

MAILBOX PROJECT

Mailbox Project

- Many reasons to consider a comprehensive project (rather than replacement in kind)
 - Optimization
 - Current conditions
 - Mail Theft
 - Safety
 - Maintenance
 - Revitalization

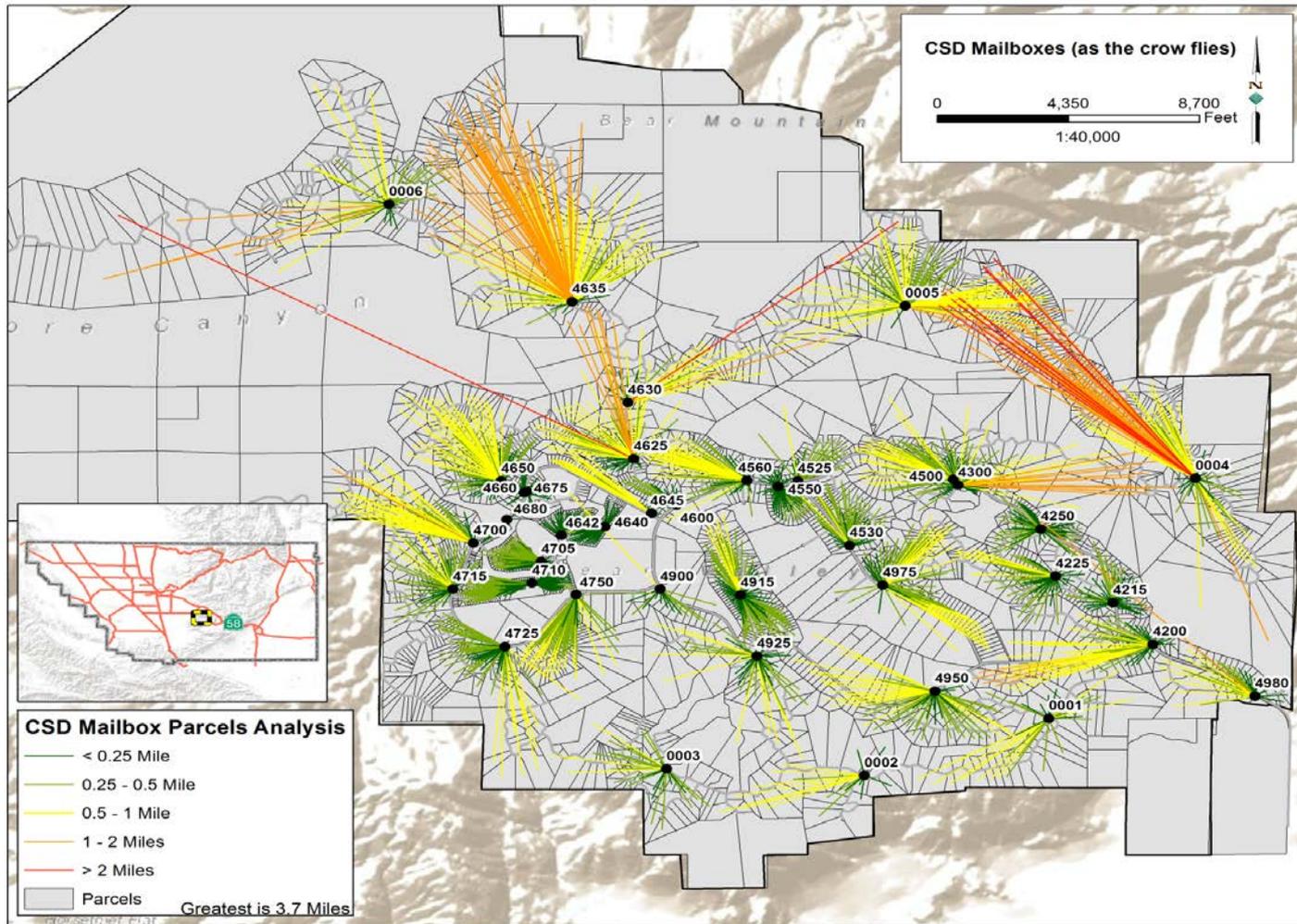
Progress to Date

- Amendment to GIS contract; inventory of existing mailbox stations
- Discussions with United States Postal Service
 - USPS approval required

Progress to Date

- Pending Board decisions on design & products, the following preliminary actions have been taken
 - Spatial analysis, mapping properties to mailbox stations
 - Property rights research
 - Optimization
 - Layouts, locations, etc.

