BACKGROUND:
Annually, the City provides administration for the Solana Beach Coastal Rail Trail Maintenance District (CRT District) and the Solana Beach Lighting Maintenance District (Streetlight District). This administration includes preparation of the engineer’s report, modifications to the assessment roll and determination of assessments.

The CRT District was formed in January 2006 in order to provide funding for the maintenance of certain public improvements. These improvements include, but are not limited to, the operation, maintenance and servicing of landscaping and public lighting improvements along the CRT. The CRT District was formed pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500 ("Act") and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII (C) and XIII (D) ("Proposition 218") and the Proposition 218 Omnibus Implementation Act (Government Code Section 53750).

The Streetlight District was formed by the County of San Diego, before incorporation of the City, in order to provide funding for operation, maintenance and servicing of all lights within the current City boundaries. The streetlights are owned both by the City of Solana Beach (ownership acquired by the City upon incorporation) and San Diego Gas and Electric. The Streetlight District is administered pursuant to the provisions of the "Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Street and Highway Code of California."
In order to properly manage these two assessment districts, Staff requires assistance from a qualified consulting firm. This item is before Council to authorize the City Manager to enter into a Professional Service Agreement (PSA) with Koppel & Gruber Public Finance (KGPF) for administration of the CRT and Streetlight Assessment Districts.

DISCUSSION:
Staff prepared a request for proposals (RFP) seeking assistance with the annual administration of Coastal Rail Trail Assessment District and the City's Street Light Assessment District (Zones A and B). The City requested interested consultants to provide information on their experience, qualifications and understanding of the project, as well as estimated fees. While the proposed fee is considered in the selection process, the demonstrated competence, professional qualifications, and consultant's experience in performing similar analysis are the most influential factors. The RFP was posted on the City's website and eBidBoard.com.

Proposals from three consultants were received as follows:

1. Koppel & Gruber Public Finance, San Marcos, CA $6,000
2. NBS Government Finance Group, Temecula, CA $11,400
3. Harris & Associates, San Diego, CA $13,200

Staff reviewed and rated the proposals according to project understanding, qualifications, experience and ability to serve the needs of the City. While all three consultants could perform the study, Staff is recommending that Koppel & Gruber Public Finance be hired to perform the study. KGPF has been performing work for the City for a number of years on several assessment districts including the CRT and Streetlight Districts. Staff concluded that KGPF was the most suitable consultant for this work. The proposals from all three consultants are available for review in the Office of the City Engineer.

CEQA COMPLIANCE STATEMENT:
Not a project as defined by CEQA.

FISCAL IMPACT:
The proposal submitted by Koppel & Gruber Public Finance is for a not to exceed amount of $6,000. This work will be funded by the current fiscal year annual appropriations made in the accounts for the CRT and Streetlight Assessment Districts. There is sufficient funding allocated annually for this work. No additional appropriation is necessary. Future extensions that may be executed as part of this agreement would be subject to a cost escalator only for the Street Light District since the CRT District does not have sufficient funds to support an increase.

WORKPLAN:
N/A
OPTIONS:
- Approve Staff recommendation.
- Provide direction.

DEPARTMENT RECOMMENDATION:
Staff recommends that the City Council:

1. Adopt Resolution 2015-001 authorizing the City Manager to execute a professional services agreement, in an amount not to exceed $6,000, with Koppel & Gruber Public Finance for annual administration of the Coastal Rail Trail and Street Light Assessment Districts.

2. Authorizing the City Manager to extend the agreement for up to four additional years, at the City's option.

CITY MANAGER'S RECOMMENDATION:
Approve Department Recommendation

David Ott, Interim City Manager

Attachments:
1. Adopt Resolution No. 2015-001
RESOLUTION 2015-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KOPPEL & GRUBER PUBLIC FINANCE FOR ANNUAL ADMINISTRATION OF THE COASTAL RAIL TRAIL AND STREETLIGHT ASSESSMENT DISTRICTS

WHEREAS, the City of Solana Beach Coastal Rail Trail Maintenance District was formed in January 2006 in order to provide funding for the maintenance of certain public improvements including but not limited to the operation, maintenance and servicing of landscaping and public lighting improvements along the Coastal Rail Trail; and

WHEREAS, the Solana Beach Lighting Maintenance District ("District") was formed by the County of San Diego, before incorporation of the City, in order to provide funding for operation, maintenance and servicing of all lights within the current City boundaries, owned both by the City of Solana Beach (ownership acquired by the City upon incorporation) and San Diego Gas and Electric; and

WHEREAS, the City solicited requests for proposals seeking assistance with the annual administration of Coastal Rail Trail Assessment District and the City’s Streetlight Assessment District (Zones A and B); and

WHEREAS, in response to the request for proposals, three proposals were received and reviewed by Staff for project understanding, qualifications, experience and ability to serve the needs of the City.

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.

2. That the City Council authorizes the City Manager to execute a professional services agreement, in an amount not to exceed $6,000, with Koppel & Gruber Public Finance for annual administration of the Coastal Rail Trail and Street Light Assessment Districts.
3. That the City Council authorizes the City Manager to extend the agreement for up to four additional years, at the City's option.

PASSED AND ADOPTED this 14th day of January, 2015, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

AYES: Councilmembers –
NOES: Councilmembers –
ABSENT: Councilmembers –
ABSTAIN: Councilmembers –

LES A HEEBNER, Mayor

APPROVED AS TO FORM: ATTEST:

JOHANNA N. CÄNLAG, City Attorney ANGELA IVEY, City Clerk