

**City of Culver City, California
Agenda Item Report**

Meeting Date: 07/13/09		Item Number: <u>C-10</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Scott Associates to Update and Submit the 2009/2010 Sewer User Service Charges to the Los Angeles County Assessor for Inclusion on the Los Angeles County Property Tax Roll.			
Contact Person/Dept.: Mate Gaspar/PW		Phone Number: 310-253-5602	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/08/09); (E-Mail) Scott Associates (06/29/09)			
Department Approval: Charles D. Herbertson (07/02/09)		City Attorney Approval: Carol Schwab (by H. Baker) (07/07/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/08/09)		City Manager Approval: Mark Scott (07/08/09)	

RECOMMENDATION:

Staff recommends the City Council approve an amendment to the existing professional services agreement with Scott Associates to update and submit the 2009/2010 sewer user service charges to the Los Angeles County Assessor for inclusion on the Los Angeles County property tax roll.

BACKGROUND:

Since 1980 the City has been collecting sewer user service charges through the property tax bill issued by the County of Los Angeles. Culver City Municipal Code Section 5.02.035, Sewer User's Service Charges, states that:

"...on or before August 10th a certified copy of the resolution and report [Engineer's report] shall be filed with the County Auditor [County Assessor]. The County Assessor shall enter each assessment on the County tax roll opposite the parcel of land. The assessment shall be collected at the time and in the manner of county property taxes and the laws relating to the levy collection and enforcement of County taxes apply to such special assessments."

In October 2002, the City Council approved a 7-year professional services agreement with Scott Associates to update the annual sewer user service charges per parcel and submit them to the Los Angeles County Assessor's office, for a not-to-exceed amount of \$201,562. The agreement expired on June 30, 2009 and the total amount expended was \$147,089. Scott Associates has performed the work successfully.

City of Culver City, California
Agenda Item Report

On June 22, 2009, the City Council adopted a resolution approving the Engineer's Report and confirmed the existing rates and ordered the annual assessment levy for the Sewer User's Service Charges in an amount equal to last year's rate for Fiscal Year 2009/2010.

DISCUSSION:

The sewer user service charges are calculated based on the prior calendar year's total water consumption for each parcel. The water consumption data is entered in a formula and the sewer charge is determined for each parcel. There are different formulas depending on the residence (single family or multi-family) or business (non-food preparation and food preparation) located on the parcel. There are a total of about 13,000 parcels that are assessed an annual sewer user charge.

Staff has determined consultant services are needed to calculate the sewer user charge for each parcel and report them to the County Assessor's Office. This use of consultant services has proven to be successful and frees staff time to concentrate on other city engineering items.

Staff is proposing only a one-year extension to the existing agreement with Scott Associates. The proposed not-to-exceed amount is \$22,802.

FISCAL ANALYSIS:

The Sewer Enterprise Fund has sufficient funds in account 20466100.619800 – Other Contractual Services to cover the proposed contract extension amount.

ATTACHMENTS:

None

MOTION:

That the City Council:

1. Approve a 1-year extension to the existing professional services agreement with Scott Associates to update and submit the sewer user service charges on the property tax bill for a not-to-exceed amount of \$22,802 and expiring on June 30, 2010.
2. Authorize the City Attorney to review/prepare the necessary documents; and,

City of Culver City, California
Agenda Item Report

3. Authorize the City Manager to execute such documents on behalf of the City.