



CITY OF POMONA COUNCIL REPORT

April 6, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Rene Guerrero, Public Works Director

SUBJECT: RESOLUTION AUTHORIZING HARRIS AND ASSOCIATES AS THE ENGINEER OF RECORD FOR FY 2020-21 AND ORDERING THE PREPARATION OF THE 2020-21 ENGINEER'S REPORT FOR THE CONSOLIDATED CITYWIDE STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

RECOMMENDATION:

It is recommended that the City Council adopt the following Resolution:

RESOLUTION NO. 2020- 52 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA AUTHORIZING HARRIS AND ASSOCIATES AS THE ENGINEER OF RECORD FOR FY 2020-21 AND ORDERING THE PREPARATION OF THE 2020-21 ENGINEER'S REPORT FOR THE ANNUAL ASSESSMENT LEVY OF THE CONSOLIDATED CITYWIDE STREET LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT

EXECUTIVE SUMMARY: Adoption of Resolution No. 2020-52 (Attachment 1) will declare Harris and Associates as the Engineer of Record for Pomona's Consolidated Citywide Street Lighting and Landscaping Maintenance District (District), and will authorize Harris and Associates to prepare the Fiscal Year 2020-21 Annual Engineer's Report in accordance with the Landscaping and Street Light Act of 1972. The declaration of an Engineer of Record is a statutory requirement which must be completed prior to preparing the report, which outlines the District charges per parcel. The report will be considered at a Public Hearing. Upon receiving testimony at the Public Hearing, City Council will consider approval of report for submittal to the Los Angeles County Auditor by the August 2020 deadline.

FISCAL IMPACT: The cost for professional services for Harris and Associates will be funded through the Assessment Maintenance District funds. The proposed fees are a fixed amount of \$12,230. Funding for this action has been submitted for consideration in the preliminary FY 2020-21 budget in the following accounts:

253-4075-52285-00000	\$ 1,000	(South Garey Ave)
254-4072-52285-00000	\$ 1,000	(University Corp Ctr)
255-4074-52285-00000	\$ 1,500	(Zone C)
256-4076-52285-00000	<u>\$ 8,730</u>	(Phillips Ranch - Zone AB)
Total	\$12,230	

PUBLIC NOTICING REQUIREMENTS: No Public Hearing is required for the ordering of the Engineer's Report; however, adoption of the District's Engineer's Report will require a Public Hearing.

PREVIOUS RELATED ACTION: Previous Council Action is summarized in Attachment 2.

DISCUSSION: Prior to June 1990, the City operated four Assessment Maintenance Districts, with nine Zones (A through I), each as a separate process. In 1990, pursuant to the Landscaping and Street Lighting Act of 1972, the City established a Consolidated Citywide Street Lighting and Landscaping Maintenance District that now includes eight Zones, which is handled as a single process. The City's eight maintenance zones include: Zone A for landscaping only in Phillips Ranch; Zone C (citywide) and Zone I (Emerald Court Tract) which are for lighting only; and Zones B (Phillips Ranch), D (Garey Avenue – State Route 71/Lexington), E (Garey Avenue – Auto Center), F (Garey Avenue – Lexington to Ninth), and H (University Corporate Center) which are for lighting and landscaping.

The Engineer of Record will oversee the following actions for revenue collection: 1) prepare plans, specifications, a cost estimate, diagram, and Engineer's Report, consistent with the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California; 2) conduct a Public Hearing declaring the City's intention to provide for the annexation of additional property; 3) and establish the Annual Levy Collection of Assessments pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California. These actions are to be approved by Council Resolution and adopted prior to the Assessment Roll submission, by the Engineer of Record, to the Los Angeles County Auditor by August 2020.

Through an informal bid process in 2016, Harris and Associates was selected as the Engineer of Record to prepare the Annual Engineer's Report, and all other required processes to finalize the City's Assessment Roll. Harris and Associates is currently on their last contract extension and the City will be bidding for these services for the next Fiscal Year. For this Fiscal Year, Harris and Associates will perform the work for a not-to-exceed amount of \$12,230. Harris and Associates has successfully provided these services for the City in the past. The following schedule is anticipated for the required District proceedings for the City's 2020-21 Assessment:

DISTRICT RENEWAL PROCEEDINGS AND PROPOSED DATES

Adopt Resolution Designating the Engineer of Record and Ordering	
Preparation of the Engineer's Report.....	April 4, 2020
Complete Preliminary Parcel Map Reconciliation.....	May 1, 2020
Complete Draft Preliminary Engineer's Report.....	May 22, 2020
Adopt Resolution Approving Preliminary Engineer's Report	
and Setting Public Hearing.....	June 1, 2020*
Conduct Public Hearing and Adopt Final Resolution*	July 6, 2020*
Deadline to Submit Assessments/Parcel Information to County Recorder.....	August 2020

**Proposed City Council action dates*

The City of Pomona's Consolidated Citywide Street Lighting and Landscaping District remains exempt from the provisions of Article XIID of the State Constitution (Proposition 218), until such time as an increase of the City's assessment rates is proposed (e.g. additional revenue required to cover cost of services). If the City made a determination to adjust the charges, the City/District would need to comply with all Proposition 218 requirements.

Prepared by:

Shandy Dittman
Senior Management Analyst

ATTACHMENT(S):

Attachment No. 1 – Resolution No. 2020-52
Attachment No. 2 – Previous Council Action