



# CITY OF ATASCADERO CITY COUNCIL AGENDA

## **MEETING INFORMATION:**

The City Council meeting will be held in the City Council Chambers and in-person attendance will be available at that location.

## **HOW TO OBSERVE THE MEETING REMOTELY:**

To observe remotely, residents can livestream the meeting on [Zoom](#), SLO-SPAN.org, and listen live on KPRL Radio 1230AM and 99.3FM. The video recording of the meeting will be available through the City's website and on the City's YouTube Channel. To observe remotely using the Zoom platform please visit:

[https://us02web.zoom.us/webinar/register/WN\\_ZwJ7a031S3KXauEym9ehaA](https://us02web.zoom.us/webinar/register/WN_ZwJ7a031S3KXauEym9ehaA)

## **HOW TO SUBMIT PUBLIC COMMENT:**

Public comment may be provided in-person.

Written public comments are accepted at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org). **Comments should identify the Agenda Item Number in the subject line of the email.** Such comments will be forwarded to the City Council and made a part of the administrative record. ***To ensure distribution to the City Council before consideration of an item, please submit comments not later than 12:00 p.m. the day of the meeting.*** All correspondence will be distributed to the City Council, posted on the City's website, and be made part of the official public record of the meeting. ***Please note, comments will not be read into the record.*** Please be aware that communications sent to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under applicable law. Communications will not be edited for redactions and will be printed/posted as submitted.

## **AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS:**

Any member of the public who needs accommodations should contact the City Clerk's Office at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org) or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

## **DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:**

California Government Code section 84308 ("Levine Act") requires a party to or participant in a proceeding involving a license, permit, or other entitlement, including all contracts other than competitively bid, labor, or personal employment contracts, to disclose any contribution of more than \$500 that the party or participant (or their agent) has made to a member of the City Council within the prior 12 months. The City Council Member(s) who receive such a contribution are disqualified and not able to participate in the proceedings and are also required to disclose that fact for the official record of the subject proceedings. Disclosures must include the amount of the campaign contribution and identify the recipient City Council Member and may be made either in writing to the City Clerk before the agenda item or by verbal disclosure during consideration. The Levine Act also prohibits, during the proceeding and for 12 months following a final decision, a party to or participant in (or their agent) a proceeding involving a license, permit, or other entitlement, including all contracts other than competitively bid, labor, or personal employment contracts, from making a contribution of more than \$500 to any member of the City Council or anyone running for City Council.

City Council agendas and minutes may be viewed on the City's website:

[www.atascadero.org/agendas](http://www.atascadero.org/agendas)

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection on our website, [www.atascadero.org](http://www.atascadero.org). Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The Minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are made a part of the record or referred to in their statement will be noted in the Minutes and available for review by contacting the City Clerk's office. All documents will be available for public inspection by appointment during City Hall business hours.



# **CITY OF ATASCADERO CITY COUNCIL**

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## **AGENDA**

**Tuesday, May 13, 2025**

**City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California**

**City Council Regular Session:**

**6:00 P.M.**

**REGULAR SESSION – CALL TO ORDER: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE:** Council Member Peek

**ROLL CALL:**  
Mayor Bourbeau  
Mayor Pro Tem Dariz  
Council Member Funk  
Council Member Newsom  
Council Member Peek

**A. CONSENT CALENDAR:** (All items on the consent calendar are considered routine and non-controversial by City staff and will be acted upon by a single action of the City Council unless otherwise requested by an individual Council Member for separate consideration. Public comment on Consent Calendar items will be invited prior to action on the Calendar.)

**1. City Council Draft Minutes – April 22, 2025, Regular Meeting**

- Recommendation: Council approve the April 22, 2025, City Council Regular Meeting minutes. [City Clerk]

**2. March 2025 Investment Report**

- Fiscal Impact: None
- Recommendation: Council receive and file the City Treasurer's report for quarter ending March 31, 2025 [Administrative Services]

**3. Atascadero Tourism Business Improvement District (ATBID) Assessment**

- Fiscal Impact: None.
- Recommendation: Council:
  1. Approve the ATBID Annual Report.
  2. Adopt Draft Resolution, declaring intent to levy an annual Business Improvement District assessment on lodging businesses within the

Atascadero Tourism Business Improvement District, and set a public hearing for June 10, 2025. [Community Services & Promotions]

**4. Downtown Parking and Business Improvement Area (DPBIA) Assessment**

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution, declaring intent to levy the annual Downtown Parking and Business Improvement Area assessment, and set a public hearing for June 10, 2025. [Community Development]

**5. Apple Valley Assessment Districts**

- Fiscal Impact: Annual assessments for 2025/2026 will total \$38,500 for road/drainage system maintenance and \$63,000 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Apple Valley. Contributions of \$10,750 for half the cost of the park will be made from the City's General Fund, and \$6,770 will be recognized from contributions made by the developer.
- Recommendation: Council:
  1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.
  2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley).
  3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
  4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
  5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.
  6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026. [Administrative Services]

**6. De Anza Estates Assessment Districts**

- Fiscal Impact: Annual assessments for 2025/2026 will total \$30,562 for road/drainage system maintenance and \$17,463 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in De Anza Estates. The City General Fund will contribute \$1,400 for the fiscal year 2025/2026 for half of the maintenance costs of the trails and open space.
- Recommendation: Council:
  1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.

2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates).
3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.
6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026. [Administrative Services]

**7. Las Lomas (Woodridge) Assessment Districts**

- Fiscal Impact: Annual assessments for 2025/2026 will total \$104,287 for road/drainage system maintenance and \$78,100 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Las Lomas (Woodridge). The City General Fund will contribute \$1,830 for the fiscal year 2025/2026 for 25% of the maintenance costs of the trails and open space.
- Recommendation: Council:
  1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.
  2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]).
  3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
  4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
  5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.
  6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance



District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.  
[Administrative Services]

**8. Atascadero Tourism Business Improvement District (ATBID) Board Appointment of Two Board Members for New Term**

- Fiscal Impact: None
- Recommendation: Council appoint Clint Pearce and Sarah Maggelet to the ATBID Advisory Board for the term expiring June 30, 2027 [Community Services and Promotions]

**9. Asset Management Software**

- Fiscal Impact: Approval of the Asset Management software platform will incur expenditures of \$420,000 in General Government Facilities Fees Funds and \$150,000 Wastewater Funds allocated for this project, and \$102,000 in General Funds over a five-year period.
- Recommendation: Council:
  1. Authorize the City Manager to execute a contract with Centricity GIS in the amount of \$215,000, for the configuration, implementation, and training for new asset management software.
  2. Authorize the City Manager to execute a contract with Trimble, Inc. in the amount of \$305,000 for the subscription and support for new asset management software [Information Technology]

**10. 11800 San Marcos Road Emergency Repair and Stabilization Project Construction Award**

- Fiscal Impact: Approving staff recommendations will result in the estimated expenditure of \$524,000 comprised of 88.53% FHWA funds and 11.47% Local Transportation Funds, or \$463,900 and \$60,100, respectively.
- Recommendation: Council:
  1. Award a construction contract for \$267,183 to David Crye Construction for the 11800 San Marcos Road Emergency Repair and Stabilization Project (Project No. Z2024E01).
  2. Authorize the Administrative Services Director to allocate an estimated \$463,900 in FWHA Emergency Opening Fund revenues and expenses for the project.
  3. Authorize the Administrative Services Director to allocate an estimated \$60,100 in Local Transportation Funds to cover the 11.47% local match for FWHA Emergency Opening Funds. [Public Works]

**11. San Luis Obispo County Tourism Marketing District (TMD) Board Appointment**

- Fiscal Impact: None
- Recommendation: Council appoint lodging representative, Amar Sohi, to the San Luis Obispo County Tourism Marketing District Board of Directors for the term expiring June 30, 2027. [Community Services and Promotions]

**UPDATES FROM THE CITY MANAGER:** (The City Manager will give an oral report on any current issues of concern to the City Council.)

**COMMUNITY FORUM:** (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has

jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. Comments made during Community Forum will not be a subject of discussion. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council. Any members of the public who have questions or need information may contact the City Clerk's Office, between the hours of 8:30 a.m. and 5:00 p.m. at (805) 470-3400, or [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org).)

## **B. MANAGEMENT REPORTS:**

### **1. Update on ECHO Expansion and Neighborhood Meetings**

- Fiscal Impact: None
- Recommendation: Council receive an update on shelter operations as a result of community meetings and associated public feedback. [Community Development]

## **C. PUBLIC HEARINGS**

### **1. AB 2561 Vacancies Presentation**

- Fiscal Impact: None
- Recommendation: Receive and file the City of Atascadero Status of Workforce Vacancies, Recruitment and Retention presentation. [Human Resources]

### **2. Weed Abatement Hearing of Objections**

- Fiscal Impact: None
- Recommendation: Council
  1. Hear all objections to the proposed removal of vegetative growth and/or refuse and allow or overrule any objections.
  2. Authorize the Fire Chief to proceed and perform the work of abatement. [Fire and Emergency Services]

### **3. Introduction of an Ordinance forming the Atascadero Industrial Development Authority and Adoption of a Resolution Declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority Formation**

- Fiscal Impact: No significant impact
- Recommendation: Council:
  1. Introduce for first reading by title only an Ordinance of the City Council of the City of Atascadero Forming the Atascadero Industrial Development Authority.
  2. Adopt a Resolution declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority. [Administrative Services]

## **Notice of Public Hearing Cancellation:**

### **4. Economic Development Subsidy – Centennial Development Project**

- D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:** (On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor Bourbeau

1. City Selection Committee
2. County Mayor's Round Table
3. Integrated Waste Management Authority (IWMA)
4. Central Coast Community Energy (3CE)

Mayor Pro Tem Dariz

1. Air Pollution Control District
2. California Joint Powers Insurance Authority (CJPIA) Board
3. Community Action Partnership of San Luis Obispo (CAPSLO)
4. Visit SLO CAL Advisory Committee

Council Member Funk

1. Atascadero Basin Ground Water Sustainability Agency (GSA)
2. Design Review Committee
3. Homeless Services Oversight Council
4. REACH SLO Advisory Commission

Council Member Newsom

1. City of Atascadero Finance Committee
2. City / Schools Committee
3. League of California Cities – Council Liaison
4. SLO Council of Governments (SLOCOG)
5. SLO Regional Transit Authority (RTA)

Council Member Peek

1. City of Atascadero Finance Committee
2. City/Schools Committee
3. Design Review Committee
4. SLO County Water Resources Advisory Committee (WRAC)

- E. INDIVIDUAL DETERMINATION AND / OR ACTION:** (Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

**ADJOURNMENT**



# **CITY OF ATASCADERO CITY COUNCIL**

## **DRAFT MINUTES**

**Tuesday, April 22, 2025**

**City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California**

**City Council Regular Session:**

**6:00 P.M.**

### **REGULAR SESSION – CALL TO ORDER: 6:01 P.M.**

Mayor Bourbeau called the meeting to order at 6:01 P.M. and Council Member Newsom led the Pledge of Allegiance.

### **ROLL CALL:**

Present: Council Members Funk, Newsom, Peek, Mayor Pro Tem Dariz, and Mayor Bourbeau

Absent: None

Others Present: None

Staff Present: City Manager Jim Lewis, Deputy City Manager/City Clerk Lara Christensen, City Attorney Dave Fleishman, Police Chief Dan Suttles, Public Works Director Nick DeBar, Community Development Director Phil Dunsmore, Administrative Services Director/City Treasurer Jeri Rangel, Deputy City Manager – IT Luke Knight, Fire Chief Casey Bryson, Public Works Analyst Ryan Betz

### **A. CONSENT CALENDAR:**

#### **1. City Council Draft Minutes – April 8, 2025, Regular Meeting**

- Recommendation: Council approve the April 8, 2025, City Council Regular Meeting minutes. [City Clerk]

#### **2. Accounts Payable and Payroll**

- Fiscal Impact: \$ 3,160,053.55

- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks for March 2025. [Administrative Services]

### 3. **Extended Occupancy Hotels and Motels**

- Fiscal Impact: Establishing a program to create an option for extended transient stays for hoteliers is estimated to generate between \$30,000 to \$50,000 in General Fund revenues annually, with associated costs of administering and enforcing the program in an amount that will vary depending on the number of properties wishing to apply for the administrative use permit.
- Recommendation: Council adopt on second reading, by title only, Draft Ordinance to amend Title 9, Planning and Zoning, adding extended stay hotel/motel as a use, modifying definitions, and providing standards for such uses, based on findings. [Community Development]

### 4. **Purchase of Fire Department Temporary Housing**

- Fiscal Impact: Approval will result in the expenditure of \$535,789 of budgeted funds from the Building Maintenance Fund for the Public Safety Facilities Project.
- Recommendation: Council authorize the purchase of:
  1. Two manufactured homes to serve as temporary housing for fire personnel during the construction phase of the Public Safety Center project from Manufactured Home Sales of California for an amount not to exceed \$488,066.
  2. One metal carport to serve as a temporary fire apparatus bay during construction from Pacific Metal Buildings Inc. for an amount not to exceed \$47,723. [Fire Department]

#### **PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: None

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY: Funk**

**SECOND BY: Peek**

#### **1. Approve Consent Calendar (#A3: Ordinance No. 685)**

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau

ABSENT (0):

***Passed 5-0***

**UPDATES FROM THE CITY MANAGER:** City Manager James R. Lewis gave an update on projects and issues within the City.

#### **COMMUNITY FORUM:**

The following persons spoke: None

Atascadero City Council

April 22, 2025

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**B. MANAGEMENT REPORTS:****1. Proposed Wastewater Rate Increases**

- Fiscal Impact: Administering the Proposition 218 process will cost approximately \$7,500 in budgeted wastewater funds. If approved, the rate increase will generate an estimated \$895,000 in revenue from additional sewer service charges.
- Recommendation: Council:
  1. Direct staff to administer the Proposition 218 majority protest process and send out notice of the proposed sewer service rate increases to all property owners connected to the municipal sanitary sewer system.
  2. Set a Public Hearing on June 10, 2025 for the City Council's consideration of the proposed sewer service rate increases. [Public Works]

Public Works Analyst Ryan Betz and Consultant Clayton Tuckfield gave the presentation. Public Works Director Nick DeBar, Public Works Analyst Ryan Betz and Consultant Clayton Tuckfield answered questions from the City Council.

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: Geoff Auslen, Mike Zappas, Matt Korming, Max Zappas

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY:** Bourbeau  
**SECOND BY:** Funk

1. **Direct staff to administer the Proposition 218 majority protest process and send out notice of the proposed sewer service rate increases to all property owners connected to the municipal sanitary sewer system.**
2. **Set a Public Hearing on June 10, 2025 for the City Council's consideration of the proposed sewer service rate increases.**

AYES (4): Newsom, Funk, Dariz and Bourbeau  
 NOES (1): Peek  
 ABSENT (0):

***Passed 4-1***

**2. 2025-2027 Work Plan Approval**

- Fiscal Impact: None
- Recommendation: Council review and approve the 2025-2027 Work Plan [City Manager]

City Manager James R Lewis gave the presentation and answered questions from the City Council.

Atascadero City Council

April 22, 2025

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**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: None

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY: Funk**  
**SECOND BY: Newsom**

**1. Approve the 2025-2027 Work Plan.**

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau

ABSENT (0):

***Passed 5-0***

**C. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:**

The following Council Members gave brief update reports on their committees since their last Council meeting:

Mayor Bourbeau

1. Integrated Waste Management Authority (IWMA)
2. Ceremony for Post Humous Life-Saving award presented to Jose Gutierrez' family

Mayor Pro Tem Dariz

1. Air Pollution Control District

Council Member Funk

1. Homeless Services Oversight Council
2. Attending the Cal Cities Leaders Summit with Council Members Peek, Funk, Mayor Pro Tem Dariz and City Manager Lewis

Council Member Peek

1. Firefighters' Association

**D. INDIVIDUAL DETERMINATION AND / OR ACTION: None**

**ADJOURNMENT**

Mayor Bourbeau adjourned the meeting at 8:06 p.m.

**MINUTES PREPARED BY:**

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Alyssa Slater  
Deputy City Clerk

**APPROVED:**

Atascadero City Council

April 22, 2025

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# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A2

**Department:** Administrative Services  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES/TREASURER

**PREPARED BY:** KRYS CLARK, ACCOUNTING SPECIALIST

**SUBJECT:** March 2025 Investment Report

### RECOMMENDATION:

Council receive and file the City Treasurer's report for quarter ending March 31, 2025.

### REPORT IN BRIEF:

#### CASH AND INVESTMENTS

Checking Account	\$ 962,690	
Zoo Credit Card Deposit Account	2,104	
Mechanics Bank Money Market Account	9,276,806	
Certificates of Deposit	16,142,308	
Government Securities	27,470,412	
Municipal Securities	9,535,643	
Supranational Securities	1,007,934	
LAIF	6,142,889	
Cash with Fiscal Agents (2024 Bonds)	417,107	
Cash in Banks at March 31, 2025		\$ 70,957,893
Deposits in Transit		146,650
Timing Differences		(415,266)
Cash and Investments at March 31, 2025		<u>\$ 70,689,277</u>

#### INVESTMENT ACTIVITY

##### Securities Purchased:

Purchase Date	Description	Type	Cost	Maturity Date
02/21/25	US Treasury Notes CUSIP #91282CMG3	Government Security	\$ 997,133	01/31/30
03/12/25	US Treasury Notes CUSIP #91282CMG3	Government Security	1,012,240	01/31/30

##### Securities Matured:

Maturity Date	Description	Type	Original Cost	Amount Matured
01/15/25	Int'l Bank for Recon & Devel CUSIP #459058HT3	Supranational Security	\$ 499,075	\$ 500,000



**Investment Activity (continued)****Securities Matured (continued):**

<u>Maturity Date</u>	<u>Description</u>	<u>Type</u>	<u>Original Cost</u>	<u>Amount Matured</u>
01/20/25	Live Oak Banking Company Wilmington, NC	Certificate of Deposit	245,000	245,000
01/24/25	Baycoast Bank Swansea, MA	Certificate of Deposit	245,000	245,000
02/12/25	Federal Home Loan Bank CUSIP #3137EAEPO	Government Security	517,070	500,000
03/03/25	Federal Farm Credit Bank CUSIP #3133ELQY3	Government Security	507,945	500,000
03/26/25	Evergreen Bank Group Oak Brook, IL	Certificate of Deposit	245,000	245,000
03/27/25	Bank of Romney West Romney, WV	Certificate of Deposit	245,000	245,000
03/27/25	First Jackson Bank Stevenson, AL	Certificate of Deposit	245,000	245,000

**Securities Sold Prior to Maturity:**

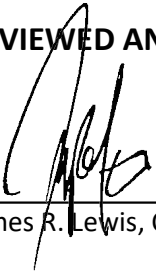
None

**Other Reportable Activities:**

None

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director/City Treasurer and the Deputy Administrative Services Director.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**


James R. Lewis, City Manager

**ATTACHMENT(S):**

1. Treasurer's Report

**City of Atascadero**  
**Treasurer's Report**  
**Cash & Investments Activity Summary**  
for the quarter ending March 31, 2025

	<u><i>CHECKING ACCOUNTS</i></u>	<u><i>INVESTMENTS</i></u>	<u><i>FISCAL AGENT</i></u>	<u><i>TOTALS</i></u>
Balance per Banks at January 1, 2025	\$ 4,078,207	\$ 65,690,150	\$ 23,482	\$ 69,791,839
Receipts	253,409	15,702,522	-	15,955,931
Recognition of Premiums & Discounts	-	53,469	-	53,469
Disbursements	(14,840,324)	(3,022)	-	(14,843,346)
Transfers In	14,120,000	2,009,372	393,625	16,522,997
Transfers Out	<u>(2,402,997)</u>	<u>(14,120,000)</u>	<u>-</u>	<u>(16,522,997)</u>
Balance per Banks at March 31, 2025	<u>\$ 1,208,295</u>	<u>\$ 69,332,491</u>	<u>\$ 417,107</u>	70,957,893
Deposits in Transit				146,650
Timing Differences				<u>(415,266)</u>
<b>Adjusted Treasurer's Balance</b>				<u><u>\$ 70,689,277</u></u>

**City of Atascadero**  
Investment Report  
March 31, 2025

<b>MATURITY DATE</b>	<b>DESCRIPTION (ISSUER)</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT TYPE</b>	<b>INVESTMENT RATING</b>	<b>STATED % RATE</b>	<b>YIELD</b>	<b>FACE VALUE</b>	<b>PREMIUM/ (DISCOUNT)</b>	<b>COST OF INVESTMENT</b>	<b>MARKET VALUE</b>	<b>UNREALIZED GAIN / (LOSS)</b>
<b><u>Funds Managed by City</u></b>											
n/a	<b>Local Agency Invest. Fund (LAIF)</b>	n/a	State Investment Fund	n/a	n/a	4.43%	\$ 6,142,889	n/a	\$ 6,142,889	\$ 6,148,105	\$ 5,216
n/a	<b>Mechanic's Bank Money Market</b>	n/a	Money Fund	n/a	n/a	4.67%	9,276,806	n/a	9,276,806	9,276,806	-
04/01/25	<b>El Cajon Taxable Pension Obl</b> CUSIP 282659AX9	01/27/21	Municipal Security	Aa	1.18%	0.70%	650,000	9	650,009	650,000	(9)
04/28/25	<b>First National Bank</b> McGregor, TX	04/28/20	Certificate of Deposit	n/a	1.35%	1.35%	245,000	n/a	245,000	244,432	(568)
04/29/25	<b>Flagstar Bank</b> Troy, MI	03/26/20	Certificate of Deposit	n/a	1.15%	1.15%	245,000	n/a	245,000	244,368	(632)
05/01/25	<b>Corona California Pension</b> CUSIP #21969AAD4	04/12/23	Municipal Security	AA+	1.13%	4.50%	450,000	(1,267)	448,733	448,839	106
05/15/25	<b>Tennessee Valley Authority</b> CUSIP #880591EW8	11/09/22	Government Security	Aaa	0.75%	4.77%	205,000	(1,002)	203,998	204,094	96
06/24/25	<b>BMO Harris Bank NA</b> Chicago, IL	11/08/23	Certificate of Deposit	n/a	3.20%	3.20%	225,000	(1,029)	223,971	224,365	394
06/30/25	<b>US Treasury Notes</b> CUSIP #912828XZ8	04/13/22	Government Security	Aaa	2.75%	2.61%	500,000	170	500,170	498,205	(1,965)
07/01/25	<b>Northern Calif Power Agency</b> CUSIP #664845FN9	04/13/22	Municipal Security	Aa3	2.39%	3.04%	305,000	(489)	304,511	303,560	(951)
07/01/25	<b>University of California</b> CUSIP #91412GU94	10/22/20	Municipal Security	Aa2	3.06%	0.81%	300,000	1,700	301,700	298,983	(2,717)
08/12/25	<b>Goldman Sachs Bank</b> New York, NY	11/08/23	Certificate of Deposit	n/a	3.05%	5.16%	246,000	(1,864)	244,136	244,883	747
08/18/25	<b>Federal National Mortgage Assn</b> CUSIP #3136G4M75	01/09/22	Government Security	Aaa	0.52%	4.70%	280,000	(4,396)	275,604	276,004	400
08/20/25	<b>Northeast Community Bank</b> White Plains, NY	07/19/23	Certificate of Deposit	n/a	0.45%	4.99%	160,000	(2,795)	157,205	157,656	451
09/01/25	<b>San Bernardino Successor Agency</b> Swansea, MA	10/22/20	Municipal Security	Aa	4.00%	0.71%	175,000	2,422	177,422	175,551	(1,871)
09/12/25	<b>Federal Home Loan Bank</b> CUSIP #3130A6C70	10/04/22	Government Security	Aaa	2.63%	4.13%	570,000	(3,786)	566,214	565,907	(307)
10/01/25	<b>Folsom Cordova School District</b> CUSIP #34440PCN9	11/10/20	Municipal Security	Aa-	3.00%	1.00%	400,000	4,004	404,004	397,608	(6,396)
10/03/25	<b>Investar Bank</b> Baton Rouge, LA	10/04/23	Certificate of Deposit	n/a	5.35%	5.35%	248,000	n/a	248,000	249,396	1,396

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11/07/25	<b>Federal National Mortgage Assn</b> CUSIP #3135G06G3	12/14/20	Government Security	Aaa	0.50%	0.42%	\$ 500,000	\$ 242	\$ 500,242	\$ 488,655	\$ (11,587)
11/15/25	<b>Tulare Sewer Revenue</b> CUSIP 899124MF5	12/11/20	Municipal Security	Aa	1.46%	0.58%	400,000	2,181	402,181	393,156	(9,025)
12/11/25	<b>BMW Bank North America</b> Salt Lake City, UT	12/11/20	Certificate of Deposit	n/a	0.50%	0.50%	245,000	n/a	245,000	238,831	(6,169)
12/18/25	<b>Third Federal Savings &amp; Loan</b> Cleveland, OH	12/18/20	Certificate of Deposit	n/a	1.46%	1.46%	245,000	n/a	245,000	238,579	(6,421)
12/29/25	<b>American Nat'l Bank</b> Baxter, MN	09/29/23	Certificate of Deposit	n/a	5.00%	5.00%	248,000	n/a	248,000	249,466	1,466
01/15/26	<b>First Reliance Bank</b> Florence, SC	01/15/21	Certificate of Deposit	n/a	0.30%	0.30%	245,000	n/a	245,000	237,648	(7,352)
01/22/26	<b>ConnectOne Bank</b> Englewood Cliffs, NJ	01/22/21	Certificate of Deposit	n/a	0.45%	0.45%	245,000	n/a	245,000	237,775	(7,225)
01/22/26	<b>Luana Savings Bank</b> Luana, IA	01/22/21	Certificate of Deposit	n/a	0.40%	0.40%	245,000	n/a	245,000	237,714	(7,286)
02/09/26	<b>First United Bank &amp; Trust</b> Durant, OK	03/16/23	Certificate of Deposit	n/a	4.25%	4.81%	120,000	(569)	119,431	120,118	687
02/11/26	<b>Ind'l &amp; Com'l Bank of China</b> New York, NY	02/22/21	Certificate of Deposit	n/a	0.45%	0.45%	245,000	n/a	245,000	237,373	(7,627)
02/24/26	<b>Eaglebank</b> Bethesda, MD	03/16/23	Certificate of Deposit	n/a	4.25%	4.25%	244,000	n/a	244,000	244,249	249
03/02/26	<b>Federal Farm Credit Bank</b> CUSIP #3133EFH91	03/03/21	Government Security	Aaa	2.22%	0.75%	876,000	11,785	887,785	861,283	(26,502)
03/27/26	<b>Federal Agriculture Mtge Corp</b> CUSIP #31422XDX7	03/30/21	Government Security	n/a	0.83%	0.87%	500,000	(187)	499,813	484,440	(15,373)
04/23/26	<b>Malaga Bank</b> Palos Verdes Peninsula, CA	04/23/21	Certificate of Deposit	n/a	0.55%	0.55%	245,000	n/a	245,000	236,006	(8,994)
04/24/26	<b>Federal National Mortgage Assn</b> CUSIP #3135G0K36	04/26/21	Government Security	Aaa	2.13%	0.77%	500,000	7,189	507,189	489,940	(17,249)
05/19/26	<b>Eaglemark Savings Bank</b> Reno, NV	05/19/21	Certificate of Deposit	n/a	0.70%	0.70%	245,000	n/a	245,000	235,891	(9,109)
05/31/26	<b>US Treasury Notes</b> CUSIP #91282CCF6	11/23/22	Government Security	Aaa	0.75%	4.15%	500,000	(19,150)	480,850	481,485	635
06/01/26	<b>Golden St TOB</b> CUSIP #38122NC59	05/10/23	Municipal Security	A	2.16%	4.52%	150,000	(3,988)	146,013	145,734	(279)

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06/05/26	<b>Enterprise Bank</b> Omaha, NE	09/27/23	Certificate of Deposit	n/a	0.85%	4.99%	\$ 249,000	\$ (11,810)	\$ 237,190	\$ 239,740	\$ 2,550
06/24/26	<b>First Financial Bank</b> Dakota Dunes, SD	09/27/23	Certificate of Deposit	n/a	3.15%	5.11%	249,000	(5,817)	243,183	246,196	3,013
06/30/26	<b>UBS Bank USA</b> Salt Lake City, UT	05/19/21	Certificate of Deposit	n/a	0.90%	0.90%	245,000	n/a	245,000	235,516	(9,484)
07/01/26	<b>New York Community Bank</b> Hicksville, NY	06/29/21	Certificate of Deposit	n/a	0.85%	0.85%	245,000	n/a	245,000	235,408	(9,592)
07/20/26	<b>Southern Bancorp Bank</b> Arkadelphia, AR	01/19/24	Certificate of Deposit	n/a	4.00%	4.00%	249,000	n/a	249,000	248,721	(279)
07/22/26	<b>Toyota Financial Savings Bank</b> Henderson, NV	07/22/21	Certificate of Deposit	n/a	0.95%	0.95%	245,000	n/a	245,000	235,276	(9,724)
08/01/26	<b>Rancho Adobe Fire Protection</b> CUSIP #752096AE7	10/14/21	Municipal Security	Aa	1.43%	1.25%	260,000	621	260,621	249,837	(10,784)
08/03/26	<b>Bridgewater Bank</b> St. Louis Pk, MN	11/03/23	Certificate of Deposit	n/a	5.15%	5.15%	248,000	n/a	248,000	251,422	3,422
08/13/26	<b>Synchrony Bank</b> Draper, UT	08/13/21	Certificate of Deposit	n/a	0.90%	0.90%	245,000	n/a	245,000	234,676	(10,324)
08/15/26	<b>Dallas TX Ind School District</b> CUSIP #235308D83	05/09/24	Municipal Security	Aaa	4.00%	4.86%	150,000	(1,671)	148,329	149,856	1,527
08/15/26	<b>El Paso TX</b> CUSIP #283734Y21	05/09/24	Municipal Security	Aa	4.93%	4.93%	110,000	(5,543)	104,457	105,449	992
09/24/26	<b>Federal National Mortgage Assn</b> CUSIP #3135G0Q22	09/24/21	Government Security	Aaa	1.88%	0.80%	500,000	7,955	507,955	484,885	(23,070)
09/29/26	<b>First Bank Richmond</b> Richmond, IN	09/29/21	Certificate of Deposit	n/a	0.55%	0.55%	245,000	n/a	245,000	232,480	(12,520)
10/01/26	<b>California Infrastructure Bonds</b> CUSIP #13034AL73	10/05/22	Municipal Security	AAA	1.04%	4.69%	155,000	(8,133)	146,867	148,002	1,135
10/01/26	<b>Manteca Redevelopment Bonds</b> CUSIP #56453RBA1	10/05/22	Municipal Security	AA	2.04%	4.81%	115,000	(4,565)	110,435	111,149	714
10/13/26	<b>Federal Agricultural Mtge Corp</b> CUSIP #31424WAN2	11/08/23	Government Security	n/a	5.00%	4.77%	700,000	2,372	702,372	710,143	7,771
10/31/26	<b>US Treasury Notes</b> CUSIP #912828YQ7	11/23/22	Government Security	Aaa	1.63%	4.07%	250,000	(9,291)	240,709	241,173	464
11/17/26	<b>Capital One Bank</b> Glen Allen, VA	11/17/21	Certificate of Deposit	n/a	1.10%	1.10%	245,000	n/a	245,000	233,585	(11,415)

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11/17/26	<b>Capital One National</b> McLean, VA	11/17/21	Certificate of Deposit	n/a	1.10%	1.10%	\$ 245,000	n/a	\$ 245,000	\$ 233,585	\$ (11,415)
11/17/26	<b>Federal Agricultural Mtge Corp</b> CUSIP #31422XPS5	09/27/23	Government Security	n/a	1.15%	4.86%	500,000	(28,757)	471,243	477,550	6,307
12/21/26	<b>Federal Home Loan Bank</b> CUSIP #3130AQF65	12/30/21	Government Security	Aaa	1.25%	1.26%	500,000	(63)	499,937	477,150	(22,787)
12/28/26	<b>Federal Farm Credit Bank</b> CUSIP #3133EJ4E6	01/18/22	Government Security	Aaa	3.13%	1.58%	200,000	5,300	205,300	197,120	(8,180)
12/31/26	<b>Bank Kremlin</b> Kremlin, OK	12/31/21	Certificate of Deposit	n/a	1.05%	1.05%	245,000	n/a	245,000	232,483	(12,517)
01/15/27	<b>San Joaquin Hills Trans Agency</b> CUSIP # 798111HF0	01/19/22	Municipal Security	A2	2.15%	1.88%	500,000	2,373	502,373	481,660	(20,713)
01/19/27	<b>First Foundation Bank</b> Irvine, CA	10/25/23	Certificate of Deposit	n/a	4.70%	5.05%	230,000	(1,356)	228,644	232,415	3,771
02/10/27	<b>Federal Agriculture Mtge Corp</b> CUSIP #31422XTX0	02/17/22	Government Security	n/a	1.60%	1.96%	550,000	(3,598)	546,402	526,785	(19,618)
02/17/27	<b>Beal Bank USA</b> Las Vegas, NV	02/23/22	Certificate of Deposit	n/a	1.90%	1.90%	245,000	n/a	245,000	235,428	(9,572)
02/23/27	<b>Sallie Mae Bank</b> Salt Lake City, UT	10/13/22	Certificate of Deposit	n/a	2.20%	4.17%	184,000	(6,569)	177,431	177,715	284
03/01/27	<b>Sonoma Marin Area Rail Transit</b> CUSIP #835588BA1	12/07/22	Municipal Security	AA	1.73%	4.45%	500,000	(24,736)	475,264	477,090	1,826
03/12/27	<b>Federal Home Loan Bank</b> CUSIP #3130A3DU5	03/17/22	Government Security	Aaa	3.00%	2.20%	500,000	7,586	507,586	491,065	(16,521)
03/16/27	<b>American Express Nat'l Bank</b> Sandy, UT	03/16/22	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	235,394	(9,606)
03/17/27	<b>Beal Bank</b> Plano, TX	03/23/22	Certificate of Deposit	n/a	2.00%	2.00%	245,000	n/a	245,000	234,708	(10,292)
04/14/27	<b>Comenity Capital Bank</b> Draper, UT	04/14/22	Certificate of Deposit	n/a	2.65%	2.65%	245,000	n/a	245,000	238,133	(6,867)
04/30/27	<b>US Treasury Notes</b> CUSIP # 91282CEN7	01/18/23	Government Security	Aaa	2.75%	3.64%	1,000,000	(17,740)	982,260	977,150	(5,110)
05/01/27	<b>LA Unified School District</b> CUSIP # 544646A77	05/11/22	Municipal Security	Aa3	5.72%	3.81%	500,000	19,133	519,133	512,510	(6,623)
05/15/27	<b>US Treasury Notes</b> CUSIP #912828X88	05/24/22	Government Security	Aaa	2.38%	2.87%	500,000	(4,987)	495,013	484,475	(10,538)

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06/09/27	<b>Federal Home Loan Bank</b> CUSIP #3130A5JU4	06/22/22	Government Security	Aaa	3.04%	3.43%	\$ 200,000	\$ (1,611)	\$ 198,389	\$ 196,278	\$ (2,111)
06/11/27	<b>Federal Home Loan Bank</b> CUSIP #3130ASGU7	06/22/22	Government Security	Aaa	3.50%	3.41%	200,000	406	200,406	198,182	(2,224)
06/15/27	<b>Federal Farm Credit Bank</b> CUSIP #3133EHNRO	06/22/22	Government Security	Aaa	2.58%	3.43%	480,000	(8,552)	471,448	466,200	(5,248)
07/01/27	<b>Sequoia CA Union High</b> CUSIP #817409N50	05/10/23	Municipal Security	AA1	1.95%	4.20%	350,000	(16,719)	333,281	333,918	637
07/16/27	<b>Federal Farm Credit Bank</b> CUSIP #3133EAXT0	07/26/22	Government Security	Aaa	2.75%	2.98%	135,000	(675)	134,325	131,477	(2,849)
07/20/27	<b>Federal Farm Credit Bank</b> CUSIP #3133ELV92	10/25/23	Government Security	Aaa	0.77%	4.86%	500,000	(44,014)	455,986	465,340	9,354
08/01/27	<b>Corona Norco Ca Unif Sch Dist</b> CUSIP # 219764SB4	08/04/22	Municipal Security	AA-	2.30%	3.63%	250,000	(7,385)	242,615	239,875	(2,740)
08/01/27	<b>Escondido CA Unif Sch Dist</b> CUSIP # 2963871UV7	08/05/22	Municipal Security	AA2	1.13%	3.53%	100,000	(5,329)	94,671	93,320	(1,351)
08/01/27	<b>Martinez CA Uni Sch Dist</b> CUSIP # 573428MN6	08/04/22	Municipal Security	AA	1.26%	3.43%	250,000	(12,052)	237,948	234,015	(3,933)
08/01/27	<b>San Marcos CA Uni Sch Dist</b> CUSIP # 798755GC2	08/05/22	Municipal Security	AA	2.31%	3.68%	185,000	(5,607)	179,393	177,454	(1,939)
08/01/27	<b>Southwestern Comm College</b> CUSIP # 845389LS2	08/04/22	Municipal Security	AA-	1.53%	3.53%	155,000	(6,876)	148,124	146,010	(2,114)
08/26/27	<b>Federal Agriculture Mtge Corp</b> CUSIP #31422XF23	09/02/22	Government Security	n/a	3.20%	3.49%	500,000	(3,300)	496,700	491,430	(5,270)
09/15/27	<b>Luminate Bank</b> Minnetonka, MN	09/15/22	Certificate of Deposit	n/a	3.40%	3.40%	245,000	n/a	245,000	240,982	(4,018)
09/15/27	<b>Ponce de Leon Fed Bank</b> Bronx, NY	09/15/22	Certificate of Deposit	n/a	3.50%	3.50%	245,000	n/a	245,000	241,553	(3,447)
09/15/27	<b>University of Pittsburgh</b> CUSIP # 798755GC2	09/15/22	Municipal Security	AA+	3.18%	3.81%	500,000	(7,320)	492,680	489,285	(3,395)
10/08/27	<b>Federal National Mortgage Assn</b> CUSIP #3135G05Y5	10/12/22	Government Security	Aaa	0.75%	4.12%	1,000,000	(79,983)	920,017	924,950	4,933
10/31/27	<b>US Treasury Notes</b> CUSIP # 91282CAU5	11/09/22	Government Security	Aaa	0.50%	4.31%	600,000	(55,412)	544,588	550,428	5,840
11/15/27	<b>Tulare CA Sewer Rev</b> CUSIP #899124MH1	04/12/23	Municipal Security	AA	1.93%	4.47%	325,000	(20,247)	304,753	306,589	1,836

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11/15/27	<b>US Treasury Notes</b> CUSIP # 9128283F5	12/07/22	Government Security	Aaa	2.25%	3.79%	\$ 500,000	\$ (19,032)	\$ 480,968	\$ 479,650	\$ (1,318)
12/01/27	<b>Federal Agricultural Mtge Corp</b> CUSIP #31422XR95	10/20/23	Government Security	n/a	4.03%	5.04%	500,000	(12,438)	487,562	500,880	13,318
12/15/27	<b>Forbright Bank</b> Potomac, MD	12/15/22	Certificate of Deposit	n/a	4.00%	4.00%	245,000	n/a	245,000	244,292	(708)
12/16/27	<b>Community West Bank NA</b> Goleta, CA	12/16/22	Certificate of Deposit	n/a	4.00%	4.00%	245,000	n/a	245,000	244,292	(708)
01/12/28	<b>Inter-American Dev Bank</b> CUSIP # 4581X0EH7	01/19/23	Supranational Security	Aaa	4.00%	3.70%	1,000,000	7,934	1,007,934	1,000,600	(7,334)
02/10/28	<b>First National Bk of Michigan</b> Kalamazoo, MI	02/10/23	Certificate of Deposit	n/a	3.70%	3.70%	249,000	n/a	249,000	246,191	(2,809)
02/15/28	<b>Belmont Bank &amp; Trust</b> Chicago, IL	02/15/23	Certificate of Deposit	n/a	3.75%	3.75%	249,000	n/a	249,000	246,512	(2,488)
02/15/28	<b>US Treasury Notes</b> CUSIP # 9128283W8	02/01/23	Government Security	Aaa	2.75%	3.64%	500,000	(12,083)	487,917	484,690	(3,227)
02/17/28	<b>Vision Bank</b> St. Louis, MN	02/17/23	Certificate of Deposit	n/a	3.75%	3.75%	249,000	n/a	249,000	246,508	(2,492)
03/10/28	<b>Federal Home Loan Bank</b> CUSIP # 3130ATS57	03/15/23	Government Security	Aaa	4.50%	3.90%	600,000	9,958	609,958	609,720	(238)
03/17/28	<b>Affinity Bank</b> Covington, GA	03/17/23	Certificate of Deposit	n/a	4.90%	4.90%	245,000	n/a	245,000	250,299	5,299
03/20/28	<b>Bank Five Nine</b> Oconomowoc, WI	03/20/23	Certificate of Deposit	n/a	4.65%	4.65%	245,000	n/a	245,000	248,601	3,601
04/01/28	<b>California State Bonds-GO</b> CUSIP #13063DGC6	04/12/23	Municipal Security	AA	3.50%	3.98%	525,000	(7,017)	517,983	515,319	(2,664)
04/01/28	<b>California State Bonds-Taxable</b> CUSIP #13063DGC6	04/12/23	Municipal Security	AA	3.50%	3.98%	150,000	(2,005)	147,995	147,234	(761)
04/06/28	<b>Morgan Stanley Bank</b> Salt Lake City, UT	09/28/23	Certificate of Deposit	n/a	4.65%	4.69%	244,000	(263)	243,737	247,570	3,833
05/12/28	<b>Central Bank</b> Little Rock, AR	05/12/23	Certificate of Deposit	n/a	3.85%	3.85%	249,000	n/a	249,000	248,099	(901)
05/16/28	<b>CIBC Bank</b> Chicago, IL	05/16/23	Certificate of Deposit	n/a	4.35%	4.35%	244,000	n/a	244,000	245,591	1,591
05/16/28	<b>Univest Bank &amp; Trust</b> Souderton, PA	05/16/23	Certificate of Deposit	n/a	4.40%	4.40%	249,000	n/a	249,000	251,012	2,012



