



Public Works Agency  
Alameda County

Daniel Woldesenbet, Ph.D., P.E., Director

399 Elmhurst Street • Hayward, CA 94544 • (510)670-5480 • www.acon.org/pwa

AGENDA ITEM NO. May 7, 2013

April 23, 2013

The Honorable Board of Supervisors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

Dear Board Members:

**SUBJECT:** ACCEPT THE SUBMISSION OF THE ANNUAL REPORTS, SET MEETING DATE AND TIME TO REVIEW ANNUAL REPORTS, AND CONSIDER PROPOSED SERVICE CHARGES FOR COUNTY SERVICE AREAS (CSA), FIVE CANYONS CSA PW-1994-1, CASTLE HOMES CSA R-1982-1, MORVA DR./MORVA CSA R-1982-2, CASTLEWOOD CSA R-1967-1, AND STREET LIGHTING CSA SL-1970-1

**RECOMMENDATION:**

It is recommended that your Board:

1. Accept the submission the County Service Area's Annual Reports, which describes the parcels of real property within the County Service Areas and proposed service charges for Fiscal Year 2013-2014 for Five Canyons CSA PW-1994-1, Castle Homes CSA R-1982-1, Morva Dr./Morva CSA R-1982-2, Castlewood CSA R-1967-1, and Street Lighting CSA SL-1970-1;
2. Refer these items to your Board's June 2013 Fiscal Year 2013-2014 County Budget Hearings for consideration of the Annual Reports and consider the proposed service charges for Fiscal Year 2013-2014.

**SUMMARY:**

Service charges are levied to fund anticipated service program costs for the County Service Areas (CSAs) as noted in *Table 1* below, which is a summary of Service Charges for FY 2013-2014 for the CSAs.

Table 1 County Service Area Annual Service Charges FY 2013-2014		
<b>Five Canyons CSA PW-1994-1</b>		
The proposed annual service charges are less than the \$909.00 voter approved maximum for single family residence (SFR) properties. The recommended service charges are:		
Previous Annual Service Charge	Proposed Annual Service Charge	Parcel Description
\$692	\$692	Single Family Residence (SFR), Public Roads with Street Tree
\$684	\$684	Single Family Residence (SFR), Public Roads without Street Tree
\$455	\$455	Single Family Residence, Privately Maintained Roads
\$910	\$910	Day Care Center (two times the private road SFR rate)
Estimated service charge revenue to be collected in Fiscal Year is:		\$697,418.00
Proposed service charges are sufficient to meet the costs of providing various service programs as outlined in Annual Report		
<b>Castle Homes County Service Area (CSA) R-1982-1</b>		
<b>Zone 1 Annual Service Charge Summary - CHINA COURT</b>		
The proposed service charges are at the voter approved maximum charge.		
Previous Annual Service Charge	Proposed Annual Service Charge	Parcel Description
\$200.00	\$1,000.00	Developed
\$100.00	\$500.00	Undeveloped
Estimated service charge revenue to be collected in Fiscal Year is:		\$13,263.75
Expenditures exceeding revenue are paid from capital reserve fund. Recommended service program for Fiscal Year:		\$4,000.00
<b>Zone 2 Annual Service Charge Summary - ARBUTUS &amp; QUERCUS COURTS</b>		
The proposed service charges are at the voter approved maximum charge.		
Previous Annual Service Charge	Proposed Annual Service Charge	Parcel Description
\$525.00	\$525.00	Developed
\$262.50	\$262.50	Undeveloped/Less Benefit
Estimated service charge revenue to be collected in Fiscal Year is:		\$16,764.00
Expenditures exceeding revenue are paid from capital reserve fund. Recommended service program for Fiscal Year:		\$44,000.00
<b>Zone 3 Annual Service Charge Summary - STAR RIDGE AND CLOVER ROADS</b>		
The proposed service charges are less than the \$300.00 voter approved maximum for a developed parcel fee, 1/2 rate undeveloped fee		
Previous Annual Service Charge	Proposed Annual Service Charge	Parcel Description
\$200.00	\$200.00	Developed
\$100.00	\$100.00	Undeveloped
Estimated service charge revenue to be collected in Fiscal Year is:		\$16,142.00
Expenditures exceeding revenue are paid from capital reserve fund. Recommended service program for Fiscal Year:		\$12,000.00
<b>Morva Dr./Morva Ct. County Service Area (CSA) R-1982-2</b>		
The proposed service charges are at the voter approved maximum charge. Property owners wish to build up the available fund balance for future road maintenance work in anticipation of a possible slurry seal or overlay. Property owners recommended an emergency fund of \$11,000 in the current year if repairs become necessary.		
Current Annual Service Charge	Proposed Annual Service Charge	Service Charge to be Levied
\$250.00	\$250.00	Per Living Unit
Estimated service charge revenue to be collected in Fiscal Year is:		\$5,000.00
Expenditures exceeding revenue are paid from capital reserve fund. Recommended service program for Fiscal Year:		\$11,000.00
<b>Castlewood County Service Area (CSA) R-1967-1</b>		
The proposed service charges for road maintenance services are less than the \$266.00 per parcel voter approved maximum. Sewer and water maintenance charges are exempt from special voting and notice requirements.		
Previous Annual Service Charge	Proposed Annual Service Charge	Service Program Description
\$239.00	\$224.00	Road M&O
\$504.00	\$675.00	Sewer M&O
\$2,375.00	\$1,112.00	Water M&O
\$0.00	\$416.00	Sewer Capital
\$0.00	\$1,122.00	Water Capital
Estimated service charge revenue to be collected in Fiscal Year is:		\$792,403.00
Recommended service program for Fiscal Year. Expenditures exceeding revenue are paid from capital reserve fund:		\$785,833.00
<b>Street Lighting County Service Area (CSA) SL-1978-1</b>		
Eden Consolidated, Fairview, and Castro Valley zones of unincorporated Alameda County are based on land use and are determined by the types of street lighting fixtures and the level of service provided within each zone. Proposed service charges have not been increased since the 1992-1993 Fiscal Year. Rates will remain the same for the new Fiscal Year.		
Estimated service charge revenue to be collected in Fiscal Year is:		\$892,807.86
Proposed service charges are sufficient to meet the costs of providing service programs as outlined in Annual Report		

