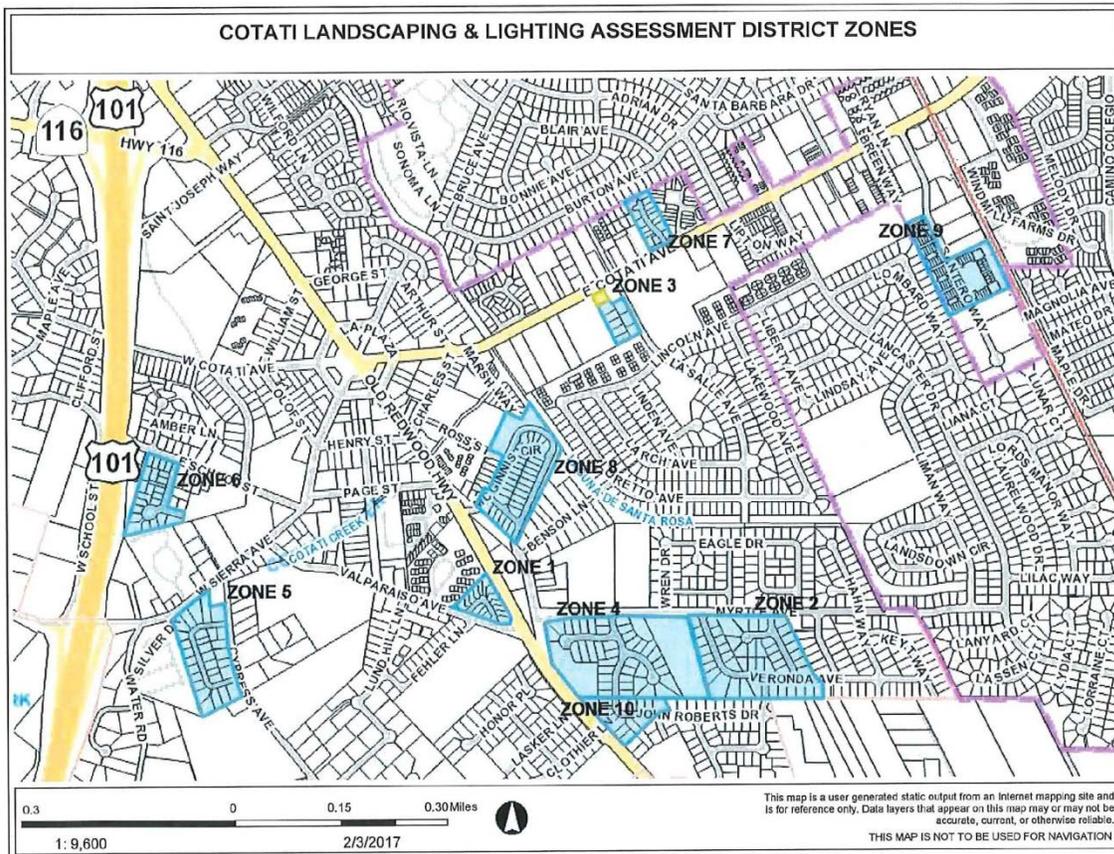




Annual Engineer's Report City of Cotati Landscaping and Lighting Assessment District for Fiscal Year 2021-2022

Final
June 2021



Prepared By:
Craig A. Scott, PE, Director of Public Works/City Engineer

FY 2021-22

**City of Cotati Landscaping and Lighting Assessment District
(Pursuant to the Landscaping and Lighting Act of 1972)**

The undersigned respectfully submits, as directed by the City Council on June 22, 2021, the enclosed Engineer's Report on the 22nd day of June, 2021.

DocuSigned by:
Craig Scott
By: _____
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Craig A. Scott, PE

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Diagrams thereto attached was filed with the City on the 22nd day of June, 2021.

Damien O'Bid, City Manager, City of Cotati
Sonoma County, California

DocuSigned by:
Damien O'Bid
By: _____
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I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Diagrams thereto attached was approved and confirmed by the City Council of the City of Cotati, California, on the 22nd day of June, 2021.

Damien O'Bid, City Manager, City of Cotati
Sonoma County, California

DocuSigned by:
Damien O'Bid
By: _____
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I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and the Assessment Diagram thereto attached, was filed with the County Auditor of the County of Sonoma on the 2nd day of August, 2021.

Damien O'Bid, City Manager, City of Cotati
Sonoma County, California

DocuSigned by:
Damien O'Bid
By: _____
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FY 2021-2022 ANNUAL ENGINEER'S REPORT

CITY OF COTATI LANDSCAPING & LIGHTING ASSESSMENT DISTRICT

(Pursuant to the Landscaping & Lighting Act of 1972)

FY 2021-2022 Annual Assessment

Craig A. Scott, Engineer of Work for the City of Cotati Landscaping & Lighting Assessment District, City of Cotati, Sonoma County, California, prepares this annual Engineer's Report, as directed by the City Council of the City of Cotati, pursuant to Section 22620 of the Streets & Highways Code (Landscaping & Lighting Act of 1972) for the Cotati Landscaping and Lighting Assessment District for Fiscal Year 2021-22.

Background

The ten Cotati Landscaping and Lighting Assessment Districts ("Districts") were initially formed by the City from 1989 to 2003 in accordance with the Landscaping and Lighting Act of 1972 ("Landscaping and Lighting Act") to pay for costs associated with maintaining landscaping and streetlights within developments. Fiscal Year 2017-18's annual assessment process was combined with the action of consolidating the ten District's into one District to simplify the process and reduce administration costs. The City now has a single District with ten individual "Zones" each having retained their identical and separate characteristics.

The ten zones consist of the following subdivisions: Valparaiso Vista (Zone 1), Quail Hollow IV (Zone 2), Sommers (Zone 3), Macklin I (Zone 4), Sierra Meadows (Zone 5), Oak Knolls (Zone 6), Garden Gate (Zone 7), Park Meadows (Zone 8), Santero Way Developments (Zone 9), and Altman Acres (Zone 10). Under California State law, the City is required to hold a public hearing annually to set the assessment rates for the following year for each assessment zone.

Pursuant to the provisions of the Landscaping & Lighting Act of 1972, an annual Engineer's Report must be prepared and filed with the City in order to levy and collect assessments on any following fiscal year. Annually, the City Council directs the City Engineer to prepare and file the Engineer's Report on the Landscape and Lighting Assessment District to establish assessment zone rates. Once the preliminary Engineer's Report has been filed, the City Council can then adopt a Resolution of Intention to levy and collect annual assessments for FY 2021-22, then preliminarily approves the filed annual Engineer's Report and sets the time and date of the public protest hearing. The Engineer's Report outlines the proposed budgets, assessments, improvements, and changes to the zones within the Assessment District. These budgets/costs are updated with each subsequent annual Engineer's Reports as required by the 1972 Act.

To take annual inflation into account, four of the assessment zones have an inflation adjuster (Zones 7, 8, 9 and 10). The annual assessment for these Zones is to be adjusted by the change in the San Francisco Construction Cost Index (CCI) over the previous twelve month period. The adjustment for FY 21/22 is therefore 2.3 percent. Applying this rule to the initial assessment and the CCI at the time the Assessment Zone was formed, results in the maximum assessment that can be charged without holding a protest vote. An annual CCI adjustment to the annual

assessment is not mandatory. If the annual Engineer's Report recommends any adjustment up to the sum of the previous year's maximum assessment plus the allowable annual CCI increase, notices are not required to be sent nor shall a vote be required. If however, the annual Engineer's Report recommends any adjustment that exceeds the sum of the previous year's maximum assessment plus the allowable annual CCI increase, noticing and/or voting shall be required in accordance with the provisions applicable to the Landscaping and Lighting Act of 1972 and Proposition 218. Applying this rule to the initial assessment, the CCI at the time the Assessment Zone was formed, and the January 1, 2021 CCI for San Francisco of 13097.91 results in the maximum assessment that can be charged without holding a protest vote. The maximum assessments for the four zones that have CCI adjustments are shown in the following table.

Table 1

Zone	Initiated	CCI SF at Date Zone was Initiated	Multiplier	Initial Assessment per Unit	Maximum Assessment
7	02/14/2001	7399.07	1.770	\$148.00	\$261.96
8	10/13/1999	6816.7	1.921	\$354.43	\$680.86
9	10/09/2002	7644.46	1.713	\$154.82	\$265.21
10	10/09/2002	7644.46	1.713	\$333.78	\$571.89

The table below summarizes the proposed FY 2021-2022 assessments to levy and collect for each of the ten zones.

Table 2

Zone	Assessment Zone Name	FY 20/21 Annual Assessment	Current Maximum Annual Assessment*	Proposed Assessment to Levy Per ESD
1	Valparaiso Vista	\$158.00	\$158.00	\$158.00
2	Quail Hollow IV	\$40.00	\$40.00	\$40.00
3	Sommers	\$290.00	\$290.00	\$290.00
4	Macklin Phase 1	\$32.00	\$32.00	\$32.00
5	Sierra Meadows	\$36.74	\$36.74	\$36.74
6	Oak Knoll	\$133.50	\$133.50	\$133.50
7	Garden Gate	\$224.50	\$256.19	\$229.50
8	Park Meadows	\$434.60	\$665.97	\$445.00
9	Santero Way	\$173.52	\$259.32	\$177.50
10	Altman Acres	\$405.12	\$550.74	\$414.50

*Only Assessment Zones 7, 8, 9, and 10 allow for inflationary adjustment (Consumer Price Index for San Francisco).

The original landscaping and lighting improvements within all 10 Zones of the Assessment District are completed and have been accepted by the City. The proposed changes, budgets and assessments for FY 2021-2022 are included in the description of each zone below. See 'Attachment A, Method of Apportionment of Assessment' of this report for a detailed description

of the apportionment methodology for each zone. The FY 19/20 actuals are the actual revenues and expenses for the complete fiscal year. The FY 20/21 estimated values are derived by using actual expenses through the most current data available at the time this report was drafted, then extending the expenses to June 30 using a prorated estimate. FY 21/22 revenues and expenses are projected values based on prior years and expected cost increases due to inflation and planned maintenance and capital expenses.

Attachment A is a statement of the method used by the Engineer of work to determine the amount proposed to be assessed against each parcel within the assessment district.

Attachment B contains the assessment diagrams (maps) showing all of the parcels of real property within the boundaries of the 10 assessment zones. The APN's are shown in the assessor's maps available at the County of Sonoma Assessor's Office.

Attachment C this attachment contains descriptions of any improvement plans that may be needed for the installation of any improvements identified in the report. If plans exist, they are filed with the City Clerk. Although separately bound, the plans and specifications of this engineers report and are included in it by reference.

Zone 1: Valparaiso Vista

Background

On June 12, 1991, the City Council adopted Resolution No. 91-35, approving the Engineer's Report, and on June 26, 1991, adopted Resolution No. 91-38, ordering the formation of the City of Cotati Valparaiso Vista Landscape and Lighting Maintenance Assessment District confirming the diagram and assessment, and ordering the levy of an assessment.

This zone includes 7,416 square feet of landscape area and five LED, 120 volt, 100 watt lights.

The City provides landscape maintenance within the City Right-of-Way for this Zone. On a weekly basis the City performs general clean-up of the area and prunes and weeds on a monthly basis. The City fertilizes and structural prunes on a yearly basis. Street lights are inspected once per month and repaired as needed.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$1,575.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$428.28	\$450.00	\$473.00
Contract Services	\$360.00	\$360.00	\$360.00
City Labor	\$0.00	\$200	\$200.00
Annual Zone Administration	\$516.33	\$529.00	\$542.00
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$1,304.61	\$1,539.00	\$1,575.00

Zone Reserve Used	\$0.00	\$0.00	\$0.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$2,370.00	\$2,370.00	\$2,370.00
Assessment Interest	\$115.44	\$115.00	\$115.00
Total Revenue	\$2,485.44	\$2,485.00	\$2,485.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$4,534.80	\$5480.80
Estimated Assessment Revenue	\$2,485.00	\$2,485.00
Estimated Expenses	\$1,539.00	\$1,575.00
Estimated Ending Reserve Fund Balance June 30	\$5480.80	\$6,390.80

The total proposed assessment for FY 2021-2022 is \$2,370.00.

Method of Assessment Spread

The assessment shall be divided equally among all of the individual parcels within the assessment zone. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Fifteen (15) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-400-051	\$158.00
2	144-400-052	\$158.00
3	144-400-053	\$158.00
4	144-400-054	\$158.00
5	144-400-055	\$158.00
6	144-400-056	\$158.00
7	144-400-057	\$158.00
8	144-400-058	\$158.00
9	144-400-059	\$158.00
10	144-400-060	\$158.00
11	144-400-061	\$158.00
12	144-400-062	\$158.00
13	144-400-063	\$158.00
14	144-400-064	\$158.00
15	144-400-065	\$158.00
Total Annual Assessment		\$2,370.00

Zone 2: Quail Hollow IV

Background

On February 28, 1989, the City Council adopted Ordinance No. 509 granting tentative approval for the Quail Hollow IV Subdivision. Condition No. 11 of said Ordinance requires that a source of maintenance funding shall be provided for the landscaping to be placed between the back of sidewalk and property line fence along Myrtle Avenue. Then, on December 12, 1989, the City Council adopted Resolution No. 89-62, ordering the formation of the City of Cotati Quail Hollow IV Subdivision Landscaping Maintenance Assessment Zone confirming the diagram and assessment and ordering the levy of an assessment.

The purpose of the assessment is to generate funds for the maintenance of landscaping within Myrtle Avenue Right-of-Way and the curve return portion of the intersection of Myrtle Avenue and Aguirre Way Right-of-Way of Quail Hollow IV Subdivision. The funds are to be used solely for maintenance of landscaping within the Quail Hollow IV Subdivision. There are no lights to be maintained within this Zone.

City crews and its landscape contractor provide landscape maintenance within the Right-of-Way for this Zone. On a weekly basis the contractor performs general clean-up of the area and prunes and weeds on a monthly basis. The City fertilizes and structurally prunes on a yearly basis.

In FY 18/19, the City performed routine maintenance and replanted missing or damaged plants. In Fiscal Year 19/20 the City began considering options to fix the sidewalk lifting caused by the roots from a large redwood tree. However, the fund has insufficient revenue to cover the cost to remove the tree and repair the sidewalk, therefore, the City's general fund would need to cover these costs. Other activities within the subdivision are expected to consist of routine maintenance only.

Projected Costs of Assessment Zone

The actual base maintenance cost for this Zone in FY 19/20 increased from prior years due to the need to irrigate the newly installed landscaping. This increased expense is reflected in the utilities line item below and is not sustainable. Therefore, until the landscaping becomes established, an annual loan from the City's General Fund will be needed to fill the revenue shortfall.

