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OFFICE OF THE CITY CLERK
OAKLAND

2013 APR 11 AM 9:15

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Donna Hom

SUBJECT: FY 13-14 Wildfire Prevention Assessment District (WPAD) DATE: March 18, 2013

City Administrator
Approval

Date

4/09/13

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 2013-14 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 Annual Report pursuant to the California Government Code commencing with Section 50078.

OUTCOME

This report and resolution will initiate the FY 2013-14 assessment process of the WPAD for inclusion in the FY 2013-14 property tax roll. Detailed assessment data for all affected properties are due to the Alameda County Auditor-Controller Agency by August 10, 2013. The proposed resolution is the initiation of the annual assessment process of the Wildfire Prevention Assessment District (WPAD) for the FY 2013-14 property tax roll and authorization for the City Administrator to order the District Engineer to prepare and file a Preliminary Annual Report for this district with the City Clerk.

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

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board's program proposals and the associated proposed 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:

1. Request a preliminary engineer's report describing any proposed new improvements, or any substantial changes in existing improvements. (This step is the subject of this City Council report and resolution.)
2. 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.
3. 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 4, 2013.
4. Adopt a resolution confirming the information in the Annual Report and the levy of the assessment within the WPAD for FY 2013-14.

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 2013-14 property tax roll by August 10, 2013.

ANALYSIS

The purpose of this report and resolution is to initiate the FY 2013-14 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, 2013, for inclusion in the FY 2013-14 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 4, 2013 at 6:30 p.m.

COORDINATION

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

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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 one additional year through December 31, 2013. Funding for the contract is budgeted for 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 Annie To at 238-7494.

Respectfully submitted,



Doma Hom
Budget Director, Budget Office

Reviewed by:
Osborn Solitei, Controller

Prepared by:
Annie To, Administrative Services Manager II

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Approved as to Form and Legality

M. Mordant

Oakland City Attorney's Office

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

**RESOLUTION INITIATING THE FY 2013-14 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 2013-14 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 2013-14 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, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF, and
PRESIDENT KERNIGHAN

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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