**DISCUSSION:**

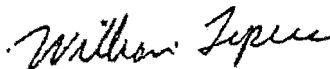
Each CSA's history and its service programs are outlined in their respective annual reports. The service programs vary by CSA. They may include: roads, bridges, storm drainage, landscaping, open space, erosion control, mass soil movement, fire buffer zones, retaining walls, entry monuments, graffiti abatement, sewer services, water services, and administrative and engineering services. Service charges are based on services received.

Agency staff meets with volunteer CSA Advisory Committee members from each CSA and any zones within the CSAs to review property owners concerns and to ensure the best service levels possible. The committees meet from one to several times a year or as needs arise. Agency staff then develops service program recommendations and related service charges. The proposed services and charges are then presented at public meetings in late March or early April each year. Meeting notices and agendas are sent by first-class mail to all record property owners approximately two weeks before these meetings.

**FINANCING:**

As the CSAs are self-supporting, no General Fund monies are required to finance their operations. It is necessary to establish the recommended service charges within the CSAs for Fiscal Year 2013-2014 to cover the costs of providing the required service programs and CSA Administration, which could not otherwise be provided.

Yours truly,



Daniel Woldesenbet, Ph.D., P.E.  
Director of Public Works

DW:jt:

c: William Lepere, Development Services  
Auditor-Controller  
Treasurer-Tax Collector  
County Counsel

# **ANNUAL REPORT**

**Fiscal Year 2013-2014**

**Five Canyons  
County Service Area**

**Daniel Woldesenbet, Ph.D., P.E., Director of Public Works**  
**Alameda County Public Works Agency 951 Turner Court, Hayward, CA 94545**

