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DEPARTMENT OF
PUBLIC WORKS

DEVELOPMENT SERVICES

CITY OF SACRAMENTO
CALIFORNIA

Special Districts
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February 19, 2004

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: FINANCIAL AND SPECIAL TAX CONSULTANTS MASTER SERVICES AGREEMENT

LOCATION AND COUNCIL DISTRICT:

Citywide. All Council Districts.

RECOMMENDATION:

Staff recommends that Council approve the attached resolution:

- Approving a Master Services Agreement establishing a list of financial/special tax consultants which include, Berryman & Henigar, Economic & Planning Systems, Francisco & Associates, Goodwin Consulting Group, Harris & Associates, MuniFinancial and the NBS Government Financial Group.

CONTACT PERSON: Sini Makasini, Administrative Analyst, 808-7967

FOR COUNCIL MEETING OF: March 16, 2004

SUMMARY:

The purpose of this report is to provide information to City Council concerning the selection of consultants to be utilized for the formation of special districts, and preparation of other financial / technical reports and analysis.

COMMITTEE / COMMISSION ACTION:

None.

BACKGROUND INFORMATION:

Special Districts staff has utilized financial / special tax consultants for the purpose of forming assessment and special tax districts, and for the preparation of the assessment/special tax methodology. The Master Services Agreement provides a list of consultants which Special Districts' or the Treasure's Office staff may call upon for a specific project. This program eliminates the need to follow a consultant selection process for each individual project. This consultant process streamlines the study / analysis process by pre-qualifying consultants. This allows staff to be more responsive in the formation of special districts and preparation of other financial / technical reports.

A contract addendum shall be executed each time a consultant is asked to provide services. The addendum will specify the scope of work, estimated cost and estimated time required to complete a specified job.

The term of the Master Services Agreement consultant list is for (2) two years with an option to extend for one additional year if agreed upon by the City and Consultant. The total cost for services under the Master Services Agreement will not exceed \$100,000 annually per firm.

FINANCIAL CONSIDERATIONS:

There will be no impact to the General Fund. Approving the Master Services Agreement will not result in any additional expense to the City. All cost associated with consultant services will be funded from assessment districts, community facilities districts, fee district proceeds, or directly by a developer.

ENVIRONMENTAL CONSIDERATIONS:

Under the California Environmental Quality Act (CEQA) Guidelines, administration of a master services agreement does not constitute a project and is therefore exempt from review.

POLICY CONSIDERATIONS:

This process allows staff to be more responsive in the formation of special districts and preparation of other reports. Forming the various special districts is consistent with the City's Strategic Plan in promoting and supporting economic vitality.

ESBD CONSIDERATIONS:

Firms were selected based on the following criteria listed below, along with their expertise in the field of Assessment Districts, Community Facilities Districts, Impact Fees, Engineering, Fiscal Analysis and Finance Plan implementation.

- Quality of response
- Experience in area of specialties
- Recommendations of past clients
- Use of local staff to complete work
- Public presentation experience
- ESBD preference eligibility of participation

Seven (7) firms submitted statement of qualifications. Out of the seven firms selected, three of the firms were certified under the Emerging and Small Business Development Program (ESBD) with the City of Sacramento. The selection process as stated in the Request for Proposal (RFQ), gave preference to ESBD applicants.

Respectfully submitted,



Gary Alm, Manager
Development Services

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

Approved:



Betty Masuoka
Assistant City Manager

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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION APPROVING MASTER SERVICE AGREEMENT
FOR FINANCIAL AND SPECIAL TAX CONSULTANTS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The City Manager is hereby authorized and directed to execute on behalf of the City of Sacramento a Master Services Agreement for Financial and Special Tax Consultant services with the following firms.

- **Berryman & Henigar, Inc.**
- **Economic and Planning Systems, Inc.**
- **Francisco & Associates, Inc.**
- **Goodwin Consulting Group, Inc.**
- **Harris & Associates, Inc.**
- **MuniFinancial**
- **NBS Government Financial Group**

2. The City Manager is hereby authorized to expend funds up to a maximum of \$100,000 annually per firm for up to three years.

A copy of the executed Agreement shall be on file in the office of the City Clerk.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO: _____

DATE ADOPTED: _____