



**CITY OF NOVATO**  
CALIFORNIA



**Harris & Associates**

# **CITY OF NOVATO**

**PRELIMINARY ENGINEER'S REPORT**

**FISCAL YEAR 2024-25**

**WILDWOOD GLEN**

**LANDSCAPE ASSESSMENT DISTRICT C-91**

**SPECIAL DISTRICT 109044**

**FUND #224**

**JUNE 2024**

*PREPARED BY*

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## 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 approved 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



# TABLE OF CONTENTS

## Table of Contents

STATEMENT OF ASSESSMENT ENGINEER_____	
PART I – OVERVIEW_____	1
PART II – PLANS AND SPECIFICATIONS_____	2
PART III – ESTIMATE OF COSTS_____	4
PART IV – METHOD OF APPORTIONMENT_____	6
APPENDIX A – PROPOSITION 218 COMPLIANCE RECORD	
APPENDIX B – DISTRICT DIAGRAM	
APPENDIX C – ASSESSMENT ROLL	



# ENGINEER'S CERTIFICATION

## Statement of Assessment Engineer

**AGENCY:** THE CITY OF NOVATO

**PROJECT:** WILDWOOD GLEN LANDSCAPE ASSESSMENT DISTRICT (C-91)

**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 Wildwood Glen 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 XIIIID, 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:

### **WILDWOOD GLEN LANDSCAPE ASSESSMENT DISTRICT (C-91)**

(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 C – 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 Wildwood Glen Landscape Assessment District C-91 was formed in 1991 during the subdivision approval process to provide for ongoing maintenance of certain landscaping installed as part of the subdivision improvements. The developer installed subdivision improvements (including landscaping) that were accepted by the Novato City Council in January 1995. The District formally began its maintenance operation in the summer of 1995. The district is comprised of 47 assessable parcels.

### **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.

In accordance with the requirements of Prop 218, on July 8, 1997, the property owners approved a formula for increasing assessments in succeeding years that allows the maintenance cost to increase according to the San Francisco/Oakland/Hayward Consumer Price Index for all Urban Consumers (CPI-U).

Any future increase in the assessment rate, beyond the annual CPI-U adjustment, or substantial changes in the services provided that would cause an assessment increase would require that the District be brought into compliance with all of the requirements of Article XIID and would require the approval of the property owners per Prop 218.

### **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	\$267.44	Lot

## PART II – PLANS AND SPECIFICATIONS

### Plans and Specifications

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

The landscaping is contained within public rights-of-way along the Olive Avenue frontage of the Wildwood Glen Subdivision and benefits parcels of the Wildwood Glen Subdivision. The costs of providing for the landscape maintenance program are divided into the following categories:

- 1) Contract Services for Routine Landscape Maintenance
- 2) Irrigation Maintenance and Plant Replacements
- 3) Sound Wall Maintenance
- 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 landscaping and maintenance easements are contained within public rights-of-way along Olive Avenue frontage of the Wildwood Glen Subdivision and benefits parcels of the Wildwood Glen Subdivision. The specific areas maintained in this District are also shown on the maps in Appendix B.

As a condition of approval of the Wildwood Glen Subdivision a sound attenuating wall was constructed within the Olive Avenue right-of-way. These improvements serve as a landscaped entrance for the entire Wildwood Glen Subdivision.



## PART III – COST ESTIMATE

### Cost Estimate

All improvements within the District are maintained and serviced on a regular basis. Based upon the available revenues generated by the assessment, City staff determines the frequency and specific maintenance operations which can be provided in a given year. The expenditures for this fiscal year include the routine maintenance of the existing landscaping on Olive Avenue.

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

**Wildwood Glen Landscaping Assessment District C-91**  
**Proposed Budget-Fiscal Year 2024/25**

**Proposed Expenditures FY 2024/25**

Maintenance and Operations	\$7,000
Water	\$5,251
Electricity	\$205
Admin Services (Internal support) <sup>1</sup>	\$663
Admin Services (external contract support) <sup>1</sup>	\$520
Collection Fees (County of Marin)	<u>\$94</u>
<b>Subtotal Proposed Expenditures FY 2024/25</b>	<b>\$13,733</b>
<b>Projected Carryover Fund Balance 2023/24<sup>2</sup></b>	<b>\$5,075</b>
<b>Est Fund Balance 6/30/2025*</b>	<b>\$3,912</b>
<b>Proposed Assessment for FY 2024/25</b>	<b>\$12,570</b>
<b>No. of Assessment Units:</b>	<b>47</b>
<b>2024/25 Assessment Per Unit:</b>	<b>\$267.44</b>
(Maximum Allowable Assessment Per Unit)	\$267.45

<sup>1</sup> Finance staff, admin support, legal noticing fees and Harris & Assoc. annual fee.

