



Via Electronic Mail

April 16, 2024

Ms. Shannon Buckley  
 Assistant City Manager  
 City of Lake Elsinore  
 130 South Main Street  
 Lake Elsinore, CA 92530

**RE: SCG-Spicer Consulting Group Proposal for Special Tax Administration Services for FY 2024-25**

Dear Ms. Buckley:

Thank you for considering Spicer Consulting Group (SCG) to serve the City of Lake Elsinore (City) to provide Special Tax Administration Services of the City’s Special Districts. SCG is pleased to submit this proposal to provide Special Tax Administration Services and appreciates the opportunity to continue to partner with the City for these important service. We propose to be compensated a fixed fee of **\$656,194.30** for Fiscal Year 2024-25 as follows for services performed according to the scope of services listed in Attachment A for the below list of Special Districts. The proposed compensation shall increase following FY 2024-25 annually by 3%. A detailed list of Special Districts is included in Attachment B.

**Annual Administration/Annual Levy/Reporting**

Description	FY 2024-25
Landscape & Lighting Maintenance Districts	
Citywide LMD (Zones A thru D)	\$23,534.67
LMD 1 (Zones 1 thru 25)	\$23,534.68
Reassessment District No. 2021-1	\$23,534.69
Community Facilities Districts – Services – 38 Districts/Zones	\$103,509.80
Community Facilities Districts – Facilities – 45 Districts	\$398,637.11
CSA 152	\$6,193.34
Weed Abatement	\$3,090.00
Nuisance Abatement	\$3,090.00
STAX Application Maintenance	\$71,070.00
<b>Totals</b>	<b>\$656,194.30</b>

**Annual Administration New CFDs, Annexations, and Services**

Service	Description	Fee
CFD - Facilities	Monitoring – No Development	\$2,500
	Pre Bond Issuance - (per Improvement Area) – Some Development	\$5,000
	Bonded - Post Bond Issuance (per Improvement Area/Bond Series)	\$7,500
CFD 2015-1	Per Annexation	\$500
CFD 2015-2	Residential per Zone (Range - \$500 to \$1,800 per Zone)	Varies
	Commercial per Zone	\$500

**Consulting Services**

Services	Fee
CFD Formation Services	\$25,000
Plus: per Improvement Area	\$5,000
Bond Issuance Services	\$25,000
CFD 2015-1 Annexation Services	\$10,000
CFD 2015-2 Annexation Services	\$10,000

For additional services for the services performed related to the projects which are not listed herein, compensation shall be stated upon written request of such services or at the hourly rates set forth.

**Hourly Rates**

Title	Rate
Principal	\$245
Senior Associate	\$175
Associate	\$120
Mapping Technician	\$110
Administrative Support	\$85

It is our objective to provide the City with a high-quality work product while being solution oriented, and value added. We look forward to working with the City on this exciting project and establishing a long-standing relationship. If you have any questions regarding our proposal, or if additional information is needed, please contact me directly at (951) 520-3331 or email me at [shane.spicer@spicercg.com](mailto:shane.spicer@spicercg.com).

Sincerely,  
Spicer Consulting Group



Shane Spicer  
Managing Director

## ATTACHMENT A

### Scope of Services

#### Assessment District Administration

1. *Calculation of Special Assessments:* SCG will annually calculate and apportion the special assessments for each District in accordance with the Method of Apportionment included in the Engineer's Report. The annual calculation will consist of the principal, interest, and administration costs necessary to satisfy the special assessment requirement.
2. *Annual Levy Preparation and Submittal:* SCG will determine the Annual Levy requirement for the current Fiscal Year on or before August 10. SCG will calculate and prepare the annual levy for the Districts in a format and media acceptable for direct submission to the Riverside County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary.
3. *Staffing and Contact Information:* SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public, and provide payoff calculations, if requested. City Staff may also refer property owners, title companies and other interested parties to that toll-free number in regard to the parcel tax proceedings and annual installments.
4. *Annual Levy Report:* SCG will prepare any necessary documentation required for assessments of the special assessment to be submitted to the County for enrollment. SCG will also provide the City with a Levy Report for the annual assessment enrollments for the Districts. These reports will provide the City a full listing of the parcels levied for each District including information relevant to the calculation of the assessment.
5. *Reapportionments* (Reimbursable by the property owner) SCG will, in a timely manner and pursuant to the applicable statutory provisions, prepare assessment apportionments, which shall include:
  - i. preparation of amended assessment diagrams;
  - ii. apportioning the assessment to divided parcels;
  - iii. preparation and delivery of the required notice to the original bond purchaser(s);
  - iv. recordation of required notice and amended assessment diagrams,
  - v. preparation (if necessary) of required disclosure document, as required by the Department of Real Estate (RE624 Forms). Services related to apportionments shall be at the expense of the affected property.
6. *Provide City Staff Support:* SCG will support City staff in researching current and historical tax roll information, ownership, and provide payoff calculations per the Engineer's Report for the Assessment Districts.
7. *Annual Continuing Disclosure:* SCG will prepare Annual Continuing Disclosure Reports that meet the guidelines of the Continuing Disclosure requirements for each District as stated by the continuing disclosure certificate under SEC Rule 10b-5 and 15c2-12. SCG will provide this report to the City for review and approval. Upon approval SCG will disseminate the reports as the dissemination agent with the Municipal Securities Rule Making Board (MSRB) using Electronic Municipal Market Access (EMMA) and to any other party directed by the applicable continuing disclosure agreement.
8. *Disclosure for Prospective Property Purchases:* SCG will assist City staff with providing the proper disclosure of Assessment information for prospective property purchases as required by Sections 53340.2 (b) and 53341.5 of the State of California Government Code.