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$3,738.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$903.39	\$910.00	\$915.00
Contract Services	\$288.00	\$18,288.00	\$288.00
City Labor	\$1329.44	\$1,500.00	\$1,500.00
Annual Zone Administration	\$1035.99	\$1035.00	\$1035.00
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$3,556.82	\$21,733.00	\$3,738.00

Zone Reserve Used	\$0.00	\$0.00	\$0.00
General Fund Loan	\$2,316.82	\$20,493.00	\$2,498.00
Total Assessment	\$1,240.00	\$1,240.00	\$1,240.00
Assessment Interest	\$0.00	0	0
Total Revenue	\$3,556.82	\$21,733.00	\$3,738.00
Total GF Loan Balance	\$5,516.00	\$26,009.00	\$28,507.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$0.00	\$0.00
Estimated Assessment Revenue	\$1,240.00	\$1,240.00
Estimated Expenses	\$21,733.00	\$3,738.00
General Fund Loan	\$20,493.00	\$2,498.00
Estimated Ending Reserve Fund Balance June 30	0	\$0.00

The total proposed assessment for FY 2021-2022 is \$1,240.

Zone 2 has an annual need for a loan from the General Fund as the streetscape along Myrtle Avenue requires irrigation and maintenance that exceeds the zone's assessment revenue. One positive trend is the amount of the annual general fund loan is decreasing every year. This reflects the establishment of the plantings and a reduction in the needed irrigation.

At present, this zone is not expected to be self sufficient without an increase in the annual assessment (which requires approval by the majority of the owners of the assessed lots, or cessation of maintenance of the streetscape along Myrtle Avenue). Both of these options are challenging and staff will continue to address this by reducing the general fund impact of this zone.

Method of Assessment Spread

The assessment shall be divided equally among all of the individual parcels within the assessment zone. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Thirty-one (31) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	046-610-017	\$40.00
2	046-610-018	\$40.00
3	046-610-019	\$40.00
4	046-610-020	\$40.00
5	046-610-021	\$40.00

6	046-610-022	\$40.00
7	046-610-023	\$40.00
8	046-610-024	\$40.00
9	046-610-025	\$40.00
10	046-610-026	\$40.00
11	046-610-027	\$40.00
12	046-610-028	\$40.00
13	046-610-029	\$40.00
14	046-610-030	\$40.00
15	046-610-031	\$40.00
16	046-610-032	\$40.00
17	046-610-033	\$40.00
18	046-610-034	\$40.00
19	046-610-035	\$40.00
20	046-610-036	\$40.00
21	046-610-037	\$40.00
22	046-610-038	\$40.00
23	046-610-039	\$40.00
24	046-610-040	\$40.00
25	046-610-041	\$40.00
26	046-610-042	\$40.00
27	046-610-043	\$40.00
28	046-610-044	\$40.00
29	046-610-045	\$40.00
30	046-610-046	\$40.00
31	046-610-047	\$40.00
Total Annual Assessment		\$1,240.00

Zone 3: Sommers

Background

On March 28, 1989, the City Council adopted Resolution No. 89-11, approving the Engineer's Report, and on March 28, 1989, adopted Resolution No. 89-11, ordering the formation of the City of Cotati Sommers Subdivision Landscape and Lighting Maintenance Assessment District confirming the diagram and assessment and ordering the levy of an assessment.

The purpose of the assessment is to generate funds for the maintenance of Landscaping and Lighting within the City Right-of-Way of the Sommers Subdivision. The funds are to be used solely for maintenance of landscaping and lighting within the City Right-of-Way of the Sommers Subdivision.

This Zone includes six driveway lights and 3,047 square feet of fronting La Salle Avenue landscaping. City crews and its landscape contractor provide landscape maintenance within the City Right-of-Way for this Zone. On a weekly basis the contractor performs general clean-up of the

area and prunes and weeds on a monthly basis. The City fertilizes and structurally prunes on a yearly basis as well as places mulch as needed in planter area. Driveway lights are inspected once per month and repaired as needed. The City installed ADA compliant curb ramps on either side of the subdivision's driveway in FY 19/20.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$1,912.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$737.29	\$774.00	\$812.00
Contract Services	\$300.00	\$300.00	\$300.00
Capital Projects	\$0.00	\$0.00	\$0.00
City Labor+Materials	\$1,998.12	\$500.00	\$500.00
Annual Zone Administration	\$285.59	\$292.73	\$300.00
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$3,321.00	\$1,866.70	\$1,912.00
Zone Reserve Used	\$793.17	\$0.00	\$0.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$2,465.00	\$2,465.00	\$2,465.00
Assessment Interest	\$62.83	\$62.83	\$62.83
Total Revenue	\$3,321.00	\$2,527.83	\$2,527.83

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$11,473.52	\$12,134.65
Estimated Assessment Revenue	\$2,527.83	\$2,527.83
Estimated Expenses	\$1,866.70	\$1,912.00
Estimated Ending Reserve Fund Balance June 30	\$12,134.65	\$12,750.48

The total proposed assessment for FY 21/22 is \$2,465.

Method of Assessment Spread

The assessment shall be assessed at \$290.00 per parcel with duplex per year and \$435.00 per parcel with triplex per year. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Eight (8) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-282-020	\$290.00

2	144-282-021	\$290.00
3	144-282-022	\$290.00
4	144-282-023	\$290.00
5 - Triplex	144-282-024	\$435.00
6	144-282-025	\$290.00
7	144-282-026	\$290.00
8	144-282-027	\$290.00
Total Annual Assessment		\$2,465.00

Zone 4: Macklin

Background

On June 12, 1991, the City Council adopted Resolution No. 91-34 initiating proceedings to establish the Macklin Subdivision Phase I Landscape Maintenance Assessment Zone, in accordance with the "Landscaping and Lighting Act of 1972", Streets and Highways Code, Section 22500, et seq. On June 12, 1991, the City Council adopted Resolution No. 91-34, approving the Engineer's Report, and on June 26, 1991, adopted Resolution No. 91-37, ordering the formation of the City of Cotati Macklin Subdivision Phase I Landscape Maintenance Assessment District confirming the diagram and assessment, and ordering the levy of an assessment.

The purpose of the assessment is to generate funds for landscape maintenance within the City Right-of-Way of the Macklin Subdivision Phase I. The funds are to be used solely for landscape maintenance within the City Right-of-Way of the Macklin Subdivision Phase I.

This zone includes 1,170 square feet of landscaping. City crews and its landscape contractor provide landscape maintenance for this zone within the City Right-of-Way. On a weekly basis the contractor performs general clean-up of the area and prunes and weeds on a monthly basis. The City fertilizes and structurally prunes on a yearly basis. Mulch was added in FY 16/17 but the area was not included in the Myrtle Landscaping project scope for soil amendments and plantings because the hedges and shrubs are in generally good health and appearance.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$1,253.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$119.93	\$131.92	\$145.11
Contract Services	\$360.00	\$360.00	\$360.00
City Labor	\$854.64	\$261.08	\$261.08
Annual Zone Administration	\$1,300.69	\$500	\$500
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$2,635.26	\$1,253.00	\$1,253.00

Zone Reserve Used	\$1,088.77	\$0	\$0
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$1,248.00	\$1,248.00	\$1,248.00
Assessment Interest	298.49	\$5	\$5
Total Revenue	\$2,635.26	\$1,253.00	\$1,253.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$2,211.70	\$2,211.70
Estimated Assessment Revenue	\$1,253.00	\$1,253.00
Estimated Expenses	\$1,253.00	\$1,253.00
Estimated Ending Reserve Fund Balance June 30	\$2,211.70	\$2,211.70

The total proposed assessment for FY 21/22 is \$1,248.00.

Method of Assessment Spread

The assessment shall be divided equally among all of the individual parcels within the assessment zone. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Thirty-nine (39) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	046-620-001	\$32.00
2	046-620-002	\$32.00
3	046-620-003	\$32.00
4	046-620-004	\$32.00
5	046-620-005	\$32.00
6	046-620-006	\$32.00
7	046-620-007	\$32.00
8	046-620-008	\$32.00
9	046-620-009	\$32.00
10	046-620-010	\$32.00
11	046-620-011	\$32.00
12	046-620-012	\$32.00
13	046-620-013	\$32.00
14	046-620-014	\$32.00
15	046-620-015	\$32.00
16	046-620-016	\$32.00
17	046-620-017	\$32.00
18	046-620-018	\$32.00
19	046-620-019	\$32.00

20	046-620-020	\$32.00
21	046-620-021	\$32.00
22	046-620-022	\$32.00
23	046-620-023	\$32.00
24	046-620-024	\$32.00
25	046-620-025	\$32.00
26	046-620-026	\$32.00
27	046-620-027	\$32.00
28	046-620-028	\$32.00
29	046-620-029	\$32.00
30	046-620-030	\$32.00
31	046-620-031	\$32.00
32	046-620-032	\$32.00
33	046-620-033	\$32.00
34	046-620-034	\$32.00
35	046-620-035	\$32.00
36	046-620-036	\$32.00
37	046-620-037	\$32.00
38	046-620-038	\$32.00
39	046-620-039	\$32.00
Total Annual Assessment		\$1,248.00

Zone 5: Sierra Meadows Subdivision

Background

On September 11, 1996 the City Council adopted Resolution No. 96-66 approving the Engineer's Report, ordering the formation of the City of Cotati Sierra Meadows Subdivision Lighting Assessment District confirming the diagram and assessment, and ordering the levy of an assessment.

The purpose of the assessment is to generate funds for the maintenance of lighting in the Sierra Meadows Subdivision City Right-of-Way. The funds are to be used for electrical costs and incidental expenses associated with street lighting within the Sierra Meadows Subdivision City Right-of-Way. There is no landscaping in this Zone.

This Zone includes six LED 120 volt, 70 watt lights and three LED, 120 volt, 100 watt lights. Street lights are inspected once per month and repaired as needed.

The reserves were depleted in FY 17/18 and a General Fund loan of \$308.00 was needed to keep the reserves from being negative. With minimal maintenance efforts and no emergency expenditures, the zone paid back the General Fund in FY 18/19.

Projected Costs of Assessment Zone

The estimated annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-

2022 is \$977.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$270.00	\$297	\$327
Contract Services	\$0.00	\$0.00	\$0.00
City Labor	\$0.00	\$0.00	\$250.00
Annual Zone Administration	\$1,001.75	\$400	\$400
General Fund Loan Repayment	\$0	\$0.00	\$0.00
Total Expenses	\$1,271.75	\$697.00	\$977.00
Zone Reserve Used	\$0.00	\$0.00	\$0.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$1,102.20	\$1,102.20	\$1,102.20
Assessment Interest	\$229.54	\$5	\$5
Total Revenue	\$1,331.74	\$1,107.20	\$1,107.20

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$868.69	\$1,273.89
Estimated Assessment Revenue	\$1,102.20	\$1,102.20
Estimated Expenses	\$697.00	\$977.00
Estimated Ending Reserve Fund Balance June 30	\$1,273.89	\$1,399.09

The total proposed assessment for FY 21/22 is \$1,102.20.

Method of Assessment Spread

The assessment shall be divided equally among all of the individual parcels within the assessment zone. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Thirty (30) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-730-001	\$36.74
2	144-730-002	\$36.74
3	144-730-003	\$36.74
4	144-730-004	\$36.74
5	144-730-005	\$36.74
6	144-730-006	\$36.74
7	144-730-007	\$36.74
8	144-730-008	\$36.74
9	144-730-009	\$36.74

10	144-730-010	\$36.74
11	144-730-011	\$36.74
12	144-730-012	\$36.74
13	144-730-013	\$36.74
14	144-730-014	\$36.74
15	144-730-015	\$36.74
16	144-730-016	\$36.74
17	144-730-017	\$36.74
18	144-730-018	\$36.74
19	144-730-019	\$36.74
20	144-730-020	\$36.74
21	144-730-021	\$36.74
22	144-730-022	\$36.74
23	144-730-023	\$36.74
24	144-730-024	\$36.74
25	144-730-025	\$36.74
26	144-730-026	\$36.74
27	144-730-029	\$36.74
28	144-730-031	\$36.74
29	144-730-032	\$36.74
30	144-730-033	\$36.74
Total Annual Assessment		\$1,102.20

Zone 6: Oak Knoll Subdivision

Background

On March 11, 1998, the City Council of the City of Cotati, California, adopted Resolution No. 98-14 initiating proceedings to levy an annual assessment for the landscaping and lighting improvements of the City of Cotati Oak Knoll Subdivision Landscape and Street Light Maintenance Assessment District, Sonoma County, California ("Assessment District"), pursuant to the provisions of the California Streets and Highways Code Section 22500 et seq., (the Landscape and Lighting Act of 1972). On June 23, 1999, the City Council adopted resolution 99-37 approving the Engineer's Report, ordering the formation of the City of Cotati Oak Knoll Subdivision Landscape and Lighting Assessment District confirming the diagram and assessment and ordering the levy of an assessment.

On April 9, 1997, the City Council of the City of Cotati adopted Resolution No. 97-22 granting tentative approval for the Oak Knoll Subdivision. Condition No. 2 of the Resolution requires a landscape and street light maintenance assessment zone be formed to provide funds for the maintenance of landscaping and street lighting within the City Right-of-Way of the Oak Knoll Subdivision, in accordance with the provision of Streets and Highways Code, Section 22500, et seq. (the Landscape and Lighting Act of 1972). Then, on March 25, 1998, the City Council adopted Resolution No. 98-21 forming the Landscaping and Street Light Maintenance Assessment District

for the Oak Knoll Subdivision.

All individual lots within the boundary of Oak Knoll Subdivision shall be included within the assessment zone, with the exception of all dedicated public streets and Parcel "A" as shown upon the recorded map of Oak Knoll Subdivision.

This Zone includes five street lights, LED, 120 volt, 100 watt diffuser bulbs.

The City provides landscape maintenance within the City Right-of-Way for this Zone including weekly general clean-up of the area, monthly pruning and weed control, and annual fertilization and structural pruning. High pressure sodium street lights were replaced with energy efficient LED's in FY 15/16 and these expenses were charged to the zone in FY 16/17. Additionally, street lights are inspected once per month and repaired as needed.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$3,058.70.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$492.81	\$542.00	\$596.00
Contract Services	\$600.00	\$600.00	\$600.00
City Labor + Materials	\$1,850.45	\$1,000.00	\$1,000.00
Annual Zone Administration	\$821.13	\$841.65	\$862.70
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$3,764.39	\$2,983.65	\$3,058.7
Zone Reserve Used	\$374.38	\$0.00	\$0.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$3,204.00	\$3,204.00	\$3,204.00
Assessment Interest	\$186.01	\$0	\$0
Total Revenue	\$3,764.39	\$3,204.00	\$3,204.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$18,021.34	\$18,241.69
Estimated Assessment Revenue	\$3,204.00	\$3,204.00
Estimated Expenses	\$2,983.65	\$3,058.70
Estimated Ending Reserve Fund Balance June 30	\$18,241.69	\$18,386.99

The total proposed assessment for FY 2021-2022 is \$3,204.