<sup>2</sup> Projection subject to change post annual audit

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

## Financial Summary FY 2023-24

### Wildwood Glen Landscaping District C-91

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

#### Projected Fund Balance in FY 2023/24

Carryover from 2022/23	\$4,877
2023/24 Assessments <sup>2</sup>	\$12,279
Investment Earnings Projected through 6/30/24	<u>\$116</u>
<b>Total Projected Equity and Revenue through 6/30/2024:</b>	<b>\$17,272</b>

#### Projected Expenditures in FY 2023/24

City Staff Charges and Public Noticing	\$648
Admin Services (External contract support)	\$510
Regular Maintenance and Operation (Contract)	\$6,845
Electricity	\$200
County Collection Fee	\$94
Water	<u>\$3,900</u>
<b>Total Projected Expenditures through 6/30/2024:</b>	<b>\$12,197</b>
<b>Projected Carryover Fund Balance as of 6/30/2024:</b>	<b>\$5,075</b>

<sup>1</sup>Estimated pending annual audit

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

## **PART IV – METHOD OF APPORTIONMENT**

### **Method of Apportionment**

#### **GENERAL PROVISIONS**

As a condition of approval of the Wildwood Glen Subdivision, certain landscape improvements (including a sound attenuating wall) were constructed within the Olive Avenue right-of-way and certain Landscape and Maintenance easements located along Olive Avenue were accepted by the City. These improvements serve as a landscaped entrance for the entire Wildwood Glen Subdivision.

A mechanism to maintain the landscaping and sound wall was also required by the conditions of approval. A Landscaping and Lighting District was created to fulfill the requirement and the assessment was apportioned equally among all of the parcels of the Wildwood Glen Subdivision. This method was presented to and approved by the property owners in the Proposition 218 election on July 8, 1997. Also approved was the provision of an annual inflation factor based on the Consumer Price Index (CPI) for the San Francisco/Oakland/Hayward metropolitan area. The historical CPI calculations for the District can be found in Appendix A of this Report.

#### **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.

Although many landscape improvements (by virtue of their location), may be visible to surrounding properties or to the public at large, any benefit to surrounding properties is incidental. Therefore, it has been determined that the improvements within this District and the ongoing operation and maintenance of those improvements are clearly a direct and special benefit to properties within the District. Unless otherwise noted, these improvements provide no measurable general benefit to properties outside the District or to the public at large.

##### **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.

**Non-Assessable Parcels**

Within the boundaries of the District, there may be different types of property that are considered to receive no special benefit from the District improvements and are therefore not assessed. These parcels may include:

- 1) Publicly owned parcels that are reserved as Public Open Space or are developed as City Parks for active recreation and are maintained and serviced by the District;
- 2) Publicly owned wetland parcels;
- 3) Certain Public Utility parcels;
- 4) Privately owned open space parcels; and
- 5) Privately owned "sliver" parcels that have resulted from a lot line adjustment with an adjacent larger parcel

**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>\$12,569.68</b>
<b>No. of Assessment Units:</b>	<b>47</b>
<b>2024/25 Assessment Per Unit:</b>	<b>\$267.44</b>
<b>(Maximum Allowable Assessment Per Unit)</b>	<b>\$267.45</b>



# APPENDIX A – PROPOSITION 218 COMPLIANCE RECORD

## Proposition 218 Compliance Record

Wildwood Glen Landscaping District C-91  
 Proposition 218 Compliance Record

Prop 218 Assessment Balloting- Approved Maximum Assessment Amount and CPI Inflation and Adjustment  
 SF/Oakland/Hayward (CPI-U) US Department of Labor and Statistics

