

**CITY OF CLOVERDALE
CITY COUNCIL
RESOLUTION NO. 004-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE APPOINTING COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF WORK FOR THE CITY OF CLOVERDALE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT FOR FISCAL YEAR 2018-19
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

WHEREAS, the City Council ordered the formation of the Assessment District during September 1997 to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, pursuant to Section 22622 of the Streets and Highways Code, the City Council must annually appoint the Engineer of Work and direct the preparation and filing of the annual Engineer's Report to levy and collect assessments on any following fiscal year; and

WHEREAS, it is anticipated that there will be no annexations into the Assessment District in FY 2018-19; and

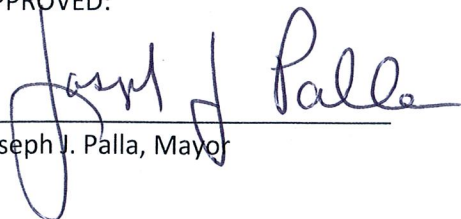
WHEREAS, Coastland Civil Engineering has demonstrated the expertise necessary to prepare the annual Engineer's Report;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Cloverdale does hereby appoint Coastland Civil Engineering as the Engineer of Work for the City of Cloverdale's Landscaping and Lighting Assessment District and does hereby direct it to prepare and to file the Annual Engineer's Report for Fiscal Year 2017-18 showing any changes, pursuant to Section 22622 of the Streets and Highways Code.

It is hereby certified that the foregoing Resolution No. 004-2018, was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on this 13th day of February 2018, by the following Roll Call vote: (Ayes- 5; Noes-0; Abstain- 0)

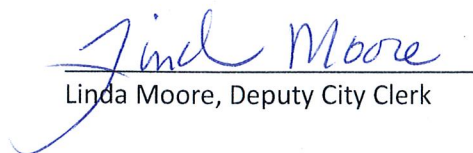
AYES: Councilmember Bagby, Vice Mayor Russell, Councilmember Wolter, Councilmember Brigham, and Mayor Palla
NOES: None
ABSENT: None
ABSTAIN: None

APPROVED:



Joseph J. Palla, Mayor

ATTESTED:



Linda Moore, Deputy City Clerk



**City Council/Successor Agency
Agenda Item Summary**

Agenda Item: 3
Meeting Date: February 13, 2018

| Agenda Section | Staff Contact |
|-----------------------|--|
| Consent Calendar | Mark Rincon, City Engineer/Public Works Director |

Agenda Item Title

Resolution No. 004 -2018, Appointing the Engineer of Work for the Cloverdale Landscaping and Lighting Assessment District for Fiscal Year 2018-19

Summary

The Cloverdale Landscaping and Lighting Assessment District (“District”) was initially formed by the City in 1997 in accordance with the Landscaping and Lighting Act of 1972 (“Landscaping and Lighting Act”) to pay for costs associated with maintaining landscaping and maintenance in the creek area associated with Jefferson Springs IV Subdivision (Zone 1). Additional zones have been annexed into the District over time and there are currently a total of seven zones in the District.

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

- 1) Adopt a resolution appointing the Engineer of Work and directing the preparation of the annual Engineer’s Report.
- 2) Approve the Preliminary Engineer’s Report, declare the City Council’s intent to levy assessments and set a date for a public hearing.
- 3) Conduct a public hearing, approve the Final Engineer’s Report and authorize the levying and collection of assessments for the upcoming fiscal year.

The attached resolution begins the proceedings for the 2018-19 Fiscal Year. The Engineer’s Report will analyze the anticipated FY 2018-19 costs for each zone in the District and determine the corresponding assessment amounts. The City Council can make changes to the Engineer’s Report once it has been prepared and filed. There are no annexations to the District anticipated for FY 2018-19.

The City Council has appointed Coastland Civil Engineering as the Engineer of Work for these proceedings since 1997 and they have demonstrated the expertise necessary to perform the work.

Options

1. Adopt a resolution appointing Coastland Civil Engineering as Engineer of Work for the FY 2018-19 Cloverdale Landscaping and Lighting Assessment District work.
2. Provide other direction to staff.

Budget/Financial Impact

All costs associated with these annual proceedings, the annual operation, maintenance and administration of the Landscaping and Lighting Assessment District are recovered from the annual assessments levied on the properties within the District. The proposal for the FY 2018-19 Engineer’s Report is \$19,200.

Subcommittee Recommendation:

Adopt a resolution appointing Coastland Civil Engineering as Engineer of Work for the FY 2018-19 Cloverdale Landscaping and Lighting Assessment District work.

Recommended Council Action

Consider adopting a resolution appointing Coastland Civil Engineering as the Engineer of Work for the FY 2018-19 Cloverdale Landscaping and Lighting Assessment District and directing them to prepare and file the Annual Engineer's Report pursuant to Section 22622 of the Streets and Highways Code.