Method of Assessment Spread

The parcels within the Oak Knoll Subdivision receive special benefits of well-maintained public

landscaped areas and streetlights. These special benefits include enhanced neighborhood identity and quality of life, as well as a sense of community along with increased property values. Based on the foregoing, each of the individual parcels within the assessment zone, will be assessed an amount equal to 1/24th of the total assessment since they receive equal share of the special benefits mentioned above. Parcel "A" is a driveway serving lots 7, 8, 9, and 10. As Parcel "A" does not receive any of the special benefits, it is not assessed.

Assessment Spread

Twenty-four (24) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-340-028	\$133.50
2	144-340-029	\$133.50
3	144-340-030	\$133.50
4	144-340-031	\$133.50
5	144-340-032	\$133.50
6	144-340-033	\$133.50
7	144-340-034	\$133.50
8	144-340-035	\$133.50
9	144-340-036	\$133.50
10	144-340-037	\$133.50
11	144-340-038	\$133.50
12	144-340-039	\$133.50
13	144-340-040	\$133.50
14	144-340-041	\$133.50
15	144-340-042	\$133.50
16	144-340-043	\$133.50
17	144-340-044	\$133.50
18	144-340-045	\$133.50
19	144-340-046	\$133.50
20	144-340-047	\$133.50
21	144-340-048	\$133.50
22	144-340-049	\$133.50
23	144-340-050	\$133.50
24	144-340-051	\$133.50
Total Annual Assessment		\$3,204.00

Zone 7: Garden Gate

Background

On February 14, 2001 the City Council of the City of Cotati Adopted Resolution No. 01-10 initiating proceedings to establish the Garden Gate Subdivision Landscape and Lighting Assessment Zone, in accordance with the "Landscaping and Lighting Act of 1972", Streets and

Highways Code, Section 22500, et seq. Then, on April 11, 2001, the City Council adopted Resolution No. 01-28 forming the Landscaping and Street Light Maintenance Assessment District for the Garden Gate Subdivision, confirming the diagram and assessment, and ordering the levy of an assessment.

The purpose of the assessment is to generate funds for the maintenance of landscape and lighting in the Garden Gate Subdivision Right-of-Way. The funds are to be used for electrical, landscape and incidental expenses associated with street lighting as well as Parcel A & B Landscape Maintenance within the Garden Gate Subdivision.

This Zone includes a total landscaping area for Parcel A & B of 2,900 square feet and five LED, 120 volt, 70 watt lights.

The City provides landscape maintenance within the City Right-of-Way for this Zone including general weekly clean-up of the area, monthly pruning and weed control, and annual fertilization and structural pruning. Street lights are inspected once per month and repaired as needed.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the lighting and Parcels A & B landscaping for the Fiscal Year 2021-2022 is \$2,807.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$783.69	\$862.00	\$948.00
Contract Services	\$360.00	\$360.00	\$360.00
City Labor	\$941.67	\$950.00	\$950.00
Annual Zone Administration	\$523.26	\$536.00	\$549.00
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$2,608.62	\$2,708.00	\$2,807.00
Zone Reserve Used	\$0.00	\$0.00	\$0.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$3,186.00	\$3,367.50	\$3,442.50
Assessment Interest	\$116.54	\$0	\$0
Total Revenue	\$3,302.54	\$3,259.00	\$3,442.50

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$13,044.89	\$13,595.89
Estimated Assessment Revenue	\$3,259.00	\$3,442.50
Estimated Expenses	\$2,708.00	\$2,807.00
Estimated Ending Reserve Fund Balance June 30	\$13,595.89	\$14,231.39

The total proposed assessment for FY 2021-22 is \$3442.50 which is a 2.3 percent increase over

FY 2020-21.

Method of Assessment Spread

The assessment shall be divided equally among all of the individual parcels within the Assessment Zone. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Fifteen (15) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-720-042	\$229.50
2	144-720-043	\$229.50
3	144-720-044	\$229.50
4	144-720-045	\$229.50
5	144-720-046	\$229.50
6	144-720-047	\$229.50
7	144-720-048	\$229.50
8	144-720-049	\$229.50
9	144-720-050	\$229.50
10	144-720-051	\$229.50
11	144-720-052	\$229.50
12	144-720-053	\$229.50
13	144-720-058	\$229.50
14	144-720-059	\$229.50
15	144-720-060	\$229.50
Total Annual Assessment		\$3,442.50

Zone 8: Park Meadows

Background

On October 13, 1999, the City Council of the City of Cotati adopted Resolution No. 99-72 granting tentative approval for the Park Meadows Subdivision. Condition No. 43 of said Resolution requires that a landscape and street light maintenance assessment zone be formed to provide funds for the maintenance of landscaping and street lighting within the City Right-of-Way of the Park Meadows Subdivision, in accordance with the provision of Streets and Highways Code, Section 22500, et seq. (the Landscape and Lighting Act of 1972). Then, on April 11, 2001, the City Council adopted Resolution No. 01-30 forming the landscaping and street light maintenance assessment district for the Park Meadows Subdivision, confirming the diagram and assessment, and ordering the levy of an assessment.

The Zone consists of landscaping and street lighting within the City Right-of-Way and Parcel "A" of the Park Meadows Subdivision.

This Zone includes 38,475 square feet of landscape area and sixteen 120 volt, 70 watt high pressure street lights. Up until FY 18/19, this Zone had eleven lights, however five of the lights installed as part of the City-Wide Lighting Project are within this Zone and their installation and ongoing maintenance costs are charged to this Zone.

The City provides landscape maintenance within the City Right-of-Way for this Zone including weekly general clean-up of the area, monthly pruning and weed control, and annual fertilization and structural pruning. Street lights are inspected once per month and repaired as needed. The City installed five lights along pathways in this zone in FY 18/19 for a total cost of \$30,000. Capital Projects planned for FY 21-22 consist of improving the pathway from McGinnis Circle to the Laguna De Santa Rosa bridge, the pathway to Marsh Way, and repairs to the split rail fence. The total cost of these Capital Improvements are anticipated to be \$20,000.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the fiscal year 2021-2022 is \$32,276.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$5,187.29	\$5,706	\$6,276
Contract Services	\$4,200.00	\$4,200.00	\$4,200.00
City Labor	\$436.67	\$500.00	\$500.00
Capital Project	\$0.00	\$0.00	\$20,000.00
Annual Zone Administration	\$1,258.74	\$1,300.00	\$1,300.00
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$11,082.70	\$11,706.00	\$32,276.00
Zone Reserve Used	\$0.00	\$0.00	\$14,921.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$16,036.00	\$16,949.40	\$17,355.00
Assessment Interest	\$300.50	\$0	\$0
Total Revenue	\$16,336.50	\$16,949.00	\$32,276.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$11,721.98	\$16,965.38
Estimated Assessment Revenue	\$16,949.40	\$17,355.00
General Fund Loan	\$0.00	\$0.00
Estimated Expenses	\$11,706.00	\$32,276.00
Estimated Ending Reserve Fund Balance June 30	\$16,965.38	\$2,044.38

The total proposed assessment for FY 2021-22 is \$17,355.00 which is a 2.39 percent increase over FY 2020-21.

Method of Assessment Spread

The parcels within the Park Meadow Subdivision will receive special benefits of well-maintained public landscaped areas and streetlights. These special benefits include enhanced neighborhood identity and quality of life, as well as a sense of community along with increased property values. Based on the foregoing, each of the individual parcels within the assessment zone, will be assessed in an amount equal to 1/39th of the total assessment since they receive equal share of the special benefits mentioned above. Parcel "A" and Parcel "B" are open space areas, therefore they are not assessed.

Assessment Spread

Thirty-nine (39) parcels in Assessment Area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-740-001	\$445.00
2	144-740-002	\$445.00
3	144-740-003	\$445.00
4	144-740-004	\$445.00
5	144-740-005	\$445.00
6	144-740-006	\$445.00
7	144-740-007	\$445.00
8	144-740-008	\$445.00
9	144-740-009	\$445.00
10	144-740-010	\$445.00
11	144-740-011	\$445.00
12	144-740-012	\$445.00
13	144-740-013	\$445.00
14	144-740-014	\$445.00
20	144-740-020	\$445.00
21	144-740-021	\$445.00
22	144-740-022	\$445.00
23	144-740-023	\$445.00
24	144-740-024	\$445.00
25	144-740-025	\$445.00
26	144-740-026	\$445.00
27	144-740-027	\$445.00
28	144-740-028	\$445.00
29	144-740-029	\$445.00
30	144-740-030	\$445.00
31	144-740-031	\$445.00
32	144-740-032	\$445.00
33	144-740-033	\$445.00
34	144-740-034	\$445.00
35	144-740-035	\$445.00
36	144-740-036	\$445.00

Lands of Dluzak

37	144-740-046	\$445.00
38	144-740-047	\$445.00
39	144-740-048	\$445.00
Total Annual Assessment		\$17,355.00

Zone 9: Santero Way

Background

On October 9, 2002, the City Council of the City of Cotati adopted Resolution No. 02-91 granting tentative approval for the Santero Way Developments. Condition No. 59 of said Resolution requires that a landscape and street light maintenance assessment zone be formed to provide funds for the maintenance of landscaping and street lighting within the Cotati Station Phase I Subdivision, in accordance with the provision of Streets and Highways Code, Section 22500, et seq. (the Landscape and Lighting Act of 1972). Then, on July 9, 2008, the City Council adopted Resolution No. 08-58 forming the landscaping and street light maintenance assessment district for the Santero Way Subdivision, confirming the diagram and assessment, and ordering the levy of an assessment.

The purpose of the assessment is to generate funds for the maintenance of landscape and lighting within the City Right-of-Way in the Santero Way Developments. The funds are to be used for electrical power, landscape maintenance, water, park furniture maintenance. Additionally, the funds are used for incidental expenses associated with public street lighting and landscape maintenance of the public park within the Santero Way Developments.

This Zone includes 31,000 square feet of landscape area including the Santero Way Park and seventeen LED, 120 volt, 70 watt street lights.

The City provides landscape maintenance within the City Right-of-Way for this Zone including weekly lawn mowing, edging, and general clean-up of the area, monthly pruning and weed control, and annual fertilization and structural pruning. However, the Santero Way Homeowners Association (HOA) has been contracting and paying for the landscape expenses for this Zone from the beginning. City staff met with the HOA Board to discuss the City paying for these services retroactively in FY 17/18 and for future years under a services agreement. The discussions also included identifying potential capital projects to rehabilitate park features including tree replacement, irrigation repair, replacing the drinking fountain, repair and/or replacement of benches and tables, replacement of playground ground cover, completing a playground evaluation, and repair root damaged sidewalks for sidewalks within the Zone. The HOA Board heard this item at their May 24, 2018 Board meeting and approved these CIP items for FY 18/19, increasing the Capital Improvements budget to \$20,000, invoicing the City retroactively for FY 17/18 maintenance expenses, and working on an agreement with the City to invoice the Zone for annual maintenance costs. On February 28, 2019 the HOA Board met and supported having the City contract directly with a landscaping company for maintaining the park and street landscaping strip. The City has negotiated an agreement with a landscaping company with the effecting start date of July 1, 2019. Cost tables below include the landscape maintenance expenses as Zone expenses. Park lights are inspected once per month and repaired as needed.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$18,845.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$4,574.79	\$5,032.00	\$5,535.00
Contract Services	\$33,783.82	\$10,000.00	\$10,000.00
Capital Projects	\$0.00	\$0.00	\$0.00
City Labor	\$795.92	\$815.82	\$836.00
Annual Zone Administration	\$2,359.90	\$2,415	\$2,474
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$41,514.43	\$18,262.82	\$18,845.00
Zone Reserve Used	\$29,228.97	\$6,116.82	\$6,420.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$11,745.50	\$12,146.40	\$12,425.00
Assessment Interest	\$539.96	\$0.00	\$0.00
Total Revenue	\$41,514.43	\$18,262.82	\$18,845.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$41,148.46	\$35,032.04
Estimated Assessment Revenue	\$12,146.40	\$12,425.00
Estimated Expenses	\$18,262.82	\$18,845.00
Estimated Ending Reserve Fund Balance June 30	\$35,032.04	\$28,612.04

The total proposed assessment for FY 2020-21 is \$12,425.00 which is a 2.3 percent increase over FY 2020-21.

Method of Assessment Spread

The assessment shall be equally divided among the seventy (70) dwelling units. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Seventy (70) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	144-770-001	\$177.50
2	144-770-002	\$177.50
3	144-770-003	\$177.50
4	144-770-004	\$177.50

5	144-770-005	\$177.50
6	144-770-006	\$177.50
7	144-770-007	\$177.50
8	144-770-008	\$177.50
9	144-770-009	\$177.50
10	144-770-010	\$177.50
11	144-770-011	\$177.50
12	144-770-012	\$177.50
13	144-770-013	\$177.50
14	144-770-014	\$177.50
15	144-770-015	\$177.50
16	144-770-016	\$177.50
17	144-770-017	\$177.50
18	144-770-018	\$177.50
19	144-770-019	\$177.50
20	144-770-020	\$177.50
21	144-770-021	\$177.50
22	144-770-022	\$177.50
23	144-770-023	\$177.50
24	144-770-024	\$177.50
25	144-770-025	\$177.50
27	144-770-027	\$177.50
28	144-770-028	\$177.50
29	144-770-029	\$177.50
30	144-770-030	\$177.50
31	144-770-031	\$177.50
32	144-770-032	\$177.50
33	144-770-033	\$177.50
34	144-770-034	\$177.50
35	144-770-035	\$177.50
36	144-770-036	\$177.50
37	144-770-037	\$177.50
38	144-770-038	\$177.50
39	144-770-039	\$177.50
40	144-770-040	\$177.50
41	144-770-041	\$177.50
42	144-770-042	\$177.50
43	144-770-043	\$177.50
44	144-770-044	\$177.50
45	144-770-045	\$177.50
46	144-770-046	\$177.50
47	144-770-047	\$177.50
48	144-770-048	\$177.50
50	144-770-050	\$177.50
CAP 1A	144-770-051	\$177.50
CAP 1B	144-770-052	\$177.50

CAP 2A	144-770-053	\$177.50
CAP 2B	144-770-054	\$177.50
CAP 3A	144-770-055	\$177.50
CAP 3B	144-770-056	\$177.50
CAP 4A	144-770-057	\$177.50
CAP 4B	144-770-058	\$177.50
CAP 5A	144-770-059	\$177.50
CAP 5B	144-770-060	\$177.50
CAP 6A	144-770-061	\$177.50
CAP 6B	144-770-062	\$177.50
CAP 7A	144-770-063	\$177.50
CAP 7B	144-770-064	\$177.50
CAP 8A	144-770-065	\$177.50
CAP 8B	144-770-066	\$177.50
CAP 9A	144-770-067	\$177.50
CAP 9B	144-770-068	\$177.50
CAP 10A	144-770-069	\$177.50
CAP 10B	144-770-070	\$177.50
Total Annual Assessment		\$12,425.00

Zone 10: Altman Acres

Background

On October 9, 2002, the City Council of the City of Cotati adopted Resolution No. 02-91 granting tentative approval for the Altman Acres Subdivision. Condition No. 59 of said Resolution requires that a landscape and street light maintenance assessment Zone be formed to provide funds for the maintenance of landscaping and street lighting within the Altman Acres Subdivision, in accordance with the provision of Streets and Highways Code, Section 22500, et seq. (the Landscape and Lighting Act of 1972). Then, on October 9, 2002 the City Council adopted Resolution No. 02-94 forming the Altman Acres Subdivision.

