

SUBJECT: **STREET MAINTENANCE ASSESSMENT FOR FISCAL YEAR
2024-2025**

INITIATED BY: **FINANCE & TECHNOLOGY SERVICES DEPARTMENT**
(Lorena Quijano, Finance & Information Technology Director)
(Beth Rosen, Information Technology Management Analyst)

STATEMENT ON THE SUBJECT:

The City Council will consider adopting a resolution determining and imposing a street maintenance assessment within the 1996 Street Maintenance Assessment District for Fiscal Year 2024-2025. The assessment rate is unchanged from 2023-2024.

RECOMMENDATION:

Adopt Resolution No. 24-_____: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DETERMINING THE COST OF STREET MAINTENANCE FOR FISCAL YEAR 2024-2025 AND DETERMINING AND IMPOSING A STREET MAINTENANCE ASSESSMENT WITHIN 1996 STREET MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2024-2025 PURSUANT TO THE PROVISIONS OF THE BENEFIT ASSESSMENT ACT OF 1982, CHAPTER 6.4 OF PART 1 OF DIVISION 2 OF TITLE 5 OF THE CALIFORNIA GOVERNMENT CODE."

BACKGROUND / ANALYSIS:

In 1996, the City Council established an assessment district, designated as the 1996 Street Maintenance Assessment District (the "District"), to levy and collect assessments against lots and parcels of land within such District exclusively to finance maintenance and operation expenses for streets, roads and highways within the City.

The proposed street, roadway and highway maintenance to be financed by the Assessment District for fiscal year 2024-2025 (and future years) includes street paving on various streets, roads and highways in accordance with the City's Pavement Management Program. These maintenance projects will also include pavement restriping

and marking, project design and administration.

The assessment rate is unchanged from 2023-2024 and all of the following must be met to levy an assessment for maintenance of streets, roadways and highways:

- The amount of the assessment imposed on any parcel shall be related to the benefit to the parcel derived from the maintenance of streets, roads and highways.
- The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service.
- The revenue derived from the assessment shall be used only to pay the cost of services for which the assessment is being levied.

The levy is based on traffic generation factors. These factors are used to determine the average daily vehicle trip generation rates for most land use types as assembled by the Institute of Transportation Engineers (ITE). These rates are based on many years of research by hundreds of transportation engineer professionals. The parcels within the City have a wide variety of sizes and shapes and many different land uses. The ITE daily vehicle trip generation rates are used to correlate the volume of daily traffic generated by a parcel to variables of land use, lot size and pass by traffic (i.e., vehicle trip reduction due to vehicles which may stop at several nearby parcels on a single “trip.”)

The Street Maintenance charges are directly reflective of the proportional use of the streets by each parcel within the City based on land use codes and parcel area. This means that properties with land uses that generate higher traffic pay a proportionally higher assessment than parcels with lower traffic generation rates. It is customary to relate the various land uses to the single-family lot, which is established as one Equivalent Street Unit (ESU), and all other lots and parcels are related proportionally to the single family lot. For purposes of comparison of the various land uses for lots and parcels, 10 vehicle trips per day is designated as the equivalent of 1 ESU.

For calculations of daily trip generation characteristics for the majority of non-residential land uses within the City, the independent size variable used with the ITE daily trip generation rates is the gross floor area of the parcel (measured in square feet). Considering zoning requirements for setbacks and landscaping of non-residential land

uses, the gross floor area of each parcel is estimated to be 75% of the total parcel area measured in square feet.

$$ESU = [(FACTOR)X(PARCEL ACREAGE*.75)]/10$$

Summary of 2024-2025 Charges

The formula for calculation and rate of the Street Maintenance Charge for 2024-2025 remains unchanged from the method of calculation adopted by the City Council in 1996.