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## INTRODUCTION

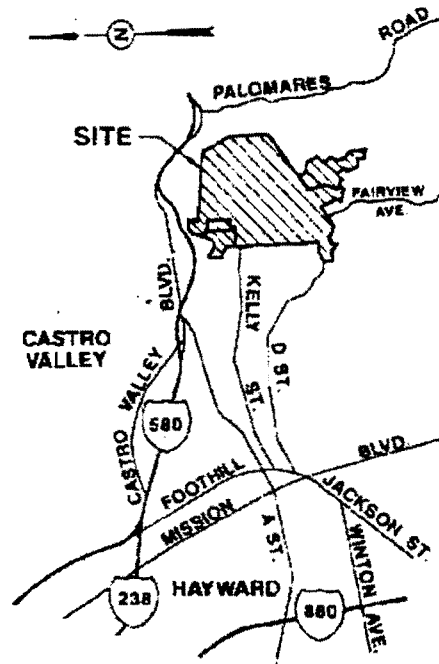
The Annual Report (Report) for County Service Area (CSA) PW-1994-1, Five Canyons, is presented to the Alameda County Board of Supervisors (Board) in compliance with CSA Law and the Alameda County Ordinance Code. The Report which includes recommended service charges is then submitted to your Board for review, public comment, and approval. The Report is available for review or purchase at the Public Works Agency, 951 Turner Court, Hayward, CA 94545. Copies may be purchased at the Agency for \$5.00 each, or for \$8.00 (prepaid) by mail. Copies are also posted on the Public Works Agency website where they can be downloaded and printed for free. They can be found at: <http://www.acgov.org/pwa>. The Annual Report is listed under Publications. The Reports are updated on the County's website each year in September.

Prior to the establishment of the CSA by the Board, the County Planning Department's analysis of the annual operating costs compared to annual revenues for the area concluded that there were insufficient funds to provide the many services required by such a large community. Further, certain extended services, or levels of service, were beyond the scope of services provided by the County. The CSA was established to provide a secure funding source for these services. A maximum service charge of \$909 per year was established at that time.

All development areas in the Five Canyons CSA are contiguous and benefit from the same areawide services. Public Works Agency staff actively work with a volunteer Advisory Committee and interested property owners to continue to review and clarify service programs and service budgets.

## LOCATION DESCRIPTION

The CSA, which was established in December 1994, encompasses approximately 718 acres and numerous developments. It extends southerly from Castro Valley to Fairview Avenue in the Hayward Hills. The CSA contains approximately 1300 residences, 307 acres of East Bay Regional Park District lands and two Hayward Area Recreation District parks.



## **VOLUNTEER ADVISORY COMMITTEE**

The Advisory Committee consists of representatives of various developments and property owners associations. The goals of the Advisory Committee are to ensure the best service levels possible, review service charges, and identify property owners' service-related concerns. It meets with Agency staff bi-monthly. These volunteer Committee members do not receive any compensation for their services. They serve in a strictly advisory capacity and cannot authorize any expenditure of CSA funds. Committee meetings are open to all CSA property owners. Public notices for these meetings are mailed to all CSA property owners by first class mail.

## **SCOPE OF SERVICES**

Service programs include:

- Roadways, Access Roads and Bridges
- Storm Drainage
- Landscaped Areas
- Open Space, Erosion Control, Mass Soil Movement & Fire Buffer Zones
- Retaining Walls and Entry Monuments
- Graffiti Prevention and Removal
- Administration and Engineering Services

## **SERVICE CHARGES**

Annually, Agency staff review all CSA revenues and expenditures at the close of each fiscal year. Service charges are adjusted to reflect the actual program expenditures. This information is presented and discussed at public meetings noticed and open to all property owners in the CSA.

The proposed 2012-2013 Fiscal Year service charges, which are less than the \$909.00 Board-approved maximum, are:

Single Family Residence (SFR) with Street Tree	\$692
Single Family Residence (SFR) without Street Tree	\$684
Single Family Residence (SFR) with Private Roads	\$455
Day Care Center (two times the private road SFR rate of \$455.00)	\$910

The Service Program is detailed on Page 5 of this report.

## **PROJECTS COMPLETED IN FISCAL YEAR 2012-2013**

The Public Works Agency worked with the Five Canyons Volunteer Advisory Committee again this past year to have several projects completed and are working with the County on the contract bid for the Landscape and Open Space contract which will be awarded by June 30, 2013.

After completing entry monument cleaning and repair, the landscape at the entry monuments is under review for replacement. Several locations have been completed and the plan is to finish the remaining monuments pending the approval of the Volunteer Advisory Committee. The waterfall lighting and monument lighting which had aged and suffered from vandalism were also replaced. These projects were completed over the 2011-2012 and 2012-2013 fiscal years.



