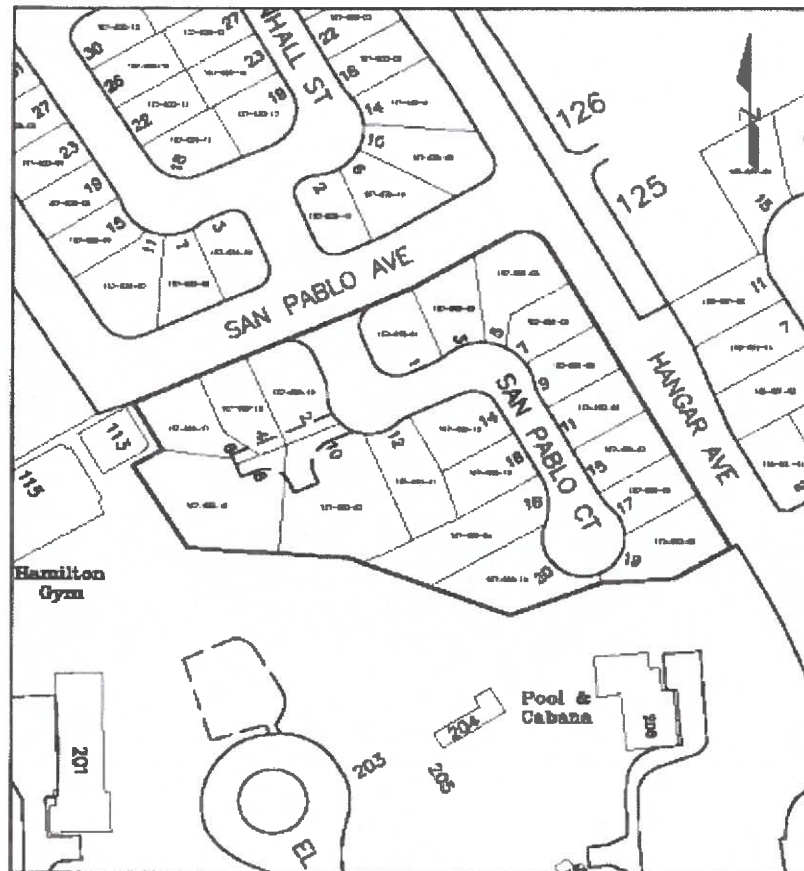
## Proposition 218 Compliance Record

### Construction Cost Index - 20 City Average

Fiscal Year	Previous FY Index March	Current FY Index March	Inflation Adjustment	Total Maximum Assessment	Actual Unit Assessment
13/14	9268	9456	2.028%	\$675.80	<b>\$657.84</b>
14/15	9456	9702	2.602%	\$693.38	<b>\$674.94</b>
15/16	9702	9972	2.783%	\$712.68	<b>\$693.72</b>
16/17	9972	10242	2.708%	\$731.98	<b>\$712.50</b>
17/18	10242	10278	0.351%	\$734.55	<b>\$715.00</b>
18/19	10278	10959	6.626%	\$783.22	<b>\$715.00</b>
19/20	10959	11228	2.455%	\$802.45	<b>\$750.30</b>
20/21	11228	11397	1.505%	\$814.52	<b>\$788.18</b>
21/22	11397	11750	3.095%	\$839.73	<b>\$819.30</b>
22/23	11750	12791	8.866%	\$914.18	<b>\$860.26</b>
23/24	12791	13176	3.009%	\$941.69	<b>\$886.14</b>
24/25	13176	13532	2.700%	\$967.11	<b>\$910.06</b>

# APPENDIX B – DISTRICT DIAGRAM

## District Diagram



Legend  
— District Boundary

San Pablo Subdivision  
Landscape Assessment District A-03



## APPENDIX C – ASSESSMENT ROLL

### Assessment Roll

The proposed assessment and the amount of the assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, is shown on the following pages. The description of each lot or parcel is part of the records of the Assessor of the County of Marin and those records are, by reference, made part of this report. The assessments shown will be submitted to the County Auditor/Controller, and included on the property tax bill for each parcel shown in the assessment roll for Fiscal Year 2024-25.

APN	Land Use	EDU	Assessment Rate	Actual Assessment
157-990-01	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-02	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-03	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-04	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-05	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-06	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-07	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-08	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-09	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-10	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-12	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-13	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-16	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-17	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-18	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-19	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-21	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-23	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
157-990-24	11-RESID. SINGLE FAMILY	1.00	\$910.06	\$910.06
<b>TOTALS</b>	<b>19</b>	<b>19.00</b>		<b>\$17,291.14</b>