ESU	PRIOR YEAR ANNUAL RATE (2023-2024)	PROPOSED ANNUAL RATE (2024-2025)
1.0	\$11.00	\$11.00

The Street Maintenance rate for 2024-2025 is multiplied by the Equivalent Street Units assigned to each parcel will be the charge for each parcel. The complete roll showing all parcels and charges is on file in the City Clerk's office. A summary of charges by land use including the high, low, and average assessments for the land use class is attached.

CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- PSG-3: Fiscal Sustainability.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- IRC-1: Provide functional, safe and well-maintained circulation and public infrastructure throughout the City.

EVALUATION PROCESSES:

The evaluation of the impacts on residents and businesses for Street Paving Maintenance

Projects along with the effective use of this funding is annually reviewed as part of the budget process for the City's Pavement Management Program.

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

Direct impact on environmental and health issues for residents and businesses are evaluated for each project as part of the City's Pavement Management Program.

COMMUNITY ENGAGEMENT:

Assessments levied under the 1982 Benefit Assessment District Act continue as long as those services are provided. As part of this Council meeting, this item has been noticed and posted by the City Clerk. The assessment roll is on file in the City Clerk's office so that any property owner can inquire on the amount of their individual property assessment.

Community Outreach and noticing for residents and businesses will be done for each project as part of the City's Pavement Management Program.

OFFICE OF PRIMARY RESPONSIBILITY:

FINANCE & TECHNOLOGY SERVICES DEPARTMENT / FIN - ADMINISTRATION
DIVISION

FISCAL IMPACT:

The levy of this assessment is unchanged from fiscal year 2023-2024. The total Assessment amount for Fiscal Year 2024-2025 is \$306,050. Funds will be included in the Street Maintenance Fund of the 2024-2025 City Manager Recommended Budget.

AMOUNT	DESCRIPTION
\$306,050	Funding for this item will be included in the Street Maintenance Fund of the 2024-2025 City Manager Recommended Budget in account R 605-439503.

ATTACHMENTS:

Attachment A - Street Maintenance District Assessments – Summary of Changes By Land Use

Attachment B - Resolution No. 24-_____: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DETERMINING THE COST OF STREET MAINTENANCE FOR FISCAL YEAR 2024-2025 AND DETERMINING AND IMPOSING A STREET MAINTENANCE ASSESSMENT WITHIN 1996 STREET MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2024-2025 PURSUANT TO THE PROVISIONS OF THE BENEFIT ASSESSMENT ACT OF 1982, CHAPTER 6.4 OF PART 1 OF DIVISION 2 OF TITLE 5 OF THE CALIFORNIA GOVERNMENT CODE"

