



DATE: June 20, 2023

TO: Mayor and City Council

FROM: Director of Maintenance Services

SUBJECT: Adopt a Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with SCI Consulting Group for Support on the City's Landscape and Lighting Assessment Districts in a Total Not-to-Exceed Amount of \$106,211 and Agreement Effective Date Through Fiscal Year 2028

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute a professional services agreement (PSA) with SCI Consulting Group (SCI) for support on the City's Landscape and Lighting Assessment Districts (LLAD) in a total not-to-exceed amount of \$106,211 and agreement effective date through Fiscal Year 2028 (FY 2028).

SUMMARY

The City's Maintenance Services Landscape Division (Division) manages eighteen (18) LLADs and two (2) Maintenance Districts (MDs) throughout the City. To support staff, the Division released a request for quotes (RFQ) to procure professional engineering services to prepare engineering reports, confirm assessment rates, and levy the assessments. After reviewing the proposals, staff recommends entering into a PSA with SCI for a total not-to-exceed amount of \$106,211 over a five-year contract period through FY 2028.

BACKGROUND AND DISCUSSION

The City's LLAD/MD zones were formed using the Landscaping and Lighting Act of 1972 (Streets and Highways Code §22500), which is a flexible tool used by local government agencies to form Landscaping and Lighting Districts to finance the cost and expense of operating, maintaining, and servicing landscaping (including parks), and lighting improvements in public areas. All services in these areas are directly funded through individual homeowner property tax assessments.

On March 28, 2023, staff released RFQ #2023-RFQ-02. On April 28, 2023, staff received and reviewed the one (1) submitted proposal. Staff recommends awarding the contract to SCI. SCI has relevant experience in the required type of professional and engineering support, SCI has successfully served as a consultant for the City's LLAD/MD's and other tax assessments, like

the Old Highlands Homeowner Association (OHHA) assessments. SCI maintains a strong working relationship with both City staff and residents and can easily assist with community meetings, public hearings, and presentations to Council. The agreement will be valid for five (5) years, from FY 2024 through FY 2028.

The cost per fiscal year is summarized below:

FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
\$20,406	\$20,996	\$21,603	\$21,603	\$21,603	\$106,211

FISCAL AND ECONOMIC IMPACT

This item will be funded through the annual budget process and approval will be considered by Council during the annual budget adoption each fiscal year. This item will have no impact on the General Fund. The district budgets cover the cost of this contract.

While this item itself does not directly provide an economic impact, the assessments will fund work that supports an environmentally friendly aesthetic that helps reduce the effects of greenhouse gasses. Well-maintained zones also help increase property valuation and neighborhood cleanliness, which is beneficial to the entire community and businesses.

SUSTAINABILITY FEATURES

This item has no direct sustainability features. However, the assessments will fund landscape and lighting improvements that conserve water and promote other sustainability features.

PUBLIC CONTACT

The RFQ was publicized from March – April 2023.

NEXT STEPS

If Council approves this request, the City Manager will execute the agreement with SCI in a total not-to-exceed amount of \$106,211 through FY 2028.

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Recommended by: Todd Rullman, Director of Maintenance Services

Approved by:



Kelly McAadoo, City Manager