

# Community Economic Solutions

*"Better Communities through Better Funding"*

March 5, 2020

Mr. Doug Long  
General Manager  
Ambrose Recreation & Park District  
3105 Willow Pass Road  
Bay Point, CA 94565

**Subject: Proposal to Administer the Ambrose Parks Assessment  
District for Fiscal Year 2020-21**

Dear Mr. Long:

Community Economic Solutions is pleased to submit our proposal to continue providing Assessment Engineering Services to administer the annual assessment levy for the Ambrose Parks Assessment District for Fiscal Year 2020-21. The services included in our proposal are the preparation of the annual Engineer's Report, placement of the approved assessments on the Fiscal Year 2020-21 Contra Costa County secured property tax roll and property owner inquiry services.

If you concur with the scope of services and fees, please sign below and forward one (1) copy to me for our records. After we have received your concurrence it will act as our notice to proceed and we will commence work immediately.

If you have any questions or comments, please feel free to call me directly at (760) 271-3670.

Sincerely,

*COMMUNITY ECONOMIC SOLUTIONS*

*AMBROSE RECREATION & PARK DISTRICT*



Charles F. Crandall, CPA  
Principal

Doug Long  
General Manager

**Community Economic Solutions**

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## SCOPE OF WORK

Community Economic Solutions (CES) will provide the services to comply with the requirements of the Landscaping and Lighting Act of 1972, Proposition 218 and Senate Bill 919 to levy the annual assessments for Fiscal Year 2019-20 for the Ambrose Recreation & Park District. As part of our scope of services, CES will prepare the annual Engineer's Report and the assessment roll to place the assessments on the Contra Costa County Secured Property Tax Roll. CES principal staff will be available to answer questions regarding the assessment district proceedings at the public hearing.

Upon final confirmation of the assessments by the Board of Directors, CES will file the required assessment information with the County Auditor/Controller's office. At the conclusion of the project, one (1) bound copy and one (1) electronic copy of the final assessment roll will be furnished to the District. The specific tasks to be completed by CES are described below:

### PHASE I - PREPARATION OF THE ENGINEER'S REPORT

The services to be provided by CES for this phase will include the necessary proceedings as specified under the Landscaping and Lighting Act of 1972, Proposition 218 and Senate Bill 919. The specific tasks to be performed shall include:

#### Task 1.1 - Project Kickoff

Discuss the process to update the assessments; including annexations, additional maintenance improvements to the district, any assessment district legislation changes that will affect the renewal of the district, and finalize project scheduling.

#### Task 1.2 - Collect Available Data

Collect available data, such as land use information, Assessor's parcel maps, proposed budgets by facility and other data which is pertinent to the project.

#### Task 1.3 - Draft Engineer's Report

Prepare a draft Engineer's Report for submission to the District. The Engineer's Report will detail the cost, classes of beneficiaries, assessments proposed for the ensuing fiscal year, and other documentation as required under the Act. CES will submit an electronic copy of the draft Engineer's Report to the District for review.

#### Task 1.4 - Engineer's Report

After comments have been received by District staff, prepare and submit up to ten (10) copies of the final Engineer's Report and one (1) bound copy of the Assessment Roll for Board proceedings.

#### Task 1.5 - Resolution of Intention

CES principal staff will attend one (1) Board meeting to approve the Preliminary Engineer's Report and adopt the Resolution of Intention to levy and collect assessments for Fiscal Year 2020-21 at the request of District staff.

### **Task 1.6 - Public Hearing**

Following adoption of the Resolution of Intention, CES principal staff will attend the public hearing considering the renewal of the assessment district to provide testimony as requested by District staff. Following the public hearing, CES will make any amendments or corrections to the Boundary Map, Assessment Diagram and Engineer's Report as ordered by the Board pursuant to the hearing.

## **PHASE II - AUDITOR'S REPORT FISCAL YEAR 2020-21**

Following the Public Hearing for the district, CES will complete those tasks necessary to place the assessments on the Fiscal Year 2020-21 property tax bill for collection.

### **Task 2.1 - Initial Auditor's Report**

CES will prepare an Auditor's Report in electronic format as required by the Contra Costa County Auditor/Controller. The assessment data will be submitted by August 1, 2020 to the responsible officials for inclusion in the Fiscal Year 2020-21 property tax roll.

### **Task 2.2 – Final Auditor's Report & Assessment Roll**

Any adjustments or corrections required by the Auditor/Controller will be completed in a timely manner prior to the County's August 10 deadline. After the assessment submittal has been approved by the County, CES will submit one (1) bound copy and one (1) electronic copy of the Assessment Roll for the District's files.

## **PHASE III - PROPERTY OWNER INQUIRES**

### **Task 3.1 - Property Owner Inquiry Assistance**

CES will provide property owner inquiry assistance through December 31, 2020. This will involve researching property owner questions and when appropriate, provide a written response to their questions. A log of property owner calls received will be provided upon request.

## **RESPONSIBILITIES OF THE DISTRICT**

- Designate a responsible official to manage and coordinate the project;
- Make available to Consultant records and documentation and any other information required in conjunction with the accomplishment of this Scope of Work;
- Make available proposed budgets for services to be funded;
- Retain qualified legal counsel to provide legal advice during the renewal process;
- Schedule, administer, and accomplish the publishing of notices of the hearing in accordance with government code sections; i.e., newspapers, posting, etc.

**Fee Schedule**

Below are the CES team’s standard hourly rates by classification.

Hourly Classification	Personnel	Hourly Rates
Project Manager	Chuck Crandall, CPA	145.00
Senior Financial Analyst	Cathy Shepherd	110.00

CES estimates the following fees to perform the tasks as outlined in the Scope of Work:

Phase	Description	Total
1	Prepare Engineer’s Report	\$4,000
2	Prepare Auditor’s Report	\$2,000
3	Property Owner Inquiries	Included
<b>Total, Not-to-Exceed</b>		<b>\$6,000</b>

If the District would like to pursue a multi-year contract, CES will discount the fees for ensuing fiscal years by 10%. The total fee for a two year contract for the 2020-21 and 2021-22 fiscal years would be \$11,400, averaging \$5,700 per year. A three year contract lasting through fiscal year 2022-23 would be \$16,800, averaging \$5,600 per year.

**Direct Expenses:**

Reimbursement for direct expenses incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental and special supplies related to the work.
- b. County Assessor’s closed roll data (estimated at \$1,500)
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for employee-owned vehicles used in connection with the work will be at the current IRS per mile rate.

**ADDITIONAL SERVICES**

Additional Services will be provided upon written authorization for a mutually agreed upon fee in accordance with the Hourly Rates shown above.

**TERMS**

The fees for services shall be paid monthly for services performed during the previous month. Undisputed invoices are to be paid within 30 days of receipt of invoice.