



AGENDA
VALLEJO CITY COUNCIL
VALLEJO REDEVELOPMENT AGENCY
FEBRUARY 6, 2007

MAYOR
 Anthony Intintoli, Jr.

CITY COUNCIL
 Gary Cloutier, Vice Mayor
 Gerald Davis
 Tony Pearsall
 Tom Bartee
 Hermie Sunga
 Stephanie Gomes

City Hall
 555 Santa Clara Street
 Vallejo, CA 94590

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the City Council without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Those wishing to address the Council on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Council to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA. Those wishing to speak on a "PUBLIC HEARING" matter will be called forward at the appropriate time during the public hearing consideration.

Copies of written documentation relating to each item of business on the AGENDA are on file in the Office of the City Clerk and are available for public inspection. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562, or at our web site: <http://www.ci.vallejo.ca.us/>

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| | Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. |
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| ITEM | ACTION |
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NOTICE: Members of the public shall have the opportunity to address the City Council concerning any item listed on the notice before or during consideration of that item. No other items may be discussed at this special meeting.

VALLEJO REDEVELOPMENT AGENCY
SPECIAL MEETING/CLOSED SESSION
5:30 P.M. CITY COUNCIL CONFERENCE ROOM

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code Section 54956.8. Property: Vallejo Yacht Club, 485 Mare Island Way, Vallejo, CA, Agency Negotiators: Joseph M. Tanner, City Manager; Craig Whittom, Assistant City Manager/Community Development; Susan McCue, Economic Development Program Manager; Steve England, Real Estate and Asset Manager. Negotiating Parties: Redevelopment Agency of the City of Vallejo and Vallejo Yacht Club, Inc. Under Negotiation: Price and Terms of Payment

VALLEJO CITY COUNCIL
SPECIAL MEETING
5:45 P.M. CITY COUNCIL CONFERENCE ROOM

- A. INTERVIEWS FOR ECONOMIC DEVELOPMENT COMMISSION, BEAUTIFICATION ADVISORY COMMISSION AND COMMISSION ON CULTURAL AND THE ARTS

VALLEJO CITY COUNCIL
REGULAR MEETING
7:00 P.M. CITY COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PRESENTATIONS AND COMENDATIONS – NONE
5. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

Members of the public wishing to address the Council on Consent Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Council. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

All matters are approved under one motion unless requested to be removed for discussion by a Councilmember, City Manager, or member of the public subject to a majority vote of the Council.

- A. APPROVAL OF MINUTES FOR THE MEETING OF JANUARY 23, 2007
- B. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A CONTRACT WITH PUBLIC RESOURCES MANAGEMENT GROUP, LLC FOR A USER FEE STUDY

PROPOSED ACTION: Adopt the resolution authorizing the City Manager to amend the City's contract with Public Resource Management Group, LLC to work with staff to update fees charged to the public for development services.

- C. APPROVAL OF A RESOLUTION AUTHORIZING AN AMENDMENT TO THE LEASE FOR 250 GEORGIA STREET (POLICE CENTRAL STATION) WITH AMIDI PARTNERSHIP AND THE MCSWIGGIN FAMILY TRUST

PROPOSED ACTION: Adopt the attached resolution authorizing the City Manager, or his designee, to sign the Amendment to Lease for an additional two-year term between the City of Vallejo, the Amidi Partnership, and the McSwiggin Family Trust for the property at 250 Georgia Street and authorizing the City Manager to extend the lease for one additional year.

- D. APPROVAL OF A RESOLUTION APPROVING A THIRD AMENDMENT TO THE CONSULTANT SERVICE AGREEMENT BETWEEN CITY OF VALLEJO AND BKF ENGINEERS FOR THE WILSON AVENUE IMPROVEMENT PROJECT PHASE 2

PROPOSED ACTION: Staff recommends approving the Third Amendment with BKF Engineers.

7. PUBLIC HEARINGS - NONE

8. POLICY ITEMS

- A. APPROVAL OF A RESOLUTION ADOPTING A POLICY AND PROCEDURE FOR NAMING CITY OF VALLEJO PUBLIC FACILITIES IN HONOR OF INDIVIDUALS

On March 28, 2006 the City Council rescinded Resolution No. 96-266, the City's previous policy for naming significant city structures, places and vessels. The previous policy was cumbersome and did not allow sufficient flexibility in dealing with particular requests. The Council's Ad Hoc Committee on the Naming of Public Structures is recommending a new policy to guide City staff and the City Council in processing requests to name public facilities in honor of individuals.

PROPOSED ACTION: Adopt a resolution establishing a policy and procedure for naming City of Vallejo public facilities in honor of individuals.

9. ADMINISTRATIVE ITEMS

- A. INITIATION OF PUBLIC PROCESS REGARDING CONSIDERATION OF THE FORMATION OF A NEW LANDSCAPE MAINTENANCE DISTRICT IN THE WATERFRONT, DOWNTOWN AND SURROUNDING NEIGHBORHOOD AREAS AND CONSIDERATION OF AMENDING THE GENERAL FUND BUDGET FOR CONSULTANT SERVICES RELATED TO THIS FORMATION PROCESS

Staff plans to initiate a public process regarding formation of a new Landscape Maintenance District (LMD) for the Waterfront, Downtown and surrounding neighborhood areas. Staff will present an overview of the process and issues to be discussed with the public during the formation of this new LMD. The purpose of tonight's agenda item is to inform the City Council of staff's intentions and to obtain approval of a resolution of intention to amend the General Fund Budget for consultant services related to the district formation process.

PROPOSED ACTION: After staff's presentation, it is recommended that the Council and Agency approve of a resolution of intent to amend the General Fund Budget to appropriate \$35,000 for consultant services related to the formation of a new landscape maintenance district in the waterfront, downtown and surrounding neighborhood areas.

10. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

A. APPOINT MEMBERS TO THE BEAUTIFICATION ADVISORY COMMISSION

Applicants for the Beautification Advisory Commission were interviewed earlier this evening.

PROPOSED ACTION: Adopt a resolution appointing members to the Beautification Advisory Commission.

B. APPOINT MEMBERS TO THE COMMISSION ON CULTURAL AND THE ARTS

Applicants for the Commission on Cultural and the Arts were interviewed earlier this evening.

PROPOSED ACTION: Adopt a resolution appointing members to the Commission on Cultural and the Arts

C. APPOINT MEMBERS TO THE ECONOMIC DEVELOPMENT COMMISSION

Applicants for the Economic Development Commission were interviewed on January 30 and this evening.

PROPOSED ACTION: Adopt a resolution appointing members to the Economic Development Commission.

11. WRITTEN COMMUNICATIONS

Correspondence addressed to the City Council or a majority thereof, and not added to the agenda by the Mayor or a Council member in the manner prescribed in Government Code, Section 54954.2, will be filed unless referred to the City Manager for a response. Such correspondence is available for public inspection at the City Clerk's office during regular business hours.

12. CITY MANAGER'S REPORT

13. CITY ATTORNEY'S REPORT

14. COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

15. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL

16. CLOSED SESSION: *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC 54956.8). Records are not available for public inspection.*

17. ADJOURNMENT

VALLEJO REDEVELOPMENT AGENCY
REGULAR MEETING
7:00 P.M. – CITY COUNCIL CHAMBERS

1. CALL TO ORDER

A. ROLL CALL

2. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

Members of the public wishing to address the Council on Consent Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Council. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

All matters are approved under one motion unless requested to be removed for discussion by a Councilmember, City Manager, or member of the public subject to a majority vote of the Council.

A. APPROVAL OF MINUTES FOR THE MEETING OF SPECIAL JOINT
MEETING 01-09-07; AND DECEMBER 20, 2005

4. COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

5. ADJOURNMENT

**VALLEJO CITY COUNCIL
MINUTES**

JANUARY 23, 2007

The Council met in a special meeting/closed session concerning Conference with legal counsel – pending litigation: Lumsey, et al v. Travel Inn, et al., Solano County Superior Court, Case No. FCS023582, pursuant to Government Code Section 54956.9(a); and Conference with legal counsel – pending litigation, Henke v. Giuliani, et al, Solano County Superior Court, Case No. FCS027089, pursuant to Government Code Section 54956.9(a). The meeting was called to order at 4:45 p.m. by Mayor Anthony J. Intintoli, Jr. Councilmember Gomes absent/excused.

The Council met in special meeting to interview applicants for appointment to the Civil Service Commission at 5:30 p.m. Councilmember Gomes absent/excused.

1. CALL TO ORDER

A regular meeting of the Vallejo City Council was held on the above date in the Council Chambers of the Vallejo City Hall. The meeting was called to order at 7:00 p.m. by Mayor Anthony J. Intintoli, Jr.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Mayor Intintoli, Vice Mayor Pearsall, Councilmembers Cloutier, Davis, Barteo, and Sunga.

Absent: Councilmember Gomes, excused

Staff: City Manager Joseph Tanner
City Attorney Fred Soley
Interim City Clerk Mary Ellsworth

4. PRESENTATIONS AND COMMENDATIONS

- A. PRESENTATION OF PROCLAMATION DECLARING JANUARY AS NATIONAL BLOOD DONOR MONTH – PRESENTED TO ARIEL MERCADO, ACCOUNT MANAGER OF THE AMERICAN RED CROSS NORTHERN CALIFORNIA REGION.

Mayor Intintoli read the proclamation and presented it to Tara Weeks representing the American Red Cross Northern California Region.

- B. PRESENTATION OF CERTIFICATES TO ANTI-LITTER CONTEST WINNERS FROM THE BEAUTIFICATION COMMISSION

Mayor Intintoli introduced Kent Peterman, Chairman of the Beautification Advisory Commission. Mr. Peterson thanked the Mayor and Council for their support and reminded the Council and audience of the accomplishments of the Beautification Advisory Commission. Mr. Peterson, with the assistance of Mayor Intintoli, presented Certificates to the winners of the anti-litter contest: Noah Perez, Jerick Orola, Lindsay

Galicia, Essence Brent, Erica Berisch, Ben Pilapil, Bienvenido Sapida, Arianna Sarmiento, Abimael Tadas, Alexis Villote.

5. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

Robert Rowe, 1825 Sonoma Boulevard, referred to Item 6B, concerning the creating of the Design Review Board and asked if these would be paid positions.

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

Hearing no additions, corrections or deletions, the agenda was approved and the following ordinance and minutes were offered by Vice Mayor Cloutier:

CITY COUNCIL MINUTES JANUARY 10, 2006; JANUARY 24, 2006; JANUARY 9, 2007

ORDINANCE NO. 1578 N.C. (2D) ADDING CHAPTER 2.39 TO THE VALLEJO MUNICIPAL CODE TO REQUESTED PROVISIONS RELATED TO NUMBER OF BOARD MEMBERS AND RESIDENCY REQUIREMENTS.

The above ordinance and minutes were approved by the following vote:

AYES: Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Pearsall and Sunga
NOES: None
ABSENT: Councilmember Gomes (excused)
ABSTAINING: None

7. PUBLIC HEARINGS

- A. CONSIDERATION OF AN APPEAL OF THE PLANNING COMMISSION'S CONSIDITION OF APPROVAL TO PLANNED DEVELOPMENT PERMIT #06-0200 REQUIRING COSTCO TO PROVIDE ADDITIONAL PARKING LOT LANDSCAPING IN ACCORDANCE WITH THE NORTHGATE SPECIFIC PLAN AND THE STANDARD REQUIREMENTS REGULATING CONSTRUCTION HOURS (7 A.M. TO 6 P.M., MONDAY THROUGH SATURDAY)

At the request of the applicant, this matter was withdrawn. See letter attached.

8. POLICY ITEMS - None

9. ADMINISTRATIVE ITEMS

- A. CONSIDERATION OF THREE RESOLUTIONS: 1) A RESOLUTION HOLDING ON FIRST READING AN ORDINANCE AMENDING VALLEJO MUNICIPAL CODE CHAPTER 11.38 (CONTROL OF BACKFLOW & CROSS-CONNECTION TO MUNICIPAL WATER SYSTEM); 2) A RESOLUTION HOLDING ON FIRST READING AN ORDINANCE AMENDING VALLEJO MUNICIPAL CODE SECTION 11.48.120 (SERVICE CHARGES – FIRE PROTECTION SERVICE CUSTOMER ACCOUNTS); AND 3) A RESOLUTION ESTABLISHING A MONTHLY ADMINISTRATIVE FEE FOR NON-STANDARD INSTALLATION OF BACKFLOW PREVENTION DEVICES

On January 9, 2007, the City Council adopted a resolution of intention directing preparation and submission of ordinances amending the Vallejo Municipal Code to allow "non-standard" installation of backflow prevention devices on sites with space or design standard constraints, to clarify the basis of fire service charges, and to separate out the charges for the annual inspection and testing of backflow prevention devices which are a part of a fire prevention device apparatus with no increase in cost to the customer.

A resolution retaining existing monthly backflow prevention charges and establishing a monthly administrative fee to cover the City's cost for regulatory compliance of "non-standard" installation of backflow prevention devices is also included.

Eric Nugteren, Water Superintendent, Engineering, stated that this action will allow a non-standard installation of back flow devices, to avoid unsightly back flow devices within the sidewalk area in the downtown area. The second resolution pertains to is a modification of the fire service charges which is not revenue enhancing but will split up the existing fire service charge into two distinct charges and will be based on the service size in lieu of a meter size. The third resolution establishes at \$2.25 monthly fee for the people who have been given a non-standard back flow installation and will pay for city time to collate and send out letters to the state as necessary for the back flow devices.

RESOLUTION NO. 07-13 N.C. offered by Mayor Intintoli holding on first reading an ordinance amending VMC Chapter 11.38 (Control of Backflow and Cross-Connection to Municipal Water System).

The resolution was adopted by the following vote:

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| AYES: | Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Pearsall and Sunga |
| NOES: | None |
| ABSENT: | Councilmember Gomes (excused) |
| ABSTAINING: | None |

RESOLUTION NO. 07-14 N.C. offered by Vice Mayor Cloutier holding on first reading an ordinance amending VMC Section 11.48.120 (Service Charges – Fire Protection Service Customer Accounts).

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|-------------|--|
| AYES: | Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Pearsall and Sunga |
| NOES: | None |
| ABSENT: | Councilmember Gomes (excused) |
| ABSTAINING: | None |

RESOLUTION NO. 07-15 N.C. offered by Mayor Intintoli establishing a monthly administrative fee for non-standard installation and other charges associated with backflow prevention devices.

The resolution was adopted by the following vote:

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| AYES: | Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Pearsall and Sunga |
| NOES: | None |
| ABSENT: | Councilmember Gomes (excused) |
| ABSTAINING: | None |

10. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

A. APPROVAL OF RESOLUTION APPOINTING MEMBERS TO THE CIVIL SERVICE COMMISSION

Applicants for the Civil Service Commission were interviewed earlier this evening.

A roll call vote resulted in applicant Donald Jordan receiving the majority vote.

Robert Rowe, 1825 Sonoma Boulevard, asked if this was a paid position.

RESOLUTION NO. 07-16 N.C. offered by Councilmember Bartee appointing Donald Jordan to the Civil Service Commission to fill the unexpired term of Robert Noyes for a term ending June 30, 2007.

- 11. WRITTEN COMMUNICATIONS - None**
- 12. CITY MANAGER'S REPORT - None**
- 13. CITY ATTORNEY'S REPORT - None**
- 14. COMMUNITY FORUM**

Speakers: Stephanie Cruz, 479 Meadows Drive, expressed concern on behalf of residents of the City concerning the construction of a kindergarten through fifth-grade school and park in the Hiddenbrooke area. They believe the funds should be spent to improve the conditions of existing classrooms at Loma Vista, Widenmann and Dan Mini schools.

