



CITY OF POMONA COUNCIL REPORT

November 19, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Meg McWade, Public Works Director

Subject: **Adopt a Resolution Amending the FY 2018-19 Operating Budget (Phillips Ranch Assessment District Fund No. 256) by Appropriating Funds from Reserves and Award a Contract for Assessment Consulting Services for the Phillips Ranch Assessment District to NBS in the amount of \$57,080**

OVERVIEW

Recommendation – That the City Council:

1. Adopt a Resolution (Attachment 1) amending the Adopted FY 2018-19 Operating Budget - Phillips Ranch Assessment District – Fund No. 256 by appropriating \$57,080 from reserves for consulting services for the Phillips Ranch Assessment District;
2. Award a contract for Assessment Consulting Services for the Phillips Ranch Assessment District as set forth in the fee schedule; and
3. Authorize the City Manager to execute the contract and any extensions subject to review by the City Attorney.

Fiscal Impact – There are adequate reserves within the Phillips Ranch Assessment District Fund (No. 256) to appropriate \$57,080 to Account Number 256-4073-52285-00000 for the consultant contract.

Previous Related Action – On April 23, 2018, City Council approved the formation of the Phillips Ranch Assessment District Ad Hoc Committee to develop and implement strategies to maintain and/or improve service levels and provide recommendations on funding levels in the Phillips Ranch Assessment District area.

EXECUTIVE SUMMARY

The recommended action will appropriate reserves and award a contract to NBS, in the amount of \$57,080, to provide Assessment Consulting Services. NBS will aid in the development and implementation of Phillips Ranch Assessment District Ad Hoc Committee recommendations. All recommendations will be reviewed by City Council and any increase approved by City Council would then require voter approval. The Consultant will provide Assessment District expertise to develop the necessary Engineer's Report, balloting process, and appropriate County filing.

DISCUSSION

On April 23, 2018, the City Council approved the formation of the Phillips Ranch Assessment District Ad Hoc Committee. The work of the Committee will result in recommendations which will be presented to City Council to determine future service and assessment levels for an area that has not had an assessment increase since the 1990's. Any changes to the assessment amounts would be subject to a voting process for the property owners within the Phillips Ranch Assessment District. The Phillips Ranch Assessment District Ad Hoc Committee (Committee) is comprised of nine voting members and one alternate who volunteer their time bi-weekly to meet and design a plan for the Assessment District.

The Committee began meeting in May 2018. The Committee selected a chair and co-chair. The Committee spent two meetings touring the entire Phillips Ranch area to view the large areas of land that comprise the landscaping district. The Committee has held 12 meetings as a whole. They have also created two sub-committees: one to focus on contract service levels and one to focus on outreach and resident involvement. The Committee has reviewed Phillips Ranch Assessment documents along with performed additional research to begin developing recommendations. The Committee has dedicated (and will continue to dedicate) countless hours to the hard work necessary to determine the appropriate levels for the Assessment District.

While the City currently has a contract with Harris & Associates to develop an annual Engineer's Report for the Citywide Assessment District, the contract does not include consultant services for the development of financial and service level alternatives. To obtain a Consultant to perform this work, a bid process began September 18, 2018. In addition to posting the Bid to the City's website and Public Notice Board, it was posted on the PlanetBid website. Twenty-three (23) external vendors were notified through Bid Broadcast, with two vendors submitting bids. After an inter-department team reviewed the proposals, NBS was determined the most qualified, responsive, responsible bidder based on the bid tabulation of responses shown in Attachment 2. The services to be provided under the contract are shown in the NBS Cost Proposal in Attachment 3.

Upon approval, the contract will be issued in the amount of \$57,080 and the firm will develop financial and service level alternatives utilizing the input of the Committee. This will include the Engineer's Report based on the provided cost estimates for requested services for the Phillips Ranch Assessment District. The Consultant is responsible to ensure recommendations will meet all local, state, and federal regulations including compliance with Proposition 218 and appropriate assessment district regulations. The consultant will provide assistance through the City Council review process and will handle the noticing and voting process, and submit the appropriate materials (updated rate if approved and current rate if rejected) to Los Angeles County by the FY 2019-20 property assessment deadline.

Attachments: 1) Resolution
 2) Bid Results
 3) NBS Cost Proposal

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