



**STAFF REPORT
HOLLISTER CITY COUNCIL
MEETING DATE: January 20, 2026
REPORT # Public Works-2026-01**

AGENDA ITEM: A RESOLUTION APPROVING BUDGET ADJUSTMENTS & FUND APPROPRIATIONS FOR COMMUNITY FACILITIES DISTRICT & ASSESSMENT DISTRICT SERVICES, & AUTHORIZING CITY MANAGER TO EXECUTE AMENDMENT 1 TO PROFESSIONAL SERVICES AGREEMENT WITH DEVELOPMENT & PUBLIC FINANCE, LLC

DEPARTMENT: Public Works

DEPARTMENT HEAD: Javier Hernandez, Acting Public Works Director

STAFF CONTACT: Dillon Albert, Assistant Engineer

RECOMMENDED ACTION: Adopt a resolution approving:

1. A Budget Adjustment for appropriation of funds to Fund 218 in the amount of \$8,250 for the payment of administrative expenses associated with Community Facilities District (CFD) 2 through June 30, 2026.
2. A Budget Adjustment for appropriation of funds to Fund 712 in the amount of \$58,950 for the payment of administrative expenses associated with CFD 4 through June 30, 2026.
3. A Budget Adjustment for appropriation of funds to Fund 713 in the amount of \$17,650 for the payment of administrative expenses associated with CFD 5 through June 30, 2026.
4. A Budget Adjustment for transfer of funds within Fund 709 accounts in the amount of \$1,750 for the payment of administrative expenses associated with Landscape and Lighting District 93-1 (LLD 93-1) through June 30, 2026.
5. Contract Amendment #1 to the Professional Services Agreement with Development & Public Finance, LLC to provide CFD and Assessment District services through June 30, 2026.

DISCUSSION: On January 2nd, 2025, the City of Hollister entered into a Professional Services Agreement with Development & Public Finance, LLC to provide Community Facilities District (CFD) and Assessment District Services for a period of one year. The existing contract expires on January 2nd, 2026, and the contract amendment would enable continuation of services through the end of the current fiscal year (June 30, 2026).

The Resolutions of Formation for LLD 93-1, CFD 2, CFD 4, and CFD 5 authorize consultant services to be paid directly by revenue received from the levy of the special taxes. The Finance Division has provided direction via policies and procedures to appropriate funds in the applicable expense accounts via a budget adjustment, which will enable payment of the City's consultant for their services. Change in processing procedures took effect after fiscal year 2025/2026 budget approvals, therefore the required funds to pay consultant services were not identified in each specific fund. Appropriation specifics to comply with procedures are included in the Fiscal Impact section of this staff report.

FISCAL IMPACT:

1. Appropriation of \$8,250 to Fund 218. Increase in budget will be offset by fund balance.
2. Appropriation of \$58,950 to Fund 712. Increase in budget will be offset by fund balance.
3. Appropriation of \$17,650 to Fund 713. Increase in budget will be offset by fund balance.
4. Transfer of \$1,750 within Fund 709 accounts. No impact to fund balance.

PREVIOUS COUNCIL OR COMMISSION ACTION: None

CEQA: Approval of this Resolution does not constitute a project under the California Environmental Quality Act (CEQA) and review under CEQA is not required

ATTACHMENTS:

1. Resolution_Final
2. 009_Public Works_Engineering_Budget Adjustment Request (218)
3. 010_Public Works_Engineering_Budget Adjustment Request (712)
4. 011_Public Works_Engineering_Budget Adjustment Request (713)
5. 013_Public Works_Engineering_Budget Adjustment Request (709)
6. DPF Professional Services Agreement_Amendment #1_Final 1-2-26_signed