The Zone is maintaining landscaping and lighting in the Altman Acres Subdivision City Right-of-Way and along Old Redwood Highway Right-of-Way fronting Lots 1 through 7. All funds shall be used for electrical, landscape, and incidental expenses within the Altman Acres Subdivision.

This Zone includes 11,750 square feet of landscape area and five LED, 120 volt, 100 watt street lights.

The City provides landscape maintenance within the City Right-of-Way for this Zone including weekly general clean-up of the area, monthly pruning and weed control, and annual fertilization and structural pruning. Street lights are inspected once per month and repaired as needed.

Projected Costs of Assessment Zone

The projected annual cost of maintaining the landscaping and lighting for the Fiscal Year 2021-2022 is \$2,661.00.

Description	FY 19/20 Actuals	FY 20/21 Estimated	FY 21/22 Projected
Utility Charges	\$1,190.64	\$1,290.00	\$1,419.00
Contract Services	\$420.00	\$420.00	\$420.00
City Labor	\$377.09	\$300	\$300.00
Annual Zone Administration	\$497.08	\$510.00	\$522.00
General Fund Loan Repayment	\$0.00	\$0.00	\$0.00
Total Expenses	\$2,484.81	\$2,520.00	\$2,661.00
Zone Reserve Used	\$0.00	\$0.00	\$0.00
General Fund Loan	\$0.00	\$0.00	\$0.00
Total Assessment	\$5,366.11	\$5,671.68	\$5,803.00
Assessment Interest	\$110.93	\$0.00	\$0.00
Total Revenue	\$5,477.04	\$5,671.68	\$5,803.00

Estimated Fund Balance

	FY 2020-21 (Estimated)	FY 2021-2022 (Projected)
Estimated Starting Reserve Fund Balance July 1	\$25,332.15	\$28,483.83
Estimated Assessment Revenue	\$5,671.68	\$5,803.00
Estimated Expenses	\$2,520.00	\$2,661.00
Estimated Ending Reserve Fund Balance June 30	\$28,483.83	\$31,625.83

The total proposed assessment for FY 2021-22 is \$5,803.00 which is a 2.3 percent increase over FY 2020-21.

Method of Assessment Spread

The assessment shall be equally divided among the fourteen (14) dwelling units. A more detailed description of the method of apportionment is in Attachment A.

Assessment Spread

Fourteen (14) parcels in assessment area

Lot No.	Assessor's Parcel Number	Annual Charge
1	046-640-001	\$414.50
2	046-640-002	\$414.50
3	046-640-003	\$414.50
4	046-640-004	\$414.50
5	046-640-005	\$414.50
6	046-640-006	\$414.50
7	046-640-007	\$414.50
8	046-640-008	\$414.50

9	046-640-009	\$414.50
10	046-640-010	\$414.50
11	046-640-011	\$414.50
12	046-640-012	\$414.50
13	046-640-013	\$414.50
14	046-640-014	\$414.50
Total Annual Assessment		\$5,803.00

ENGINEER'S REPORT ATTACHMENTS

- Attachment A - Method of Apportionment of Assessment - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within the Assessment District.**
- Attachment B - Assessment Diagrams – An Assessment Diagram (maps) showing all of the parcels of real property within the boundaries of the ten Assessment Zones. The A.P.N.'s are shown in the Assessor's Maps available at the County of Sonoma Assessor's Office.**
- Attachment C - Improvement Plans – This portion of the Engineer's Report describes any improvement plans that may be needed for the installation of the improvements. If plans exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.**

ATTACHMENT A

METHOD OF APPORTIONMENT OF ASSESSMENT

The following is a brief description of the manner in which the annual assessment has been apportioned to each parcel within the Assessment Zones:

Each parcel within each of the zones of the Assessment District receives a direct special benefit from improvement covered by this assessment as follows:

Valparaiso Vista Zone 1 - Zone 1 includes the maintenance of 7,416 square feet of landscaping along Redwood Highway and Valparaiso Avenue and five street lights within the development. The parcels within this zone receive a direct special benefit from these amenities that are an asset to the values of the homes.

Quail Hollow IV Zone 2 - Zone 2 funds the annual costs associated with the operation and maintenance of Quail Hollow, the back-on landscaping along portions of Myrtle Avenue. Additionally, maintenance of the landscaping provides a direct benefit for the parcels as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone.

Sommers Zone 3 - The related Assessment Zone improvements in Zone 3 include six driveway lights. Additionally, the lighting adds to property values and provides beneficial landscape features specific to residents within this zone.

Macklin Zone 4 - The related improvements in Zone 4 includes 1,170 square feet of “back-on” landscaping along Myrtle Avenue. Residents within this zone directly benefit from maintenance of the landscaping, as maintaining the landscaping adds to property values and provides beneficial landscape features specific to residents within this zone.

Sierra Meadows Zone 5 - The related improvements in Zone 5 include nine street lights within the development. Residents within this zone directly benefit from the lighting, as maintaining the lighting adds to property values and provides beneficial lighting features specific to residents within this zone.

Oak Knoll Zone 6 - The related improvements in Zone 6 include the island landscape maintenance on Christensen Court and five street lights. Residents within this zone directly benefit from maintenance of the landscaping and lighting, as maintaining the landscaping and lighting adds to property values and provides beneficial landscape features specific to residents within this zone.

Garden Gate Zone 7 - The related improvements in Zone 7 include 2,900 square feet of “back-on” landscape along a portion of East Cotati Avenue and five street lights. Residents within this zone directly benefit from maintenance of the landscaping and lighting, as maintaining the

landscaping and lighting adds to property values and provides beneficial landscape features specific to residents within this zone.

Park Meadows Zone 8 - The improvements in Zone 8 include 38,475 square feet of “back-on” landscape along a portion of East Cotati Avenue and eleven street lights. Residents within this zone directly benefit from maintenance of the landscaping and lighting, as maintaining the landscaping and lighting adds to property values and provides beneficial landscape features specific to residents within this zone.

Santero Way Zone 9 - The improvements in Zone 9 include a 31,000 square feet landscaped park and seventeen street lights. Residents within this zone directly benefit from maintenance of the landscaping and lighting, as maintaining the landscaping and lighting adds to property values and provides beneficial landscape features specific to residents within this zone.

Altman Acres Zone 10 - The improvements in Zone 10 include a 11,750 square feet landscaped area along Old Redwood Hwy and five street lights. Residents within this zone directly benefit from maintenance of the landscaping and lighting, as maintaining the landscaping and lighting adds to property values and provides beneficial landscape features specific to residents within this zone.

The method of apportionment (spread) equates all parcels in Zones 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 within the boundaries of the Assessment Zone to an Equivalent Single-Family Dwelling (ESD) unit use, or portion thereof. The following basic use units reflect the relative benefit accruing to parcels of land within a City of Cotati Landscaping and Lighting Assessment Zone:

- | | |
|---|----------------------------|
| 1. Single dwelling parcel | 1 unit |
| 2. Multiple dwelling unit parcel | 1 unit per dwelling |

Once the total number of ESD units is determined for each of the Zones, the total number of ESD units within each Zone shall be divided into each respective Zone’s operation and maintenance expenses for the upcoming fiscal year (see Part B). This will result in the proposed annual assessment per ESD for the upcoming fiscal year. The annual assessment per ESD shall be multiplied by the total use units established for each parcel, or portion thereof, to determine the proposed total annual assessment for each parcel within each Zone 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10. Annual assessments are apportioned in this manner due to the relative benefit of the improvements to each of the parcels within each separate Zone. Since the improvements are easily accessible to all the parcels within each Zone, the level of benefit is equally spread to each parcel.

Although Section 22663 of the Streets and Highways Code typically requires that public property not be assessed, Article XIII, Section 4(a) of Proposition 218 now requires that public agencies shall not be exempt from assessment. However, the creek area, wetlands and public rights-of-way and easements within various Zones preclude construction of structures for other uses that conflict with the allowable zoning of these areas. Therefore, these publicly owned areas without a dwelling and used exclusively for greenbelt, or open space, or the common area of any planned unit development, receive no special benefit and do not receive an annual assessment.

ATTACHMENT B

ASSESSMENT DIAGRAMS

Attached are the Assessment Diagrams (Maps) for the ten Assessment Zones. Please note the lines and dimensions of each parcel, as well as the distinctive Assessor's Parcel Number, are shown on the Assessor's Maps for the City of Cotati available at the County of Sonoma Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County of Sonoma Assessor's Office for the respective subdivisions in each of the ten Zones.

Zone 1 - Valparaiso:

Lots 51 through 65 (15 total) and associated right-of-way street frontages lying within the Valparaiso Vista PUD Subdivision filed in the recorder's office of the County of Sonoma in book 144 of Maps, Page 40.

Zone 2 - Quail Hollow:

Lots 17-47 (31 total) and associated right-of-way street frontages lying within the Quail Hollow IV Subdivision are filed in the recorder's office of the County of Sonoma in book 46 of Maps, Page 61.

Zone 3 - Sommers:

Lots 20-27 (8 total) and associated right-of-way street frontages lying within The Sommer Subdivision are filed in the recorder's office of the County of Sonoma in book 144 of Maps, Pages 28.

Zone 4 - Macklin:

Lots 1-39 (39 total) and associated right-of-way street frontages lying within Macklin Subdivision, filed in the recorder's office of the County of Sonoma in Book 46 of Maps, Page 62.

Zone 5 - Sierra Meadows:

Lots 1-26, 29, and 31-33 (30 total) and associated right-of-way street frontages lying within the Sierra Meadow Subdivision, filed in the recorder's office of the County of Sonoma in Book 144 of Maps, Page 73.

Zone 6 - Oak Knoll:

Lots 1-26, 29, and 31-33 (30 total) and associated right-of-way street frontages lying within the Oak Knoll Subdivision, filed in the recorder's office of the County of Sonoma in Book 144 of Maps, Page 34.

Zone 7 - Garden Gate:

Lots 42-53, 58-60 (15 total) and associated right-of-way street frontages lying within the Garden Gate Subdivision, filed in the recorder's office of the County of Sonoma in Book 144 of Maps, Page 72.

Zone 8 - Park Meadows:

All the land lying within the Park Meadows Subdivision, filed in the recorder's office of the County of Sonoma in Book 144 of Maps, Page 47.

Zone 9 - Santero Way:

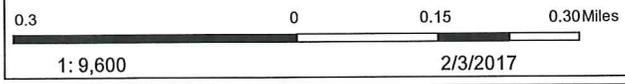
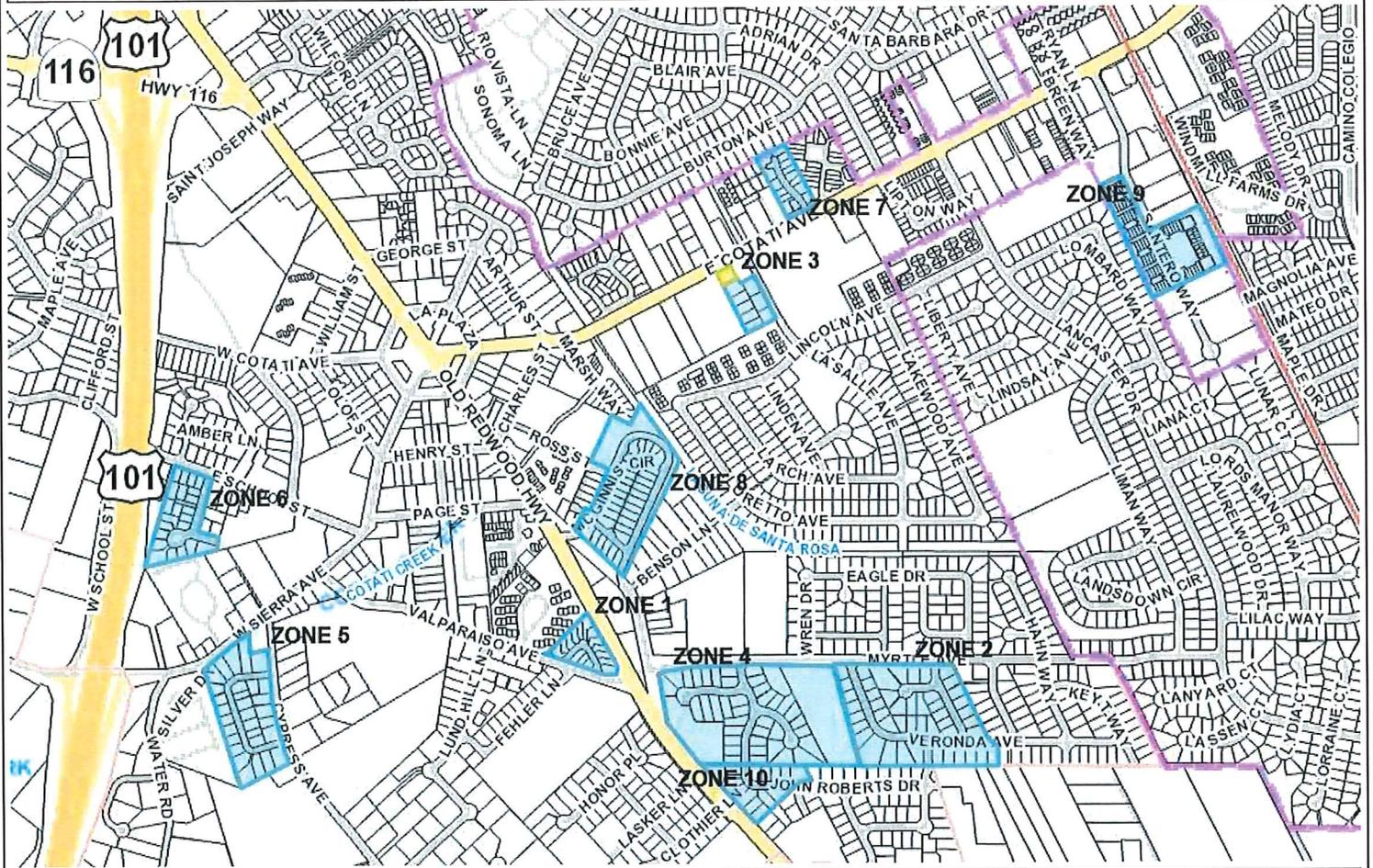
The boundary of the Santero Way Developments Landscape and Lighting Assessment Zone coincides with the exterior boundaries of the Cotati Station Subdivision, Phase 1, recorded in Book 654 at Pages 44 through 49, Sonoma County Records. All individual Lots 1-50 and twenty (20) Condominium units

within the boundaries of the Cotati Station Subdivision, Phase 1 (for a total of 70 dwelling units) are included in the assessment Zone.

