



# AGENDA REPORT

## Public Works

<b>DATE:</b>	March 25, 2025
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	Daniel Chavarria, PE, Director of Public Works Tawfic Halaby, PE, Deputy Director of Public Works Jason Lacey, Parks and Landscaping Superintendent
<b>Subject:</b>	Preparation of the Engineer's Report for Fiscal Year 2025-2026 for the Marina Bay Landscape and Lighting Maintenance District
<b>FINANCIAL IMPACT:</b>	This action does not impact the General Fund. The proposed expenditure of \$7,750 is fully funded by the Marina Bay Lighting and Landscape District Fiscal Year 2024-2025 approved budget (11533931-400201).
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE ISSUE:</b>	The proposed resolution initiates the process for the annual levy of a benefit assessment for the Marina Bay Landscape and Lighting Maintenance District (District) by ordering the preparation of the Fiscal Year 2025-2026 Engineer's Report for this District in compliance with Resolution No. 83-09 and Richmond Municipal Code section 12.60.240 and 12.60.250.
<b>RECOMMENDED ACTION:</b>	ADOPT a resolution ordering the preparation of the annual engineer's report for Fiscal Year 2025-2026 regarding improvements and costs for the Marina Bay Landscape and Lighting Maintenance District – Public Works Department (Jason Lacey 510-620-6920).

**DISCUSSION:**

On July 28, 2009, the City Council adopted Resolution No. 83-09, approving the formation of the new Landscape and Lighting District and the founding Engineer's Report, establishing the rate of assessment, authorizing annual increases thereof, and ordering maintenance services within the Marina Bay Landscaping and Lighting Maintenance District (District). The rate of assessment for the District must be confirmed annually by the action of the City Council.

In accordance with Section 12.60.240 of the Richmond Municipal Code, and in accordance with State law, the first step in this process is to order the preparation of an Engineer's Report of assessment for the 2025-2026 fiscal year. The Engineer shall prepare a report that describes any proposed new improvements or any substantial changes in existing improvements. As required by Section 12.60.250 of the Richmond Municipal Code, a copy of the report and a property owner response form will be mailed to all owners of real property subject to the annual benefit assessment as a subsequent part of the process. The City Council will be asked to hold a public hearing and accept the Engineer's Report to then finalize the process.

**DOCUMENTS ATTACHED:**

Attachment 1 - Resolution

Attachment 2 - Proposed Timeline