Exhibit A

Street Maintenance Assessment Factors

Total Assessment	\$306,050
Factor	\$11.00
Street Units	27,823

City of West Hollywood
Street Maintenance District Assessments

April 2024

Examples of Assessments by Land Use

Fiscal Year: July 2024-June 2025

Code	Land Use Description	High Asmt	Low Asmt	Avg. Asmt	No. of Parcels	Total Asmt
0100	Single Family Residential	\$11.00	\$11.00	\$11.00	1,040	\$11,440.00
0101	Single Family Residence w/Pool	\$11.00	\$11.00	\$11.00	51	\$561.00
0104	Single Family Residence w/Therapy Pool	\$11.00	\$11.00	\$11.00	7	\$77.00
010C	Single Family Residence -- Condominium	\$8.25	\$8.25	\$8.25	2,594	\$20,847.75
010E	Single Family Residence -- Condo Conversion	\$8.25	\$8.25	\$8.25	3,285	\$27,101.25
010F	Single Family Residence -- Cooperative	\$8.25	\$8.25	\$8.25	21	\$173.25
010V	Vacant Land -- Residential	\$0.00	\$0.00	\$0.00	39	\$0.00
0200	Double, Duplex or Two Units -- Residential	\$16.50	\$16.50	\$16.50	486	\$8,019.00
020V	Vacant Land -- Double, Duplex or Two Units -- Residential	\$0.00	\$0.00	\$0.00	4	\$0.00
0300	Three Units (Any Combination) -- Residential	\$24.75	\$24.75	\$24.75	181	\$4,479.75
030V	Vacant Land -- Three Units	\$0.00	\$0.00	\$0.00	3	\$0.00
0400	Four Units (Any Combination) -- Residential	\$33.00	\$33.00	\$33.00	176	\$5,808.00
040V	Vacant Land - Four Units	\$0.00	\$0.00	\$0.00	46	\$0.00
0500	Five or More Apartments	\$2,425.50	\$0.00	\$116.43	1,182	\$137,618.25
050V	Vacant Land -- 5 Units or More	\$0.00	\$0.00	\$0.00	6	\$0.00
0800	Rooming Houses	\$92.40	\$92.40	\$92.40	1	\$92.40
1000	Commercial Open	\$0.00	\$0.00	\$0.00	4	\$0.00
100V	Vacant Land -- Commercial	\$0.00	\$0.00	\$0.00	15	\$0.00
1010	Miscellaneous Commercial	\$34.01	\$18.35	\$26.18	2	\$52.36
1100	Stores Commercial	\$551.93	\$0.00	\$46.58	222	\$10,341.07
1200	Store & Office Combination	\$323.41	\$8.38	\$63.03	74	\$4,664.14
1210	Store & Residential Combo -- Commercial	\$990.07	\$0.00	\$74.81	100	\$7,481.09
1330	Department Store: Home Furnishings (Barker Bros., Etc.)	\$40.03	\$40.03	\$40.03	1	\$40.03
1400	Supermarket (12000+ SF)	\$393.51	\$18.15	\$208.56	8	\$1,668.51
1500	Shopping Centers (Neighborhood, Community)	\$320.74	\$36.63	\$125.97	16	\$2,015.47
1600	Shopping Centers (Regional)	\$1,317.60	\$1,317.60	\$1,317.60	1	\$1,317.60
1700	Office Building	\$909.81	\$0.00	\$145.14	108	\$15,675.08
1800	Hotels (Under 50 Rooms)	\$330.00	\$0.00	\$73.33	9	\$660.00
1810	Hotels (50+ Rooms)	\$1,887.60	\$0.00	\$772.57	18	\$13,906.20
1820	Motels (Under 50 Units)	\$145.20	\$59.40	\$102.30	4	\$409.20
1850	Motels/Hotels and Apartment Combinations (50+ Units)	\$858.00	\$79.20	\$539.00	3	\$1,617.00
1900	Professional Buildings	\$544.46	\$81.07	\$192.12	7	\$1,344.87

