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OFFICE OF THE CITY CLERK  
OAKLAND  
2012 APR 17 AM 10:45

# AGENDA REPORT

TO: DEANNA J. SANTANA  
CITY ADMINISTRATOR

FROM: Sabrina Landreth

SUBJECT: FY12-13 Wildfire Prevention Assessment District (WPAD)      DATE: 03/21/12

City Administrator  
Approval

Date

4/13/12

COUNCIL DISTRICT: City-Wide

## RECOMMENDATION

In compliance with the Oakland Fire Suppression, Prevention and Preparedness District Ordinance of 2003 (Ordinance No. 12556 C.M.S.), a resolution has been prepared initiating the annual assessment process of the Wildfire Prevention Assessment District (WPAD) for the FY 2012-13 property tax roll and authorizing the City Administrator to order the District Engineer to prepare and file a Preliminary Annual Report for this district with the City Clerk.

Staff requests that Council authorize the City Administrator to order a preliminary WPAD Engineer's Report pursuant to the California Streets and Highways Code.

## OUTCOME

This report and resolution will initiate the FY 2012-13 assessment process of the WPAD for inclusion in the FY 2012-13 property tax roll. Detailed assessment data for all affected properties are due to the Alameda County Auditor-Controller Agency by August 10, 2012. The proposed resolution orders the preparation of a preliminary Engineer's Report, which will set forth the findings and engineering analyses for the WPAD.

## BACKGROUND/LEGISLATIVE HISTORY

The City of Oakland formed the Wildfire Prevention Assessment District in January 2004 to finance the costs and expenses related to fire suppression, prevention and preparedness services and programs in the Oakland hills. The legislation forming the WPAD provides for the creation of a citizen advisory board, which takes responsibility for preparing a budget for council approval and recommending program priorities. The Annual Report will contain the advisory board's program proposals and the associated budget for the assessment proposed to be levied in the upcoming fiscal year. The Annual Report also sets forth the proposed amounts of the assessment on each parcel. Further steps are described below:

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1. Approve the Preliminary Annual Report and adopt a resolution of intention. The resolution of intention declares the City Council's intention to levy and collect assessments within the WPAD for the fiscal year. The WPAD Advisory Board program and budget proposals are incorporated into the Annual Report. It also states whether the assessment is proposed to change from the previous year and sets a date, hour, and place for a public hearing.
2. Conduct the public hearing affording all interested parties the opportunity to hear and be heard. The public hearing is scheduled to occur at 6:30 p.m. on June 5, 2012.
3. Adopt a resolution confirming the information in the Annual Report and the levy of the assessment within the WPAD for fiscal year 2012-13.

The City of Oakland collects the WPAD assessment through the County of Alameda property tax bill. Upon fulfillment of the requirements for the WPAD, the City of Oakland must submit the assessments to the Alameda County Auditor for inclusion in the FY 2012-13 property tax roll by August 10, 2012.

#### **ANALYSIS**

The purpose of this report and resolution is to initiate the FY 2012-13 assessment process of the WPAD. The detailed assessment data for all affected properties are due to the Alameda County Auditor-Controller Agency by August 10, 2012, for inclusion in the FY 2012-13 property tax roll. The proposed resolution orders the preparation of a preliminary Annual Report, which will set forth the findings and engineering analyses for the WPAD.

#### **PUBLIC OUTREACH/INTEREST**

A public hearing for the final report will be scheduled for June 5, 2012 at 6:30 p.m.

#### **COORDINATION**

The report was prepared in coordination with the City of Oakland Fire Department, Attorney's Office and Francisco & Associates; the City's Contractor's who annually administer special financing districts.

#### **COST SUMMARY/IMPLICATIONS**

This report is for the purpose of initiating the annual assessment process for the WPAD. Per Resolution No. 81740 C.M.S., the contractual agreement with Francisco & Associates, Inc. was extended for two years through December 31, 2012. Funding for the contract is budgeted for

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and includes the service and cost of preparing the Annual Report. There is no impact on the General Fund and no additional funding is requested.

**SUSTAINABLE OPPORTUNITIES**

***Economic:***

Revenues generated from this assessment is relied upon to fund essential City services

***Environmental:***

There are no direct environmental impacts associated with the City Council action requested in this report

***Social Equity:***

There are no direct social impacts associated with the City Council action requested in this report

For questions regarding this report, please contact Kirsten LaCasse, at ext.6776.

Respectfully submitted,



**SABRINA LANDRETH**  
Budget Director, Budget Office

Reviewed by:  
Osborn Solitei, Controller

Prepared by:  
Kirsten LaCasse, Assistant Controller  
Budget Operations & Analysis Unit

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Approved as to Form and Legality

*M. Mardon*

Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. \_\_\_\_\_ C.M.S.

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**RESOLUTION INITIATING THE FY 2012-13 ASSESSMENT  
CONFIRMATION PROCESS FOR THE CITY OF OAKLAND  
WILDFIRE PREVENTION ASSESSMENT DISTRICT AND  
AUTHORIZING THE CITY ADMINISTRATOR TO ORDER A  
PRELIMINARY ANNUAL REPORT PURSUANT TO THE  
OAKLAND MUNICIPAL CODE**

**WHEREAS**, the City of Oakland Wildfire Prevention Assessment District (WPAD) was established on January 20, 2004 under the authority of the Oakland Fire Suppression, Prevention and Preparedness District Ordinance of 2003 (Ordinance No. 12556 C.M.S.); and

**WHEREAS**, the City desires to initiate the confirmation process for FY 2012-13 WPAD assessment for properties within the district boundaries; now, therefore be it

**RESOLVED**, the City Council shall cause to be prepared and filed with the Clerk of the City of Oakland a written report containing the following: the use to which the funds, resulting from the assessment levied the previous year, have been and are being put; the expected uses of the assessment proposed to be levied for the next fiscal year; the proposed amount of the assessment on each parcel subject to the method of assessment and limitation on assessment;

**FURTHER RESOLVED**: That the City Council authorizes the City Administrator to order a Preliminary Annual Report for FY 2012-13 for the City of Oakland Wildfire Prevention Assessment District; and be it

**FURTHER RESOLVED:** That the Preliminary Annual Report shall be filed with the City Clerk for submission to the City Council for further action.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, 'SCHAAF, AND  
PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST:

\_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of  
the City of Oakland, California