Zone 10 - Altman Acres:

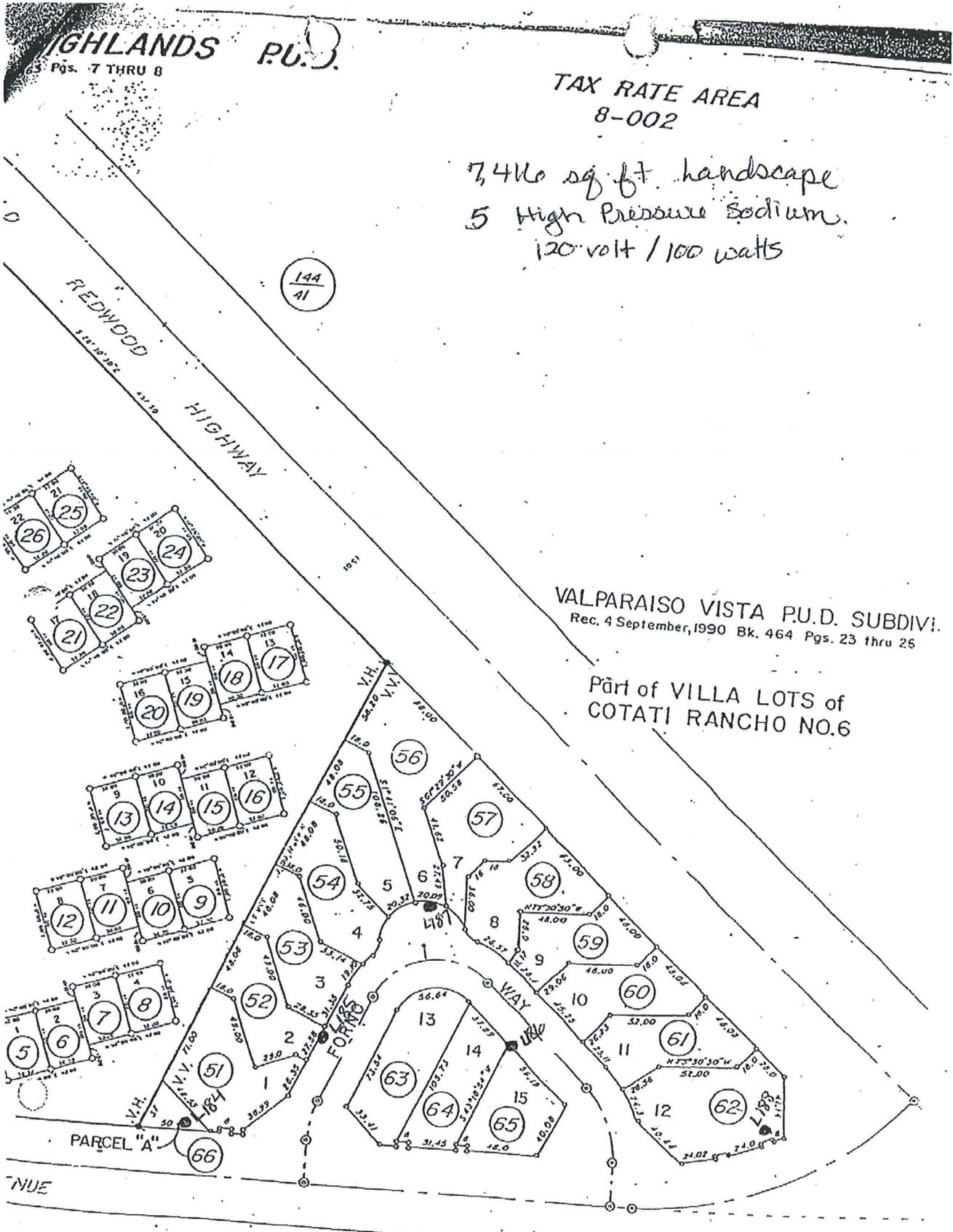
Lots 1-14 (14 total) and associated right-of-way street frontages lying within the Altman Acres Subdivision are filed in the recorder's office of the County of Sonoma in Book 46 of Maps, Pages 64.

COTATI LANDSCAPING & LIGHTING ASSESSMENT DISTRICT ZONES

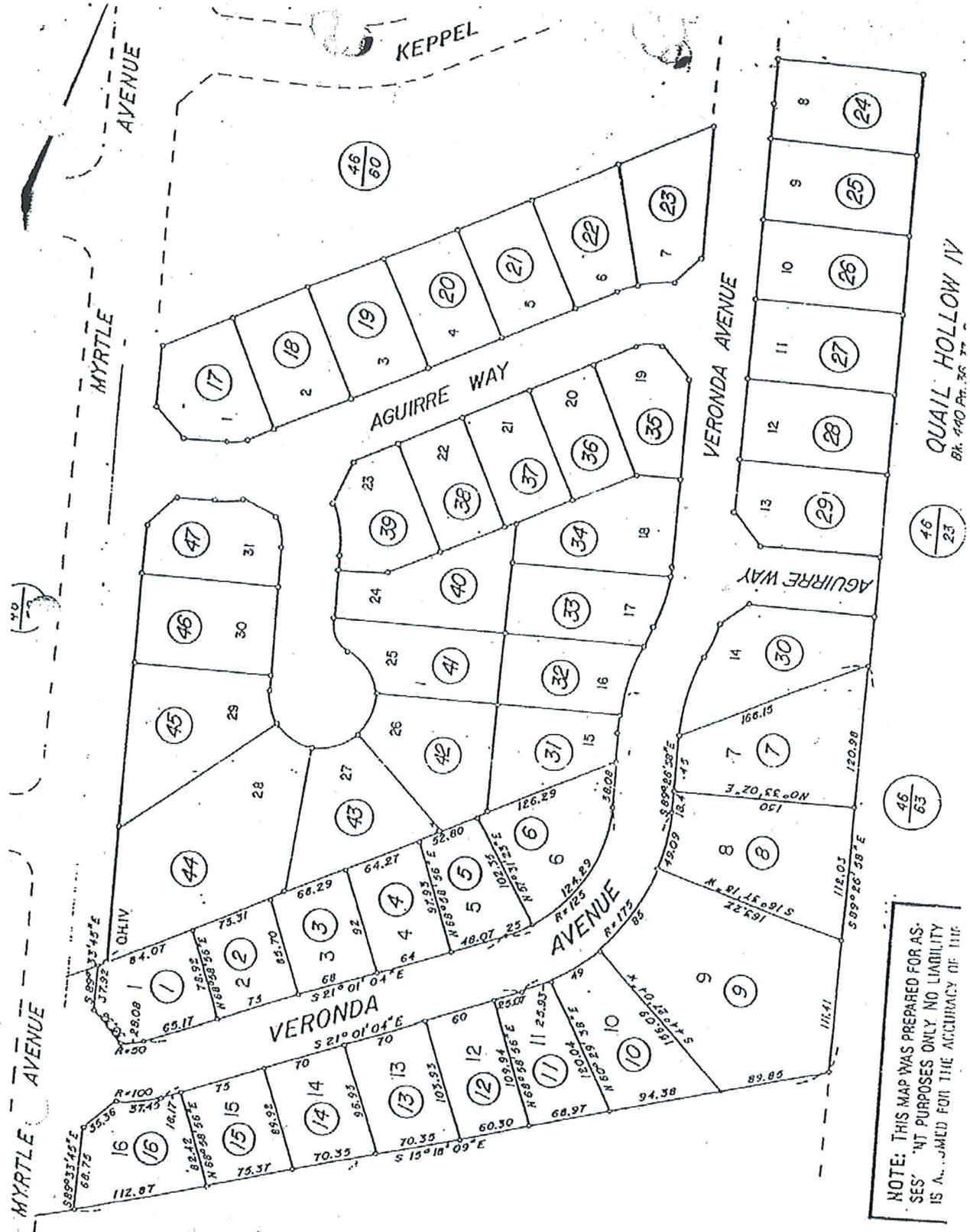


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

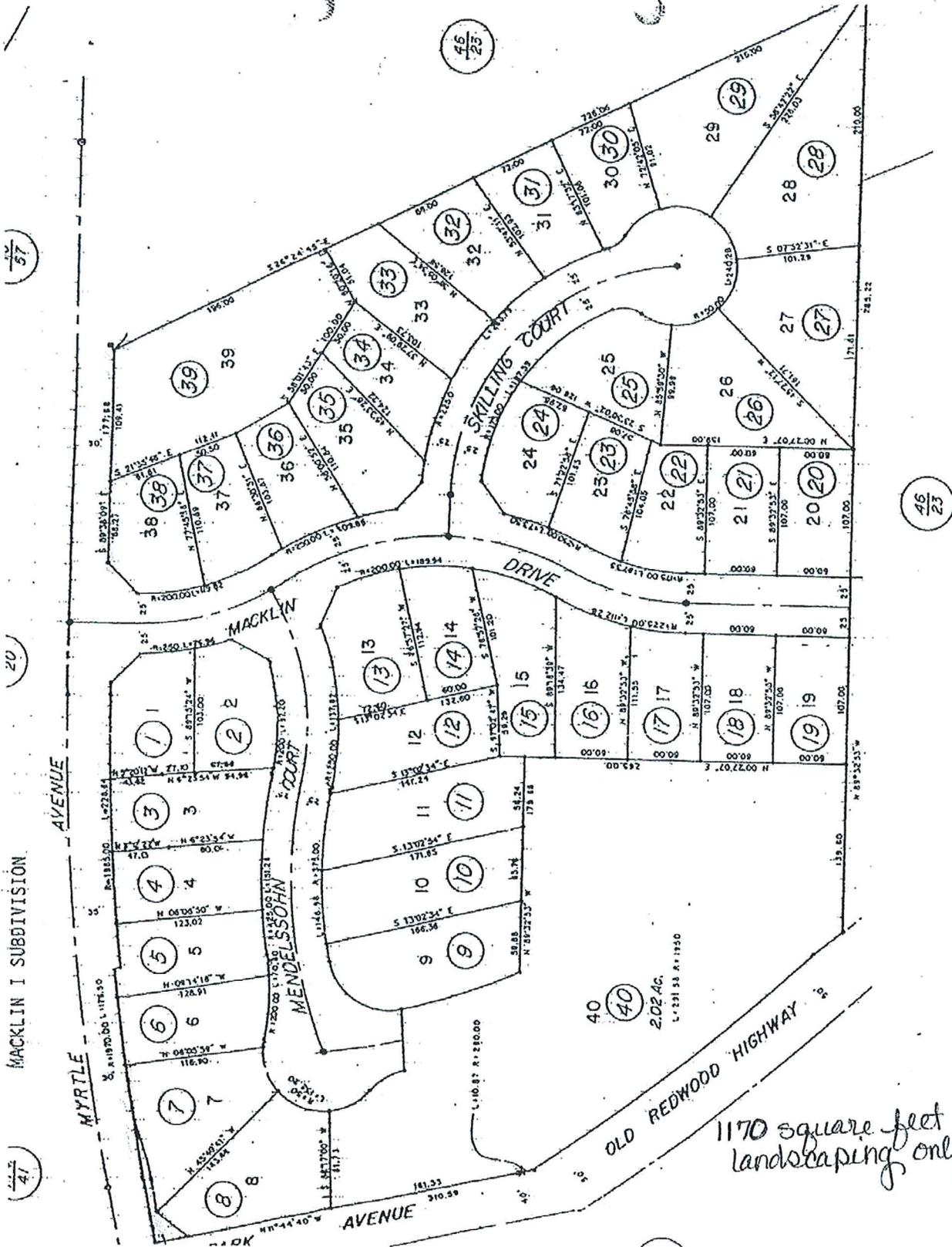
COTATI LANDSCAPE & LIGHTING
ASSESSMENT DISTRICT -
ZONE 1: VALPARAISO VISTA



COTATI LANSCAPE & LIGHTING
ASSESSMENT DISTRICT -
ZONE 2: QUAIL HOLLOW



COTATI LANDSCAPE & LIGHTING ASSESSMENT DISTRICT - ZONE 4: MACKLIN I



1170 square feet landscaping only.