City of West Hollywood
Street Maintenance District Assessments

April 2024

Examples of Assessments by Land Use

Fiscal Year: July 2024-June 2025

Code	Land Use Description	High Asmt	Low Asmt	Avg. Asmt	No. of Parcels	Total Asmt
1910	Professional Building Medical/Dental	\$301.54	\$46.35	\$112.11	5	\$560.56
1920	Veterinary Hospitals, Clinics	\$35.39	\$26.93	\$30.91	3	\$92.72
2100	Restaurants, Cocktail Lounges & Taverns	\$1,025.64	\$30.36	\$180.14	72	\$12,969.99
2200	Wholesale & Manufacturing Outlets	\$1,049.36	\$968.51	\$1,008.94	2	\$2,017.87
2300	Banks, Savings & Loans	\$481.10	\$78.17	\$267.10	9	\$2,403.91
2400	Service Shops, Radio/TV Repair, Paint Shops, Laundries, etc.	\$72.39	\$31.08	\$43.22	6	\$259.30
2500	Service Stations (Full Service)	\$175.60	\$52.78	\$117.07	6	\$702.44
2600	Auto Service Shop (Body & Fender Commercial Garage)	\$212.66	\$17.55	\$57.14	26	\$1,485.56
2700	Commercial Parking Lots (Patron or Employees)	\$11.00	\$0.00	\$10.91	125	\$1,364.00
2900	Nurseries or Greenhouses	\$36.95	\$36.95	\$36.95	1	\$36.95
3020	Industrial -- Artist in Residence	\$6.45	\$6.45	\$6.45	1	\$6.45
3100	Light Mfg., Small Equip Mfg., Small Machine Shops, Printing	\$120.35	\$6.45	\$23.51	28	\$658.30
3200	Heavy Manufacturing	\$860.70	\$13.45	\$437.08	2	\$874.15
3300	Warehousing Distribution (<10,000 SF)	\$168.91	\$13.60	\$45.19	6	\$271.14
3600	Lumber Yards	\$130.67	\$130.67	\$130.67	1	\$130.67
3700	Mineral Processing	\$37.13	\$37.13	\$37.13	1	\$37.13
3800	Parking Lots (Industrial Use Properties)	\$11.00	\$11.00	\$11.00	1	\$11.00
6100	Theaters -- Movie -- Indoor	\$96.89	\$96.89	\$96.89	1	\$96.89
6400	Clubs, Lodge Halls, Fraternal Organizations	\$90.64	\$45.86	\$68.25	2	\$136.50
6530	Gymnasiums, Health Spas	\$999.69	\$57.72	\$386.83	3	\$1,160.50
7100	Churches	\$248.15	\$20.23	\$83.53	11	\$918.86
7200	Schools -- Private	\$455.69	\$26.55	\$144.23	12	\$1,730.81
7400	Hospitals	\$172.49	\$172.49	\$172.49	1	\$172.49
7500	Home for the Aged	\$429.00	\$0.00	\$90.20	6	\$541.20
8100	Utility, Commercial & Mutual, Pumping Plants, State Assessed	\$0.00	\$0.00	\$0.00	3	\$0.00
810V	Vacant Land -- Utility	\$0.00	\$0.00	\$0.00	2	\$0.00
8800	Government Use	\$0.00	\$0.00	\$0.00	33	\$0.00
880V	Vacant Land -- Government	\$0.00	\$0.00	\$0.00	8	\$0.00
					10,091	\$306,049.66

RESOLUTION NO. 24-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DETERMINING THE COST OF STREET MAINTENANCE FOR FISCAL YEAR 2024-2025 AND DETERMINING AND IMPOSING A STREET MAINTENANCE ASSESSMENT WITHIN 1996 STREET MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2024-2025 PURSUANT TO THE PROVISIONS OF THE BENEFIT ASSESSMENT ACT OF 1982, CHAPTER 6.4 OF PART 1 OF DIVISION 2 OF TITLE 5 OF THE CALIFORNIA GOVERNMENT CODE

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the provisions of the Benefit Assessment Act of 1982, Chapter 6.4 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Act"), the City Council, by its Resolution No. 96-1660, established an assessment district designated as the 1996 Street Maintenance Assessment District (the "District") and levied and collected assessments against lots and parcels of land within such District exclusively to finance maintenance and operation expenses for streets, roads and highways within the City.

SECTION 2. The City Council hereby finds and determines that the cost of the service which is financed by the District assessment for fiscal 2024-2025 is \$306,050.

SECTION 3. The City Council hereby determines and imposes the District assessment for fiscal year 2024-2025, at the rates set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

SECTION 4. The assessment, and each installment of the assessment, shall be collected in the same manner, and shall be subject to the same penalties and priority of lien as, other charges and taxes fixed and collected by, or on behalf of the City.

SECTION 5. The City Clerk is hereby authorized and directed to file with the County Auditor the assessment or a certified copy of the assessment together with a certified copy of this Resolution.

SECTION 6. A certified copy of the assessment shall be filed in the office of the City Clerk and open for public inspection.

Exhibit A
Street Maintenance Assessment Factors

Total Assessment	\$306,050
Factor	\$11.00
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