



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** June 29, 2023

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

**Subject:** Public Hearing on Imposition of Fiscal Year 2023-2024 Tax Roll Charges for the Sierra Point Landscaping and Lighting District

### **Community Goal/Result** - Economic Development

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

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

1. Statement of the Engineer of Record as to the nature of the project.
2. Mayor's statement and declaration that the Public Hearing is open (see Attachment 1).
3. Statement by the City Clerk verifying that the Certificate of Posting and the Resolution of Intention is on file (see Attachment 2), followed by the reading of any written protests by the City Clerk.
4. Hearing of oral testimony and comments.
5. Closure of Public Hearing.
6. If appropriate, adopt the proposed Resolution Addressing Objections and Ordering the Improvements and Confirming the Diagrams and Assessment for Fiscal Year 2023-2024 for the Sierra Point Landscaping and Lighting District.

### **Background**

At its June 1st meeting, the City Council adopted Resolution No. 2023-27, a Resolution of Preliminary Approval of Engineer's Report, and Resolution No. 2023-28, a Resolution of Intention to Order the Levy and Collection of Assessments Pursuant to the Landscaping and Lighting Act of 1972, pertaining to the Sierra Point Landscaping and Lighting District, Fiscal Year 2023-2024. The fiscal year 2023–2024 Engineer's Report maintains the previous year's total assessment amount.

In accordance with state law, joint notice of both the public meeting and the public hearing was mailed to all affected property owners and was posted at City Hall, Brisbane Community

Public Hearing on Imposition of FY 23-24 Tax Roll Charges for the SPLLD

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Center, Brisbane Public Library and Mission Blue Center. The preliminarily approved Engineer's Report is attached. As of June 16, 2023, no written protests had been received.

### **Discussion**

In addition to the routine maintenance provided within the district, the revenue funds non-annual projects such as deep root watering trees in drought years. In the coming fiscal year, aging and rusting street light poles will be replaced and/or repaired and treated with rust inhibitor as needed.

Minor corrections to the Engineer's Report may be made by staff after adoption of the resolution if final county assessor data received after this action differs from draft data.

### **Fiscal Impact**

This is an annually occurring process that provides the funding mechanism for the work completed within the landscaping and lighting district. If the Council declines to order and levy the collection of assessments, there will be no identified revenue source for the work scheduled in this District. The FY 23-24 budget adopted by Council for Department 6035 (Sierra Point Landscaping and Lighting District) is in the amount of \$667,927. The assessments to be collected via the recommended action are \$591,719. The budgeted amount includes \$76,208 from fund reserves.

### **Measure of Success**

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

### **Attachments**

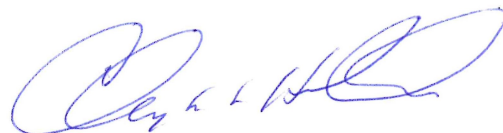
1. Opening Statement by the Mayor of the City of Brisbane
2. Clerk's Statement
3. Proposed Resolution Addressing Objections, Ordering the Improvements and Confirming the Diagrams and Assessment for Fiscal Year 2023-24
4. Engineer's Report, including Zone 1 and Zone 2 Assessment Diagrams



Karen Kinser, Deputy Director of Public Works



Randy Breault, Director of Public Works



Clay Holstine, City Manager

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

JUNE 29, 2023

**SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT**

This is the time and place set for hearing on the Engineer's Report and the levy and collection of the proposed assessment for Fiscal Year 2023-2024 for the Sierra Point Landscaping and Lighting District. These proceedings were undertaken pursuant to the Landscaping and Lighting Act of 1972.

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

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

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

## **CLERK'S STATEMENT**

JUNE 29, 2023

### **SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT**

Notices have been mailed and posted as required by the Landscaping and Lighting Act of 1972. Proofs of mailing and posting are on file in my office. A copy of the Engineer's Report prepared by the Engineer of Work was filed in my office on May 24, 2023 and has been open to public inspection since that time.