Date of Assessment Balloting: July 8, 1997  
 Maximum Assessment: \$125.00

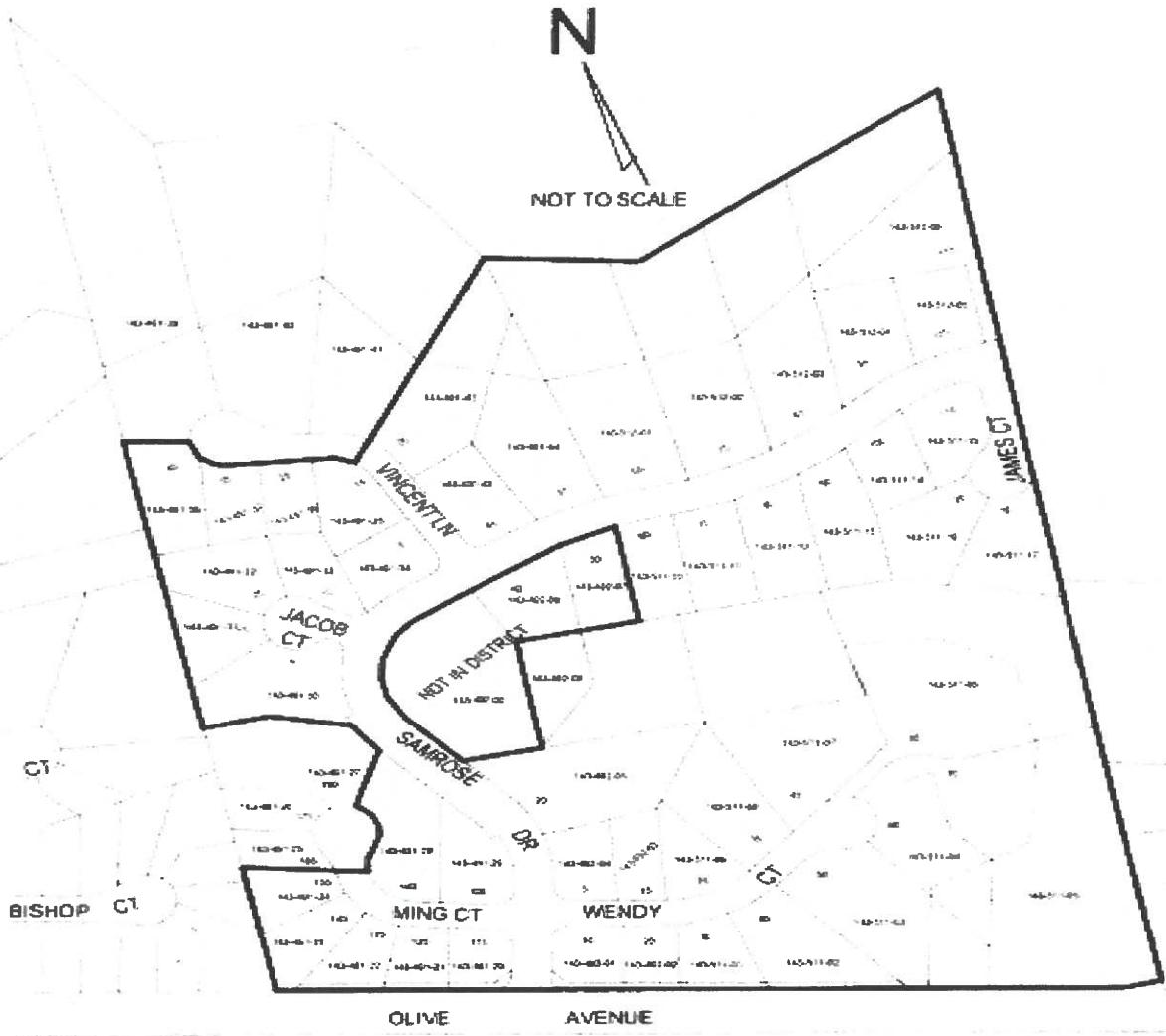
### Maximum Assessment Adjustments

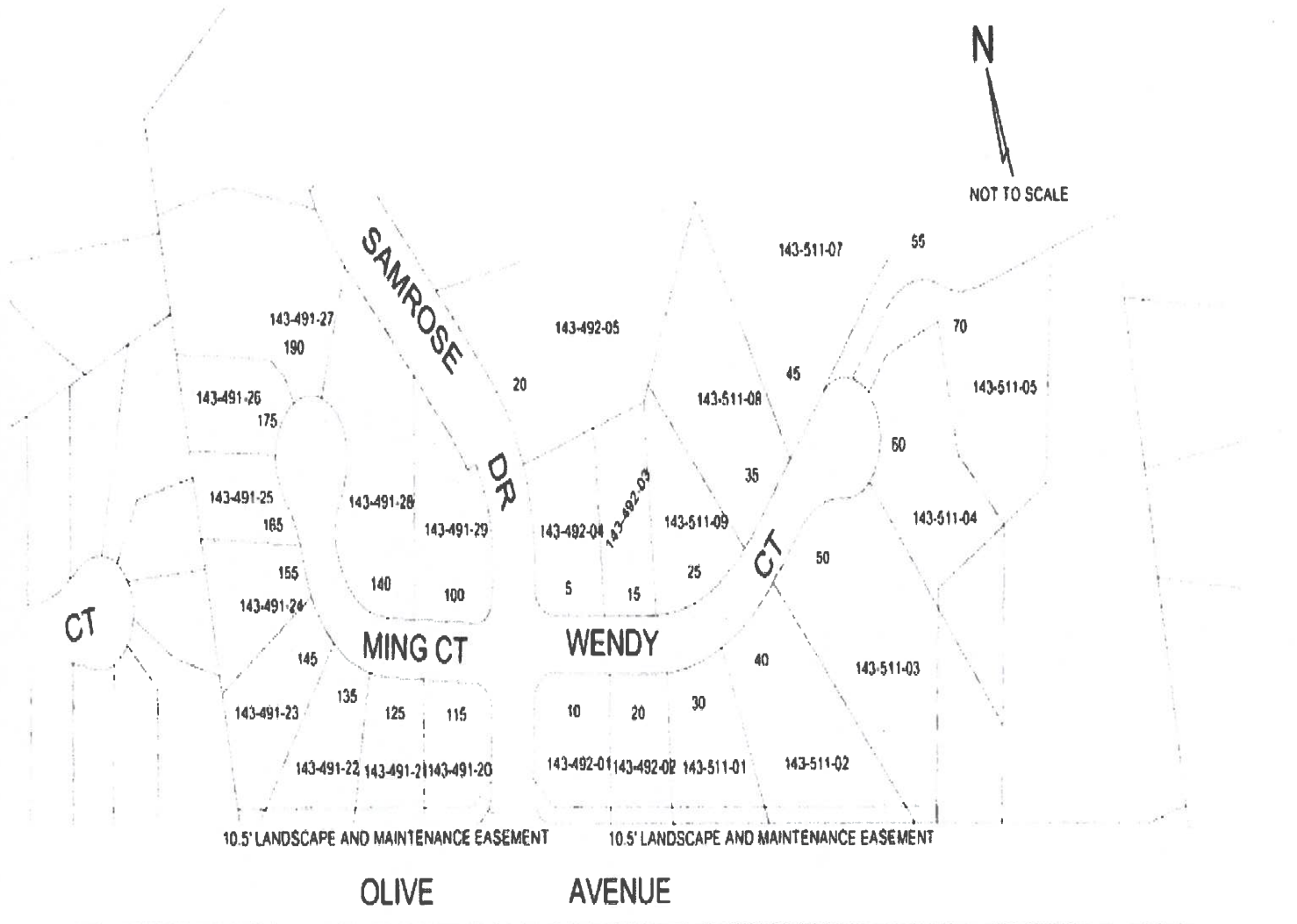
Fiscal Year	Max. Unit Assessment	Previous FY Index -Feb	Current FY Index -Feb	Inflation Adjustment	Total Maximum Assessment	Actual Unit Assessment
98/99	\$125.00	n/a	n/a	n/a	\$125.00	\$125.00
99/00	\$125.00	164.6	172.2	4.617%	\$130.77	\$130.77
00/01	\$130.77	172.2	178.6	3.717%	\$135.63	\$135.63
01/02	\$135.63	178.6	189.1	5.879%	\$143.61	\$143.61
02/03	\$143.61	189.1	193.0	2.062%	\$146.57	\$146.57
03/04	\$146.57	193.0	197.3	2.228%	\$149.83	\$149.83
04/05	\$149.83	197.3	198.1	0.405%	\$150.44	\$150.44
05/06	\$150.44	187.4	193.3	3.148%	\$155.18	\$155.18
06/07	\$155.18	193.3	199.8	3.363%	\$160.39	\$160.39
07/08	\$160.39	199.8	206.3	3.238%	\$165.59	\$165.59
08/09	\$165.59	213.7	219.6	2.772%	\$170.18	\$170.18
09/10	\$170.18	219.6	222.2	1.163%	\$172.16	\$172.16
