



## **CITY OF MENIFEE**

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SUBJECT: Agreement with Spicer Consulting Group for Special District Annexation Fiscal Impact Analysis

MEETING DATE: August 21, 2024

TO: Mayor and City Council

PREPARED BY: Rebekah Kramer, Assistant to the City Manager

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Spicer Consulting Group, LLC (SCG) for a special district annexation fiscal impact analysis to evaluate the feasibility of the City providing maintenance and recreation services in the Valley-Wide Recreation and Park District Landscape Maintenance Districts located within the Meniffee city limits at a cost not-to-exceed \$77,500 through June 30, 2026.

### **DISCUSSION**

#### **Background**

Valley-Wide Recreation and Park District (“Valley-Wide”) is a regional park system that owns and/or maintains streetscapes, retention basins, recreational facilities, and over 80 parks in the eastern portion of Meniffee, Hemet, San Jacinto, Beaumont, and unincorporated areas of Riverside County including Winchester and French Valley. Both the City and Valley-Wide are public agencies who receive special tax district revenues from residents’ property tax assessments to maintain and operate their facilities. There are three Landscape Maintenance Districts (LMDs) located in the City of Meniffee on the east side of Interstate 215 that fall within the Valley-Wide service area including 24 parks. All three of these LMDs were established prior to the City’s incorporation in 2008.

The three Valley-Wide LMDs located within Meniffee’s city limits include Meniffee North, Meniffee Parks, and Meniffee South, as shown in the attached Valley-Wide LMD Map. The Meniffee Parks LMD is contained entirely within the city limits and includes Wheatfield Park and Community Center, Meniffee Gymnasium (shared with Bell Mountain Middle School under a joint use agreement between Meniffee Union School District and Valley-Wide), and Lago Vista Sports Park. The Meniffee North LMD contains two County of Riverside owned facilities that are operated and maintained by Valley-Wide including the Marion A. Ashely Community Center and Eller Park. Approximately twenty percent of the Meniffee North and six percent of the Meniffee South LMD boundaries are located outside of the city limits.

Unification of Menifee parks and recreation services has been identified as a priority in both the City’s Strategic Plan and the Park Master Plan. After review and consideration on April 17, 2024, the City Council provided direction to move forward with completion of a fiscal impact analysis to evaluate the feasibility of annexing a portion or all the Valley-Wide LMDs into the City.

**RFP Process**

On April 18, 2024, the City issued RFP No. 2024-14 for a fiscal impact analysis for special district annexation / landscape maintenance district assessment engineering services. With only one proposal received by the May 6 closing date, the RFP was reissued on May 13, 2024. Two proposals were received by the May 31, 2024, submittal deadline. A review committee comprised of City staff from multiple departments completed a comprehensive evaluation of the proposals received. Proposals were reviewed and ranked based on the qualifications and experience of the firms and their project team, project approach, delivery schedule, proposal quality, and cost. The average scores for the proposal evaluation are shown in Table 1.

**TABLE 1 – PROPOSAL EVALUATION SUMMARY**

FIRM	Average Score (100 Points)
Spicer Consulting Group (SCG)	89.60
David Taussig & Associates (DTA)	82.00

Following a review of the proposals received both firms were invited to participate in an interview. The average scores of the evaluation completed by the interview panel and pricing are summarized in Table 2.

**TABLE 2 – INTERVIEW SUMMARY**

FIRM	Average Score (100 Points)	Preliminary Engineer’s Report Cost	Add Alternative Cost
Spicer Consulting Group (SCG)	90.00	\$47,500	\$30,000
David Taussig & Associates (DTA)	60.25	\$68,170	Based upon hourly rate

Considering both the proposal evaluation and interviews, City staff determined that SCG was best qualified to complete the fiscal impact analysis. Under the terms of the proposed agreement, SCG would begin by working with staff to prepare the fiscal impact analysis. Should the City Council decide to move forward with detaching the Menifee parks and streetscapes contained within the Valley-Wide LMDs and annex them into the City of Menifee following review and consideration of this analysis, SCG would work with staff to prepare and file the required application with the Riverside Local Agency Formation Commission (LAFCO).

**STRATEGIC PLAN OBJECTIVE**

Community Engagement and Social Infrastructure

**FISCAL IMPACT**

The fiscal impact of the proposed agreement with SCG is not-to-exceed \$77,500 including both the preliminary fiscal impact analysis and the support services associated with filing a detachment/annexation application with LAFCO should the City Council decide to move forward with annexation of the of the Valley-Wide LMDs. The funding required to support this project is available in the General Fund adopted budget with \$60,000 carried over from the Fiscal Year (FY) 2023/2024 operating budget and \$17,500 available in the adopted FY 2024/2025 operating budget for one-time consulting services. No additional budget appropriation is required.

**TABLE 3 – FUNDING ACCOUNTS**

Account Description	Account No.	Total
One-Time Consulting Services	1100-CEO-CEOA-652855	\$77,500

**ATTACHMENTS**

1. Agreement – Spicer Consulting Group, LLC
2. Valley-Wide LMD Map
3. Menifee Parks Map