**City of Atascadero**  
Investment Report  
March 31, 2025

<b>MATURITY DATE</b>	<b>DESCRIPTION (ISSUER)</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT TYPE</b>	<b>INVESTMENT RATING</b>	<b>STATED % RATE</b>	<b>YIELD</b>	<b>FACE VALUE</b>	<b>PREMIUM/ (DISCOUNT)</b>	<b>COST OF INVESTMENT</b>	<b>MARKET VALUE</b>	<b>UNREALIZED GAIN / (LOSS)</b>
05/30/28	<b>Idaho First Bank</b> McCall, ID	05/30/23	Certificate of Deposit	n/a	4.20%	4.20%	\$ 245,000	n/a	\$ 245,000	\$ 251,899	\$ 6,899
05/31/28	<b>Customers Bank</b> Phoenixville, PA	05/31/23	Certificate of Deposit	n/a	4.45%	4.45%	244,000	n/a	244,000	250,708	6,708
06/09/28	<b>Federal Home Loan Bank</b> CUSIP #3130AEB25	06/20/23	Government Security	AA+	3.25%	4.03%	170,000	(3,921)	166,079	166,598	519
06/30/28	<b>Federal Home Loan Bank</b> CUSIP #3130AWN63	08/03/23	Government Security	Aaa	4.00%	4.33%	500,000	(4,941)	495,059	500,935	5,876
07/06/28	<b>HSBC Bank USA</b> McLean, VA	07/18/23	Certificate of Deposit	n/a	3.30%	4.57%	249,000	(9,619)	239,381	242,250	2,869
07/26/28	<b>Park State Bank</b> Duluth, MN	07/26/23	Certificate of Deposit	n/a	4.45%	4.45%	249,000	n/a	249,000	251,517	2,517
07/31/28	<b>Medallion Bank</b> Salt Lake City, UT	07/31/23	Certificate of Deposit	n/a	4.40%	4.40%	249,000	n/a	249,000	251,169	2,169
08/01/28	<b>New York City Transitional Fin Auth</b> CUSIP #64971XBN7	08/16/23	Municipal Security	Aa1	4.90%	4.90%	850,000	(45,387)	804,613	820,412	15,799
08/17/28	<b>United Fidelity Bank FBS</b> Evansville, IN	09/13/23	Certificate of Deposit	n/a	4.50%	4.50%	249,000	n/a	249,000	251,951	2,951
09/05/28	<b>Discover Bank</b> Greenwood, DE	09/07/23	Certificate of Deposit	n/a	4.55%	4.55%	244,000	n/a	244,000	247,311	3,311
09/13/28	<b>Optum Bank Inc</b> Draper, UT	09/13/23	Certificate of Deposit	n/a	4.55%	4.55%	244,000	n/a	244,000	247,226	3,226
09/21/28	<b>Merrick Bank</b> South Jordan, UT	09/21/23	Certificate of Deposit	n/a	4.50%	4.50%	249,000	n/a	249,000	252,028	3,028
09/27/28	<b>Legacy Bank &amp; Trust</b> Mountain Grove, MO	09/27/23	Certificate of Deposit	n/a	4.50%	4.50%	249,000	n/a	249,000	252,040	3,040
09/29/28	<b>Star Bank</b> Maple Lake, MN	09/29/23	Certificate of Deposit	n/a	4.65%	4.65%	244,000	n/a	244,000	248,055	4,055
10/17/28	<b>Southern First Bank</b> Greenville, SC	10/26/23	Certificate of Deposit	n/a	4.85%	4.85%	244,000	n/a	244,000	250,395	6,395
10/23/28	<b>Federal Home Loan Bank</b> CUSIP #3130AXLQ9	10/25/23	Government Security	Aaa	5.03%	4.89%	500,000	2,243	502,243	515,940	13,697
10/27/28	<b>Iowa State Bank</b> Clarksville, IA	10/27/23	Certificate of Deposit	n/a	4.70%	4.70%	249,000	n/a	249,000	253,761	4,761
11/14/28	<b>Wells Fargo Bank</b> Sioux Falls, SD	11/14/23	Certificate of Deposit	n/a	5.05%	5.05%	248,000	n/a	248,000	255,713	7,713

**City of Atascadero**  
Investment Report  
March 31, 2025

<b>MATURITY DATE</b>	<b>DESCRIPTION (ISSUER)</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT TYPE</b>	<b>INVESTMENT RATING</b>	<b>STATED % RATE</b>	<b>YIELD</b>	<b>FACE VALUE</b>	<b>PREMIUM/ (DISCOUNT)</b>	<b>COST OF INVESTMENT</b>	<b>MARKET VALUE</b>	<b>UNREALIZED GAIN / (LOSS)</b>
11/16/28	<b>Federal Home Loan Bank</b> CUSIP #3130AFFX0	12/12/23	Government Security	Aaa	3.25%	4.29%	\$ 500,000	\$ (17,264)	\$ 482,736	\$ 488,935	\$ 6,199
12/01/28	<b>Sulphur Springs CA Uni Sch District</b> CUSIP #865485EL6	12/07/23	Municipal Security	A2	1.97%	4.58%	110,000	(9,566)	100,434	100,689	255
12/04/28	<b>Federal Agricultural Mtge Corp</b> CUSIP #31424WCR1	12/12/23	Government Security	n/a	4.38%	4.33%	750,000	1,103	751,103	759,263	8,160
12/04/28	<b>Federal Farm Credit Bank</b> CUSIP #3133EHZ48	05/08/24	Government Security	Aaa	2.77%	4.49%	194,000	(11,232)	182,768	185,862	3,094
01/18/29	<b>Federal Farm Credit Bank</b> CUSIP #3133EPW84	01/19/24	Government Security	AA+	3.88%	4.04%	750,000	(4,241)	745,759	746,220	461
01/26/29	<b>Old Dominion National Bank</b> North Garden, VA	01/26/24	Certificate of Deposit	n/a	3.85%	3.85%	249,000	n/a	249,000	246,600	(2,400)
01/26/29	<b>Parkside Financial Bank</b> Clayton, MO	01/26/24	Certificate of Deposit	n/a	3.85%	3.85%	249,000	n/a	249,000	246,600	(2,400)
02/13/29	<b>Federal Farm Credit Bank</b> CUSIP #3133EP3B9	02/14/24	Government Security	AA+	4.13%	4.28%	1,250,000	(6,601)	1,243,399	1,254,388	10,989
03/09/29	<b>Federal Home Loan Bank</b> CUSIP #3130AVBD3	04/10/24	Government Security	AA+	4.50%	4.47%	1,000,000	943	1,000,943	1,019,410	18,467
04/10/29	<b>Federal Farm Credit Bank</b> CUSIP #3133ERAK7	04/17/24	Government Security	AA+	4.38%	4.71%	1,000,000	(12,044)	987,956	1,015,500	27,544
05/01/29	<b>Pasadena CA Ref Taxable</b> CUSIP #70227RBQ2	05/03/24	Municipal Security	Aaa	2.30%	4.95%	330,000	(32,068)	297,932	304,514	6,582
05/15/29	<b>Federal National Mortgage Assn</b> CUSIP #31359MEU3	05/16/24	Government Security	AA+	6.25%	4.36%	750,000	52,992	802,992	814,650	11,658
06/08/29	<b>Federal Home Loan Bank</b> CUSIP #3130B1BC0	06/11/24	Government Security	Aaa	4.63%	4.49%	1,000,000	4,966	1,004,966	1,024,640	19,674
06/12/29	<b>Morgan Stanley Private Bank</b> National Association	06/12/24	Certificate of Deposit	n/a	4.70%	4.70%	244,000	n/a	244,000	249,334	5,334
07/05/29	<b>Federal Farm Credit Bank</b> CUSIP #3133ERKJ9	07/11/24	Government Security	Aaa	4.38%	4.18%	1,000,000	7,494	1,007,494	1,012,890	5,396
07/17/29	<b>BNY Mellon</b> National Association	07/17/24	Certificate of Deposit	n/a	4.15%	4.15%	244,000	n/a	244,000	244,246	246
08/01/29	<b>Federal Farm Credit Bank</b> CUSIP #3133ERN1	08/14/24	Government Security	Aaa	4.13%	3.66%	1,000,000	18,646	1,018,646	1,003,040	(15,606)
08/21/29	<b>The Citizens Bank</b> Batesville, AR	08/21/24	Certificate of Deposit	n/a	4.60%	4.60%	249,000	n/a	249,000	249,177	177

**City of Atascadero**  
Investment Report  
March 31, 2025

<b>MATURITY DATE</b>	<b>DESCRIPTION (ISSUER)</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT TYPE</b>	<b>INVESTMENT RATING</b>	<b>STATED % RATE</b>	<b>YIELD</b>	<b>FACE VALUE</b>	<b>PREMIUM/ (DISCOUNT)</b>	<b>COST OF INVESTMENT</b>	<b>MARKET VALUE</b>	<b>UNREALIZED GAIN / (LOSS)</b>
09/01/29	California State CUSIP #13063EBPO	09/18/24	Municipal Security	Aa2	5.13%	3.59%	\$ 500,000	\$ 31,167	\$ 531,167	\$ 517,205	\$ (13,962)
01/31/30	US Treasury Notes CUSIP # 91282CMG3	02/21/25	Government Security	Aaa	4.25%	4.32%	1,000,000	(2,795)	997,205	1,012,810	15,605
01/31/30	US Treasury Notes CUSIP # 91282CMG3	03/12/25	Government Security	Aaa	4.25%	3.97%	1,000,000	12,159	1,012,159	1,012,810	651
<b>Total Funds Managed by the City</b>							<u>70,013,695</u>	<u>(437,704)</u>	<u>69,575,992</u>	<u>69,386,069</u>	<u>(189,923)</u>
<b><u>Funds Managed by Fiscal Agent</u></b>											
n/a	BNY Western Trust - 2024 Bonds Hamilton Treas. Money	n/a	Treasury Fund	Aaa	n/a	2.80%	417,107	n/a	417,107	417,107	-
<b>Total Funds Managed by Fiscal Agent</b>							<u>417,107</u>	<u>-</u>	<u>417,107</u>	<u>417,107</u>	<u>-</u>
							<u>\$ 70,430,802</u>	<u>\$ (437,704)</u>	<u>\$ 69,993,099</u>	<u>\$ 69,803,176</u>	<u>\$ (189,923)</u>

Average Maturity of Total Portfolio 723 Days

Weighted Average Yield of Total Portfolio 3.69%

**Certification:**


It has been verified that this investment portfolio is in conformity with the City of Atascadero's investment policy, which was approved by the City Council on October 22, 2024.

The City Treasurer certifies that there is sufficient liquidity to meet the City of Atascadero's estimated future expenditures for a period of six months.

Verified by:

  
Cynthia Chavez - Deputy Director of Administrative Services

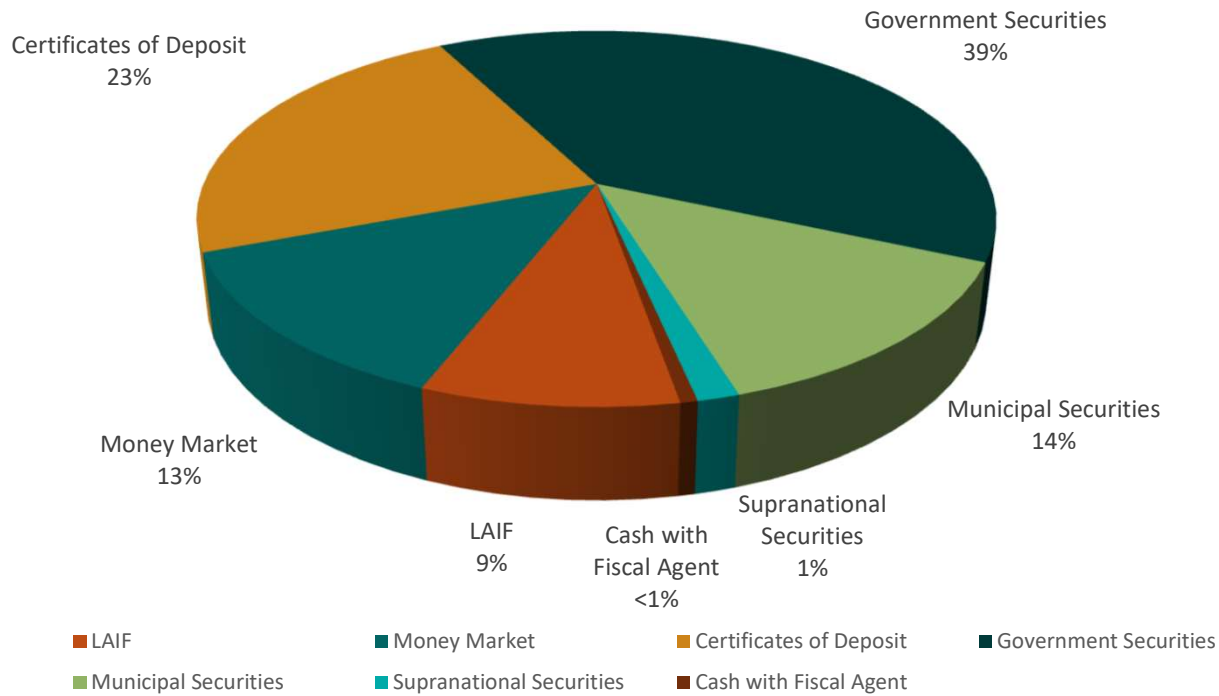
Approved by:

  
Jeri Rangel - City Treasurer

## City of Atascadero

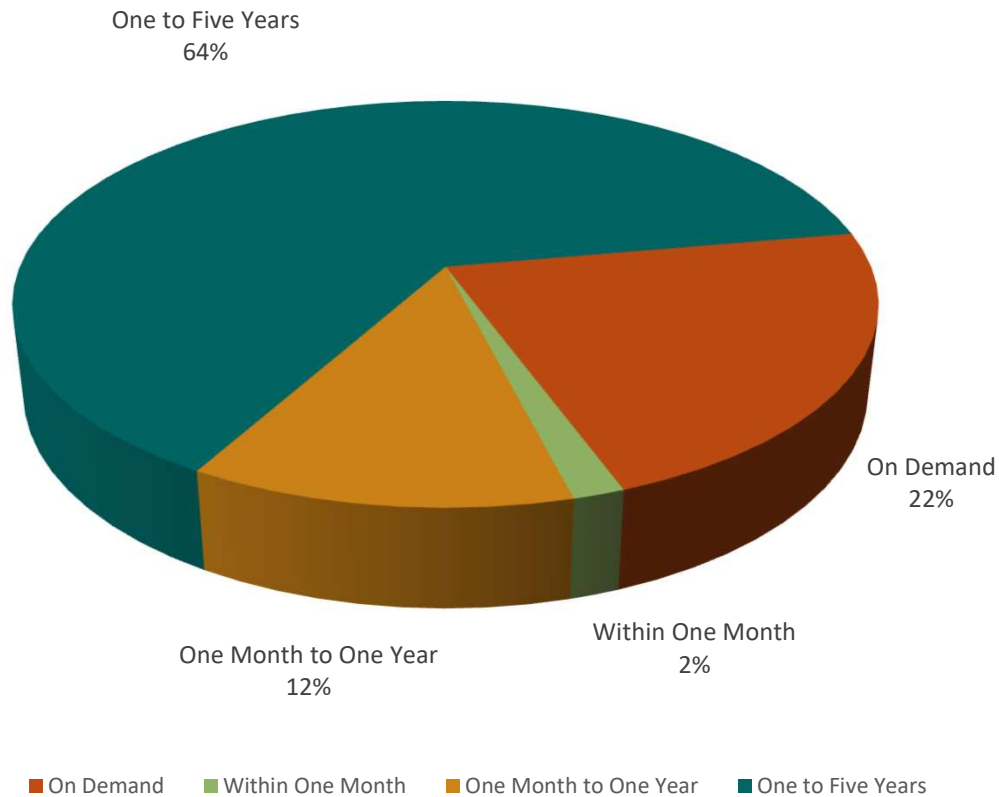
### Investments by Type

March 2025



Investment	March 2025
LAIF	\$ 6,142,889
Money Market	9,276,806
Certificates of Deposit	16,142,308
Government Securities	27,470,412
Municipal Securities	9,535,643
Supranational Securities	1,007,934
Cash with Fiscal Agent	417,107
	<u>\$ 69,993,099</u>

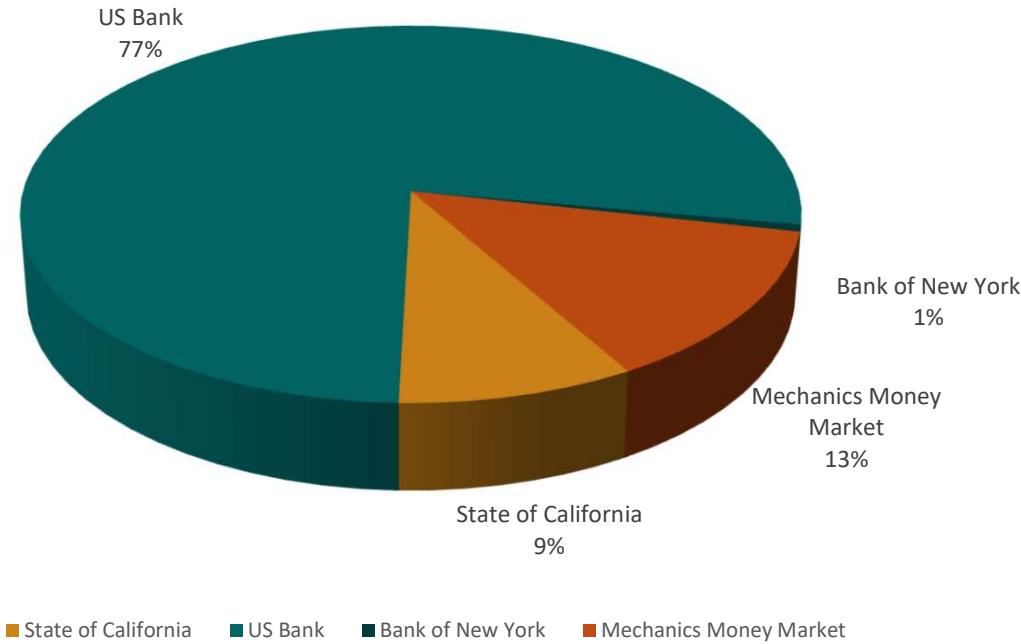
**City of Atascadero**  
**Investments by Maturity \***  
 March 2025



<b>Investment</b>	<b>March 2025</b>
On Demand	\$ 15,419,695
Within One Month	1,140,009
One Month to One Year	8,427,120
One to Five Years	44,589,168
	<u>\$ 69,575,992</u>

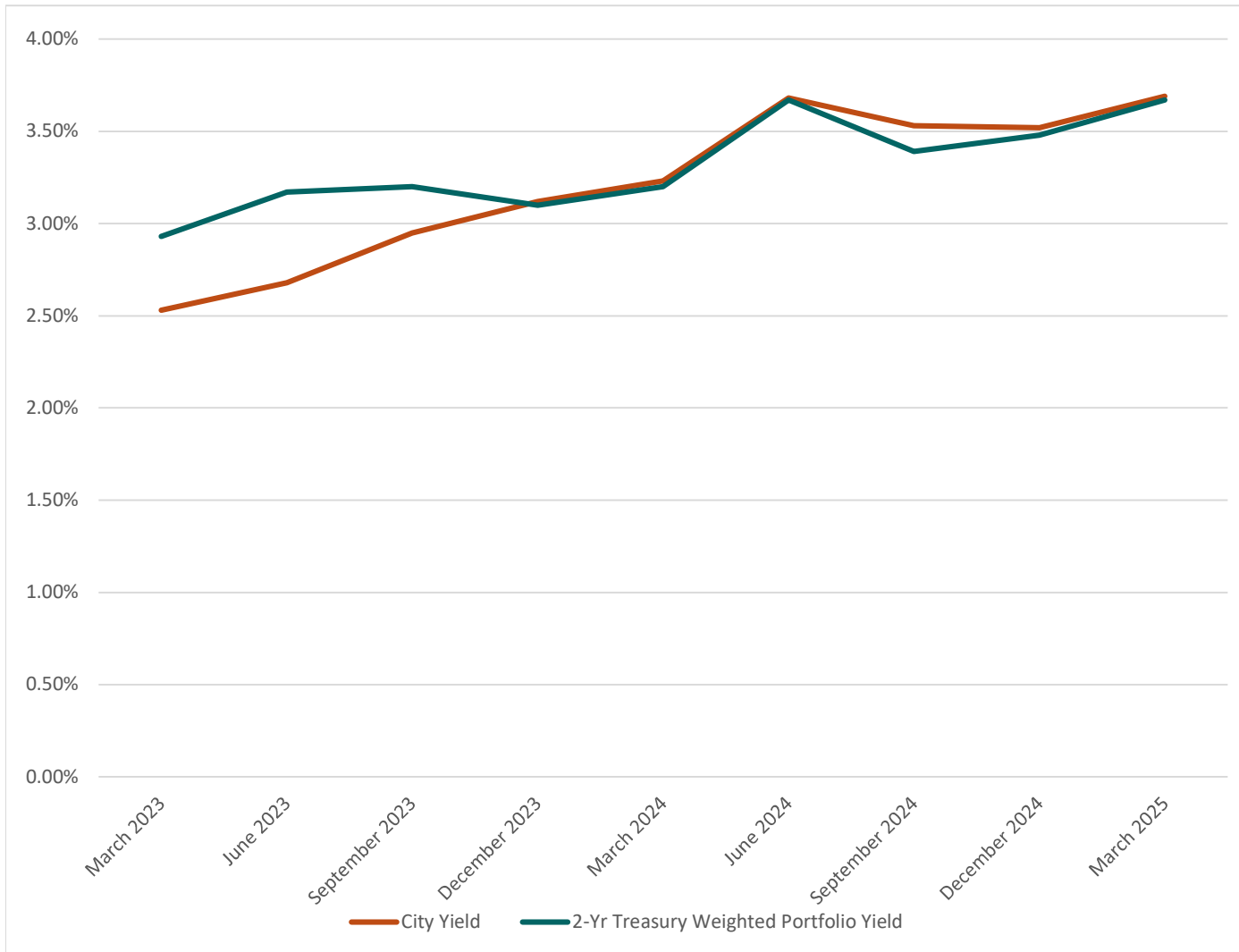
\* Cash with fiscal agent is not included in the totals for this graph because the amounts are restricted based on bond covenants, and therefore, the City doesn't retain the option to liquefy these funds at will.

**City of Atascadero**  
**Investments by Custodial Agent**  
March 2025



Custodial Agent	March 2025
State of California	\$ 6,142,889
US Bank	54,156,297
Bank of New York	417,107
Mechanics Money Market	9,276,806
	<u>\$ 69,993,099</u>

**City of Atascadero**  
**Investment Yield vs. 2-Year Treasury Yield**  
For the Quarter Ended March 31, 2025



	City Yield	2-Yr Treasury Weighted Portfolio Yield
March 2023	2.53%	2.93%
June 2023	2.68%	3.17%
September 2023	2.95%	3.20%
December 2023	3.12%	3.10%
March 2024	3.23%	3.20%
June 2024	3.68%	3.67%
September 2024	3.53%	3.39%
December 2024	3.52%	3.48%
March 2025	3.69%	3.67%



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A3

**Department:** Community  
Services &  
Promotions  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** TERRIE BANISH, DIRECTOR COMMUNITY SERVICES & PROMOTIONS

**PREPARED BY:** TERRIE BANISH, DIRECTOR COMMUNITY SERVICES &  
PROMOTIONS

**SUBJECT:** Atascadero Tourism Business Improvement District (ATBID) Assessment  
(Intention)

### RECOMMENDATIONS:

Council:

1. Approve the ATBID Annual Report.
2. Adopt Draft Resolution, declaring intent to levy an annual Business Improvement District assessment on lodging businesses within the Atascadero Tourism Business Improvement District, and set a public hearing for June 10, 2025.

### DISCUSSION:

The City of Atascadero established the Atascadero Tourism Business Improvement District (ATBID) to levy annual assessments under the Parking and Business Improvement Area Law of 1989, by adopting Title 3, Chapter 16 of the Atascadero Municipal Code in April 2013. The activities to be funded by the assessments, on lodging businesses within the ATBID, are tourism promotions and marketing programs to promote the City as a tourism destination. The formation and operation of a Tourism Business Improvement District is governed by the California Streets and Highways Code (Section 36500 et. Seq.). The budget for the ATBID is submitted in conjunction with the City's annual budget.

The City Council appointed ATBID Advisory Board Members to serve at the pleasure of the Council. The Advisory Board is made up of lodging business owners or employees, or other representatives holding the written consent of a lodging business owner within the ATBID area.

The Streets and Highways Code requires that the Advisory Board provide a specific report to the City Council annually for the expenditure of funds derived from the assessment paid by lodging businesses within the City. The annual report must identify: (1) proposed activities, programs,



and projects for the fiscal year; (2) the approximate cost of such activities, programs and projects for the fiscal year; (3) the method and basis of levying the assessment; (4) the amount of surplus or deficit revenues carried over from a previous fiscal year; and (5) contributions received other than assessments. The annual report must meet the requirements of the California Streets and Highways Code §36533. The City Council may approve the report as filed or may modify any contained in the report and approve it as modified.

Assessments are collected and remitted by each lodging business equal to 2.5% of the rent charged by the business as defined in Atascadero Municipal Code Section 3-16 and Section 3-03. ATBID assessment revenue in fiscal year 2025-2026 is expected to be approximately \$510,800, which includes the Assessment increase from 2% to 2.5% that started on January 9, 2025. The Assessment increase of 0.5% is focused on improvements to the Zoo and adjacent areas in Lake to drive events, tourism and additional hotel stays. Expenses for 2025-2026 are projected to be \$503,680. The net change in the fund balance for 2025-2026 is projected to be \$23,220, and the fund balance is projected to be \$752,090 on June 30, 2026.

The Annual Report includes the above assumptions. Staff recommends the Council approve the Annual Report, adopt the Resolution of Intention, and set a date and time for a public hearing. The purpose of the public hearing is to receive public comment prior to the assessment being collected. Staff is proposing that the hearing be conducted at the regular City Council meeting scheduled for June 10, 2025.

#### **FISCAL IMPACT:**

None.

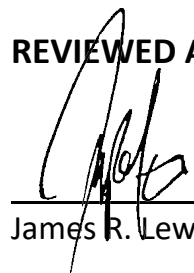
#### **ALTERNATIVE:**

Council may modify the Annual Report before approval.

#### **REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director.

#### **REVIEWED AND APPROVED FOR COUNCIL AGENDA**




---

James R. Lewis, City Manager

#### **ATTACHMENT(S):**

1. Draft Resolution
2. ATBID Annual Report

## **DRAFT RESOLUTION**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AN ANNUAL ASSESSMENT ON LODGING BUSINESSES WITHIN THE ATASCADERO TOURISM BUSINESS IMPROVEMENT DISTRICT, PURSUANT TO STREETS & HIGHWAYS CODE SECTION 36500 ET SEQ.**

**WHEREAS**, the City of Atascadero (“City”) has formed the Atascadero Tourism Business Improvement District (ATBID), pursuant to Section 36500 of the Streets & Highways Code of the State of California; and

**WHEREAS**, the City Council has received an annual report pursuant to Section 36533 of said Code; and

**WHEREAS**, the City Council has approved said report and is required to adopt a resolution of intention pursuant to Section 36534.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

**SECTION 1.** The City Council hereby declares its intent to levy and collect assessments within the Atascadero Tourism Business Improvement District for Fiscal Year 2025-2026.

**SECTION 2.** The ATBID includes all of the lodging businesses, including hotels, motels, short-term rentals, and each business defined as a “hotel” in Section 3-3.02 of Chapter 3 (Transient Occupancy Tax) of the Atascadero Municipal Code (“Lodging Businesses”) within the corporate boundaries of the City.

**SECTION 3.** The activities to be funded by the levy of assessments against Lodging Businesses within the ATBID are tourism promotions and marketing programs to promote the City as a tourism destination and projects, programs, and activities that benefit Lodging Businesses located and operating within the boundaries of the ATBID. The proposed activities will primarily be targeted at increasing transient stays at Lodging Businesses.

**SECTION 4.** The City Council sets June 10, 2025, as the date of the public hearing on the levy of assessments. The public hearing will be held at 6:00 p.m. or as soon thereafter as practicable, in the City of Atascadero Council Chambers, 6500 Palma Ave., Atascadero, California 93422.

**SECTION 5.** A protest may be made orally or in writing by any owner of a Lodging Business that is within the ATBID boundaries and subject to the ATBID assessment. Written protests must be received by the City Clerk, City of Atascadero, before the close of the public hearing and may be delivered or mailed to the City Clerk, Atascadero, 6500 Palma Avenue, Atascadero, California 93422. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

**SECTION 6.** Further information regarding the proposed ATBID may be obtained from the Community Services & Promotions Department, City of Atascadero, 6500 Palma Avenue, Atascadero, CA 93422.

**SECTION 7.** The City Clerk is directed to provide notice of the public hearing on the proposed ATBID by causing this resolution to be published once in a newspaper of general circulation in the City not less than seven days before said hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of May, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ADOPTED:

CITY OF ATASCADERO

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

**Atascadero Tourism Business Improvement District (ATBID)**  
**Annual Report**  
**Fiscal Year 2025-2026**

*(Pursuant to Streets & Highways Code Section 36533)*

1. Proposed activities, programs and projects for the fiscal year:
  - Contract Services
    - Marketing Firm
    - Destination Management
    - Administration Services
  - Marketing Plan
  - Maintenance of Visual Assets
    - Photography & Content
    - Creative Services
  - Digital Marketing
    - Website Content & Updates (i.e., Visit Atascadero; SLO CAL)
    - Social Media
  - Advertising
    - Print & Promotional Items
    - Digital
    - Reactive & Co-op Opportunities
  - Public Relations
    - Group FAM (familiarization tours for journalists, tour operators and meeting & event coordinators)
    - Individual Journalist Hosted Itineraries; Attend conferences.
    - Press Releases
  - Tour & Travel
    - Collaboration with Central Coast Tourism Council (CCTC) Familiarization Tours (FAMs)
    - Collaboration with Visit California FAMs
    - Collaboration with San Luis Obispo County's Tourism Marketing District FAMs
  - Consumer Outreach
    - Event Sponsorships Opportunities
    - Event Marketing
    - Email Marketing
  - Administration of TBID fund
    - Implement .5% of assessment funds for improvements to the Zoo, and adjacent areas in Lake Park to drive events, tourism and additional hotel stays.
2. Approximate cost of such activities, programs and projects for the 2025-2026 fiscal year is projected to be \$503,680.
3. Amount of fund balance as of June 30, 2025, is projected to be \$728,870.
4. Estimated fund balance for June 30, 2026, is budgeted at \$752,090.
5. Contributions received other than assessments:

- Estimated interest income of \$17,900 for fiscal year 2024-2025.
  - Estimated interest income for fiscal year 2025-2026 is budgeted at \$16,100.
6. Assessments are collected and remitted by each lodging business equal to 2.5% of the rent charged by the business as defined in Atascadero Municipal Code Section 3-16 and Section 3-03.



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A4

**Department:** Community  
Development  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** LORELI CAPPEL, DEPUTY DIRECTOR ECONOMIC & COMMUNITY  
DEVELOPMENT

**PREPARED BY:** LORELI CAPPEL, DEPUTY DIRECTOR ECONOMIC & COMMUNITY  
DEVELOPMENT

**SUBJECT:** Downtown Parking and Business Improvement Area (DPBIA) Assessment  
(Intention)

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### RECOMMENDATION:

Council adopt Draft Resolution, declaring intent to levy the annual Downtown Parking and Business Improvement Area assessment, and set a public hearing for June 10, 2025.

### DISCUSSION:

The City of Atascadero established a Downtown Parking and Business Improvement Area in 1986 (Chapter 11 of the Atascadero Municipal Code) for the purpose of *acquisition, construction or maintenance of parking facilities, decoration of public places, promotion of public events, and general promotion of business activities in the downtown area*. The formation and operation of a Parking and Business Improvement Area is governed by the California Streets and Highways Code (Section 36500 et. Seq.). The assessment was reduced to \$0.00 in 2010 at the behest of downtown landlords and as part of a program to encourage downtown businesses.

In January 2018, staff was approached by an informal committee of downtown business owners, who expressed interest in reinstituting the full levy of the assessment for the Downtown Parking and Business Improvement Area (DPBIA). This committee spent months conducting outreach regarding the DPBIA including holding town hall meetings, sending letters and emails, and personally meeting with businesses subject to the DPBIA in order to garner support to request the Council reinstitute the full assessment. The Council reinstituted the assessment in June 2018 following a show of support from downtown business owners.

The Streets and Highways Code requires that the “advisory board” provide a report to the City Council annually for the expenditure of funds derived from the assessment paid by businesses in the downtown area. In order to ensure adoption of the assessment prior to the beginning of the

Fiscal Year, the report and Resolution of Intention are submitted as a part of this agenda item. A hearing would then be conducted at the City Council meeting scheduled for June 10, 2025.

The Chamber of Commerce serves as the advisory body and the subcontractor to the City regarding the DPBIA. The informal committee of downtown business owners advises the Chamber of Commerce on expenditures and assists in the creation of the annual budget. The Chamber of Commerce has submitted a report identifying the proposed improvements and activities for the area, based upon the National Main Street Program's four-point approach. The report does not propose any changes to the boundaries of the DPBIA or of the assessment.

The Chamber of Commerce is proposing expenditures for 2025-2026 with the Downtown Parking and Business Improvement Area funds as follows:

	<b>2024-2025 ESTIMATED</b>	<b>2025-2026 REQUESTED</b>
<b><u>REVENUES</u></b>		
BIA Assessments- Received from the City	\$ 14,620	\$ 14,500
Revenue from Events	-	-
Total Revenues	<u>14,620</u>	<u>14,500</u>
<b><u>EXPENSES</u></b>		
Events	(668)	(4,000)
Beautification/Miscellaneous		(31,000)
Bank Service Charge	(18)	
Marketing	(5,265)	(5,000)
Administration	<u>(1,462)</u>	<u>(1,450)</u>
Total Expenses	<u>(7,413)</u>	<u>(41,450)</u>
<b>Net Income</b>	7,207	(26,950)
<b>BEGINNING AVAILABLE BALANCE</b>	<u>36,354</u>	<u>43,561</u>
<b>ENDING AVAILABLE BALANCE</b>	<u>\$ 43,561</u>	<u>\$ 16,611</u>

The proposed expenditures focus on a combination of events and beautification ideas to help promote the downtown and strengthen the businesses in the area. In 2024/2025 the downtown business owners organized two Art Hop events and Shop Downtown incentive programs which included social media marketing. Additionally, funds were allocated to the Downtown Atascadero Construction Website and toward designing and installing string lighting over Entrada. Downtown kiosk maps were updated twice, and courtesy parking notifications were utilized to assist with employee parking challenges. In 2025/2026 the Chamber will continue updating the kiosk maps and working with downtown business owners to organize events. Additionally, marketing funds will be used to update and maintain the Downtown Atascadero Website while beautification funds will go towards future Downtown street string lighting.

An annual Draft Resolution of Intention, declaring the City's intent to levy an annual Downtown Parking and Business Improvement Area assessment and holding a public hearing, is required by the California Streets and Highways Code for the City to levy and collect the assessments. Consistent with State law, the City Council is required to adopt a Draft Resolution of Intention and set a public hearing to receive public comment prior to the assessment being collected.

Staff is proposing that the hearing be conducted at the next regular City Council meeting scheduled for June 10, 2025.

**FISCAL IMPACT:**

None.


**ALTERNATIVES:**

1. Council may set an alternative date for the public hearing, but no later than June 10, 2025.
2. Council may discontinue the current program and assess a \$0 fee to businesses in the District.
3. Council may choose not to adopt the Resolution of Intention to levy assessment, thereby discontinuing the collection of Downtown Parking and Business Improvement Area assessments.

**REVIEWED BY OTHERS:**

This item reviewed by the Administrative Services Director and the Deputy City Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

  
\_\_\_\_\_  
James R. Lewis, City Manager

**ATTACHMENT(S):**

1. Draft Resolution
2. Downtown Parking and Business Improvement Area Report and Proposed Expenditures for 2025-2026



## **DRAFT RESOLUTION**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING THE CITY'S INTENT TO LEVY AN ANNUAL ASSESSMENT PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 36500 ET. SEQ.**

**WHEREAS**, the City of Atascadero has formed a Parking and Business Improvement Area, pursuant to Section 36500 of the Streets and Highways Code of the State of California; and

**WHEREAS**, the City Council has received a report pursuant to Section 36533 of said Code; and

**WHEREAS**, the City Council has approved such report and is required to adopt a resolution of intention pursuant to Section 36534; and

**WHEREAS**, the report proposes no changes to the boundaries or assessment amounts that currently apply in said area; and

**WHEREAS**, the report identifies the proposed improvements and activities for the area based upon the National Main Street Program Four Points approach, on file in the City Clerk's Office and incorporated herein by this reference.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

**SECTION 1.** The City Council hereby declares its intent to levy and collect assessments within the Parking and Business Improvement Area for Fiscal Year 2025-2026.

**SECTION 2.** The area is known as the Downtown Parking and Business Improvement Area. The area is generally located in the downtown core including the area between Highway 41 on the south, Rosario Avenue on the north, Highway 101 on the west, and an irregular boundary generally along Santa Ysabel Avenue on the east.

**SECTION 3.** Consistent with Section 36527 of the Streets and Highways Code, Ordinance No. 116 proposes the following uses of Downtown Parking and Business Improvement Area revenue:

- a. The acquisition, construction, or maintenance of parking facilities for the benefit of the area.
- b. Decoration of public place in the area.
- c. Promotion of public events that are to take place on or in public places in the area.
- d. The general promotion of business activities in the area.

**SECTION 4.** A report, which includes a full and detailed description of the improvements and activities to be provided in the 2025-2026 fiscal year, the boundaries of the area, and the proposed assessments to be levied upon the businesses within the area, are on file in the City Clerk's Office and incorporated herein by this reference.

**SECTION 5.** The City Council will hold a public hearing on the levy of the proposed assessment for Fiscal Year 2025-2026 on June 10, 2025, at 6:00 p.m., or sometime shortly thereafter, in the City Council Chambers, 6500 Palma Avenue, Atascadero, California.

**SECTION 6.** Written or oral protests may be made at the hearing. The form of the protests shall comply with Section 36524 of the Streets and Highways Code.

**SECTION 7.** The City Clerk is hereby directed to give notice of the public hearing by causing this Resolution to be published once in a newspaper of general circulation in the City not less than seven days before said hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the 13 day of May, 2025.

On motion by Council Member \_\_\_\_\_, and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **Exhibit A**

### **Atascadero Chamber of Commerce Downtown Parking and Business Improvement Area Annual Report for Fiscal Year 2025-2026**

The California Streets and Highways Code Section 36533 requires the preparation of a report for each fiscal year for which assessments are to be levied and collected to pay the costs of improvements and activities of the Improvement Area. The report may propose changes, including, but not limited to the boundaries of the Parking and Business Improvement Area or any benefit zones within the area, the basis and method of levying the assessments, and any changes in the classification of businesses.

No boundary changes are proposed for Fiscal Year 2025-2026. The boundaries are more specifically described as follows:

From the south corner of Morro Road at the Highway 101 over-crossing then in the generally northwest direction immediately adjacent to Highway 101, to a point at the intersection of El Camino Real and Rosario Avenue, then easterly along Rosario Avenue, to a point at the intersection of Rosario and Palma Avenue, then easterly along Palma Avenue to the rear lot line of parcels on the east side of Traffic Way, then north along said rear lot lines to include Lot 24 of Block LA, of Atascadero, then northerly along the center line of Traffic Way, to a point, then easterly to include the presently existing National Guard Armory Property. Then to a point easterly to the intersection of West Mall and Santa Ysabel Avenue at the West Mall bridge, then southerly along Santa Ysabel Avenue to a point at the intersection of the southerly leg of Hospital Drive and Santa Ysabel Avenue, then easterly from that point to the extension of proposed Highway 41, then southwesterly to the Morro Road/Highway 101 over-crossing, point of beginning.

Since 2000, the City, Community Redevelopment Agency, Chamber of Commerce, other organizations and the community have worked to strengthen the downtown business community, and implement the downtown revitalization strategy. In 2009, as the economic downturn was affecting businesses, the City Council made the decision to levy a \$0 assessment on the businesses in the District. The State of California dissolved all redevelopment agencies in 2011, and the City, Chamber of Commerce, and other organizations have worked in collaboration to continue the efforts of the Community Redevelopment Agency to provide better services to and strengthen the businesses in the downtown.

In 2017, an informal committee of downtown business owners formed to promote economic vitality and encourage business growth in the downtown. This committee will advise the Chamber of Commerce on expenditures and will assist in the creation of the annual budget for the Downtown Parking and Business Improvement Area (DPBIA). The Atascadero Chamber of Commerce will serve as the advisory body and the sub-contractor to the City regarding the Downtown Parking and Business Improvement Area. The Chamber of Commerce is requesting that the City levy an assessment of 100%

of the business license fee for businesses in the DPBIA. Each licensed business in the Improvement Area shall contribute to the assessment. Activities and improvements in the DPBIA are funded by the assessment.

The proposed work plan and budget for Fiscal Year 2025-2026 is as follows:

	<b>2024-2025 ESTIMATED</b>	<b>2025-2026 REQUESTED</b>
<b><u>REVENUES</u></b>		
BIA Assessments- Received from the City	\$ 14,620	\$ 14,500
Revenue from Events	-	-
Total Revenues	<u>14,620</u>	<u>14,500</u>
<b><u>EXPENSES</u></b>		
Events	(668)	(4,000)
Beautification/Miscellaneous		(31,000)
Bank Service Charge	(18)	
Marketing	(5,265)	(5,000)
Administration	<u>(1,462)</u>	<u>(1,450)</u>
Total Expenses	<u>(7,413)</u>	<u>(41,450)</u>
<b>Net Income</b>	7,207	(26,950)
<b>BEGINNING AVAILABLE BALANCE</b>	<u>36,354</u>	<u>43,561</u>
<b>ENDING AVAILABLE BALANCE</b>	<u>\$ 43,561</u>	<u>\$ 16,611</u>

This report shall be filed with the City Clerk on behalf of the DPBIA for Fiscal Year 2025-2026.



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A5

**Department:** Administrative Services  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES

**PREPARED BY:** CINDY CHAVEZ, DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:** Apple Valley Assessment Districts

### RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.
2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley).
3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.
6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.

### DISCUSSION:

The City Council formed and began assessing Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in 2005. This district was formed to provide funding for future routine maintenance of the streets, storm drains and sidewalks in the Apple Valley subdivision.

The City Council also formed and began assessing Atascadero Landscape and Lighting Maintenance District No. 01 (Apple Valley) in 2005. This district was formed to provide for funding and maintenance of street trees, open space, park area, medians, walkways, paths and other landscape and lighting improvements within the Apple Valley subdivision.

