

**CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT**

**Meeting Date:** March 15, 2016

**To:** Honorable Mayor and City Councilmembers

**From:** Finance Director – Ana Kwong

**Subject:** FY 2016/17 Street Lighting Assessment District

**Recommendation** Adopt resolution appointing the Engineer of Work, directing the preparation of the annual Engineer’s Report and describing the potential changes to the City of Sebastopol’s Fiscal Year 2016/17 Lighting Assessment District in accordance with provisions of the Landscaping and Lighting Act of 1972.

**Funding:** Currently Budgeted:  Yes  No  N/A

Net General Fund Cost:

If Cost to Other Fund(s),  
Fund:

**INTRODUCTION:** This item is to request that the City Council Approve and Adopt the Resolution Approving the appointment of Joseph G. Gaffney, City Engineer, in preparation of the annual FY 2016/17 Lighting Assessment District in accordance with provisions of Landscaping and Lighting Act 1972.

**BACKGROUND:**  
The City of Sebastopol utilizes a Lighting Special Assessment District (Assessment District) in accordance with the provisions of the Landscaping and Lighting Act of 1972 to fund the operation and maintenance of the Citywide street light system. The boundaries of the Assessment District basically follow the City limit boundaries. The funding sources for the Assessment District costs are the parcels within the Assessment District. The parcels are assessed through a required annual process that begins by tonight’s City Council action. In order to levy and collect the annual assessments, the City is required by Section 22622 of the Streets and Highways Code to first adopt a resolution appointing the Engineer of Work, directing the preparation of the annual Engineer’s Report and describing the potential changes to the Assessment District for the upcoming fiscal year.

**DISCUSSION:**  
Staff recommends appointing Joseph G. Gaffney, City Engineer as the Engineer of Work. He has developed the Engineer’s Reports for these proceedings in the past, and has the experience and expertise necessary to perform the work required.

The action requested tonight is to authorize staff to begin this required annual process. The effect of adopting this resolution is to instruct the Engineer of Work to analyze the assessments that would occur during FY 2016/17 if the City Council approved the Engineer’s Report at a future meeting. The Council can make changes to the Engineer’s Report up to and including the Public Hearing planned for June 7,

2016. The action plan/procedure for FY 2016/17 levy of annual assessments for the City's Assessment District is as follows:

- The City Council adopts the attached Resolution on March 15, 2016 appointing the Engineer of Work, directing the preparation of the Engineer's Report and describing any potential changes to the Assessment District. This action begins the annual process.
- The City Council, at a meeting planned for April 19, 2016, adopts a Resolution preliminarily approving the Engineer's Report and a Resolution of Intention to levy and collect assessments for FY 2015/16. The City Council can preliminarily approve the Engineer's Report as filed, or modify it and preliminarily approve it as modified.
- The City Council holds a Public Hearing planned for June 7, 2016 and upon its conclusion may adopt a Resolution confirming the assessments (either as preliminarily approved at its June 7, 2016 meeting or as modified by the City Council at the conclusion of the Public Hearing). The adoption of the resolution shall constitute authorization to levy and collect assessments for FY 2016/17.

The above annual action plan/procedure is required by the Landscaping and Lighting Act of 1972 of the California Streets and Highways Code.

**RECOMMENDATION:** That the City Council Approve and Adopt the Resolution Approving the Engineer of Work, directing the preparation of the annual Engineer's Report and describing the potential changes to the City of Sebastopol's Fiscal Year 2016/17 Lighting Assessment District in accordance with provisions of the Landscaping and Lighting Act of 1972.

Attachment(s): Resolution

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPOINTING THE ENGINEER OF WORK AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT AND DESCRIBING THE POTENTIAL CHANGES TO THE CITY OF SEBASTOPOL'S FISCAL YEAR 2016/17 LIGHTING SPECIAL ASSESSMENT DISTRICT (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

WHEREAS, pursuant to Section 22622 of the Streets and Highways Code, the City Council must annually appoint the Engineer of Work and direct the preparation and filing of the annual Engineer's Report in order to levy and collect assessments for any following fiscal year: and

WHEREAS, Joseph G. Gaffney, City Engineer has the expertise and experience in the proceedings of the Landscaping and Lighting Act of 1972; and

WHEREAS, there may be potential changes to FY 2016/17 Assessment District as a result of parcels which may be subdivided since last year's levying of assessments.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Sebastopol hereby appoints Joseph G. Gaffney, City Engineer as the Engineer of Work for the City of Sebastopol's Fiscal Year 2016/17 Lighting Special Assessment District and is hereby directed to prepare and file the annual Engineer's Report, including any changes, pursuant to Section 22622 of the California Streets and Highway Code.

ADOPTED this 15th day of March 2016.

Approved: \_\_\_\_\_  
Sarah Glade-Gurney, Mayor

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Mary Gourley, City Clerk