Robert Rowe, 1825 Sonoma Boulevard, questioned the reasoning behind the widening of Wilson Avenue and development of the waterfront from the entrance to Mare Island to Brinkman's Marina.

Mayor Intintoli asked Mr. Rowe to put his comments in writing to the City Manager for a response.

15. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL

Vice Mayor Cloutier reported on a meeting that he attended along with Councilmember Pearsall with business owners and city staff concerning the problems that have been occurring in the Tuolumne Street Corridor. He stated that they will be working toward solutions to address the problems and improve the quality of life for that area.

- 16. CLOSED SESSION - None**

17. ADJOURNMENT

The meeting adjourned at 7:30 p.m. in memory of Grace Merklng.

ANTHONY J. INTINTOLI, JR., MAYOR

ATTEST: _____
MARY ELLSWORTH, INTERIM CITY CLERK



COUNCIL COMMUNICATION

Date: February 6, 2007

TO: Mayor and Members of the City Council

FROM: Craig Whittom, Assistant City Manager / Community Development *W*
Robert Stout, Finance Director *RS*

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A CONTRACT WITH PUBLIC RESOURCE MANAGEMENT GROUP, LLC FOR A USER FEE STUDY

In December, the City entered into an agreement with a consulting firm (Public Resource Management Group, LLC ("PRM")) to work with staff to identify General Fund costs for central services that should be allocated to all other funds. Staff now is proposing to amend this consultant agreement to also authorize an effort to review the fees the City charges for the review and approval of private development projects. This user fee update would combine the direct costs of providing the services with the indirect costs identified in the cost allocation plan already underway. This is expected to yield fees that are "right-sized."

Fees are typically based on the cost of providing the service, using estimates of average time and materials for the effort. However, in several instances, the fees are calculated in proportion to the cost of the proposed development or improvements. Smaller fees, such as sidewalk repair permits, are a flat fee, and some may include a General Fund subsidy so that the fee is not prohibitive and customers would be inclined to circumvent the City review. PRM was selected for this work based on a competitive selection process. PRM has assigned a team of three to Vallejo's work. The project manager for the User Fee has considerable experience working with a variety of local governments in California to conduct similar studies and reach solutions that are custom-crafted for the jurisdiction.

This proposal will look at updating the fees for development-related services provided by the Engineering, Planning, and Building Divisions. The goal is to complete the fee study and return to Council for approval of a new master fee schedule before the beginning of the new fiscal year on July 1, 2007.

FISCAL IMPACT

The total cost of the fee study work to be performed by PRM will be \$44,000. This will bring the total contract amount to \$67,750, plus an additional \$10,000 set aside for contingency (total amended contract amount = \$77,750). The costs will be paid out of the FY06/07 General Fund budget and would be recovered in FY07/08 upon implementation of the new fees. Funds are available in the Finance Department's FY06/07 budget for professional services.

RECOMMENDATION

Amend the existing agreement with PRM to add the User Fee Study and funds for contingency.

ALTERNATIVES CONSIDERED

The no-action alternative would be to continue to collect fees as we have in the past with only minor adjustments annually, consistent with the Consumer Price Index. The last comprehensive update to the fee schedule (similar in scope to this proposal) was completed in FY01/02.

This proposal will focus on the fees related to Community Development services. Fees collected by other City programs will continue to be evaluated periodically independent of this current fee study.

ENVIRONMENTAL REVIEW

This action is not considered an action under CEQA or NEPA. CEQA specifically exempts “the creation of government funding mechanisms or other government fiscal activities “from the definition of a “project,” and the law only applies to “projects” (Section 15378 (b) (4)).

PROPOSED ACTION

Adopt the recommended resolution.

DOCUMENTS AVAILABLE

Attachment A - Resolution
Attachment B - First Amendment to a Consultant and Professional Services Agreement with Public Resources Management Group, LLC proposed amended scope, schedule and budget

CONTACT: Craig Whittom, Assistant City Manager / Community Development
707-648-4579 or cwhittom@ci.vallejo.ca.us

Robert Stout, Finance Director
707-648-4592 or rstout@ci.vallejo.ca.us

RESOLUTION NO. ____ N.C.

AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH PUBLIC RESOURCE MANAGEMENT GROUP, LLC TO CONDUCT A STUDY TO UPDATE THE CITY'S COMMUNITY DEVELOPMENT FEES AND CHARGES

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, in 2001, the Council approved a new updated set of City fees and charges, based on a major study with a specialized consulting firm; and

WHEREAS, in June of each year, the Finance Department updates the fees and charges consistent with the appropriate adjustment factor (usually the Consumer Price Index), and distributes the updated list for city-wide use; and

WHEREAS, in the fall of 2006, the City solicited interest from several consulting firms that specialize in working with local governments in California to both prepare a Cost Allocation Plan and update the fees and charges; and

WHEREAS, the firm Public Resource Management Group, LLC was selected to perform this work for Vallejo; and

WHEREAS, the first phase of the effort, to create a federally accepted Cost Allocation Plan, was initiated in December 2006, at a lump sum cost of \$23,750 with Public Resource Management Group; and

WHEREAS, the City now intends to initiate the next phase of the effort, specifically to update the fees and charges paid by customers for Community Development services, on a fixed fee basis estimated to be less than \$44,000; and

WHEREAS, in addition, the City anticipates the possibility of additional work by the consultant in support of implementing either the Cost Allocation Plan and/or the User Fee Update and has set-aside \$10,000 to be reserved for this contingency. Thus, the total anticipated compensation authorized for all work in this amended contract is \$77,750.

NOW, THEREFORE BE IT RESOLVED that the Vallejo City Council hereby authorizes the City Manager, or his designee, to execute this First Amendment to the Consultant and Professional Services Agreement with Public Resources Management Group, LLC, with any modifications recommended by the City Attorney or the Risk Manager.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to execute future contract amendments not to exceed the contingency amount of \$10,000.00.

**FIRST AMENDMENT TO
AGREEMENT BETWEEN
CITY OF VALLEJO
AND
PUBLIC RESOURCE MANAGEMENT GROUP, LLC**

This First Amendment to the Principal Agreement made and entered into on December 5, 2006, hereafter referred to as Agreement, between the Public Resource Management Group, LLC, a California Limited Liability Corporation, therein referred to as Contractor, and the City of Vallejo, a municipal corporation, therein referred to as City, is made and entered into on this 7th day of February 2007.

Contractor and City do mutually agree as follows:

1. Amendment to Exhibit A: Scope of Work. Additional Scope of Work is added to Exhibit A of the Agreement to modify the scope by adding the User Fee Scope of Work, Schedule & Budget described in consultant's proposal (via email, dated January 6, 2007).

2. Amendment to Exhibit B: Compensation. Section 2 of Exhibit B is hereby modified to add the following paragraph.

"CONSULTANT will be paid for the services described in Exhibit A under the User Fee Study a not-to-exceed fee of \$44,000 and includes all direct expenses associated with the services. Consultant may also be asked by the City to provide contingency services on a Time and Materials Basis not to exceed \$10,000. Contingency Services will need to be authorized by the City in advance, and in writing."

3. Revised Term of the Agreement. The Agreement term is currently scheduled to be completed in February 2007. As of the date of this First Amendment, the term of the Agreement is extended to and shall expire on July 30, 2007.

4. Integration. This First Amendment contains the entire agreement between the parties with respect to its subject matter and supersedes whatever oral or written understanding they may have had prior to the execution of this First Amendment. This First Amendment shall not be amended or modified except by a written agreement executed by each of the parties. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and CONTRACTOR shall perform all duties, obligations and conditions required under the Agreement.

5. Inconsistencies. In the event of any conflict or inconsistency between the provisions of this First Amendment and the Agreement, the provisions of this First Amendment shall control in all respects.

6. Ambiguities. The parties have each carefully reviewed this First Amendment and have agreed to each term of this First Amendment. No ambiguity shall be presumed to be construed against either party.

7. Counterparts. This First Amendment may be executed by the parties in one or more counterparts all of which collectively shall constitute one document and agreement.

8. Authority. The person signing this [insert number, e.g. First] Amendment for Contractor hereby represents and warrants that he or she is fully authorized to sign this First Amendment on behalf of Contractor.

IN WITNESS WHEREOF, the parties have entered into this First Amendment on the day and year first hereinabove appearing.

CITY OF VALLEJO,
A municipal corporation

Public Resource Management Group, LLC
A California Limited Liability Corporation

BY: _____
Joseph M. Tanner
City Manager

BY: _____
J. Bradley Wilkes
Managing Principal

ATTEST: _____
Allison Villarante
City Clerk

(City Seal)

APPROVED AS TO INSURANCE
REQUIREMENTS:

William R. Venski
Risk Manager

APPROVED AS TO FORM:

Frederick G. Soley
City Attorney

PRM

PUBLIC RESOURCE MANAGEMENT GROUP, LLC

Scope of Services

As PRM approaches this project for the city of Vallejo, we are guided by three overriding goals, 1) producing the most technically sound project possible, 2) managing the project in a professional manner to ensure as much “buy-in” as possible by city departments and, 3) producing management reports that are professionally presented, informative and useful. Our project approach supports these objectives.

Introduction:

PRM is a regionally owned firm that specializes in the cost analysis of local government services. We prepare cost plans and full cost of service calculations for several local governments in the Sacramento (No. California area) area, including, Sacramento, Folsom, Roseville, Placer county, Dixon, Emeryville, Pittsburg, etc. We are the leading firm preparing cost allocation plan and developing user fee calculations in the west. In the past year we have provided user fee calculation services for development related departments in the cities of San Francisco, Long Beach, Sacramento, Huntington Beach, and Pittsburg.

A. Project Approach:

1. Introduction:

The city has requested information related to the full cost of providing city services. Specifically the:

- Preparation of a full cost allocation plan (Already underway in Vallejo)
- Full cost of providing general fund user fee related services

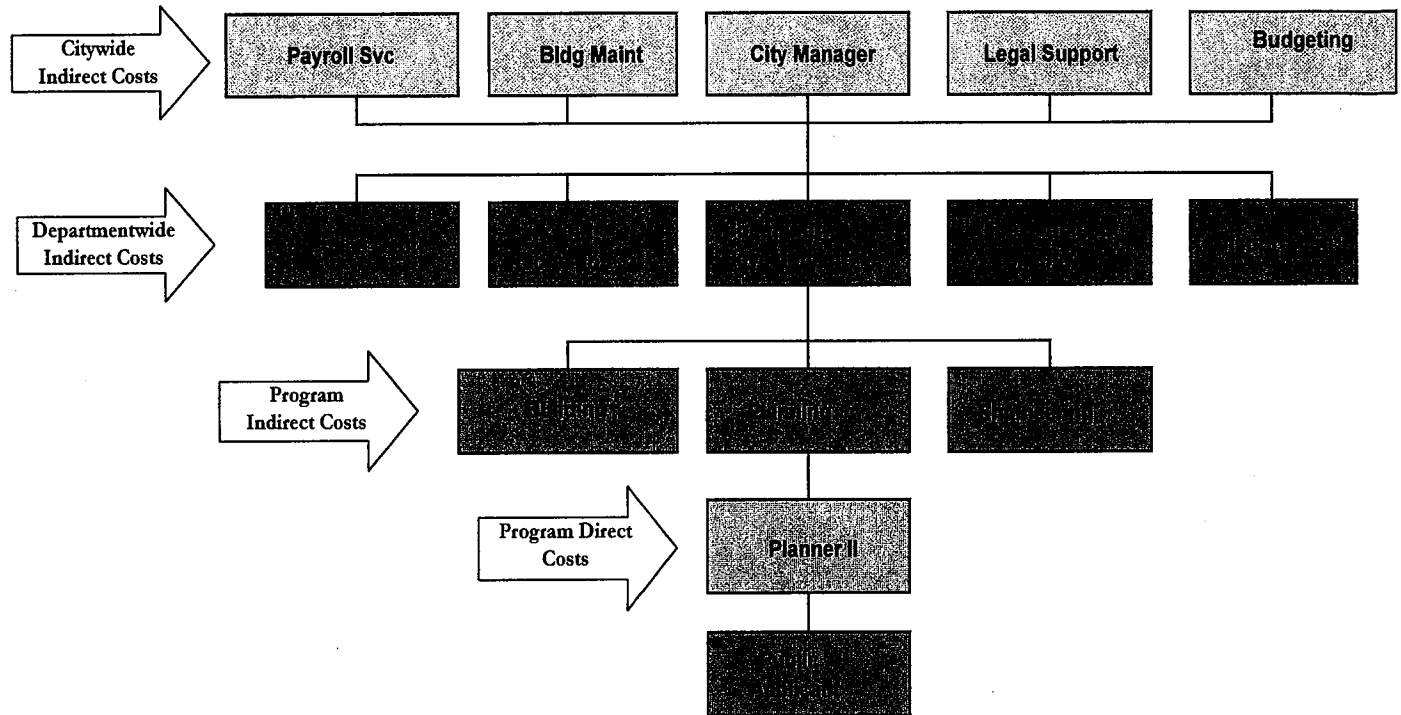
The steps required to calculate the full cost of services involve the calculation of 1) indirect cost and 2) direct cost. The chart below provides an overview of the calculation process. Each example of indirect and direct cost is illustrated. Indirect costs are broken into three levels.

The first level illustrates costs to support the entire city government structure or “citywide” indirect costs. In the example below, a citywide cost such as payroll service to community development staff is labeled a citywide indirect service (*yellow squares*). Department-wide support services, or the second level of indirect costs, are those that support staff only in one department (*dark blue squares*). Finally, the third level of indirect costs are those accounted for within the program itself (*light blue squares*). This level includes costs such as: clerical support, certain supply and services, etc. Finally, the direct cost is solely the cost of the



service provided by the front line planner who directly interacts with the public (*green square*).

The chart below illustrates the three levels of indirect versus direct cost:



PRM uses federally approved guidelines and generally accepted indirect costing methods to identify and calculate these levels of costs. The *cost allocation plan* is used to allocate citywide indirect costs throughout the city government structure. The development of a cost allocation plan is the first step in calculating the full cost of city services. This document will be key to all other cost calculations made in the study. Departmental and program *indirect cost rates* are also calculated to determine the level of departmental indirect costs used to support a direct city service. Once the indirect costs are calculated, the data is integrated into the PRM user fee software and combined with the direct cost analysis to form a full cost calculation.

The steps involved in a full cost of services study include:

1. Development of a Cost Allocation Plan in Order to Calculate Indirect Costs (Already under way in Vallejo)
 - a. Allocations of indirect cost to enterprise funds
 - b. Allocations of indirect costs to user fee services
2. Calculation of the Direct Costs of a User Fee Related Services:
 - a. Identification/Inventory of all user fee related services

- b. Calculation of the direct cost of each user fee service
 - i. Salary cost of direct staff supplying service
 - ii. Fringe benefits
 - iii. Direct services and supplies
- c. Full Cost Identification
 - i. Integrate indirect cost data from the cost allocation plan
 - ii. Integrate direct cost data
- d. Subsidy Analysis

B. Work Plan:

Step 1: Project Introductory Meeting

To ensure a successful start, PRM recommends holding an introductory meeting with key staff members that include representatives from the various departments that are involved in the study. Of course, PRM will look to city staff for guidance for the purpose and content of the meeting and for a list of invitees. PRM considers an initial meeting designed to review the project's overall goals and objectives vital to a successful outcome. Agenda items for the introductory meeting could include:

- An explanation of the cost plan and user fee analysis process
- The purpose of a full cost study
- How other cities use full costing
- Example summary reports produced by the project
- Questions and answers
- Etc.

