

REPORT TO THE CITY COUNCIL



DATE: November 20, 2018

TITLE: Consulting Services Agreement for Tax Administration Services with Webb Municipal Finance in the Amount of \$256,615 for Three Years

Prepared by: Geoffrey Buchheim, Finance Manager

Reviewed by: Linda Kelly, Finance Director

RECOMMENDATION

Authorize the City Manager to execute a Consulting Services Agreement for Special District Tax Administration Services with Webb Municipal Finance in the amount of \$256,615 for three (3) years; and to authorize the City Manager to execute all necessary agreements, as approved to form by the City Attorney.

DISCUSSION:

In July 2018, city staff issued a Request for Proposal to provide special district administration services. The scope of services provided will include, but are not limited to, Community Facilities District annual administration, securing Engineer Reports, Annual Levy Reports, support to the City for landscape and lighting maintenance districts, special district formation/annexation services, drainage assessment districts, parcel tax levy, nuisance abatement, refuse collection, public safety tax, and County Service Area 152. The firm selected will be the Engineer of Work and will prepare the Engineer's Report which is presented to City Council in June of each year. The districts improvements included in the assessment are: the maintenance of streets, drainage facilities, trees, sidewalks, landscaped slopes and park facilities within the District and the operation and maintenance of the street lighting system within the District.

On September 20, 2018, four (4) companies responded to the Request for Proposal: Webb Municipal Finance, Spicer Consulting Group, SCI Consulting Group, and David Taussig & Associates, Inc. Staff reviewed each proposal and scored them based in the following criteria:

1. Firm's qualifications and experience (20 points)

Submit a listing of the firm's experience with special districts and tax roll billing, including what kind of and how many special districts the firm had the responsibility for administering and for how long.

2. Staff qualifications (5 points)

Provide the resumes of key staff that will be working on the City's special districts to determine individual qualifications.

3. Familiarity with federal, state, and county procedures (10 points)

Firms needed to demonstrate understanding of regulations and reporting required for enrollment of special taxes, preparing required documentation and submittal of special taxes.

4. Familiarity with budget preparation (10 points)

Show experience in budget preparation and annual calculations and apportionment of taxes.

5. Technical ability (10 points)

Demonstrate ability to create maps, prepare reports, such as Engineer's Report, resolutions, reports, etc. Firm must provide examples in their proposal.

6. Performance of other contracts (5 points)

Firms provide client references.

Once of the scores were tabulated, the reviewers met to discuss the advantages and disadvantages of each proposal and the results were as follows:

Ranking	Firm	Address	Average Score	3 Year Bid Amount
1	Webb Municipal Finance	3750 McCray Street Riverside, CA 92506	57.3	\$256,615
2	Spicer Consulting	41619 Margarita Road Temecula, CA 92591	55.3	\$247,842
3	David Taussig & Associates	5000 Birch Street Newport Beach, CA 92660	53.3	\$280,136
4	SCI Consulting Group	4745 Mangels Blvd Fairfield, CA 94534	46	\$183,478

From the results, Webb Municipal Finance was determined to be the most qualified bidder. Staff is recommending Webb Municipal Finance because they are a well-regarded local firm that represents the best value and best meets the needs of the City. The references that were contacted were all in nearby areas and had positive comments, suggesting Webb understands local issues affecting the City's area. In the past, the City's relationship with Webb Municipal Finance has been very beneficial. The staff at Webb has proven to be an excellent resource for many City departments and has provided extra services to the City at no additional costs, which include but is not limited to, project limit and City boundary maps, tract maps and research on city properties. Further additional work is listed in Exhibit 4 attached to this staff report.

Of the remaining firms that submitted proposals, Spicer Consulting Group is a new firm with its key staff coming from Webb Municipal, but due to their small size, the evaluation committee felt that they would not be able to best meet the City's needs. While David Taussag & Associates has extensive experience, their fee is considerably more expensive over the duration of the 3-year period. While SCI Consulting Group is significantly less expensive than the other three firms, it also has considerably the least amount of relevant experience in terms of scope of work, clients and staff. SCI Consulting is in Northern California and the evaluation committee felt that it would not be as readily available of a resource as Webb. In addition, the extra work provided by the staff at Webb would most likely be an additional charge with SCI Consulting, making the actual cost of using SCI be much higher.

This agreement is for a period of three (3) years, with the option to renew for two (2) one-year terms. The beginning of the agreement will be with the 2019-2020 levy of items to be placed in the Riverside County tax roll and will continue until the 2021-2022 levy with the option to renew for the 2022-2023 and 2023-2024 tax levies.

FISCAL IMPACT:

The cost of professional services for the levy and collection of assessments for the term of the agreement of three (3) years is \$256,615. The \$83,850 administrative services cost for the 2019-2020 Fiscal Year is within the existing budgeted appropriations. All costs associated with the formation of new districts will be paid by the developer and or owner.

EXHIBITS:

- 1) Service Agreement with Webb Municipal Finance
- 2) Proposal from Webb Municipal Finance
- 3) Fee Schedule from Webb Municipal Finance
- 4) List of Additional Work previously provided to the City at no Additional Cost