COTATI LANDSCAPE & LIGHTING
ASSESSMENT DISTRICT -
ZONE 6: OAK KNOLL

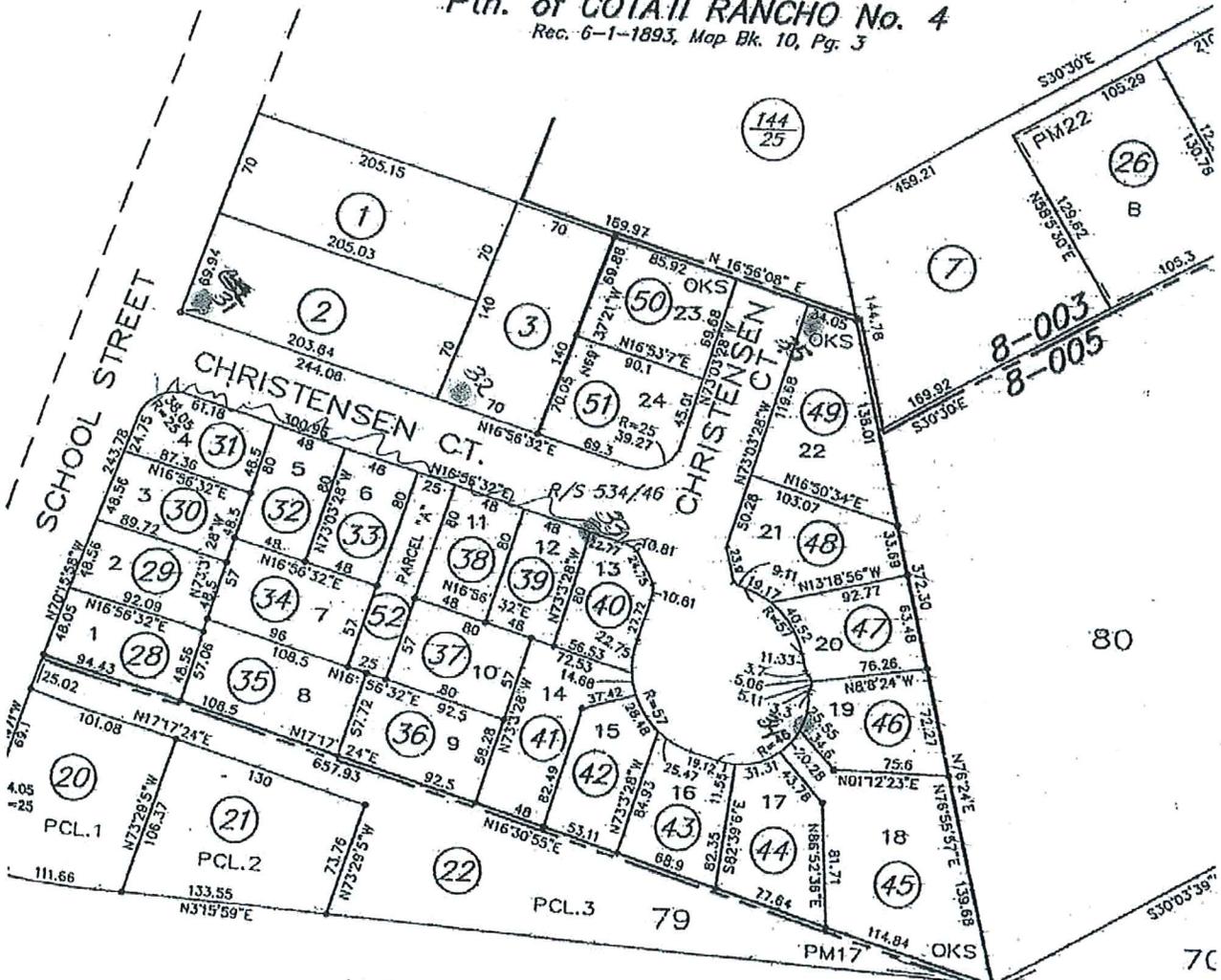
COUNTY ASSESSOR'S PARCEL MAP

OAK KNOLL SUBDIVISION

REC. 6-12-98 IN BK. 580, MAPS, PGS. 35-38

Ptn. of COTATI RANCHO No. 4

Rec. 6-1-1893, Map Bk. 10, Pg. 3



U.S. 101 FREEWAY
decorative on flat date.

5 street lights *landscape area*
Street light location

COTATI PCL. MAP 7

REC. 9-20-71 IN BK. 81, MAPS, PGS. 29

COTATI PCL. MAP 17

REC. 1-2-73 IN BK. 103, MAPS, PG. 28

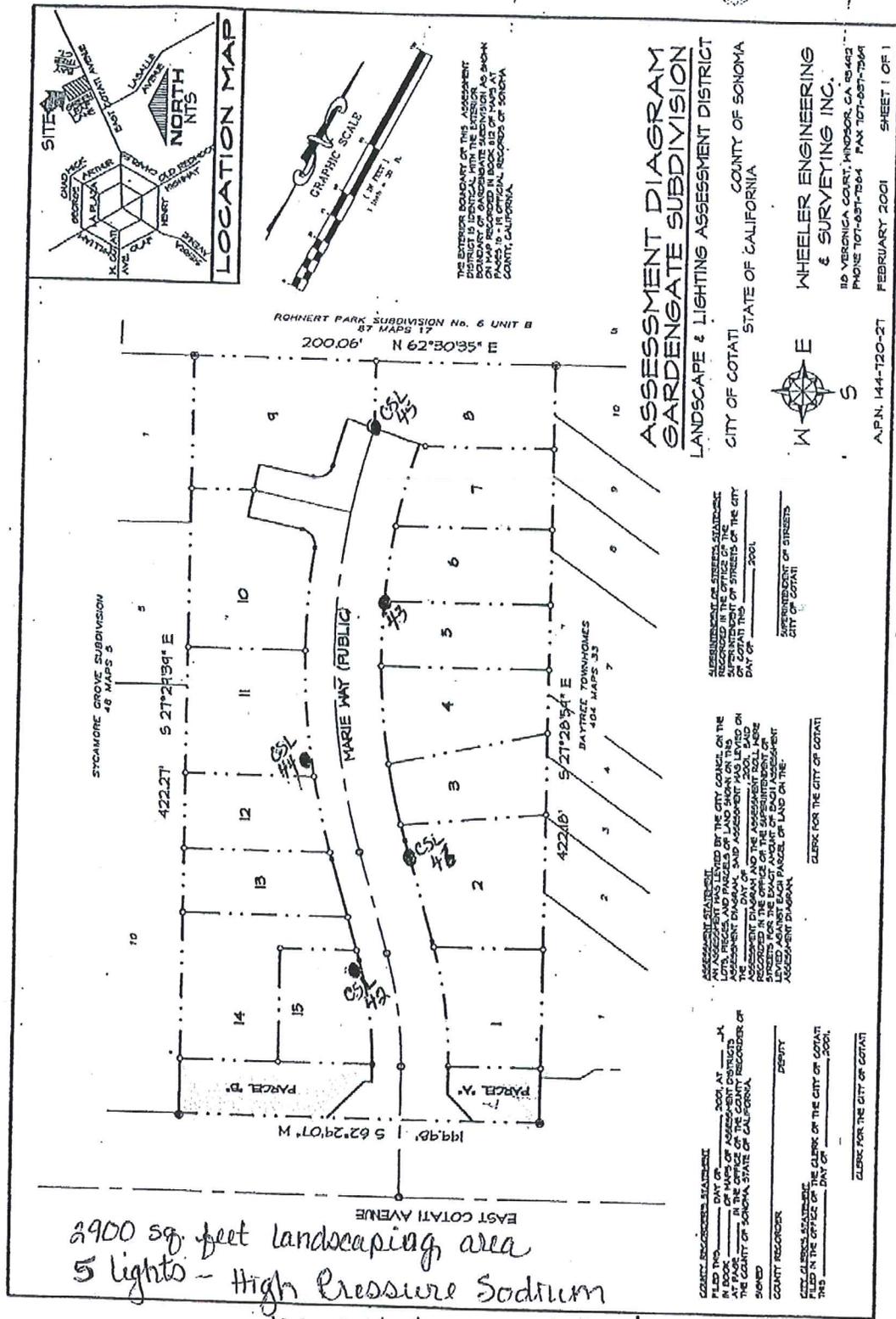
High Pressure Sodium
120 volt/ 100 watt
diffuser bulbs

MAP WAS PREPARED FOR
PURPOSES ONLY. NO
WARRANTY IS GIVEN FOR THE
DATA DELINEATED

144
23

144
33

COTATI LANDSCAPE & LIGHTING ASSESSEMENT DISTRICT - ZONE 7: GARDEN GATE



2900 sq. feet landscaping area
5 lights - High Pressure Sodium
120 volt / 70 watt (all)

EXHIBIT A

COTATI LANDSCAPE & LIGHTING
ASSESSMENT DISTRICT -
ZONE 9: SANTERO WAY

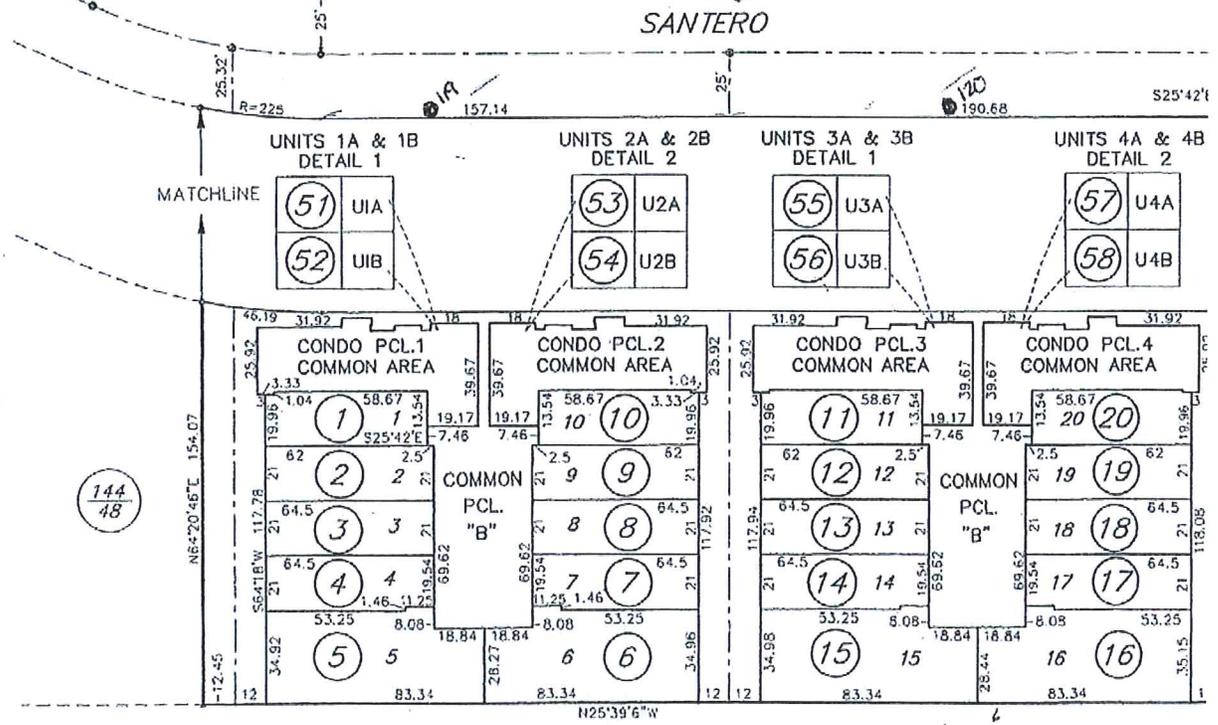
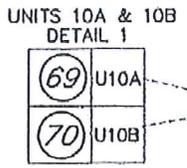
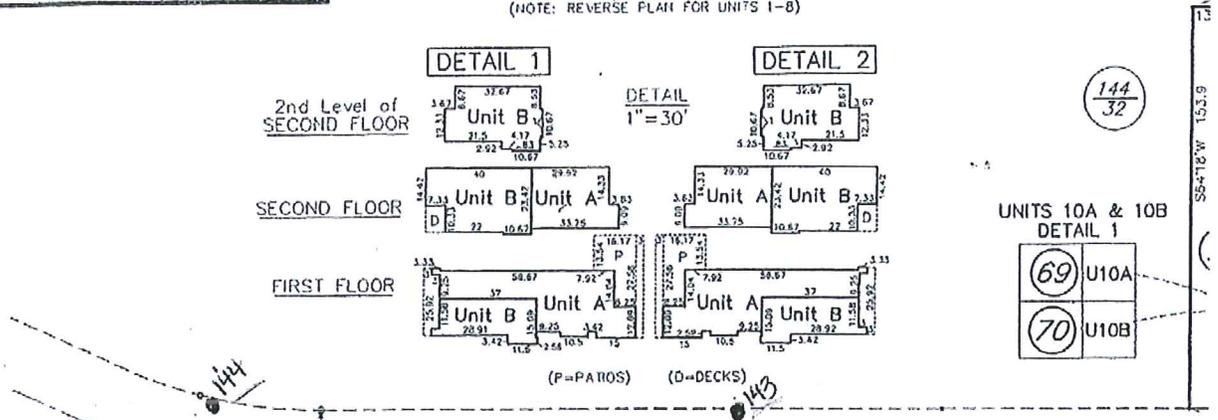
COUNTY ASSESSOR'S
COTATI STATION PHASE 1 SUBDIVIS

REC. 09-25-03 IN BK. 654, MAP
(CONDO) O.R.# 03-202

NOTE: Assessor's parcels do not necessarily constitute legal lots. To verify legal parcel status, check with the appropriate city or county community development or planning division.

NOTE: This map was prepared for Assessment purposes only. No liability is assumed for the accuracy of the data delineated herein.

CONDO UNIT DETAIL
(NOTE: REVERSE PLAN FOR UNITS 1-8)



144
48

46
20

PARCEL MAP

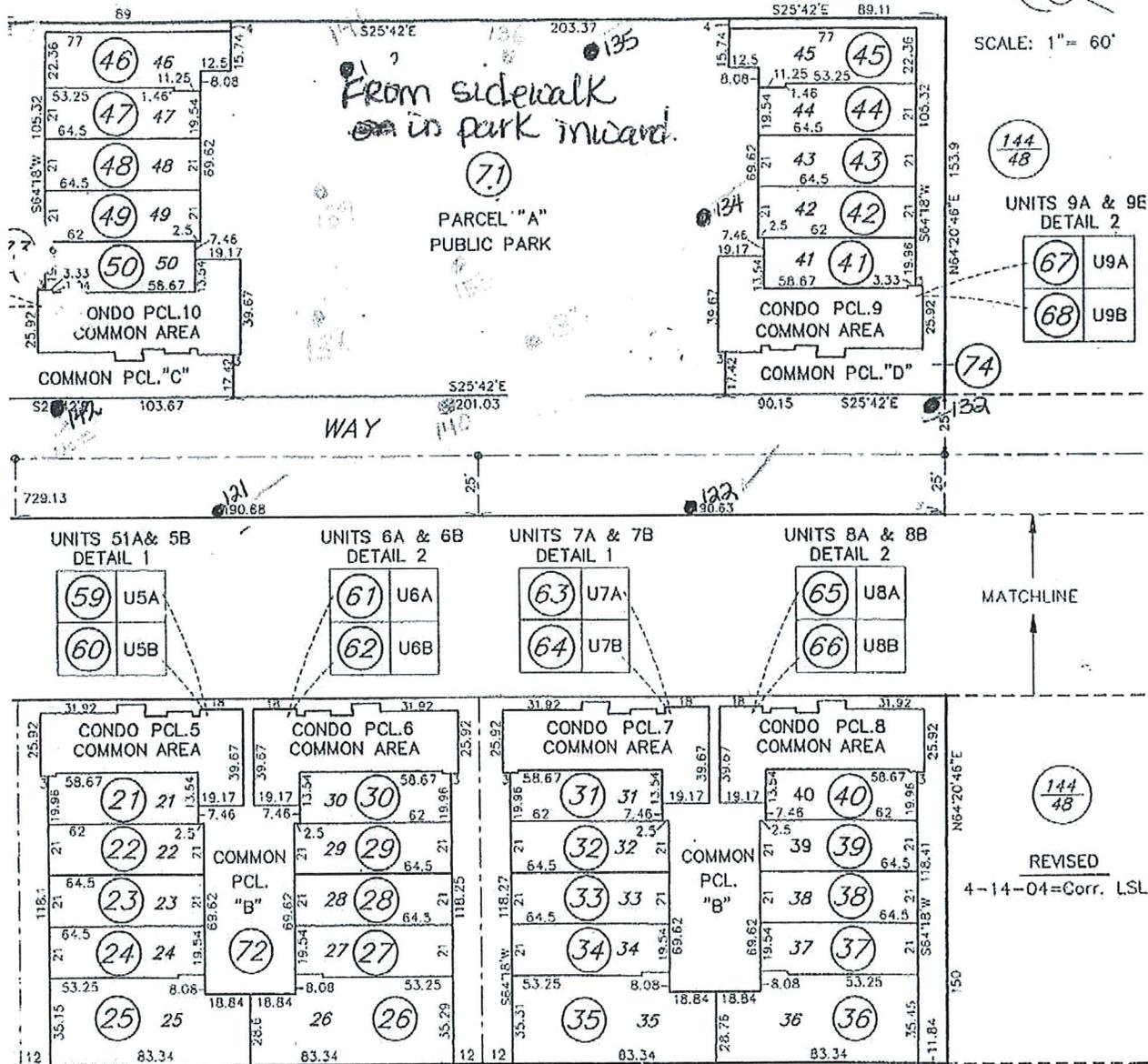
TAX RATE AREA
8-014

144-77

ON AND CONDOMINIUMS

3, PG. 44-49
66

144
32



31,000 sq. ft
Landscape
Street lights (17)
High Pressure Sodium
120 volt / 70 watt

46
20

Assessor's Map Bk. 144, Pg. 77
Sonoma County, Calif. (ACAD)
DSK 4-13-04=74 LSL

10 future lights
not noticed.