Step 2: Data Review

As soon as possible, lists of basic data requirements will be developed. They include: lists of selected staff salary levels, benefit cost detail, operational budgets, transaction statistics, etc. PRM will work with the city to develop and gather needed data in the most efficient way. Once this basic data is acquired, the cost plan and rate structures will be developed.

Step 3: User Fee Direct Cost Analysis – Planning, Building and Development Related Engineering Departments Only:

- a) **Methodology:** Development related user fee services are charged using a variety of methodologies. Planning departments commonly depend on fixed fee charges and hourly rate methods. Building inspection, plan check and many engineering services are traditionally charged using valuation based methods. State law and generally accepted practice within California, require that fees charged should not exceed the estimated full cost of providing the service. Step one in a user fee study is to determine which methodology fits the goals and objectives of the city and department and then determine if

the desired methodology meets state law. PRM will work with the city to determine which methodologies should be used for each of the departments in the study. The selection of methodologies depends on the following:

- Pros and cons of billing methods
- How they related to state law
- Implementation goals
- Quality of data
- IT and billing system support
- Customer relations
- Current permitting process
- Nature of services provided

b) User Fee Inventory: Working with city staff, an inventory of all user fee charges will be developed. This list will include all general fund services provided to the public for which fees are charged. The objective of the inventory is to identify all general fund user fee charges matched to the departments which supply the services. In some cases, more than one department will participate on a particular service. Information such as the following will be reviewed:

- fee history
- rate increase history
- revenue history
- fee purpose
- # of units completed each year
- departments providing service

c) Departmental Interviews: With information from the fee inventory, each department supplying user fee services will be interviewed. Using the PRM interview forms, the following data will be gathered:

- Staff members providing service
- Amount of time:
 - Required to complete one unit of the service
 - Per year spent supplying the service
- Activity statistics such as:
 - # completed per year
 - # completed last fiscal year
 - estimated # of units completed in the coming fiscal year

The key statistics needed from a departmental interview are individual staff estimates of time spent providing each service and the number of units completed on an annual basis. In each department interview, 100% of each staff member's time is identified to ensure no service, user fee related or not, is excluded from the full cost analysis.

d) Financial Analysis: Once the basic time and workload transaction data is gathered from the departmental interviews, salary data, departmental service and supply cost data is entered into the PRM user fee software. This departmental data is integrated with the indirect cost data developed within the PRM cost allocation plan module. The direct costs and indirect cost of each fee is calculated and displayed for review.

e) User Fee Management Reports: All the financial, transaction and comparison data is reported in the final management reports. Each department is provided an opportunity to review the cost/revenue data at least two separate times. This ensures that the raw data is as accurate as possible, resulting in a more reliable final report.

C. Project Deliverables:

PRM will deliver all documents requested:

- 1) User Fee Detail Full Cost Calculations
- 2) Management Reports:
- 3) City Council Presentation

A complete detailed listing of all user fee data will be delivered with an executive summary showing fee data, transaction information, general fund subsidy, etc.

D. Project Budget/Schedule:

PRM's project budget is broken into the major steps of the study:

| | | |
|----|------------------------------|-----------------|
| a) | Methodology Analysis: | \$ 7,000 |
| b) | User Fee Inventory Analysis: | \$ 4,000 |
| c) | Departmental Interviews: | \$10,000 |
| d) | Financial Analysis: | \$18,000 |
| e) | Reports/Presentation: | <u>\$ 5,000</u> |
| | Total: | \$44,000 |

(PRM's average billing rate is \$150/hour)

The project schedule will be fine tuned with city staff in step one of the study. But for planning purposes the project timeline is estimated to be a six month process. Based on preliminary conversations with city staff, the analysis and determination of billing methodology is anticipated to be of prime importance in Vallejo. A schedule of at least six months will allow for a thorough examination of billing methodologies alternatives.



Public Resource Management Group, LLC
 Proposal for City of Vallejo User Fee Study
 2007

| Index | Task | Process | Deliverables | Target Date | Hours | Cost |
|-------|-----------------------------|---|---|--------------------------------|----------|-----------|
| a | Methodology Analysis | Kickoff meeting with D-team and work units Outreach to the Building Community to preview the process | Analysis of existing fees and wish-list of changes Attend meeting and summarize results | 2/7/07 end of Feb, date TBD | 37 10 | \$ 7,000 |
| b | User Fee Inventory Analysis | | Questionnaire for data collection provided to the City City returns completed questionnaires for data entry First Draft of fee updates w/ CAP | 2/14/07 3/5/07 3/19/07 | 10 17 | \$ 4,000 |
| c | Departmental Interviews | Meet with Dept's to review 1st draft: resolve issues, deal with incomplete data or questionable results | 2nd Draft of fees | 4/2/07 | 67 | \$ 10,000 |
| d | Financial Analysis | Meet with Dept's & D-team to review the 2nd draft & Assess overall budget impact of proposed new fees | Summary of Issues and strategy to resolve | 4/9/07 | 120 | \$ 18,000 |
| e | Reports/Presentation | Workshops & briefings to CM, Council subcommittee, building community, chamber of commerce Council Study Session | Final Fee package for Council consideration to adopt new fees go into effect | May June 7/1/07 | 33 | \$ 5,000 |

294 \$ 44,000 \$ 149.66
 ave. \$/hr



COUNCIL COMMUNICATION

Date: February 6, 2007

TO: Mayor and Members of the City Council

FROM: Craig Whittom, Assistant City Manager / Community Development *W*
Susan McCue, Economic Development Program Manager *SMC*

SUBJECT: APPROVAL OF THE AMENDMENT TO LEASE BETWEEN THE CITY OF VALLEJO AND AMIDI PARTNERSHIP AND THE McSWIGGIN FAMILY TRUST FOR THE POLICE CENTRAL STATION AT 250 GEORGIA STREET

BACKGROUND & DISCUSSION

The Police Department occupies office space at the corner of Georgia Street and Sacramento Street. This space was leased to provide adequate space for police operations and administration and to provide for a police presence in the downtown area. The Police Department's Youth Services Division is also housed in this 6,200 square foot building. The current lease has expired and the property owner has agreed to extend the lease at a below market rent for two years. This would give the City time during the next twelve to fourteen months to develop an alternative location for the Police Department's functions located in this building. In the longer term, maintaining an office on the ground floor of downtown's retail corridor does not fit the City's long-range plan for Georgia Street.

Fiscal Impact

Under the two-year lease extension, rent would increase by eight cents per square foot, for an annual rent of \$51,840.00. In addition to rent, the City pays \$4,992 annually in amortized capital costs on a monthly basis for HVAC work that was funded by the landlord on the City's behalf.

RECOMMENDATION

Staff recommends that the City extend the lease for two years and use the next twelve to fourteen months to plan for a long-term solution that meets the Police Department's need for administrative space and adopt the attached resolution approving the lease amendment between the City of Vallejo, the Amidi Partnership, and the McSwiggin Family Trust to extend the current lease for 250 Georgia Street and parking lot and authorize the City Manager, or his designee, to execute the lease documents. The lease amendment provides a six month termination clause after the first six months of the term.

ALTERNATIVES CONSIDERED

Exercise a five-year option based upon a CPI annual rate increase schedule. This alternative is not consistent with the downtown plan and continued long-term commitment to 250 Georgia

Street does not address the Police Department's goals for efficient operations of the Department.

ENVIRONMENTAL REVIEW

The approval of the Amendment to Lease, as presented, will have no environmental impact.

PROPOSED ACTION

Adopt the attached resolution authorizing the City Manager, or his designee, to sign the Amendment to Lease for an additional two year term between the City of Vallejo, the Amidi Partnership, and the McSwiggin Family Trust for the property at 250 Georgia Street and authorizing the City Manager the authority to extend the lease for one additional year.

DOCUMENTS AVAILABLE FOR REVIEW

- Attachment A - Resolution
- Attachment B - Amendment to Lease (10/30/2006)

CONTACT: Steve England, Real Property and Asset Manager
707-649-48484 / sengland@ci.vallejo.ca.us

Susan McCue, Economic Development Manager
707-553-7283 / smccue@ci.vallejo.ca.us

RESOLUTION NO. _____ N.C.

**AUTHORIZATION TO ENTER INTO AN AMENDMENT TO LEASE FOR 250
GEORGIA STREET (POLICE CENTRAL STATION) WITH AMIDI PARTNERSHIP
AND THE McSWIGGIN FAMILY TRUST**

BE IT RESOLVED by the City of Vallejo as follows:

THAT WHEREAS; the Vallejo Central Community Police Station is located at 250 Georgia Street on a property leased from the Amidi Partnership, a California General Partnership, and Robert A. McSwiggin and Rose Marie McSwiggin, trustees under the McSwiggin Family Trust; and

WHEREAS, the current lease has expired on November 15, 2006 and the City wishes to extend the lease for the Central Police Station at this location; and

WHEREAS, staff has negotiated with the property owner for the extension of the current lease to secure a two (2) year lease and continued payment of amortized capital improvements through the City's tenancy.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the Amendment of the Lease in substantially the form attached to the staff report, subject to any clarifying changes approved by the City Manager and City Attorney, and authorizes City Manager's execution thereof together with any other documents estoppel certificate, memorandum of lease, or such other documents reasonably necessary to effect the amendment approved by the City Manager and City Attorney

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Manager is authorized to execute all necessary documents required to extend the Lease one (1) additional year subject to the approval of the City Attorney.

ADOPTED by the Council of the City of Vallejo at a regular meeting held on January 30, 2007 with the following vote:




CONSENT
D

Agenda Item No.

COUNCIL COMMUNICATION

Date: February 13, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: APPROVAL OF A RESOLUTION APPROVING A THIRD AMENDMENT TO THE CONSULTANT SERVICE AGREEMENT BETWEEN CITY OF VALLEJO AND BKF ENGINEERS FOR THE WILSON AVENUE IMPROVEMENT PROJECT PHASE 2

BACKGROUND

On February 27, 2001, the City Council adopted Resolution 01-80 N.C. which authorized the City Manager to execute a Consultant Service Agreement with BKF Engineers for professional services to develop final design and prepare construction documents for the Wilson Avenue Improvement Project Phase 2. During the course of final design, additional tasks came up necessitating contract change orders to the consultant service agreement.

Water Engineering staff and Vallejo Sanitation and Flood Control District (VSFCD) determined that relocations of the water line and the sanitary sewer line are necessary for upgrade and future maintenance. These utility relocations added design costs. On January 8, 2002, the City Council adopted Resolution 02-07 N.C. which authorized the City Manager to execute Amendment No. 1 with BKF Engineers for design of the utility relocations.

Additional public meetings with the neighborhood generated comments regarding additional parking, preservation of view corridors, landscape modifications and scrutiny of "conform" areas to existing surface improvements. These meetings were attended by the consultants. BKF also assisted in resolving the Caltrans right-of-way issues at Lighthouse Drive resulting in the relinquishment of state right-of-way. VSFCD also expressed desire to rehabilitate and add to their facilities on the western side of Wilson Avenue a parallel sewer from Lighthouse Drive to Daniels Avenue. The addition above-mentioned tasks resulted in a second amendment to the CSA. On January 6, 2004, the City Council adopted Resolution No. 04-04 N.C. which authorized the City Manager to execute Amendment No. 2 with BKF Engineers.



Amendment No. 3 to the CSA with BKF Engineers will provide for construction surveying, staking and construction administration as a result of the two previous design modifications.

Fiscal Impact

The approximate cost of the additional consulting services is as follows:

| | | |
|-----|------------------------------------|------------------|
| 1.) | Construction Surveying and Staking | \$ 102,000 |
| 2.) | Construction Administration | <u>\$ 68,000</u> |
| | Total | \$ 170,000 |

Funding for Amendment No. 3 will come from the approved project budget, no additional project funding is being requested.

RECOMMENDATION

Staff recommends authorizing the City Manager to execute Amendment No. 3 with BKF Engineers, Walnut Creek, California for construction surveying, staking and additional professional services.

ENVIRONMENTAL REVIEW

Environmental review was completed under the Final Environmental Impact Report (FEIR) for the Mare Island Way/Wilson Avenue Improvement Project and was certified by City Council on March 22, 1994 through Resolution No. 94-126 N.C. In June 2002, the Addendum to the Mare Island Way/Wilson Avenue Improvement Project FEIR was prepared and later certified by City Council on July 9, 2002 through Resolution No. 02-279 N.C.

Caltrans and Federal Highway Administration (FHWA) determined a Categorical Exclusion (CE) for the project since the project does not have a significant impact on the environment as defined by the National Environmental Policy Act (NEPA). The CE was signed and dated by FHWA on March 21, 2005 and by Caltrans Environmental Office Chief on March 9, 2005.



PROPOSED ACTION

Approve the resolution authorizing the City Manager to execute the Third Amendment to Agreement with BKF Engineers in support of the Wilson Avenue Improvement Project Phase 2.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution authorizing the City Manager to execute Third Amendment to Agreement with BKF Engineers
- b. Third Amendment to Agreement between City of Vallejo and BKF Engineers for the Wilson Avenue Improvement Project Phase 2

CONTACT PERSON

Alan Panganiban, Associate Engineer
648-4686
apanganiban@ci.vallejo.ca.us

David A. Kleinschmidt, City Engineer
648-4301
dkleinschmidt@ci.vallejo.ca.us

FEBRUARY 13, 2007
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RESOLUTION NO. 07- N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, on February 27, 2001, the City Council adopted Resolution No. 01-80 N.C., which authorized the City Manager to execute a Consultant Service Agreement with BKF Engineers to develop final design and prepare construction documents for Wilson Avenue Improvements from Hichborn Street to State Route 37 (Phase 2); and

WHEREAS, on January 8, 2002, the City Council adopted Resolution No. 02-07 N.C., which authorized the City Manager to sign and City Clerk to attest the signing of that certain Contract Change Order No. 1 between the City of Vallejo and BKF Engineers; and

WHEREAS, on January 6, 2004, the City Council adopted Resolution No. 04-04 N.C., which authorized the City Manager to sign and City Clerk to attest the signing of that certain Contract Change Order No. 2 between the City of Vallejo and BKF Engineers; and

WHEREAS, the increase in the scope of work and fee necessitated an amendment to the Consultant Service Agreement; and

WHEREAS, on April 25, 2006, the City Council accepted the low responsive bid by North Bay Construction, Inc., Petaluma, California for the construction of said project; and

WHEREAS, the Notice to Proceed to commence work was given to North Bay Construction, Inc. on June 5, 2006.

NOW, THEREFORE, BE IT RESOLVED that the Third Amendment to Agreement between City of Vallejo and BKF Engineers, Walnut Creek, California for professional services to perform construction surveying, staking and construction administration for Wilson Avenue Improvements Phase 2 from Hichborn Street to State Route 37 in the City of Vallejo, California is approved in the amount of One Hundred Seventy Thousand Dollars (\$170,000); a copy of said Third Amendment being attached hereto and made part hereof.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to sign and the City Clerk attest the signing of that certain amendment by and between the City of Vallejo, California and BKF Engineers, Walnut Creek, California for the above described work.

FEBRUARY 13, 2007

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POLICY A

Agenda No.

COUNCIL COMMUNICATION

Date: 2/06/07

TO: Honorable Mayor and Members of the City Council

FROM: Frederick G. Soley, City Attorney *F.G.S.*

SUBJECT: Resolution Adopting a Policy and Procedure for Naming City of Vallejo Public Facilities in Honor of Individuals

BACKGROUND AND DISCUSSION

On March 28, 2006, the City Council rescinded Resolution No. 96-266, the City's previous policy for naming significant city structures, places and vessels. The previous policy was cumbersome and did not allow sufficient flexibility in dealing with particular requests. The Council's Ad Hoc Committee on the Naming of Public Structures, i.e., Mayor Intintoli, Councilmembers Davis and Cloutier, is recommending a new policy to guide City staff and the City Council in processing requests to name public facilities in honor of individuals. The policy, set forth in Attachment "A" below, contains sections dealing with criteria and procedure for considering nominations, including the receipt of public input.