10/11	\$172.16	222.2	226.1	1.791%	\$175.24	\$175.24
11/12	\$175.24	226.1	230.0	1.696%	\$178.21	\$172.58
12/13	\$178.21	230.0	236.9	3.000%	\$183.56	\$177.76
13/14	\$183.56	236.9	242.7	2.447%	\$188.05	\$182.02
14/15	\$188.05	242.7	248.6	2.447%	\$192.65	\$186.46
15/16	\$192.65	248.6	254.9	2.532%	\$197.53	\$197.52
16/17	\$197.53	254.9	262.6	3.017%	\$203.49	\$203.48
17/18	\$203.49	262.6	271.6	3.437%	\$210.49	\$210.48
18/19	\$210.49	271.6	281.3	3.564%	\$217.99	\$216.78
19/20	\$217.99	281.3	291.2	3.526%	\$225.67	\$226.66
20/21	\$225.67	291.2	299.7	2.906%	\$232.23	\$232.22
21/22	\$232.23	299.7	304.4	1.567%	\$235.87	\$235.86
22/23	\$235.87	304.4	320.2	5.193%	\$248.12	\$248.12
23/24	\$248.12	320.2	337.2	5.302%	\$261.27	\$261.26
24/25	\$261.27	337.2	345.2	2.366%	\$267.45	\$267.44

# APPENDIX B – DISTRICT DIAGRAM

## District Diagram

The following pages show the District Diagram as well as the landscape improvement map for the District.