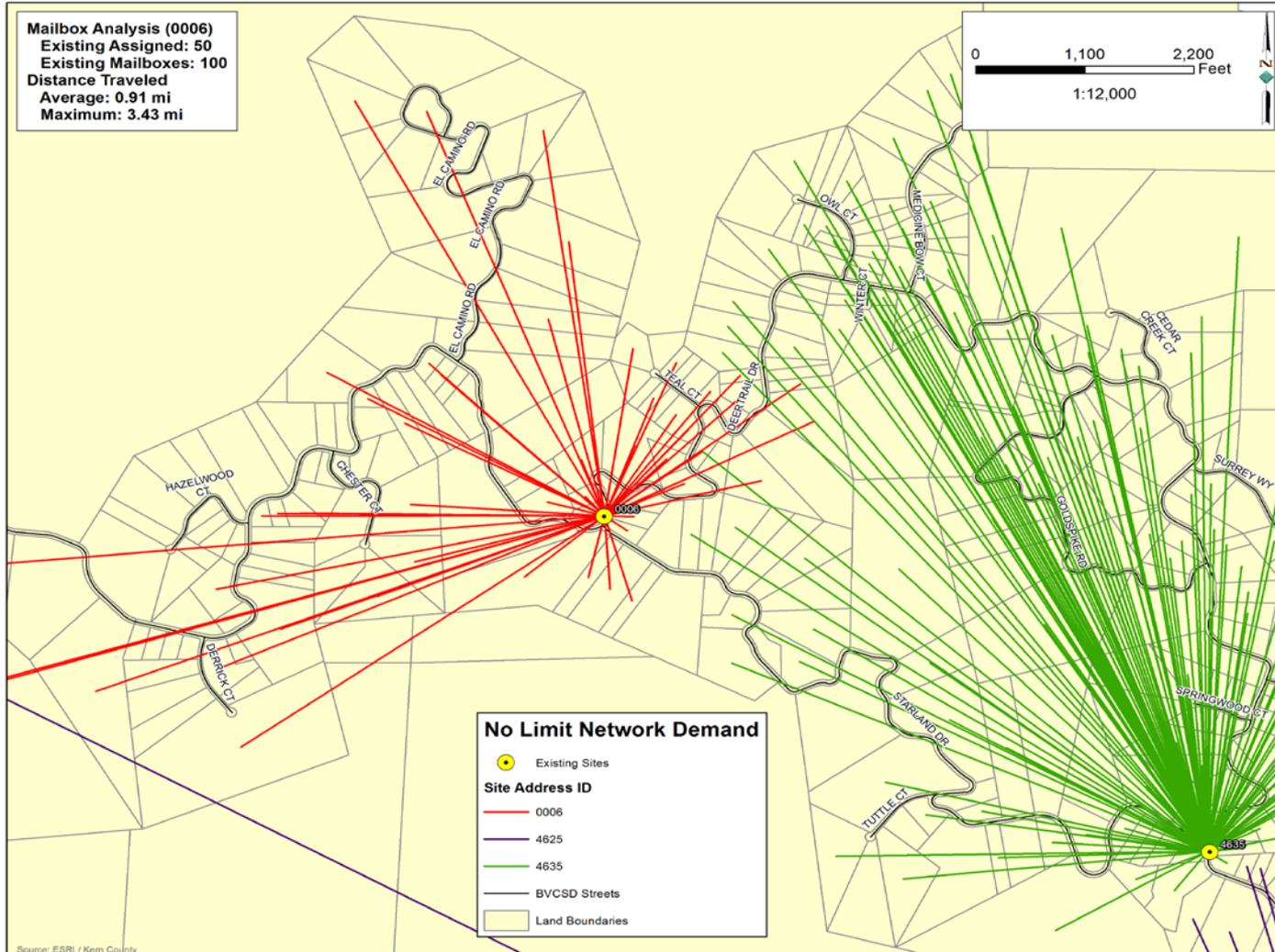
Spatial Analysis



Spatial Analysis

Mailbox Analysis (0006)
Existing Assigned: 50
Existing Mailboxes: 100
Distance Traveled
Average: 0.91 mi
Maximum: 3.43 mi

0 1,100 2,200 Feet
1:12,000



Property Rights



Finalize Concept

- Design Concept
 - Discuss product types available
 - Product type and concept plan presented to Board
 - Request demonstration models
 - Board to make final selection before final optimization and development may proceed
- Target: October 2015

Design Development

- Design Development
 - Complete optimization
 - Number of stations, locations, layout, etc.
 - Product type will heavily influence
 - Resolve property rights issues
 - Engage design engineer & landscape architect
 - Road setbacks, Street & Highway Code, sight lines, safety, etc.
 - Decorative design elements
 - Finalize Design Book, start Plans & Specifications

Cost Estimation

- Refine Cost Estimates
 - Upon Board approval of above design concepts
 - Refine construction costs
 - Refine annual maintenance costs
 - Determine funding source
 - Ongoing assessment (~\$10/year)
 - Property tax
 - Costs must be finalized prior to initiation of work by the Assessment Engineer
- Target: January 2016
- Initiate Assessment Process

Assessment Process

Options for financing, estimated cost: @\$600,000

1. General Fund (Property Tax)
2. Special Parcel Tax
3. Assessment

2010 Ballot Measure F

A one-time special tax of \$140 per parcel was proposed and voted on in the General Election.

- Majority of the electorate was in favor of the measure (53%), but it failed because a two-thirds majority was required for the special tax.

Assessment vs. Special Tax

- Assessments require only a majority vote of the property owners who vote (i.e., more owners vote in favor than oppose or “protest”).
- Some additional procedural steps are needed, but these ensure the general costs of the project are disclosed in advance and that the special benefit to each owner’s property is demonstrated.

Legal Authority for Mailbox Project Assessment

Government Code § 61100(z): authorizes District to “construct, maintain and operate mailboxes” on the District’s property or in rights-of-way.

