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**City Manager's Report**  
**November 14, 2023, City Council Meeting**  
**Prepared by: Rebecca Neves, City Engineer**  
**Item #: 11.1**

**Subject:** Consider conducting a public hearing for related actions associated with creating the City of Placerville Community Facilities District No. 2023-1 for Cottonwood Park Phases 4 & 6 Maintenance and Services.

**Recommendation:**

1. Mayor call to order the public hearing for the City of Placerville Community Facilities District No. 2023-1 (Cottonwood Park Phases 4 & 6 Maintenance and Services); and
2. Receive presentation from staff regarding formation of the City of Placerville Community Facilities District No. 2023-1; and

Adopt a Resolution:

1. Establishing the Formation of a Community Facilities District, Authorizing the Levy of a Special Tax, and Submitting the Levy of Special Tax to Qualified Electors.; and
2. Calling a Special Election for a Community Facilities District; and
3. Receive and File Property Owner Vote for City of Placerville Community Facilities District No. 2023-1 for Cottonwood Park Phases 4 & 6 Maintenance and Services; and
4. Declaring Results of said Special Election and Directing the Recording of a Special Tax Lien; and
5. Waive the first reading and introduce by title only an Ordinance Authorizing the Levy of Special Taxes of said Community Facilities District.

**Purpose:** To establish the City of Placerville Community Facilities District 2023-1 for the purposes of maintenance and services of the Cottonwood Park Planned Development Phases 4 & 6 in accordance with the project conditions of approval.

**Strategic Plan Strategy:** Infrastructure – Update and Maintain City Owned Infrastructure.

**Background:** Tentative Subdivision Map (TSM) 05-01 was approved by the City Council on October 26, 2010, that allowed the owner to merge and re-subdivide three parcels (Assessor's Parcel Numbers 002-051-027, 002-071-033, and 002-071-034) totaling approximately 6.2 acres into two phases: Phase 4 would contain 19 single-family residential parcels, and Phase 6 would contain 20 single-family residential parcels. The Final Map was approved for recording by the City Council on September 12, 2023. With that action and upon recording of the final map, the City of Placerville will be acquiring ownership of select infrastructure constructed by the project and as a condition to said project, creation of a Community Facilities District is required to support and maintain this new infrastructure. At its regularly scheduled meeting held on September 26, 2023, the City Council adopted the Resolution Declaring Intention to establish said Community Facilities District and authorization to levy special taxes therein for Phase 4 and Phase 6 of the Cottonwood Park Subdivision. As part of that item, the Rate and Apportionment Method was also considered. The item before City Council this evening is the continuation of effort for establishing the Community Facilities District and

consideration of an Ordinance Authorizing the Levy of Special Taxes of said Community Facilities District based on the prior approved Rate and Apportionment Method, which has been summarized in the attached Special Tax Report.

**Discussion:** City staff has been working with both its consultant and property owner/future home builder for the Cottonwood Park Phases 4 and 6 Subdivision. The creation of this facilities district is a requirement of the project in accordance with the conditions of approval.

Staff has reviewed the attached Draft Special Tax Report, Resolution of Formation, Resolution Calling a Special Election, received property owner ballot, Resolution Declaring the Results of the Special Election, and Ordinance Authorizing the Levy of special Taxes of the proposed Community Facilities District 2023-1 and respectfully requests this item proceed into public hearing for consideration of adoption by the City Council.

**Options:**

1. Conduct public hearing and consider included actions associated with creation of the City of Placerville Community Facilities District No 2023-1 for the Cottonwood Park Phases 4 & 6 Maintenance and Services.
2. Conduct the public hearing and do not approve associated actions with creation of the Community Facilities District inclusive of directing staff to seek alternative funding for the maintenance and services to be provided to the Cottonwood Park Planned Development Phases 4 & 6.
3. Provide additional direction to staff.

**Environmental:** The creation of a Community Facilities District is a ministerial process and is Statutorily Exempt from environmental review pursuant to Section 15268(b)(3) of the CEQA Guidelines.

**Cost:** There is no net cost to the City associated with the proposed action. Staff costs are accounted for through both Planning and Engineering final map application and other collected fees. All subdivision improvements and supporting documentation are funded through the developer.

**Budget Impact:** The projected revenues to be generated through establishment of a Community Facilities District for Cottonwood Phases 4 & 6 are anticipated to cover maintenance and services of the publicly owned improvements recently constructed with the project and will be included in the future Fiscal Year 2024-2025 Operating Budget.



M. Cleve Morris, City Manager



Rebecca Neves, City Engineer

Attachments:

- A) Order of Proceedings for Public Hearing and Subsequent Actions
- B) Special Tax Report
- C) Resolution of Formation
- D) Resolution Calling a Special Election
- E) Property Owner Ballot
- F) Resolution Declaring the Results of the Special Election
- G) Ordinance Authorizing the Levy of Special Taxes in the Community Facilities District