Attachments:

1. Resolution No. 004-2018
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COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

January 25, 2018

Mr. Mark Rincon
Director of Public Works
City of Cloverdale
124 N. Cloverdale Blvd.
Cloverdale, CA 95425

RE: Proposal for Assessment Engineering services for FY 2018-19 Cloverdale
Landscaping and Lighting Assessment District

Dear Mark,

Per your request, we have prepared this letter proposal for assessment engineering work associated with the FY 2018-19 Cloverdale Landscaping and Lighting Assessment District (District). As Coastland has been assisting the City with their assessment district engineer's reports for over 17 years, we are very familiar with the requirements of the Government Code regulations and the City's procedures.

Each year, State requirements must be met, the annual engineer's report written noting any new zones or changes within existing zones, budgets must be established, fund balances must be calculated and assessments must be determined. This year, the engineer's report will need to apportion special and general benefits for all maintained improvements within each zone. Coastland will assist with related descriptions and calculations; however, **for all maintained improvements within each zone, the City needs to provide the methodology or rational for apportioning the percentage of general benefit conferred upon the general public verses the special benefits conferred upon landowners within that zone.** Additionally, it is our understanding that there will be no annexations into the District for FY 2018-19. Accordingly, there will be no public information meeting or balloting required.

Based on our understanding of your needs, the following is our proposed scope of work to complete proceedings to levy and collect assessments for FY 2018-19:

SCOPE OF WORK

Task 1 - Meet and Coordinate with City Staff

Both at the onset of our work, as well as throughout the proceedings, we anticipate meeting with City staff, either by phone or in person, to ensure full coordination of the project. In the initial meeting we will review the proposed timeline for the proceedings, detail the scope of activities and responsibilities, confirm there are no new subdivision

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1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11865 Edgewood Road
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333
www.coastlandcivil.com

annexations and provide the budget worksheets for the City staff to complete for those improvements to be financed by the district. We will coordinate with the City to help them address the necessary apportionment of general and special benefits for the maintained improvements within each zone. Coordination will be important both with the City Council meetings and the timing of the Public Noticing as required by the provisions regulating the Landscaping and Lighting Act of 1972 (Act).

Task 2 - Preparation of Agenda Reports and Resolutions for Three City Council Meetings

In accordance with the provisions of the Landscaping and Lighting Act of 1972 of the Streets and Highways Code, the annual proceedings to levy and collect assessments typically require three separate City Council actions. We will prepare the draft agenda reports and resolutions for the three City Council meetings for the City's review and comment. The resolutions for the second and third council meetings will be divided by Zone groupings, as specified by the City, to avoid Council member conflicts of interest. The final draft documents will be provided to the City electronically. We will meet the City Council agenda timeline as prescribed to us. Once the City approves each respective agenda report and resolutions, the City will complete the processing of the necessary approvals. The City will provide Coastland with electronic file copies and hardcopies of the final agenda reports and final, signed resolutions after each of the three City Council meetings.

Task 3 - Background Information

During the development of the Engineer's Report, we will need to gather all the appropriate background information. This information will be gathered primarily through the Public Works and Finance staff at the City and through the County of Sonoma Assessor's Office. This collected information includes completed FY 2018-19 budget worksheets, clarification of land use changes of existing parcels based on Sonoma County Land Use codes, necessary assessor parcel information, internal City procedures or formats and any other pertinent information necessary for inclusion within the Engineer's Report.

Task 4 – Budgets

Once the background information is collected, we will apply the budgets for each zone for maintaining District improvements. We apply the methodology or rational provided by the City for apportioning the percentage of general benefit verses the special benefits to the overall budgets for each zone so that only cost related to special benefits are applied to each zone's budget and resulting assessments. The budget items will be shown in the City's line item budget format if desired, to allow easy comparison with City wide budgets and will separate maintenance costs from overhead costs for the upcoming fiscal year. We will use the methodology described in the previous year's Engineer's Report to equitably spread special benefit costs to each parcel within each Zone. The budgets in the Engineer's Report will be shown in detail form along with a summary of fund balance



for each Zone to provide as much information as possible. We understand the City may be holding public information meetings regarding budget increases up to the allowable maximum assessment (which do not require balloting) and that Coastland is not anticipated to be required at these meetings.

Task 5 – FY 2018-19 Engineer’s Report

The existing District maps (Assessment Diagrams) outlining those parcels included in the District will be revised as necessary. If required, the City will provide the CAD drawings of any final maps outlining new parcels subdivided within the District for FY 2018-19. These drawings will be used to formulate the maps as required in the Engineer’s Report.

All the budgeting information as mentioned in Task 4 will be included within the Engineer’s Report, as well as background on the formation of the District, narrative description of the Zones, the improvements maintained within each Zone, a discussion of general benefits verses the special benefits conferred to the parcels within each Zone, any improvements or changes proposed within each Zone for FY 2018-19 and a listing of the specific assessment that will be levied on each of the parcels within the District for FY 2018-19. The FY 2018-19 Engineer’s Report will include all items as required in Sections 22565 through 22574 of the Streets and Highways Code.