**Five Canyons County Service Area  
Actuals Revenue and Expenditure Summary  
2005/2006- 2011/2012**

Description (FY July 1- June 30)	2005-2006 <sup>3</sup>	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011 <sup>4</sup>	2011-2012
<b>BEGINNING FUND BALANCE</b>	1,194,231.	1,211,231.	1,305,938.	1,308,966.	1,242,513.	1,148,244.	1,296,270.
<b>REVENUE</b>							
Interest	41,572.	71,213.	80,873.	48,062.	17,369.	14,323.	11,588.
Service Charges <sup>1</sup>	673,540.	672,216.	676,515.	674,432.	672,980.	675,904.	673,216.
Other Revenue- Shea HOA Reimb,Dmg Claim	3,177.	2,682.	2,604.	1,640.	2,442.	4,586.	1,243.
Other Revenue-Settlement Agreements	0.	0.	0.		0.		
<b>TOTAL REVENUE</b>	<b>718,289.</b>	<b>746,112.</b>	<b>759,992.</b>	<b>724,133.</b>	<b>692,791.</b>	<b>694,813.</b>	<b>686,047.</b>
<b>PROGRAM SPECIFIC EXPENDITURES</b>							
<b>Landscape Maintenance</b>	136,240.	144,014.	175,687.	186,273.	178,838.	243,645.	216,617.
Utilities - Electric	13,857.	15,321.	12,735.	16,601.	18,733.	17,118.	19,072.
Utilities - Water	59,987.	79,679.	102,454.	96,426.	77,530.	70,459.	85,640.
<i>Landscape Maintenance Subtotal</i>	<i>210,084.</i>	<i>239,014.</i>	<i>290,877.</i>	<i>299,300.</i>	<i>275,101.</i>	<i>331,222.</i>	<i>321,329.</i>
<b>Roads, Sidewalks, EVAs (Slurry s.,fences)</b>	9,938.	1,991.	0.	9,349.	115,374.	67,044.	9,478.
<b>Storm Drainage</b>	588.	16,848.	9,010.	6,600.	6,764.	5,202.	6,764.
Silt Basin M&O/Repairs			5,976.	22,432.	0.		486.
<b>Open Space &amp; Fire Buffer Zones</b>	62,586.	43,990.	43,990.	42,550.	42,550.	43,563.	41,434.
<b>Graffiti Prevention &amp; Removal</b>	294.	54.	329.	1,548.	0.		755.
<b>Retaining Walls</b>	0.	0.	0.	0.	0.		
<b>Landscape Enhancement Project</b>	44,174.	0.	0.	0.	0.		
<b>Studies:Traffic Eng, Reserv Sty/mon signs/geo eval</b>	0.	7,244.	0.	0.	1,988.	1,251.	2,250.
<i>Other Program Subtotal</i>	<i>117,580.</i>	<i>70,127.</i>	<i>59,305.</i>	<i>82,479.</i>	<i>166,675.</i>	<i>117,060.</i>	<i>61,167.</i>
<b>CSA Admin. &amp; Engineering</b>							
CSA Admin. & Engineering	103,365.	72,693.	131,801.	130,708.	74,599.	88,675.	39,314.
M&O Insp,Repair, Remvl, light rpr, vegt rem			4,041.	8,334.	1,811.		27,575.
Office Expense & Supplies	0.	23.	0.				0.
Memberships & Dues	0.	0.	0.				0.
Publications & Legal Notices	23.	26.	27.	48.	129.	148.	0.
County Council	1,311.	595.	1,317.	998.	20.	954.	433.
Risk Management	232.	232.	232.				
<i>CSA Eng. &amp; Admn. Subtotal</i>	<i>104,931.</i>	<i>73,569.</i>	<i>137,418.</i>	<i>140,088.</i>	<i>76,558.</i>	<i>89,777.</i>	<i>67,322.</i>
<b>Aerial Photograph</b>	0.	0.	0.	0.	0.		
<b>Advisory Committee Insurance</b>	8,693.	8,696.	9,365.	8,718.	8,726.	8,728.	8,702.
<b>Service Charge Refunds</b>	0.	0.	0.	0.	0.		
<i>Other Expenditures Subtotal</i>	<i>8,693.</i>	<i>8,696.</i>	<i>9,365.</i>	<i>8,718.</i>	<i>8,726.</i>	<i>8,728.</i>	<i>8,702.</i>
<b>TOTAL EXPENDITURES</b>	<b>441,288.</b>	<b>391,405.</b>	<b>496,964.</b>	<b>530,586.</b>	<b>527,061.</b>	<b>546,787.</b>	<b>458,521.</b>
<b>Balance with Operating Reserv, Encumbrances, Carryover</b>	1,471,231.	1,565,938.	1,568,966.	1,502,513.	1,408,244.	1,296,270.	1,523,796.
<b>Capital Reserves Program (Long Term Future Expenditures)<sup>3</sup></b>	- 260,000.	- 260,000.	- 260,000.	- 260,000.	- 260,000.	- 260,000.	- 260,000.
<b>Ending Fund Balance</b>	<b>1,211,231.</b>	<b>1,305,938.</b>	<b>1,308,966.</b>	<b>1,242,513.</b>	<b>1,148,244.</b>	<b>1,036,270.</b>	<b>1,263,796.</b>

