



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 3, 2016**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

SUBJECT: SPECIAL DISTRICT ASSESSMENT AND MANAGEMENT SERVICES – SECOND AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ALBERT A. WEBB ASSOCIATES – EXTENDING THE TERM TO DECEMBER 31, 2016 FOR THE AMOUNT OF \$81,011.33

ISSUE:

The issue for City Council consideration is to approve the Second Amendment to the Professional Consultant Services Agreement for special district assessment and management services with Albert A. Webb Associates, extending the term of the Agreement to December 31, 2016, in the amount of \$81,011.33.

RECOMMENDATIONS:

That the City Council:

1. Approve the Second Amendment to the Professional Consultant Services agreement with Albert A. Webb Associates, and extend the term of the Agreement to December 31, 2016; and,
2. Authorize the City Manager or his designee, to execute the Second Amendment to the Professional Consultant Services Agreement with Albert A Webb Associates, including making minor and non-substantive changes.

BACKGROUND:

On April 22, 2008, the City Council authorized the professional consultant services agreement ("Agreement") with Albert A. Webb Associates, for Street Light Assessment District (SLAD), City Library Services Parcel Tax and Special District Administration. The Agreement was for five years and included an option for one additional three-year term. On March 5, 2013, the first amendment to the Agreement was entered into exercising the three-year option extending the expiration date to April 21, 2016. The Finance Department is seeking approval of a second amendment to the Agreement to extend the expiration date to December 31, 2016.

This extension will allow the current year assessment work, which began on February 9, 2016 with the ordering of the assessment engineer's reports for the SLAD and Landscape Maintenance Districts, to be completed in a timely manner. This will allow the reporting and

processing deadlines, applicable to applying assessments on the Riverside County property tax rolls, to be met for assessments to be collected in the fiscal 2016-17 tax year. It is also anticipated that this extension will allow sufficient time for the City to develop a proposal requesting bids for the professional consultant services agreement to be awarded at the expiration of the second amendment period.

FISCAL IMPACT:

Sufficient funds to cover the professional services are included in the Finance Department FY 2015-16 Adopted budget (April 2016 – June 2016) and the remainder of the funding will be included as part of the Fiscal 2016-18 two-year budget.

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| Prepared by: | Scott Miller, Interim Finance Director/Treasurer |
| Certified as to availability of funds: | Scott Miller, Interim Finance Director/Treasurer |
| Approved by: | Marianna Marysheva-Martinez, Assistant City Manager |
| Approved as to form: | Gary G. Geuss, City Attorney |
| Attachment: | Second Amendment to Agreement with Albert A. Webb Associates. |