RECOMMENDATION

The Council should establish the "Policy and Procedure for Naming City of Vallejo Public Facilities in Honor of Individuals" as recommended by the Council's Ad Hoc Committee on the Naming of Public Structures.

ALTERNATIVES CONSIDERED

Since the Council rescinded the City's previous policy and directed the Ad Hoc Committee, with the assistance of staff, to propose a new policy, no other alternatives were considered.

ENVIRONMENTAL REVIEW

The adoption of the proposed policy is not a “project” within the meaning of the California Environmental Quality Act (“CEQA”)

PROPOSED ACTION

Approve the resolution adopting a policy and procedure for naming City of Vallejo public facilities in honor of individuals.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Resolution adopting the “Policy and Procedure for Naming City of Vallejo Public Facilities in Honor of Individuals”.

CONTACT PERSON

Frederick G. Soley, City Attorney (707) 648-4545 fsoley@ci.vallejo.ca.us

POLICY AND PROCEDURE FOR NAMING CITY OF VALLEJO
PUBLIC FACILITIES IN HONOR OF INDIVIDUALS

I. Purpose

It is the purpose of this document to establish policies and procedures for identifying those public facilities within the City of Vallejo which would be appropriate for dedication or naming in honor of individuals.

II. Policy

(a) Facilities Included. Facilities to be included for consideration as a subject for dedication and / or naming may include any public structure, vessel, street, place, wall, mural, plant, lawn or garden, historical document (such as a collection of biographies), plaque, statue.

(b) Facilities Excluded. Facilities to be excluded from consideration for dedication and / or naming as provided for in this document are hereby identified as follows:

- (1) City Hall
- (2) Any public facility already named after an individual at the time of the adoption of this document. Notwithstanding the foregoing, requests to change the name of an existing street to honor an individual will be considered under the criteria and procedure set forth herein and the requirements of the Public Works Department's "Street Name Change Procedures" (most recent version), attached hereto.
- (3) A new street in a subdivision governed by the State of California Subdivision Map Act and the City's Subdivisions Ordinance.

(c) Special Circumstances. If the public facility to be named is located within a Historic District, the ad hoc nomination committee shall receive input from the City's Planning Manager concerning the appropriateness of the requested name and whether referral to the Architectural Heritage and Landmarks Commission for a recommendation is appropriate.

III. Applicable Criteria

At all stages of the procedures set forth herein below for determining the appropriateness of a facility naming or dedication, the following criteria shall be used:

(a) An individual nominated for recognition shall have made a significant contribution to the City of Vallejo, or the world, in any area, including, but not limited to, health, education, civic involvement, housing, public service,

employment and the arts. Such a contribution shall have contributed to the general well-being of society.

(b) The individual, whether living or dead, need not be or have been a resident of the City of Vallejo, the State of California, or the United States of America, nor should consideration be restricted due to the individual's race, age, sex, religion, national origin, or economic status.

IV. Procedure

Nominations for consideration of an individual for whom a facility should be named pursuant to the terms of this document shall be governed by the following process:

- (1) An application / nominating form shall be developed by and maintained in the office of the City Clerk.
- (2) The City Clerk shall provide copies of all properly filed nominations to the Mayor and members of the City Council within ten (10) days of receipt.
- (3) Upon receipt of the nomination from the City Clerk, the Mayor shall appoint an ad hoc nomination committee composed of three (3) members of the City Council to review the nomination as provided herein. Upon conclusion of its work, the committee shall automatically be dissolved.
- (4) The nomination committee must complete its work on any given nomination within forty-five (45) days after receipt of the nomination.
- (5) The nomination committee shall be responsible for verifying the information on the nomination form which shall include the following:
 - (a) The name of the nominee.
 - (b) The facility which is proposed to be named.
 - (c) The date(s) of the individual's significant contribution(s).
 - (d) The recipient(s) of the contribution(s) made by the individual.
 - (e) The residence (current or last if deceased) of the individual.
 - (f) The significant impact of contributions on the City of Vallejo and / or on humanity.
 - (g) A statement of qualifications of the nominee in relation to the listed criteria.
 - (h) A short biography of the individual.
 - (i) A photograph of the individual, if available.
 - (j) For the renaming of a street or segment thereof, compliance with the requirements of the Public Works Department's "Street Name Change Procedures" (most recent version), attached hereto.
- (4) The ad hoc nomination committee shall hold a public meeting on all

nominations to solicit input from the community regarding the nomination. The person(s) making the nomination shall be allowed to make a supporting presentation, reasonable in length, to the nomination committee. Public comment on all issues related to the nomination shall be allowed for a reasonable period of time.

- (5) Upon conclusion of the public meeting and within thirty (30) days thereafter, the ad hoc nomination committee shall deliver a report to the City Council concerning its review of the nomination, in which the committee, in its discretion, may endorse or oppose the nomination or make other recommendations.
- (6) The City Council shall take action on the recommendation of the ad hoc nomination committee within forty-five (45) days of receipt of the report and supporting data. Failure to take action within said period will be deemed a rejection of the nomination.
- (7) The City Manager shall make staff assistance available to the nomination committee.



STREET NAME CHANGE PROCEDURES

Engineering

What are the costs involved with processing a street name change?

The City of Vallejo requires an applicant to submit a non-refundable fee of \$515 for processing the street name change. An additional refundable fee of \$40 per street name sign, that will require changing if your request is approved, must be submitted to the City of Vallejo.

Must I get approval from my neighbors?

Yes, upon receipt of the street name change processing fee, the City will provide you with a list of effected property owners, whose property has (current street name) frontage, for their approval.

You must obtain the signatures of at least 50% of the effected property owners on a petition to continue with the name change request. It is recommended that you endeavor to obtain more than the required 50% in case some petition signers change their minds and request their names be removed from the petition for approval.

Who else needs to approve the name change?

Upon receipt of the required signatures for approval the City will then submit the name change request to the Post Office, Fire Department and Police Department for review and approval.

Does City Council need to give final approval?

Yes, if the Post Office, Fire Department, and Police Department approve the name change Public Works will then prepare an agenda item for the City Council to approve the name change. At this time Public Works will also notify all effected property owners of the date, time and location that the City Council will consider approval of the name change.

When will I be notified of the name change?

After approval by the City council all affected property owners, utility companies and public agencies will be notified by public works of the approved street name

change. You will also be notified of the approximate time when public works maintenance crews will change the street name signs to the new street name.

I want to change my street number as well.

If you will also be requesting that a street numbering (street address) change occur simultaneously with the street name change you will need to submit a non-refundable fee of \$175 to the City of Vallejo for processing the street numbering change. Upon receipt of the street numbering change-processing fee, Public Works will review the appropriateness of the requested street number. If the requested street number is an appropriate street number for your parcel, public works will notify all city, county and state departments concerned, as well as the Post Office and local utility offices in Vallejo as part of the notification of street name change.

How long a street name change process?

The minimum time frame to complete the entire process for a street name change is approximately 90 days beginning from the date of application. This time may vary significantly depending upon the timeliness with which the applicant submits the required fees and obtains the necessary signatures for approval.

What if I need more information?

For further information please contact the City of Vallejo Public Works Department at:

**City Hall, 555 Santa Clara Street
Vallejo, CA 94590 (707) 648-4315.**

Or Contact _____

at (707) 649-_____

RESOLUTION NO. _____ N.C.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALLEJO
ESTABLISHING A POLICY AND PROCEDURE FOR NAMING
PUBLIC FACILITIES IN HONOR OF INDIVIDUALS

WHEREAS, on March 28, 2006, the City Council rescinded Resolution No. 96-266, the City's previous policy for naming significant city structures, places and vessels, due to it being cumbersome and not allowing sufficient flexibility in dealing with particular requests; and

WHEREAS, the Council's Ad Hoc Committee on the Naming of Public Structures is recommending a new policy and procedure for naming public facilities in honor of individuals;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Vallejo hereby adopts the attached "Policy and Procedure for Naming City of Vallejo Public Facilities in Honor of Individuals"

FEBRUARY 6, 2007
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ADMIN A

Agenda Item No.

COUNCIL COMMUNICATION

Date: February 6, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: INITIATION OF PUBLIC PROCESS REGARDING CONSIDERATION OF THE FORMATION OF A NEW LANDSCAPE MAINTENANCE DISTRICT IN THE WATERFRONT, DOWNTOWN AND SURROUNDING NEIGHBORHOOD AREAS AND CONSIDERATION OF AMENDING THE GENERAL FUND BUDGET FOR CONSULTANT SERVICES RELATED TO THIS FORMATION PROCESS

BACKGROUND

The purpose of this agenda item is to inform the City Council of the proposed formation of a new Landscape Maintenance District (LMD) within the Waterfront, Downtown and surrounding neighborhood areas, to give an opportunity for the Council to provide staff with direction on this proposed district and to consider amending the General Fund Budget to pay for consultant services needed to initiate the formation process.

Over the past few years the City Council has approved the Downtown and Waterfront Developments. The plans for these two developments call for the construction of parks, parkways, promenades and streetscape improvements to enhance the aesthetic and pedestrian friendly ambiance within these two redevelopment areas. In accordance with the Disposition and Development Agreements both the Downtown and Waterfront developers have acknowledged the importance of LMDs to help fund the maintenance of the new public amenities created by these projects. Accordingly the primary objective of this LMD is to provide funding for maintaining the proposed streetscape, promenade and open space improvements associated with the downtown and waterfront developments as well as the landscape and pedestrian enhancements currently being installed along Wilson Avenue. The secondary objective of this District is to respond to community concerns regarding enhanced maintenance within the older surrounding neighborhoods and especially within the historic districts.

Staff plans to initiate a public process regarding the formation of a new Landscape Maintenance District (LMD) for the Waterfront, Downtown and surrounding neighborhood areas that may include the following type of maintenance services:



- A. Maintenance of trees and other landscaping/ pedestrian amenities from Hwy 37 to the General Mills property
- B. Enhanced GVRD park maintenance (River Park, Washington Park, City Park, Terrace Park, etc.)
- C. Pedestrian lighting, signage and other amenities.
- D. Capitol Street stairs, Georgia Street extension and Butte Street stairs
- E. Wilson Avenue, Mare Island Way, Curtola Parkway landscape maintenance
- F. Future landscape and pedestrian amenities associated with the downtown and waterfront developments

The rationale for pursuing an LMD at this time is as follows:

1. Approval of the downtown and waterfront developments.
2. The Wilson Avenue Project is scheduled to be completed this year and the City needs to identify the funding necessary to maintain the landscaping and pedestrian amenities being installed as part of this project.
3. Recent budget reductions to the City's General Fund allocation for maintaining Curtola Parkway, Mare Island Way, Martin Luther King Plaza, downtown parking lots and the open space area along the waterfront will result in the City reducing the level of maintenance service for these public landscaped areas unless another source of funding can be found.
4. The older residential neighborhoods surrounding the waterfront and downtown areas have many parks, pedestrian paths, streetscape and older street trees which have been neglected over many years due to budgetary constraints.

Accordingly the establishment of a LMD is being proposed to provide the consistent revenue source needed to adequately maintain all of the existing and proposed parks, landscape, streetscape and pedestrian amenities within the proposed District.

The formation of any new LMD would be pursuant to applicable provisions of Chapter 14.30 ("Landscape and Lighting District Procedure") of the Vallejo Municipal Code. Also applicable is the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22500 (hereafter referred to as the "1972 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D, Proposition 218.

The City of Vallejo currently has 25 Landscape and Lighting Districts throughout the City, 11 of which were created under the Landscape and Lighting Act of 1972, and 14



which were created under the 1911 Street Improvement Act. These existing districts comprise about 43% of the total parcels within the City of Vallejo.

The areas that staff is suggesting be included in this LMD are the Waterfront and Downtown redevelopment areas (including the General Mills site) and the surrounding neighborhood areas (i.e. portions of Bridgeport, Bay Terrace, Vallejo Heights, St. Vincent Hills, and Washington Park neighborhoods). This initial concept of the district boundaries is shown on Attachment A.

It is recommended that the proposed district be divided into zones in order to address unique services that may be desirable within each of these zones. Additional zones could be considered as this district proceeds with the formation process if special services are identified as needed in any specific area. Also if the downtown wanted to support certain LMD services within the central core area with another funding source (i.e. PBID) then their LMD assessments could be reduced accordingly.

Staff has developed a preliminary breakdown of this District into at least three (3) distinct Zones (see Attachment A). The preliminary zones were determined by evaluating the specific level of maintenance required for existing and future landscaping, streetscapes, pedestrian lights and other project pedestrian/park amenities included within each zone. Each Zone receives a special benefit and therefore pays a major portion of the maintenance cost for amenities within their respective Zone. In addition the landscape/pedestrian amenities along Wilson Ave., Mare Island Way, Curtola Parkway and the waterfront promenade area have a common benefit to the other Zones and therefore the maintenance cost for these facilities would be spread over more than one Zone.

During the public engagement process, staff will engage the community regarding the scope of services to be funded by the LMD. We would need to determine:

- A. Which services are desired and/or needed within each zone
- B. What the costs are for those services
- C. Determine impact of those costs on individual properties (including City properties within the proposed LMD boundaries)
- D. What level of public support the City could expect if we move forward on the formation process

It should be noted that staff has already been contacted by the Vallejo Heights Association who support the consideration of this type of district and have offered their website and e-mailing lists to contact the homeowners within their neighborhood. Staff has also held meetings with the downtown property owners to



discuss the relationship between this proposed maintenance district and the Property Based Improvement District (PBID) which is currently being re-established. This discussion and coordination will continue during the formation process to ensure that there is no overlap of the services or assessments between these two districts.

The next step will be to meet with the property owners, merchants, homeowners associations and hold public meetings to discuss the services to be funded by this district within each zone, the level of service desired, the cost of these services and the assessments (including the assessments on City owned properties) that would be needed to support these services. Staff will provide a point of contact for the community and stakeholders during this public outreach period.

Assuming we get general consensus through this public outreach process the City would then move forward with the formation process required by law. Staff's goal would be to conduct this process in a manner that is thorough and provides the opportunity to have the district on the 2008 property tax role. To accomplish this, the formation would have to be completed by August of 2007. Our ability to meet such an aggressive schedule will be greatly dependent upon the input we get from the effected property owners.

The proposed schedule for the formation process is as follows:

Public Outreach- February 2007 - May, 2007
City Council Study Session to report on results of public outreach – May 2007
Formal noticing, balloting and Public Hearing- June 2007 thru July 2007

Fiscal Impact

In 2002 the City conducted a selection process to hire a consulting firm specializing in assessment districts to provide assessment district engineering support to the City for the City's 25 Districts. MuniFinancial was selected as the preferred consultant. MuniFinancial's contract included \$14,500 to perform preliminary analyses of the proposed LMD in the downtown/waterfront area. The future LMD district formation consultant costs for each zone are estimated below:

- Zone 1 \$54,030 (paid with Redevelopment Funds)
- Zones 2 & 3 \$34,760 (paid with General Funds)
- Total \$88,790

These formation costs must be incurred up front by the City and Redevelopment Agency. The cost for Zone 1 formation will be paid by the Redevelopment Agency



since the formation of this Zone is associated the Waterfront and Downtown redevelopment projects and the costs for Zones 2 &3 will be paid by the General Fund.