For the second City Council meeting, a draft Preliminary Engineer’s Report in electronic PDF form will be forwarded to the City for review and comment. Once finalized, two electronic PDFs of the signed Preliminary Engineer’s Report will be submitted to the City for preliminary approval, one including the spread of assessments, and one without. It is understood that no paper copies are required of the Preliminary Engineer’s Report. At the third City Council meeting (Public Hearing) two signed For Final Approval Engineer’s Report in PDF format will be forwarded to the City for distribution, one including the spread of assessments and one without. Once approved, three original signature bound copies of the Final Engineer’s Report will be sent for certifications, typically by the City Clerk. One signed copy is for the City Clerk’s files, one is for the Public Works/City Engineer and the other is to be returned for our files. Two pdfs of the final, signed Engineer’s Report will be forwarded to the City, one including the spread of assessments, and one without.

Task 6 – City Council Meetings

At the first City Council meeting, the City appoints the engineer of work and directs the preparation and filing of FY 2018-19 Engineer’s Report. Since this action is typically conducted as a consent item, our attendance is not typically required at this meeting. At the second City Council meeting, the annual Engineer’s Report is typically preliminarily approved. As requested in the past, we will attend this meeting to assist City staff in answering any questions the City Council may have. At the third City Council meeting (Public Hearing), the Engineer’s Report is finally approved and the FY 2018-19 levy of assessments is authorized. We anticipate attending the third City Council meeting (Public Hearing) to assist City staff in answering questions the City Council and the public may



have regarding the Engineer's Report, and the annual proceedings. If required, we can assist the City in the preparing of the Public Hearing Notice. The City will be responsible for the publication of the notice in a timely manner to meet state requirements.

Task 7- Information to Sonoma County Assessor's Office

Once the City Council approves the FY 2018-19 Engineer's Report at the Public Hearing and authorizes the levying and collecting of the annual assessments to parcels within the District, we will compile the necessary digital information in the format desired by the Sonoma County Assessor's Office and transfer this information to the Sonoma County Assessor's Office for inclusion on the tax rolls for FY 2018-19. Certified copies of the final authorizing resolutions to levy and collect assessments will be needed from the City in order to accompany the assessment rolls to Sonoma County.

Project Fee

Based upon our described scope of work, we propose to provide our professional engineering services on a time and materials basis not to exceed \$19,200. The total amount we have specified is only for our described Scope of Work. If you request work to be performed outside the scope of work or if the scope of work changes, we reserve the right to negotiate the cost for the extra work. Please note that any reimbursable costs will be billed on an as-incurred basis plus 15%. We have a budget allowance of \$600 for these costs included in the quoted amount above. Please note, all costs including this proposed fee associated with these proceedings, are recovered from the annual assessments levied and collected during FY 2018-19 from the parcels within the District.

Schedule

Information will be electronically transmitted to the County Assessor's office during July and August. We will complete all work associated with this year's Engineer's Report by mid-August 2018.

We hope this proposal meets with your approval. If you have any questions regarding this proposal, please let me know. We appreciate the opportunity to serve the City and look forward to completing this important project for the City.

Sincerely,



Paul W. Wade, P.E.
Principal





SCHEDULE OF HOURLY RATES
 July 01, 2017 through June 30, 2018

PROFESSIONAL SERVICES

| | |
|--|------------------|
| Principal Engineer | \$190-210/hour |
| Supervising Engineer | \$165-190/hour |
| Senior Engineer | \$145-170/hour |
| Associate Engineer | \$130-145/hour |
| Assistant Engineer | \$105-130/hour |
| Junior Engineer | \$100-120/hour |
| Principal Designer | \$140-150/hour |
| Engineering Assistant | \$110-140/hour |
| Senior Engineering Technician | \$125-140/hour |
| Engineering Technician | \$105-125/hour |
| Engineering Aide | \$90-100/hour |
| Resident Engineer | \$145-175/hour |
| Construction Manager | \$140-160/hour |
| Construction Inspector* | \$120-140/hour |
| Construction Administrator | \$80-90/hour |
| Building Plan Check Engineer/Architect | \$140-165/hour |
| Building Official and/or CASp | \$140-170/hour |
| Supervising Building Inspector | \$145-\$160/hour |
| Senior Building Inspector | \$125-\$140/hour |
| Building Inspector (I & II) | \$95-\$120/hour |
| Senior Plans Examiner | \$120-\$135/hour |
| Plans Examiner (I & II) | \$100-\$115/hour |
| Senior Permit Technician | \$95-\$105/hour |
| Permit Technician (I & II) | \$80-\$90/hour |
| CLERICAL | \$80-90/hour |
| VEHICLE | \$15-20/hour |
| MILEAGE | \$0.68/mile** |
| OUTSIDE SERVICES | Cost + 15% |
| MATERIALS | Cost + 15% |

- Computer time is included in the hourly rates used above.
- Consultation in connection with litigation and court appearances will be quoted separately.
- Additional billing classifications may be added to the above listing during the year as new positions are created.
- * Includes services subject to prevailing wage rates.
- ** Mileage rates are subject to change based on fuel cost increases