Municipal Improvement Act of 1913 (“Act”): may be used for “any works, utility or appliances necessary or convenient for providing any . . . Public service.”

Proposition 218

The procedure to establish the assessment will be governed by the Municipal Improvement Act and Proposition 218.

Adopt a Resolution of Intention

The Resolution of Intention must include:

- A description of the proposed improvements;
- The exterior boundaries of the assessment district;
- If the Board intends to levy an ongoing assessment to maintain and repair the facilities, it would need to declare its intent to include such ongoing assessment;
- A statement providing for the disposal of any surplus remaining in the improvement fund after the completion of the improvement; and
- Order the preparation of an engineer's report.

Prepare an Engineer's Report

An engineer's report must be prepared by a registered professional engineer certified by the State of California.

The report must include:

- A description of the improvements to be financed;
- An estimate of the cost of the improvements (and incidental expenses such as costs for financing, assessment engineering, collection, and notice and protest requirements, etc.);
- An assessment diagram depicting the boundaries of the assessment district and the parcels in it;
- The special benefit that properties within the proposed assessment district will receive from the improvements; and
- A description of the method of apportioning the assessments against properties in the assessment district in relation to the entirety of the cost of the improvements, or what is sometimes called a "proportionality analysis."

Special Benefits

- Under Proposition 218, only “special benefits” are assessable.
- “Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.
- The assessment engineer’s report must quantify the proportionate special benefit derived by each identified parcel and calculate the proportional assessment to be imposed on each parcel (apportionment).
- Mailbox Project assessments should be straightforward as each parcel will likely be charged an equal/proportionate share of the overall costs of the mailbox improvements (1:1 apportionment).