NBS, an independent financial consultant, was hired to prepare the engineer's report for the two districts. The engineer's reports and the levies must be approved by Council annually. This is done in a two-step process. Tonight, there are three resolutions for each district (a total of 6 resolutions in all) that must be passed in order to continue the assessments within the districts. The resolutions passed tonight will also establish the date and time for the public hearing. The public hearing is tentatively scheduled for June 10, 2025 at 6:00 p.m., at which time the final resolutions will be presented to the Council for consideration.

The proposed assessments for fiscal year 2025/2026 are less than the Maximum Assessment Rate. In accordance with the formula voters of the district adopted in 2005, the Maximum Assessment Rate may be increased for inflation by the greater of the Consumer Price Index (CPI) or 3.0%. The Maximum Assessment Rate was increased 3% (CPI) this year for both districts.

An Assessment Information Notice was mailed to all property owners in late April. The notice provided the date of the upcoming June 10, 2025, Public Hearing, information on how to participate in the meeting, staff contact information, and the proposed and current levies for both districts.

Staff has reviewed the short and long-term costs to maintain the districts and recommends the total cost of both districts of \$1,450 remains flat when compared to the prior year. The Landscaping and Lighting District levy is about 43% of the allowable maximum annual assessment and the Street and Storm Drain District is about 58% of the allowable maximum annual assessment.

District	Amount Per EBU Assessment Fiscal Year 2024-25	Amount Per EBU Proposed Assessment Fiscal Year 2025-26
Atascadero Street and Storm Drain Maintenance District No. 01 Apple Valley	\$ 550.00	\$ 550.00
Atascadero Landscaping and Lighting Maintenance District No. 01 Apple Valley	\$ 900.00	\$ 900.00

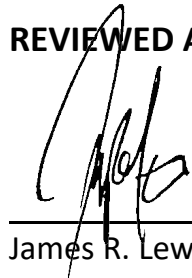
The levies for fiscal year 2025/2026 are proposed with no increases and reserves are sufficient for now; however, staff predicts that the districts will likely see future increased costs due to aging infrastructure and increases in utilities, materials, and labor costs. City staff will continue to maximize efficiencies and minimize these increases as much as possible.

**FISCAL IMPACT:**

Annual assessments for 2025/2026 will total \$38,500 for road/drainage system maintenance and \$63,000 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Apple Valley. Contributions of \$10,750 for half the cost of the park will be made from the City's General Fund, and \$6,770 will be recognized from contributions made by the developer.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



---

James R. Lewis, City Manager

**ATTACHMENTS:**

1. **Draft Resolution A** - initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026
2. **Draft Resolution B** - accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley)
3. **Draft Resolution C** - declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters
4. **Engineer's Annual Levy Report** - for the levy and collection of fiscal year 2025/2026 assessments for Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley)
5. **Draft Resolution D** - initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code
6. **Draft Resolution E** - preliminary approval of the Annual Engineer's Levy Report for Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026
7. **Draft Resolution F** - declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026
8. **Engineer's Annual Levy Report** - for the levy and collection of fiscal year 2025/2026 assessments for Atascadero Landscaping and Lighting District No. 01 (Apple Valley)

## DRAFT RESOLUTION A

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”) formed an assessment district to be designated as Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) (hereafter referred to as the “District”), for the purpose of funding the ongoing operation, maintenance and servicing of public streets, sidewalks, storm drain and flood control facilities installed in conjunction with the development of properties known as Apple Valley Tract 2495; and to levy and collect annual assessments related thereto. The 1982 Act provides for the formation of such an assessment district pursuant to *Article 3 Section 54710*, and provides for the levy and collection of assessments by the County on behalf of the City pursuant to *Article 4 Section 54718*; and

**WHEREAS**, the City Council has retained NBS as the Engineer of Work, for the purpose of assisting with the administration of the District, the establishment of annual assessments, and to prepare and file an Engineer’s Report with the City Clerk in accordance with the 1982 Act; and in accordance with the requirements of the *California Constitution, Articles XIII C and XIII D*.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The City Council hereby orders the Engineer to prepare and file an Engineer’s Annual Levy Report concerning the levy of assessments for properties within the District as specified by *Article 4 Section 54716* of the 1982 Act.

**SECTION 2.** The District improvements include the ongoing operation, administration, maintenance and servicing of the public streets, drainage and flood control systems and appurtenant facilities authorized pursuant to the 1982 Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to pavement, curbs, sidewalks, hardscape, bridges, fencing, signage, drains, pipes, inlets, outlets, catch basins, drainage basins, manholes, and associated appurtenant facilities located within the public street rights-of-way and other public easements within the District, and dedicated to the City of Atascadero for such maintenance.

**SECTION 3.** The territory within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) consists of lots, parcels and subdivisions of land located in the development known as Apple Valley Tract 2495.



**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION B**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ACCEPTING AND PRELIMINARILY APPROVING THE ENGINEER’S ANNUAL LEVY REPORT REGARDING THE ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY)**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council has, by previous Resolution, ordered the preparation of an Engineer’s Annual Levy Report (hereafter referred to as the “Report”) regarding the assessment district to be designated as the Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) (hereafter referred to as the “District”), and the levy and collection of assessments related thereto, pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”); and

**WHEREAS**, there has now been presented to this City Council the Report as specified by *Article 4 Section 54716* of said 1982 Act; and

**WHEREAS**, the City Council has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the District and the budget items and documents as set forth therein, and is satisfied that the proposed assessments have been spread in accordance with the special benefits received from the improvements, operation, administration, maintenance and services to be performed within the District, as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The preceding recitals are true and correct.

**SECTION 2.** That the Report as presented, consists of the following:

- a. A Description of Improvements.
- b. A Boundary Diagram of the District.
- c. The Method of Apportionment that details the method of calculating each parcel’s proportional special benefits and annual assessment.
- d. The proposed Budget (Costs and Expenses) and the duration and collection of assessments.
- e. The District Roll containing the Levy for each Assessor Parcel Number within the District for fiscal year 2025/2026.

**SECTION 3.** The Report is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**SECTION 4.** The Maximum Assessment described in the Report is hereby approved on a preliminary basis.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this Resolution, and the Minutes of this meeting shall so reflect the presentation of the Report.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## DRAFT RESOLUTION C

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS WITHIN ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY) IN FISCAL YEAR 2025/2026, AND TO APPOINT A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”) did by previous Resolution approve the levy and collection of annual assessments to pay for the operation, maintenance and servicing of public streets, drainage and flood control systems and appurtenant facilities related thereto for the assessment district designated as Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) (hereafter referred to as the “District”); and

**WHEREAS**, the Engineer selected by the City Council has prepared and filed with the City Clerk a Report in connection with the proposed District, and the levy of assessments for Fiscal Year 2025/2026 (July 1, 2025 and ending June 30, 2026) in accordance with *Chapter 1, Article 4* of the 1982 Act and in accordance with the requirements of the *California Constitution, Articles XIIC and XIID*, and the City Council did by previous Resolution preliminarily approve such Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The City Council hereby declares its intention to seek the annual levy of the District pursuant to the 1982 Act, over and including the land within the District boundary, and to levy and collect special benefit assessments on parcels of land within the District to pay for the costs and expenses associated with the operation, maintenance, repair and servicing of public streets, drainage and flood control systems and appurtenant facilities related thereto.

**SECTION 2.** The District improvements include the ongoing operation, administration, maintenance and servicing of the public streets, drainage and flood control systems and appurtenant facilities authorized pursuant to the 1982 Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to pavement, curbs, sidewalks, hardscape, bridges, fencing, signage, drains, pipes, inlets, outlets, catch basins, drainage basins, manholes, and associated appurtenant facilities located within the public street rights-of-way and other public easements within the District, and dedicated to the City of Atascadero for such maintenance. The Engineer’s Report, as ordered by previous Resolution, provides a full and complete description of the improvements within the District.

**SECTION 3.** The proposed territory within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) consists of lots, parcels and subdivisions of land located in the development known as Apple Valley Tract 2495.

**SECTION 4.** The proposed assessments for the District are outlined in the Engineer's Report. The Report details the proposed assessments necessary to provide for the annual operation, administration, services and maintenance of the improvements described in Section 2 of this Resolution.

**SECTION 5.** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 10, 2025, at 6:00 p.m. or as soon thereafter as feasible in the regular meeting chambers of the City Council located at 6500 Palma Avenue, Atascadero, California. At the Public Hearing, all interested persons shall be given an opportunity to hear and be heard on the proposed assessment to be levied for fiscal year 2025/2026 as contained in the Engineer's Report on file in the City Clerk's Office.

**SECTION 6.** The City Clerk shall give notice of the filing of the report and the time and place of the Public Hearing by publishing in a local newspaper one time at least 10 days prior to the Public Hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

# CITY OF ATASCADERO

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*Fiscal Year 2025/26 Engineer's Report*

## Street and Storm Drain Maintenance District No. 01 (Apple Valley)

May 2025

Prepared by:



**CITY OF ATASCADERO**  
**Street and Storm Drain Maintenance District No. 01**  
**(Apple Valley)**

**6500 Palma Avenue**  
**Atascadero, CA 93422**  
**Phone – (805) 461-5000**  
**Fax – (805) 461-7612**

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**CITY COUNCIL**

Charles Bourbeau, Mayor

Mark Dariz, Mayor Pro Tem

Susan Funk, Council Member

Seth Peek, Council Member

Heather Newsom, Council Member

**AGENCY STAFF**

Jim Lewis, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Danielle Robison, Administrator

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# 1. ENGINEER'S LETTER

**WHEREAS**, on March 24, 2005 by Resolution No. 2005-042, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the provisions of the Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703 (hereafter referred to as the "1982 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as the "California Constitution"), established the City of Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) (the "District"); and

**WHEREAS**, on May 13, 2025, the City Council, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer's Report for the District; and

**WHEREAS**, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

**NOW THEREFORE**, the assessments as detailed in this Engineer's Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025/26:

**FY 2025/26 Summary of Assessment**

Description	Amount
Estimated Annual Costs	\$21,850
Capital Reserve Collection/(Uses)	24,090
Levy Adjustments	(7,440)
<b>Balance to Levy</b>	<b>\$38,500</b>
Fiscal Year 2025/26 Maximum Rate	\$954.49
Fiscal Year 2025/26 Proposed Applied Rate	\$550.00

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information, and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1982 Act.

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City Engineer



## 2. EXECUTIVE SUMMARY

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Pursuant to the provisions of the *Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703* (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII D* (hereafter referred to as the “California Constitution”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), proposed to form and levy special benefit assessments for the district designated as:

### ***Street and Storm Drain Maintenance District No. 01 (Apple Valley)***

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Apple Valley, Tract 2495 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2025/26.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the street and storm drain improvements and facilities associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1982 Act and the substantive and procedural provisions of the California Constitution.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements and facilities. The annual assessments described herein will provide a funding source for the continued operation and maintenance of streets, storm drain system, and appurtenant facilities installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the streets and storm drain system that provides special benefits to properties within the District. The structure of the District (organization), the improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2495; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of this District’s formation, the City conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the *California Constitution, Article XIII D Section 4*. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to

consider public testimonies, comments, and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. The tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein; therefore, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, a Report shall be prepared and presented to the City Council describing any changes to the improvements, proposed services, the annual budget or assessments for that fiscal year and the City Council may hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

## 3. PLANS AND SPECIFICATIONS

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### 3.1 Benefiting Properties within the District

The territory within the District consists of the lots, parcels, and subdivisions of land within the proposed residential subdivision known as the Apple Valley, Tract 2495, which encompasses an area of land totaling approximately twenty-eight acres (27.71 acres).

This residential subdivision includes seventy (70) single-family residential homes. The subdivision is situated in the northern portion of the City just southwest of Highway 101 and is generally located:

- South of Del Rio Road;
- North of Conejo Road;
- West of Ramona Road; and,
- East of Graves Creek.

### 3.2 Funding Authorized by the 1982 Act

As generally defined by the 1982 Act and applicable to this District, the City may impose a benefit assessment to finance the maintenance and operation costs of the following services:

- Drainage and Flood Control;
- Streets and Roads.

In addition to imposing a benefit assessment for the annual maintenance and operation of the District improvements, the City may also authorize an assessment or utilize existing assessment revenues to finance the installation, construction, or replacement of drainage and flood control facilities as well as the street and road improvements (with some limitations). While such activities are permitted under the 1982 Act, the budget and assessments for this District only provide for normal maintenance and operation of the improvements. Since most major rehabilitation/construction projects result from unforeseen damages, the extent and cost of such projects are not easily predicted and to accumulate funds as part of the normal annual assessments would not be reasonable. If such funding becomes necessary, the City may present a new or increased assessment to the property owners to support the projects.

### 3.3 Description of Improvements and Services

The purpose of this District is to fund the activities necessary to maintain and service the local streets and the drainage and flood control systems constructed and installed in connection with development of properties within the residential subdivision known as Apple Valley, Tract 2495 pursuant to approved development plans and agreements. The improvements may consist of all or a portion of the public streets, drainage and flood control facilities associated with Tract 2495 and the maintenance of these improvements may include but are not limited to the materials, equipment, labor, and incidental expenses deemed necessary to keep these improvements in satisfactory condition.

The maintenance of the improvements and related activities shall be funded entirely or partially through the District assessments. The District improvements and services are generally described as:

- Street maintenance that may include but is not limited to the repair and servicing of street surfaces, curbs, gutters, bridges, driveway approaches, sidewalks, barricades, delineation, signage, or other facilities within the public street rights-of-way installed in connection with the development of properties in Tract 2495 and that have been dedicated to the City;
- Storm drain and flood control maintenance that may include but is not limited to inspection, repair and servicing of drainage basins, inlets, catch basins, manholes, outlets, drywells, pumps, filters, and storm drain pipes installed in connection with the development of properties of Tract 2495 as well as any off-site improvements and facilities directly associated with the aforementioned infrastructure that is deemed necessary to service or protect the properties including waste water treatment;
- The appurtenant, equipment, materials, and service contracts related to the aforementioned improvements and facilities;
- Specifically excluded are those improvements or facilities: located on private property or common areas; that may be provided or maintained by an agency other than the City; that may be provided by another assessment or tax levied by the City; or that may be provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

### **3.3.1 STREET MAINTENANCE**

The street maintenance program may include but is not limited to: the repair of potholes, cracks, or other failures in the asphalt surface; repair or replacement of curbs, gutters, driveway approaches, and sidewalks as required as part of maintaining the streets; repair or installation of street signs, barricades, fencing, or other delineation; mechanized sweeping and cleaning of the streets and gutters; slurry sealing, overlays, and re-striping of the street surfaces. The specific activities and timing of various street and road maintenance services shall be determined by the City's Public Works Department as necessary to extend the life of the streets or to improve traffic circulation and safety as available funding permits. Specifically, the street improvements for this District are identified as:

- Approximately 106,460 square feet of asphalt street surface located on the perimeter of the development (south half of Del Rio Road); and the various interior streets identified as Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, and San Ramon Road.

- Approximately 5,320 linear feet of curb and gutter along Del Rio Road, Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, San Ramon Road, and Conejo Road;
- Approximately 3,545 square feet of decorative street pavers and 1,254 linear feet of curb and gutter in and around the two median islands on San Ramon Road (entryways to the development at Del Rio Road and Conejo Road);
- Approximately 70 driveway approaches, 25,394 square feet of sidewalks and various street signs within the District;
- Specifically, not included as part of the street maintenance program are the costs associated with major replacements or reconstruction. Although the District assessments will provide funding for regular maintenance and servicing of the improvements that will extend the useful life of the street improvements, the assessments are not intended to fund major replacements or reconstruction of the street surfaces or adjacent improvements such as curbs, gutters, or driveway approaches. The costs of extensive replacement or reconstruction activities such as grinding and resurfacing of the asphalt; and replacement of curbs, gutters, driveway approaches, and sidewalks is significantly more than the amount that can reasonably be collected annually under the provisions of the 1982 Act. When such repairs or activities are deemed necessary, the City will consider various financing options including new or increased assessments for property owner approval.

The Public Works Department shall authorize the operational activities and maintenance of the public street and right-of-way improvements, facilities, and services that may include, but are not limited to:

- Regular street sweeping services necessary to control dirt and debris on street surfaces and gutters;
- Annual inspection of street surface and repair of potholes and surface cracks as needed;
- Periodic slurry or overly of street surfaces and driveway approaches (typically one or the other once every five years);
- Periodic re-striping of traffic lanes, bike lanes, street parking areas, crosswalks, and intersections (typically in conjunction with slurry or overly activities);
- Graffiti abatement of public improvements within the street rights-of-way that are maintained by the District including but not limited to sandblasting, repainting and repair of fences, walls, barricades, sidewalks, and signage as needed;
- Annual inspection and periodic repair or replacement of decorative street- pavers as needed;
- Annual inspection and minor repairs of curbs, gutters, driveway approaches, and sidewalks including partial segment replacements as needed to ensure pedestrian and vehicle safety or the integrity of the street;
- Annual inspection and periodic repair or rehabilitation of street signs and traffic control devices;
- Annual inspection and repair of barricades, street-fencing, delineation or retaining walls within the street rights-of-way as needed.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis, such as slurry sealing or overlaying the asphalt streets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent when sufficient funds have been accumulated to perform the services deemed necessary by the City (approximately every five years). This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

### **3.3.2 STORM DRAIN AND FLOOD CONTROL MAINTENANCE**

The storm drain and flood control system associated with the District may include but is not limited to: drainage basins and bio-filters; channel ways; storm drain inlets, catch basins, manholes, outlets; drywells, pumps, filters and pipes. The storm drain system to be maintained primarily involves on-site facilities (within the District boundaries) but may also include off-site improvements such as water treatment equipment, facilities or services mandated or required by Federal, State, or County regulations for water pollution control. The annual assessments for this District are intended to support a storm drain and flood control maintenance program that will adequately regulate and control storm water runoff resulting from the development of properties within the District. This maintenance program may include but is not limited to: inspection and documentation of the system; cleaning, servicing, or repair of the facilities and equipment; and the partial replacement or rehabilitation of equipment and facilities. The storm drain and flood control system includes but is not limited to:

- Approximately 30,050 square feet of drainage basin area;
- Twenty-eight (28) inlets, outlets, and manholes located throughout Tract 2495;
- Approximately 2,100 linear feet of storm drain pipe ranging from 18 inches to 42 inches in diameter.

The Public Works Department shall authorize and schedule the operational activities and maintenance of the storm drain and storm water pollution treatment infrastructure, facilities, and services that may include, but are not limited to:

- Cleaning of storm drain inlets, catch basins, manholes, and pipes as needed;
- Stencil maintenance and documentation of facilities as required by Federal, State, or County regulations;
- Cleaning and landscape maintenance of the drainage basins, bio-filter areas or channel ways as needed;
- Debris removal and pest control in and around the storm drain facilities as needed;
- Minor repairs and maintenance of the storm drain inlets, catch basins, and outlets as needed;
- Street sweeping services necessary to control debris and water flow for the storm drain system; and,

- The operational costs related to NPDES compliance requirements.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis such as minor repairs to the storm drain inlets, catch basins, and outlets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent as needed to perform the services deemed necessary by the City. This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.



## 4. ESTIMATE OF COSTS

Budget	2025/26 Assessment
<b>DIRECT COSTS</b>	
<b>Streets, Roads &amp; Storm Drain Improvements</b>	
Street Maintenance	\$8,600
Inspection & Operational Services - Roads, Drainage	6,980
Traffic Sign Replacement	0
<b>Total Annual Direct Costs</b>	<b>\$15,580</b>
<b>ADMINISTRATION EXPENSES</b>	
City Annual Administration	\$2,020
Engineer's Report & Services	4,050
Public Noticing	200
<b>Total Annual Administration Costs</b>	<b>\$6,270</b>
<b>TOTAL DIRECT &amp; ADMINISTRATION COSTS</b>	<b>\$21,850</b>
<b>CAPITAL RESERVE COLLECTIONS/(USES)</b>	
Collection for Street Surface Activities	\$21,800
Collection Street Re-striping	80
Collection for Repair Activities: Curbs, Gutters, Approaches & Sidewalks	850
Collection for Debris Removal	380
Collection for Storm Drain Fencing	380
Collection for Storm Drain Infrastructure	600
<b>Total Annual Capital Reserve Collections/(Uses)</b>	<b>\$24,090</b>
<b>LEVY ADJUSTMENTS</b>	
Interest Income - Improvement Fund	(\$16,214)
Interest Income - Operating Reserve Fund	(346)
Reserve Fund Collection/(Use)	9,120
<b>Total Levy Adjustments</b>	<b>(\$7,440)</b>
<b>BALANCE TO LEVY</b>	<b>\$38,500</b>
<b>DISTRICT STATISTICS</b>	
Total Parcels	74
Parcels Levied	70
Total EBU <sup>(1)</sup>	70
<b>Levy per EBU</b>	<b>\$550.00</b>
Maximum Levy per EBU	\$954.49
<b>FUND BALANCE INFORMATION</b>	
Beginning Operating Reserve Balance	\$11,967
Operational Reserve Interest	346
Surplus Transfer from Improvement Fund	9,330
Operational Reserve Collection (Use)	(7,440)
Estimated Ending Operating Reserve Balance	<b>\$14,203</b>
Beginning Improvement Fund Balance	\$633,836
Improvement Fund Interest	16,214
Surplus Transfer to Operations Fund	(9,330)
Improvement Fund Collection/(Use)	24,090
Estimated Ending Improvement Fund Balance	<b>\$664,810</b>

<sup>(1)</sup> Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel

## 5. METHOD OF ASSESSMENT

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### 5.1 General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing for the maintenance, operation, and servicing of drainage and flood control improvements as well as streets, roads, and appurtenant facilities. The 1982 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service”.*

Furthermore:

*“The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service, except that the legislative body may, by resolution, determine that the estimated cost of work authorized ... is greater than can be conveniently raised from a single annual assessment and order that the estimated cost shall be raised by an assessment levied and collected in installments.... The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.”*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices in compliance with the provisions of the 1982 Act and the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

### 5.2 Benefit Analysis

Each of the proposed improvements and services, and the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1982 Act and the California Constitution. The street and storm drain improvements associated with this District were necessary and essential requirements for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City’s General Plan. As such the ongoing operation, servicing, and maintenance of those improvements would otherwise be the direct financial obligation of each individual property owner. Since each parcel to be assessed within the District could not have been developed in the absence of these improvements and facilities, each parcel has a direct investment in the proper maintenance of the improvements that is over and above any general benefits that may be conferred by such improvements and services.

The ongoing maintenance and servicing of the District improvements is an integral part of the appearance, use and preservation of the properties within the District and such services to be funded by annual assessments confer a particular and distinct special benefit to those parcels. The proper maintenance of streets and appurtenant facilities allows individual parcels to be used to their fullest extent by ensuring the safe and

efficient movement of people and goods to and from the benefiting properties. Likewise, the maintenance and servicing of the storm drain system ensures proper water flow and control of excess water during periods of rain, which is essential to preservation and protection of private property. Together the maintenance and servicing of the streets and storm drain system contributes to a specific enhancement of each of the parcels within the District and the absence of adequate maintenance and servicing of the District improvements could eventually have a negative impact on properties within the District.

Although the improvements may include public streets and storm drain facilities that connect to similar facilities outside the District boundaries, it is clear that the construction and installation of these improvements were only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. Any improvement or portion thereof (particularly off-site storm drain facilities) that may be considered general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within this District. However, the costs associated with installation or improvement of any off-site facilities that benefit the parcels within this District as well as other properties (shared benefit) may be allocated to the parcels within the District based on their proportional special benefit from such improvements.

### **5.3 Assessment Methodology**

The costs associated with the improvements and services shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIII D Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

The method of apportionment established for this District and described herein, reflects the proportional special benefit each property receives from the improvements and services based on the actual or proposed land use of that parcel as compared to other properties within the District based on similarities and differences in parcel land use.

#### **5.3.1 EQUIVALENT BENEFIT UNITS:**

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1982 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and

applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

### 5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile-home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases; the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential property is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for the remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes, and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).

- (4) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (5) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre, shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).
- (6) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include but is not limited to:
- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
  - Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks, or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.;
  - Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels, or bifurcated lots or properties with very restrictive development use.

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

- (7) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

## 5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIIC and XIID), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to the future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-San Jose Area from February to February. The Maximum Assessment rate was increased by 3.000% for Fiscal Year 2025/26.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classification is permitted. Changes in land use or size of an individual property resulting in an assessment increase, are not considered an increased assessment.

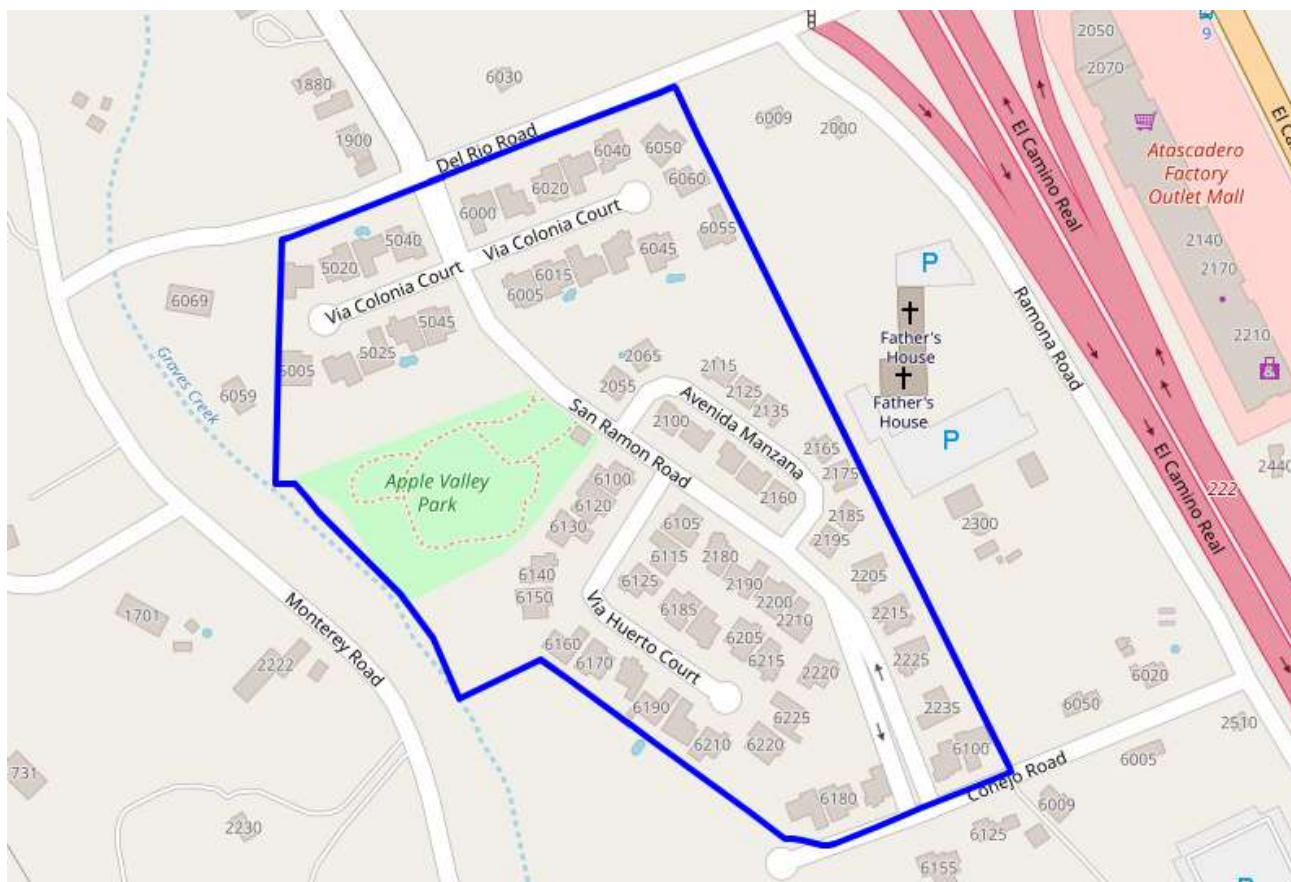
To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.



## 6. ASSESSMENT DIAGRAM

The parcels within the Street and Storm Drain Maintenance District No. 01 (Apple Valley) consist of the lots, parcels, and subdivisions of land located in the residential development known as Apple Valley, Tract 2495. The District covers approximately twenty-eight acres (27.71 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.





## 7. ASSESSMENT ROLL

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Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the proposed lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, 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 little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the 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 or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's 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 amount.

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 1**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-191-039	1975 SAN RAMON RD	XMT	0.0	\$0.0000	\$0.00
049-191-040	1980 SAN RAMON RD	XMT	0.0	0.0000	0.00
049-191-041	DEL RIO	XMT	0.0	0.0000	0.00
049-192-001	6000 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-002	6010 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-003	6020 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-004	6030 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-005	6040 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-006	6050 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-007	6060 VIA COLONIA RD	SFR	1.0	954.4988	550.00
049-192-008	6055 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-009	6045 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-010	6035 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-011	6025 VIA COLONIA RD	SFR	1.0	954.4988	550.00
049-192-012	6015 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-013	6005 VIA COLONIA RD	SFR	1.0	954.4988	550.00
049-192-014	5045 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-015	5035 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-016	5025 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-017	5015 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-018	5005 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-019	5010 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-020	5020 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-021	5030 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-192-022	5040 VIA COLONIA CT	SFR	1.0	954.4988	550.00
049-193-001	6100 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-002	6120 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-003	6130 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-004	6140 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-005	6150 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-006	6160 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-007	6170 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-008	6180 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-010	6200 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-011	6210 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-012	6220 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-013	6225 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-014	6215 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-015	6205 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-016	6195 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-017	6185 VIA HUERTO RD	SFR	1.0	954.4988	550.00
049-193-018	6125 VIA HUERTO CT	SFR	1.0	954.4988	550.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 1**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-193-019	6115 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-020	6105 VIA HUERTO CT	SFR	1.0	954.4988	550.00
049-193-021	2180 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-022	2190 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-023	2200 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-024	2210 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-025	2220 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-026	6190 CONEJO RD	SFR	1.0	954.4988	550.00
049-193-027	6180 CONEJO RD	SFR	1.0	954.4988	550.00
049-193-028	6160 CONEJO RD	SFR	1.0	954.4988	550.00
049-193-029	6140 CONEJO RD	SFR	1.0	954.4988	550.00
049-193-030	6100 CONEJO RD	SFR	1.0	954.4988	550.00
049-193-031	2235 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-032	2225 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-033	2215 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-034	2205 SAN RAMON RD	SFR	1.0	954.4988	550.00
049-193-035	2195 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-036	2185 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-037	2175 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-038	2165 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-039	2135 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-040	2125 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-041	2115 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-042	2065 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-043	2055 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-044	2100 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-045	2110 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-046	2140 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-047	2150 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-048	2160 AVENIDA MANZANA RD	SFR	1.0	954.4988	550.00
049-193-049	2130 AVENIDA MANZANA	XMT	0.0	0.0000	0.00
049-193-051	6190 VIA HUERTO CT	SFR	1.0	954.4988	550.00
<b>74 Accounts</b>			<b>70.0</b>	<b>\$66,814.9160</b>	<b>\$38,500.00</b>

Slight variances may occur due to rounding

## DRAFT RESOLUTION D

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY) FOR FISCAL YEAR 2025/2026 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council has, by previous Resolutions, formed the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) (hereafter referred to as “District”) pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the “Act”) that provides for levy and collection of assessments by the County of San Luis Obispo for the City of Atascadero to pay the maintenance and services of lighting facilities, landscaping, and appurtenant facilities and operations related thereto; and

**WHEREAS**, the District and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

**WHEREAS**, the City Council has retained NBS for the purpose of assisting with the Annual Levy of the District and to prepare and file a report with the City Clerk in accordance with the Act.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1. Engineer’s Annual Levy Report:** The City Council hereby orders NBS to prepare the Engineer’s Annual Levy Report concerning the levy of assessments for the District in accordance with *Chapter 3, Section 22622* of the Act.

**SECTION 2. Proposed Improvements and Any Substantial Changes in Existing Improvements:** The improvements within the District include the ongoing operation, administration, maintenance, servicing and incidental expenses related to the dedicated landscape areas, public street lighting and appurtenant facilities authorized pursuant to the Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The Engineer's Annual Levy Report describes any new improvements or substantial changes in existing improvements.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO:

---

Charles Bourbeau, Mayor

ATTEST:

---

Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION E**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, FOR PRELIMINARY APPROVAL OF THE ENGINEER’S ANNUAL LEVY REPORT FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) does resolve as follows:

**WHEREAS**, the City Council has, by previous Resolutions, ordered the preparation of an Engineer's Annual Levy Report (hereafter referred to as the “Report”) for the district known and designated as the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) (hereafter referred to as the “District”) pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the “Act”); and

**WHEREAS**, the District and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

**WHEREAS**, the City Council has now been presented with the Report as required by *Chapter 1, Article 4, Section 22566* of said Act; and

**WHEREAS**, the City Council has carefully examined and reviewed the Report as presented and is preliminarily satisfied with the Report, each of the budget items and documents as set forth therein and is satisfied on a preliminary basis that the proposed assessments have been spread in accordance with the benefits received from the improvements, operation, maintenance, and services to be performed within each benefit zone as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** That the presented Report consists of the following:

- a. A Description of the Improvements
- b. The Annual Budget (Costs and Expenses of Services, Operation, and Maintenance)
- c. The Method of Apportionment that details the method of calculating each parcel’s proportional special benefits and annual assessment.
- d. The District Roll containing the proposed assessment for each parcel within the District for Fiscal Year 2025/2026.

**SECTION 3.** The Report is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**SECTION 4.** That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION F**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 01 (APPLE VALLEY) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) does resolve as follows:

**WHEREAS**, The City Council has by previous Resolution initiated proceedings for fiscal year 2025/2026 regarding the levy and collection of assessments for the Atascadero Landscaping and Lighting District No. 01 (Apple Valley) (hereafter referred to as the “District”). Pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500)* (hereafter referred to as the “Act”), assessments for the District shall be levied and collected by the County of San Luis Obispo for the City of Atascadero to pay the maintenance and services of the improvements and facilities related thereto; and

**WHEREAS**, the proposed District assessments for fiscal year 2025/2026 are less than or equal to the maximum assessments previously approved in accordance with the requirements of the California Constitution, Article XIID; and

**WHEREAS**, there has now been presented to this City Council an Engineer’s Annual Levy Report (hereafter referred to as the “Engineer’s Report”), and said Engineer’s Report has been filed with the City Clerk in accordance with the Act; and

**WHEREAS**, the City Council has examined and reviewed the Engineer’s Report as presented and is satisfied with the Report, each of the budget items and documents as set forth therein and is satisfied that the proposed assessments contained therein, have been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero, pursuant to Chapter 3, Section 22624 of the Act, as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** The City Council hereby declares its intention to seek the annual levy and collection of assessments within the District pursuant to the Act, over and including the lands, lots and parcels within the District boundary. The City Council further declares its intention to levy and collect assessments on such land to pay the annual costs and expenses of the improvements and services described in Section 4 of this Resolution, for fiscal year 2025/2026.



**SECTION 3.** The boundaries of the District are described in the Engineer’s Report and are consistent with the boundary established and described in the original formation documents, on file with the City Clerk, and incorporated herein by reference. The District is within the boundaries of the City of Atascadero, within the County of San Luis Obispo, State of California and includes the territory known as Apple Valley and referred to as the “Atascadero Landscaping and Lighting District No. 1”.

**SECTION 4.** The improvements within the District include the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District.

**SECTION 5.** The proposed assessments for fiscal year 2025/2026, as outlined in the Engineer’s Report, do not exceed the maximum assessment approved by the property owners through a property owner balloting proceeding conducted in 2005. As such, the proposed assessments do not constitute an increased assessment and do not require additional property owner approval in accordance with the requirements of the California Constitution, Article XIID.

**SECTION 6.** The City Council hereby declares its intention to conduct a Public Hearing concerning the District and the levy of assessments in accordance with *Chapter 3, Section 22626* of the Act.

**SECTION 7.** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 10, 2025, at 6:00 p.m., at the City Council Chambers, 6500 Palma Avenue, Atascadero, California or as soon thereafter as feasible. At the Public Hearing, all interested persons shall be given an opportunity to hear and be heard on the proposed assessment to be levied for fiscal year 2025/2026 as contained in the Engineer’s Report on file in the City Clerk’s Office.

**SECTION 8.** The City Clerk shall give notice of the time and place of the Public Hearing to all property owners within the District pursuant to Sections 22626, 22552 and 22553 of the Act and 6061 of the Government Code by publishing this Resolution of Intention in a local newspaper one time at least 10 days prior to the Public Hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_, 2025.

CITY OF ATASCADERO:

---

Charles Bourbeau, Mayor

ATTEST:

---

Lara K. Christensen, City Clerk

# CITY OF ATASCADERO

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*Fiscal Year 2025/26 Engineer's Report For:*

**Landscaping and Lighting District**

**District No. 01 (Apple Valley)**

**May 2025**

Prepared by:



**CITY OF ATASCADERO**  
**Landscaping & Lighting District No. 01**  
**(Apple Valley)**

**6500 Palma Avenue**  
**Atascadero, CA 93422**  
**Phone – (805) 461-5000**  
**Fax – (805) 461-7612**

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**CITY COUNCIL**

Charles Bourbeau, Mayor

Mark Dariz, Mayor Pro Tem

Susan Funk, Council Member

Seth Peek, Council Member

Heather Newsom, Council Member

**AGENCY STAFF**

Jim Lewis, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Danielle Robison, Administrator

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# 1. ENGINEER'S LETTER

**WHEREAS**, on March 24, 2005 by Resolution No. 2005-045, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500 (the "1972 Act")) established the City of Atascadero Landscaping and Lighting District No. 01 (Apple Valley) (the "District"); and

**WHEREAS**, on May 13, 2025, the City Council, under the 1972 Act, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer's Report for the District; and

**WHEREAS**, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

**NOW THEREFORE**, the assessments as detailed in this Engineer's Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025/26:

**FY 2025/26 Budget Summary**

Description	Total Costs	Costs Not Assessed	Proposed Assessment	Total Benefit Units	Maximum Rate	Proposed Rate Per BU
Annual Maintenance	\$66,100	(\$10,100)	\$56,000			
Special Annual Projects	19,560	0	19,560			
Administration	7,780	0	7,780			
Capital Reserve Collections/(Uses)	5,491	(650)	4,841			
Levy Adjustments	(25,181)	0	(25,181)			
<b>Total</b>	<b>\$73,750</b>	<b>(\$10,750)</b>	<b>\$63,000</b>	<b>70</b>	<b>\$2,085.87</b>	<b>\$900.00</b>

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information, and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1972 Act.

\_\_\_\_\_  
City Engineer

## 2. EXECUTIVE SUMMARY

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Pursuant to the provisions of the Landscaping and *Lighting Act of 1972*, being *Part 2 of Division 15* of the *California Streets and Highways Code*, commencing with *Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as “Article XIID”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), executed the proceedings required for the establishment of the special benefit assessment district designated as:

### ***Landscaping and Lighting District No. 01 (Apple Valley)***

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Apple Valley, Tract 2495 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2025/26, as required pursuant to Chapter 1, Article 4 of the 1972 Act.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provisions of Article XIID.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements. The annual assessments will provide a funding source for the continued operation and maintenance of public landscaping and lighting improvements installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the planned development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the improvements. The boundaries of the District, the proposed improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2495; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of the District formation, the City of Atascadero conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing on May 24, 2005 to consider public testimonies, comments and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing,

property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. Tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District any changes to the District or improvements and the proposed budget and assessments for that fiscal year and the City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

### 3. PLANS AND SPECIFICATIONS

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#### 3.1 Description of the District

The territory within the District consists of the lots, parcels and subdivisions of land within the proposed residential subdivision known as the Apple Valley, Tract 2495, which encompasses an area of land totaling approximately twenty-eight acres (27.71 acres).

This residential subdivision includes seventy (70) single-family residential homes. The subdivision is situated in the northern portion of the City of Atascadero just southwest of Highway 101 and is generally located:

- South of Del Rio Road;
- North of Conejo Road;
- West of Ramona Road; and,
- East of Graves Creek

#### 3.2 Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and associated assessments may include one or more 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 street lights 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;
- 5) The installation of park or recreational improvements, including, but not limited to, all of 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 acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 7) The maintenance or servicing, 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 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 illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements;
  - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 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;
  - f) Costs associated with any elections held for the approval of a new or increased assessment.

### 3.3 Description of Improvements and Services

The purpose of this District is to ensure the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. The improvements may consist of all or a portion of the public landscaped areas, street lighting and appurtenant facilities within and adjacent to the District (Tract 2495). These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The improvements to be maintained and funded entirely or partially through the District assessments are generally described as:

- Streetscape landscaping including street trees located on the perimeter of the development and interior streets of Tract 2495 that are within the public rights-of-way or easements and dedicated to the City for maintenance;
- Open space areas and fuel modification areas within or adjacent to the District boundaries;
- Park areas, recreational equipment, trails and landscaped drainage facilities developed and constructed as part of developing properties within Tract 2495;
- Public lighting facilities including street lighting, safety lighting and ornamental lighting installed as part of the residential development or landscaped improvement areas;
- Appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements;
- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City; improvements and facilities that may be provide by another assessment or tax

levied by the City or any improvement provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

### **3.3.1 LANDSCAPE IMPROVEMENTS**

The landscape improvements for the District may include, but are not limited to turf, ground cover, shrubs and plants, trees, irrigation and drainage systems, ornamental lighting, masonry walls or other fencing, hardscape improvements, monuments, and associated appurtenant facilities located within the landscape easements or public rights-of-way. Specifically the landscape improvement areas for this District are identified as:

- Approximately 30,580 square feet of streetscape (parkway) landscaping within the public rights-of-way located on the perimeter of the development (south side of Del Rio Road); and along various locations of the interior streets including Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, and San Ramon Road.
- Approximately 108 street trees located along Del Rio Road, Via Colonia Court, San Ramon Road, Via Huerto Court, Avenida Manzana, San Ramon Road and Conejo Road;
- Approximately 12,541 square feet of landscaping and trees within the median islands on San Ramon Road located at the two entryways to the development (Del Rio Road and Conejo Road);
- Approximately 106,460 square feet of non-irrigated open space area within the District;
- Approximately 109,837 square feet of irrigated park and open space areas within the boundaries of the District including 56,647 square feet of turf; 40,335 square feet of irrigated open space; and 12,855 square feet of landscaped slopes within two drainage basins (6,690 and 6,165 square feet respectively); along with various trees and picnic areas;
- Approximately 10,320 square feet of paths and trails, 25,394 square feet sidewalks and 5,145 linear feet of fencing within and adjacent to the various landscape improvement areas.

### **3.3.2 PUBLIC LIGHTING IMPROVEMENTS**

The lighting improvements may include but are not limited to the cost of providing electrical energy and servicing of lighting fixtures, poles, meters, conduits, electrical cable and associated appurtenant facilities associated with:

- Lighting facilities located within the landscaped areas including safety lights, security lights or ornamental lights installed as part of the District improvements.