In addition city staff time will be charged to this formation process and is estimated to be about \$45,000. As noted above the City has already spent approximately \$14,500 from the general fund for Muni Financial to prepare preliminary analyses of this proposed district. Accordingly the total formation costs are estimated to be approximately \$150,000 and could be reimbursed with LMD funds should the protest balloting affirm the formation. Reimbursement of staff costs will be a future policy decision of the City Council. It should be emphasized that these City expenditures will not be reimbursed if this LMD is not approved or partially reimbursed if some zones are approved and others are not.

It should be also be noted that the current range of assessments for Vallejo's existing 25 LMD's ranges from \$60 per year (\$5 per mo.) to \$564 per year (\$47 per mo). Actual assessments within this proposed District cannot be determined until the geographic boundaries are confirmed and the actual costs of services are determined within each zone. However, given the estimated 4917 EBUs (Equivalent Benefit Units) within this proposed district, if you apply the same range of assessments found in Vallejo's existing 25 Districts, revenue generated would range from \$295,000 to \$2,800,000 per year. It should also be noted that the estimated EBU count after buildout of the Downtown and Waterfront projects will increase to 7040 EBUs which would generate revenues in the range of \$425,000 to \$3.9M if you applied the same range of assessments.

RECOMMENDATION

Staff recommends the City Council direct staff to proceed with the formation process for this new LMD for the Waterfront, Downtown Redevelopment projects and surrounding neighborhood areas and adopt the attached City Council resolution of intent to amend the General Fund Budget to appropriate \$35,000 for consultant services related to the formation of a new landscape maintenance district in the waterfront, downtown and surrounding neighborhood areas.

ALTERNATIVES CONSIDERED

Forming only the Waterfront-Downtown District and leaving the surrounding neighborhoods in their current state of maintenance disrepair for the parks, landscape, trees, right of ways, historical street signs and lights and neighborhood pedestrian paths was considered. This alternative would not provide the additional revenue needed to maintain the Wilson Avenue landscape/pedestrian enhancements. This would require the City to reconsider whether it can afford to maintain these Wilson Avenue



enhancements as currently planned or will have to reduce the scope of these improvements to fit our budgetary constraints for maintenance. Failure to form a landscape maintenance district in the Downtown/Waterfront redevelopment areas would have an impact on the City's ability to maintain the landscaped parks, open space, promenade, paseo and other amenities proposed in the specific plans for these two developments.

ENVIRONMENTAL REVIEW

The levy and collection of these assessments is exempt from the California Environmental Quality Act under section 15273 of Title 14 of the California Code of Regulations, as they will be used for operation and maintenance and will not fund capital projects for the expansion of the District.

PROPOSED ACTION

Approval of a Resolution of Intention to amend the General Fund Budget to appropriate \$35,000 for consultant services related to the formation of a new landscape maintenance district in the waterfront, downtown and surrounding neighborhood areas.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A Resolution of Intention to amend the General Fund Budget to appropriate \$35,000 for consultant services related to the formation of a new landscape maintenance district in the waterfront, downtown and surrounding neighborhood areas.
- b. Map of Proposed Landscape Maintenance District Boundaries
- c. MuniFinancial proposal dated January 23, 2007

CONTACT PERSON

Sammy Gonzales
Assistant Maintenance Superintendent
707-649-3414
sgonzales@ci.vallejo.ca.us

Gary A. Leach
Public Works Director
707-648-4315
gleach@ci.vallejo.ca.us

FEBRUARY 6, 2007
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RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, in June 2006, the City Council did adopt a budget for the Fiscal Year 2007, and

WHEREAS, the City Charter Section 703 requires that available funds not included in the budget may be appropriated by the City Council after giving one week's notice of intention to do so; and

WHEREAS, consistent with the Disposition and Development Agreements for both the Downtown and Waterfront developers the City is initiating the process to establish a Landscape Maintenance District (LMD) to help fund the maintenance of the new public amenities created by these projects; and

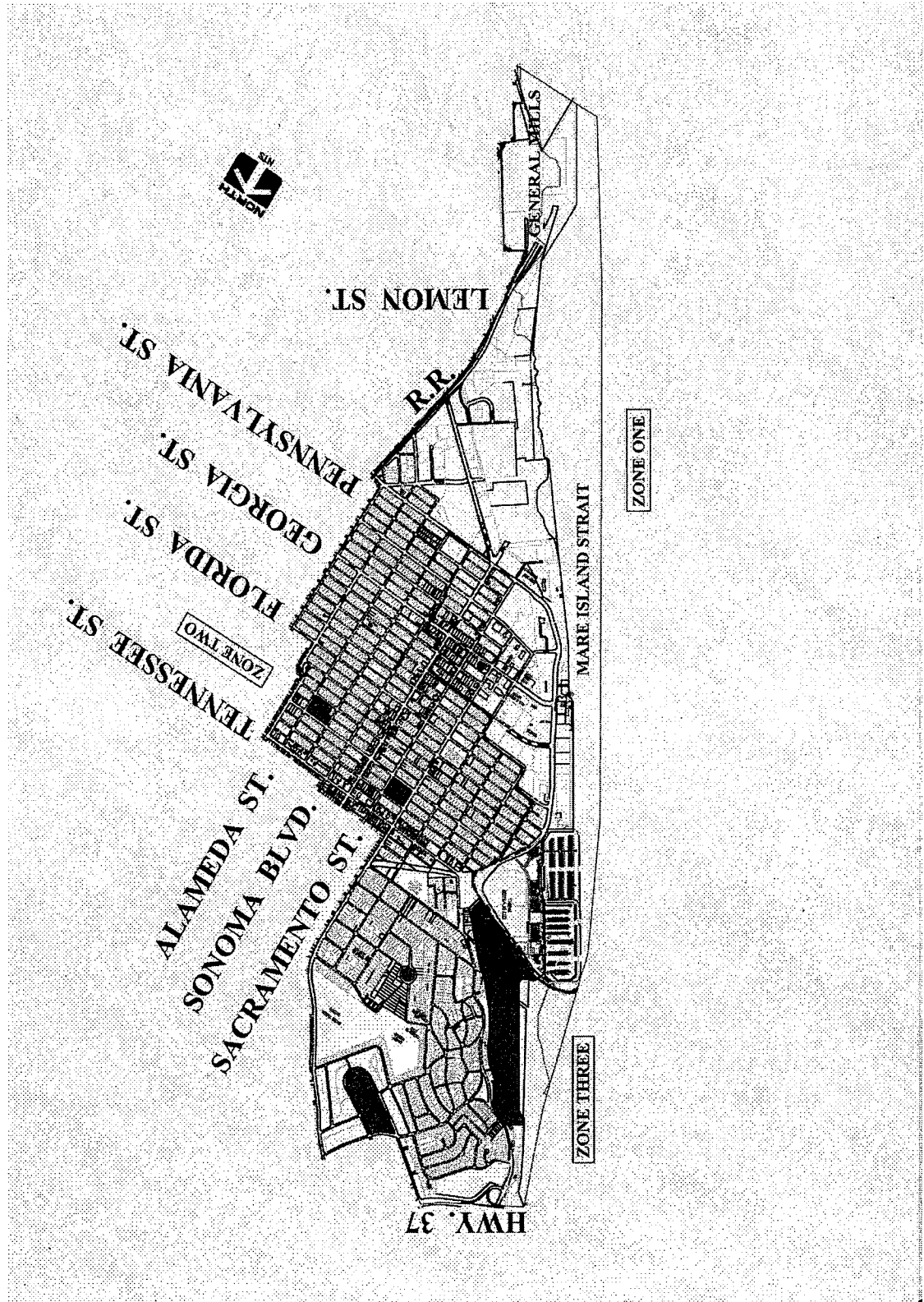
WHEREAS, the Council concurs with staff's recommendation that it would be prudent to evaluate the feasibility of an expanded LMD that encompasses more than just the Downtown and Waterfront redevelopment areas at this time; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to Charter Section 703 hereby adopts this resolution of intention to appropriate amendments to increase the City's budget for Fiscal Year 2007, by adding \$35,000 of unallocated General Fund money to the Landscape Maintenance Fund to hire a consultant to provide assessment district engineering services related to the formation of a new landscape maintenance district in the waterfront, downtown and surrounding neighborhood areas.

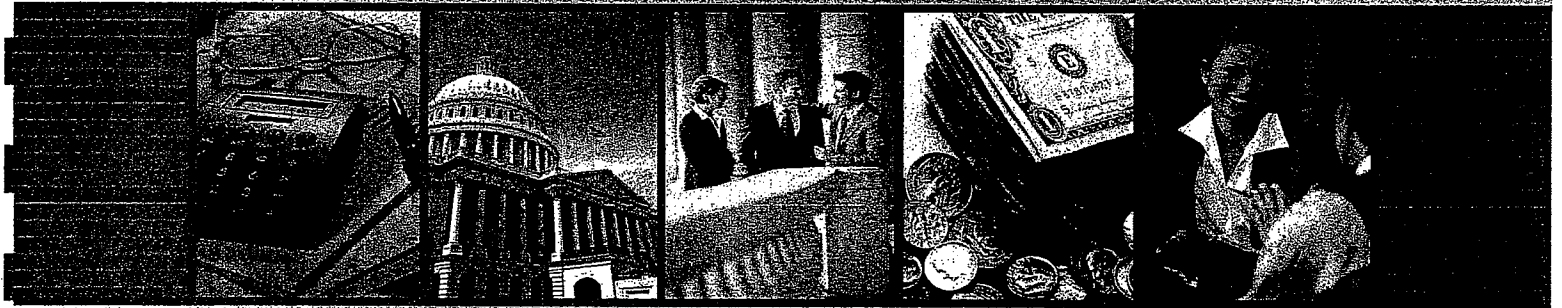
FEBRUARY 6, 2007

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Proposed LMD Boundary



*Proposal to the
City of Vallejo
Landscaping & Lighting
District Formation Services for the
Downtown Redevelopment Area*



27368 Via Industria, Suite 110, Temecula, California 92590



January 24, 2007

Mr. Sam Gonzales
Assistant Maintenance Superintendent
City of Vallejo
111 Amador Street
Vallejo, California 94590

RE: *Proposal to Provide Landscaping & Lighting District Formation Services to the City of Vallejo for the Downtown Redevelopment Area*

Dear Sam:

MuniFinancial is pleased to submit this proposal to assist the City of Vallejo in forming a special assessment district under the City's Municipal Code and the Landscaping and Lighting Act of 1972. The formation of this district would be undertaken with the goal of providing a revenue stream for the City to recover all or a portion of the costs associated with the annual maintenance and operation of authorized improvements within the Downtown Redevelopment area and surrounding residential development areas that will benefit from district improvements.

The following proposal approaches the project with three (3) identifiable phases with specific tasks outlined for each. The initial phase of the project would be to update and complete the engineering analysis of the improvements, maintenance costs and benefit issues that would conclude with a City staff meeting to discuss the proposed budget and assessment scenarios. Upon the City's approval of budget and strategy, we would proceed with the necessary steps to form the assessment district that incorporates up to three proposed benefit zones, including completion of the required Engineer's Report and other associated tasks necessary to form the district as well as specific public outreach efforts, including informational and target area workshops, that would ultimately culminate in the balloting of the property owners to approve the proposed assessments.

The project team we propose to use for this project includes myself as project manager with Mr. **Habib Isaac** and Ms. **Camille Mahant** providing analytical support. Chris Fisher, Principal Consultant will serve as principal-in-charge. This team has conducted many studies to assist agencies across the state in establishing new assessment districts and proposed assessment increases for existing districts that fund facilities and services provided to citizens.

We appreciate this opportunity to assist the City of Vallejo and look forward to working with you and your staff. If you have any questions regarding this proposal, or would like to amend the proposed scope of services, please contact me at (951) 587-3535, or via email to jimm@muni.com.

Sincerely,
MUNIFINANCIAL

A handwritten signature in cursive script that reads "Jim McGuire".

Jim McGuire
Senior Project Manager

Enclosure

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PROJECT UNDERSTANDING

The City of Vallejo wishes to move forward with the formation of a 1972 Act Landscaping and Lighting District for the Downtown Redevelopment area based upon the findings of the preliminary formation analysis completed in the summer of 2006.

Our overall approach to this project is presented in three phases; Phase 1 being to update and complete the engineering analysis from the prior formation analysis, Phase 2 being the services MuniFinancial will provide to assist in the public outreach efforts; and Phase 3 being the documentation and actual process required by law for the formation of a district.

Obviously it is important to establish a complete budget and develop a clear benefit nexus and methodology to ensure that the public improvements within the Downtown Redevelopment area are properly maintained and that the assessments for such services are fair and equitable, but a successful formation also requires good communication with the property owners. As such, this proposal incorporates not only the engineering and technical aspects necessary to form a district (Phases 1 and 3), but also addresses various public outreach functions to assist the City with enhancing the chances for a successful formation (Phase 2). While we have been extensively involved in many public outreach efforts, we are not public relations consultants and the City may find it beneficial to utilize the services of a public relations firm to facilitate the dissemination of information, and education of the property owners who will be asked to cast their ballot either for or against the proposed assessments. To a great extent, the overall timing of the formation process is dictated by the public outreach efforts. However, this timeframe may be modified as needed to address various public outreach efforts and strategies that may extend the overall timeline.

Because public outreach and communication efforts often drive the overall timing of such projects, it is difficult to estimate when the overall project may be completed. However assuming we are given written authorization to proceed by the first week in February, we should be able to establish a project timeline that would culminate in the Public Hearing being scheduled for the end of July based on our scope of work.

Based on discussions with City staff to date, our scope of work for public outreach and education includes two sets of workshops. The first set of workshops planned are designed to be "Informational" workshops (one for each zone), to provide property owners background information about the proposed district and to gather their input and level of support for various services and activities. The second set of workshops (three meetings) will be more refined or "Target Area" workshops focusing more on the specific budget and assessments for the district zones. While we anticipate having three separate target area workshops, two may be for one zone and the other for multiple zones depending on the level of interest and modifications implemented after the first set of workshops. As an optional service, an additional workshop or community meeting may be done in conjunction with ballots being mailed, "Post Report Workshop." It is the City and MuniFinancial's intention that this extensive public outreach approach will ensure the district's success.

SCOPE OF SERVICES

MuniFinacial will perform the following tasks to assist the City of Vallejo with the formation of an assessment district for various improvements proposed for the area referred to as the Downtown Redevelopment area. We will perform these services as authorized by the City of Vallejo as outlined in the following.

PHASE 1 : UPDATE & COMPLETE ENGINEERING ANALYSIS

An engineering analysis for the City of Vallejo's proposed Downtown Redevelopment area landscape and lighting district was initiated but later put on-hold by the City. We will resume our original engineering analysis by confirming the overall extent of the improvements and maintenance requirements within the proposed district, the various costs associated with the improvements and service levels, and their relationship to properties within the proposed district to develop an appropriate cost allocation analysis and district structure based on an assessment methodology applicable to the improvements and services to be provided. With the assistance of City staff, we will identify and reconfirm the location and extent of the various improvements to be maintained by the district and develop a proposed budget for the various improvements in order to establish a reasonable and defensible benefit nexus and cost allocation for the special benefits received by each parcel within the proposed district.

Upon completion of our analysis, we will present a recommended district structure, including zones, and assessment scenario in summary memorandum format to City staff for review and discussion. Based on discussions with City staff we will develop a final engineering analysis memorandum that may be presented to the City Council.

