



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 11, 2024**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

SUBJECT: APPROVE THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH WEBB MUNICIPAL FINANCE, LLC OF RIVERSIDE, CA FOR ASSESSMENT ENGINEER AND SPECIAL TAX CONSULTANT SERVICES IN THE AMOUNT OF \$721,503 FOR A TERM OF FIVE (5) YEARS WITH AN OPTION TO EXTEND FOR TWO (2) ADDITIONAL TWO-YEAR TERMS IN ACCORDANCE WITH REQUEST FOR PROPOSAL NO. 2343

ISSUE:

Approve the Professional Consultant Services Agreement with Webb Municipal Finance, LLC of Riverside, CA in accordance with Request for Proposal 2343 (RFP 2343) -- Assessment Engineer and Special Tax Consultant Services, for a term of five (5) years in the amount of \$721,503 with the option to extend for two additional (2) year terms.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement in accordance with Request for Proposal 2343 (RFP 2343) Assessment Engineer and Special Tax Consultant Services with Webb Municipal Finance, LLC of Riverside, CA to include Assessment Engineer and Special Tax Consultant Services, for a five (5) year term in the amount of \$721,503 with the option to extend for two additional (2) year terms.
2. Authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement with Webb Municipal Finance, LLC of Riverside, CA including the ability to make minor and non-substantive changes.

BACKGROUND:

Webb Municipal Finance, LLC, (formerly known as Albert A. Webb Associates) holds the current Professional Consultant Services Agreement for Assessment Engineer and Special Tax Consultant Services. Webb has been an integral service provider in the successful administration and management of Riverside's Special Districts, including the Citywide Street Lighting Maintenance District. Webb works closely with City Finance Staff as well as the Riverside County Assessor's Office to insure accurate special tax levying and collection of these revenues.

DISCUSSION:

On January 9, 2024, Request for Proposal 2343 (RFP 2343) was posted on Planet Bids for the Assessment Engineer and Special Tax Consultant Services as the current agreement expired on March 31, 2024.

The Scope of Work includes assisting the City with administering and managing it's 18 Special Districts as well as providing the following services:

Administrative & Program Management Services:

- Assistance with Public Information Requests
- Assistance with Parcel and development status research
- Assistance with Special Tax Delinquency Management
- Preparation of Annual Continuing Disclosure Reports
- Preparation of Annual District Budgets
- Preparation of Annual State, Senate, and Assembly Reporting
- Special tax pre-payment calculations and release of liens

Bond Debt Issuance and Refinancing

- Assistance with researching, compiling and analyzing engineering data for compilation of Official Statements and bond offering documents
- Assistance with document review of all bond offering documents

Formation Services:

- Assistance with CFD formations, annexations and amendments
- Assistance with communicating to potential land developers in creating new CFDs
- Preparation of Rate and Method of Special Tax Apportionment
- Preparation of CFD/Engineering Reports necessary for annual levy process
- Preparation of Special Tax Revenue Projections

Upon the release of RFP 2343, there were 1,022 vendors notified, 20 prospective bidders, eight (8) questions were asked and responded to, one (1) addendum was released, and RFP 2343 did not require a pre-proposal meeting. On January 26, 2024, one (1) proposal was received for the Assessment Engineer and Special Tax Consultant Services. A non-bidder status update email was sent to the non-bidders where three responses were received stating "Other" with one comment that the project was "Out of their wheelhouse". Staff evaluated the proposal based on the evaluation criteria developed for the RFP, including consultant's qualifications, approach and methodology, pricing, experience with projects of similar size and scope, and professional references. After the evaluation of the sole proposal, the Purchasing Division determined that Webb Municipal Finance, LLC's proposal meets the requirements for award and is found responsive and responsible.

Consultant	Total Points Received	Rank
Webb Municipal Finance, LLC	98.33	1

The Purchasing Manager concurs with the award recommendation and confirms that this request is in compliance with Purchasing Resolution No. 24101.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.3 – Enhance communication and collaboration with community members, to improve transparency, build public trust, and encourage shared decision-making.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The formation of Special Districts provides a transparent and equitable way to manage, administer, and report on specific infrastructure and services related to new development in the City. Webb Municipal Finance plays an integral role in the process of district formation, tax assessment, special tax apportionment, tax rate analysis, delinquency reporting, and continuing disclosure.
2. **Equity** – Special Districts are designed to share the cost of infrastructure and maintenance services amongst each property owner which spreads the cost long-term across the generations of property owners that benefit from these services.
3. **Fiscal Responsibility** – Utilizing a special tax consultant helps to ensure that City Finance is adhering to California Government Code during district formation and in the following years during the annual levy process. Webb Municipal Finance has provided valuable support with monitoring delinquencies within the districts, assisting with bond offerings and refinancings (which save the City money), and also with ongoing reporting requirements.
4. **Innovation** – Special Districts are an innovative way to plan and offset the cost of building and supporting a new development within the City.
5. **Sustainability & Resiliency** – Special Districts provide a way to share the cost of infrastructure and maintenance across the property owners who benefit directly from it. Webb Municipal Finance assists the Finance Department to ensure the proper taxes and assessments are levied and recorded each year.

FISCAL IMPACT:

The amount for the initial 5-year term is \$721,503 spread over Fiscal Year 2023/24 through Fiscal Year 2027/2028. If the optional two (2) year terms are utilized staff will bring these Amendments to City Council for approval at that time. The General Fund portion of this cost for the initial 5-year term is \$60,000 and is budgeted and available in the General Fund, Finance Debt and Treasury Admin, Professional Services expenditure account number 2302000-421000. The remaining costs are paid through the special districts and are incorporated during the annual levy and budgeting processes for the districts each year.

Prepared by:	Meline Carranza, Debt and Treasury Manager
Approved by:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer

Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. RFP Award Recommendation
2. Professional Consultant Services Agreement with Webb Municipal Finance, LLC