**RESOLUTION NO. 2023-XX**

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

**FISCAL YEAR 2023-2024**

**SIERRA POINT  
LANDSCAPING AND LIGHTING DISTRICT**

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

**WHEREAS**, the Engineer's Report for Fiscal Year 2023-2024 for the Sierra Point Landscaping and Lighting District Pursuant to the Landscaping and Lighting Act of 1972 was duly made and filed with the Clerk of said City, whereupon said Clerk presented it to the City Council for its consideration;

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

**WHEREAS**, said Council found that said report and each and every part thereof was sufficient in every particular detail and determined that it should stand as the report for all subsequent proceedings under said Act, and thereby Preliminarily Approved said report via Resolution 2023-27; whereupon said Council, pursuant to the requirements of said Act, appointed Thursday, the 29th day of June, 2023, at the hour of 7:30 p.m. of said day in the Brisbane Community Meeting Room, 50 Park Place, Brisbane, California, 94005 as the time and place for hearing protests in relation to the levy and collection of the proposed assessments for said improvements, including the maintenance or servicing, or both, thereof, for Fiscal Year 2023-2024 and directing said Clerk to give notice of said hearing as required by said Act;

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

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

collection of the assessments for said improvements, including the maintenance or servicing, or both, thereof, were fully heard and considered by said Council; and

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

1. That protests against said improvements, including the maintenance or servicing, or both, thereof, or to the extent of the assessment district or any zones therein, or to the proposed assessment or diagram, or to the Engineer's estimate of costs thereof, for Fiscal Year 2023-2024 be, and each of them are, hereby overruled.

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

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

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

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

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

7. That the diagram showing the exterior boundaries of the assessment district referred to and described in said Resolution No. 2023-28, and also the boundaries of any zones therein and the lines and dimensions of each lot or parcel of land within said District as such lot or parcel of land is shown on the County Assessor's maps for the fiscal year to which it applies, each of which lot or parcel of land has been given a separate number upon said diagram, as contained in said report, be, and it is hereby, finally approved and confirmed.

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

9. That said Engineer's Report for Fiscal Year 2023-2024 be, and the same is, hereby finally adopted and approved as a whole.

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

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

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

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Madison Davis, Mayor  
City of Brisbane

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I, the undersigned, hereby certify that the foregoing Resolution No. 2023-XX was adopted at a regular meeting of the City Council of the City of Brisbane on the 29th day of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

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Ingrid Padilla, City Clerk  
City of Brisbane



CITY OF BRISBANE

**SIERRA POINT**

**LANDSCAPING AND LIGHTING DISTRICT**

**ENGINEER'S REPORT**

on the  
Levy of an Assessment  
for the  
2023 - 2024 Fiscal Year

Prepared by

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

June 16, 2023

I. BACKGROUND

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

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

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

This report was prepared as part of an annually occurring process to detail the assessment charges and district expenses covering the 2023 - 2024 fiscal year.

II. PLANS AND SPECIFICATIONS

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

III. ESTIMATE OF COSTS

The costs of this assessment district for the 2023 - 2024 fiscal year are estimated to be as follows:

**ZONE 1 & 2 CONSTRUCTION & MAINTENANCE COSTS**

		<b>FY 23/24</b>
	Employee costs	116,230
	Supplies and services	377,150
	Administrative costs	174,547
	<b>TOTAL ZONE 1 &amp; 2</b>	<b>\$667,927</b>

Supplies and services includes safety clothing, maintenance of vehicles and equipment, small tools and supplies, landscape and irrigation maintenance including materials, electricity, and water.

Administrative charges are indirect, overhead costs to manage the district.

A detailed breakdown of these costs is available to assessees upon request.

Costs associated with this assessment district for the 2023 - 2024 fiscal year are to be paid as follows:

**ZONE 1 & 2 FUNDING SOURCES**

		<b>FY 21/22</b>
	Assessment charges	591,719
	Carryover from prior year	76,208
	<b>TOTAL ZONE 1 &amp; 2</b>	<b>\$667,927</b>

IV. DIAGRAM

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

V. ASSESSMENT

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

Respectfully submitted,

Dated 06/16/29



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

Filed in the office of the City Clerk of the City of Brisbane, San Mateo County, California, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Ingrid Padilla  
City Clerk

Filed in the office of the County Controller-Auditor of the County of San Mateo, California, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Juan Raigoza  
County Controller