MuniFinacial will perform the following tasks as Phase 1:

- a. Consult with City staff to review project timeline, lists of improvements and budget information related to the maintenance of these improvements. We will attend one working meeting with City staff at City offices to discuss these issues and the City's goals and priorities.
- b. Using base electronic parcel information previously established for the proposed district, update the existing district assessment database that contains all benefiting properties within the proposed district and specific land use data for each parcel that will be utilized to establish an apportionment of the assessments. This base data will be updated using parcel information from the County Assessor's Office secured roll for fiscal year 2006/2007.
- c. Complete the improvement/services list, identifying locations. The list will be incorporated into the technical memorandum.
- d. Based on variations in benefit within the proposed district, we will update the previously recommended district structure (benefit zones) and prepare working boundary maps. With the City's assistance, these working maps will eventually be finalized and incorporated into the Engineer's Report as the Assessment Diagram.

- e. Work with City staff to finalize the proposed private development plans Zone 1 (Downtown-Waterfront areas) to establish the anticipated Equivalent Benefit Unit (EBU) at build out.
- f. Assist with preparing the district budget, which will be tailored to address the needs of the district and to the extent possible the desires of the community. We will focus on establishing an appropriate budget that incorporates adequate funding for annual maintenance costs; anticipated facility rehabilitation and replacement costs; and incidental expenses related to the administration and operation of the district. To the extent possible, the budget and assessments will also include possible funding in whole or in part of specific enhancements or expansion of the improvements and services that may be provided by the district. MuniFinancial can help with the establishment of adequate reserve funding and prepare unit cost figures for most district operations and maintenance, if necessary.

The proposed budget will include up to three assessment scenarios that are based on variations in services to be provided and will be discussed with City staff for review and input.

- g. We will update the method of apportionment and assessment evaluation, using the latest version of the proposed district structure, for discussion with the City staff. The revised, recommended approach and resulting assessment rates will be presented in summary technical memorandum format to City staff for their review and comment.
- h. Meet with City staff to review the proposed budget and assessment scenarios previously formulated and discuss how these figures coincide with the formation strategy.
- i. Incorporate the recommended approach and resulting assessment rates in summary technical memorandum as discussed with City staff. This document may include the proposed district budget; identification of proposed Zones 1, 2 and 3; benefit findings; method of spread and related tables and diagrams. When finalized with City staff, this memorandum will contain most of the documentation and analysis that will form the basis of the Engineer's Report to be prepared in Phase 3 of the project. Prepare materials for Council presentation.
- j. After draft review and consultation with City staff, at the discretion of City staff, we will present our results to the City Council at one (1) regularly scheduled Council meeting or one (1) Council study session. This presentation will summarize the results of our technical memorandum and discussions with City staff. This presentation may also address relevant information regarding the formation process including a proposed timeline of events for the formation of the District.
- k. **Phase 1 Meetings.** We will attend up to three (3) meetings at City offices during the course of Phase 1: one (1) kick-off meeting with City staff; one (1) working meeting with City staff; and one (1) City Council session to present the Assessment Methodology Analysis technical memorandum results. Telephone conference calls are not considered "meetings" for the purpose of our proposal and are not limited by our scope of services.

PHASE 2: PLANNED PUBLIC OUTREACH SERVICES

The City of Vallejo is aware of the importance of communicating the issues and educating property owners who reside in existing developments (particularly existing residential properties), with the facts before they are asked to cast their ballot for or against the assessment. MuniFinancial can assist the City with specific elements of the public outreach efforts focused on informing property owners of the issues and aspects of the proposed district including the development and mailing of an informational piece, similar to a Frequently Asked Question (FAQ) Guide. If the City wishes to implement a more concentrated outreach effort to garner support for the proposed district and assessments, we suggest that a consulting firm specializing in public relations be retained by the City to conduct such an effort.

We will assist the City with coordinating and scheduling of public outreach efforts based on our findings and recommendations established in Phase 1. As part of an overall education effort, MuniFinancial will perform the following tasks in preparation and facilitation of the Informational and Target Area Workshops to be conducted for property owners in each zone.

INFORMATIONAL WORKSHOPS

- a. Prepare a draft of the Background/Workshop mailer that will be utilized as an introductory education piece that may include a description of the boundaries of the district zones, improvement/services, and overall assessment concepts. We propose a single straightforward information piece that will convey the importance of attending the workshop and items to be discussed in an open forum setting. This mailing would be presented in a tri-fold format, double-sided, in one color.

If such an informational piece is to be prepared and mailed by a public relations firm that has been retained by the City, we will provide technical support for these efforts including review and comment, and provide updated mailing data for property owners within the proposed zones of the district.

- b. Following one round of comments from City staff, we will update and finalize the Background/Workshop mailer.
- c. Prepare and mail the informational piece that notifies property owners of the date and time of the Informational Workshop to be held for the zone they reside within. MuniFinancial will use the latest property owner information gathered in Phase 1.
- d. We will prepare one PowerPoint presentation to be used for all Informational Workshop sessions.
- e. We will attend and facilitate up to three Informational Workshops; one workshop for property owners residing in each of the three zones. We will communicate background information related to the history of the Downtown Redevelopment area, and services and improvements to be funded by the proposed district. We will field questions and gather input regarding the improvements and services desired in the district.
- f. Upon completion of the Informational Workshops, we will discuss with City staff, property owner input received and possible revisions to the proposed district budget, assessment rates, improvements/services, and the appropriate strategy for the next round of public outreach strategy.

- g. MuniFinancial will revise the proposed budgets and assessments to reflect the City approved property owner input. These revisions will be incorporated into the Engineer's Report.

TARGET AREA WORKSHOPS

- a. Prepare a draft of the Frequently Asked Question (FAQ)/Workshop mailer, which may incorporate specific questions posed during the Informational Workshops. We propose a single straightforward information piece that will convey the importance of attending the workshop and items to be discussed in an open forum setting. This mailing would be presented in a tri-fold format, double-sided, in one color.
- b. Following one round of comments from City staff, we will update and finalize the FAQ/Workshop mailer.
- c. Prepare and mail mailers notifying property owners of the date and time of the Target Area Workshop to be held for the zone they reside within.
- d. We will prepare, as needed, various presentation materials for our target audiences that will be used during the workshop sessions.
- e. We will attend and facilitate up to three Target Area Workshops. (These workshops may include each zone individually or may be focused on one zone more than another.) We will review the revised budget and assessments with attendees, and explain the services and improvements to be funded by the proposed district.
- f. Upon completion of the Target Area Workshops, MuniFinancial will meet with City staff to review the outcome of each of these workshop sessions, and provide recommendations for possible revisions to be incorporated into the Engineer's Report.

MuniFinancial will revise the proposed budgets and assessments to reflect the City approved property owner input.

Note: Our fee for services is based on the assumption that the three (3) public outreach workshops for each of the two series of workshops will be scheduled together over a two-day period. This allows MuniFinancial to minimize travel expenses.

PHASE 3: FORMATION SERVICES (DOCUMENTATION & BALLOTING)

Based on the district structure, method of apportionment and the cost allocations established in Phase 1, coupled with modifications that are derived from public outreach efforts in Phase 2, we will prepare the necessary documents to form the district including the Engineer's Report and related resolutions for City Council action as well as prepare and mail the notice of public hearing and ballots that will be mailed to all affected properties.

MuniFinancial will perform the following tasks as Phase 3:

- a. Finalize the proposed budget and improvement/services lists with City staff via telephone conference call(s). Once completed, establish the maximum equivalent benefit unit and the first year's budget and assessments.
- b. In accordance with the Landscaping and Lighting Act of 1972 and applicable provisions of the California Constitution (Proposition 218) and the City's Municipal Code, MuniFinancial will prepare an Engineer's Report based on the findings and

recommendations established in Phase 1 and Phase 2. This report will include the following items:

- ♦ **Plans and specifications** that describe the district, zones and improvements.
- ♦ **Method of apportionment** that outlines the special benefit conferred on properties within the district from the improvements and the calculations used to establish each parcel's proportional special benefit assessment, as well as a description of the assessment range formula that establishes the maximum assessment rate in subsequent fiscal years.
- ♦ **Budget** that outlines the costs and expenses to install, service, and maintain the improvements including incidental expenses authorized by the Act to operate the district.
- ♦ **Assessment diagram** that identifies the boundaries of the district.
- ♦ **Assessment roll** containing each of the assessor parcel numbers that comprise the district and the proportional maximum assessment.
- ♦ **Affidavit** stating the report has been prepared by a professional engineer.

If necessary, the initial Engineer's Report presented to the City Council will be updated to reflect changes ordered by the City Council prior to the public hearing.

- c. Prepare resolutions for the Intent Meeting and Public Hearing. We will forward all resolutions to the City for review. We anticipate a total of five (5) or six (6) resolutions will be required for this project. For the Intent Meeting – Resolution Initiating Proceedings; Resolution of Intention (that sets the Public Hearing and calls for mailed ballots); and a Resolution Adopting the Engineer's Report (may be presented as a separate resolution or incorporated in the resolution of intention). For the Public Hearing – Resolution Declaring the Results of the Balloting; Resolution Approving the Engineer's Report; Resolution Ordering the Formation of the District and the Levy and Collection of Assessments.
- d. With the City's assistance, prepare the assessment diagram to be included in the final iteration of the Engineer's Report.
- e. Update the district assessment and ballot database. While updating the ballot database, the latest County Assessor's secured roll will be used to identify the names and addresses of property owners, it is not unusual for some of the information to be incomplete or out dated, resulting in these documents being undeliverable. As part of our scope and fees, we will coordinate with the City Clerk as needed, to update and re-mail as many of the undeliverable ballots as possible. On a time and material basis, we will also work with the City Clerk to provide replacement ballots to those property owners that request replacements.
- f. We will also review and comment as needed on related City prepared staff reports.
- g. Draft the required notice and ballots to be mailed to the property owners of record in accordance with the requirements of the California Constitution Article XIID and provisions of California Law. Prior to mailing, we will forward samples of the notices and ballots to the City for review and comment.
- h. Attend the Intent Meeting before the City Council and be available to answer questions regarding the Engineer's Report and the balloting process.

- i. Finalize notice and ballot incorporating City staff comments.
- j. Coordinate and cause the printing, processing and mailing of notices and ballots to all property owners of record that are subject to the proposed assessments in accordance with the California Constitution. MuniFinancial will use the property owner information from the latest County Assessor's secured roll for determination of the owner of record and corresponding mailing address information for the required notices and ballots.
- k. Draft resolutions for Public Hearing, which incorporate City staff comments.
- l. We will be available by telephone to answer questions regarding the formation process and Proposition 218 noticing and balloting from City staff during the course of Phase 3.
- m. Attend one (1) Public Hearing before the City Council regarding the formation of the district and be available to answer their questions regarding the formation process and the assessments.
- n. In cooperation with the City Clerk, tabulate the assessment ballots after the close of the Public Hearing. We have developed proprietary software that enables us to tabulate between 300 to 500 ballots per hour. Once the tabulation of the ballots has been completed, we will provide the City Clerk with the results that will then be presented to the City Council.

PHASE 4: OPTIONAL POST REPORT WORKSHOPS

To enhance participation in the balloting process, the City may want to schedule and conduct a third public outreach effort, which would likely be a single workshop scheduled just before or shortly after ballots are mailed. This optional Final Workshop/Public Meeting would be held for all property owners within the district.

As part of the follow-up education effort, MuniFinancial will perform the following tasks as part of optional Phase 4:

- a. Prepare a draft of the Final Workshop/Public Meeting mailer that will educate property owners about the importance of completing and submitting the ballot to be received. We propose a single straightforward information piece, presented in a tri-fold format, double-sided, in one color.
- b. Following one round of comments from City staff, we will update and finalize the mailer.
- c. Prepare and mail the informational piece/workshop notice notifying property owners of the date and time of the Final Workshop/Public Meeting. Generally this piece is a separate mailing, but can also be included with the notice and ballot to reduce mailing costs.
- d. We will attend the Final Workshop and act as technical support to City staff to answer questions and provide information related to the calculation of the proposed district assessments, the improvements and/or maintenance they fund, and to describe the assessment balloting process. This workshop may be conducted prior to the notices and ballots being mailed or during the 45-day period between the mailing of ballots and the public hearing.

CITY RESPONSIBILITIES

The City will prepare or provide the following, if necessary:

- ♦ Provide any information regarding land subdivision, current zoning, existing land uses, and proposed property development, as required.
- ♦ Provide detailed descriptions of the improvements to be included in the districts, including a breakdown of existing improvements and proposed capital improvement projects or plans.
- ♦ Provide either electronically or in hard copy, various maps of the City as needed for MuniFinancial to perform the assessment evaluation, including boundary maps, general plan maps, improvement maps, zoning maps, assessor parcel maps, subdivision maps, or related development diagrams.
- ♦ Provide all pertinent budget information including projected annual maintenance costs, other capital expenditures, City overhead and available funding from other sources that can be used to offset costs.
- ♦ Provide sample City resolutions in electronic format and in sufficient detail to establish the required format.
- ♦ Prepare all internal memos, staff reports and other supporting documents necessary for City Council agendas.
- ♦ Provide electronic data of district assessor parcel numbers and related development information.
- ♦ Arrange for any required publications notice of Council meetings or public hearings in the local newspaper.
- ♦ Review the draft reports and resolutions before the final documents are prepared. This review is typically performed by Department staff but may include the City Attorney. Requested changes shall be submitted to MuniFinancial in writing.

The City of Vallejo acknowledges that MuniFinancial shall be relying upon the accuracy of the information provided by the City, property owner(s), and the County Assessor, and agrees that MuniFinancial shall not be liable for any inaccuracies contained in such information.

Legal Opinions. In preparing the resolutions, notices and ballots, MuniFinancial will provide our professional expertise. Since we do not practice law, we ask that your City Attorney, or other designated legal counsel, review the documents. We will assist your attorney in identifying pertinent legal issues.

PROJECT TIMELINE

Our project timeline for the formation is described following the phase descriptions in our scope of services. We estimate that the total project to take approximately 42 weeks, keeping in mind the tasks associated with Phase 2 Public Outreach may be expanded which will ultimately affect the start and completion of Phase 3.

General project timeframes follow. We will develop specific project timelines following consultation with and in concert with the City staff.

| MUNICIPAL GENERAL FUND PROJECT DESCRIPTION CITY OF VALLEJO LANDSCAPE AND PLANNING DEPARTMENT | | |
|--|---------------|---|
| TASK | PERIOD | DELIVERABLES |
| Phase 1: Update & Complete Engineering Analysis | Weeks 1 – 8 | Proposed Assessment Methodology Memo |
| Phase 2: Public Outreach | Weeks 3 – 13 | Workshops and Outreach Materials |
| Phase 3: District Formation | Weeks 11 – 24 | Engineer's Report, Resolutions, Notices & Ballots |
| Phase 4: Optional Post Report Workshop | Weeks 16– 20 | Workshop and Outreach Materials |

FEES FOR SERVICES

MuniFinancial will perform the work described in our scope of services for a *fixed price fee* of **\$76,620**

| SERVICES | ZONE 1 | ZONES 2 & 3 | TOTAL COST |
|--|------------------|------------------|------------------|
| Phase 1: Update & Complete Engineering Analysis | \$ 10,900 | \$ 8,005 | \$ 18,905 |
| Informational Workshops (Prepare & Attend 3 Workshops) | \$ 4,580 | \$ 10,660 | \$ 15,240 |
| Target Area Workshops (Prepare & Attend 3 Workshops) | \$ 11,230 | \$ 3,750 | \$ 14,980 |
| Phase 2: Public Outreach | \$ 15,810 | \$ 14,410 | \$ 30,220 |
| Phase 3: District Formation (Documentation & Balloting Services) | \$ 23,670 | \$ 3,825 | \$ 27,495 |
| TOTAL | \$50,380 | \$26,240 | \$ 76,620 |
| | | | |
| Phase 4: Optional Post-Report Workshops | \$ 3,650 | \$ 8,520 | \$ 12,170 |

Notes:

- ♦ The fees above include up to four (4) and six (6) workshops as described in our scope of services. These meeting numbers do not include those outlined in optional Phase 4.
- ♦ Additional meetings or tasks outside our proposed scope of work will require an additional fee.
- ♦ Telephone conference calls are not considered “meetings” for the purpose of our proposal and are not limited by our scope of services.
- ♦ The fees outlined above *include estimated expenses in the amount of \$15,030*. This amount includes all travel expenses and mailing costs (printing, processing and postage) for the notices, ballots and public outreach mailers outlined in Phase 1, 2 and 3. MuniFinancial will notify the City of Vallejo if/when the estimated expenses amount is depleted and additional dollars may be needed due to unforeseen costs or rescheduling.
- ♦ The City will recover charges related to this project from the developer(s) of the waterfront project and/or the first year's, if the district is formed.

