



**TOWN OF LOS GATOS**  
**COUNCIL AGENDA REPORT**

MEETING DATE: 05/21/2024

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DATE: May 16, 2024

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Staff Recommends that the Town Council:

- a. Adopt a Resolution Approving the Engineer's Report for all Landscape and Lighting Districts for FY 2024/25.
- b. Adopt a Resolution of Intention to Order the Levy and Collection of Assessments for Landscape and Lighting District No. 1-Blackwell Drive Benefit Zone.
- c. Adopt a Resolution of Intention to Order the Levy and Collection of Assessments for Landscape and Lighting District No. 1-Kennedy Meadows Benefit Zone.
- d. Adopt a Resolution of Intention to Order the Levy and Collection of Assessments for Landscape and Lighting District No. 1-Santa Rosa Heights Benefit Zone.
- e. Adopt a Resolution of Intention to Order the Levy and Collection of Assessments for Landscape and Lighting District No. 1-Vasona Heights Benefit Zone.
- f. Adopt a Resolution of Intention to Order the Levy and Collection of Assessments for Landscape and Lighting District No. 1-Hillbrook Drive Benefit Zone.
- g. Adopt a Resolution of Intention to Order the Levy and Collection of Assessments for Landscape and Lighting District No. 2-Gemini Court Benefit Zone.
- h. Set June 18, 2024 as the Date for the Public Hearing for the Levy and Collection of Assessments.

PREPARED BY: Meredith Johnston  
Administrative Technician

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, Parks and Public Works Director

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RECOMMENDATION:

Staff recommends that the Town Council:

- i. Adopt a Resolution (Attachment 1) approving the Engineer's Report for all Landscape and Lighting Districts (Attachment 8) for FY 2024/25.
- j. Adopt a Resolution (Attachment 2) of intention to order the levy and collection of assessments for Landscape and Lighting District No. 1-Blackwell Drive Benefit Zone.
- k. Adopt a Resolution (Attachment 3) of intention to order the levy and collection of assessments for Landscape and Lighting District No. 1-Kennedy Meadows Benefit Zone.
- l. Adopt a Resolution (Attachment 4) of intention to order the levy and collection of assessments for Landscape and Lighting District No. 1-Santa Rosa Heights Benefit Zone.
- m. Adopt a Resolution (Attachment 5) of intention to order the levy and collection of assessments for Landscape and Lighting District No. 1-Vasona Heights Benefit Zone.
- n. Adopt a Resolution (Attachment 6) of intention to order the levy and collection of assessments for Landscape and Lighting District No. 1-Hillbrook Drive Benefit Zone.
- o. Adopt a Resolution (Attachment 7) of intention to order the levy and collection of assessments for Landscape and Lighting District No. 2-Gemini Court Benefit Zone.
- p. Set June 18, 2024 as the date for the public hearing to hear and consider and consider protests for the levy and collection of assessments.

BACKGROUND:

On April 16, 2024, the Town Council adopted a Resolution 2024-14 (Attachment 9) Describing Improvements and Directing the Preparation of the Engineer's Report for Fiscal Year (FY) 2024/25 for Landscape and Lighting Assessment Districts No. 1 and 2.

DISCUSSION:

In accordance with the adopted Resolution and pursuant to the requirements of the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500), the Engineer's Report (Attachment 8) contains the following information:

1. Plans and specifications for the maintenance of the existing improvements and for proposed new improvements, if any, to be made within the Assessment Districts or within any zones thereof.
2. An estimate of the costs of said proposed new improvements, if any, to be made along with the costs of maintenance or servicing, or both, thereof, and of any existing improvements, together with the incidental expenses in connection therewith.

DISCUSSION (continued):

3. A diagram showing the exterior boundaries of the Assessment Districts and of any zones within said Districts and the lines and dimensions of each lot or parcel of land within the Districts as such lot or parcel of land is shown on the County Assessor's map for the fiscal year to which the report applies, each of which lots or parcels of land shall be identified by a distinctive number or letter on the said diagram.
4. A proposed assessment of the total amount of the estimated costs and expenses of the maintenance activities and proposed new improvements, if any, upon the several lots or parcels of land in said Districts in proportion to the estimated particular and distinct benefits to be received by each of such lots or parcels of land, respectively, from said improvements, including the maintenance or servicing, or both, thereof, and of the expenses incidental thereto.

The recommended actions would maintain the assessments at each of the benefit zones at the current level, with no additions or reductions as these funding levels are appropriate to address regular ongoing maintenance as well as capital maintenance as needed.

The Council may also direct that modifications be made to the Engineer's Report if it so desires.

After Council's consideration and adoption of the Resolutions Approving the FY 2024/25 Preliminary Engineer's Report (Attachment 1), Intentions to Levy and Collect Assessments (Attachments 2 through 7), and setting the date and time for the public hearing for June 18, 2024, Town staff will mail a Notice of Intention to Levy Annual Assessments for FY 2024/25 to all property owners, which will include the public hearing date, time, and location.

Persons wishing to protest the levy and collection of assessments may do so by submitting/ mailing the protest to the Town Clerk, 110 E. Main Street, Los Gatos, CA 95030; emailing to the Town Clerk - [Clerk@LosGatosCA.gov](mailto:Clerk@LosGatosCA.gov); or attending the public hearing. Any written protest must be received by the Town Clerk no later than the public hearing of June 18, 2024, as described above.

Protests must identify the grounds for the protest, the person filing the protest, and the property owned by the person filing the protest.

At the conclusion of the public hearing, the Town staff will transmit the assessment amounts to the County Assessor which will appear as a separate item on the property tax bill for each parcel.

CONCLUSION:

Staff recommends that the Town Council adopt the attached seven resolutions to continue the annual process of renewing the Landscape and Lighting Assessment Districts 1 & 2 for FY 2024/25. If the Town Council approves these actions, staff will mail Notices of Intention to Levy Annual Assessments for FY 2024/25 to all property owners within the districts prior to the public hearing in June.

FISCAL IMPACT:

There are no direct fiscal impacts on the Town's General Fund as a result of administering the Landscape and Lighting Assessment Districts. All of the costs associated with the Districts are recovered via the assessments levied against the property owners within the Districts. There are no proposed increases in any of the parcel assessments for FY 2024/25 that would require a ballot vote under Proposition 218.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Resolution Approving Engineer's Report for all Landscape and Lighting Districts for FY 2024/25
2. Resolution of Intention to Order the Levy and Collection of Assessments - Blackwell Drive Benefit Zone
3. Resolution of Intention to Order the Levy and Collection of Assessments – Kennedy Meadows Benefit Zone
4. Resolution of Intention to Order the Levy and Collection of Assessments – Santa Rosa Heights Benefit Zone
5. Resolution of Intention to Order the Levy and Collection of Assessments – Vasona Heights Benefit Zone
6. Resolution of Intention to Order the Levy and Collection of Assessments – Hillbrook Drive Benefit Zone
7. Resolution of Intention to Order the Levy and Collection of Assessments – Gemini Court Benefit Zone
8. Engineer's Report for FY 2024/25
9. Resolution 2024-14 Describing Improvements and Directing the Preparation of Engineers Report for LLD 1. And 2.