## 4. ESTIMATE OF COSTS

BUDGET	Total Budget	Costs Not Assessed	2025/26 Assessment
<b>DIRECT COSTS</b>			
<b>Annual Costs</b>			
Landscape Services	\$45,000	(\$6,550)	\$38,450
Landscape Supplies	1,100	0	1,100
Landscape Utilities	14,200	(3,550)	10,650
City Landscape Services	3,800	0	3,800
Infrastructure Improvements	2,000	0	2,000
<b>Total Annual Direct Costs</b>	<b>66,100</b>	<b>(\$10,100)</b>	<b>\$56,000</b>
<b>CAPITAL EXPENDITURES</b>			
Special Projects	\$19,560	\$0	\$19,560
<b>Total Annual Special Projects</b>	<b>\$19,560</b>	<b>\$0</b>	<b>\$19,560</b>
<b>ADMINISTRATION EXPENSES</b>			
<b>Annual Administration Expenses</b>			
City Annual Administration	\$2,230	\$0	\$2,230
Engineer's Report & Services	5,200	0	5,200
Public Noticing	350	0	350
<b>Total Administration</b>	<b>\$7,780</b>	<b>\$0</b>	<b>\$7,780</b>
<b>TOTAL DIRECT &amp; ADMINISTRATION COSTS</b>	<b>\$93,440</b>	<b>(\$10,100)</b>	<b>\$83,340</b>
<b>CAPITAL RESERVE COLLECTIONS/(USES)</b>			
Landscape Rehabilitation/Replacement	\$1,300	(\$650)	\$650
Median Rehabilitation/Replacement	238	0	238
Open Space Rehabilitation/Replacement	1,120	0	1,120
Tree Rehabilitation/Replacement	2,033	0	2,033
Other Rehabilitation/Replacement	800	0	800
<b>Total Annual Capital Reserve Collections/(Uses)</b>	<b>\$5,491</b>	<b>(\$650)</b>	<b>\$4,841</b>
<b>LEVY ADJUSTMENTS</b>			
Interest Income - Improvement Fund	(\$3,079)	\$0	(\$3,079)
Interest Income - Operating Reserve Fund	(1,401)	0	(1,401)
Contributions from other Sources	(10,750)	0	(10,750)
Reserve Collection/(Use)	(9,951)	0	(\$9,951)
<b>Total Levy Adjustments</b>	<b>(\$25,181)</b>	<b>0</b>	<b>(\$25,181)</b>
<b>BALANCE TO LEVY</b>	<b>\$73,750</b>	<b>(\$10,750)</b>	<b>\$63,000</b>
<b>DISTRICT STATISTICS</b>			
Total Parcels			74
Parcels Levied			70
Total EBU <sup>(1)</sup>			70
<b>Levy per EBU</b>			<b>\$900.00</b>
Maximum Levy per EBU			\$2,085.87
<b>FUND BALANCE INFORMATION</b>			
Beginning Operating Reserve Balance			\$44,186
Operational Reserve Interest			1,401
Surplus Transfer from Improvement Fund			33,184
Operational Reserve Collection (Use)			(25,181)
Estimated Ending Operating Reserve Balance			<b>\$53,590</b>
Beginning Improvement Fund Balance			\$142,424
Improvement Fund Interest			3,079
Surplus Transfer to Operations Fund			(33,184)
Improvement Fund Collection/(Use)			5,491
Estimated Ending Improvement Fund Balance			<b>\$117,810</b>

<sup>(1)</sup> Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel

## 5. METHOD OF ASSESSMENT

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### 5.1 General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1972 Act and the provisions of Article XIID. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

### 5.2 Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1972 Act and Article XIID. The improvements provided by this District and for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are a distinct and special benefit to the properties within the District. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

#### 5.2.1 SPECIAL BENEFIT

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting and well-maintained landscaping in close proximity to those properties

The special benefits associated with landscape improvements are specifically:

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

- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Enhanced quality of life through well-maintained green space and landscaped areas.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

The special benefits of street lighting and other public lighting facilities are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads, streets and public areas.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal act and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the esthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

### 5.2.2 GENERAL BENEFIT

In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

## 5.3 Assessment Methodology

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special

benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each of the residential parcels within the District receives special benefits from the improvements to be funded by annual assessments and based on the planned property development a single zone of benefit is appropriate for the allocation of the assessments and proportional benefit.

### 5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1972 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

### 5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against regarding special benefit (i.e. Equivalent Benefit Unit "EBU").
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately

assessed for the parcel's total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for remaining units.

- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) **Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (5) **Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent



of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.00 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.00 EBU (parcels in excess of 25 acres are assigned 25.00 EBU). Parcels less than one acre, shall be assigned a minimum of 1.00 EBU (similar to a vacant lot within a residential tract).

**(6) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District;
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment but shall be reviewed annually by the assessment engineer to confirm the parcels' current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

**(7) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.



The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

## 5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment

amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of “All Urban Consumers” for the San Francisco-Oakland-Hayward Area from February to February. The Maximum Assessment rate was increased by 3.000% for Fiscal Year 2025/26.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate is established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District’s annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

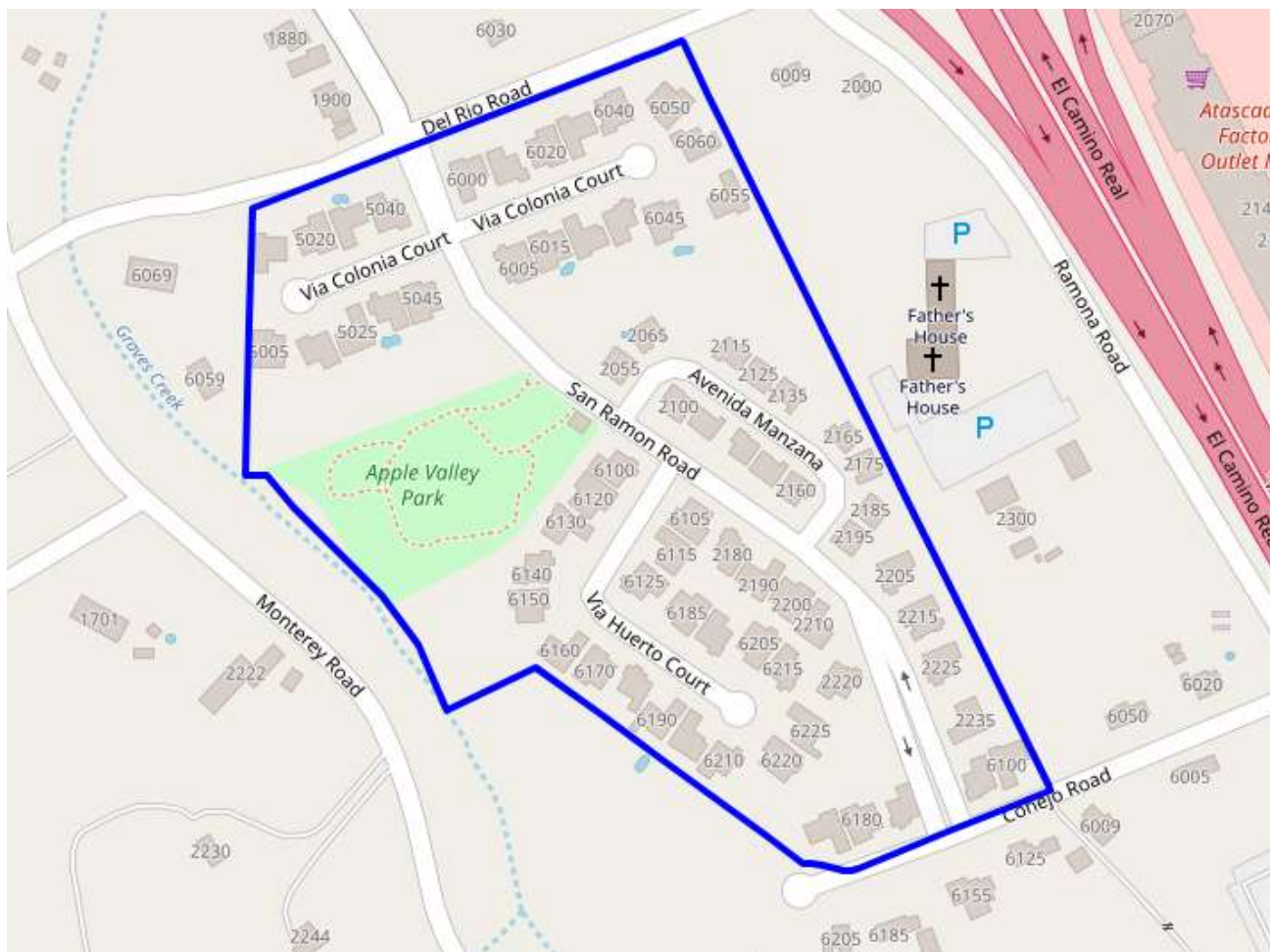
Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications are permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

## 6. ASSESSMENT DIAGRAM

The parcels within the Landscaping and Lighting District No. 01 (Apple Valley) consist of the lots, parcels and subdivisions of land located in the planned residential development known as Apple Valley, Tract 2495. The District covers approximately twenty-eight acres (27.71 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



## 7. ASSESSMENT ROLL

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Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, 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 little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the 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 or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's 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 amount.

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 1**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-191-039	1975 SAN RAMON RD	XMT	0.0	\$0.0000	\$0.00
049-191-040	1980 SAN RAMON RD	XMT	0.0	0.0000	0.00
049-191-041	DEL RIO	XMT	0.0	0.0000	0.00
049-192-001	6000 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-002	6010 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-003	6020 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-004	6030 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-005	6040 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-006	6050 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-007	6060 VIA COLONIA RD	SFR	1.0	2,085.8760	900.00
049-192-008	6055 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-009	6045 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-010	6035 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-011	6025 VIA COLONIA RD	SFR	1.0	2,085.8760	900.00
049-192-012	6015 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-013	6005 VIA COLONIA RD	SFR	1.0	2,085.8760	900.00
049-192-014	5045 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-015	5035 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-016	5025 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-017	5015 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-018	5005 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-019	5010 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-020	5020 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-021	5030 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-192-022	5040 VIA COLONIA CT	SFR	1.0	2,085.8760	900.00
049-193-001	6100 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-002	6120 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-003	6130 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-004	6140 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-005	6150 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-006	6160 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-007	6170 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-008	6180 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-010	6200 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-011	6210 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-012	6220 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-013	6225 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-014	6215 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-015	6205 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-016	6195 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-017	6185 VIA HUERTO RD	SFR	1.0	2,085.8760	900.00
049-193-018	6125 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 1**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-193-019	6115 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-020	6105 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
049-193-021	2180 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-022	2190 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-023	2200 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-024	2210 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-025	2220 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-026	6190 CONEJO RD	SFR	1.0	2,085.8760	900.00
049-193-027	6180 CONEJO RD	SFR	1.0	2,085.8760	900.00
049-193-028	6160 CONEJO RD	SFR	1.0	2,085.8760	900.00
049-193-029	6140 CONEJO RD	SFR	1.0	2,085.8760	900.00
049-193-030	6100 CONEJO RD	SFR	1.0	2,085.8760	900.00
049-193-031	2235 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-032	2225 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-033	2215 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-034	2205 SAN RAMON RD	SFR	1.0	2,085.8760	900.00
049-193-035	2195 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-036	2185 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-037	2175 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-038	2165 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-039	2135 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-040	2125 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-041	2115 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-042	2065 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-043	2055 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-044	2100 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-045	2110 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-046	2140 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-047	2150 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-048	2160 AVENIDA MANZANA RD	SFR	1.0	2,085.8760	900.00
049-193-049	2130 AVENIDA MANZANA	XMT	0.0	0.0000	0.00
049-193-051	6190 VIA HUERTO CT	SFR	1.0	2,085.8760	900.00
<b>74 Accounts</b>			<b>70.0</b>	<b>\$146,011.3200</b>	<b>\$63,000.00</b>

Slight variances may occur due to rounding



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A6

**Department:** Administrative Services  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES

**PREPARED BY:** CINDY CHAVEZ, DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:** De Anza Estates Assessment Districts

### RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.
2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates).
3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.
6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.

### DISCUSSION:

The City Council formed and began assessing Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) in 2005. This district was formed to provide funding for future routine maintenance of the streets, storm drains and sidewalks in the De Anza Estates subdivision.

The City Council also formed and began assessing Atascadero Landscape and Lighting Maintenance District No. 03 (De Anza Estates) in 2005. This district was formed to provide for funding and maintenance of street trees, open space, park area, medians, walkways, paths and other landscape and lighting improvements within the De Anza Estates subdivision.

NBS, an independent financial consultant, was hired to prepare the engineer's report for the two districts. The engineer's reports and the levies must be approved by Council annually. This is done in a two-step process. Tonight, there are three resolutions for each district (a total of 6 resolutions in all) that must be passed in order to continue the assessments within the districts. The resolutions passed tonight will also establish the date and time for the public hearing. The public hearing is tentatively scheduled for June 10, 2025, at 6:00 p.m., at which time the final resolutions will be presented to the Council for consideration.

The proposed assessments for fiscal year 2025/2026 are less than the Maximum Assessment Rate. In accordance with the formula voters of the district adopted in 2005, the City may increase the Maximum Assessment Rate for inflation by the greater of the Consumer Price Index (CPI) or 3.0%. The Maximum Assessment Rate was increased by 3% (CPI) this year for both districts.

An Assessment Information Notice was mailed to all property owners in late April. The notice provided the date of the upcoming June 10, 2025, Public Hearing, information on how to participate in the meeting, staff contact information, and the proposed and current levies for both districts.

Staff has reviewed the short and long-term costs to maintain the districts and recommends an increase of \$25 for the Landscaping and Lighting District and no increase for the Street and Storm Drain Maintenance District. The total cost of both districts is proposed to be \$617.48 for Zone A and \$956.50 for Zone B. The Landscaping and Lighting District levy is about 16% of the allowable maximum annual assessment and the Street and Storm Drain District is about 58% of the allowable maximum annual assessment.

District	Amount Per EBU Assessment Fiscal Year 2024-25	Amount Per EBU Proposed Assessment Fiscal Year 2025-26
Atascadero Street and Storm Drain Maintenance District No. 03 De Anza Estates - Senior Housing (Zone A)	\$ 342.48	\$ 342.48
Atascadero Street and Storm Drain Maintenance District No. 03 De Anza Estates - Single Family Residential (Zone B)	\$ 681.50	\$ 681.50
Atascadero Landscaping and Lighting Maintenance District No. 03 De Anza Estates	\$ 250.00	\$ 275.00



While the levy for fiscal year 2025/2026 for the Landscape and Lighting District is proposed with a slight increase, staff projects that the districts will likely see future increased costs due to aging infrastructure and increases in utilities, materials, and labor costs. City staff will continue to maximize efficiencies and minimize these increases as much as possible.


### **FISCAL IMPACT:**

Annual assessments for 2025/2026 will total \$30,562 for road/drainage system maintenance and \$17,463 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in De Anza Estates. The City General Fund will contribute \$1,400 for the fiscal year 2025/2026 for half of the maintenance costs of the trails and open space.

### **REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director.

### **REVIEWED AND APPROVED FOR COUNCIL AGENDA**




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James R. Lewis, City Manager

### **ATTACHMENTS:**

1. **Draft Resolution A** - initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026
2. **Draft Resolution B** - accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates)
3. **Draft Resolution C** - declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters
4. **Engineer's Annual Levy Report**- for the levy and collection of fiscal year 2025/2026 assessments for Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates)
5. **Draft Resolution D** - initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code

6. **Draft Resolution E** - preliminary approval of the Annual Engineer's Levy Report for Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026
7. **Draft Resolution F** - declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026
8. **Engineer's Annual Levy Report**- for the levy and collection of fiscal year 2025/2026 assessments for Landscaping and Lighting District No. 03 (De Anza Estates)

## **DRAFT RESOLUTION A**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 03 (DE ANZA ESTATES) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”) formed an assessment district to be designated as Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (hereafter referred to as the “District”), for the purpose of funding the ongoing operation, maintenance and servicing of public streets, sidewalks, storm drain and flood control facilities installed in conjunction with the development of properties known as De Anza Estates Tract 2498; and to levy and collect annual assessments related thereto. The 1982 Act provides for the formation of such an assessment district pursuant to *Article 3 Section 54710*, and provides for the levy and collection of assessments by the County on behalf of the City pursuant to *Article 4 Section 54718*; and

**WHEREAS**, the City Council has retained NBS as the Engineer of Work, for the purpose of assisting with the administration of the District, the establishment of annual assessments, and to prepare and file an Engineer’s Report with the City Clerk in accordance with the 1982 Act; and in accordance with the requirements of the *California Constitution, Articles XIIC and XIID*.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The City Council hereby orders the Engineer to prepare and file an Engineer’s Annual Levy Report concerning the levy of assessments for properties within the District as specified by *Article 4 Section 54716* of the 1982 Act.

**SECTION 2.** The District improvements include the ongoing operation, administration, maintenance and servicing of the public streets, drainage and flood control systems and appurtenant facilities authorized pursuant to the 1982 Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to pavement, curbs, sidewalks, hardscape, bridges, fencing, signage, drains, pipes, inlets, outlets, catch basins, drainage basins, manholes, and associated appurtenant facilities located within the public street right-of-ways and other public easements within the District, and dedicated to the City of Atascadero for such maintenance.

**SECTION 3.** The territory within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) consists of lots, parcels and subdivisions of land located in the development known as De Anza Estates Tract 2498.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION B**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ACCEPTING AND PRELIMINARILY APPROVING THE ENGINEER’S ANNUAL LEVY REPORT REGARDING THE ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 03 (DE ANZA ESTATES)**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council has, by previous Resolution, ordered the preparation of an Engineer’s Annual Levy Report (hereafter referred to as the “Report”) regarding the assessment district to be designated as the Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (hereafter referred to as the “District”), and the levy and collection of assessments related thereto, pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”); and

**WHEREAS**, there has now been presented to this City Council the Report as specified by *Article 4 Section 54716* of said 1982 Act; and

**WHEREAS**, the City Council has carefully examined and reviewed the Report as presented and is preliminarily satisfied with the District and the budget items and documents as set forth therein and is satisfied that the proposed assessments have been spread in accordance with the special benefits received from the improvements, operation, administration, maintenance, and services to be performed within the District, as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The preceding recitals are true and correct.

**SECTION 2.** That the Report as presented, consists of the following:

- a. A Description of Improvements.
- b. A Boundary Diagram of the District.
- c. The Method of Apportionment that details the method of calculating each parcel’s proportional special benefits and annual assessment.
- d. The proposed Budget (Costs and Expenses) and the duration and collection of assessments.
- e. The District Roll containing the Levy for each Assessor Parcel Number within the District for fiscal year 2025/2026.

**SECTION 3.** The Report is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**SECTION 4.** The Maximum Assessment described in the Report is hereby approved on a preliminary basis.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this Resolution, and the Minutes of this meeting shall so reflect the presentation of the Report.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## DRAFT RESOLUTION C

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS WITHIN ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 03 (DE ANZA ESTATES) IN FISCAL YEAR 2025/2026, AND TO APPOINT A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”) did by previous Resolution approve the levy and collection of annual assessments to pay for the operation, maintenance and servicing of public streets, drainage and flood control systems and appurtenant facilities related thereto for the assessment district designated as Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (hereafter referred to as the “District”); and

**WHEREAS**, the Engineer selected by the City Council has prepared and filed with the City Clerk a Report in connection with the proposed District, and the levy of assessments for Fiscal Year 2025/2026 (July 1, 2025 and ending June 30, 2026) in accordance with *Chapter 1, Article 4* of the 1982 Act and in accordance with the requirements of the *California Constitution, Articles XIIC and XIID*, and the City Council did by previous Resolution preliminarily approve such Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The City Council hereby declares its intention to seek the annual levy of the District pursuant to the 1982 Act, over and including the land within the District boundary, and to levy and collect special benefit assessments on parcels of land within the District to pay for the costs and expenses associated with the operation, maintenance, repair and servicing of public streets, drainage and flood control systems and appurtenant facilities related thereto.

**SECTION 2.** The District improvements include the ongoing operation, administration, maintenance and servicing of the public streets, drainage and flood control systems and appurtenant facilities authorized pursuant to the 1982 Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to pavement, curbs, sidewalks, hardscape, bridges, fencing, signage, drains, pipes, inlets, outlets, catch basins, drainage basins, manholes, and associated appurtenant facilities located within the public street rights-of-way and other public easements within the District, and dedicated to the City of Atascadero for such maintenance. The Engineer’s Report, as ordered by previous Resolution, provides a full and complete description of the improvements within the District.

**SECTION 3.** The proposed territory within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) consists of lots, parcels and subdivisions of land located in the development known as De Anza Estates Tract 2498.

**SECTION 4.** The proposed assessments for the District are outlined in the Engineer's Report. The Report details the proposed assessments necessary to provide for the annual operation, administration, services, and maintenance of the improvements described in Section 2 of this Resolution.

**SECTION 5.** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 10, 2025, at 6:00 p.m. or as soon thereafter as feasible in the regular meeting chambers of the City Council located at 6500 Palma Avenue, Atascadero, California. At the Public Hearing, all interested persons shall be given an opportunity to hear and be heard on the proposed assessment to be levied for fiscal year 2025/2026 as contained in the Engineer's Report on file in the City Clerk's Office.

**SECTION 6.** The City Clerk shall give notice of the filing of the report and the time and place of the Public Hearing by publishing in a local newspaper one time at least 10 days prior to the Public Hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk



# CITY OF ATASCADERO

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*Fiscal Year 2025/26 Engineer's Report For:*

**Street and Storm Drain Maintenance  
District No. 03 (De Anza Estates)**

**May 2025**

Prepared by:



**CITY OF ATASCADERO**  
**Street and Storm Drain Maintenance District No. 03**  
**(De Anza Estates)**

**6500 Palma Avenue**  
**Atascadero, CA 93422**  
**Phone – (805) 461-5000**  
**Fax – (805) 461-7612**

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**CITY COUNCIL**

Charles Bourbeau, Mayor

Mark Dariz, Mayor Pro Tem

Susan Funk, Council Member

Seth Peek, Council Member

Heather Newsom, Council Member

**AGENCY STAFF**

Jim Lewis, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Danielle Robison, Administrator

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# 1. ENGINEER'S LETTER

**WHEREAS**, on August 9, 2005 by Resolution No. 2005-071, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the provisions of the Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703 (hereafter referred to as the "1982 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D (hereafter referred to as the "California Constitution"), established the City of Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) (the "District"); and

**WHEREAS**, on May 13, 2025, the City Council, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer's Report for the District; and

**WHEREAS**, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

**NOW THEREFORE**, the assessments as detailed in this Engineer's Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025/26:

**FY 2025/26 Summary of Assessment**

Description	Zone A - Amount	Zone B - Amount	Total Amount
Estimated Annual Costs	11,635	\$19,615	\$31,250
Capital Reserve Collection/(Uses)	\$12,325	\$18,486	\$30,811
Levy Adjustments	(11,117)	(\$20,382)	(\$31,499)
<b>Balance to Levy <sup>(1)</sup></b>	<b>\$12,843</b>	<b>\$17,719</b>	<b>\$30,562</b>
Fiscal Year 2025/26 Maximum Rate <sup>(2)</sup>	\$947.74	\$1,171.72	
Fiscal Year 2025/26 Proposed Applied Rate <sup>(2)</sup>	\$342.48	\$681.50	

(1) Total Levy Amount is rounded up to the nearest dollar.

(2) Rates above are per Equivalent Benefit Unit.

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information, and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1982 Act.

\_\_\_\_\_  
City Engineer

## 2. EXECUTIVE SUMMARY

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Pursuant to the provisions of the *Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703* (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII D* (hereafter referred to as the “California Constitution”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), proposed to form and levy special benefit assessments for the district designated as:

### ***Street and Storm Drain Maintenance District No. 03 (De Anza Estates)***

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as De Anza Estates, Tract 2498 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2025/26.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the street and storm drain improvements and facilities associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1982 Act and the substantive and procedural provisions of the California Constitution.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements and facilities. The annual assessments described herein will provide a funding source for the continued operation and maintenance of streets, storm drain system and appurtenant facilities installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the streets and storm drain system that provides special benefits to properties within the District. The structure of the District (organization), the improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2498; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of this District’s formation, the City conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the *California Constitution, Article XIII D Section 4*. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to consider public testimonies, comments and written protests regarding the formation of the District and

levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. The tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein; therefore, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, a Report shall be prepared and presented to the City Council describing any changes to the improvements, proposed services, the annual budget or assessments for that fiscal year and the City Council may hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

### 3. PLANS AND SPECIFICATIONS

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#### 3.1 Benefiting Properties within the District

The territory within the District consists of the lots, parcels and subdivisions of land within the proposed residential subdivision known as the De Anza Estates, Tract 2498, which encompasses an area of land totaling approximately seventy-six acres (75.84 acres).

This subdivision includes twenty-six (26) Single-Family Residential Units and sixty (60) Modified Housing/Senior Housing Units. The subdivision is situated in the northern portion of the City of Atascadero northeast of Highway 101 and is generally located:

- At the North end of El Camino Real;
- North and East of U.S. HWY 101; and,
- South and West of the Salinas River.

#### 3.2 Funding Authorized by the 1982 Act

As generally defined by the Benefit Assessment Act of 1982 and applicable to this District, the City may impose a benefit assessment to finance the maintenance and operation costs of the following services:

- Drainage and Flood Control;
- Streets and Roads.

In addition to imposing a benefit assessment for the annual maintenance and operation of the District improvements, the City may also authorize an assessment or utilize existing assessment revenues to finance the installation, construction or replacement of drainage and flood control facilities as well as the street and road improvements (with some limitations). While such activities are permitted under the 1982 Act, the budget and assessments for this District only provide for normal maintenance and operation of the improvements. Since most major rehabilitation/construction projects result from unforeseen damages, the extent and cost of such projects are not easily predicted and to accumulate funds as part of the normal annual assessments would not be reasonable. If such funding becomes necessary, the City may present a new or increased assessment to the property owners to support the projects.

#### 3.3 Description of Improvements and Services

The purpose of this District is to fund the activities necessary to maintain and service the local streets and the drainage and flood control systems constructed and installed in connection with development of properties within the residential subdivision known as (De Anza Estates), Tract 2498 pursuant to approved development plans and agreements. The improvements may consist of all or a portion of the public streets, drainage and flood control facilities associated with Tract 2498 and the maintenance of these improvements may include but are not limited to the materials, equipment, labor, and incidental expenses deemed necessary to keep these improvements in satisfactory condition. The maintenance of the improvements and related activities shall be funded entirely or partially through the District assessments. The District improvements and services are generally described as:

- Street maintenance that may include but is not limited to the repair and servicing of street surfaces, curbs, gutters, bridges, driveway approaches, sidewalks, barricades, delineation, signage

or other facilities within the public street rights-of-way installed in connection with the development of properties in Tract 2498 and that have been dedicated to the City;

- Storm drain and flood control maintenance that may include but is not limited to inspection, repair and servicing of drainage basins, inlets, catch basins, manholes, outlets, drywells, pumps, filters and storm drain pipes installed in connection with the development of properties of Tract 2498 as well as any off-site improvements and facilities directly associated with the aforementioned infrastructure that is deemed necessary to service or protect the properties including waste water treatment;
- The appurtenant equipment, materials and service contracts related to the aforementioned improvements and facilities;
- Specifically excluded are those improvements or facilities: located on private property or common areas; that may be provided or maintained by an agency other than the City; that may be provided by another assessment or tax levied by the City; or that may be provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

### 3.3.1 STREET MAINTENANCE

The street maintenance program may include, but is not limited to: the repair of potholes, cracks or other failures in the asphalt surface; repair or replacement of curbs, gutters, driveway approaches and sidewalks as required as part of maintaining the streets; repair or installation of street signs, barricades, fencing or other delineation; mechanized sweeping and cleaning of the streets and gutters; slurry sealing, overlays and re-striping of the street surfaces. The specific activities and timing of various street and road maintenance services shall be determined by the City's Public Works Department as necessary to extend the life of the streets or to improve traffic circulation and safety as available funding permits. Specifically, the street improvements for this District are identified as:

- Approximately 66,000 square feet of asphalt street surface located on the interior streets of the development identified as El Camino Real north of the Upper Bridge Crossing; Ferrocarril Road from the Graves Creek Bridge northeast to the end of Tract 2498; and De Anza Court.
- Approximately 5,700 linear feet of curb and gutter along El Camino Real, Ferrocarril Road, and De Anza Court, 26 driveway approaches and various street signs within the District;
- Two bridges identified as the Upper Bridge Crossing (located on El Camino Real at the entryway to the tract) and the Graves Creek Bridge (located on Ferrocarril Road located at the entryway to the senior housing development);
- Specifically not included as part of the street maintenance program are the costs associated with major replacements or reconstruction. Although the District assessments will provide funding for regular maintenance and servicing of the improvements that will extend the useful life of the



street improvements, the assessments are not intended to fund major replacements or reconstruction of the street surfaces or adjacent improvements such as curbs, gutters or driveway approaches. The costs of extensive replacement or reconstruction activities such as grinding and resurfacing of the asphalt; and replacement of curbs, gutters driveway approaches and sidewalks is significantly more than the amount that can reasonably be collected annually under the provisions of the 1982 Act. When such repairs or activities are deemed necessary, the City will consider various financing options including new or increased assessments for property owner approval. Also not included as part of the street maintenance program are the street improvements within the senior housing development (street improvements southwest of the Graves Creek Bridge). The street improvements and facilities within the senior housing development shall be maintained and funded through a Homeowner's Association or similar entity.

The Public Works Department shall authorize the operational activities and maintenance of the public street and right-of-way improvements, facilities and services that may include, but are not limited to:

- Regular street sweeping services necessary to control dirt and debris on street surfaces and gutters;
- Annual inspection of street surface and repair of potholes and surface cracks as needed;
- Periodic slurry or overly of street surfaces and driveway approaches (typically one or the other once every five years);
- Periodic re-striping of traffic lanes, bike lanes, street parking areas, crosswalks and intersections (typically in conjunction with slurry or overly activities);
- Graffiti abatement of public improvements within the street rights-of-way that are maintained by the District including but not limited to sandblasting, repainting and repair of fences, walls, barricades, sidewalks and signage as needed;
- Annual inspection and periodic repair or replacement of decorative street- pavers as needed;
- Annual inspection and minor repairs of curbs, gutters, driveway approaches and sidewalks including partial segment replacements as needed to ensure pedestrian and vehicle safety or the integrity of the street;
- Annual inspection and periodic repair or rehabilitation of street signs and traffic control devices;
- Annual inspection and repair of barricades, street-fencing, delineation or retaining walls within the street rights-of-way as needed.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis, such as slurry sealing or overlaying the asphalt streets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent when sufficient funds have been accumulated to perform the services deemed necessary by the City (approximately every five years). This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

### 3.3.2 STORM DRAIN AND FLOOD CONTROL MAINTENANCE

The storm drain and flood control system associated with the District may include but is not limited to: drainage basins and bio-filters; channel ways; storm drain inlets, catch basins, manholes, outlets; drywells, pumps, filters and pipes. The storm drain system to be maintained primarily involves on-site facilities (within the District boundaries) but may also include off-site improvements such as water treatment equipment, facilities or services mandated or required by Federal, State or County regulations for water pollution control. The annual assessments for this District are intended to support a storm drain and flood control maintenance program that will adequately regulate and control storm water runoff resulting from the development of properties within the District. This maintenance program may include but is not limited to: inspection and documentation of the system; cleaning, servicing or repair of the facilities and equipment; and the partial replacement or rehabilitation of equipment and facilities. The storm drain and flood control system includes but is not limited to:

- A single drainage basin of approximately 9,000 square feet;
- A total of approximately three (3) inlets, catch basins, manholes or outlets located within the single-family residential portion of Tract 2498;
- Approximately 200 linear feet of 24 inch storm drain pipe.

The Public Works Department shall authorize and schedule the operational activities and maintenance of the storm drain and storm water pollution treatment infrastructure, facilities and services that may include, but are not limited to:

- Cleaning of storm drain inlets, catch basins, manholes and pipes as needed;
- Stencil maintenance and documentation of facilities as required by Federal, State or County regulations;
- Cleaning and landscape maintenance of the drainage basins, bio-filter areas or channel ways as needed;
- Debris removal and pest control in and around the storm drain facilities as needed;
- Minor repairs and maintenance of the storm drain inlets, catch basins and outlets as needed;
- Street sweeping services necessary to control debris and water flow for the storm drain system; and,
- The operational costs related to NPDES compliance requirements.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis such as minor repairs to the storm drain inlets, catch basins and outlets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent as needed to perform the services deemed necessary by the City. This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

## 4. ESTIMATE OF COSTS

Budget	Zone A (Senior Housing)	Zone B (SF-Residential)	2025/26 Assessment
<b>DIRECT COSTS</b>			
<b>Streets, Roads &amp; Storm Drain Improvements</b>			
Drainage Maintenance Services	\$0	\$3,610	\$3,610
Street Sweeping Services	660	990	1,650
Inspection & Operational Services - Roads, Drainage	1,088	1,632	2,720
Traffic Sign Replacement	0	0	0
Street & Bridge Maintenance	6,992	10,488	17,480
<b>Total Annual Direct Costs</b>	<b>\$8,740</b>	<b>\$16,720</b>	<b>\$25,460</b>
<b>ADMINISTRATION EXPENSES</b>			
City Annual Administration	\$810	\$810	\$1,620
Engineer's Report & Services	2,025	2,025	4,050
Public Noticing	60	60	120
<b>Total Administration Costs</b>	<b>\$2,895</b>	<b>\$2,895</b>	<b>\$5,790</b>
<b>TOTAL DIRECT &amp; ADMINISTRATION COSTS</b>	<b>\$11,635</b>	<b>\$19,615</b>	<b>\$31,250</b>
<b>CAPITAL RESERVE COLLECTIONS/(USES)</b>			
Collection for Street Surface Activities	\$6,445	\$9,666	\$16,111
Collection for Street Re-striping	34	52	86
Collection for Repair Activities: Curbs, Gutters, Approaches & Sidewalks	116	174	290
Collection for Debris Removal	123	184	307
Collection for Bridges	5,562	8,344	13,906
Collection for Storm Drain Infrastructure	45	66	111
<b>Total Capital Reserve Collections/(Uses)</b>	<b>\$12,325</b>	<b>\$18,486</b>	<b>\$30,811</b>
<b>LEVY ADJUSTMENTS</b>			
Interest Income - Improvement Fund	(\$6,232)	(\$8,607)	(\$14,839)
Interest Income - Operating Reserve Fund	(143)	(197)	(341)
Reserve Fund Collection (Use)	(4,741)	(11,578)	(16,319)
<b>Total Levy Adjustments</b>	<b>(\$11,117)</b>	<b>(\$20,382)</b>	<b>(\$31,499)</b>
<b>BALANCE TO LEVY</b>	<b>\$12,843</b>	<b>\$17,719</b>	<b>\$30,562</b>
<b>DISTRICT STATISTICS</b>			
Total Parcels	61	28	89
Parcels Levied	60	26	86
Total EBU <sup>(1)</sup>	37.50	26	63.50
<b>Proposed Levy per EBU</b>	<b>\$342.48</b>	<b>\$681.50</b>	
Maximum Levy per EBU	\$947.74	\$1,171.72	
<b>FUND BALANCE INFORMATION</b>			
Beginning Operating Reserve Balance	\$5,700	\$7,872	\$13,572
Operational Reserve Interest	143	197	341
Surplus Transfer from Improvement Fund	13,188	18,212	31,399
Operational Reserve Collection (Use)	(11,117)	(20,382)	(31,499)
<b>Ending Operating Reserve Balance</b>	<b>\$7,914</b>	<b>\$5,899</b>	<b>\$13,813</b>
Beginning Improvement Fund Balance	\$246,340	\$340,185	\$586,525
Improvement Fund Interest	6,232	8,607	14,839
Surplus Transfer to Operations Fund	(13,188)	(18,212)	(31,399)
Improvement Fund Collection/(Use)	12,325	18,486	30,811
<b>Estimated Ending Improvement Fund Balance</b>	<b>\$251,710</b>	<b>\$349,066</b>	<b>\$600,776</b>

<sup>(1)</sup> Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel

## 5. METHOD OF ASSESSMENT

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### 5.1 General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing for the maintenance, operation and servicing of drainage and flood control improvements as well as streets, roads and appurtenant facilities. The 1982 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service”.*

Furthermore:

*“The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service, except that the legislative body may, by resolution, determine that the estimated cost of work authorized ... is greater than can be conveniently raised from a single annual assessment and order that the estimated cost shall be raised by an assessment levied and collected in installments.... The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.”*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices in compliance with the provisions of the 1982 Act and the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

### 5.2 Benefit Analysis

Each of the proposed improvements and services, and the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1982 Act and the California Constitution. The street and storm drain improvements associated with this District were necessary and essential requirements for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such the ongoing operation, servicing and maintenance of those improvements would otherwise be the direct financial obligation of each individual property owner. Since each parcel to be assessed within the District could not have been developed in the absence of these improvements and facilities, each parcel has a direct investment in the proper maintenance of the improvements that is over and above any general benefits that may be conferred by such improvements and services.

The ongoing maintenance and servicing of the District improvements is an integral part of the appearance, use and preservation of the properties within the District and such services to be funded by annual assessments confer a particular and distinct special benefit to those parcels. The proper maintenance of streets and appurtenant facilities allows individual parcels to be used to their fullest extent by ensuring the safe and

efficient movement of people and goods to and from the benefiting properties. Likewise, the maintenance and servicing of the storm drain system ensures proper water flow and control of excess water during periods of rain, which is essential to preservation and protection of private property. Together the maintenance and servicing of the streets and storm drain system contributes to a specific enhancement of each of the parcels within the District and the absence of adequate maintenance and servicing of the District improvements could eventually have a negative impact on properties within the District.

Although the improvements may include public streets and storm drain facilities that connect to similar facilities outside the District boundaries, it is clear that the construction and installation of these improvements were only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. Any improvement or portion thereof (particularly off-site storm drain facilities) that may be considered general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within this District. However, the costs associated with installation or improvement of any off-site facilities that benefit the parcels within this District as well as other properties (shared benefit) may be allocated to the parcels within the District based on their proportional special benefit from such improvements.

### **5.3 Assessment Methodology**

The costs associated with the improvements and services shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIII D Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

The method of apportionment established for this District and described herein, reflects the proportional special benefit each property receives from the improvements and services based on the actual or proposed land use of that parcel as compared to other properties within the District based on similarities and differences in parcel land use.

#### **5.3.1 ZONES OF BENEFIT:**

While it has been determined that the improvements to be maintained by the District are entirely a special benefit to properties within the District (No measurable general benefit), upon review of the various improvements, the location and need for such improvements and the proposed development of properties within the District it has been determined that the improvements and services that will benefit the single-family residential properties are not identical to the improvements and services that will benefit the senior housing development, although they do share in the benefit of some of the improvements. Therefore, it has been determined that two separate zones of benefit are required to appropriately allocate the costs of

maintaining the improvements and establish proportional special benefit assessments. The properties associated with the senior housing development have been identified and designated as “Zone A”, and the single-family residential properties within Tract 2498 have been identified and designated as “Zone B” based on the improvements associated with those properties.

- (1) Zone A (Senior Housing Portion of Tract 2489)** — It has been determined that these properties benefit and shall proportionately share in the costs associated with maintaining and servicing the Upper Bridge Crossing, El Camino Real and the western portion of Ferrocarril Road leading into these properties. It has also been determined that the construction of the Graves Creek Bridge was only necessary for the development of these properties and therefore the cost to service and maintain this facility shall be entirely allocated to these properties. Conversely, the storm drain improvements that will be maintained by the City within Tract 2498 have been constructed as part of developing the twenty-six single-family residential properties and it has been determined that the senior housing properties do not receive direct and special benefit from those particular improvements. While these properties will not be assessed for the storm drain improvements, it should be noted that some storm drain facilities will be constructed as part of the senior housing development; however these improvements are not included in this District and will be provided and maintained by a Homeowner’s Association or similar entity.
- (2) Zone B (Single-Family Residential Portion of Tract 2498)** — Along with the properties in Zone A, the single-family residential properties within Tract 2498 benefit and shall proportionately share in the costs associated with maintaining and servicing the Upper Bridge Crossing and El Camino Real. In addition, the overall development of these particular properties required the construction and installation of the street improvements on Ferrocarril Road and De Anza Court as well as the entire storm drain system to be maintained by the District. Therefore, the cost of maintaining and servicing these particular improvements shall be budgeted and allocated proportionately to only those properties in Zone B. Conversely, the construction of the Graves Creek Bridge was only necessary for the development of the senior housing and the properties within Zone B will not share in the cost of maintaining this particular facility.

### 5.3.2 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property’s proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1982 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property’s specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

### 5.3.3 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases, the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential property is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for the remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) **Modified Housing/Senior Housing Units** — Modified Housing or Senior Housing is generally defined as residential units that would typically be classified as Condominiums or Town-homes, but have specific deed restrictions that may limit the size or use of all units within the development. This classification is not applicable to individual single-family residential parcels unless all single-family residential parcels within that particular development or subdivision have the same restrictions.



(For example: One or more single-family units within a subdivision that are deed restricted as “Affordable Housing” or “Senior Housing” does not qualify for this land use classification, unless all the units within that development have the same or similar deed restrictions.) Since this classification generally involves Condominium or Town-home type properties, that are generally assigned 0.75 EBU, it has been determined that an appropriate allocation of special benefit for modified housing units or senior housing units is best represented by an assignment of 0.625 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to a single APN.

- (5) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (6) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property’s special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre, shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).
- (7) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include but is not limited to:
- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
  - Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.;



- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

**(8) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Modified Housing/Senior Housing Units	0.625	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

## 5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to the future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-San Jose Area from February to February. The Maximum Assessment rate was increased by 3.000% for Fiscal Year 2025/26.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of

apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications is permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

## 6. ASSESSMENT DIAGRAM

The parcels within the Street and Storm Drain Maintenance District No. 03 (De Anza Estates) consist of the lots, parcels and subdivisions of land located in the residential development known as De Anza Estates, Tract 2498. The District covers approximately seventy-six acres (75.84 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



## 7. ASSESSMENT ROLL

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Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the proposed lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, right-of-ways, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the 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 or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's 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 amount.