Adopt the Engineer's Report

- When the engineer's report is completed, it is then presented to the Board for consideration.
- The Board may request modifications to be prepared by the Assessment Engineer.
- Once approved, the report will be used for the purpose of all subsequent assessment district formation proceedings.

Set a Public Hearing Date and Provide Notice

- Board must adopt a resolution setting the time and place for hearing protests to the proposed assessment
- Notice of the hearing date must be mailed to all property owners at least 45 days prior to the public hearing.

Hearing Notice Requirements

The hearing notice must include the following information:

- the total amount to be imposed for the entire assessment district;
- the amount of the proposed assessment to be imposed on each owner's parcel;
- the duration of the assessment;
- the reason for the assessment;
- the basis upon which the assessment was calculated;
- the date, time, and location of the public hearing on the proposed assessment;
- a ballot; and
- a summary of the procedures applicable to the completion, return, and tabulation of the ballots, including a disclosure statement that if the ballots opposing the proposed assessment exceed the ballots submitted in favor of the assessment (referred to as a "majority protest"), the assessment may not be imposed.

Who Gets a Ballot?

Only property owners listed on the tax roll, and not tenants or other non-owner residents, are entitled to vote on an assessment.

Tabulate the Ballots

- To be tabulated, a ballot must be signed by the record owner or his or her authorized representative and received by the District prior to the close of the public hearing.
- All assessment ballots must remain sealed until the conclusion of the public hearing.
- District may determine whether any or all of the signers of the ballots are the “owners” of property to be assessed based on the last equalized tax roll.
- In the event that more than one of the record owners of an identified parcel submits an assessment ballot, the amount of the proposed assessment to be imposed upon the identified parcel will be allocated to each ballot submitted in proportion to the respective record ownership interests.

Determine Whether There is a Majority Protest

- A majority protest exists if, at the conclusion of the public hearing, the ballots submitted and not withdrawn opposing the assessment exceed the ballots submitted in favor of the assessment.

If No Majority Protest – Declare the Formation of the Assessment District

- If there is no majority protest, the District may proceed to form the assessment district and carry out the Mailbox Project.
- A resolution will be adopted confirming the vote and declaring the imposition of the assessment.
- A certified copy of the assessment and the diagram of the assessment district will be recorded with the County and the assessment placed on the tax roll (next Tax Roll August 10, 2016).

Recap: Key Assessment District Steps

1. Board to provide direction on mailbox type/design
2. Retention of design consultants to complete preliminary design and cost estimates for use by the Assessment Engineer
3. Adopt a Resolution of Intention to form an assessment district
4. Retain an Assessment Engineer
5. Preparation of Engineer's Report
6. Approval of Engineer's Report
7. Adopt Resolution setting Public Hearing date, and provide notice and ballots
8. Retention of consultants, if desired, to canvass (count) the ballots
9. Conduct Public Hearing and count ballots to determine if there is a majority protest
10. If the measure passes, place the assessment on the tax roll (next Tax Roll August 10, 2016)

Post Election

- If Election is successful Board must decide
 - Front construction cost to expedite timeline
 - Borrow from General Fund
 - or
 - Wait for proceeds to become available,
~Feb/March 2017
 - Next Tax Roll is August 10, 2016
 - Tax bills generated; payments sent to County;
disbursed to District

Construction

- Following Successful Election (May 2016)
 - Incrementally finalize Plans & Specs
 - Bid projects
- Begin construction (Summer 2016)
 - Complete as smaller projects, not one large project (phasing)

(Assuming Board votes to borrow construction cost from General Fund)

Miscellaneous

- To be completed concurrent to the above
 - Develop and adopt policies
 - Fee schedules
 - Key issuance; key replacement program

Next Steps

- Board discussion of product types available (Tentative: October 8, 2015)
- Selection of various design consultants (in progress)

Discussion

- Discussion
- Questions & Answers

End