Notes: Final figures are updated as information becomes available - 3-28-11

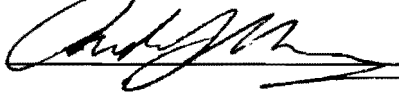
- 1 Each Fiscal Year, funds are not available for service programs until January, an approximate six month lag time requiring an Operating Reserve Fund.
- 2 By Fiscal Year 2003-2004 all housing tracts in Five Canyons Area had been added to the County Service Area
- 3 Fiscal Year 2005-2006 was the beginning of a Long Term Future Expenditure Planning Program.
- 4 Fiscal Year 2010-2011 included a slurry seal program for several roadways

**FIVE CANYONS COUNTY SERVICE AREA  
FISCAL YEAR 2013-2014**

<b>Program Name</b>		<b>Service Charges Per Parcel</b>			
<b>Program Names</b>	<b>Annual Budget Total</b>	<b>SFR no Tree Charge Per Parcel \$684</b>	<b>SFR with Tree Charge Per Parcel \$692</b>	<b>Private Road Charge Per Parcel \$455</b>	<b>Day Care Charge \$910</b>
Roadways, EVA and Bridges	\$147,853	\$145	\$153	\$96	\$193
Storm Drainage	\$53,701	\$53	\$53	\$35	\$70
Landscaped Areas	\$292,916	\$287	\$287	\$191	\$382
Open Space & Fire Buffer Zones	\$57,188	\$56	\$56	\$37	\$75
Retaining Walls	\$7,672	\$8	\$8	\$5	\$10
Graffiti Prevention and Removal	\$2,790	\$3	\$3	\$2	\$4
CSA Administration	\$135,299	\$133	\$133	\$88	\$177
<b>TOTAL</b>	<b>\$697,418</b>	<b>\$223,668</b>	<b>\$321,780</b>	<b>\$151,060</b>	<b>\$910</b>

Approved as to Form

Donna Ziegler,  
County Counsel

By: 

THE BOARD OF SUPERVISORS OF THE COUNTY OF ALAMEDA, STATE OF CALIFORNIA

RESOLUTION NUMBER: R-

**RESOLUTION TO ADOPT SERVICE CHARGES**

**FIVE CANYONS COUNTY SERVICE AREA**

WHEREAS, this Board of Supervisors did receive and file a written report concerning the proposed service programs and service charges for Five Canyons County Service Area PW-1994-1, for the 2013-2014 Fiscal Year, as provided in Alameda County Ordinance Code Chapter 13.20, which report complied in all respects with the requirements of said section; and

WHEREAS, the Board of Supervisors did review and consider the written report, including the annual service charge contained therein, as required by Alameda County Ordinance Code Chapter 13.20; and

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors does hereby adopt the service charges to be levied against each parcel in the amounts as described in the report in accordance with Chapter 13.20 of Title 13 of the Ordinance Code of the County of Alameda.