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 3**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-043-003	500 N FERROCARRIL RD	Open Space	0.0	\$0.0000	\$0.00
049-043-004	805 N FERROCARRIL RD	Roads and Easements	0.0	0.0000	0.00
049-044-002	755 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-003	765 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-004	805 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-005	905 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-006	955 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-007	1025 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-008	1055 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-009	1155 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-010	1255 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-011	1305 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-012	1355 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-013	1200 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-014	1100 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-015	1000 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-016	950 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-017	860 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-018	850 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-019	870 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-020	880 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-044-021	705 DE ANZA CT	Single Family Residential	1.0	1,171.7232	681.50
049-044-022	725 DE ANZA CT	Single Family Residential	1.0	1,171.7232	681.50
049-044-023	750 DE ANZA CT	Single Family Residential	1.0	1,171.7232	681.50
049-044-024	740 DE ANZA CT	Single Family Residential	1.0	1,171.7232	681.50
049-044-025	720 DE ANZA CT	Single Family Residential	1.0	1,171.7232	681.50
049-044-026	700 DE ANZA CT	Single Family Residential	1.0	1,171.7232	681.50
049-044-033	655 N FERROCARRIL RD	Single Family Residential	1.0	1,171.7232	681.50
049-046-001	550 N FERROCARRIL RD	Common Area	0.0	0.0000	0.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 3**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-046-002	503 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-003	505 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-004	507 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-005	509 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-006	511 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-007	513 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-008	515 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-009	517 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-010	519 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-011	521 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-012	524 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-013	526 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-014	528 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-015	530 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-016	532 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-017	534 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-018	536 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-019	538 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-020	540 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-021	542 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-022	572 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-023	574 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-024	576 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-025	578 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-026	580 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-027	582 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-028	584 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-029	586 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-030	588 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-031	590 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-032	592 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-033	551 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-034	553 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-035	555 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-036	557 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-037	559 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-038	561 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-039	563 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-040	565 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-041	567 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-042	595 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-043	597 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 3**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-046-044	599 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-045	603 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-046	605 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-047	601 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-048	609 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-049	607 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-050	610 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-051	612 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-052	614 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-053	616 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-054	618 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-055	620 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-056	622 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-057	624 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-058	626 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-059	628 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-060	630 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
049-046-061	501 N FERROCARRIL RD	Senior Housing Units	0.6	732.3270	214.04
<b>89 Accounts</b>			<b>63.5</b>	<b>\$74,404.4232</b>	<b>\$30,561.40</b>

Slight variances may occur due to rounding



## DRAFT RESOLUTION D

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 3 (DE ANZA ESTATES) FOR FISCAL YEAR 2025/2026 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council has, by previous Resolutions, formed the Atascadero Landscaping and Lighting Maintenance District No. 3 (hereafter referred to as “District”) pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the “Act”) that provides for levy and collection of assessments by the County of San Luis Obispo for the City of Atascadero to pay the maintenance and services of lighting facilities, landscaping, and appurtenant facilities and operations related thereto; and

**WHEREAS**, the District and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

**WHEREAS**, the City Council has retained NBS for the purpose of assisting with the Annual Levy of the District and to prepare and file a report with the City Clerk in accordance with the Act.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1. Engineer’s Annual Levy Report:** The City Council hereby orders NBS to prepare the Engineer’s Annual Levy Report concerning the levy of assessments for the District in accordance with *Chapter 3, Section 22622* of the Act.

**SECTION 2. Proposed Improvements and Any Substantial Changes in Existing Improvements:** The improvements within the District include the ongoing operation, administration, maintenance, servicing and incidental expenses related to the dedicated landscape areas, public street lighting and appurtenant facilities authorized pursuant to the Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The Engineer's Annual Levy Report describes any new improvements or substantial changes in existing improvements.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION E**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, FOR PRELIMINARY APPROVAL OF THE ENGINEER’S ANNUAL LEVY REPORT FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 3 (DE ANZA ESTATES) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) does resolve as follows:

**WHEREAS**, the City Council has, by previous Resolutions, ordered the preparation of an Engineer's Annual Levy Report (hereafter referred to as the “Report”) for the district known and designated as the Atascadero Landscaping and Lighting Maintenance District No. 3 (hereafter referred to as the “District”) pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the “Act”); and

**WHEREAS**, the District and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

**WHEREAS**, the City Council has now been presented with the Report as required by *Chapter 1, Article 4, Section 22566* of said Act; and

**WHEREAS**, the City Council has carefully examined and reviewed the Report as presented and is preliminarily satisfied with the Report, each of the budget items and documents as set forth therein and is satisfied on a preliminary basis that the proposed assessments have been spread in accordance with the benefits received from the improvements, operation, maintenance, and services to be performed within each benefit zone as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** That the presented Report consists of the following:

- a. A Description of the Improvements
- b. The Annual Budget (Costs and Expenses of Services, Operation, and Maintenance)
- c. The Method of Apportionment that details the method of calculating each parcel’s proportional special benefits and annual assessment.
- d. The District Roll containing the proposed assessment for each parcel within the District for Fiscal Year 2025/2026.

**SECTION 3.** The Report is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**SECTION 4.** That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION F**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 03 (DE ANZA ESTATES) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) does resolve as follows:

**WHEREAS**, The City Council has by previous Resolution initiated proceedings for fiscal year 2025/2026 regarding the levy and collection of assessments for the Atascadero Landscaping and Lighting District No. 3 (hereafter referred to as the “District”). Pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500)* (hereafter referred to as the “Act”), assessments for the District shall be levied and collected by the County of San Luis Obispo for the City of Atascadero to pay the maintenance and services of the improvements and facilities related thereto; and

**WHEREAS**, the proposed District assessments for fiscal year 2025/2026 are less than or equal to the maximum assessments previously approved in accordance with the requirements of the California Constitution, Article XIID; and

**WHEREAS**, there has now been presented to this City Council an Engineer’s Annual Levy Report (hereafter referred to as the “Engineer’s Report”), and said Engineer’s Report has been filed with the City Clerk in accordance with the Act; and

**WHEREAS**, the City Council has examined and reviewed the Engineer’s Report as presented and is satisfied with the Report, each of the budget items and documents as set forth therein and is satisfied that the proposed assessments contained therein, have been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** The City Council hereby declares its intention to seek the annual levy and collection of assessments within the District pursuant to the Act, over and including the lands, lots and parcels within the District boundary. The City Council further declares its intention to levy and collect assessments on such land to pay the annual costs and expenses of the improvements and services described in Section 4 of this Resolution, for fiscal year 2025/2026.

**SECTION 3.** The boundaries of the District are described in the Engineer’s Report and are consistent with the boundary established and described in the original formation documents, on file with the City Clerk, and incorporated herein by reference. The District is within the boundaries of the

City of Atascadero, within the County of San Luis Obispo, State of California and includes the territory known as De Anza Estates and referred to as the “Atascadero Landscaping and Lighting District No. 03”.

**SECTION 4.** The improvements within the District include the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or right-of-ways constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District.

**SECTION 5.** The proposed assessments for fiscal year 2025/2026, as outlined in the Engineer’s Report, do not exceed the maximum assessment approved by the property owners through a property owner balloting proceeding conducted in 2005. As such, the proposed assessments do not constitute an increased assessment and do not require additional property owner approval in accordance with the requirements of the California Constitution, Article XIID.

**SECTION 6.** The City Council hereby declares its intention to conduct a Public Hearing concerning the District and the levy of assessments in accordance with Chapter 3, Section 22626 of the Act.

**SECTION 7.** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 10, 2025, at 6:00 p.m., at the City Council Chambers, 6500 Palma Avenue, Atascadero, California or as soon thereafter as feasible. At the Public Hearing, all interested persons shall be given an opportunity to hear and be heard on the proposed assessment to be levied for fiscal year 2025/2026 as contained in the Engineer’s Report on file in the City Clerk’s Office.

**SECTION 8.** The City Clerk shall give notice of the time and place of the Public Hearing to all property owners within the District pursuant to Sections 22626, 22552 and 22553 of the Act and 6061 of the Government Code by publishing this Resolution of Intention in a local newspaper one time at least 10 days prior to the Public Hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_ and seconded by Council Member \_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

# CITY OF ATASCADERO

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*Fiscal Year 2025/26 Engineer's Report For:*

**Landscaping and Lighting District**

**No. 03 (De Anza Estates)**

**May 2025**

Prepared by:



**CITY OF ATASCADERO**  
**Landscaping & Lighting District No. 03**  
**(De Anza Estates)**

**6500 Palma Avenue**  
**Atascadero, CA 93422**  
**Phone – (805) 461-5000**  
**Fax – (805) 461-7612**

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**CITY COUNCIL**

Charles Bourbeau, Mayor

Mark Dariz, Mayor Pro Tem

Susan Funk, Council Member

Seth Peek, Council Member

Heather Newsom, Council Member

**AGENCY STAFF**

Jim Lewis, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Danielle Robison, Administrator



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# 1. ENGINEER'S LETTER

**WHEREAS**, on August 9, 2005, by Resolution No. 2005-074, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500 (the "1972 Act")) established the City of Atascadero Landscaping and Lighting District No. 03 De Anza Estates (the "District"); and

**WHEREAS**, on May 13, 2025, the City Council, under the 1972 Act, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer's Report for the District; and

**WHEREAS**, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

**NOW THEREFORE**, the assessments as detailed in this Engineer's Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025/26:

**FY 2025/26 Budget Summary**

Description	Total Costs	Costs Not Assessed	Proposed Assessment	Total Benefit Units	Maximum Rate	Proposed Rate Per BU
Annual Maintenance	\$11,960	(\$900)	\$11,060			
Special Projects	14,500	0	14,500			
Administration	7,820	0	7,820			
Capital Reserve	6,614	(500)	6,114			
Collections/(Use)	(22,032)	0	(22,032)			
Levy Adjustments						
<b>Total</b>	<b>\$18,862.00</b>	<b>(\$1,400)</b>	<b>\$17,462.00</b>	<b>63.50</b>	<b>\$1,680.11</b>	<b>\$275.00</b>

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information, and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1972 Act.

\_\_\_\_\_  
City Engineer



## 2. EXECUTIVE SUMMARY

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Pursuant to the provisions of the Landscaping and *Lighting Act of 1972*, being *Part 2 of Division 15* of the *California Streets and Highways Code*, commencing with *Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as “Article XIID”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), executed the proceedings required for the establishment of the special benefit assessment district designated as:

### ***Landscaping and Lighting District No. 03 (De Anza Estates)***

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as De Anza Estates, Tract 2498 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2025/26, as required pursuant to Chapter 1, Article 4 of the 1972 Act.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provisions of Article XIID.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements. The annual assessments will provide a funding source for the continued operation and maintenance of public landscaping and lighting improvements installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the planned development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the improvements. The boundaries of the District, the proposed improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2498; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of the District formation, the City of Atascadero conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing on August 9, 2005 to consider public testimonies, comments and written protests

regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. Tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District any changes to the District or improvements and the proposed budget and assessments for that fiscal year and the City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

### 3. PLANS AND SPECIFICATIONS

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#### 3.1 Description of the District

The territory within the District consists of the lots, parcels and subdivisions of land within the proposed residential subdivision known as the De Anza Estates, Tract 2498, which encompasses an area of land totaling approximately seventy-six acres (75.84 acres).

This subdivision is planned to include twenty-six (26) Single-Family Residential Units and sixty (60) Modified Housing/Senior Housing Units at build-out. The planned subdivision is situated in the northern portion of the City of Atascadero northeast of Highway 101 and is generally located:

- At the North end of El Camino Real;
- North and East of U.S. HWY 101; and,
- South and West of the Salinas River.

#### 3.2 Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and associated assessments may include one or more 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 street lights 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;
- 5) The installation of park or recreational improvements, including, but not limited to, all of 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 acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 7) The maintenance or servicing, 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 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 illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements;
  - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 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;
  - f) Costs associated with any elections held for the approval of a new or increase assessment.

### 3.3 Description of Improvements and Services

The purpose of this District is to ensure the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. The improvements may consist of all or a portion of the public landscaped areas, street lighting and appurtenant facilities within and adjacent to the District (Tract 2498). These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The improvements to be maintained and funded entirely or partially through the District assessments are generally described as:

- Streetscape landscaping including street trees located on the perimeter of the development and interior streets of Tract 2498 that are within the public rights-of-way or easements and dedicated to the City for maintenance;
- Open space areas and fuel modification areas within or adjacent to the District boundaries;
- Park areas, recreational equipment, trails and landscaped drainage facilities developed and constructed as part of developing properties within Tract 2498;
- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City; improvements and facilities that may be provide by another assessment or tax levied by the City or any improvement provided and maintained by a Homeowner's Association or similar entity.
- Public lighting facilities including street lighting, safety lighting and ornamental lighting installed as part of the residential development or landscaped improvement areas;
- Appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements;
- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City;

improvements and facilities that may be provide by another assessment or tax levied by the City or any improvement provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

### **3.3.1 LANDSCAPE IMPROVEMENTS**

The landscape improvements for the District may include, but are not limited to turf, ground cover, shrubs and plants, trees, irrigation and drainage systems, ornamental lighting, masonry walls or other fencing, hardscape improvements, monuments, and associated appurtenant facilities located within the landscape easements or public rights-of-way. Specifically the landscape improvement areas for this District are identified as:

- Approximately 43,560 square feet of streetscape (parkway embankment) landscaping within the public rights-of-way located on El Camino Real within the boundaries of Tract 2498;
- An estimated 150 trees, including trees within the landscaped area on El Camino Real, various trees within the open space area and the street trees within the street right-of-way on Ferrocarril Road;
- Approximately 175,550 square feet (4.03 acres) of landscaped area in and around the two (2) drainage basins within Tract 2498;
- Approximately fifty-one (51) acres of non-irrigated open space area;
- Approximately 48,000 square feet of paved and unpaved trails; and 2,600 linear feet of steel rail fencing along the trail system and landscaped areas.

### **3.3.2 PUBLIC LIGHTING IMPROVEMENTS**

The approved development plans for Tract 2498 do not include any proposed streetlight facilities.

## 4. ESTIMATE OF COSTS

BUDGET	Total Budget	Costs Not Assessed	2025/26 Assessment
<b>DIRECT COSTS</b>			
<b>Annual Costs</b>			
Landscape Services	\$6,500	(\$900)	\$5,600
Landscape Supplies	600	0	600
Landscape Utilities	1,800	0	1,800
City Landscape Services	2,560	0	2,560
Other Maintenance Services	500	0	500
<b>Total Annual Direct Costs</b>	<b>\$11,960</b>	<b>(\$900)</b>	<b>\$11,060</b>
<b>CAPITAL EXPENDITURES</b>			
Special Projects	\$14,500	\$0	\$14,500
<b>Total Annual Special Projects</b>	<b>\$14,500</b>	<b>\$0</b>	<b>\$14,500</b>
<b>ADMINISTRATION EXPENSES</b>			
<b>Annual Administration Expenses</b>			
City Annual Administration	\$2,270	\$0	\$2,270
Engineer's Report & Services	5,200	0	5,200
Public Noticing	350	0	350
<b>Total Administration</b>	<b>\$7,820</b>	<b>\$0</b>	<b>\$7,820</b>
<b>TOTAL DIRECT &amp; ADMINISTRATION COSTS</b>	<b>\$34,280</b>	<b>(\$900)</b>	<b>\$33,380</b>
<b>CAPITAL RESERVE COLLECTIONS/(USES)</b>			
Landscape Rehabilitation/Replacement	\$2,938	\$0	\$2,938
Trail and Pathway Rehabilitation/Replacement	1,000	(500)	500
Park and Open Space Rehabilitation/Replacement	707	0	707
Tree Rehabilitation/Replacement	1,207	0	1,207
Park Rehabilitation/Replacement	762	0	762
<b>Total Annual Capital Reserve Collections/(Uses)</b>	<b>\$6,614</b>	<b>(\$500)</b>	<b>\$6,114</b>
<b>LEVY ADJUSTMENTS</b>			
Interest Income - Improvement Fund	(\$2,336)	\$0	(\$2,336)
Interest Income - Operating Reserve Fund	(464)	0	(464)
Contribution from Other Sources	(1,400)	0	(1,400)
Reserve Collection/(Use)	(17,832)	0	(17,832)
<b>Total Levy Adjustments</b>	<b>(\$22,032)</b>	<b>\$0</b>	<b>(\$22,032)</b>
<b>BALANCE TO LEVY</b>	<b>\$18,862</b>	<b>(\$1,400)</b>	<b>\$17,462</b>
<b>DISTRICT STATISTICS</b>			
Total Parcels			89
Parcels Levied			86
Total EBU <sup>(1)</sup>			63.50
<b>Levy per EBU</b>			<b>\$275.00</b>
Maximum Levy per EBU			\$1,680.11
<b>FUND BALANCE INFORMATION</b>			
Beginning Operating Reserve Balance			\$16,191
Operational Reserve Interest			464
Surplus Transfer from Improvement Fund			21,428
Operational Reserve Collection/(Use)			(22,032)
Estimated Ending Operating Reserve Balance			<b>\$16,051</b>
Beginning Improvement Fund Balance			\$93,358
Improvement Fund Interest			2,336
Surplus Transfer to Operations Fund			(21,428)
Improvement Fund Collection/(Use)			6,614
Estimated Ending Improvement Fund Balance			<b>\$80,880</b>

<sup>(1)</sup> Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel.



## 5. METHOD OF ASSESSMENT

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### 5.1 General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1972 Act and the provisions of Article XIID. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

### 5.2 Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1972 Act and Article XIID. The improvements provided by this District and for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are a distinct and special benefit to the properties within the District. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

#### 5.2.1 SPECIAL BENEFIT

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting and well-maintained landscaping in close proximity to those properties.

The special benefits associated with landscape improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties providing a positive representation of the area and properties.
- Enhanced adaptation of the urban environment within the natural environment from adequate green

space and landscaping.

- Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Enhanced quality of life through well-maintained green space and landscaped areas.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

The special benefits of street lighting and other public lighting facilities are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads, streets and public areas.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal act and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the esthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

### 5.2.2 GENERAL BENEFIT

Upon reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District as well as the reasons for installing, constructing and maintaining such improvements, it is evident that the properties within the District receive special benefit from those improvements. While the District improvements clearly include public areas, easements, rights-of-way and other amenities available or visible to the public at large, the landscaped areas, trails, detention basin as well as the need to increase maintenance activities within the open space areas resulted solely from the development of properties within the District and would otherwise not have been required nor necessarily desired by any properties or developments outside the District and any public access or use of the improvements by others is incidental. Therefore, it has been determined that these improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large. However, while this development has facilitated a need for increased maintenance of the open space area associated with Tract 2498, it is also recognized that land conservation and ensuring adequate open space areas within the City does have some indirect, but not quantifiable, benefit to the community at large. Therefore, while the entire cost to maintain the open space area as well as the Horse Arena facility have been incorporated into the District budget, the annual cost to maintain the arena and a portion of the

open space area are not included in the proposed special benefit assessments. Should the City require maintenance of these areas, the associated costs will be funded by other revenue sources available to the City.

### 5.3 Assessment Methodology

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each of the residential parcels within the District receives special benefits from the improvements to be funded by annual assessments and based on the planned property development a single zone of benefit is appropriate for the allocation of the assessments and proportional benefit.

#### 5.3.1 EQUIVALENT BENEFIT UNITS:

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1972 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

#### 5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value

that the other properties are compared and weighted against regarding special benefit.

- (2) Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel's total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for remaining units.
- (3) Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) Modified Housing/Senior Housing Units** — Modified Housing or Senior Housing is generally defined as residential units that would typically be classified as Condominiums or Town-homes, but have specific deed restrictions that may limit the size or use of all units within the development. This classification is not applicable to individual single-family residential parcels unless all single-family residential parcels within that particular development or subdivision have the same restrictions. (For example: One or more single-family units within a subdivision that are deed restricted as "Affordable Housing" or "Senior Housing" does not qualify for this land use classification, unless all the units within that development have the same or similar deed restrictions.) Since this classification generally involves Condominium or Town-home type properties, that are generally

assigned 0.75 EBU, it has been determined that an appropriate allocation of special benefit for modified housing units or senior housing units is best represented by an assignment of 0.625 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to a single APN.

- (5) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (6) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.00 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.00 EBU (parcels in excess of 25 acres are assigned 25.00 EBU). Parcels less than one acre, shall be assigned a minimum of 1.00 EBU (similar to a vacant lot within a residential tract).
- (7) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:
- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
  - Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District;
  - Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels' current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

- (8) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Modified Housing/Senior Housing Units	0.625	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

## 5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIIC and XIID), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-Hayward Area from February to February. The Maximum Assessment rate was increased by 3.000% for Fiscal Year 2025/26.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate is recalculated and a new Maximum Assessment Rate is established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate has been calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional



special benefit assigned to a land use classifications are permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.



## 6. ASSESSMENT DIAGRAM

The parcels within the Landscaping and Lighting District No. 03 De Anza Estates consist of the lots, parcels and subdivisions of land located in the planned residential development known as De Anza Estates, Tract 2498. The District covers approximately seventy-six acres (75.84 acres) in the northern portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



## 7. ASSESSMENT ROLL

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Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, 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 little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the 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 or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's 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 amount.

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 3**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-043-003	500 N FERROCARRIL RD	Open Space	0.0	\$0.0000	\$0.00
049-043-004	805 N FERROCARRIL RD	Roads and Easements	0.0	0.0000	0.00
049-044-002	755 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-003	765 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-004	805 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-005	905 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-006	955 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-007	1025 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-008	1055 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-009	1155 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-010	1255 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-011	1305 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-012	1355 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-013	1200 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-014	1100 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-015	1000 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-016	950 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-017	860 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-018	850 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-019	870 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-020	880 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-044-021	705 DE ANZA CT	Single Family Residential	1.0	1,680.1143	275.00
049-044-022	725 DE ANZA CT	Single Family Residential	1.0	1,680.1143	275.00
049-044-023	750 DE ANZA CT	Single Family Residential	1.0	1,680.1143	275.00
049-044-024	740 DE ANZA CT	Single Family Residential	1.0	1,680.1143	275.00
049-044-025	720 DE ANZA CT	Single Family Residential	1.0	1,680.1143	275.00
049-044-026	700 DE ANZA CT	Single Family Residential	1.0	1,680.1143	275.00
049-044-033	655 N FERROCARRIL RD	Single Family Residential	1.0	1,680.1143	275.00
049-046-001	550 N FERROCARRIL RD	Common Area	0.0	0.0000	0.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 3**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-046-002	503 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-003	505 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-004	507 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-005	509 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-006	511 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-007	513 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-008	515 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-009	517 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-010	519 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-011	521 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-012	524 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-013	526 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-014	528 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-015	530 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-016	532 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-017	534 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-018	536 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-019	538 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-020	540 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-021	542 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-022	572 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-023	574 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-024	576 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-025	578 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-026	580 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-027	582 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-028	584 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-029	586 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-030	588 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-031	590 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-032	592 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-033	551 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-034	553 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-035	555 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-036	557 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-037	559 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-038	561 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-039	563 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-040	565 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-041	567 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-042	595 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-043	597 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 3**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
049-046-044	599 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-045	603 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-046	605 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-047	601 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-048	609 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-049	607 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-050	610 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-051	612 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-052	614 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-053	616 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-054	618 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-055	620 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-056	622 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-057	624 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-058	626 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-059	628 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-060	630 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
049-046-061	501 N FERROCARRIL RD	Senior Housing Units	0.6	1,050.0714	171.86
<b>89 Accounts</b>			<b>63.5</b>	<b>\$106,687.2558</b>	<b>\$17,461.60</b>

Slight variances may occur due to rounding



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A7

**Department:** Administrative Services  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES

**PREPARED BY:** CINDY CHAVEZ, DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:** Las Lomas (Woodridge) Assessment Districts

### RECOMMENDATIONS:

Council:

1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.
2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]).
3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.
6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.

### DISCUSSION:

The City Council formed and began assessing Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) in 2005. This district was formed to provide funding for future routine maintenance of the streets, storm drains and sidewalks in the Woodridge subdivision.

The City Council also formed and began assessing Atascadero Landscape and Lighting Maintenance District No. 02 (Woodridge) in 2005. This district was formed to provide for funding

and maintenance of street trees, open space, park area, medians, walkways, paths and other landscape and lighting improvements within the Woodridge subdivision.

The Woodridge subdivision is now known as Las Lomas. The Assessment Districts were formed and named when the area was known as the Woodridge development. All references to Woodridge are now understood to mean the development known as Las Lomas.

NBS, an independent financial consultant, was hired to prepare the engineer's report for the two districts. The engineer's reports and the levies must be approved by Council annually. This is done in a two-step process. Tonight, there are three resolutions for each district (a total of 6 resolutions in all) that must be passed in order to continue the assessments within the districts. The resolutions passed tonight will also establish the date and time for the public hearing. The public hearing is tentatively scheduled for June 10, 2025, at 6:00 p.m. or soon thereafter, at which time the final resolutions will be presented to the Council for passage.

The proposed assessments for fiscal year 2025/2026 are less than the Maximum Assessment Rate. In accordance with the formula voters of the district adopted in 2005, the City may increase the Maximum Assessment Rate for inflation by the greater of the Consumer Price Index (CPI) or 3.0%. The Maximum Assessment Rate was increased by 3% (CPI) this year for both districts.

An Assessment Information Notice was mailed to all property owners in late April. The notice provided the date of the upcoming June 10, 2025, Public Hearing, information on how to participate in the meeting, staff contact information, and the proposed and current levies for both districts.

The Landscaping and Lighting District levy is about 14% of the allowable maximum annual assessment and the Street and Storm Drain District is about 47% of the allowable maximum annual assessment.

The Landscape and Lighting District is experiencing increased costs due to the aging landscape and increases in costs of labor and utilities. City staff works to maximize efficiencies and minimize levy increases. City staff expect modest levy increases in future years in order to continue providing the existing service levels.

At the direction of the homeowners in attendance at meetings held December 14, 2017, and April 11, 2018, the City staff set the levy for the Street and Storm Drain (SSD) Benefit Assessment District at an amount that will cover short-term maintenance but will not be sufficient for long-term maintenance and repair.

This Assessment District levy amount is sufficient only for the annual operating costs and a periodic surface treatment (slurry seal) of the roads. As discussed at the aforementioned meetings and the Public Hearings, Neighborhood meetings, and Annual Notices since, these funds will only be enough to cover road maintenance costs through fiscal year 2032/33. Beyond that time, the roads will require more in-depth road rehabilitation projects that will require

significant funding. The estimated cost of that work is just under \$1,000,000 using current dollars and is the financial obligation of the residents of the Benefit Assessment District. As 2034 approaches, a bond issue or other financing mechanism will need to be approved and paid for by the residents to fund the longer-term improvements needed to maintain the District. This information was included in the Assessment Information Notice that was mailed to the property owners.

District	Amount Per EBU Assessment Fiscal Year 2024-25	Amount Per EBU Proposed Assessment Fiscal Year 2025-26
Atascadero Street and Storm Drain Maintenance District No. 02 Las Lomas	\$ 438.00	\$ 450.00
Atascadero Landscaping and Lighting Maintenance District No. 02 Las Lomas	\$ 328.00	\$ 337.00


**FISCAL IMPACT:**

Annual assessments for 2025/2026 will total \$104,287 for road/drainage system maintenance and \$78,100 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Las Lomas (Woodridge). The City General Fund will contribute \$1,830 for the fiscal year 2025/2026 for 25% of the maintenance costs of the trails and open space.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

---

James R. Lewis, City Manager

**ATTACHMENTS:**

1. **Draft Resolution A** - initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) for fiscal year 2025/2026
2. **Draft Resolution B** - accepting and preliminarily approving the Engineer’s Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge)



3. **Draft Resolution C** - declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters
4. **Engineer's Annual Levy Report** - for the levy and collection of fiscal year 2025/2026 assessments for Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge)
5. **Draft Resolution D** - initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code
6. **Draft Resolution E** - preliminary approval of the Annual Engineer's Levy Report for Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) for fiscal year 2025/2026
7. **Draft Resolution F** - declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) for fiscal year 2025/2026
8. **Engineer's Annual Levy Report** - for the levy and collection of fiscal year 2025/2026 assessments for Atascadero Landscaping and Lighting District No. 02 (Woodridge)

## **DRAFT RESOLUTION A**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 02 (WOODRIDGE) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”) formed an assessment district to be designated as Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) (hereafter referred to as the “District”), for the purpose of funding the ongoing operation, maintenance and servicing of public streets, sidewalks, storm drain and flood control facilities installed in conjunction with the development of properties known as Tract 2525-1; and to levy and collect annual assessments related thereto. The 1982 Act provides for the formation of such an assessment district pursuant to *Article 3 Section 54710*, and provides for the levy and collection of assessments by the County on behalf of the City pursuant to *Article 4 Section 54718*; and

**WHEREAS**, the City Council has retained NBS as the Engineer of Work, for the purpose of assisting with the administration of the District, the establishment of annual assessments, and to prepare and file an Engineer’s Report with the City Clerk in accordance with the 1982 Act; and in accordance with the requirements of the *California Constitution, Articles XIII C and XIII D*.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The City Council hereby orders the Engineer to prepare and file an Engineer’s Annual Levy Report concerning the levy of assessments for properties within the District as specified by *Article 4 Section 54716* of the 1982 Act.

**SECTION 2.** The District improvements include the ongoing operation, administration, maintenance and servicing of the public streets, drainage and flood control systems and appurtenant facilities authorized pursuant to the 1982 Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to pavement, curbs, sidewalks, hardscape, bridges, fencing, signage, drains, pipes, inlets, outlets, catch basins, drainage basins, manholes, and associated appurtenant facilities located within the public street rights-of-way and other public easements within the District.

**SECTION 3.** The territory within Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) consists of lots, parcels and subdivisions of land located in the development known as Tract 2525-1.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION B**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, ACCEPTING AND PRELIMINARILY APPROVING THE ENGINEER’S ANNUAL LEVY REPORT REGARDING THE ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 02 (WOODRIDGE)**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council has, by previous Resolution, ordered the preparation of an Engineer’s Annual Levy Report (hereafter referred to as the “Report”) regarding the assessment district to be designated as the Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) (hereafter referred to as the “District”), and the levy and collection of assessments related thereto, pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”); and

**WHEREAS**, there has now been presented to this City Council the Report as specified by *Article 4 Section 54716* of said 1982 Act; and

**WHEREAS**, the City Council has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the District and the budget items and documents as set forth therein, and is satisfied that the proposed assessments have been spread in accordance with the special benefits received from the improvements, operation, administration, maintenance and services to be performed within the District, as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The preceding recitals are true and correct.

**SECTION 2.** That the Report as presented, consists of the following:

- a. A Description of Improvements.
- b. A Boundary Diagram of the District.
- c. The Method of Apportionment that details the method of calculating each parcel’s proportional special benefits and annual assessment.
- d. The proposed Budget (Costs and Expenses) and the duration and collection of assessments.
- e. The District Roll containing the Levy for each Assessor Parcel Number within the District for fiscal year 2025/2026.

**SECTION 3.** The Report is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**SECTION 4.** The Maximum Assessment described in the Report is hereby approved on a preliminary basis.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this Resolution, and the Minutes of this meeting shall so reflect the presentation of the Report.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION C**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS WITHIN ATASCADERO STREET AND STORM DRAIN MAINTENANCE DISTRICT NO. 02 (WOODRIDGE) IN FISCAL YEAR 2025/2026, AND TO APPOINT A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council pursuant to the provisions of the *Benefit Assessment Act of 1982, Chapter 6.4 of the California Government Code, beginning with Section 54703* (hereafter referred to as the “1982 Act”) did by previous Resolution approve the levy and collection of annual assessments to pay for the operation, maintenance and servicing of public streets, drainage and flood control systems and appurtenant facilities related thereto for the assessment district designated as Atascadero Street and Storm Drain Maintenance District No. 02 (Woodridge) (hereafter referred to as the “District”); and

**WHEREAS**, the Engineer selected by the City Council has prepared and filed with the City Clerk a Report in connection with the proposed District, and the levy of assessments for Fiscal Year 2025/2026 (July 1, 2025 and ending June 30, 2026) in accordance with *Chapter 1, Article 4* of the 1982 Act and in accordance with the requirements of the *California Constitution, Articles XIIC and XIID*, and the City Council did by previous Resolution preliminarily approve such Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The City Council hereby declares its intention to seek the annual levy of the District pursuant to the 1982 Act, over and including the land within the District boundary, and to levy and collect special benefit assessments on parcels of land within the District to pay for the costs and expenses associated with the operation, maintenance, repair and servicing of public streets, drainage and flood control systems and appurtenant facilities related thereto.

**SECTION 2.** The District improvements include the ongoing operation, administration, maintenance and servicing of the public streets, drainage and flood control systems and appurtenant facilities authorized pursuant to the 1982 Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to pavement, curbs, sidewalks, hardscape, bridges, fencing, signage, drains, pipes, inlets, outlets, catch basins, drainage basins, manholes, and associated appurtenant facilities located within the public street right-of-ways and other public easements within the District. The Engineer’s Report, as ordered by previous Resolution, provides a full and complete description of the improvements within the District.

**SECTION 3.** The proposed territory within Street and Storm Drain Maintenance District No. 02 (Woodridge) consists of lots, parcels and subdivisions of land located in the development known as Tract 2525-1.

**SECTION 4.** The proposed assessments for the District are outlined in the Engineer's Report. The Report details the proposed assessments necessary to provide for the annual operation, administration, services and maintenance of the improvements described in Section 2 of this Resolution.

**SECTION 5.** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 10, 2025, at 6:00 p.m. or as soon thereafter as feasible in the regular meeting chambers of the City Council located at 6500 Palma Avenue, Atascadero, California. At the Public Hearing, all interested persons shall be given an opportunity to hear and be heard on the proposed assessment to be levied for fiscal year 2025/2026 as contained in the Engineer's Report on file in the City Clerk's Office.

**SECTION 6.** The City Clerk shall give notice of the filing of the report and the time and place of the Public Hearing by publishing in a local newspaper one time at least 10 days prior to the Public Hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

# CITY OF ATASCADERO

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*Fiscal Year 2025/26 Engineer's Report For:*

**Street and Storm Drain Maintenance  
District No. 02 Las Lomas (Woodridge)**

**May 2025**

Prepared by:





**CITY OF ATASCADERO**  
**Street and Storm Drain Maintenance District No. 02**  
**Las Lomas (Woodridge)**

**6500 Palma Avenue**  
**Atascadero, CA 93422**  
**Phone – (805) 461-5000**  
**Fax – (805) 461-7612**

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**CITY COUNCIL**

Charles Bourbeau, Mayor

Mark Dariz, Mayor Pro Tem

Susan Funk, Council Member

Seth Peek, Council Member

Heather Newsom, Council Member

**AGENCY STAFF**

Jim Lewis, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Danielle Robison, Administrator

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# 1. ENGINEER'S LETTER

**WHEREAS**, on March 24, 2005 by Resolution No. 2005-048, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the provisions of the Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703 (hereafter referred to as the "1982 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIIIID (hereafter referred to as the "California Constitution"), established the City of Atascadero Street and Storm Drain Maintenance District No. 02 Las Lomas (Woodridge) (the "District"); and

**WHEREAS**, on May 13, 2025 the City Council, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer's Report for the District; and

**WHEREAS**, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

**NOW THEREFORE**, the assessments as detailed in this Engineer's Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025/26:

**FY 2025/26 Summary of Assessment**

Description	Amount
Estimated Annual Costs	\$30,690
Capital Reserve Collection/(Uses)	114,270
Levy Adjustments	(40,674)
<b>Balance to Levy</b>	<b>\$104,287</b>
Fiscal Year 2025/26 Maximum Rate	\$954.92
Fiscal Year 2025/26 Proposed Applied Rate	\$450.00

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information, and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1982 Act.

\_\_\_\_\_  
City Engineer

## 2. EXECUTIVE SUMMARY

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Pursuant to the provisions of the *Benefit Assessment Act of 1982, being Chapter 6.4 of the California Government Code, commencing with Section 54703* (hereafter referred to as the “1982 Act”), and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIID* (hereafter referred to as the “California Constitution”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), proposed to form and levy special benefit assessments for the district designated as:

### ***Street and Storm Drain Maintenance District No. 02 Las Lomas (Woodridge)***

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Las Lomas (Woodridge), Tract 2525-1 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2025/26.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the street and storm drain improvements and facilities associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1982 Act and the substantive and procedural provisions of the California Constitution.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements and facilities. The annual assessments described herein will provide a funding source for the continued operation and maintenance of streets, storm drain system and appurtenant facilities installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the streets and storm drain system that provides special benefits to properties within the District. The structure of the District (organization), the improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2525-1; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of this District’s formation, the City conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the *California Constitution, Article XIID Section 4*. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to consider public testimonies, comments and written protests regarding the formation of the District and

levy of assessments. Upon conclusion of the public hearing, property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. The tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein; therefore, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, a Report shall be prepared and presented to the City Council describing any changes to the improvements, proposed services, the annual budget or assessments for that fiscal year and the City Council may hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

## 3. PLANS AND SPECIFICATIONS

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### 3.1 Benefiting Properties within the District

The territory within the District consists of the lots, parcels and subdivisions of land within the residential subdivision known as the Las Lomas (Woodridge), Tract 2525-1, which encompasses an area of land totaling approximately one hundred and eleven acres (111.20 acres).

This residential subdivision includes one hundred forty-three (143) single-family residential units; thirty-five (35) condominium/senior housing units; and a single, one hundred (100) unit multi-family residential project at build-out. Due to parcel splits the multi-family residential project is spread over three parcels. The planned subdivision is situated in the southeast portion of the City of Atascadero and is generally located:

- South and east of Halcon Road;
- East of Highway 101 and El Camino Real
- South and west of the Southern Pacific Railroad Tracks; and
- North of Salinas Road and Santa Cruz Road

### 3.2 Funding Authorized by the 1982 Act

As generally defined by the Benefit Assessment Act of 1982 and applicable to this District, the City may impose a benefit assessment to finance the maintenance and operation costs of the following services:

- Drainage and Flood Control;
- Streets and Roads.

In addition to imposing a benefit assessment for the annual maintenance and operation of the District improvements, the City may also authorize an assessment or utilize existing assessment revenues to finance the installation, construction or replacement of drainage and flood control facilities as well as the street and road improvements (with some limitations). While such activities are permitted under the 1982 Act, the budget and assessments for this District only provide for normal maintenance and operation of the improvements. Since most major rehabilitation/construction projects result from unforeseen damages, the extent and cost of such projects are not easily predicted and to accumulate funds as part of the normal annual assessments would not be reasonable. If such funding becomes necessary, the City may present a new or increased assessment to the property owners to support the projects.

### 3.3 Description of Improvements and Services

The purpose of this District is to fund the activities necessary to maintain and service the local streets and the drainage and flood control systems constructed and installed in connection with development of properties within the residential subdivision known as Las Lomas (Woodridge), Tract 2525-1 pursuant to approved development plans and agreements. The improvements may consist of all or a portion of the public streets, drainage and flood control facilities associated with Tract 2525-1 and the maintenance of these improvements may include but are not limited to the materials, equipment, labor, and incidental expenses deemed necessary to keep these improvements in satisfactory condition. The maintenance of the improvements and related activities shall be funded entirely or partially through the District assessments. Not

all improvements have been fully accepted by the City. It is anticipated that will occur within the next fiscal year at which time the costs of maintenance for those improvements will be charged to the district. The District improvements and services are generally described as:

- Street maintenance that may include but is not limited to the repair and servicing of street surfaces, curbs, gutters, bridges, driveway approaches, sidewalks, barricades, delineation, signage or other facilities within the public street rights-of-way installed in connection with the development of properties in Tract 2525-1 and that have been dedicated to the City;
- Storm drain and flood control maintenance that may include but is not limited to inspection, repair and servicing of drainage basins, inlets, catch basins, manholes, outlets, drywells, pumps, filters and storm drain pipes installed in connection with the development of properties of Tract 2525-1 as well as any off-site improvements and facilities directly associated with the aforementioned infrastructure that is deemed necessary to service or protect the properties including waste water treatment;
- The appurtenant, equipment, materials and service contracts related to the aforementioned improvements and facilities;
- Specifically excluded are those improvements or facilities: located on private property or common areas; that may be provided or maintained by an agency other than the City; that may be provided by another assessment or tax levied by the City; or that may be provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

### **3.3.1 STREET MAINTENANCE**

The street maintenance program may include, but is not limited to: the repair of potholes, cracks or other failures in the asphalt surface; repair or replacement of curbs, gutters, driveway approaches and sidewalks as required as part of maintaining the streets; repair or installation of street signs, barricades, fencing or other delineation; mechanized sweeping and cleaning of the streets and gutters; slurry sealing, overlays and re-striping of the street surfaces. The specific activities and timing of various street and road maintenance services shall be determined by the City's Public Works Department as necessary to extend the life of the streets or to improve traffic circulation and safety as available funding permits. Specifically, the street improvements for this District are identified as:

- Approximately 290,610 square feet of asphalt street surface located on the various interior streets identified as Calle Milano, Eliano Street, Via Cielo, Avion Road, Alcotan Lane, and Azor Lane;
- Approximately 13,750 linear feet of curb and gutter along Calle Milano, Eliano Street, Via Cielo, Avion Road, Alcotan Lane, and Azor Lane;
- Approximately 1,480 linear feet of curb and gutter in and around the median islands on Calle Milano and at Via Cielo;

- Approximately 145 driveway approaches, 45,264 square feet of sidewalks and various street signs within the District;
- Specifically not included as part of the street maintenance program are the costs associated with major replacements or reconstruction. Although the District assessments will provide funding for regular maintenance and servicing of the improvements that will extend the useful life of the street improvements, the assessments are not intended to fund major replacements or reconstruction of the street surfaces or adjacent improvements such as curbs, gutters or driveway approaches. The costs of extensive replacement or reconstruction activities such as grinding and resurfacing of the asphalt; and replacement of curbs, gutters driveway approaches and sidewalks is significantly more than the amount that can reasonably be collected annually under the provisions of the 1982 Act. When such repairs or activities are deemed necessary, the City will consider various financing options including new or increased assessments for property owner approval.

The Public Works Department shall authorize the operational activities and maintenance of the public street and right-of-way improvements, facilities and services that may include, but are not limited to:

- Regular street sweeping services necessary to control dirt and debris on street surfaces and gutters;
- Annual inspection of street surface and repair of potholes and surface cracks as needed;
- Periodic slurry or overly of street surfaces and driveway approaches (typically one or the other once every five years);
- Periodic re-striping of traffic lanes, bike lanes, street parking areas, crosswalks and intersections (typically in conjunction with slurry or overly activities);
- Graffiti abatement of public improvements within the street rights-of-way that are maintained by the District including but not limited to sandblasting, repainting and repair of fences, walls, barricades, sidewalks and signage as needed;
- Annual inspection and periodic repair or replacement of decorative street- pavers as needed;
- Annual inspection and minor repairs of curbs, gutters, driveway approaches and sidewalks including partial segment replacements as needed to ensure pedestrian and vehicle safety or the integrity of the street;
- Annual inspection and periodic repair or rehabilitation of street signs and traffic control devices;
- Annual inspection and repair of barricades, street-fencing, delineation or retaining walls within the street rights-of-way as needed.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis, such as slurry sealing or overlaying the asphalt streets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent when sufficient funds have been accumulated to perform the services deemed necessary by the City (approximately every five years). This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.