**ASSESSMENT ROLL**

<u>ASSESSMENT NUMBER</u>	<u>ASSESSOR'S PARCEL NUMBER</u>	<u>PARCEL AREA, AC.</u>	<u>ASSESSMENT</u>
<u>ZONE 1</u>			
A 1	007—165—210	4.41	\$24,570
A 2	007—165—230	8.97	49,976
A 3	007—165—110	3.44	19,166
A 4	007—165—050	6.13	34,153
A 5	007—164—020	5.66	31,534
A 6	007—164—010	10.20	56,828
A 7	007—165—130	9.78	54,488
A 8	007—165—140	7.13	39,724
A 9	007—165—150	5.93	33,038
A 10	007—163—030	3.52	19,619
A 11	007—163—040	3.08	17,160
A 12	007—165—120	4.56	25,406
C 1	015—011—090	Note <sup>1</sup>	0
C 2	015—011—100	6.92	38,554
C 3	015—011—110	8.57	47,747
C 4	015—011—120	8.56	47,691
C 5	015—011—140	2.41	13,427
	Subtotal Zone 1	99.28	\$553,074

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

ZONE 2

B 1	None (placeholder only)		-0-
B 2	005—162—430 (Ptn)	15.2	7,190
B 3	005—162—300	66.5	31,455
B 4	005—162—400 (Ptn)	Note <sup>2</sup>	-0-
B 5	005—162—410 (Ptn)	0.2 <sup>3</sup>	-0-
B 6	005—162—390	Note <sup>4</sup>	-0-
B 7	005—162—420 (Ptn)	Note <sup>4</sup>	-0-
	Subtotal Zone 2	81.7	\$ 38,645
	Total	180.99	\$591,719

**METHOD OF ASSESSMENT SPREAD**

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

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

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

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

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

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

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

**NAMES AND ADDRESSES OF OWNERS**

<b>ASSESSMENT NUMBER</b>	<b>APN NUMBER</b>	<b>ASSESSEE</b>
A-1 A-2	007-165-210 007-165-230	BP3 SF4 1000 Marina LLC 4380 La Jolla Village Dr. Suite 230 San Diego, CA 92122
A-3	007-165-110	SNH Brisbane Ca LLC 255 Washington St Newton, MA 02458
A-4	007-165-050	Grand Sierra Properties, Inc. 150 Executive Park Blvd. #4000 San Francisco, CA 94134
A-5 A-6	007-164-020 007-164-010	HCP Life Science REIT, Inc. 1920 Main St, Suite 1200 Irvine, CA 92614
A-7 A-8 A-9	007-165-130 007-165-140 007-165-150	Slough Brisbane LLC 1920 Main St. Suite 1200 Irvine, CA 92614
A-10	007-163-030	Summit Hospitality 114 LLC 12600 Hill Country Blvd., #R-100 Austin, TX 78738
A-11	007-163-040	Bre Sh Brisbane Owner LLC PO Box A-3956 Chicago, IL 60690-3956
A-12	007-165-120	PPF OFF 7000 Marina Blvd LP C/O Morgan Stanley Real Estate Advisor 555 California St. 21 <sup>st</sup> Floor San Francisco, CA 94101

B-2 B-3 B-4 B-5	005-162-430 005-162-300 005-162-400 005-162-410	Oyster Point Properties, Inc. 150 Executive Park Blvd. #4200 San Francisco, CA 94134-3332
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B-6 B-7	005-162-390 005-162-420	City of Brisbane 50 Park Place Brisbane, CA 94005
C-1	015-011-090	State of California C/O State Lands Commission Attn: Title Unit 100 Howe Ave., Ste. 100 Sacramento, CA 95825
C-2	015-011-100	HCP Life Sciences REIT, Inc. 3000 Meridian Boulevard #200 Franklin, TN 37067
C-3	015-011-110	GI ETS Shoreline LLC Attn: Tony P. Lin 4 Embarcadero Suite 3200 San Francisco, CA 94111
C-4	015-011-120	DW LSP 5000 Shoreline LLC C/O Divco West Real Estate Group Attn: Sam Hamilton PO Box 130667 Carlsbad, CA 92013
C-5	015-011-140	GNS Shoreline LP C/O Altusgroup USINC/Ventas #6904 PO Box 71970 Phoenix, AZ 85050