5/16/04
Brunner

ATTACHMENT C

IMPROVEMENT PLANS

If improvement plans exist, they are filed with the City Clerk. Although separately bound, the improvement plans are part of this Engineer's Report and are included in it by reference.



**Cotati City
CA**

Adopted
Jun 22, 2021 6:00 PM

**CC Resolution
2021 - 34**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS, AND LEVYING AND COLLECTION OF ANNUAL ASSESSMENTS For Fiscal Year 2021/22 FOR THE CITY OF COTATI LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT FOR ZONES 1, 2, 3, 4, 5, 6, 7, 8, 9, AND 10 (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

Information

Department: Engineering/Public Works **Sponsors:**
Category: Financial Stability (Vision for Cotati)

Links

[Link 3244 : Resolution to approve the Engineer's Report, confirm the assessment diagram and annual assessment amounts, and levying and collection of the annual assessments for the Cotati Landscaping and Lighting Assessment District for Fiscal Year 2021-22.](#)
[Link to Staff Report](#)

Attachments

[Printout](#)
[2021-2022 LLAD Report - final](#)
(Upload New Attachment)

Body

WHEREAS, the ten Landscaping and Lighting Maintenance Assessment Districts within the City (“Districts”) were initially formed by the City from 1989 to 2003 in accordance with the Landscaping and Lighting Act of 1972 (“Act”) to levy and collect assessments under the Act to pay for costs associated with maintaining landscaping and streetlights within developments; and

WHEREAS, in Fiscal Year 17/18, as part of the annual assessment process, the ten individual districts were consolidated into one district with each of the original districts becoming independent “Zones” within the single district; and

WHEREAS, the City Council intends to levy and collect assessments within the Cotati Landscaping and Lighting Assessment District, during Fiscal Year 2021-22, and the lands to be assessed are located in the City of Cotati, Sonoma County; and

WHEREAS, on January 26, 2021, the City Council adopted a resolution appointing the City Engineer as the Engineer of Work, directing the preparation and filing of the annual FY 2021-22 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on May 25, 2021, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approved the Engineer's Report for FY 21-22, and set the date of the public hearing pursuant to Section 22624 of the Streets and Highways Code; and

WHEREAS, the Zone numbers and corresponding names are as follows: Zone 1 – Valparaiso, Zone 2 – Quail Hollow, Zone 3 – Sommers, Zone 4 – Macklin, Zone 5 – Sierra Meadows, Zone 6 – Oak Knolls, Zone 7 – Garden Gate, Zone 8 – Park Meadows, Zone 9 – Santero Way, Zone 10 – Altman Acres; and

WHEREAS, for Zones 1, 2, 3, 4, 5, and 6, the actual proposed FY 2021-22 annual assessments to levy and collect are proposed to stay the same as that assessed FY 2020-21; and

WHEREAS, for Zones 7, 8, 9 and 10 the FY 2021-22, maximum annual assessments will be adjusted up by the allowable Construction Cost Index for San Francisco extending back to the formation of the District; and

WHEREAS, for Zone 7, the actual proposed FY 2021-22 annual assessment to levy and collect is proposed to increase by \$5.00 over FY 2020-21 ; and

WHEREAS, for Zone 8, the actual proposed FY 2021-22 annual assessment to levy and collect is proposed to increase by \$10.40 over FY 2020-21 ; and

WHEREAS, for Zone 9, the actual proposed FY 2021-22 annual assessment to levy and collect is proposed to increase by \$3.98 over FY 2020-21; and

WHEREAS, for Zone 10, the actual proposed FY 2021-22 annual assessment to levy and collect is proposed to increase by \$9.38 over FY 2020-21; and

WHEREAS, for FY 2021-22 the actual annual assessments proposed to be levied and collected are: \$158.00 per unit for all properties within Zone 1, \$40.00 per unit for all properties within Zone 2, \$290.00 per unit for all properties within Zone 3, \$32.00 per unit for all properties within Zone 4, \$36.74 per unit for all properties within Zone 5, \$133.50 per unit for all properties within Zone 6, \$229.50 per unit for all properties within Zone 7, \$445.00 per unit for all properties within Zone 8, \$177.50 per unit for all properties within Zone 9, and \$414.50 per ESD unit for all properties within Zone 10; and

WHEREAS, the requisite notice of the public hearing was given pursuant to Streets and Highways Code Section 22626; and

WHEREAS, the public hearing was held on June 22, 2021, at which time all oral statements and written protests were duly considered.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COTATI DOES HEREBY RESOLVE:

1. The foregoing recitals are true and correct and made a part of this Resolution; and
2. The Annual FY 2021-2022 Engineer's Report is hereby approved as filed; and
3. The assessment diagrams and assessment amounts as set forth in the FY 2021-22 Engineer's Report and any amendments incorporated at the City Council's direction are confirmed, and the City is hereby authorized to levy and collect the annual assessments set forth in said report for FY 2021-22; and
4. In order to take inflation into account, the estimated maximum annual assessment for Zones 7, 8, 9, and 10 shall be adjusted by the ratio of the San Francisco Construction Cost Index (CCI) at the closest month when the respective Districts were formed to January 1, 2021 multiplied by the initial assessment; and
5. This Resolution is adopted pursuant to Sections 22620 et al. of the California Streets and Highways Code.

Meeting History

Jun 22, 2021 6:00 PM Audio/Video **Cotati City Council Regular Meeting**

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Susan Harvey, Councilmember
SECONDER: Mark Landman, Vice Mayor
AYES: John C. Moore, Mark Landman, Susan Harvey, Laura Sparks, Ben Ford

Discussion

 [Add Comment](#)

Powered by **Granicus**

From: [Kathy Frech](#) on behalf of [ACTTC-PropertyTax](#)
To: [Brittany Bober](#); [ACTTC-PropertyTax](#)
Cc: [Craig Scott](#); [Angela Courter](#)
Subject: City of Cotati 2021-22 Direct Charge Agreement
Date: Wednesday, August 18, 2021 4:04:10 PM
Attachments: [90100-91400 - City of Cotati Direct Charge Export 21-22.pdf](#)
[90100-91400 - City of Cotati Direct Charge Export 21-22.xlsx](#)
[90100 - 91400 City of Cotati Approval of Direct Charge 21-22.xlsx](#)

Good Afternoon Brittany,

I've imported your files and attached the Detail and Export reports for your review. If everything looks good, please complete and return the attached Approval form.

Thank you,

KATHY FRECH
ACCOUNTANT II
PROPERTY TAXES
[County of Sonoma](#)
[Auditor-Controller Treasurer-Tax Collector Dept.](#)
585 Fiscal Drive Suite 100|Santa Rosa, CA 95403
Phone: 707.565.3277|Fax: 707.565.1167
kathy.frech@sonoma-county.org

From: Brittany Bober <BBober@cotaticity.org>
Sent: Friday, August 13, 2021 4:53 PM
To: ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Cc: Craig Scott <CScott@cotaticity.org>; Angela Courter <ACourter@cotaticity.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

EXTERNAL

Hi Kathy,

I completely understand. That is correct, the leading zeros did get dropped. Please see the revised files attached.

Zone 2 Quail Hollow

Number of parcel: 31
Tax code: 90400
Total charge: \$1,240

Zone 4 Macklin

Number of parcel: 39
Tax code: 90300
Total charge: \$1,248

Zone 10 Altman Acres

Number of parcel: 14
Tax code: 91400
Total charge: \$5,803.00

Brittany Bober

Administrative Analyst
City of Cotati Public Works & Engineering Department
201 West Sierra Avenue, Cotati, CA 94931
Office: (707) 665-3638



From: Kathy Frech <Kathy.Frech@sonoma-county.org> **On Behalf Of** ACTTC-PropertyTax
Sent: Friday, August 13, 2021 4:34 PM
To: Brittany Bober <BBober@cotaticity.org>; ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Cc: Craig Scott <CScott@cotaticity.org>; Angela Courter <ACourter@cotaticity.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

Thank you Brittany.
Can you also take a look at tax codes 90300, 90400 and 91400.
The Assessment Numbers should all be 12 digits.
I suspect the beginning zero got dropped, but I can't assume that or manipulate the file.
Would you confirm and add the zero's and send back to me?

Thank you so much,

KATHY FRECH
ACCOUNTANT II
PROPERTY TAXES
County of Sonoma
Auditor-Controller Treasurer-Tax Collector Dept.
585 Fiscal Drive Suite 100|Santa Rosa, CA 95403
Phone: 707.565.3277|Fax: 707.565.1167
kathy.frech@sonoma-county.org

From: Brittany Bober <BBober@cotaticity.org>
Sent: Friday, August 13, 2021 2:43 PM
To: ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Cc: Craig Scott <CScott@cotaticity.org>; Angela Courter <ACourter@cotaticity.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

EXTERNAL

Hi Kathy,

The assessment is valid but the assessment number should be 046640021000. I have revised the .txt file and it is attached here. Number of parcels and total charge is the same. Thank you!

Backflow

Number of parcel: 31

Tax code: 91300

Total charge: \$4,984

Brittany Bober

Administrative Analyst

City of Cotati Public Works & Engineering Department

201 West Sierra Avenue, Cotati, CA 94931

Office: (707) 665-3638



From: Kathy Frech <Kathy.Frech@sonoma-county.org> **On Behalf Of** ACTTC-PropertyTax
Sent: Friday, August 13, 2021 2:14 PM
To: Brittany Bober <BBober@cotaticity.org>; ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Cc: Craig Scott <CScott@cotaticity.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

Thanks Brittany,

I just uploaded the City of Cotati's Direct Charge files.

Tax Code 91300 has 1 Assessment Number, attached, and it rejected as an invalid assessment.

I'm not seeing it in the Assessor's Database either.

Will you please look into this assessment number and see if you can determine if it's valid or not?

Thank you,

KATHY FRECH
ACCOUNTANT II
PROPERTY TAXES
[County of Sonoma](http://CountyofSonoma)
Auditor-Controller Treasurer-Tax Collector Dept.
585 Fiscal Drive Suite 100|Santa Rosa, CA 95403
Phone: 707.565.3277|Fax: 707.565.1167
kathy.frech@sonoma-county.org

From: Brittany Bober <BBober@cotaticity.org>

Sent: Friday, August 13, 2021 1:54 PM
To: ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Cc: Craig Scott <CScott@cotaticity.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

EXTERNAL

Thank you Kathy, have a wonderful weekend.

Brittany Bober

Administrative Analyst
City of Cotati Public Works & Engineering Department
201 West Sierra Avenue, Cotati, CA 94931
Office: (707) 665-3638



From: Kathy Frech <Kathy.Frech@sonoma-county.org> **On Behalf Of** ACTTC-PropertyTax
Sent: Friday, August 13, 2021 1:45 PM
To: Brittany Bober <BBober@cotaticity.org>; ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

Attached is the fully executed agreement.
Take Care,

KATHY FRECH
ACCOUNTANT II
PROPERTY TAXES
[County of Sonoma](#)
[Auditor-Controller Treasurer-Tax Collector Dept.](#)
585 Fiscal Drive Suite 100|Santa Rosa, CA 95403
Phone: 707.565.3277|Fax: 707.565.1167
kathy.frech@sonoma-county.org

From: Brittany Bober <BBober@cotaticity.org>
Sent: Thursday, August 5, 2021 11:55 AM
To: Kathy Frech <Kathy.Frech@sonoma-county.org>; ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

EXTERNAL

Hi Kathy,

It's no problem at all. Please see the revised signed agreement attached.

Brittany Bober

Administrative Analyst
City of Cotati Public Works & Engineering Department
201 West Sierra Avenue, Cotati, CA 94931
Office: (707) 665-3638



From: Kathy Frech <Kathy.Frech@sonoma-county.org>
Sent: Thursday, August 5, 2021 11:02 AM
To: Brittany Bober <BBober@cotaticity.org>; ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Subject: RE: City of Cotati 2021-22 Direct Charge Agreement

Good Morning Brittany,
I apologize for the inconvenience but I was preparing the Agreements sent back to me for signature by the Auditor-Controller-Treasurer-Tax Collector, and I'm wondering if you'd be able to make a revision on the City of Cotati's signed agreement?
On the signature page, next to the "City" line, would you change to Cotati? And have Damien Docusign on the "By" line ?

Again I'm sorry for the inconvenience and greatly appreciate your help with this.

Thanks!

KATHY FRECH
ACCOUNTANT II
PROPERTY TAXES
[County of Sonoma](http://CountyofSonoma.com)
[Auditor-Controller Treasurer-Tax Collector Dept.](http://Auditor-ControllerTreasurer-TaxCollectorDept.com)
585 Fiscal Drive Suite 100|Santa Rosa, CA 95403
Phone: 707.565.3277|Fax: 707.565.1167
kathy.frech@sonoma-county.org

From: Brittany Bober <BBober@cotaticity.org>
Sent: Friday, July 30, 2021 8:36 AM
To: ACTTC-PropertyTax <ACTTC-PropertyTax@sonoma-county.org>
Cc: Lindsay VanMidde <Lindsay.VanMidde@sonoma-county.org>; Kathy Frech <Kathy.Frech@sonoma-county.org>
Subject: City of Cotati 2021-22 Direct Charge Agreement

EXTERNAL

Hello,

Please find attached the City of Cotati's Direct Charge agreement that was approved at our City Council meeting on July 27, 2021. After the contract has been fully executed please return a signed copy back to us for our records, thank you.

