

## REPORT TO THE CITY COUNCIL

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**DATE:** February 7, 2017

**TITLE:** First Amendment to the Consulting Services Agreement for Tax Administration Services with Albert A. Webb Associates

**Prepared by:** Glenn White, Management Analyst

**Reviewed by:** Joseph M. Tanner Jr., Administrative Services Director

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### **RECOMMENDATION**

**Authorize the City Manager to execute a First Amendment to the Consulting Services Agreement for Tax Administration Services with Albert A. Webb Associates in the amount of \$183,333.32 (\$93,166.66 per year) from July 1, 2017 through June 30, 2019, and to execute all necessary agreements with approval as to form by the City Attorney.**

### **DISCUSSION**

Albert A. Webb Associates is the current outside consulting firm that has been hired to assist the City. They secure Engineer Reports and Annual Levy Reports as well as provide support to the City in preparing reports for the Desert Hot Springs Landscape Maintenance Districts Numbers 1 and 2 and Drainage Assessment Districts, Parcel Tax Levy, Nuisance Abatement, Refuse Collection and other projects.

Webb will be the Engineer of Work and will prepare the Engineer's Report which will be presented to the City Council in June 2017 and June 2018. The Districts' Improvements included in the assessment are: the maintenance of streets, drainage facilities, trees, sidewalks, landscaped slopes and park facilities and the operation and maintenance of the street lighting system.

Albert A. Webb Associates (offices in Palm Desert and Riverside) are well-regarded in Riverside County as well as other areas as experts in this type of work. They have provided consistent, excellent service to the City and their firm represents an excellent collaborative partner. During the City's downturn, new lower rates were negotiated for FY 2015-2016. This agreement extension is for a period of 2 years.

### **FISCAL IMPACT**

The \$93,166.66 yearly administration services cost of consulting for the collection of assessments for the Fiscal Years 2017-2018 and 2018-2019 Districts' annual levy authorization is included within existing budgeted appropriations, and is a reduction from the prior fiscal years.

### **EXHIBIT**

- 1) First Amendment to the Consulting Services Agreement
- 2) Fixed Fee Schedule
- 3) Original Consulting Services Agreement – April 3, 2012