### 3.3.2 STORM DRAIN AND FLOOD CONTROL MAINTENANCE

The storm drain and flood control system associated with the District may include but is not limited to: drainage basins and bio-filters; channel ways; storm drain inlets, catch basins, manholes, outlets; drywells, pumps, filters and pipes. The storm drain system to be maintained primarily involves on-site facilities (within the District boundaries) but may also include off-site improvements such as water treatment equipment, facilities or services mandated or required by Federal, State or County regulations for water pollution control. The annual assessments for this District are intended to support a storm drain and flood control maintenance program that will adequately regulate and control storm water runoff resulting from the development of properties within the District. This maintenance program may include but is not limited to: inspection and documentation of the system; cleaning, servicing or repair of the facilities and equipment; and the partial replacement or rehabilitation of equipment and facilities. The storm drain and flood control system includes but is not limited to:

- Approximately 175,550 square feet of drainage basin area;
- Twenty-four (24) inlets, outlets and manholes located throughout Tract 2525-1;
- Approximately 4,965 linear feet of storm drain pipe ranging from 18 inches to 36 inches in diameter.

The Public Works Department shall authorize and schedule the operational activities and maintenance of the storm drain and storm water pollution treatment infrastructure, facilities and services that may include, but are not limited to:

- Cleaning of storm drain inlets, catch basins, manholes and pipes as needed;
- Stencil maintenance and documentation of facilities as required by Federal, State or County regulations;
- Cleaning and landscape maintenance of the drainage basins, bio-filter areas or channel ways as needed;
- Debris removal and pest control in and around the storm drain facilities as needed;
- Minor repairs and maintenance of the storm drain inlets, catch basins and outlets as needed;
- Street sweeping services necessary to control debris and water flow for the storm drain system; and,
- The operational costs related to NPDES compliance requirements.

A portion of the services described above are not performed on an annual basis but rather on a periodic basis such as minor repairs to the storm drain inlets, catch basins and outlets, and the funds necessary for these activities are collected in installments as part of the annual assessments. The monies collected each year for these services will be accumulated in a special fund of the District (Reserve Fund or Capital Improvement Fund). The monies accumulated for these activities shall be spent as needed to perform the services deemed necessary by the City. This process of accumulating funds (installments) shall continue until such time the District is dissolved; or the City determines that such funding procedures require modification. Changes in the process of accumulating funds that would result in an increase to the annual assessment rate must be presented to the property owners for approval prior to imposing such an increase.

## 4. ESTIMATE OF COSTS

Budget	2025/26 Assessment
<b>DIRECT COSTS</b>	
<b>Streets, Roads &amp; Storm Drain Improvements</b>	
Street Maintenance	\$8,600
Drainage Maintenance Services	3,830
Inspection & Operational Services - Roads, Drainage	0
<b>Total Annual Direct Costs</b>	<b>\$12,430</b>
<b>SPECIAL PROJECT</b>	<b>\$10,000</b>
<b>ADMINISTRATION EXPENSES</b>	
City Annual Administration	\$1,960
City Operational Services	2,100
Engineer's Report & Services	4,050
Public Noticing	150
<b>Total Annual Administration Costs</b>	<b>\$8,260</b>
<b>TOTAL DIRECT &amp; ADMINISTRATION COSTS</b>	<b>\$30,690</b>
<b>CAPITAL RESERVE COLLECTIONS/(USES)</b>	
Collection for Street Surface Activities	\$97,500
Collection for Repair Activities: Curbs, Gutters, Approaches & Sidewalks	12,500
Collection for Debris Removal	1,250
Collection for Storm Drain Infrastructure	3,020
<b>Total Annual Capital Reserve Collections/(Uses)</b>	<b>\$114,270</b>
<b>LEVY ADJUSTMENTS</b>	
Interest Income - Improvement Fund	(\$22,940)
Interest Income - Operating Reserve Fund	(320)
Reserve Fund Collection (Use)	(17,414)
<b>Total Levy Adjustments</b>	<b>(\$40,674)</b>
<b>BALANCE TO LEVY</b>	<b>\$104,287</b>
<b>DISTRICT STATISTICS</b>	
Total Parcels	191
Parcels Levied	181
Total EBU <sup>(1)</sup>	231.75
<b>Levy per EBU</b>	<b>\$450.00</b>
Maximum Levy per EBU	\$954.92
<b>FUND BALANCE INFORMATION</b>	
Beginning Operating Reserve Balance	\$13,332
Operational Reserve Interest	320
Surplus Transfer from Improvement Fund	40,469
Operational Reserve Collection (Use)	(40,674)
<b>Ending Operating Reserve Balance</b>	<b>\$13,448</b>
Beginning Improvement Fund Balance	\$868,823
Improvement Fund Interest	22,940
Surplus Transfer to Operations Fund	(40,469)
Improvement Fund Collection	114,270
<b>Ending Improvement Fund Balance</b>	<b>\$965,564</b>

<sup>(1)</sup> Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel

## 5. METHOD OF ASSESSMENT

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### 5.1 General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing for the maintenance, operation and servicing of drainage and flood control improvements as well as streets, roads and appurtenant facilities. The 1982 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service”.*

Furthermore:

*“The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service, except that the legislative body may, by resolution, determine that the estimated cost of work authorized ... is greater than can be conveniently raised from a single annual assessment and order that the estimated cost shall be raised by an assessment levied and collected in installments.... The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.”*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices in compliance with the provisions of the 1982 Act and the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

### 5.2 Benefit Analysis

Each of the proposed improvements and services, and the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1982 Act and the California Constitution. The street and storm drain improvements associated with this District were necessary and essential requirements for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such the ongoing operation, servicing and maintenance of those improvements would otherwise be the direct financial obligation of each individual property owner. Since each parcel to be assessed within the District could not have been developed in the absence of these improvements and facilities, each parcel has a direct investment in the proper maintenance of the improvements that is over and above any general benefits that may be conferred by such improvements and services.

The ongoing maintenance and servicing of the District improvements is an integral part of the appearance, use and preservation of the properties within the District and such services to be funded by annual assessments confer a particular and distinct special benefit to those parcels. The proper maintenance of streets and appurtenant facilities allows individual parcels to be used to their fullest extent by ensuring the safe and efficient movement of people and goods to and from the benefiting properties Likewise, the maintenance and servicing of the storm drain system ensures proper water flow and control of excess

water during periods of rain, which is essential to preservation and protection of private property. Together the maintenance and servicing of the streets and storm drain system contributes to a specific enhancement of each of the parcels within the District and the absence of adequate maintenance and servicing of the District improvements could eventually have a negative impact on properties within the District.

Although the improvements may include public streets and storm drain facilities that connect to similar facilities outside the District boundaries, it is clear that the construction and installation of these improvements were only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. Any improvement or portion thereof (particularly off-site storm drain facilities) that may be considered general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within this District. However, the costs associated with installation or improvement of any off-site facilities that benefit the parcels within this District as well as other properties (shared benefit) may be allocated to the parcels within the District based on their proportional special benefit from such improvements.

### **5.3 Assessment Methodology**

The costs associated with the improvements and services shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

The method of apportionment established for this District and described herein, reflects the proportional special benefit each property receives from the improvements and services based on the actual or proposed land use of that parcel as compared to other properties within the District based on similarities and differences in parcel land use.

#### **5.3.1 EQUIVALENT BENEFIT UNITS:**

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1982 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

### 5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.0 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile-home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases, the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential property is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for the remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU

per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).

- (4) Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).
- (5) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre, shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).
- (6) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include but is not limited to:
- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
  - Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.;
  - Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use.

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or public

properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

- (7) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\begin{aligned} \text{Total Balance to Levy} / \text{Total EBU} &= \text{Levy per EBU} \\ \text{Levy per EBU} \times \text{Parcel EBU} &= \text{Parcel Levy Amount} \end{aligned}$$

## 5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any



assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment amount for fiscal year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to the future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of "All Urban Consumers" for the San Francisco-Oakland-San Jose Area from February to February. The Maximum Assessment rate was increased by 3.000% for Fiscal Year 2025/26.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District's annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California. This CPI will be used going forward.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications is permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution Article XIID Section 4c, that requires a public hearing and certain protest procedures including

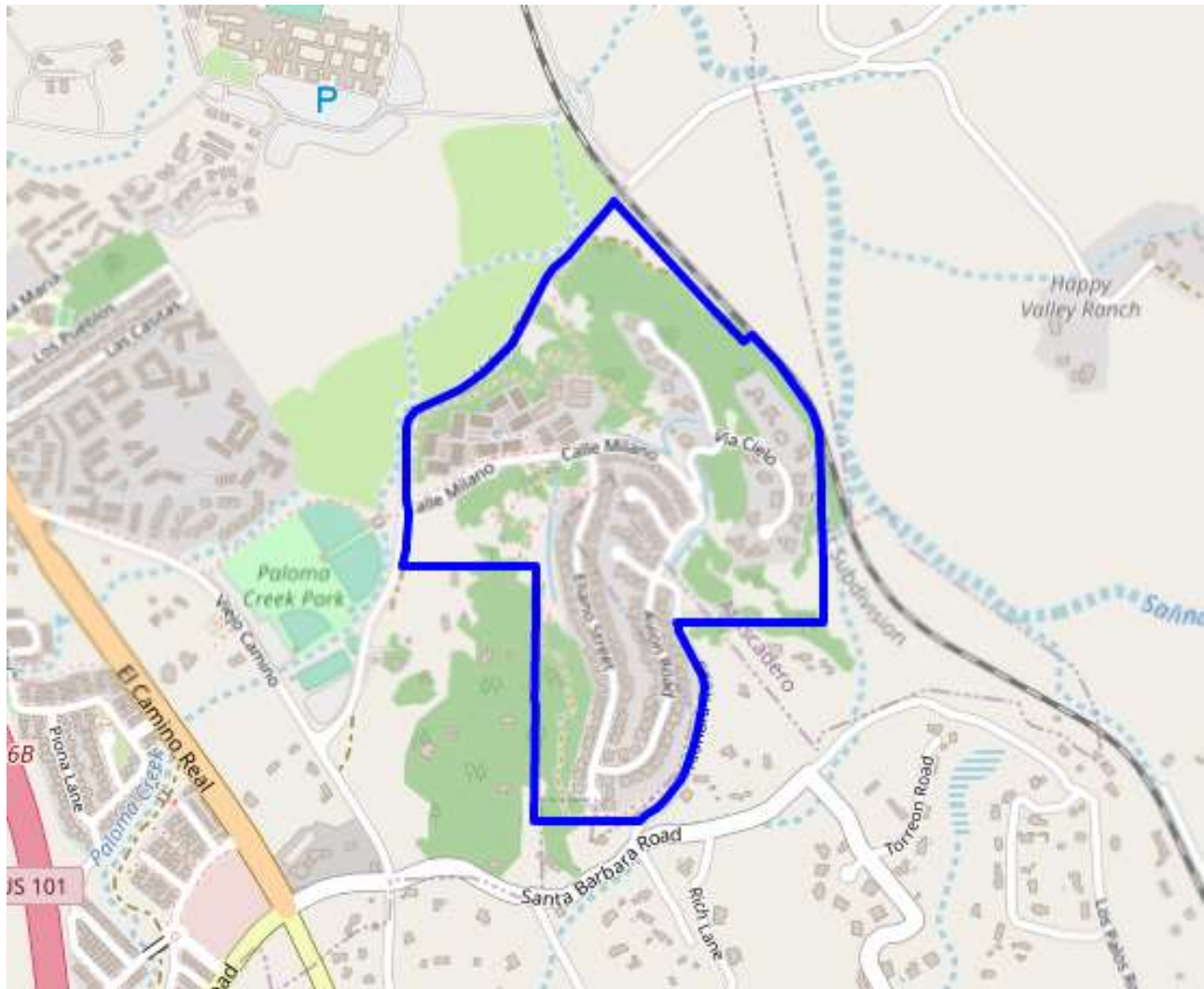


mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.

## 6. ASSESSMENT DIAGRAM

The parcels within the Street and Storm Drain Maintenance District No. 02 Las Lomas (Woodridge) consist of the lots, parcels and subdivisions of land located in the residential development known as Las Lomas (Woodridge), Tract 2525-1. The District covers approximately one hundred and eleven acres (111.20 acres) in the southeast portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



## 7. ASSESSMENT ROLL

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Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the proposed lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, 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 little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the 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 or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's 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 amount.

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-311-006	9000 CALLE MILANO RD	XMT	0.0	\$0.0000	\$0.00
045-311-007	11410 ELIANO ST	XMT	0.0	0.0000	0.00
045-311-008	9545 AVION RD	XMT	0.0	0.0000	0.00
045-311-009	9425 CALLE MILANO	XMT	0.0	0.0000	0.00
045-311-010	11505 HALCON RD	COM	0.0	0.0000	0.00
045-311-013	11110 ELIANO ST	XMT	0.0	0.0000	0.00
045-311-014	9341 DECHADO WAY	MFR	17.8	16,968.9408	7,996.50
045-311-015	9261 LOS OLIVOS CIR	MFR	24.8	23,710.6809	11,173.50
045-311-016	9110 CIRUELA WAY	MFR	19.9	19,002.9219	8,955.00
045-312-001	9510 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-002	9520 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-003	11400 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-004	11390 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-005	11380 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-006	11370 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-007	11360 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-008	11350 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-009	11340 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-010	11320 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-011	11310 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-012	11305 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-013	11325 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-014	11335 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-015	11355 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-016	11365 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-017	11385 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-018	11395 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-019	11405 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-020	11415 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-021	11425 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-022	11435 ELIANO ST	SFR	1.0	954.9207	450.00
045-312-023	9400 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-024	9410 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-025	9420 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-026	9430 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-027	9440 CALLE MILANO ST	SFR	1.0	954.9207	450.00
045-312-028	9450 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-029	9460 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-030	9470 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-031	9480 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-032	9490 CALLE MILANO	SFR	1.0	954.9207	450.00
045-312-033	9500 CALLE MILANO	SFR	1.0	954.9207	450.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-312-034	9510 CALLE MILANO RD	SFR	1.0	954.9207	450.00
045-312-035	9520 CALLE MILANO RD	SFR	1.0	954.9207	450.00
045-312-036	9535 AZOR LN	SFR	1.0	954.9207	450.00
045-312-037	9525 AZOR LN	SFR	1.0	954.9207	450.00
045-312-038	9515 AZOR LN	SFR	1.0	954.9207	450.00
045-312-039	9505 AZOR LN	SFR	1.0	954.9207	450.00
045-312-040	9495 AZOR LN	SFR	1.0	954.9207	450.00
045-312-041	9485 AZOR LN	SFR	1.0	954.9207	450.00
045-312-042	9475 AZOR LN	SFR	1.0	954.9207	450.00
045-312-043	9465 AZOR LN	SFR	1.0	954.9207	450.00
045-312-044	9470 AZOR LN	SFR	1.0	954.9207	450.00
045-312-045	9480 AZOR RD	SFR	1.0	954.9207	450.00
045-312-046	9500 AZOR LN	SFR	1.0	954.9207	450.00
045-312-047	9520 AZOR LN	SFR	1.0	954.9207	450.00
045-312-048	9530 AZOR LN	SFR	1.0	954.9207	450.00
045-312-049	9540 AZOR LN	SFR	1.0	954.9207	450.00
045-312-050	9550 AZOR LN	SFR	1.0	954.9207	450.00
045-312-051	9515 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-052	9505 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-053	9495 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-054	9485 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-055	9475 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-312-056	9500 ALCOTAN RD	SFR	1.0	954.9207	450.00
045-313-001	11455 MONTE VERDE DR	SFV	1.0	954.9207	450.00
045-313-002	9500 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-003	9550 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-004	9600 VIA CIELO RD	SFR	1.0	954.9207	450.00
045-313-005	9650 VIA CIELO RD	SFR	1.0	954.9207	450.00
045-313-006	9700 VIA CIELO RD	SFR	1.0	954.9207	450.00
045-313-007	9655 VIA CIELO RD	SFR	1.0	954.9207	450.00
045-313-008	9625 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-009	9575 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-010	9565 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-011	9555 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-012	9505 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-013	9515 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-014	9525 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-015	9535 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-018	9350 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-019	9402 VIA CIELO LN	SFR	1.0	954.9207	450.00
045-313-020	9450 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-021	11450 MONTE VERDE	SFR	1.0	954.9207	450.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-313-026	9250 VIA CIELO	SFR	1.0	954.9207	450.00
045-313-027	9300 VIA CIELO	SFR	1.0	954.9207	450.00
045-314-001	11290 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-002	11280 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-003	11270 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-004	11260 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-005	11250 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-006	11240 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-007	11220 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-008	11215 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-009	11225 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-010	11235 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-011	11245 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-012	11255 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-013	11265 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-014	11275 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-015	11285 ELIANO ST	SFR	1.0	954.9207	450.00
045-314-016	11290 AVION RD	SFR	1.0	954.9207	450.00
045-314-017	11280 AVION RD	SFR	1.0	954.9207	450.00
045-314-018	11270 AVION RD	SFR	1.0	954.9207	450.00
045-314-019	11260 AVION RD	SFR	1.0	954.9207	450.00
045-314-020	11250 AVION RD	SFR	1.0	954.9207	450.00
045-314-021	11240 AVION RD	SFR	1.0	954.9207	450.00
045-314-022	11230 AVION RD	SFR	1.0	954.9207	450.00
045-314-023	11210 AVION RD	SFR	1.0	954.9207	450.00
045-314-024	11200 AVION RD	SFR	1.0	954.9207	450.00
045-314-025	11205 AVION RD	SFR	1.0	954.9207	450.00
045-314-026	11215 AVION RD	SFR	1.0	954.9207	450.00
045-314-027	11225 AVION RD	SFR	1.0	954.9207	450.00
045-314-028	11235 AVION RD	SFR	1.0	954.9207	450.00
045-314-029	11245 AVION RD	SFR	1.0	954.9207	450.00
045-314-030	11255 AVION RD	SFR	1.0	954.9207	450.00
045-314-031	11275 AVION RD	SFR	1.0	954.9207	450.00
045-314-032	11285 AVION RD	SFR	1.0	954.9207	450.00
045-314-033	11295 AVION RD	SFR	1.0	954.9207	450.00
045-315-001	11210 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-002	11190 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-003	11180 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-004	11170 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-005	11160 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-006	11150 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-007	11140 ELIANO ST	SFR	1.0	954.9207	450.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-315-008	11130 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-009	11120 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-010	11105 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-011	11115 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-012	11125 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-013	11100 AVION RD	SFR	1.0	954.9207	450.00
045-315-014	11165 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-015	11185 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-016	11195 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-017	11205 ELIANO ST	SFR	1.0	954.9207	450.00
045-315-018	11180 AVION RD	SFR	1.0	954.9207	450.00
045-315-019	11170 AVION RD	SFR	1.0	954.9207	450.00
045-315-020	11160 AVION RD	SFR	1.0	954.9207	450.00
045-315-021	11150 AVION RD	SFR	1.0	954.9207	450.00
045-315-022	11130 AVION RD	SFR	1.0	954.9207	450.00
045-315-023	11110 AVION RD	SFR	1.0	954.9207	450.00
045-315-024	11105 AVION RD	SFR	1.0	954.9207	450.00
045-315-025	11115 AVION RD	SFR	1.0	954.9207	450.00
045-315-026	11125 AVION RD	SFR	1.0	954.9207	450.00
045-315-027	11135 AVION RD	SFR	1.0	954.9207	450.00
045-315-028	11145 AVION RD	SFR	1.0	954.9207	450.00
045-315-029	11155 AVION RD	SFR	1.0	954.9207	450.00
045-315-030	11165 AVION RD	SFR	1.0	954.9207	450.00
045-315-031	11175 AVION RD	SFR	1.0	954.9207	450.00
045-315-032	11185 AVION RD	SFR	1.0	954.9207	450.00
045-315-033	11195 AVION RD	SFR	1.0	954.9207	450.00
045-316-040		XMT	0.0	0.0000	0.00
045-316-041	9350 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-042	9352 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-043	9354 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-044	9356 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-045	9358 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-046	9360 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-047	9362 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-048	9364 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-049	9366 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-050	9368 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-051	9369 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-052	9367 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-053	9374 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-054	9363 RIBERENA CIR	CON	0.8	716.1905	337.50
045-316-055	9361 RIBERENA CIR	CON	0.8	716.1905	337.50

Slight variances may occur due to rounding

**City of Atascadero**  
**Street & Storm Drain Maintenance No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-316-056	9355 RANADA CIR	CON	0.8	716.1905	337.50
045-316-057	9357 RANADA CIR	CON	0.8	716.1905	337.50
045-316-058	9359 RANADA CIR	CON	0.8	716.1905	337.50
045-316-059	9361 RANADA CIR	CON	0.8	716.1905	337.50
045-316-060	9363 RANADA CIR	CON	0.8	716.1905	337.50
045-316-061	9371 CADENCIA CT	CON	0.8	716.1905	337.50
045-316-062	9373 CADENCIA CT	CON	0.8	716.1905	337.50
045-316-063	9375 CADENCIA CT	CON	0.8	716.1905	337.50
045-316-064	9377 CADENCIA CT	CON	0.8	716.1905	337.50
045-316-065	9379 CADENCIA CT	CON	0.8	716.1905	337.50
045-316-066	9381 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-067	9383 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-068	9385 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-069	9387 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-070	9389 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-071	9388 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-072	9386 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-073	9384 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-074	9382 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-075	9380 CIELO AZUL CT	CON	0.8	716.1905	337.50
045-316-076		XMT	0.0	0.0000	0.00
045-316-078		XMT	0.0	0.0000	0.00
045-316-079		XMT	0.0	0.0000	0.00
<b>191 Accounts</b>			<b>231.8</b>	<b>\$221,302.8712</b>	<b>\$104,287.50</b>

Slight variances may occur due to rounding



## DRAFT RESOLUTION D

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, INITIATING PROCEEDINGS FOR ANNUAL LEVY OF ASSESSMENTS FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 02 (WOODRIDGE) FOR FISCAL YEAR 2025/2026 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, the City Council has, by previous Resolutions, formed the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) (hereafter referred to as “District”) pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the “Act”) that provides for levy and collection of assessments by the County of San Luis Obispo for the City of Atascadero to pay the maintenance and services of lighting facilities, landscaping, and appurtenant facilities and operations related thereto; and

**WHEREAS**, the District and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

**WHEREAS**, the City Council has retained NBS for the purpose of assisting with the Annual Levy of the District and to prepare and file a report with the City Clerk in accordance with the Act.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1. Engineer’s Annual Levy Report:** The City Council hereby orders NBS to prepare the Engineer’s Annual Levy Report concerning the levy of assessments for the District in accordance with *Chapter 3, Section 22622* of the Act.

**SECTION 2. Proposed Improvements and Any Substantial Changes in Existing Improvements:** The improvements within the District include the ongoing operation, administration, maintenance, servicing and incidental expenses related to the dedicated landscape areas, public street lighting and appurtenant facilities authorized pursuant to the Act that were installed as part of property development and associated with the District. Said improvements may include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or right-of-ways constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The Engineer's Annual Levy Report describes any new improvements or substantial changes in existing improvements.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION E**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, FOR PRELIMINARY APPROVAL OF THE ENGINEER’S ANNUAL LEVY REPORT FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 02 (WOODRIDGE) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) does resolve as follows:

**WHEREAS**, the City Council has, by previous Resolutions, ordered the preparation of an Engineer's Annual Levy Report (hereafter referred to as the “Report”) for the district known and designated as the Atascadero Landscaping and Lighting Maintenance District No. 02 (Woodridge) (hereafter referred to as the “District”) pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the “Act”); and

**WHEREAS**, the District and the associated assessments are in compliance with the provisions of California Constitution Article XIID; and

**WHEREAS**, the City Council has now been presented with the Report as required by *Chapter 1, Article 4, Section 22566* of said Act; and

**WHEREAS**, the City Council has carefully examined and reviewed the Report as presented and is preliminarily satisfied with the Report, each of the budget items and documents as set forth therein and is satisfied on a preliminary basis that the proposed assessments have been spread in accordance with the benefits received from the improvements, operation, maintenance, and services to be performed within each benefit zone as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** That the presented Report consists of the following:

- a. A Description of the Improvements
- b. The Annual Budget (Costs and Expenses of Services, Operation, and Maintenance)
- c. The Method of Apportionment that details the method of calculating each parcel’s proportional special benefits and annual assessment.
- d. The District Roll containing the proposed assessment for each parcel within the District for Fiscal Year 2025/2026.

**SECTION 3.** The Report is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**SECTION 4.** That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF ATASCADERO:

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk

## **DRAFT RESOLUTION F**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE ATASCADERO LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT NO. 02 (WOODRIDGE) FOR FISCAL YEAR 2025/2026**

The City Council of the City of Atascadero (hereafter referred to as “City Council”) does resolve as follows:

**WHEREAS**, The City Council has by previous Resolution initiated proceedings for fiscal year 2025/2026 regarding the levy and collection of assessments for the Atascadero Landscaping and Lighting District No. 02 (Woodridge) (hereafter referred to as the “District”). Pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500)* (hereafter referred to as the “Act”), assessments for the District shall be levied and collected by the County of San Luis Obispo for the City of Atascadero to pay the maintenance and services of the improvements and facilities related thereto; and

**WHEREAS**, the proposed District assessments for fiscal year 2025/2026 are less than or equal to the maximum assessments previously approved in accordance with the requirements of the California Constitution, Article XIID; and

**WHEREAS**, there has now been presented to this City Council an Engineer’s Annual Levy Report (hereafter referred to as the “Engineer’s Report”), and said Engineer’s Report has been filed with the City Clerk in accordance with the Act; and

**WHEREAS**, the City Council has examined and reviewed the Engineer’s Report as presented and is satisfied with the Report, each of the budget items and documents as set forth therein and is satisfied that the proposed assessments contained therein, have been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero pursuant to Chapter 3, Section 22624 of the Act, as follows:

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** The City Council hereby declares its intention to seek the annual levy and collection of assessments within the District pursuant to the Act, over and including the lands, lots and parcels within the District boundary. The City Council further declares its intention to levy and collect assessments on such land to pay the annual costs and expenses of the improvements and services described in Section 4 of this Resolution, for fiscal year 2025/2026.

**SECTION 3.** The boundaries of the District are described in the Engineer’s Report and are consistent with the boundary established and described in the original formation documents, on file with the City Clerk, and incorporated herein by reference. The District is within the boundaries of the City of Atascadero, within the County of San Luis Obispo, State of California and includes the territory known as Woodridge and referred to as the “Atascadero Landscaping and Lighting District No. 02”.

**SECTION 4.** The improvements within the District include the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District.

**SECTION 5.** The proposed assessments for fiscal year 2025/2026, as outlined in the Engineer’s Report, do not exceed the maximum assessment approved by the property owners through a property owner balloting proceeding conducted in 2005. As such, the proposed assessments do not constitute an increased assessment and do not require additional property owner approval in accordance with the requirements of the California Constitution, Article XIID.

**SECTION 6.** The City Council hereby declares its intention to conduct a Public Hearing concerning the District and the levy of assessments in accordance with *Chapter 3, Section 22626* of the Act.

**SECTION 7.** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Tuesday, June 10, 2025, at 6:00 p.m., at the City Council Chambers, 6500 Palma Avenue, Atascadero, California or as soon thereafter as feasible. At the Public Hearing, all interested persons shall be given an opportunity to hear and be heard on the proposed assessment to be levied for fiscal year 2025/2026 as contained in the Engineer’s Report on file in the City Clerk’s Office.

**SECTION 8.** The City Clerk shall give notice of the time and place of the Public Hearing to all property owners within the District pursuant to Sections 22626, 22552 and 22553 of the Act and 6061 of the Government Code by publishing this Resolution of Intention in a local newspaper one time at least 10 days prior to the Public Hearing.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on the \_\_\_\_th day of \_\_\_\_\_, 2025.

CITY OF ATASCADERO:

---

Charles Bourbeau, Mayor

ATTEST:

---

Lara K. Christensen, City Clerk

# CITY OF ATASCADERO

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*Fiscal Year 2025/26 Engineer's Report For:*

**Landscaping and Lighting District**

**District No. 02 Las Lomas (Woodridge)**

**May 2025**

Prepared by:



**CITY OF ATASCADERO**  
**Landscaping & Lighting District No. 02**  
**Las Lomas (Woodridge)**

**6500 Palma Avenue**  
**Atascadero, CA 93422**  
**Phone – (805) 461-5000**  
**Fax – (805) 461-7612**

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**CITY COUNCIL**

Charles Bourbeau, Mayor

Mark Dariz, Mayor Pro Tem

Susan Funk, Council Member

Seth Peek, Council Member

Heather Newsom, Council Member

**AGENCY STAFF**

Jim Lewis, City Manager

Jeri Rangel, Administrative Services Director

Cindy Chavez, Deputy Director of Administrative Services

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Danielle Robison, Administrator



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# 1. ENGINEER'S LETTER

**WHEREAS**, on March 24, 2005 by Resolution No. 2005-051, the City Council of the City of Atascadero (the "City"), State of California, in accordance with and pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500 (the "1972 Act")) established the City of Atascadero Landscaping and Lighting District No. 02 Las Lomas (Woodridge) (the "District"); and

**WHEREAS**, on May 13, 2025 the City Council, under the 1972 Act, adopted its Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of an Engineer's Report for the District; and

**WHEREAS**, the Resolution Initiating Proceedings directed NBS to prepare and file a report describing the general nature, location, and extent of the improvements to be maintained; an estimate of the costs of the maintenance, operations, and servicing of the improvements for the District for the referenced fiscal year; a diagram for the District, showing the area and properties to be assessed; and an assessment of the estimated costs of the administration, maintenance, operations, and servicing the improvements, assessing the net amount upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

**NOW THEREFORE**, the assessments as detailed in this Engineer's Report and as summarized in the table below are made to cover the portion of the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025/26:

**FY 2025/26 Budget Summary**

Description	Total Costs	Costs Not Assessed	Proposed Assessment	Total Benefit Units	Maximum Rate	Proposed Rate Per BU
Annual Maintenance	\$89,080	(\$1,580)	\$88,300			
Special Project	15,000	0	15,000			
Administration	7,090	0	7,090			
Capital Reserve Collections/(Use)	(433)	(250)	(683)			
Levy Adjustments	(31,607)	0	(31,607)			
<b>Total</b>	<b>\$79,930</b>	<b>(\$1,830)</b>	<b>\$78,100</b>	<b>231.75</b>	<b>\$2,371.32</b>	<b>\$337.00</b>

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information, and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared, computed, and levied in accordance with the assessment methodology adopted, approved, and ordered by the City Council of the City of Atascadero and the 1972 Act.

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City Engineer

## 2. EXECUTIVE SUMMARY

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Pursuant to the provisions of the Landscaping and *Lighting Act of 1972*, being *Part 2 of Division 15* of the *California Streets and Highways Code*, commencing with *Section 22500* (hereafter referred to as the “1972 Act”), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID (hereafter referred to as “Article XIID”), the City Council of the City of Atascadero, County of San Luis Obispo, State of California (hereafter referred to as “City”), executed the proceedings required for the establishment of the special benefit assessment district designated as:

***Landscaping and Lighting District No. 02 Las Lomas (Woodridge)***

(hereafter referred to as the “District”), which includes the lots and parcels of land within the residential subdivision known as Las Lomas (Woodridge), Tract 2525-1 within the City limits of the City. This Engineer’s Report (hereafter referred to as the “Report”) has been prepared in connection with the levy and collection of annual assessments related thereto for Fiscal Year 2025/26, as required pursuant to Chapter 1, Article 4 of the 1972 Act.

The City Council formed the District, and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within the District. The improvements to be provided by the District and the assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provisions of Article XIID.

This Report describes the District, the improvements, and the proposed assessments to be levied against properties in connection with the special benefits the properties will receive from the maintenance and servicing of the District improvements. The annual assessments will provide a funding source for the continued operation and maintenance of public landscaping and lighting improvements installed in connection with the development of properties within the District.

The improvements and assessments described in this Report are based on the planned development of properties within the District and represent an estimate of the direct expenditures, incidental expenses, and fund balances that will be necessary to maintain and service the improvements. The boundaries of the District, the proposed improvements, the method of apportionment, and assessments described herein are based on current development plans and specifications for Tract 2525-1; and by reference these plans and specifications are made part of this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the San Luis Obispo County Assessor’s Office. The San Luis Obispo County Auditor/Controller uses Assessor’s Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

As part of the District formation, the City of Atascadero conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing on May 24, 2005 to consider public testimonies, comments and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing,

property owner protest ballots received were opened and tabulated to determine whether majority protest existed (ballots were weighted based on assessment amounts), and by resolution the City Council confirmed the results of the ballot tabulation. Tabulation of the ballots indicated that majority protest did not exist for the proposed assessments and the assessment range formula presented and described herein, the City Council approved the Report (as submitted or amended), ordered the formation of the District, and approved the levy and collection of assessments. The assessments for Fiscal Year 2005/2006 were submitted to the San Luis Obispo County Auditor/Controller for inclusion on the property tax roll for each parcel.

Each subsequent fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District any changes to the District or improvements and the proposed budget and assessments for that fiscal year and the City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the proposed levy of assessments. If the proposed assessments for the District exceed the maximum assessment described herein (as approved by the property owners), the new or increased assessment must be confirmed through another property owner protest ballot proceeding before such an assessment may be imposed. It should be noted that an increased assessment to an individual property resulting from changes in development or land use does not constitute an increased assessment.

## 3. PLANS AND SPECIFICATIONS

### 3.1 Description of the District

The territory within the District consists of the lots, parcels and subdivisions of land within the residential subdivision known as the Las Lomas (Woodridge), Tract 2525-1, which encompasses an area of land totaling approximately one hundred and eleven acres (111.20 acres).

This residential subdivision includes one hundred forty-three (143) single-family residential units; thirty-five (35) condominium/senior housing units; and a single one hundred (100) unit multi-family residential project at build-out. Due to parcel splits the multi-family residential project is spread over three parcels. The planned subdivision is situated in the southeast portion of the City of Atascadero and is generally located:

- South and east of Halcon Road;
- East of Highway 101 and El Camino Real
- South and west of the Southern Pacific Railroad Tracks; and
- North of Salinas Road and Santa Cruz Road

### 3.2 Improvements and Services Authorized by the 1972 Act

As generally defined by the 1972 Act and applicable to this District, the improvements and associated assessments may include one or more 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 street lights 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;
- 5) The installation of park or recreational improvements, including, but not limited to, all of 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 acquisition of land for park, recreational, or open-space purposes or any existing improvement otherwise authorized pursuant to this section.
- 7) The maintenance or servicing, 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 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 illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements;
  - g) Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
- 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;
  - f) Costs associated with any elections held for the approval of a new or increased assessment.

### 3.3 Description of Improvements and Services

The purpose of this District is to ensure the ongoing maintenance, operation and servicing of local landscaping and street lighting improvements established or installed in connection with development of properties within the District. The improvements may consist of all or a portion of the public landscaped areas, street lighting and appurtenant facilities within and adjacent to the District (Tract 2525-1). These improvements generally include, but are not limited to the materials, equipment, utilities, labor, appurtenant facilities and expenses necessary for the ongoing maintenance and operation of public street lighting as well as landscaped parkways, medians, slopes, trails, park areas, drainage basins, open space areas and other designated easements or rights-of-way constructed and installed as part of the development plans and agreements approved for the development of each lot and parcel within the District. The improvements to be maintained and funded entirely or partially through the District assessments are generally described as:

- Streetscape landscaping including street trees located on the perimeter of the development and interior streets of Tract 2525-1 that are within the public rights-of-way or easements and dedicated to the City for maintenance;
- Open space areas and fuel modification areas within or adjacent to the District boundaries;
- Park areas, recreational equipment, trails and landscaped drainage facilities developed and constructed as part of developing properties within Tract 2525-1;
- Public lighting facilities including street lighting, safety lighting and ornamental lighting installed as part of the residential development or landscaped improvement areas
- Appurtenant facilities, equipment, materials and utilities related to the aforementioned improvements;

- Specifically not included as District improvements are those improvements located on private property, improvements and facilities that may be provided or maintained by an agency other than the City; improvements and facilities that may be provide by another assessment or tax levied by the City or any improvement provided and maintained by a Homeowner's Association or similar entity.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

### 3.3.1 LANDSCAPE IMPROVEMENTS

The landscape improvements for the District may include, but are not limited to turf, ground cover, shrubs and plants, trees, irrigation and drainage systems, ornamental lighting, masonry walls or other fencing, hardscape improvements, monuments, and associated appurtenant facilities located within the landscape easements or public rights-of-way. Specifically, the landscape improvement areas for this District are identified as:

- Approximately 34,420 square feet of streetscape landscaping and trees within the public rights-of-way along or adjacent to Halcon Road, Calle Milano, Via Cielo and Eliano Street including but not limited to approximately 27,200 square feet of parkway landscaping and 7,220 square feet of median landscaping;
- Approximately 220,850 square feet (5.07 acres) of landscaped slope areas within the District boundaries and adjacent to the residential properties, open space areas, drainage basins and streets of Tract 2525-1;
- Approximately 175,550 square feet (4.03 acres) of landscaped area in and around the two (2) drainage basins within Tract 2525-1;
- Approximately 106,460 square feet of non-irrigated open space area within the District;
- Approximately 1,981,980 square feet of non-irrigated open space area within the boundaries of the District associated with the development of the residential properties within Tract 2525-1;
- Approximately 225 street trees located within the public rights-of-way of the streets within Tract 2525-1 including but not limited to Calle Milano, Via Cielo, Eliano Street, Avion Road, Azor Lane and Alcotan Lane;
- Approximately 1,910 square feet of paths and trails, 45,265 square feet sidewalks and 6,100 linear feet of fencing within and adjacent to the various landscape improvement areas.

### 3.3.2 PUBLIC LIGHTING IMPROVEMENTS

The lighting improvements may include but are not limited to the cost of providing electrical energy and servicing of lighting fixtures, poles, meters, conduits, electrical cable and associated appurtenant facilities associated with:

- There are five (5) public streetlights currently planned for Tract 2525-1. These streetlights are located on Calle Milano between Halcon Road and Eliano Street (The entryway to the residential properties within the District);
- Lighting facilities may also include but are not limited to safety lights, security lights or ornamental lights located within the various landscape improvement areas installed as part of the District's landscape improvements.



## 4. ESTIMATE OF COSTS

BUDGET	Total Budget	Costs Not Assessed	2025/26 Assessment
<b>DIRECT COSTS</b>			
<b>Annual Costs</b>			
Landscape Services	\$65,000	(1,580)	\$63,420
Landscape Supplies	2,000	0	2,000
Landscape Utilities	13,080	0	13,080
City Landscape Services	6,700	0	6,700
Other Maintenance Services	3,100	0	3,100
<b>Total Annual Direct Costs</b>	<b>\$89,880</b>	<b>(\$1,580)</b>	<b>\$88,300</b>
<b>CAPITAL EXPENDITURES</b>			
Special Projects	\$15,000	\$0	\$15,000
<b>Total Annual Special Projects</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>
<b>ADMINISTRATION EXPENSES</b>			
<b>Annual Administration Expenses</b>			
City Annual Administration	\$1,540	\$0	\$1,540
Engineer's Report & Services	5,200	0	5,200
Public Noticing	350	0	350
<b>Total Administration</b>	<b>\$7,090</b>	<b>\$0</b>	<b>\$7,090</b>
<b>TOTAL DIRECT &amp; ADMINISTRATION COSTS</b>	<b>\$111,970</b>	<b>(\$1,580)</b>	<b>\$110,390</b>
<b>CAPITAL RESERVE COLLECTIONS/(USES)</b>			
Landscape Rehabilitation/Replacement	\$3,128	\$0	\$3,128
Median Rehabilitation/Replacement	138	0	138
Open Space Rehabilitation/Replacement	1,000	(250)	750
Tree Rehabilitation/Replacement	(9,194)	0	(9,194)
Slope Rehabilitation/Replacement	3,754	0	3,754
Other Rehabilitation/Replacement	741	0	741
<b>Total Annual Capital Reserve Collections/(Uses)</b>	<b>(\$433)</b>	<b>(\$250)</b>	<b>(\$683)</b>
<b>LEVY ADJUSTMENTS</b>			
Interest Income - Improvement Fund	(\$2,884)	\$0	(\$2,884)
Interest Income - Operating Reserve Fund	(1,716)	0	(1,716)
Contribution from Other Sources	(1,830)	0	(1,830)
Reserve Collection/(Use)	(25,177)	0	(25,177)
<b>Total Levy Adjustments</b>	<b>(\$31,607)</b>	<b>\$0</b>	<b>(\$31,607)</b>
<b>BALANCE TO LEVY</b>	<b>\$79,930</b>	<b>(\$1,830)</b>	<b>\$78,100</b>
<b>DISTRICT STATISTICS</b>			
Total Parcels			191
Parcels Levied			181
Total EBU <sup>(1)</sup>			231.75
<b>Levy per EBU</b>			<b>\$337.00</b>
Maximum Levy per EBU			\$2,371.32
<b>FUND BALANCE INFORMATION</b>			
Beginning Operating Reserve Balance			\$47,691
Operational Reserve Interest			1,716
Surplus Transfer from Improvement Fund			45,656
Operational Reserve Collection (Use)			(31,607)
Estimated Ending Operating Reserve Balance			<b>\$63,456</b>
Beginning Improvement Fund Balance			\$149,966
Improvement Fund Interest			2,884
Surplus Transfer to Operations Fund			(45,656)
Improvement Fund Collection/(Use)			(433)
Estimated Ending Improvement Fund Balance			<b>\$106,761</b>

<sup>(1)</sup> Levy per EBU rate does not include the County of San Luis Obispo fee of \$2.00 per parcel

## 5. METHOD OF ASSESSMENT

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### 5.1 General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

*“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1972 Act and the provisions of Article XIID. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

### 5.2 Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed, identified and allocated based on special benefit pursuant to the provisions of the 1972 Act and Article XIID. The improvements provided by this District and for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans and applicable portions of the City General Plan. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are a distinct and special benefit to the properties within the District. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

#### 5.2.1 SPECIAL BENEFIT

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting and well-maintained landscaping in close proximity to those properties.

The special benefits associated with landscape improvements are specifically:

- Enhanced desirability of properties through association with the improvements.

- Improved aesthetic appeal of properties providing a positive representation of the area and properties.
- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping
- Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Enhanced quality of life through well-maintained green space and landscaped areas.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation and attenuating noise.