INVOICING

We will invoice the City of Vallejo monthly based on percentage of project completion.

ADDITIONAL SERVICES

Additional services may be authorized by the City and will be billed at our then-current hourly consulting rates. Our current hourly rates are:

| MUNIFINANCIAL | |
|--|-------------|
| HOURLY RATE SCHEDULE | |
| TITLE | HOURLY RATE |
| Division Manager | \$200 |
| Principal Consultant | \$190 |
| Principal Engineer | \$170 |
| Senior Project Manager | \$155 |
| Project Manager | \$135 |
| Senior Project Analyst | \$120 |
| Senior Analyst | \$110 |
| Analyst | \$90 |
| Analyst Assistant | \$75 |
| Property Owner Services Representative | \$50 |
| Support Staff | \$45 |

PROJECT TEAM

We have selected senior professionals for the City of Vallejo's project. We are confident that the MuniFinancial team has a depth of experience that will successfully fulfill the City's desired work performance.

Mr. **Chris Fisher**, Principal Consultant, will serve as principal-in-charge. He will oversee the quality of work products and assure timely completion of the project. He will also provide technical oversight to the project. Mr. Fisher is one of MuniFinancial's experts in the formation and administration of 1913/15 Act Local Improvement Districts, Community Facilities Districts, 1982 Act Benefit Assessment Districts, and 1972 Act Landscaping and Lighting Districts.

Mr. **Jim McGuire**, Senior Project Manager, will serve as project manager. He will organize and direct consultant tasks, provide quality control for work products and ensure that the deliverables are completed on time and within budget. Mr. McGuire will be the City's day-to-day contact and will be present at key meetings. He is one of MuniFinancial's lead technical advisors for Landscaping and Lighting Districts, Proposition 218 re-engineering evaluations, fiscal analyses, cost recovery studies and long-term strategic planning for maintenance districts.

Mr. **Habib Isaac**, Project Manager, will provide analytical support. Mr. Isaac will work under the direction of Mr. McGuire, who will assign additional resources to the team if needed.

Resumes for the team members MuniFinancial will devote to the City of Vallejo's project follow for your review.

7 Years Experience

Areas of Expertise

*Special District
Formation expert
Multi-disciplinary
team management
Business development
and client
presentations*

Project Highlights

*Cities of Roseville,
Galt, and West
Sacramento*

Education

*Bachelor of Science,
Finance, San Francisco
State University*

Professional Affiliations

*California Society of
Municipal Finance
Officers
Municipal
Management
Association of
Northern California
California Municipal
Treasurers Association*

CHRIS FISHER

PRINCIPAL CONSULTANT

Chris Fisher is a Principal Consultant in the Financial Consulting Services Group at MuniFinancial. He is one of MuniFinancial's experts in Community Facilities District (CFD) and Assessment District formation and administration.

Prior to joining the Financial Consulting Services group, Mr. Fisher served as Senior Project Manager for the Northern California region in the District Administration Services Group at MuniFinancial. He has specialized expertise in the administration of 1915 Act Assessment Districts, 1972 Act Landscape and Lighting Districts, 1982 Benefit Assessment Districts, and Mello-Roos Community Facilities Districts, including:

- ♦ Administration of Marks-Roos and Mello-Roos Pools,
- ♦ Delinquency monitoring, and
- ♦ Preparation of Continuing Disclosure Reports to bondholders.

Mr. Fisher oversaw the annual administration of all of the aforementioned district types for cities, counties and Special Districts throughout Northern California. Before taking over his management responsibilities, Mr. Fisher was an analyst responsible for day-to-day district administration. Prior to joining MuniFinancial, he worked as a budget and financial analyst for an airline and an electronics corporation.

RELATED EXPERIENCE

Community Facilities Districts

- ♦ *City of Rialto:* CFD No. 2006-1 (Elm Park), financing of infrastructure improvements and impact fees.
- ♦ *Town of Apple Valley:* CFD No. 2006-1 (Ravenswood), CFD No. 2006-2 (Bell Mountain Estates), CFD No. 2006-3 (Sky Haven Ranch), CFD No. 2006-4 (Vista Del Sol), financing of infrastructure and fees.
- ♦ *City of Escondido:* CFD No. 2006-1 (Eureka Ranch), financing of infrastructure improvements and impact fees.
- ♦ *City of Galt:* CFD No. 2005-1 (Public Safety Services), and Annexations Nos. 1, 2, 3 and 4.
- ♦ *City of Union City:* CFD No. 2005-1 (Public Services).
- ♦ *Val Verde Unified School District:* Citation Homes CFD No. 2003-1, John Laing Homes CFD No. 2003-2.
- ♦ *City of Palm Desert:* CFD No. 2005-1 (University Park), financing of street, sewer and storm drain improvements, fees and park improvements.
- ♦ *City of Chula Vista:* CFD No. 12M, service district to provide for maintenance of habitat areas, parks, landscaping and storm drain maintenance.

Landscaping and Lighting Districts

- ♦ *City of Rancho Cordova:* Landscaping and Lighting District No. 2005-1.
- ♦ *City of Chino Hills:* Landscaping and Lighting District No. 1 (Vellano).
- ♦ *City of Vallejo:* Downtown-Waterfront Landscaping and Lighting District.
- ♦ *City of Atascadero:* Landscaping and Lighting Districts No. 01, 02 and 03.
- ♦ *City of Roseville:* Dunmore Junction Landscape and Lighting District annexation.

Assessment Districts

- ♦ *City of Cathedral City:* Cove Improvement District No. 2004-2. Bond Issuance - \$33.8 million.
- ♦ *City of Palm Desert:* Highlands Utility Undergrounding No. 04-01.
- ♦ *City of Palm Desert:* Section 29 Assessment District – (improvements include: roads, drainage, sewer, water lines, and utility undergrounding).
- ♦ *City of Solana Beach:* Barbara-Granados Utility Undergrounding and Pacific West Circle Utility Undergrounding.

Statewide Community Infrastructure Program (SCIP)

- ♦ *Statewide Community Infrastructure Program (SCIP):* 2003, 2004, 2005 and 2006. Multiple counties, preparation of engineer's reports, diagrams and assessment spreads, and support for multiple bond issues.

Balloting Processes

- ♦ *City of Cathedral City:* Landscaping and Street Lighting Maintenance District No. 1 – Benefit Zone 17, 2004, >2,400 ballots mailed.

District Administration Services

- ♦ *City of Brentwood:* Assessments and Marks-Roos pooled districts
- ♦ *City of West Sacramento:* CFDs and Assessment Districts
- ♦ *City of Elk Grove:* Maintenance and Facilities CFDs
- ♦ *City of Redwood City:* CFDs and Assessment Districts
- ♦ *City of Big Bear Lake:* Assessment Districts
- ♦ *Town of Apple Valley:* Assessment Districts

14 Years Experience

Areas of Expertise

Special District formations and administration
Parcel and property-related revenue audits,
Feasibility studies

Project Highlights

Cities of Atascadero, Claremont, Fillmore, and Murrieta
Special District Formation Services

Education

Bachelor of Science, University of California, Irvine

JIM MCGUIRE

SENIOR PROJECT MANAGER

As a Senior Project Manager in the Financial Consulting Services Group, *Jim McGuire* specializes in parcel and property-related revenue audits, district administration and formations of various special districts, such as 1972 Act Landscaping and Lighting Districts, Community Facilities Districts, and Benefit Assessment Districts for streets and storm drain facilities, as well as Property and Business Improvement Districts. He is one of MuniFinancial's lead technical advisors for Proposition 218 re-engineering evaluations, fiscal analyses, cost recovery studies and long-term strategic planning for maintenance districts. Mr. McGuire has over a decade of experience working with the public and local governments on special districts. His experience has included study sessions for staff and City Councils, along with facilitation or technical support for advisory committees and property owner workshops.

RELATED EXPERIENCE

Formation and Strategic Planning Services

Mr. McGuire has been actively involved in the establishment and administration of numerous special districts, including Landscape and Lighting Districts, Benefit Assessment Districts, Business Improvement Districts, Community Facilities Districts, and other special financing mechanisms to suit client needs. His past clients include:

- ♦ *City of Atascadero*
- ♦ *City of Chico*
- ♦ *City of Claremont*
- ♦ *Coachella Valley Recreation and Park District*
- ♦ *City of Fillmore*
- ♦ *City of Indio*
- ♦ *City of Murrieta*
- ♦ *City of Indian Wells*
- ♦ *City of Palm Desert*
- ♦ *City of Rancho Mirage*
- ♦ *City of Riverbank*
- ♦ *City of Thousand Oaks*
- ♦ *City of Tracy*
- ♦ *City of Vallejo*

3 Years Experience

Areas of Expertise

*Special District
Formation and
Administration*

Project Highlights

*City of Galt
City of Union City*

Education

*Bachelor of Science,
Applied Mathematics
with emphasis in
computational science,
San Diego State
University*

HABIB ISAAC PROJECT MANAGER

Habib Isaac is a project manager in the Financial Consulting Services Group at MuniFinancial. His responsibilities include support to project managers and principal consultants, client interaction, data-analysis, Community Facilities District (CFD) formations, Assessment District formation analysis, and fee studies.

Mr. Isaac also has direct experience in public finance through his former employment experience. Mr. Isaac has been involved with the day-to-day administration of over 50 CFDs, from creating annual reports to calculating and submitting Special Tax levy to Continuing Disclosure reports for bondholders. Mr. Isaac has also been involved with creating Engineer Reports for Landscaping and Lighting Districts, governed by the 1972 Act, as well as reviewing the methodology used to determine special benefit and fulfill all requirements of Proposition 218. Mr. Isaac also worked with a team collaboration preparing financial plans that reviewed all revenue sources available for capital facilities for school districts.

RELATED EXPERIENCE

Community Facilities Districts

- * *City of Rialto*: CFD No. 2006-1 (Elm Park), financing of infrastructure improvements and impact fees.
- * *Town of Apple Valley*: CFD No. 2006-1 (Ravenswood), CFD No. 2006-2 (Bell Mountain Estates), CFD No. 2006-3 (Sky Haven Ranch), CFD No. 2006-4 (Vista Del Sol), financing of infrastructure and fees.
- * *City of Escondido*: CFD No. 2006-1 (Eureka Ranch), financing of infrastructure improvements and impact fees.
- * *City of Galt*: CFD No. 2005-1 (Public Safety Services), and Annexations Nos. 1, 2, 3 and 4.
- * *City of Union City*: CFD No. 2005-1 (Public Services).

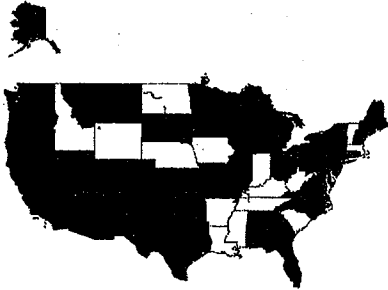
Landscaping and Lighting Districts

- * *City of Rancho Cordova*: Landscaping & Lighting District No. 2005-1.
- * *City of Chino Hills*: Landscaping & Lighting District No. 1 (Vellano).
- * *City of Vallejo*: Downtown-Waterfront Landscaping & Lighting District.
- * *City of Glendale*: San Fernando Road Corridor LLD No.1.

Assessment Districts

- * *City of Cathedral City*: Cove Improvement District No. 2004-2. Bond Issuance - \$33.8 million.
- * *City of Palm Desert*: Highlands Utility Undergrounding No. 04-01.
- * *City of Palm Desert*: Section 29 Assessment District – (improvements include: road, drainage, sewer, water lines, and utility undergrounding).

FIRM BACKGROUND



MuniFinancial, Willdan, Arroyo Geotechnical and American Homeland Solutions are the four-company public service team that has grown from the 1964 establishment of Willdan Engineering, known today as *WILLDAN Group, Inc.* This group of companies provides financial and economic consulting, civil and structural engineering, planning, geology and geotechnical engineering, and security consulting services for public sector clients throughout California and across the nation.



MuniFinancial provides financial and economic consulting for growth planning, revenue generation, debt administration and municipal services, with specialties such as ongoing municipal disclosure and arbitrage rebate compliance. Established in 1988, MuniFinancial has worked with more than 800 public agencies throughout the United States.



Willdan is a full-service, multi-disciplinary California corporation that specializes in consulting, engineering and planning services for governmental agencies. Willdan has expanded in size, locations, and service capabilities; thus becoming an industry leader in public works design, planning, and financing. Its staff of over 441 professional and technical experts includes specialists in highways and roadways, drainage and flood control, bridges, traffic and transportation, municipal landscape architecture, environmental planning; construction management, building and safety services, urban and regional planning; water resources, structural engineering, computer-aided analysis and design; and other technical fields.



Arroyo Geotechnical offers a full complement of geology/geotechnical engineering capabilities, including soils engineering, earthquake and seismic hazard studies, geology and hydrogeology engineering. Arroyo Geotechnical also maintains a full-service geotechnical laboratory.



American Homeland Solutions (AHS) is a recently formed subsidiary of Willdan Group, Inc. AHS is dedicated to helping clients enhance their preparedness and responsiveness to domestic security. AHS intends to partner with clients to assist them with obtaining available funding and finding innovative security solutions. Some of the areas of opportunity include homeland security needs assessments, school security planning, grant writing, public education outreach, and emergency response training.

INTRODUCTION TO MUNIFINANCIAL

MuniFinancial has the largest special district formation and administration practice in the nation. We are also known as the pre-eminent municipal disclosure firm, and a major provider of arbitrage rebate services. Our clients include cities, counties, state agencies, port authorities, housing agencies, special districts and school districts in 34 states. Our *staff of over 70 professionals* acts as an extension of Agency staff, providing such services as:

- ♦ Financial studies to identify funding sources or to determine optimal utility rates, standby charges and cost of services;
- ♦ Municipal disclosure reports preparation and dissemination;
- ♦ Arbitrage rebate calculations
- ♦ Economic studies, such as fiscal analyses of new development, annexation and incorporation studies and developer impact fees;

MuniFinancial provides the following primary services:

- ✓ *Federal Compliance Services*
- ✓ *District Administration Services*
- ✓ *Financial Consulting Services*

- ♦ Administration of special taxes, assessments, standby charges and utility rates; and
- ♦ District formation services for capital project assessment/local improvement districts, community facilities districts, landscaping and lighting districts, and special taxes.

MuniFinancial's success is based on a corporate philosophy of personal service. We provide support throughout the year — and for years after. Clients can be assured that we can be reached should any questions or issues arise.

