



City of Rialto

Legislation Text

File #: CC-19-759, **Version:** 1

For City Council Meeting [August 13, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Administrator

FROM: Sean Grayson, Acting Public Works Director

Request City Council to Authorize the Issuance of a Purchase Order to Willdan Financial in the Amount of \$25,075 for Administration of Annexations to Community Facility Districts and Lighting and Landscaping Districts, and the General Administration related thereto.

BACKGROUND:

The City's Agreement with Willdan Financial for Community Facility District Annexation, Lighting and Landscaping Assessment District Administration, and general Mello-Roos Administration Services ended on June 30, 2019. The City released RFP #19-144 on Monday, May 20, 2019 with proposals due by Monday, June 10, 2019. Proposal review is still underway, with an expected request for award in the month of September 2019.

ANALYSIS/DISCUSSION:

Prior to the fiscal year-end, Willdan Financial Services started working on eight (8) new LMD annexations as well as the Annual Assessments for the Special Districts. In order to complete this work staff obtained a proposal from Willdan (attached) to complete existing work. All new annexations and future annual assessment work beginning in FY19/20 will be assigned to the vendor awarded the future contract for services.

ENVIRONMENTAL IMPACT:

The request is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT:

Operating Budget Impact

Funding for these services has been included in the 2019/2020 budget previously approved by City Council in the following accounts:

870-500-2141-4020 \$543.34

871-500-2141-4020 \$1,439.84

872-500-2141-2011 \$1,494.18

225-500-7680-2011 \$1,630.01

490-500-4860-2011 \$2,988.35

224-500-7670-2011 \$16,979.28

Capital Improvement Budget Impact:

This action will not affect the Capital Improvement budget.

Licensing

The proposed action will not require any licensing.

RECOMMENDATION:

Staff recommends that the City Council Authorize the Issuance of a Purchase Order to Willdan Financial in the Amount of \$25,075 for Administration of Annexations to Community Facility Districts and Lighting and Landscaping Districts, and the General Administration related thereto.