The special benefits of street lighting and other public lighting facilities are the convenience, safety, and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.
- Increased nighttime safety on roads, streets and public areas.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal act and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the esthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

### 5.2.2 GENERAL BENEFIT

In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way and other amenities available or visible to the public at large, the construction and installation of these improvements (except portions of the open space areas) were only necessary for the development of properties within the District and were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District. With respect to the open space areas, these areas are an integral part of property development within the District and clearly provide a direct and special benefit those properties. However, it is

also recognized that the majority of this open space area is located on the perimeter of the District and is directly accessible from surrounding properties and the public at large. Therefore, it has been determined that up to twenty-five percent (25%) of the costs to maintain this area shall be allocated as general benefit and not assessed as part of the District's special benefit assessments

### **5.3 Assessment Methodology**

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each of the residential parcels within the District receives special benefits from the improvements to be funded by annual assessments and based on the planned property development a single zone of benefit is appropriate for the allocation of the assessments and proportional benefit.

#### **5.3.1 EQUIVALENT BENEFIT UNITS:**

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of the other properties within the District. The method of apportionment established for most districts formed under the 1972 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and the other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

Although the Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use), this District is comprised of only residential properties and the following apportionment analysis of special benefit addresses only residential land uses. Not all land use types described in the following are necessarily applicable to the development of properties within this District, but are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District.

### 5.3.2 EBU APPLICATION BY LAND USE:

- (1) **Single-family Residential** — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value that the other properties are compared and weighted against regarding special benefit (i.e. Equivalent Benefit Unit “EBU”).
- (2) **Multi-family Residential** — This land use is defined as a fully subdivided residential parcel that has more than one residential unit developed on the property. (This land use typically includes apartments, duplexes, triplex etc., but does not generally include condominiums, town-homes or mobile home parks). Based on average population densities and size of the structure as compared to a typical single-family residential unit, multi-family residential parcels shall be proportionately assessed for the parcel’s total number of residential units utilizing a sliding benefit scale. Although multi-family properties typically receive similar benefits to that of a single-family residential, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that the average multi-family unit impacts infrastructure approximately 75% as much as a single-family residence (Sample Sources: Institute of Transportation Engineers Informational Report Trip Generation, Fifth Edition; Metcalf and Eddy, Wastewater Engineering Treatment, Disposal, Reuse, Third Edition). These various studies indicate that most public improvements and infrastructure are utilized and impacted at reduced levels by multi-family residential units and a similar reduction in proportional benefit is appropriate. Furthermore, it is also reasonable to conclude that as the density (number of units) increases the proportional benefit per unit tends to decline because the unit size and people per unit usually decreases. Based on these considerations and the improvements provided by this District, an appropriate allocation of special benefit for multi-family residential properties as compared to a single-family residential is best represented by the following special benefit assignment: 0.75 EBU per unit for the first 50 units; 0.50 EBU per unit for units 51 through 100; and 0.25 EBU per unit for remaining units.
- (3) **Condominium/Town-home Units** — Condominiums and town-homes tend to share attributes of both single-family residential and multi-family residential properties and for this reason are identified as a separate land use classification. Like most single-family residential properties, these properties are not usually considered rental property and generally, the County assigns each unit a separate APN or assessment number. However, condominiums and town-homes often have similarities to multi-family residential properties in that they are generally zoned medium to high density and in some cases may involve multiple units on a single APN. In consideration of these factors, it has been determined that an appropriate allocation of special benefit for condominiums, town-homes and similar residential properties is best represented by an assignment of 0.75 EBU per unit regardless of whether each unit is assigned an individual APN or there are multiple units assigned to an APN. (There is no adjustment for parcels with more than five units).
- (4) **Planned-Residential Development** — This land use is defined as any property for which a tentative or final tract map has been filed and approved (a specific number of residential lots and units has been identified) and the property is expected to be subdivided within the fiscal year or is part of the overall improvement and development plan for the District. This land use classification often times involves more than a single parcel (e.g. the approved tract map encompasses more than a

single APN). Each parcel that is part of the approved tract map shall be assessed proportionately for the proposed or estimated residential type and units to be developed on that parcel as part of the approved tract map. Accordingly, each parcel is assigned an appropriate number of benefit units that reflects the development of that property at build-out. (The EBU assigned to each parcel shall represent the combination of single-family, condominium, multi-family units to be developed).

**(5) Vacant Residential** — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties. Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) an Equivalent Benefit Unit of 1.00 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.00 EBU (parcels in excess of 25 acres are assigned 25.00 EBU). Parcels less than one acre, shall be assigned a minimum of 1.00 EBU (similar to a vacant lot within a residential tract).

**(6) Exempt Parcels** — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District;
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use;

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels' current development status. Government owned properties or public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

**(7) Special Cases** — In many districts where multiple land use classifications are involved, there are usually one or more properties for which the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's

total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel

The following table provides a summary of land use classifications and the Equivalent Benefit Unit calculations previously outlined.

Property Type	Equivalent Benefit Units	Multiplier
Single-family Residential	1.00	Per Unit/Lot/Parcel
Multi-family Residential	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Condominium/Townhome Units	0.75	Per Unit
Planned Residential Development	1.00	Per Planned SF Residential Lot
	0.75	Per Planned Condominium
	0.75	Per Unit for the First 50 Units
	0.50	Per Unit for Units 51-100
	0.25	Per Unit for all Remaining Units
Vacant Residential Land	1.00	Per Acre
Exempt Parcels	0.00	Per Parcel

The following formula is used to calculate each parcel's EBU (proportional benefit).

$$\text{Parcel Type EBU} \times \text{Acres or Units} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBU's) is the sum of the individual EBU's applied to parcels that receive special benefit from the improvements. An assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements.

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Levy Amount}$$

## 5.4 Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIII C and XIII D), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (Proposition 218 implementing legislation).

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, the notice and assessment ballots presented to the property owners for approval included a maximum assessment



amount for Fiscal Year 2005/2006 (initial maximum assessment), identification of the corresponding maximum assessment rate and a summary of the Assessment Range Formula described herein.

The Assessment Range Formula for this District shall be applied to future assessments and is generally defined:

- If the proposed annual assessment (levy per EBU) for the upcoming fiscal year is less than or equal to the adjusted Maximum Assessment Rate, then the proposed annual assessment is not considered an increased assessment.
- The Maximum Assessment Rate is equal to the (Initial) Maximum Assessment Rate established for Fiscal Year 2005/2006 adjusted annually by the greater of, three percent (3%) or the annual percentage change in the Consumer Price Index (CPI) of “All Urban Consumers” for the San Francisco-Oakland-Hayward Area from February to February. The Maximum Assessment rate was increased by 3.000% for Fiscal Year 2025/26.

Beginning with Fiscal Year 2006/2007 and each fiscal year thereafter, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate is established for the fiscal year utilizing the Assessment Range Formula described above. The Maximum Assessment Rate is calculated independent of the District’s annual budget and proposed assessment. The annual percentage change in CPI is based on available data provided by the U.S. Department of Labor; Bureau of Labor Statistics at the time the annual Report is prepared. Should the Bureau of Labor Statistics revise such index or discontinue the preparation of such index, the City shall use the revised index or comparable system as approved by the City Council for determining fluctuations in the cost of living. In January 2018, BLS introduced a new geographic area sample for the CPI. As part of the change the index for this area was renamed from San Francisco-Oakland-San Jose to San Francisco-Oakland-Hayward. The metropolitan area is comprised of Alameda, Contra Costa, Marin, San Francisco and San Mateo Counties in the State of California. This CPI has and will be used in all subsequent reports or until such time there is a revision per the BLS and approval from the City Council.

Any proposed annual assessment (rate per EBU) less than or equal to the calculated (adjusted) Maximum Assessment Rate is not considered an increased assessment, even if the proposed assessment is significantly greater than the assessment applied in the prior fiscal year. Likewise, modifications to the method of apportionment that increase the proportional special benefit assigned to a particular land use classification would be considered an increased assessment. Conversely, reductions in the proportional special benefit assigned to a land use classifications are permitted. Changes in land use or size of an individual property resulting in an assessment increase, is not considered an increased assessment.

To impose a new or increased assessment other than the annual inflationary adjustment provided by the preceding Assessment Range Formula, the City must comply with the provisions of Article XIID Section 4c, that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners through the balloting process must approve a proposed new or increased assessment before such an assessment may be imposed.



## 6. ASSESSMENT DIAGRAM

The parcels within the Landscaping and Lighting District No. 02 Las Lomas (Woodridge) consist of the lots, parcels and subdivisions of land located in the planned residential development known as Las Lomas (Woodridge), Tract 2525-1. The District covers approximately one hundred and eleven acres (111.20 acres) in the southeast portion of the City of Atascadero.

The following map is based on the District Diagram, the San Luis Obispo County Assessor's Maps and the San Luis Obispo County Assessor's information and identifies the parcels of land within the proposed District, as the same existed at the time the District was formed. The combination of the District Diagram on file with the City Clerk and the Assessment Roll contained in this Report constitute the District Assessment Diagram.



## 7. ASSESSMENT ROLL

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Parcel identification for each lot or parcel within the District is based on the Assessment Diagram presented herein and is based on available parcel maps and property data from the San Luis Obispo County Assessor's Office at the time the Engineer's Report was prepared. A listing of the lots and parcels to be assessed within this District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include, but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas, 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 little or no value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the 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 or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the City Council. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's 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 amount.

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-311-006	9000 CALLE MILANO RD	XMT	0.0	\$0.0000	\$0.00
045-311-007	11410 ELIANO ST	XMT	0.0	0.0000	0.00
045-311-008	9545 AVION RD	XMT	0.0	0.0000	0.00
045-311-009	9425 CALLE MILANO	XMT	0.0	0.0000	0.00
045-311-010	11505 HALCON RD	COM	0.0	0.0000	0.00
045-311-013	11110 ELIANO ST	XMT	0.0	0.0000	0.00
045-311-014	9341 DECHADO WAY	MFR	17.8	42,138.5021	5,988.50
045-311-015	9261 LOS OLIVOS CIR	MFR	24.8	58,880.0792	8,367.72
045-311-016	9110 CIRUELA WAY	MFR	19.9	47,189.4311	6,706.32
045-312-001	9510 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-002	9520 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-003	11400 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-004	11390 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-005	11380 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-006	11370 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-007	11360 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-008	11350 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-009	11340 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-010	11320 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-011	11310 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-012	11305 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-013	11325 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-014	11335 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-015	11355 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-016	11365 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-017	11385 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-018	11395 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-019	11405 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-020	11415 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-021	11425 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-022	11435 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-312-023	9400 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-024	9410 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-025	9420 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-026	9430 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-027	9440 CALLE MILANO ST	SFR	1.0	2,371.3282	337.00
045-312-028	9450 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-029	9460 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-030	9470 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-031	9480 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-032	9490 CALLE MILANO	SFR	1.0	2,371.3282	337.00
045-312-033	9500 CALLE MILANO	SFR	1.0	2,371.3282	337.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-312-034	9510 CALLE MILANO RD	SFR	1.0	2,371.3282	337.00
045-312-035	9520 CALLE MILANO RD	SFR	1.0	2,371.3282	337.00
045-312-036	9535 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-037	9525 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-038	9515 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-039	9505 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-040	9495 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-041	9485 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-042	9475 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-043	9465 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-044	9470 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-045	9480 AZOR RD	SFR	1.0	2,371.3282	337.00
045-312-046	9500 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-047	9520 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-048	9530 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-049	9540 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-050	9550 AZOR LN	SFR	1.0	2,371.3282	337.00
045-312-051	9515 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-052	9505 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-053	9495 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-054	9485 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-055	9475 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-312-056	9500 ALCOTAN RD	SFR	1.0	2,371.3282	337.00
045-313-001	11455 MONTE VERDE DR	SFV	1.0	2,371.3282	337.00
045-313-002	9500 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-003	9550 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-004	9600 VIA CIELO RD	SFR	1.0	2,371.3282	337.00
045-313-005	9650 VIA CIELO RD	SFR	1.0	2,371.3282	337.00
045-313-006	9700 VIA CIELO RD	SFR	1.0	2,371.3282	337.00
045-313-007	9655 VIA CIELO RD	SFR	1.0	2,371.3282	337.00
045-313-008	9625 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-009	9575 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-010	9565 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-011	9555 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-012	9505 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-013	9515 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-014	9525 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-015	9535 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-018	9350 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-019	9402 VIA CIELO LN	SFR	1.0	2,371.3282	337.00
045-313-020	9450 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-021	11450 MONTE VERDE	SFR	1.0	2,371.3282	337.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-313-026	9250 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-313-027	9300 VIA CIELO	SFR	1.0	2,371.3282	337.00
045-314-001	11290 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-002	11280 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-003	11270 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-004	11260 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-005	11250 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-006	11240 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-007	11220 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-008	11215 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-009	11225 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-010	11235 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-011	11245 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-012	11255 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-013	11265 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-014	11275 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-015	11285 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-314-016	11290 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-017	11280 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-018	11270 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-019	11260 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-020	11250 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-021	11240 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-022	11230 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-023	11210 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-024	11200 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-025	11205 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-026	11215 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-027	11225 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-028	11235 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-029	11245 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-030	11255 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-031	11275 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-032	11285 AVION RD	SFR	1.0	2,371.3282	337.00
045-314-033	11295 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-001	11210 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-002	11190 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-003	11180 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-004	11170 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-005	11160 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-006	11150 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-007	11140 ELIANO ST	SFR	1.0	2,371.3282	337.00

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-315-008	11130 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-009	11120 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-010	11105 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-011	11115 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-012	11125 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-013	11100 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-014	11165 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-015	11185 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-016	11195 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-017	11205 ELIANO ST	SFR	1.0	2,371.3282	337.00
045-315-018	11180 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-019	11170 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-020	11160 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-021	11150 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-022	11130 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-023	11110 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-024	11105 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-025	11115 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-026	11125 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-027	11135 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-028	11145 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-029	11155 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-030	11165 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-031	11175 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-032	11185 AVION RD	SFR	1.0	2,371.3282	337.00
045-315-033	11195 AVION RD	SFR	1.0	2,371.3282	337.00
045-316-040		XMT	0.0	0.0000	0.00
045-316-041	9350 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-042	9352 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-043	9354 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-044	9356 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-045	9358 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-046	9360 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-047	9362 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-048	9364 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-049	9366 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-050	9368 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-051	9369 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-052	9367 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-053	9374 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-054	9363 RIBERENA CIR	CON	0.8	1,778.4961	252.74
045-316-055	9361 RIBERENA CIR	CON	0.8	1,778.4961	252.74

Slight variances may occur due to rounding

**City of Atascadero**  
**Landscaping & Lighting Maint Dist No. 2**  
**Final Billing Detail Report for Fiscal Year 2025/26**

APN	Address	Land Use	Benefit Units	Max Assessment	Grand Total
045-316-056	9355 RANADA CIR	CON	0.8	1,778.4961	252.74
045-316-057	9357 RANADA CIR	CON	0.8	1,778.4961	252.74
045-316-058	9359 RANADA CIR	CON	0.8	1,778.4961	252.74
045-316-059	9361 RANADA CIR	CON	0.8	1,778.4961	252.74
045-316-060	9363 RANADA CIR	CON	0.8	1,778.4961	252.74
045-316-061	9371 CADENCIA CT	CON	0.8	1,778.4961	252.74
045-316-062	9373 CADENCIA CT	CON	0.8	1,778.4961	252.74
045-316-063	9375 CADENCIA CT	CON	0.8	1,778.4961	252.74
045-316-064	9377 CADENCIA CT	CON	0.8	1,778.4961	252.74
045-316-065	9379 CADENCIA CT	CON	0.8	1,778.4961	252.74
045-316-066	9381 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-067	9383 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-068	9385 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-069	9387 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-070	9389 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-071	9388 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-072	9386 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-073	9384 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-074	9382 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-075	9380 CIELO AZUL CT	CON	0.8	1,778.4961	252.74
045-316-076		XMT	0.0	0.0000	0.00
045-316-078		XMT	0.0	0.0000	0.00
045-316-079		XMT	0.0	0.0000	0.00
<b>191 Accounts</b>			<b>231.8</b>	<b>\$549,555.3085</b>	<b>\$78,099.44</b>

Slight variances may occur due to rounding



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A8

**Department:** Community Services & Promotions  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** TERRIE BANISH, DIRECTOR COMMUNITY SERVICES & PROMOTIONS

**PREPARED BY:** TERRIE BANISH, DIRECTOR COMMUNITY SERVICES & PROMOTIONS

**SUBJECT:** Atascadero Tourism Business Improvement District (ATBID) Board Appointment of Two Board Members for New Term

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### RECOMMENDATIONS:

Council appoint Clint Pearce and Sarah Maggelet to the ATBID Advisory Board for the term expiring June 30, 2027.

### DISCUSSION:

In 2013, the lodging businesses in Atascadero requested the Council establish a Tourism Business Improvement District in order to levy annual assessments that would fund tourism promotions and marketing programs to promote the City as a tourism destination. The City Council established the ATBID, appointed Board Members, and levied assessments beginning June 1, 2013.

When the initial Advisory Board was appointed, it was comprised of three members serving three-year terms and two members serving two-year terms. In 2015, the Municipal Code was changed to clarify that, after the initial formation, all subsequent Board Members will serve two-year staggered terms. The terms of the Board Member positions currently held by Clint Pearce and Tom O'Malley are set to expire on June 30, 2025.

Once Board Member terms are close to expiring, the ATBID's Rules and Procedures lay out the nomination process that must be followed. Before the expiration of terms, a letter is mailed out to each Lodging Business notifying them of a meeting for the purpose of making nominations for the Board seats that are scheduled to be vacant in July. At this meeting, lodging business owners are nominated, and a written ballot election determines the nominees to be recommended to the City Council. The results of the nomination meeting are then forwarded to the City Clerk to be placed on the Council's agenda as a recommendation for filling the Board vacancies.



The Atascadero Municipal Code § 3-16.07 (b) states that membership on the ATBID Board is limited to Lodging Business owners or employees or other representatives holding the written consent of a Lodging Business owner within the ATBID area, who has fully paid its assessment at the time of the appointment and remain fully paid during the term of the membership on the Board.

Earlier this year, the ATBID Advisory Board reviewed the way lodging business owners are currently selected for recommendation to Council to serve on the board along with the voting process to reflect a weighted average. In summary, the ATBID Advisory Board will be comprised of five members with four (4) members representing lodging owners in a commercial zone with twenty-five (25) rooms or more and one (1) member representing Vacation Rental/ Bed & Breakfast/Short Term Rental properties that are not considered hotels under the City's zoning code.

This year, letters were mailed out to each of the Lodging Businesses on March 12, 2025, and the Lodging Business nomination meeting was held April 16, 2025. As a result of the meeting, Clint Pearce was selected by the hoteliers to fill the hotel board position and Sarah Maggelet was selected by the vacation rental/STR/B&B lodging owner category at the nomination meeting to be recommended to the City Council for appointment to the ATBID Board. Once appointed, the following would be the new ATBID Board going forward:

**TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID)**  
**(2-Year Terms)**

<b>BOARD MEMBER</b>	<b>LODGING FACILITY</b>	<b>TERM EXPIRES 6/30/2026</b>	<b>TERM EXPIRES 6/30/2027</b>
Patricia Harden	Springhill Suites Marriott	X	
Amar Sohi	Holiday Inn Express	X	
Jeffrey Lemus	The Carlton	X	
Sarah Maggelet	Templeton Vaca Rentals		X
Clint Pearce	Hilton Home 2 Suites		X

**FISCAL IMPACT:**

None.

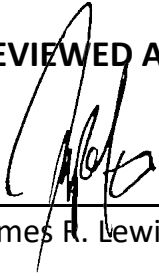
**ALTERNATIVE:**

Council may reject the recommendation of the lodging business owners and request a new recommendation from the lodging business owners.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and the Deputy City Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



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James R. Lewis, City Manager

**ATTACHMENT(S):**

None.



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A9

**Department:** Information Technology  
**Date:** 05/13/2025  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** LUKE KNIGHT, DEPUTY CITY MANAGER  
**PREPARED BY:** LUKE KNIGHT, DEPUTY CITY MANAGER  
**SUBJECT:** Asset Management Software Implementation

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### RECOMMENDATIONS:

Council:

1. Authorize the City Manager to execute a contract with Centricity GIS in the amount of \$215,000, for the configuration, implementation, and training for new asset management software.
2. Authorize the City Manager to execute a contract with Trimble, Inc. in the amount of \$305,000 for the subscription and support for new asset management software.

### DISCUSSION:

Asset management is the process of planning and controlling the acquisition, operation, maintenance, renewal, and disposal of organizational assets in order to maximize their value and minimize risks associated with owning and operating these assets. Examples of assets the City manages include parks, facilities, bridges, roads, the storm drain system, the wastewater collection system, street signs, streetlights, fleet vehicles, and zoo exhibits. Currently, the City manages these assets using spreadsheets, annual reports, and institutional knowledge. While these methods are simple to use, they obscure the full scope of the many assets the City owns and maintains. Recognizing these deficiencies, staff initiated the search for a centralized, software-based system to allow for the proper management of these assets, and the City Council identified the implementation of asset management software as an action item in its Work Plan.

### SELECTION PROCESS

Pursuant to provisions set forth in Section III (Proprietary Equipment and Goods) of the Purchasing Policy, a Project Team was formed with representatives from every department to find the most effective software solution to fulfill the City's needs and budget. The City sent a Request for Qualifications (RFQ) to eleven qualified vendors. The City received a total of seven responses from Novo Solutions, OpenGov, Maximo, CentralSquare, Cityworks, AssetWorks and VUEWorks. Following a series of virtual demonstrations, the field of seven was narrowed to three finalists: AssetWorks, Cityworks and VUEWorks. The Project Team held comprehensive in-person and remote demonstrations with all three vendors to evaluate their systems in detail. After

reviewing evaluations and checking vendor references, staff selected the Unity Maintain (formerly called 'Cityworks') solution from Trimble, which exceeded the City's established goals and expectations. As Trimble does not provide in-house implementation, Centricity GIS will serve as the implementation partner for the project.

### ***SOLUTION***

The Unity Maintain solution offers features that will streamline operations, improve efficiency, and add new capabilities. Key highlights of the system include digital work orders, preventative maintenance tracking, centralized asset lists, labor cost tracking, resource planning, risk assessment, life cycle cost analysis, GIS integration and capital planning. Once implemented, staff will be able to pull up electronic work orders on mobile devices, follow prescribed maintenance plans as needed and complete the work order, all without having to come back to the office.

Unity Maintain is a Software as a Service (SaaS) solution, meaning that Trimble will host both the software and its database in the cloud, while City staff will access the system via the internet. This enables staff greater flexibility for accessing the software and lessens the maintenance burden on Technology Division staff. All data entered into the software is safe, secure, easy to access, and the property of the City.

SaaS solutions are becoming the standard and sometimes only option for software purchases across all industries. SaaS is often more expensive annually than the old model of installing the software on City servers and relying on staff to maintain the software, servers and security. In exchange for the increased cost, the City is able to save staff time by offloading server and database maintenance, software upgrades, and security protocols from staff to the vendor. Other City software platforms utilizing the SaaS model include Police Computer Aided Dispatch (CAD) and Records Management System (RMS), Fire reporting, Fire incident management, agenda management, and soon the new financial software.

### ***SCOPE OF WORK***

Implementation of the software system is expected to take around 12 months, beginning in late September 2025. The scope of work encompasses the comprehensive implementation of Unity Maintain by Centricity GIS for various City departments, including Public Works, Wastewater, Fire, Police, Finance, Recreation, Zoo, and Information Technology. The project includes onsite workflow review meetings to align the system with City operations, followed by initial system design and configuration tailored to specific workflows, asset types, and reporting needs. A detailed database review and further configuration will ensure data accuracy, usability, and alignment with operational goals. Onsite training will be provided for both administrative and end users, along with go-live support to ensure a smooth transition.

The project will be implemented in phases, beginning with Public Works Operations (Streets, Parks and Building) and Wastewater, followed by fleet vehicles for all departments, Fire and Police assets, the Zoo, and Information Technology. Upon full implementation, every department will utilize Unity Maintain for asset auditing, management, maintenance, and reporting.

While many assets are mapped in GIS, much of the data is outdated and incomplete. To ensure a comprehensive and accurate inventory, asset collection efforts will begin this summer and continue throughout the project. City staff will collect simpler assets, while specialized contractors will inventory complex infrastructure such as lift stations.

Staff across all affected departments will invest significant time during implementation to streamline internal processes, configure the software appropriately, and ensure staff are properly trained. This investment will enable the City to manage its assets more effectively and efficiently.

### ***COSTS AND FUNDING***

The total five-year cost for this project will be \$672,000. The five-year contract amount with Trimble will be \$305,000. The remaining costs include implementation fees, asset collection contract, GPS hardware, asset ID materials, potential third-party integrations and contingency.

The 2023-2025 budget includes \$570,000 in budgeted money for the initial phases of this project. The budgeted funds will cover the one-time implementation and integration fees of \$350,000 for the project, plus approximately three years of recurring fees. Remaining recurring SaaS fees of around \$102,000 will be included in the 2027-2029 and 2029-2031 budgets. The annual costs for this SaaS hosted software are consistent with other software platforms. The City currently does not pay for any city-wide asset software, so these expenditures will be new. While the cost of the new platform will be a substantial increase, the City will save staff time across all departments and more efficiencies and capabilities will be recognized.

### **ALTERNATIVES TO THE STAFF RECOMMENDATION:**

1. Council may direct staff to reissue the RFQ.
2. Council may direct staff to continue using existing methods for managing assets.

### **FISCAL IMPACT:**

Approval of the Asset Management software platform will incur expenditures of \$420,000 in General Government Facilities Fees Funds and \$150,000 Wastewater Funds allocated for this project, and \$102,000 in General Funds over a five-year period.

ESTIMATED EXPENDITURES	
<b>Recurring Fees</b>	
Trimble SaaS Fees (Total for 5 year agreement)	\$ 305,000
<b>One-Time Fees</b>	
Centricity GIS Implementation Fees	\$ 215,000
Third-Party Asset Collection	\$ 100,000
Third-Party Hardware & Materials	\$ 25,000
<b>Third-Party Integrations</b>	\$ 10,000
<b>Contingency - 5% of One-Time Fees</b>	\$ 17,000
<b>Total Estimated Expenditures</b>	<b>\$ 672,000</b>


PROPOSED FUNDING	
General Government Facilities Fees Fund	\$ 420,000
Wastewater Fund	\$ 150,000
General Fund	\$ 102,000
<b>Total Funding Sources</b>	<b>\$ 672,000</b>

<b>Projected Net Surplus / (Shortfall)</b>	<b>\$ -</b>
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### REVIEWED BY OTHERS:

This item has been reviewed by the Administrative Services Director and the Public Works Director.

### REVIEWED AND APPROVED FOR COUNCIL AGENDA



James R. Lewis, City Manager



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A10

**Department:** Public Works  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** NICK DE BAR, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
**PREPARED BY:** JOE MURPHY, ASSOCIATE CIVIL ENGINEER – CAPITAL PROJECTS  
**SUBJECT:** 11800 San Marcos Road Emergency Repair and Stabilization Project Construction Award

### RECOMMENDATIONS:

Council:

1. Award a construction contract for \$267,183 to David Crye Construction for the 11800 San Marcos Road Emergency Repair and Stabilization Project (Project No. Z2024E01).
2. Authorize the Administrative Services Director to allocate an estimated \$463,900 in FWHHA Emergency Opening Fund revenues and expenses for the project.
3. Authorize the Administrative Services Director to allocate an estimated \$60,100 in Local Transportation Funds to cover the 11.47% local match for FWHHA Emergency Opening Funds.

### DISCUSSION:

#### BACKGROUND

As result of a storm in February 2024, heavy rains and road subgrade saturation led to a landslide directly below San Marcos Road that resulted in the loss of approximately 66 linear feet of the north (westbound) shoulder of the roadway, as well as settlement and destabilization of almost 120 linear feet of the westbound lane. The location of this landslide is adjacent to the undeveloped parcel at 11800 San Marcos Road in 3F Meadows. As a result of the roadway damage, the roadway has been narrowed to a single lane at the damaged area with temporary stick-down delineators and two-way stop control.

This section of San Marcos Road is City maintained and classified as a major collector. It is also included as an “on-network” roadway making it eligible for Federal Highway Administration (FHWA) Emergency Opening (EO) funding. Concurrent with preparation of the initial geotechnical evaluation and memorandum, City staff began evaluating alternatives for emergency funding. Initially, it was expected that the project would be eligible for FEMA emergency funding, but it was determined that this location was instead eligible for FHWA Emergency Opening (EO) funding based upon San Marcos Road’s functional classification as an “on-network” major collector

roadway. Staff submitted a Damage Assessment Form to Caltrans on April 24, 2023 for a total of \$846,500 in FHWA funding, including \$536,500 in construction costs, and was formally approved and allocated to the City for the project on May 15, 2024.

The FHWA EO program provides 100% federal funds for all work costs incurred within 270 days of the declared emergency (January 31, 2024). For work completed after the 270-day window, the program will reimburse the City for 88.53% of the costs. Due to the complexity of the project design and the bidding process, as well as the number of other projects requiring City Staff attention, it was not possible to complete design or construction within the window for 100% reimbursement, which closed on October 27, 2024. Therefore, the project will be reimbursed at the 88.53% rate, with the City covering the remaining 11.47%. Staff reviewed and updated cost estimates for current and planned projects, and has determined there is available funds in Local Transportation Funds to cover this local match.

### ***DESIGN ANALYSIS***

Yeh and Associates (Yeh), a local geotechnical engineering firm with extensive experience on similar landslide projects, was contracted to perform geotechnical subsurface testing services and prepare a preliminary repair and stabilization options geotechnical memorandum. MBS Land Surveys was also contracted to provide topographic and boundary survey of the project site. Yeh provided three design options for road repair in April 2024 that included a reinforced soil slope (RSS), shoulder reconstruction, and a mechanically stabilized earth (MSE) wall. Based on resiliency, long-term performance, and overall lifecycle costs, the reinforced soil slope was identified in the report as the preferred alternative.

Following acceptance of the preferred alternative by the Caltrans District 5 Local Assistance office and FHWA, Yeh proceeded with an expedited preparation of construction plans and specifications for the project. The final design includes the construction of a 65-foot long reinforced soil slope along the northern (downhill) edge of San Marcos Road and associated earthwork, minor drainage improvements, and reconstruction of the roadway.

The reinforced soil slope will be constructed within the City's right-of-way; however, a temporary right-of-entry onto the adjacent property at 11800 San Marcos Road is necessary during construction. City staff obtained the right-of-entry early in the design process and the property owner has been extremely cooperative, good to work with, and understands the need for and benefit of the reinforced soil slope.

### ***BID ANALYSIS***

The project was publicly bid starting March 26, 2025 for a minimum of 15 days in accordance with State Contracting Laws and Atascadero Purchasing Policy. A public bid opening occurred on April 10, 2025, with nine bids received ranging from \$267,182.50 to \$424,485. The bids were reviewed for accuracy and compliance with project bidding requirements, and the City Engineer has determined that David Crye General Engineering Contractor, Inc. of Morro Bay is the lowest responsive bidder at \$267,182.50. The engineer's estimate of probable construction costs was



\$403,720. Bidding was competitive for this project, and David Crye General Engineering Contractor, Inc.'s bid is considered an excellent price for this project scope.

### **ENVIRONMENTAL REVIEW**

As this project is FHWA-funded, Caltrans was the lead agency for CEQA/NEPA determination. The proposed project was determined to be Categorically Excluded under 23 CFR 771.117(c): activity (c)(9)(i), pursuant to 23 USC 326 and the Memorandum of Understanding dated April 18, 2022, executed between FHWA and Caltrans. The finding of exemption is on file in the project records.

### **SUMMARY**

Staff recommends awarding the construction contract for the project to David Crye General Engineering Contractor, Inc. With Council approval, construction is expected to begin in early June and last 40 working days (approximately 2 months) for completion of the project. Construction will require San Marcos Road to remain a one-lane road at the project site, with brief periods of full closure during construction. This is expected to have very little impact to residents since the road is already in a one-lane condition. The contractor will be required to maintain traffic control, including flaggers, for the duration of the project. Advance noticing will be provided through such means as Changeable Message Signs (CSM) trailers, mailers, and door hangers.

### **ALTERNATIVES TO THE STAFF RECOMMENDATION:**

Staff does not recommend any alternatives. Council may direct staff to rebid the project or remove work items, however, staff believes the bids received are highly competitive and pricing is reasonable. A rebid will likely result in higher bid proposals and may push the construction schedule into the fall when rainfall may begin and worsen the conditions of the landslide.

### **FISCAL IMPACT:**

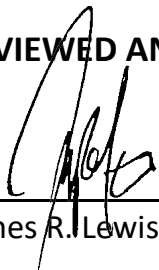
Approving staff recommendations will result in the estimated expenditure of \$524,000 comprised of 88.53% FHWA funds and 11.47% Local Transportation Funds, or \$463,900 and \$60,100, respectively. The following summarizes the estimated project expenditures and proposed funding sources:

ESTIMATED EXPENDITURES	
Geotech/Design/Bid Phase	\$103,400
Construction Contract	\$267,183
Construction Inspection/Testing/Administration	\$100,000
Construction Contingency @ 20%	\$53,417
<b>Total:</b>	<b>\$524,000</b>

PROPOSED FUNDING	
FHWA EO Funds (88.53% Reimbursement)	\$463,900
Local Transportation Funds (11.47% Local Share)	\$60,100
<b>Total:</b>	<b>\$524,000</b>

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**


James R. Lewis, City Manager

**ATTACHMENT(S):**

1. Bid Summary



City of Atascadero

## CITY CLERK'S OFFICE

### BID SUMMARY

**TO:** Public Works

**FROM:** Alyssa Slater, Deputy City Clerk

**BID NUMBER:** 2025-003

**OPENED:** 04/10/2025

**PROJECT:** 11800 San Marcos Rd. Emergency Repair and Stabilization (Z2024E01)

9

Bids were received and opened today, as follows:

Name of Bidder	Base Bid Total	Add Alternate
R Burke Corporation	\$341,635.00	
Souza Engineering Contracting	\$299,088.00	
John Madonna Construction Inc	\$387,610.00	
AAAA Engineering Contracting	\$370,515.00	
Granite Construction Company	\$424,485.00	
Papich Construction Company	\$310,999.00	
Kies & Son Construction	\$313,332.50	
Andrew Brown Gen. Engineering	\$412,294.00	
David Crye Gen. Eng. Contractor	\$267,182.50	



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A11

**Department:** Community  
Services &  
Promotions  
**Date:** 5/13/25  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** TERRIE BANISH, DIRECTOR COMMUNITY SERVICES & PROMOTIONS

**PREPARED BY:** TERRIE BANISH, DIRECTOR COMMUNITY SERVICES & PROMOTIONS

**SUBJECT:** San Luis Obispo County Tourism Marketing District (TMD) Board  
Appointment

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### RECOMMENDATION:

Council appoint lodging representative, Amar Sohi, to the San Luis Obispo County Tourism Marketing District Board of Directors for the term expiring June 30, 2027.

### DISCUSSION:

In January 2015, Visit San Luis Obispo County (VSLOC), formerly the San Luis Obispo County Visitors and Conference Bureau (SLOVCB) was established as the new nonprofit organization promoting the county through advertising, marketing, and public relations. This organization has developed the Tourism Marketing District (TMD) that is currently funded by annual contributions from local agencies including hoteliers and other hospitality partners.

Originally, the TMD assessed one percent (1%) on gross short-term room rental revenue for an initial five (5) year term and renewed to one and a half percent (1.5%) for a second five (5) year term. All lodging businesses within San Luis Obispo County, both incorporated and unincorporated, are assessed.

VSLOC serves as the TMD's Owners' Association and is responsible for managing the funds and implementing the strategic marketing programs. The TMD is governed by a fifteen-member Board of Directors who serve as Directors on the VSLOC's Board. The Board strives to ensure that each jurisdiction is represented in approximate proportion to the amount contributed by lodging businesses in that jurisdiction. Each Director must be a representative of an assessed lodging business, except for the County representative. The Nominating Committee will recommend a slate to the Board of Directors that ensures diversity of geography and takes into consideration

assessment contribution. In addition to the Board of Directors, the TMD implements and manages a Marketing Committee and an Advisory Committee. The Board will strive to ensure that each jurisdiction is represented in approximate proportion to the amount contributed by lodging businesses in that jurisdiction. The Board of Directors will include the following:

- At least one representative of a lodging business in each jurisdiction
- One representative each from a vacation rental, a bed and breakfast, and an R.V. park
- One representative who is appointed by the County of San Luis Obispo
- Three at-large members

The Board of Directors shall be selected as follows:

- One lodging business representative from each of the cities shall be appointed by the respective jurisdiction's city council or tourism organization, as each city determines.
- One lodging business representative shall be appointed by the County Board of Supervisors.
- One additional representative at-large shall be appointed by the County Board of Supervisors.
- Nominations shall be sought from the assessed lodging businesses for the remaining six seats. Nominations will be verified by the nominating committee, and a slate provided to the Board of Directors for election. The slate will take into consideration the requirement for various business types. At least one representative of lodging business in each jurisdiction.

Originally, the Board of Directors served for a staggered three-year term in the first five years and the second five years, it is now a two-year term. The City of Atascadero's Board position is up for renewal and the next step is to appoint a lodging representative of an assessed lodging business to be Atascadero's representative on the County TMD for the next two-year term. The Visit San Luis Obispo County (VSLOC) requests that this representative be able to attend the monthly meetings so that they may assure the business of the organization can be conducted. Board meetings are currently held on the third Wednesday of each month from 8:30 – 10:00 am and rotate locations throughout the County.

JP Patel, owner of the Colony Inn Best Western, was the original representative for Atascadero and resigned in 2017 after selling his hotel property. Since that time, Amar Sohi with Holiday Inn Express, has served as Atascadero's representative on the TMD Board.

In April, the City sent out a letter to all registered lodging owners within the City of Atascadero. The letter asked anyone interested in serving on the County TMD to complete an application and return the application to the City Clerk by April 25, 2025. The City received two applications, one from Amar Sohi with Holiday Inn Express and the other from Clint Pearce with Hilton Home 2 Suites. Clint Pearce already sits on the TMD Board representing City of San Luis Obispo, so he has rescinded his application. Therefore, Amar Sohi is the sole applicant for the TMD Board position to represent Atascadero.

Since the beginning of the ATBID in June 2013, Amar Sohi, owner of Holiday Inn Express, has been very involved with both the VSLOC TMD and the Atascadero Tourism Business Improvement District. Amar actively attends tourism conferences and participates in a number of programs. He

is a major contributor and representative for Atascadero and given the opportunity will continue to make positive contributions to the Visit SLO CAL Board as a member.

As the VSLOC Board serves in an administrative and marketing oversight capacity, the appointments should be made considering the individuals knowledge of marketing, lodging operations and their ability to work well and in concert with city staff. As such, moving forward, as is consistent with the process in most other cities in the county, the board member will be appointed by the City Manager and will serve at their pleasure.

**ALTERNATIVE:**

Council may reject the TMD application from the lodging business owner and request to reopen the TMD application process.

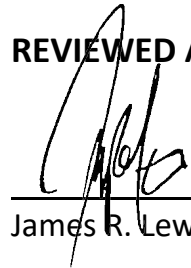
**FISCAL IMPACT:**

None.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and the Deputy City Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

A handwritten signature in black ink, appearing to read 'James R. Lewis', is written over a horizontal line.

James R. Lewis, City Manager

**ATTACHMENT(S):**

None.



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item B1

**Department:** Community Development  
**Date:** 11/12/2024  
**Placement:** Public Hearing

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** PHIL DUNSMORE, COMMUNITY DEVELOPMENT DIRECTOR  
**PREPARED BY:** PHIL DUNSMORE, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** Update on ECHO Expansion and Neighborhood Meetings

### RECOMMENDATION:

Council receive an update on updated shelter operations as a result of community meetings and associated public feedback.

### DISCUSSION:

#### BACKGROUND

ECHO currently operates a variety of emergency housing shelter activities at 6370 Atascadero Avenue. On November 12, 2024, the City Council reviewed and approved amendments to the operations and Management plan for the EL Camino Homeless Shelter (ECHO). The approved plan includes a future expansion of the facility to accommodate:

1. An increase in the number of overnight beds from 60 to 90;
2. Increase the number of meal program participants from 80 to 100;
3. Increase the shower program operation hours; and
4. The future construction of a new 7,600 square-foot 2-story building at the front of the site.

As part of the approval of the expansion of services, the City Council asked for expanded community outreach, including increased notification and regular community meetings to address concerns. Additionally, the Council asked for community meetings to be held in the surrounding neighborhood and for ECHO to respond as necessary to mitigate identified impacts. This report provides a summary of said meetings and ECHO's response to feedback received.

#### COMMUNITY MEETINGS

At the hearing on November 12, the City Council asked staff to return to City Council with an update following a public engagement process regarding the ongoing operations and proposed expansion of services. Since then, ECHO has held two community meetings, one on January 25,

2024, and one on March 13, 2024. City staff attended both meetings. Attachments 2 and 3 provide minutes of the Echo meetings along with the responses formulated by ECHO.

**CONCLUSION:**

Several improvements have already been implemented as a result of community feedback. Increased community collaboration between the City, ECHO and the community, will continue to facilitate the identification of additional improvements. The proposed changes to ECHO will facilitate the expansion of the shelter and on-site programs to allow ECHO to accommodate additional clients and cater services to families at their established site.

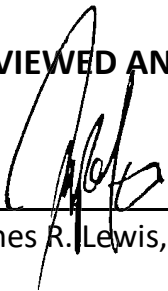
**FISCAL IMPACT:**

None.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Police Chief.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

  
\_\_\_\_\_  
James R. Lewis, City Manager

**ATTACHMENT(S):**

1. November 12, 2024 City Council Meeting Minutes
2. Community Feedback and Echo Actions, January 25, 2024
3. Community Feedback and Echo Actions, March 13, 2024





# CITY OF ATASCADERO

## CITY COUNCIL

### MINUTES

**Tuesday, November 12, 2024**

**City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California**

**City Council Regular Session:**

**6:00 P.M.**

#### **REGULAR SESSION — CALL TO ORDER: 6:00 P.M.**

Mayor Moreno called the meeting to order at 6:00 P.M. and Mayor Pro Tem Funk led the Pledge of Allegiance.

#### **ROLL CALL:**

**Present:** Council Members Bourbeau, Dariz, Newson, Mayor Pro Tem Funk, and Mayor Moreno

**Absent:** None

**Others Present:** None

**Staff Present:** City Manager Jim Lewis, Assistant City Attorney Craig Steele, Police Chief Dan Suttles, Fire Chief Casey Bryson, Public Works Director Nick DeBar, Public Works Analyst Ryan Betz, Community Development Director Phil Dunsmore, Planning Manager Kelly Gleason, Community Services & Promotions Director Terrie Banish, Deputy City Manager – IT Luke Knight, and Deputy City Clerk Amanda Muther

#### **PRESENTATIONS:**

##### **1. Introduction to Central Coast Community Energy (3CE)**

Central Coast Community Energy's Chief Communications Officer, Catherine Stedman, gave a presentation about the City of Atascadero's enrollment in 3CE.