We serve as an extension of our clients' staff, augmenting existing personnel by providing specialized expertise. In support of this, MuniFinancial staff members regularly write articles and conduct presentations for local, state and national organizations. We hold client workshops, and conduct onsite training throughout the year to assist clients in keeping abreast of the latest developments, while helping new Agency staff understand our services.

MuniFinancial focuses on the following client base:

- ✓ State Agencies
- ✓ Counties
- ✓ Cities
- ✓ School Districts
- ✓ Special Districts
 - ♦ Community Services Districts
 - ♦ Recreation and Park Districts
 - ♦ Water Districts
 - ♦ Vector Control Districts

FINANCIAL CONSULTING SERVICES GROUP

MuniFinancial has been built on deep, continuing relationships with local government department staff. With hundreds of ongoing client relationships in finance, engineering and other services, we have been consistently called upon to assist staff with a range of special projects. In response to this need, the Financial Consulting Services Group was created.

Our work incorporates excellent **public communication strategies and skills**. As voter approval becomes the norm for revenue measures, we offer expertise in communicating persuasive information to the targeted group, whether developers, land owners or the general electorate. We provide clearly written report summaries, on-point public presentations and strong meeting facilitation skills.

The table below provides an overview of Financial Consulting Services Group services.

| FEES AND RATE STUDIES | |
|---|--|
| User Fee Analysis | Utility Rate Modeling |
| Cost Allocation Studies | Budget Planning |
| DEVELOPMENT INFRASTRUCTURE FINANCING | |
| Developer Impact & Utility Connection Fees for Capital Facilities | Infrastructure and Public Facilities Financing Plans |
| Real Estate Market Analysis and Development Forecasts | Capital Improvement Plans |
| SPECIAL DISTRICT FORMATION ASSISTANCE | |
| Community Facilities District, including Special Tax Analysis | Proposition 218 Benefit Analysis |
| 1972 Act Landscaping & Lighting Districts | Fire Suppression Districts |
| Benefit Assessment Act of 1982 Districts | Bridge and Thoroughfare Districts |
| 1913/1915 Act Bonded Assessment Districts | Refunding Bond Analysis and Reporting |
| Construction Acquisition Services | Notice and Ballot Preparation and Mailing |
| ECONOMIC AND FISCAL POLICY ANALYSIS | |
| LAFCO Annexation, Consolidation, or New Governmental Agency Formation Studies | Financial Modeling, Budget Analysis, and Feasibility Studies |
| Fiscal Impact Analysis of Projects, Plans, and Policies | Economic Development and Economic Impact Studies |

**VALLEJO REDEVELOPMENT AGENCY
SPECIAL MEETING MINUTES
DECEMBER 20, 2005**

1. CALL TO ORDER

A special meeting of the Vallejo Redevelopment Agency was held on the above date in the Council Chambers of the Vallejo City Hall. The meeting was called to order at 7:09 P.M. by Chairman Anthony Intintoli, Jr.

A. ROLL CALL

Present: Chairperson Intintoli, Vice Mayor Pearsall, Councilmembers
Sunga, Cloutier, Davis, Bartee, Gomes
Absent: None
Staff: Interim City Manager Robert Nichelini
City Attorney: Fred Soley
City Clerk: Allison Villarante

2. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS - NONE

3. CONSENT CALENDAR

Hearing no further additions or deletions, the following resolutions were offered by Vice Mayor Pearsall.

RESOLUTION NO. 05-26 N.C. ACCEPTING THE REDEVELOPMENT AGENCY ANNUAL REPORT FOR FY 2004-05.

MINUTES OF THE MEETINGS OF FEBRUARY 11, 25, 2003, MAY 13, 2003, AUGUST 19, 26, 2003, NOVEMBER 4, 2003, DECEMBER 2, 2003.

The above resolution was adopted by the following vote:

AYES: Chairman Intintoli, Vice Chair Pearsall, Members Cloutier,
Davis, Pearsall, Rey, Schivley
NOES: None
ABSENT: None
ABSTENTIONS: Member Davis on those items pertaining to the companies,
corporations, firms, in which their stock ownership is \$10,000 or more
as listed in their current FPPC Form 700 Statement of Economic
Interests.

4. ADMINISTRATIVE ITEMS

A. CONSIDERATION OF FIRST AMENDMENT TO THE TRIAD DOWNTOWN DISPOSITION AND DEVELOPMENT AGREEMENT AND THE ASSIGNMENT AND ASSUMPTION AGREEMENT RELATIVE TO THE DISPOSITION AND DEVELOPMENT AGREEMENT BETWEEN THE REDEVELOPMENT AGENCY OF THE CITY OF VALLEJO AND TRIAD DOWNTOWN VALLEJO, LLC AND THE

ASSIGNMENT AND ASSUMPTION AGREEMENT RELATIVE TO THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF VALLEJO AND TRIAD DOWNTOWN VALLEJO LLC (REFER TO COUNCIL AGENDA –ADMIN A)

On October 28, 2005, the Redevelopment Agency of the City of Vallejo (Agency) entered into a Disposition and Development Agreement (DDA) with Triad Downtown Vallejo LLC (Triad) for the development of certain public and private parcels located within the boundaries of the Vallejo Central Redevelopment Project Area and the Marina Vista Redevelopment Project Area. The City of Vallejo entered into a Development Agreement (DA) with Triad regarding the proposed development. The proposed First Amendment to the DDA reflected changes to the following sections of the agreement: the Site; Condition of Title; Taxes and Assessments; Option to Repurchase, Reenter and Repossess; Covenant, Conditions and Restrictions, Homeowners Association; Affordability Covenant. The proposed First Amendment to the DDA did not reflect any changes to the primary financial terms or obligations of the parties.

Triad Downtown Vallejo LLC proposed to transfer the site development obligations for the Virginia Street parcel (Parcel A) to Western Pacific Housing, Inc., a subsidiary of D.R. Horton. After the proposed transfer of the property from the Agency to Triad, Assignment and Assumption Agreements to the DDA and DA would become effective and Western Pacific Housing would assume the obligations for the construction of the Virginia Street parcel. Western Pacific Housing would also assume responsibility for providing the annual Developer's Advance to the Agency for all of the Phase One Public Improvements and Programs. D.R. Horton would guarantee the performance of Western Pacific Housing under the DDA. These actions provided a well financed investment partner for the initial phase of the proposed downtown development.

Councilmember Davis, Gomes, and Bartee recused themselves from Items 4A of the Redevelopment Agency and Item 10A on the regular agenda, each due to a conflict of interest.

Craig Whittom, Community Development Director, introduced Annette Taylor, Senior Community Development Analyst, who gave a brief overview of the proposed amendments to the DDA Assignments.

Ms. Taylor described the qualification of the parcels and the specific changes therein. She also described the conditions of title and default, the covenants, conditions, and restrictions, and certificates of compliance.

Councilmember Sunga questioned Triad's responsibilities regarding compliance, since management was transferred to D. R. Horton, and, additionally, whether there was a financial effect on the City due to the assignment.

Ms. Taylor stated D. R. Horton was the builder- contractor, whereas the retail portion would remain with Triad and they would manage the obligations as outlined in the DDA.

Paul Norberg, 2555 Shade Tree Circle, President of Hiddenbrooke Community Association,

expressed concern about D.R. Horton assuming responsibility for the Virginia Street parcel in the downtown redevelopment plan due to the numerous complaints received from Horton's services in Hiddenbrooke. He cited numerous other examples.

Mayor Intintoli asked staff to respond to Mr. Norberg's comments.

Mr. Whittom stated the construction of Virginia Street was subject to the stringent guidelines of the Downtown Specific Plan.

Mayor Intintoli requested Mr. Whittom investigate the landscape issues at Hiddenbrooke further.

RESOLUTION NO. 05-27 N.C. Offered by Mayor Intintoli authorizing the execution of the First Amendment to the Triad Downtown Disposition and Development Agreement.

The above resolution was adopted with the following vote:

AYES: Chairperson Intintoli, Vice Mayor Pearsall, Members
Sunga, Cloutier
NOES: None
ABSENT: None
ABSTENTIONS: Members Davis, Bartee, Gomes

RESOLUTION NO. 05-28 N.C. Offered by Member Cloutier authorizing the execution the Assignment and Assumption Agreement Relative to the Disposition and Development Agreement between the Redevelopment Agency of the City of Vallejo and Triad Downtown Vallejo, LLC.

The above resolution was adopted with the following vote:

AYES: Chairperson Intintoli, Vice Mayor Pearsall, Members
Sunga, Cloutier
NOES: None
ABSENT: None
ABSTENTIONS: Members Davis, Bartee, Gomes

5. ADJOURN TO THE CITY COUNCIL MEETING

The meeting adjourned to the City Council Meeting at 8:15 P.M.

ANTHONY J. INTINTOLI, JR., CHAIR

ATTEST:

ALLISON VILLARANTE, SECRETARY

VALLEJO REDEVELOPMENT AGENCY

JANUARY 9, 2007

MINUTES

A special joint meeting of the Vallejo Redevelopment Agency, and the Vallejo City Council was held on the above date in the Council Chambers of the Vallejo City Hall. The meeting was called to order at 7:00 p.m. by Chairman Anthony Intintoli, Jr.

1. CALL TO ORDER

A. ROLL CALL

Present: Chairman Intintoli, Vice Chair Cloutier, Chairmembers Bartee, Davis, Gomes, Pearsall and Sunga

Absent: None

Staff: Executive Director Joseph Tanner
City Attorney Fred Soley
Acting Secretary Mary Ellsworth

2. CONSENT CALENDAR ITEMS - NONE

3. ADMINISTRATIVE ITEMS

- A. CONSIDERATION OF THE 2ND AMENDMENT TO THE DOWNTOWN DISPOSITION AND DEVELOPMENT AGREEMENT BETWEEN THE REDEVELOPMENT AGENCY AND TRIAD DOWNTOWN VALLEJO LLC; THE TERMINATION OF ASSIGNMENT AND ASSUMPTION AGREEMENT RELATIVE TO THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF VALLEJO AND TRIAD DOWNTOWN VALLEJO, LLC.; AND THE TERMINATION OF ASSIGNMENT AND ASSUMPTION AGREEMENT RELATIVE TO THE DISPOSITION AND DEVELOPMENT AGREEMENT BETWEEN THE REDEVELOPMENT AGENCY OF THE CITY OF VALLEJO AND TRIAD DOWNTOWN VALLEJO, LLC

On October 28, 2005, the Redevelopment Agency of the City of Vallejo (Agency) entered into a Disposition and Development Agreement (DDA) with Triad Downtown Vallejo LLC (Triad) for the development of certain public and private parcels located within the boundaries of the Vallejo Central Redevelopment Project Area and the Marina Vista Redevelopment Project Area. The City of Vallejo entered into a Development Agreement (DA) with Triad regarding the proposed development. On December 20, 2005, the Agency and City authorized the execution of the First Amendment to the Triad Downtown DDA and the execution of the Assignment and Assumption Agreement relative to the DDA between the Agency and Triad and the execution of the Assignment and Assumption Agreement relative to the DA between the City and Triad.

As a result of the termination of the relationship between Triad and D.R. Horton, a Second Amendment to the Triad Downtown DDA and termination of the Assignment and Assumption Agreement relative to the DDA between Agency and Triad and the termination of the Assignment and Assumption Agreement relative to the DA between the City and Triad is necessary.

Annette Taylor, Community Development Analyst, made a power point presentation which addressed the background of the project and the changes to the Triad Downtown DDA, Sections 1-4; Termination of Assignment and Assumption Agreement to the Disposition and Development Agreement and the Development Agreement; fiscal impact of the second amendment, including the method of financing, the schedule of performance, and the Section 33433 Report.

Speakers: Buck Kamphausen, 200 Rollingwood Drive, Vallejo, addressed the lack of parking for the Empress Theater, the Museum and the Old Post Office, noting that he addressed this in a letter earlier. He stated that the public is using his lot (Capital and Marin Streets) and it is private property and not for public use. He asked that Triad take parking into consideration.

Joanne Schivley expressed concern about the short term leases that are being imposed on property owners in downtown Vallejo so that only retail is allowed, and asked that leases for something other than retail in the downtown be considered.

Ms. Taylor addressed parking stating because the City is in negotiations with Triad, by the Development Agreement, staff cannot transfer or lease the properties without Triad's approval. Therefore, the letter sent by Mr. Kamphausen was forwarded to Triad's representatives to review. She stated that a parking management plan is being developed to address the parking needs as the lots are constructed.

Ms. Taylor further stated that concerning the retail corridor, staff has met with a committee that was formed by various downtown organizations. This issue will be brought back to Council in February.

Vice Mayor Cloutier asked how realistic the June 1 start date is, and who will build the project. He is raising this issue to assure the public that there is a realistic start date for this project. Chris Austin, Triad representative, stated that although it is a challenge, they believe it is a realistic date--all of their expectations are they will break ground in April.

Vice Mayor Cloutier asked if this is consistent with what staff is aware of. Ms. Taylor replied yes.

Councilmember Gomes asked who replaced D. R. Horton. Mr. Austin replied that Triad has replaced D. R. Horton—they are doing the work themselves and they are prepared to do this.

Councilmember Gomes stated that it is very important that the start dates are

realistic because businesses are counting on this. Mr. Austin explained the challenges connected with the start date which relates to lenders. There was further discussion between Councilmember Gomes and Mr. Austin concerning the funding for condominiums.

Mr. Whittom stated that staff is working diligently with the developer to make sure everything is in order to get this project going. The developer must provide evidence of financing before we close on the property.

In answer to a question of Councilmember Gomes concerning the parking, Ms. Taylor stated that staff believes the parking plan will address the parking needs in the future.

Mr. Austin responded to questions of Councilmember Sunga concerning the price of the condos increasing due to the change, and how it will affect the affordability. Mr. Austin replied yes, the price of the condos would be higher; and there are still a number of required affordable units in the building.

Ms. Taylor addressed questions of Councilmember Sunga concerning parking issues. She stated that the number of parking spaces that were projected in the specific plan and the EIR will cover the amount of parking spaces that are needed for future build-out in the downtown. Staff will address Mr. Kamphausen's proposal within the next month.

Ms. Taylor responded to questions of Councilmember Pearsall concerning a completion date for Parcels B and C. Ms. Taylor replied three years.

Councilmember Davis asked if Triad planned to build energy efficient units. Mr. Austin replied they are pursuing Leed certification for Virginia Street.

RESOLUTION NO. 07-01 offered by Vice Chairman Cloutier approving and authorizing the execution of a second amendment to the Disposition and Development Agreement between the Redevelopment of the City of Vallejo and Triad Downtown Vallejo, LLC.

The above resolution was adopted by the following vote:

| | |
|-------------|---|
| AYES: | Chairman Intintoli, Vice Chairman Cloutier, Members Davis, Gomes, Pearsall and Sunga |
| NOES: | None |
| ABSENT: | None |
| ABSTAINING: | Member Bartee |

RESOLUTION NO. 07-02. offered by Councilmember Davis approving and authorizing the execution of the of the termination of an assignment and assumption agreement relative to the Disposition an Development Agreement between the Redevelopment Agency of the City of Vallejo and Triad Downtown Vallejo, LLC.

The above resolution was adopted by the following vote:

AYES: Chairman Intintoli, Vice Chairman Cloutier, Members
Davis, Gomes, Pearsall and Sunga
NOES: None
ABSENT: None
ABSTAINING: Member Bartee

4. ADJOURN TO THE CITY COUNCIL MEETING

The meeting adjourned to the City Council meeting at 8:00 p.m.

ANTHONY J. INTINTOLI, JR., CHAIRMAN

ATTEST: _____
MARY ELLSWORTH, ACTING CITY SECRETARY