

**TO:** James L. App, City Manager  
**FROM:** Doug Monn, Public Works Director  
**SUBJECT:** MuniFinancial Landscape & Lighting professional services proposal  
**DATE:** January 2, 2007

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**NEEDS:** For the City Council to consider awarding a one year contract to MuniFinancial for the annual engineer's report preparation and comprehensive review of Landscape and Lighting District (LLD) improvements in the next fiscal year.

- FACTS:**
1. The City of Paso Robles LLD currently consists of 13 zones and over 120 sub areas. Each year the City is required to produce an engineer's report outlining the budget details for the entire district. This document is used as a basis for yearly assessments.
  2. The FY06/07 Engineer's report preparation included a reorganization of the LLD into zones of shared improvements and a balloting of several sub areas that had been in deficit for some time.
  3. Results of the FY06/07 balloting were approved by City Council in June of 2006. Staff then met with the landscaping contractor and adjusted service levels to match available funds. The service level adjustment went into affect September 1, 2006.
  4. It is now time to begin preparation of the FY07/08 engineer's report. MuniFinancial has submitted a proposal for engineer's report preparation and comprehensive review of district improvements. The cost for this service is \$18,750.00.
  5. The LLD is a \$1,100,000 per year enterprise and continues to grow rapidly each year. Spending the time and resources to keep the budgets accurate would appear to be warranted.

**ANALYSIS  
AND**

**CONCLUSION:** In 2006, staff and MuniFinancial conducted a balloting of deficit sub areas throughout the district. The results of the balloting were negative, with most property owners choosing not to approve assessment increases. This resulted in service level adjustments for many sub-areas. Because the district underwent such dramatic changes in 2006 this years LLD budget and services levels will need to be looked at closely and carefully to assure that the FY07/08 budget is as accurate as possible. To that purpose MuniFinancial has proposed an expanded review and analysis consisting of two parts:

1. Regular yearly preparation of the engineer's report (\$10,500). This fee has been the same for several years.
2. One time review of LLD improvement and budget (\$8,250).

**POLICY**

**REFERENCE:** Landscape and Lighting Act of 1972.

**FISCAL**

**IMPACT:** The approved FY06/07 Landscape and Lighting budget contains sufficient funding to accommodate this request.

- OPTIONS:**
- a. Approve Resolution No. 07-xx awarding a one year contract, in the amount of \$18,750, to MuniFinancial for preparation of the FY07/08 engineer's report and a one time comprehensive review of LLD improvements and budget.
  - b. Amend, modify, or reject the above option.

Attachments (2)

- 1) Resolution
- 2) MuniFinancial Proposal

RESOLUTION NO. 07-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AWARDING THE CONTRACT FOR THE FY07/08 ENGINEER'S REPORT PREPARATION,  
AND A ONE TIME COMPREHENSIVE REVIEW OF LANDSCAPE AND LIGHTING  
DISTRICT (LLD) IMPROVEMENTS TO MUNIFINANCIAL, AND AUTHORIZING  
EXECUTION OF THE CONTRACT

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WHEREAS, the City of Paso Robles LLD currently consists of 13 zones and over 120 sub areas; and

WHEREAS, each year the City is required to produce an engineer's report outlining the budget details for the entire district; and

WHEREAS, the FY06/07 Engineer's report preparation included a reorganization of the LLD into zones of shared improvements and a balloting of several sub-areas that had been in deficit for some time; and

WHEREAS, service levels were adjusted to match available funds, which were approved by City Council and went into affect September 1, 2006; and

WHEREAS, because the district underwent dramatic changes in 2006 this years LLD budget and services level will need to be looked at closely to assure that the FY07/08 budget is as accurate as possible; and

WHEREAS, MuniFinancial has proposed an expanded review and analysis consisting of the regular year preparation of the engineer's report and a one time review of the LLD improvement and budget; and

WHEREAS, the approved FY06/07 Landscape and Lighting budget contains sufficient funding to accommodate this request.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. That the City Council of the City of Paso Robles does award a one year contract for preparation of the FY07/08 engineer's report and a one time comprehensive review of LLD improvements and budget to MuniFinancial in the amount of \$18,750.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 2nd day of January, 2007 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Deborah D. Robinson, Deputy City Clerk