Brittany Bober

Administrative Analyst
City of Cotati Public Works & Engineering Department
201 West Sierra Avenue, Cotati, CA 94931
Office: (707) 665-3638



Under the Public Records Act (California Government Code §6250-6270), e-mail messages of local agencies are public records which are subject to disclosure to the public or may be subpoenaed.

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Under the Public Records Act (California Government Code §6250-6270), e-mail messages of local agencies are public records which are subject to disclosure to the public or may be subpoenaed.

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Warning: If you don't know this email sender or the email is unexpected, **do not** click any web links, attachments, and **never** give out your user ID or password.

Under the Public Records Act (California Government Code §6250-6270), e-mail messages of local agencies are public records which are subject to disclosure to the public or may be subpoenaed.

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90100				
COTATI-Z1 GARDEN GATE				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-720-042-000		229.50		
144-720-043-000		229.50		
144-720-044-000		229.50		
144-720-045-000		229.50		
144-720-046-000		229.50		
144-720-047-000		229.50		
144-720-048-000		229.50		
144-720-049-000		229.50		
144-720-050-000		229.50		
144-720-051-000		229.50		
144-720-052-000		229.50		
144-720-053-000		229.50		
144-720-058-000		229.50		
144-720-059-000		229.50		
144-720-060-000		229.50		
TOTAL 90100	15	3,442.50		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90200				
COTATI-SEWER DELINQUENT				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-230-016-000		1,129.60		
TOTAL 90200	1	1,129.60		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90300				
COTATI-Z4 MACKLIN				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
046-620-001-000		32.00		
046-620-002-000		32.00		
046-620-003-000		32.00		
046-620-004-000		32.00		
046-620-005-000		32.00		
046-620-006-000		32.00		
046-620-007-000		32.00		
046-620-008-000		32.00		
046-620-009-000		32.00		
046-620-010-000		32.00		
046-620-011-000		32.00		
046-620-012-000		32.00		
046-620-013-000		32.00		
046-620-014-000		32.00		
046-620-015-000		32.00		
046-620-016-000		32.00		
046-620-017-000		32.00		
046-620-018-000		32.00		
046-620-019-000		32.00		
046-620-020-000		32.00		
046-620-021-000		32.00		
046-620-022-000		32.00		
046-620-023-000		32.00		
046-620-024-000		32.00		
046-620-025-000		32.00		
046-620-026-000		32.00		
046-620-027-000		32.00		
046-620-028-000		32.00		
046-620-029-000		32.00		
046-620-030-000		32.00		
046-620-031-000		32.00		
046-620-032-000		32.00		
046-620-033-000		32.00		
046-620-034-000		32.00		
046-620-035-000		32.00		
046-620-036-000		32.00		
046-620-037-000		32.00		
046-620-038-000		32.00		
046-620-039-000		32.00		
TOTAL 90300	39	1,248.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90400				
COTATI-Z2 QUAIL HOLLOW				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
046-610-017-000		40.00		
046-610-018-000		40.00		
046-610-019-000		40.00		
046-610-020-000		40.00		
046-610-021-000		40.00		
046-610-022-000		40.00		
046-610-023-000		40.00		
046-610-024-000		40.00		
046-610-025-000		40.00		
046-610-026-000		40.00		
046-610-027-000		40.00		
046-610-028-000		40.00		
046-610-029-000		40.00		
046-610-030-000		40.00		
046-610-031-000		40.00		
046-610-032-000		40.00		
046-610-033-000		40.00		
046-610-034-000		40.00		
046-610-035-000		40.00		
046-610-036-000		40.00		
046-610-037-000		40.00		
046-610-038-000		40.00		
046-610-039-000		40.00		
046-610-040-000		40.00		
046-610-041-000		40.00		
046-610-042-000		40.00		
046-610-043-000		40.00		
046-610-044-000		40.00		
046-610-045-000		40.00		
046-610-046-000		40.00		
046-610-047-000		40.00		
TOTAL 90400	31	1,240.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

	ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N					
	90500				
	COTATI-Z3 SOMMERS				
	Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
	144-282-020-000		290.00		
	144-282-021-000		290.00		
	144-282-022-000		290.00		
	144-282-023-000		290.00		
	144-282-024-000		435.00		
	144-282-025-000		290.00		
	144-282-026-000		290.00		
	144-282-027-000		290.00		
	TOTAL 90500	8	2,465.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90600				
COTATI-Z1 VALPARAISO VISTA				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-400-051-000		158.00		
144-400-052-000		158.00		
144-400-053-000		158.00		
144-400-054-000		158.00		
144-400-055-000		158.00		
144-400-056-000		158.00		
144-400-057-000		158.00		
144-400-058-000		158.00		
144-400-059-000		158.00		
144-400-060-000		158.00		
144-400-061-000		158.00		
144-400-062-000		158.00		
144-400-063-000		158.00		
144-400-064-000		158.00		
144-400-065-000		158.00		
TOTAL 90600	15	2,370.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90800				
COTATI-Z5 SIERRA MEADOW				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-730-001-000		36.74		
144-730-002-000		36.74		
144-730-003-000		36.74		
144-730-004-000		36.74		
144-730-005-000		36.74		
144-730-006-000		36.74		
144-730-007-000		36.74		
144-730-008-000		36.74		
144-730-009-000		36.74		
144-730-010-000		36.74		
144-730-011-000		36.74		
144-730-012-000		36.74		
144-730-013-000		36.74		
144-730-014-000		36.74		
144-730-015-000		36.74		
144-730-016-000		36.74		
144-730-017-000		36.74		
144-730-018-000		36.74		
144-730-019-000		36.74		
144-730-020-000		36.74		
144-730-021-000		36.74		
144-730-022-000		36.74		
144-730-023-000		36.74		
144-730-024-000		36.74		
144-730-025-000		36.74		
144-730-026-000		36.74		
144-730-029-000		36.74		
144-730-031-000		36.74		
144-730-032-000		36.74		
144-730-033-000		36.74		
TOTAL 90800	30	1,102.20		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
90900				
COTATI-Z6 OAK KNOLL				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-340-028-000		133.50		
144-340-029-000		133.50		
144-340-030-000		133.50		
144-340-031-000		133.50		
144-340-032-000		133.50		
144-340-033-000		133.50		
144-340-034-000		133.50		
144-340-035-000		133.50		
144-340-036-000		133.50		
144-340-037-000		133.50		
144-340-038-000		133.50		
144-340-039-000		133.50		
144-340-040-000		133.50		
144-340-041-000		133.50		
144-340-042-000		133.50		
144-340-043-000		133.50		
144-340-044-000		133.50		
144-340-045-000		133.50		
144-340-046-000		133.50		
144-340-047-000		133.50		
144-340-048-000		133.50		
144-340-049-000		133.50		
144-340-050-000		133.50		
144-340-051-000		133.50		
TOTAL 90900	24	3,204.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
91100				
COTATI-Z8 PARK MEADOW				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-740-001-000		445.00		
144-740-002-000		445.00		
144-740-003-000		445.00		
144-740-004-000		445.00		
144-740-005-000		445.00		
144-740-006-000		445.00		
144-740-007-000		445.00		
144-740-008-000		445.00		
144-740-009-000		445.00		
144-740-010-000		445.00		
144-740-011-000		445.00		
144-740-012-000		445.00		
144-740-013-000		445.00		
144-740-014-000		445.00		
144-740-020-000		445.00		
144-740-021-000		445.00		
144-740-022-000		445.00		
144-740-023-000		445.00		
144-740-024-000		445.00		
144-740-025-000		445.00		
144-740-026-000		445.00		
144-740-027-000		445.00		
144-740-028-000		445.00		
144-740-029-000		445.00		
144-740-030-000		445.00		
144-740-031-000		445.00		
144-740-032-000		445.00		
144-740-033-000		445.00		
144-740-034-000		445.00		
144-740-035-000		445.00		
144-740-036-000		445.00		
144-740-041-000		445.00		
144-740-042-000		445.00		
144-740-043-000		445.00		
144-740-044-000		445.00		
144-740-045-000		445.00		
144-740-046-000		445.00		
144-740-047-000		445.00		
144-740-048-000		445.00		
TOTAL 91100	39	17,355.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
91200	COTATI-Z9 SANTERO WAY			
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-770-001-000		177.50		
144-770-002-000		177.50		
144-770-003-000		177.50		
144-770-004-000		177.50		
144-770-005-000		177.50		
144-770-006-000		177.50		
144-770-007-000		177.50		
144-770-008-000		177.50		
144-770-009-000		177.50		
144-770-010-000		177.50		
144-770-011-000		177.50		
144-770-012-000		177.50		
144-770-013-000		177.50		
144-770-014-000		177.50		
144-770-015-000		177.50		
144-770-016-000		177.50		
144-770-017-000		177.50		
144-770-018-000		177.50		
144-770-019-000		177.50		
144-770-020-000		177.50		
144-770-021-000		177.50		
144-770-022-000		177.50		
144-770-023-000		177.50		
144-770-024-000		177.50		
144-770-025-000		177.50		
144-770-026-000		177.50		
144-770-027-000		177.50		
144-770-028-000		177.50		
144-770-029-000		177.50		
144-770-030-000		177.50		
144-770-031-000		177.50		
144-770-032-000		177.50		
144-770-033-000		177.50		
144-770-034-000		177.50		
144-770-035-000		177.50		
144-770-036-000		177.50		
144-770-037-000		177.50		
144-770-038-000		177.50		
144-770-039-000		177.50		
144-770-040-000		177.50		
144-770-041-000		177.50		
144-770-042-000		177.50		
144-770-043-000		177.50		
144-770-044-000		177.50		
144-770-045-000		177.50		
144-770-046-000		177.50		
144-770-047-000		177.50		
144-770-048-000		177.50		
144-770-049-000		177.50		
144-770-050-000		177.50		
144-770-051-000		177.50		
144-770-052-000		177.50		
144-770-053-000		177.50		
144-770-054-000		177.50		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
91200	COTATI-Z9 SANTERO WAY			
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
144-770-055-000		177.50		
144-770-056-000		177.50		
144-770-057-000		177.50		
144-770-058-000		177.50		
144-770-059-000		177.50		
144-770-060-000		177.50		
144-770-061-000		177.50		
144-770-062-000		177.50		
144-770-063-000		177.50		
144-770-064-000		177.50		
144-770-065-000		177.50		
144-770-066-000		177.50		
144-770-067-000		177.50		
144-770-068-000		177.50		
144-770-069-000		177.50		
144-770-070-000		177.50		
TOTAL 91200	70	12,425.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
91300				
COTATI-BF TESTING DELINQ				
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
046-640-021-000		151.00		
144-010-013-000		151.00		
144-030-001-000		151.00		
144-070-027-000		136.00		
144-262-015-000		151.00		
144-292-030-000		151.00		
144-292-040-000		151.00		
144-292-052-000		136.00		
144-292-076-000		499.00		
144-440-024-000		151.00		
144-460-002-000		151.00		
144-522-006-000		151.00		
144-760-016-000		151.00		
144-760-027-000		151.00		
144-760-031-000		151.00		
144-760-044-000		151.00		
144-770-009-000		151.00		
144-770-011-000		151.00		
144-770-012-000		151.00		
144-770-019-000		151.00		
144-770-020-000		151.00		
144-770-031-000		151.00		
144-770-037-000		151.00		
144-770-040-000		151.00		
144-770-047-000		151.00		
144-770-049-000		151.00		
144-770-053-000		151.00		
144-770-054-000		136.00		
144-770-066-000		151.00		
144-800-003-000		151.00		
144-800-008-000		151.00		
TOTAL 91300	31	4,984.00		

County of SONOMA
DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
N				
91400		COTATI-Z10 ALTMAN ACRES		
Applies to: APPLICABLE ONLY TO SPECIFIC ASMTS				
046-640-001-000			414.50	
046-640-002-000			414.50	
046-640-003-000			414.50	
046-640-004-000			414.50	
046-640-005-000			414.50	
046-640-006-000			414.50	
046-640-007-000			414.50	
046-640-008-000			414.50	
046-640-009-000			414.50	
046-640-010-000			414.50	
046-640-011-000			414.50	
046-640-012-000			414.50	
046-640-013-000			414.50	
046-640-014-000			414.50	
TOTAL 91400	14		5,803.00	

DIRECT CHARGE TAX CODE DETAIL
From Tax Code: 90100, Thru Tax Code: 91400

ASMT	COUNT	SEC AMT	UNSEC AMT	INACTIVE
TOTAL N	317	56,768.30		
TOTAL ALL TAX CODES	317	56,768.30		

Certificate Of Completion

Envelope Id: 75EB122CBCCA47F799557BE3618968D2 Status: Completed
 Subject: Please DocuSign: 2021-2022 LLAD Report - Final_For Signatures.pdf, June 22, 2021.pdf, City_of_C...
 Source Envelope:
 Document Pages: 73 Signatures: 4 Envelope Originator:
 Certificate Pages: 2 Initials: 0 Brittany Bober
 AutoNav: Enabled bbober@cotaticity.org
 Envelopeld Stamping: Enabled IP Address: 71.6.94.250
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original Holder: Brittany Bober Location: DocuSign
 8/27/2021 9:47:20 AM bbober@cotaticity.org
 Security Appliance Status: Connected Pool: StateLocal
 Storage Appliance Status: Connected Pool: Carahsoft OBO City of Cotati Location: DocuSign

Signer Events

Craig Scott
 cscott@cotaticity.org
 Director of Public Works / City Engineer
 City of Cotati
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

83888124BDB843D...
 Signature Adoption: Pre-selected Style
 Using IP Address: 71.6.94.250

Timestamp

Sent: 8/27/2021 9:56:23 AM
 Viewed: 8/27/2021 10:14:23 AM
 Signed: 8/27/2021 10:18:34 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Damien O'Bid
 dobid@cotaticity.org
 City Manager
 City of Cotati
 Security Level: Email, Account Authentication (None)

DocuSigned by:

B3B1B523C8FD438...
 Signature Adoption: Pre-selected Style
 Using IP Address: 71.6.94.250

Sent: 8/27/2021 9:56:23 AM
 Viewed: 8/27/2021 12:36:33 PM
 Signed: 8/27/2021 12:37:05 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/27/2021 9:56:23 AM
Certified Delivered	Security Checked	8/27/2021 12:36:33 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	8/27/2021 12:37:05 PM
Completed	Security Checked	8/27/2021 12:37:05 PM

Payment Events	Status	Timestamps
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