#### **A. CONSENT CALENDAR:**

##### **1. City Council Draft Minutes – October 22, 2024, Regular Meeting**

- Recommendation: Council approve the October 22, 2024, City Council Regular Meeting Minutes. [City Clerk]

**PUBLIC COMMENT:**

***Mayor Moreno opened the Public Comment period.***

The following persons spoke on this item: None.

***Mayor Moreno closed the Public Comment period.***

**MOTION BY:** Bourbeau

**SECOND BY:** Funk

**1. Approve the Consent Calendar.**

AYES (5): Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

**UPDATES FROM THE CITY MANAGER:**

City Manager Lewis gave an update on projects and events within the City.

**COMMUNITY FORUM:**

The following persons spoke during Community Forum: Dave Garley, Geoff Auslen, Austin Solheim and Wendy Lewis

**B. PUBLIC HEARINGS:**

**1. Emergency Shelter Overlay Zone Amendment (ECHO Expansion Project)**

- Fiscal Impact: None
- Recommendations: Planning Commission recommends Council:
  1. Introduce for first reading, by title only, a Draft Ordinance amending Atascadero Municipal Code Title 9 Chapter 3 Article 23 ES (Emergency Shelter) Overlay Zone text;
  2. Adopt a Draft Resolution approving amendments to the Conditional Use Permit (PLN 2014-1492) and the Operations and Management Plan for the El Camino Homeless Organization (ECHO) to allow for an expansion of an existing shelter and programs located at 6370 Atascadero Avenue. [Community Development]

Ex Parte:

Mayor Moreno reported that the City Council had received approximately 15-20 emails regarding the item, largely in favor and a couple expressing concerns.

Council Member Newsom reported that she had a tour of the ECHO Homeless Shelter, met with ECHO staff, spoke with citizens regarding emails they sent in, and other residents regarding noticing with Planning Commission.

Council Member Funk reported attending meetings at ECHO looking at and discussing plans for the shelter, receiving concerns regarding homelessness as a member of HSOC, and talking with a few individuals expressing concerns about the project.

Council Member Bourbeau reported that he met with staff at ECHO. He also reported speaking with Mr. DeCou's neighboring property owner, School Superintendent Mr. Butler, and Atascadero Bible Church's Executive Pastor, Shaun Russell.

Council Member Dariz reported that he met with ECHO staff and went over the plans.

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Mayor Moreno reported that she met with ECHO staff and went over the plans and speaking with a member of the public expressing concerns about the project.

Community Development Director Dunsmore gave the presentation. He and Police Chief Suttles answered questions from the Council. Austin Solheim and Wendy Lewis of ECHO also gave presentations and answered questions from the City Council.

## **PUBLIC COMMENT:**

***Mayor Moreno opened the Public Comment period.***

The following persons spoke on this item: Jay DeCou, John Sanders, Daniel Reich, Babett DeCou, Mike Zappas, Kelly Hedley, Lori Ferguson, Linda Valchine, Biz Steinberg, Tom O'Malley, Andrew Hayes, Kara Woodruff, Geoff Auslen and Max Zappas

***Mayor Moreno closed the Public Comment period.***

**MOTION BY:** Funk

**SECOND BY:** Newsom

### **1. Approve staff's recommendations to:**

- 1. Introduce for first reading, by title only, a Draft Ordinance amending Atascadero Municipal Code Title 9 Chapter 3 Article 23 ES (Emergency Shelter) Overlay Zone text;**
- 2. Adopt Resolution No. 2024-063 approving amendments to the Conditional Use Permit (PLN 2014-1492) and the Operations and Management Plan for the El Camino Homeless Organization (ECHO) to allow for an expansion of an existing shelter and programs located at 6370 Atascadero Avenue with the following changes to the Conditions of Approval and the Operations and Management Plan:**
  - The maximum on the meal program be 100 persons, occurring effective on the issuance of the certificate of occupancy for the expanded shelter services.**
  - Adding a requirement that ECHO hold at least one (1) neighborhood meeting each calendar year with City staff and the Police Department for accountability.**
  - Amend the shower program language such that, there shall be up to 15 hours of shower availability per week, and the start time shall not be earlier than 4 P.M. on school days.**

**AYES (5):** Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

Deputy City Clerk Muther read the title of the Ordinance:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, AMENDING THE ATASCADERO MUNICIPAL CODE TITLE 9, CHAPTER 3, ARTICLE 23 (EMERGENCY SHELTER) OVERLAY ZONE AND DETERMINING THIS ORDINANCE IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**EMERGENCY SHELTER OVERLAY ZONE AMENDMENTS  
EL CAMINO HOMELESS ORGANIZATION  
(AMND24-0060 & ZCH24-0061)**

**MOTION BY:** Bourbeau  
**SECOND BY:** Funk

- 2. Direct the City Manager to work with ECHO and City staff on a meaningful public engagement process and report the results with said process within six (6) months of the issuance of the building permit.**

AYES (5): Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

*Mayor Moreno recessed the Meeting at 9:06 P.M.*

*Mayor Moreno reconvened the Meeting with all present at 9:18 P.M.*

**2. CEQA Thresholds Ordinance (ZCH23-0061)**

- Fiscal Impact: It is intended that the proposed code amendments will reduce staff time, resulting in nominal cost savings to both staff and applicants within the development review process.
- Recommendations: Planning Commission recommends Council:
  1. Introduce for first reading, by title only, Draft Ordinance A to amend Title 9 (Planning and Zoning Code) to adopt discretionary review thresholds and standards for hillsides, historic and archaeological resources, and watercourse adjacent areas; and
  2. Introduce for first reading, by title only, Draft Ordinance B to approve a Zoning Map Amendment to remove the Historic Site (HS) Overlay Zone from certain properties containing colony homes and apply the Historical Site (HS) Overlay Zone to State and Federally registered historic resources; and
  3. Adopt Draft Resolution adopting a generalized local historic resources list. [Community Development]

Ex Parte: None.

Community Development Director Dunsmore, Planning Manager Gleason and MIG Consultant Genevieve Sharrow, gave the presentation and answered questions from the City Council. Public Works Director DeBar also answered questions from the Council.

**PUBLIC COMMENT:**

***Mayor Moreno opened the Public Comment period.***

The following persons spoke on this item: Audrey Taub

***Mayor Moreno closed the Public Comment period.***

**MOTION BY:** Bourbeau  
**SECOND BY:** Funk

1. Approve the Planning Commission's recommendation, as is, including the 12,500 foot limit regarding the hillside portion and introducing for first reading, by title only, Draft Ordinances A and B and Resolution No. 2024-064 adopting a generalized local historic resources list.

Deputy City Clerk Muther read the titles of the Ordinances:

#### **DRAFT ORDINANCE A**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA,  
AMENDING TITLE 9: PLANNING & ZONING, TO ADOPT DISCRETIONARY REVIEW  
THRESHOLDS AND STANDARDS FOR HILLSIDES, HISTORIC AND  
ARCHAEOLOGICAL RESOURCES, AND WATERCOURSE ADJACENT AREAS**

**DISCRETIONARY REVIEW THRESHOLDS AND STANDARDS  
(ZCH23-0061)**

#### **DRAFT ORDINANCE B**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA,  
APPROVING A ZONING MAP AMENDMENT TO REMOVE THE HISTORIC SITE  
(HS) OVERLAY ZONE FROM CERTAIN PROPERTIES CONTAINING COLONY  
HOMES AND APPLY THE HISTORIC SITE (HS) OVERLAY TO STATE AND  
FEDERALLY REGISTERED HISTORIC RESOURCES**

**HISTORIC SITE OVERLAY ZONING MAP AMENDMENTS  
(ZCH-0061)**

AYES (5): Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

### **3. 2025 Community Development Block Grant Draft Recommendations**

- Fiscal Impact: Approval of Atascadero's total 2025 CDBG allocation would result in the estimated revenue and expenditure of \$146,534 of CDBG funds.
- Recommendation: Council develop and adopt draft recommendations for the 2025 Community Development Block Grant (CDBG) funds. [Public Works]

Ex Parte: None.

Public Works Analyst Betz gave the presentation and answered questions from the City Council. Public Works Director DeBar and Community Services and Promotions Director Banish also answered questions from the Council.

#### **PUBLIC COMMENT:**

***Mayor Moreno opened the Public Comment period.***

The following persons spoke on this item: Geoff Auslen and Austin Solheim

***Mayor Moreno closed the Public Comment period.***

**MOTION BY:** Bourbeau  
**SECOND BY:** Newsom

**1. Adopt the following recommendations for the 2025 Community Development Block Grant (CDBG) funds:**

<b>Sidewalk &amp; Accessibility Improvements Project</b>	<b>\$ 95,248.00</b>
<b>City of Atascadero – Youth Scholarships</b>	<b>\$ 12,520.00</b>
<b>El Camino Homeless Organization</b>	<b>\$ 9,460.00</b>
<b>City Program Administration Costs</b>	<b>\$ 10,257.00</b>
<b>County Program Administration Costs</b>	<b>\$ 19,049.00</b>
<b>TOTAL 2025:</b>	<b>\$146,534.00</b>

AYES (5): Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

The Mayor asked for a motion to go past 11 P.M. before moving on to the next item on the agenda.

**MOTION BY:** Bourbeau  
**SECOND BY:** Newsom

**1. Approve continuing the City Council Meeting beyond 11 P.M.**

AYES (5): Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

**C. MANAGEMENT REPORTS:**

**1. General Plan Update – Policy Discussion**

- Fiscal Impact: None
- Recommendation: Council receive an update on the General Plan Update project, provide direction to staff on policy questions, and inform the Council and Community of next steps. [Community Development]

Community Development Director Dunsmore, Planning Manager Gleason and MIG Consultant Dan Amsden gave the presentation and answered questions from the City Council. City Manager Lewis and Public Works Director DeBar also commented on the item.

**PUBLIC COMMENT:**

***Mayor Moreno opened the Public Comment period.***

The following persons spoke on this item: Dave Garley and Ranel Porter

***Mayor Moreno closed the Public Comment period.***

***Council received the update on the General Plan Update project and provided staff with direction on policy questions.***

**D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS: None.**

**E. INDIVIDUAL DETERMINATION AND / OR ACTION: None.**

**ADJOURNMENT:**

Mayor Moreno adjourned the meeting at 12:08 A.M.

**MINUTES PREPARED BY:**

\_\_\_\_\_

Amanda Muther  
Deputy City Clerk

**APPROVED: 12/10/24**

## **Community Feedback from Atascadero Meeting January 25, 2024**

### **Concerns and Discussion Points**

#### **Open Meal Program Concerns**

- A former chaperone and volunteer raised concerns regarding the open meal program, specifically the to-go meals, which have been found discarded in the creek.
- **Proposed Solutions:**
  - Restricting access to the creek by installing fencing to prevent individuals from entering the area.
  - Concerns about safety due to needles, feces, campfires, and other hazards present in the creek area.
  - While the creek should remain accessible, temporary fencing could be installed at the North County corner to deter access.
  - Consideration of the impact of distributing non-cook bags to individuals who may not have proper disposal options.

#### **Community Impact and Safety**

- A resident on Navajo Street expressed skepticism about fencing, stating that it may be cut down.
- Residents near Santa Ynez reported that individuals camping in the creek have caused some tenants to move out of nearby apartments.
- Concerns were raised about water pollution from individuals camping in the creek.
- Increased foot traffic through the creek bed has been noted by community members.

#### **Communication and Notification**

- Issues were raised regarding how the community is notified about changes and initiatives:
  - ECHO is collecting addresses to improve direct communication.
  - ECHO has received email concerns from residents.
  - Suggestions for improved notifications include:
    - Local media updates.



- Regular updates on ECHO's website.
- Larger distance from Shelter being notified.

### **Appreciation for ECHO's Efforts**

- Community members expressed gratitude for ECHO's work and the dedication of its staff.
- Historical reference was made to 2013 when ECHO transitioned from a church-based shelter to its current model, and a wall was constructed to help address neighbor concerns.
- Residents appreciate the upcoming family shelter initiative and the shift to a 90-day stay program, which they see as beneficial.
- However, concerns remain about the meal program:
  - A request for the city to better understand the "zone of impact" caused by the meal program.
  - Acknowledgment that ECHO has made efforts to mitigate issues.
  - Some residents feel that the meal program may contribute to an increased number of unhoused individuals in the area.

### **Broader Responsibility and Impact**

- It was emphasized that addressing homelessness is not solely ECHO's responsibility; the city also plays a critical role in providing services and balancing community needs.
- When the warming shelter is opened in a different location, it temporarily shifts the "zone of impact," affecting different areas.
- Increased concerns regarding individuals camping on private properties near the meal program site.
- Residents requested that law enforcement provide safety information to neighborhoods affected by these programs.

### **Issues Related to Unhoused Individuals**

- Community members noted that the presence of unhoused individuals in the neighborhood often leads to a negative perception of ECHO, despite the shelter's efforts.
- The primary concerns are with individuals outside of ECHO's programs:

- Issues with people congregating behind businesses and on Caltrans property.
- A call for the city to take a more active role in addressing these encampments.

### **City's Role in Finding Solutions**

- **Phil (City Representative):** Acknowledged that while the city is not a part of ECHO, it plays a role in coordinating solutions.
  - The city has a broader authority to direct individuals to services and regulate camping locations.
  - Addressing homelessness is a statewide challenge, but the city remains committed to working on solutions.

### **Vehicle and Encampment Concerns**

- Reports of individuals sleeping in vehicles.
- **Phil:**
  - Noted that the city has an ordinance prohibiting camping near creeks and freeways.
  - Acknowledged that enforcement is a challenge due to limited staffing.
  - Stressed that efforts to address these issues are ongoing and that community concerns are being heard.
- Concerns were raised about individuals who are not homeless but loiter in the area.
- Reports of camping issues at Stadium Park and surrounding areas.

### **Infrastructure and Policy Issues**

- **Jay (Community Member):** Expressed concerns about the wall constructed in 2013, stating that it remains incomplete and not high enough.
- The city had previously promised to finish the wall, and residents want follow-up on this commitment.
- Unresolved issues from the 2013 community meetings were revisited.
- A request was made for ECHO staff to assist in discouraging individuals from occupying the median.

### **Requests for Law Enforcement Involvement**

- The community requested that the Chief of Police attend the next meeting to address safety concerns directly.
- **Phil:** Suggested looking at data from the past two years to assess trends and the impact of current policies.
- Question about whether ECHO can call law enforcement to address individuals occupying the median.
  - ECHO's Outreach Case Manager is actively working on these issues.
- Some community members expressed frustration with calling the non-emergency police line and receiving minimal response.
  - **Phil:** Encouraged residents to document names and report concerns directly.
  - Acknowledgment that residents have become discouraged due to a perceived lack of response from the city and Atascadero Police Department (APD).

### Final Thoughts

- There is a shared sentiment that homelessness is now more prominent on the city's radar than ever before.
- **Phil:** Referenced the Grants Pass decision and Atascadero's Time, Place, and Manner Camping Ordinance as legal frameworks for addressing homelessness-related concerns.

### Next Steps & Action Items

1. **Fencing & Creek Access:** Consideration of installing a fence to deter access to the creek.
2. **Improved Notifications:** ECHO to expand communication efforts through emails, social media, and the website.
3. **Law Enforcement Presence:** Request for the Chief of Police to attend the next meeting.
4. **Assessment of City Policies:** Review of past commitments regarding the neighborhood wall and other measures.
5. **Continued Collaboration:** Ongoing discussions between ECHO, the city, law enforcement, and residents to address concerns and find balanced solutions.



## Community Feedback from Atascadero Meeting March 13, 2024

### Concerns and Discussion Points

#### No-Cook Bags Distribution

- Community members inquired about the distribution of no-cook bags.
- The process has been revised so that individuals now check out these bags through their case manager to increase engagement, create opportunities for housing assistance, and control distribution.

#### Updates on Encampment and Median Cleanup

- **John Sanders:** Expressed gratitude to the city council, police, and city manager for clearing vehicles from the median.
- Raised a concern about food distribution: While he estimated that 10-20 clamshell meal containers were being handed out, **Wendy (ECHO CEO)** clarified that only 1-2 are now distributed.
- **Kara (ECHO Board Member):** Noted that clients still request clamshell meals, and volunteers are instructed not to distribute them.
- **John:** Acknowledged that no one is currently camping in the creek due to high water levels but expressed concerns about future encampments once the water recedes.
  - **This issue was placed in the "parking lot" for further discussion.**

#### Property Concerns and Fencing

- **Bryan B.:** Lives across the street from ECHO and has a direct view of a tent in his backyard.
  - He has advocated for fencing off the area and holds the city responsible for mitigating the "zone of impact."
- **Neighbor from Santa Ynez:**
  - Concerned about the overall increase in unhoused individuals, although not necessarily worried about families.
  - Noted that homelessness has grown significantly over the past 30 years in Atascadero, from a few individuals to an estimated 500.



- Appreciates that ECHO has been actively cleaning up trash in the neighborhood, but pointed out that Atascadero High School continues to contribute to littering.
- Suggested that the high school be made aware of the issue.
- **Wendy:** Confirmed that ECHO is meeting with the Interact Club through Rotary to discuss collaboration on cleanup efforts.
- **City Manager:** Committed to addressing the issue.

### Safety Concerns and the Meal Program

- A community member thanked the city for neighborhood cleanup but raised concerns about the safety impact of the free meal program, especially for children.
- Suggested rotating the meal program among different churches.
  - **Wendy:** Explained that while the idea has been explored, the increased cost makes it unfeasible. The meal program serves as a key method for engaging with individuals and connecting them to housing resources.
  - **This issue was placed in the "parking lot" for further discussion.**

### Homeless Population Increase and Engagement

- **Community Member:** Asked if homelessness in the area has increased.
  - **Wendy:** Highlighted ECHO's success in 2024, securing stable housing for 256 individuals. She noted that while there is concern about increased services attracting non-local individuals, 85% of ECHO's clients are from the area.
- **Question:** Does ECHO turn away individuals who only come for meals and do not engage in services?
  - **Wendy:** Explained that ECHO makes every effort to engage people meaningfully, working to build trust and connect them with housing services over time.

### Meal Program Participation Data

- **Councilmember Funk:** Requested data on the demographics of those attending the meal program.
- **Wendy:**
  - 50% of participants are ECHO residents.



- 25% are housed individuals.
- 25% are unsheltered individuals.
- Numbers fluctuate over time.

### Ongoing City Coordination and Annual Meetings

- **Dan Ulrich:** Lives near ECHO and raised concerns about encampments near the creek and freeway.
  - Referenced the November City Council meeting's approval of an annual review with city staff and police for accountability.
  - Asked whether this meeting fulfills that requirement.
  - **Jim Lewis (City Manager):** Confirmed that this is the required meeting.
- **Dan:** Stressed the importance of meaningful collaboration between the city and the city manager to address ongoing concerns.
  - **Wendy:** Reiterated that these meetings are happening.
- **John Sanders:** Asked whether the city manager is planning a separate community meeting.
  - **City Manager:** Confirmed that this meeting serves that purpose.

### Encampments and Public Safety

- **Bryan B.:**
  - Has lived in the area for 20 years and has seen an increase in tents and needles in the creek since ECHO transitioned from a church to a shelter.
  - Called for the city to install a fence to prevent access to the creek.
  - Expressed frustration that his property value is impacted, citing instances where guests have encountered individuals in tents who yelled at them.
  - While he appreciates progress, he believes the city must do more to mitigate the shelter's impact.
- **John Sanders:** Asked if ECHO supplies tents to unhoused individuals.
  - **Wendy:** Confirmed that ECHO does provide a limited number of tents in extreme weather conditions to prevent loss of life.



- **Dan U.:** Asked if the city would consider an ordinance similar to Fremont's "aiding and abetting" law, which restricts assistance to unhoused individuals in certain ways.

### **Law Enforcement and Policy Updates**

- **In Attendance:**
  - Jim Lewis, City Manager
  - Mayor Bourbeau
  - Councilmember Funk
  - Police Chief Suttles
- **Jim Lewis:**
  - The city is working on a shopping cart ordinance and reviewing the impact of Proposition 36.
  - The police and Community Action Team (CAT) are actively addressing homelessness in the creek area.
- **Chief Suttles:**
  - Acknowledged that homelessness is a long-standing issue, but significant changes have been made in the past five years.
  - The police department works closely with mental health clinicians and outreach case managers to address root causes of homelessness.
  - Trust-building is crucial, and it often takes 35+ interactions before individuals accept services.
  - Proposition 36 is now being used to hold individuals accountable for certain crimes, such as petty theft and drug possession.
  - As of January, the District Attorney had four related cases; now, there are 92.
  - Stressed that the city is committed to encampment removal and ensuring that residents do not have to "stare at tents in their backyards."

### **Safety Concerns and Student Behavior**

- **Jim Lewis:** Addressed long-term solutions for neighborhood safety.
  - Acknowledged concerns about students littering and stealing mail.



- Atascadero High School cannot implement a fully closed campus due to its inability to feed all students.
- The school is exploring incentive-based programs to encourage students to stay on campus.
- **Chief Suttles:** Encouraged residents to report suspicious activity.
- **Jim Lewis:** Proposed infrastructure improvements on Atascadero Avenue and surrounding areas, which are under discussion as a future agenda item.

### Shopping Cart Ordinance

- **Mayor Burbeaux:**
  - Shopping carts contribute to increased accumulation of belongings among unhoused individuals.
  - The city is developing an ordinance requiring stores to retrieve abandoned carts.
  - The city is working with local businesses to prepare for the ordinance's implementation.

### Next Steps

- **Jim Lewis:**
  - Will report the results of these meetings to the city council.
  - The council will review this feedback and monitor ongoing efforts.
  - The next formal discussion will be in June, when this will be included as an agenda item.





# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item C1

**Department:** City Manager's Office  
**Date:** 05/13/2025  
**Placement:** Public Hearing

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** RACHEL HUNTER, HUMAN RESOURCES MANAGER

**PREPARED BY:** RACHEL HUNTER, HUMAN RESOURCES MANAGER

**SUBJECT:** Status of Workforce Vacancies, Recruitment and Retention

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### RECOMMENDATION:

Receive and file the City of Atascadero Status of Workforce Vacancies, Recruitment and Retention presentation.

### REPORT IN BRIEF:

The signing of Assembly Bill 2561 (AB 2561) introduced new requirements for public agencies to address and publicly report on staffing vacancies, recruitment and retention efforts. As part of this law, public agencies must also highlight hiring challenges and potential policy obstacles. Employee organizations are given the opportunity to present their perspectives during these public hearings.

This report outlines the City's workforce composition, vacancy trends, and strategies to attract and retain employees. Along with recruitment and hiring, the City also focuses on long-term retention through employee culture, incentive programs, internal promotion opportunities, and workplace improvements such as flexible scheduling, professional development, and employee engagement initiatives. All data collected is from the 2024 calendar year.

### DISCUSSION:

On September 22, 2024, Governor Newsom signed AB 2561 into law to amend the Meyers-Milias-Brown Act and create Government Code Section 3502.3 (GC 3502.3), resulting in a new obligation for public agencies to publicly address the status of their vacancies. This new requirement is based on the negative impact of vacancies in the public sector, resulting in burnout, increased turnover, heavier workloads, higher workers compensation liability and decreased service to the public.

GC 3502.3 requires public agencies to present the status of their vacancies and recruitment and retention efforts during a public hearing before their governing board at least once per fiscal year, prior to the adoption of the budget for the fiscal year. During this hearing, the City must identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. The City must also allow recognized bargaining units to make a presentation at the hearing.

Additionally, if the number of vacancies meet or exceeds 20% of the total number of authorized full-time positions in a bargaining unit, the City shall also include the following information upon the request of the bargaining unit:

1. The total number of job vacancies within a bargaining unit
2. The total number of applicants for vacant positions within the bargaining unit
3. The average number of days to complete the hiring process from when a position is posted
4. Opportunities to improve compensation and other working conditions

City of Atascadero Bargaining Units

The City of Atascadero has four bargaining units, consisting of 144 full-time positions.

City of Atascadero Bargaining Unit	Number of Positions
Service Employees International Unit (SEIU) Local 620	51
Atascadero Police Association	42
Atascadero Professional Firefighters Local 3600	19
Non-Represented Professional, Management & Confidential	32

Vacancies

Vacancies can be created in many ways, including promotion, transfer, retirement, resignation, termination, or creation of new positions. When a position is vacant, Human Resources, along with the City’s hiring managers, prioritize filling the position with the most qualified candidate as timely as possible.

The total vacancy Citywide as of December 31, 2024, was 9%, or thirteen (13) positions. As of December 31, 2024, the vacancy rate for each bargaining unit was:

City of Atascadero Bargaining Unit	Vacancy Rate
Service Employees International Unit (SEIU) Local 620	11.7%
Atascadero Police Association	14.2%
Atascadero Professional Firefighters Local 3600	0%
Non-Represented Professional, Management & Confidential	3.1%

At the time of this report, five of the above-mentioned vacant positions have been filled, with another three in the hiring process.

## Recruitment and Retention Efforts

On April 22, 2025, City Council adopted the 2025-2027 Work Plan, which included the Council and staff's commitment to "invest in a genuine and empowering employee culture that is supported by modern human resource practices to increase retention and recruitment."

When a vacancy occurs, the hiring manager, along with the Human Resources Manager, evaluates if there is an internal candidate qualified for the vacant position. In 2024, there were seventeen (17) promotions of current employees. Of these internal promotions, four (4) were new positions created through the budget process or negotiations, six (6) were to backfill retirements/promotions, three (3) were Police Recruits promoted to Police Officers, and four (4) were caused by normal turnover.

When a position cannot be filled internally, an open recruitment is conducted. Each position is evaluated for recruitment length, appropriate recruitment period, advertising, and testing process before the recruitment launches. Once launched, the recruitment is advertised to appropriate publications, if applicable. When the recruitment closes, a team of staff reviews the applications for potential interviews. Testing processes and interview questions are constantly being updated based on the position, team, law updates and department priorities. The potential candidates are interviewed and tested by panels comprised of City staff, staff from other agencies, and/or members of the community to ensure the City is hiring the most qualified and well-rounded individuals.

Recruitment procedures are routinely evaluated for barriers to a smooth recruitment process. Currently, there are no obstacles in the recruitment policies or procedures that can be updated to make the process more efficient or effective. Having a concise and consistent recruitment procedure allows the City to hire confidently from the best applicants.

Employee retention is a top priority throughout the City. This is accomplished through competitive wages, flexible schedules, promoting work life balance, training opportunities, strong benefit packages and a supportive employee culture. Annually, a Citywide team building event is hosted for all staff to focus on collective goals and celebrate accomplishments of individuals and departments. Individual departments and teams hold separate strategic plannings to align with Council goals and Citywide goals. Staff is involved in each phase of these goals, from establishing to executing to celebrating.

There are many reasons employees choose to leave an organization, however, in the last six (6) months, four (4) employees have returned to City employment after seeking opportunities elsewhere. It should also be noted that in calendar year 2024, there were six (6) retirements, averaging 21.5 years of service. Creating a City culture where employees truly enjoy going to work, being fulfilled, and having the tools and resources to accomplish their goals will continue to attract good employees and keep them dedicated to the City of Atascadero.

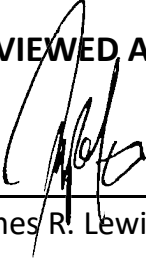
**FISCAL IMPACT:**

None.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and the Deputy City Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

A handwritten signature in black ink, appearing to read 'J. Lewis', is written over a horizontal line.

James R. Lewis, City Manager

**ATTACHMENT(S):**

None.



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item C2

**Department:** Fire  
**Date:** 5/13/25  
**Placement:** Public Hearing

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** CASEY BRYSON, FIRE CHIEF  
**PREPARED BY:** KELLY AREBALO, ADMINISTRATIVE ASSISTANT  
**SUBJECT:** Weed Abatement Hearing of Objections

### RECOMMENDATIONS:

Council:

1. Hear all objections to the proposed removal of vegetative growth and/or refuse and allow or overrule any objections.
2. Authorize the Fire Chief to proceed and perform the work of abatement.

### DISCUSSION:

Section 6-13.03 of the Atascadero Municipal Code addresses the abatement of vegetative growth and/or refuse, which constitutes a hazard. Atascadero Fire & Emergency Services conducted its initial inspection during the middle of March. There are approximately 11,282 parcels within the City.

Compliance with the Weed Abatement Section of our Municipal Code is a critical component of our Fuel Management Plan. The City of Atascadero does not want to be in the mowing business. The intent of this program is to encourage citizens to independently manage the weeds on their properties. An efficient Fuel Management Program helps the City keep wildland fires at a minimum and the cost of staffing down.

The City recovers costs for administering this program through recovery of the contractor cost of abatement, plus a flat fee of \$291, plus an administrative fee equal to 166% of the contractor's fee, which are then placed on the San Luis Obispo County Special Tax Assessment for the fiscal year 2025-2026 Tax Roll. This fee structure is intended to cover 100% of the cost of the weed abatement program, ensuring that compliant property owners/taxpayers do not subsidize the cost of the program.

As part of the abatement process, the City Council is required to hear objections to the proposed removal of vegetative growth and/or refuse. This hearing allows any affected property owner to object to the proposed abatement of hazards on their property.

**FISCAL IMPACT:**

None. Costs of the weed abatement program are recovered through the assessments charged to non-compliant parcels that must be abated by the City Contractor. Those property owners who comply with the Municipal Code are not assessed or charged.

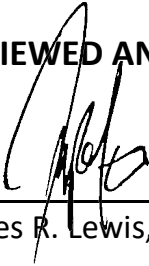
**ALTERNATIVES:**

No alternative is recommended.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Fire Chief and Administrative Services Director.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

A handwritten signature in black ink, appearing to read 'J. Lewis', is written over a horizontal line.

James R. Lewis, City Manager

**ATTACHMENT(S):**

None.



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item C3

**Department:** Administrative Services  
**Date:** 5/13/25  
**Placement:** Management

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES

**PREPARED BY:** JERI RANGEL, DIRECTOR OF ADMINISTRATIVE SERVICES

**SUBJECT:** Introduction of an Ordinance forming the Atascadero Industrial Development Authority and Adoption of a Resolution Declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority

### RECOMMENDATIONS:

Council:

1. Introduce for first reading by title only an Ordinance of the City Council of the City of Atascadero Forming the Atascadero Industrial Development Authority.
2. Adopt a Resolution declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority.

### DISCUSSION:

#### BACKGROUND

The City of Atascadero (the “City”) is moving forward with the demolition of Fire Station No. 1, reconstruction of Fire Station No. 1, renovation of Fire Station No. 2, and the renovations of the Police Department headquarters building (the “Project”). The City expects to finance a portion of the Project using lease revenue bonds (the “Project LRBs”). In order to issue tax-exempt municipal lease revenue bonds, the City has, in the past, used the Atascadero Public Financing Authority (the “Prior Authority”) as the conduit-issuer of these bonds. The Prior Authority was formed pursuant to a Joint Exercise of Powers Agreement (the “JPA Agreement”) between the City and the former Community Redevelopment Agency of Atascadero (the “Prior Agency”), dated November 9, 2004. The Prior Authority and has no outstanding debt obligation and will no longer be used by the City.

On February 1, 2012, the Prior Agency was dissolved by statute. The Successor Agency to the Community Redevelopment Agency of Atascadero (the “Successor Agency”) exists to wind

down the affairs of the Prior Agency, and serves as the current member of the Prior Authority. The Successor Agency is expected to be dissolved shortly after the outstanding 2024 Tax Allocation Refunding Bonds mature on October 1, 2040. Because the Project LRBs are expected to be outstanding past October 1, 2040, staff recommends that the City create an Industrial Development Authority, which will have the power to enter into a joint exercise of powers agreement with the City to form a new financing authority to issue the Project LRBs. The first step in this process is the introduction of an Ordinance (Attachment 1) to form the Atascadero Industrial Development Authority and the adoption of a Resolution (Attachment 2) to declare the City Council as the Board of Directors of the Atascadero Industrial Development Authority.

## **ANALYSIS**

The City is presently in the process of planning and preparing for the issuance of Project LRBs to provide part of the financing for the Project.

Following consultation with Stradling Yocca Carlson & Rauth LLP, the City's bond counsel ("Stradling"), and Urban Futures, Inc., the City's municipal advisor ("Urban Futures"), staff has determined that issuing Project LRBs through a joint exercise of powers authority would likely result in the City's lowest borrowing costs.

To facilitate this, staff recommends the creation of an Industrial Development Authority ("Industrial Development Authority") pursuant to the California Industrial Development Financing Act, Title 10 (commencing with Section 91500) of the California Government Code (the "IDA Act"). This new entity would serve as a partner agency to form the "Atascadero Financing Authority."

Sections 91520 of the IDA Act provides that there is within each city an Industrial Development Authority and that the Industrial Development Authority shall not transact any business or exercise any powers under the IDA Act unless, by ordinance, the City Council, as the governing body of the City, declares that there is a need for such Industrial Development Authority and that such Industrial Development Authority shall function.

If created, the Industrial Development Authority will be a distinct legal entity from the City. The IDA Act provides that all powers vested in an Industrial Development Authority shall be exercisable by a Board of Directors (the "Board of Directors") appointed by the City Council. The IDA Act also provides that, as an alternative to the appointment of a separate Board of Directors, the City Council may declare by Resolution that the members of the City Council shall be the members of the Board of Directors. Staff recommends that the City Council declare itself to be the Board of Directors of the Atascadero Industrial Development Authority.



Although the Industrial Development Authority will be vested with the power to carry out various projects and activities under the IDA Act (including powers to acquire and dispose of property and issue bonds to finance industrial and economic development), it has no obligation to initiate such projects or activities.

Because it is not currently contemplated that the Industrial Development Authority will undertake any activities or projects other than forming the Atascadero Financing Authority with the City, operating expenses are anticipated to be nominal and staffing for the Industrial Development Authority would be provided from existing City resources and staff. To the extent that it is deemed necessary in the future, a cooperation agreement between the City and the Industrial Development Authority could be prepared to pay for City staff and facilities used by the Industrial Development Authority.

Creating the Industrial Development Authority requires the adoption of an Ordinance by the City Council. The first reading of the Ordinance will occur on May 13, 2025, with adoption projected for the City Council meeting of May 27, 2025. Submitted concurrently with the Ordinance is a Resolution that would establish the City Council as the Board of Directors of the Atascadero Industrial Development Authority. Should the City Council act to adopt the Resolution at this juncture, its provisions will become effective on June 26, 2025, the date the Ordinance is expected to become effective. Staff will return to the City Council at a later date with additional actions to create the Atascadero Financing Authority.

#### ***ENVIRONMENTAL REVIEW***

The formation of the Industrial Development Authority and the declaration of the City Council as its Board of Directors is not a “Project” under the California Environmental Quality Act (CEQA) as this action will not cause any significant impact on the environment.

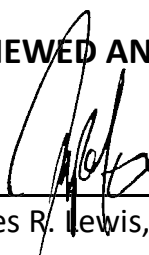
#### **FISCAL IMPACT:**

There is no significant impact to the City’s general fund associated with the proposed formation of the Industrial Development Authority and the declaration of the City Council as its Board of Directors. Operating expenses are anticipated to be nominal and staffing for the Industrial Development Authority would be provided from existing resources of City staff.

#### **REVIEWED BY OTHERS:**

This item has been reviewed by the Deputy City Manager and the City Attorney.

**REVIEWED AND APPROVED FOR CITY COUNCIL AGENDA**

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James R. Lewis, City Manager

**ATTACHMENTS:**

1. **Draft Ordinance** – An Ordinance of the City Council of the City of Atascadero Forming the Atascadero Industrial Development Authority
2. **Draft Resolution** – A Resolution of the City Council of the City of Atascadero Declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority

**DRAFT ORDINANCE NO. \_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
ATASCADERO FORMING THE ATASCADERO  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**WHEREAS**, the California Industrial Development Financing Act is codified in Title 10 (commencing with Section 91500) of the California Government Code (the “Act”); and

**WHEREAS**, section 91520 of the Act provides that in every city, including the City of Atascadero (the “City”), there is a public body corporate and politic known as the industrial development authority of the city (the “Industrial Development Authority”); and

**WHEREAS**, section 91520 of the Act additionally provides that the Industrial Development Authority shall not transact business or exercise its power unless the City Council, as the legislative body of the City, declares by Ordinance that there is a need for an Industrial Development Authority to function in the City; and

**WHEREAS**, the Act further provides the public purposes for such Industrial Development Authority are to increase opportunities for useful employment or otherwise contribute to economic development and that the need for the establishment of an Industrial Development Authority in the achievement of such purposes is based upon findings that industry requires the new and alternative method of capital finance that such authorities can provide in order for it to undertake the acquisition, construction or rehabilitation of facilities the use of which will serve those public purposes.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATASCADERO  
HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1. Findings.** The foregoing recitals are true and correct and the City Council so finds and determines.

**SECTION 2. Approval.** The City Council finds that there is a need for an Industrial Development Authority to function in the City, and the Industrial Development Authority is permitted to transact any business and exercise any power authorized by the provisions of the Act within all areas of the City. The Industrial Development Authority of the City shall be called the “Atascadero Industrial Development Authority.”

**SECTION 3. Municipal Code.** A new Chapter 21 is added to Title 2 Administration of the Atascadero Municipal Code to read as follows:

## **Chapter 21 Industrial Development Authority**

### **2-21.01 Organization.**

The industrial development authority of the City, which is established by the California Industrial Development Financing Act, is hereby declared organized and shall function under the name “Atascadero Industrial Development Authority.”

### **2-21.02 Powers and Authority.**

The Atascadero Industrial Development Authority shall be authorized to transact business and exercise all of the powers and other authority conferred upon industrial development authorities by the California Industrial Development Financing Act.

### **2-21.03 Jurisdiction.**

The jurisdiction of the Atascadero Industrial Development Authority to undertake projects shall be coincident as to territory with the city limits of the City as established as of the date of this Ordinance and as modified from time to time in accordance with applicable law.

### **2-21.04 Officers.**

The officers of the Atascadero Industrial Development Authority shall consist of the Chair, Vice Chair, Executive Director, Treasurer, and Secretary of the board of directors which positions shall be held by the Mayor, Mayor Pro Tempore, City Manager, Administrative Services Director, and City Clerk of the City, respectively.

**SECTION 4. Notice.** The City Clerk is directed to certify the passage and adoption of this Ordinance, cause it to be entered into the City of Atascadero’s book of original ordinances, make a note of the passage and adoption in the records of this meeting and within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

**SECTION 5. Effective Date.** This Ordinance will take effect on the 30th day following its final passage and adoption.

**INTRODUCED** at a regular meeting of the City Council held on May 13, 2025, and **PASSED, APPROVED** and **ADOPTED** by the City Council of the City of Atascadero, State of California, on May 27, 2025.

CITY OF ATASCADERO:

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Charles Bourbeau, Mayor

ATTEST:

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Lara K. Christensen, City Clerk

APPROVED AS TO FORM:

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Dave Fleishman, City Attorney

STATE OF CALIFORNIA                     )  
COUNTY OF SAN LUIS OBISPO) §  
CITY OF ATASCADERO                     )

I, ALYSSA M. SLATER, Deputy City Clerk of the City of Atascadero, DO HEREBY CERTIFY that that Ordinance No. \_\_\_\_ was duly introduced at a regular meeting held May 13, 2025 and adopted at a regular meeting of the City Council held on the 27th day of May, 2025 by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

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ALYSSA M. SLATER, DEPUTY CITY CLERK

I hereby certify that the foregoing is the original of Ordinance No. \_\_\_\_ duly passed and adopted by the Atascadero City Council at their regular meeting held on May 27, 2025 and that summaries of the Ordinance were published on \_\_/\_\_/2025 and \_\_/\_\_/2025 in the [News Times] newspaper.

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ALYSSA M. SLATER, DEPUTY CITY CLERK

**DRAFT RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ATASCADERO, CALIFORNIA, DECLARING THAT THE  
CITY COUNCIL SHALL BE THE BOARD OF DIRECTORS  
OF THE ATASCADERO INDUSTRIAL DEVELOPMENT  
AUTHORITY**

**WHEREAS**, the California Industrial Development Financing Act is codified in Title 10 (commencing with Section 91500) of the California Government Code (the “Act”); and

**WHEREAS**, on May 13, 2025, the City Council (the “City Council”) of the City of Atascadero (the “City”) introduced and conducted its first reading of an ordinance (the “Ordinance”) forming an industrial development authority called the “Atascadero Industrial Development Authority,” authorizing it to transact business and exercise all of the powers and other authority conferred upon industrial development authorities pursuant to the Act; and

**WHEREAS**, section 91522 of the Act provides that all powers vested in an industrial development authority shall be exercisable by a Board of Directors (the “Board of Directors”) appointed by the City Council; and

**WHEREAS**, section 91523 of the Act provides that as an alternative to the appointment of a Board of Directors of the Atascadero Industrial Development Authority, the City Council may declare by Resolution that the members of the City Council shall be the members of the Board of Directors of the Atascadero Industrial Development Authority; and

**WHEREAS**, section 91523 of the Act further provides that if the City Council declares itself to be the Board of Directors of the Atascadero Industrial Development Authority, all of the rights, powers, privileges, duties, liabilities, disabilities, and immunities vested in the Board of Directors shall be vested in the City Council, as the Board of Directors.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Atascadero:

**SECTION 1. Recitals.** The foregoing recitals are true and correct and the City Council so finds and determines.

**SECTION 2. Approval.** Pursuant to Section 91523 of the Act, the City Council finds that the appointment of the members of the City Council as the members of the Board of Directors of the Atascadero Industrial Development Authority will serve the public interest and promote the public safety and welfare in an effective manner and, therefore, the members of the City Council are hereby declared to be the members of the Board of Directors of the Atascadero Industrial Development Authority. All of the rights, powers, privileges, duties, liabilities, disabilities, and immunities shall be vested in the City Council, as the Board of Directors, except as otherwise provided by the Act.

**SECTION 3. Effective Date.** This Resolution shall take effect from and after the date the Atascadero Industrial Development Authority is established, to wit, on June 26, 2025, the date the Ordinance is expected to become effective.

**PASSED AND ADOPTED** at a regular meeting of the City Council on the 13th day of May, 2025.

On motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ATASCADERO

\_\_\_\_\_  
Charles Bourbeau, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk



## **NOTICE OF CANCELLATION – PUBLIC HEARING ATASCADERO CITY COUNCIL**

**Date:** May 13, 2025

**Subject of Meeting:** Economic Development Subsidy - Centennial Development Project.

The public hearing originally scheduled for May 13, 2025 has been cancelled and maybe rescheduled to a future City Council Meeting date. A public notice for the future hearing will be posted if the hearing is rescheduled.