## WILDWOOD GLEN LANDSCAPE ASSESSMENT DISTRICT C-91

### LANDSCAPE AND MAINTENANCE EASEMENTS

## 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 below. 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	2024-25 Maximum Assessment Rate	2024-25 Proposed Assessment
143-491-20	SFR-Improved	1	\$267.45	\$267.44
143-491-21	SFR-Improved	1	\$267.45	\$267.44
143-491-22	SFR-Improved	1	\$267.45	\$267.44
143-491-23	SFR-Improved	1	\$267.45	\$267.44
143-491-24	SFR-Improved	1	\$267.45	\$267.44
143-491-28	SFR-Improved	1	\$267.45	\$267.44
143-491-29	SFR-Improved	1	\$267.45	\$267.44
143-491-30	SFR-Improved	1	\$267.45	\$267.44
143-491-31	SFR-Improved	1	\$267.45	\$267.44
143-491-32	SFR-Improved	1	\$267.45	\$267.44
143-491-33	SFR-Improved	1	\$267.45	\$267.44
143-491-34	SFR-Improved	1	\$267.45	\$267.44
143-491-35	SFR-Improved	1	\$267.45	\$267.44
143-491-36	SFR-Improved	1	\$267.45	\$267.44
143-491-37	SFR-Improved	1	\$267.45	\$267.44
143-491-38	SFR-Improved	1	\$267.45	\$267.44
143-491-42	SFR-Improved	1	\$267.45	\$267.44
143-491-43	SFR-Improved	1	\$267.45	\$267.44
143-491-44	SFR-Improved	1	\$267.45	\$267.44
143-492-01	SFR-Improved	1	\$267.45	\$267.44
143-492-02	SFR-Improved	1	\$267.45	\$267.44
143-492-03	SFR-Improved	1	\$267.45	\$267.44
143-492-04	SFR-Improved	1	\$267.45	\$267.44
143-492-05	SFR-Improved	1	\$267.45	\$267.44
143-492-06	Non-Taxable-Vac-Improved	0	\$267.45	\$0.00
143-511-01	SFR-Improved	1	\$267.45	\$267.44
143-511-02	SFR-Improved	1	\$267.45	\$267.44
143-511-03	SFR-Improved	1	\$267.45	\$267.44
143-511-04	SFR-Improved	1	\$267.45	\$267.44
143-511-05	SFR-Improved	1	\$267.45	\$267.44
143-511-06	SFR-Vacant	1	\$267.45	\$267.44



<b>APN</b>	<b>Land Use</b>	<b>EDU</b>	<b>2024-25 Maximum Assessment Rate</b>	<b>2024-25 Proposed Assessment</b>
143-511-07	SFR-Improved	1	\$267.45	\$267.44
143-511-08	SFR-Improved	1	\$267.45	\$267.44
143-511-09	SFR-Improved	1	\$267.45	\$267.44
143-511-10	SFR-Improved	1	\$267.45	\$267.44
143-511-11	SFR-Improved	1	\$267.45	\$267.44
143-511-12	SFR-Improved	1	\$267.45	\$267.44
143-511-13	SFR-Improved	1	\$267.45	\$267.44
143-511-14	SFR-Improved	1	\$267.45	\$267.44
143-511-15	SFR-Improved	1	\$267.45	\$267.44
143-511-16	SFR-Improved	1	\$267.45	\$267.44
143-511-17	SFR-Improved	1	\$267.45	\$267.44
143-512-01	SFR-Improved	1	\$267.45	\$267.44
143-512-02	SFR-Improved	1	\$267.45	\$267.44
143-512-03	SFR-Improved	1	\$267.45	\$267.44
143-512-04	SFR-Improved	1	\$267.45	\$267.44
143-512-05	SFR-Improved	1	\$267.45	\$267.44
143-512-06	SFR-Improved	1	\$267.45	\$267.44
<b>TOTALS</b>	<b>48</b>	<b>47</b>		<b>\$12,569.68</b>