



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Administrative Services

Meeting Date: April 10, 2023

Report #:2303-1160

TITLE

Approval of Contract Amendment No. 1 to Contract No. S20175534B with HdL Coren & Cone in the Amount of \$8,400 and to Extend Term Six Months Ending September 2023 for Property Tax Information and Reporting Services; CEQA Status – Not a Project

RECOMMENDATION

Staff recommends that the City Council approve and authorize the City Manager or their designee to execute Amendment No. 1 to Contract No. S20175534B with HdL Coren & Cone (Attachment A) to extend term by six months and add \$8,400, revising the amount not to exceed to \$68,400 for property tax information and reporting services.

EXECUTIVE SUMMARY

Staff recommends that the contract with HdL Coren & Cone be extended to ensure property tax information and reporting services continue, while a request for proposal for tax and fee consulting is in process.

BACKGROUND

The City issued a request for proposal (RFP) on May 13, 2019 for tax and fee consulting services. The components of the RFP included:

1. Sales and use tax analysis and information services
2. Property tax information and reporting services
3. Various tax and fee collection services for:
 - Transient occupancy tax (TOT)
 - Telecommunication users tax (TUT, also known as telephone utility users tax)
 - Business registry certificate program (BRC), and
 - Business improvement district (BID)

The RFP was structured to allow award to multiple firms. The City received three proposals from leading firms in the industry for these services. Ultimately, the proposal evaluation committee selected HdL Coren & Cone (HdL CC) for property tax information and reporting services for a three-year term through March 1, 2023 and an amount not to exceed \$60,000 (Attachment A). Details of the RFP process and analysis can be found in staff's report to Council December 2, 2019¹. Services provided by HdL CC include information and reporting for property tax revenue projections and research on property activity and trends in the City.

ANALYSIS

Staff issued an RFP for tax and fee consulting services on February 9, 2023 with proposals due on March 3, 2023. The RFP includes the services outlined in the 2019 RFP plus collection services for the business tax, as approved by voters in November 2022. Staff expects to conclude the evaluation and present recommended firm(s) for these services in May/June 2023.

To ensure continued support for property tax information and reporting, staff recommends amending the contract with HdL CC to extend for 6 months (through September 2023) and amend not to exceed compensation by \$8,400, to total \$68,400.

FISCAL/RESOURCE IMPACT

Funding for the contract amendment in this report is available in the Administrative Services FY 2023 Adopted Budget.

STAKEHOLDER ENGAGEMENT

An RFP was issued in February 2023. The evaluation committee for this RFP includes staff that support Treasury and Revenue operations and economic development functions.

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378(b)(4) (government fiscal activities not related to a specific project).

ATTACHMENTS

Attachment A: HdL Coren & Cone Contract; S20175534B Amendment #1

APPROVED BY:

Kiely Nose, Assistant City Manager