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9. *Release of Lien:* SCG will prepare the Release of Lien, required by Revenue and Taxation Code 163, upon confirmation a prepayment has been made by the property owner. SCG will record the release within five (5) days of receiving the signed release and provide a copy to the City.

10. *Bond Call:* SCG will perform an analysis to determine the par amount of the bonds to be called, to calculate any applicable premium, and to determine which maturities to call from and prepare a revised debt service schedule. SCG will coordinate the bond call with the Fiscal Agent/Trustee to ensure that bonds are called per the redemption provisions of the bond issue.

11. *Delinquency Monitoring:* SCG will provide delinquency management services to the City regarding their Districts. SCG will monitor delinquencies as required for the Annual Continuing Disclosure agreement and provide delinquency reporting, prepare notifications to property owners, coordinate with the City and Foreclosure Counsel, assist in the collection process, and help monitor any payment plans.

12. *Data Collection:* SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office, for the parcels within the Districts. The database will include final tract and/or parcel map recordation information, building permits, and the appropriate building and parcel information, as well as certificate of compliance information for properties within each District.

13. *Budget Review:* SCG will review each District budget provided by the City and coordinate with City staff to assist with accurate cost-recovery accounting, incorporating the actual maintenance costs into the District budget to achieve maximum cost-to-benefit equity.

14. *Viewable Database:* SCG will obtain the latest Geographic Information System (GIS) shape files to be used for the calculation of the annual district assessments and make readily viewable using a KML file accessible and searchable, including APN and street address, using Google Earth.

15. *Annual Enrollment Correspondence:* SCG will prepare all Proposition 218 compliance forms for each fund number utilized by the City for the Auditor-Controller's Office, as well as any summary statements and authorized signature forms. SCG will identify and discuss with City staff any legislation impacts and changes made to the documents.

16. *Resubmittals and Adjusted Property Tax Bills:* If any changes to the secured tax roll necessitate corrections/revisions after the deadline, SCG will research, recalculate and, with the City approval, rectifies the issue. We will notify the City of the assessor's parcel numbers that were rejected by the County and therefore may not be assessed.

17. *Handbills:* SCG will prepare and mail hand bills for those parcels the County does not generate a tax bill. The handbills would include the City letterhead, invoices with two (2) installments, and would be payable directly to the City.

18. *California Debt and Investment Advisory Commission (CDIAC):* SCG will prepare all reports for the City's approval of any State and/or Federal reporting requirements pertaining to each District including the California Debt and Investment Advisory Commission (CDIAC), if applicable.

19. *AB 2109:* SCG will prepare all reports for the City's approval of any State and/or Federal reporting requirements including the Assembly Bill 2109, if applicable.

20. *SB 165 Reporting:* SCG will provide all materials to assist the City in preparing reports for the legislation that was approved in 2001 requiring additional reporting requirements outlined in Section 53411 of the Government Code (a) and (b).

21. *Indenture Compliance:* SCG will periodically review and monitor the City's compliance with the Indenture of Trust or Fiscal Agent Agreement as it relates to the flow of the special taxes. This will be

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incorporated in the annual budget review process.

### **Community Facilities District Administration**

- 1. Debt Service Component:** SCG will coordinate with the City's fiscal agent to review debt service schedules and determine the amount needed to pay principal and interest on the outstanding bonds. We independently maintain a debt service schedule for each bonded District as quality assurance and verify the appropriate debt service amounts are identified.
- 2. Calculation of Special Taxes:** SCG will annually calculate and apportion the special taxes for each District in accordance with the Rate and Method of Apportionment (RMA) of the Special Tax. The annual calculation will consist of assigning the special tax classes to each parcel within the District per the RMA and determine the special tax amount that will satisfy the special tax requirement.
- 3. Annual Levy Preparation and Submittal:** SCG will determine the Annual Levy requirement for the current Fiscal Year on or before August 10. SCG will calculate and prepare the annual levy for the Districts in a format and media acceptable for direct submission to the Riverside County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary.
- 4. Staffing and Contact Information:** SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public, and provide payoff calculations, if requested. City Staff may also refer property owners, title companies and other interested parties to that toll-free number in regards to the special tax proceedings and annual installments.
- 5. Annual Levy Report:** SCG will prepare any necessary documentation required for assessments of the special tax to be submitted to the County for enrollment. SCG will also provide the City with a Levy Report for the tax enrollments for the Districts. These reports will provide the City a full listing of the parcels levied for each District including information relevant to the calculation of the assessment for the City's approval.
- 6. Disclosure for Prospective Property Purchases:** SCG will assist City staff with providing the proper disclosure of Assessment information for prospective property purchases as required by Sections 53340.2 (b) and 53341.5 of the State of California Government Code.
- 7. Annual Continuing Disclosure:** SCG will prepare Annual Continuing Disclosure Reports that meet the guidelines of the Continuing Disclosure requirements for each District as stated by the continuing disclosure certificate under SEC Rule 10b-5 and 15c2-12. SCG will provide this report to the City for review and approval. Upon approval SCG will disseminate the reports with the Municipal Securities Rule Making Board (MSRB) using Electronic Municipal Market Access (EMMA) and to any other party directed by the applicable continuing disclosure agreement.
- 8. Bond Call:** SCG will perform an analysis to determine the par amount of the bonds to be called, to calculate any applicable premium, and to determine which maturities to call from and prepare a revised debt service schedule. SCG will coordinate the bond call with the Fiscal Agent/Trustee to ensure that bonds are called per the redemption provisions of the bond issue.
- 9. Release of Lien:** SCG will prepare the Release of Lien, required by Revenue and Taxation Code 163, upon confirmation a prepayment has been made by the property owner. SCG will record the release within five (5) days of receiving the signed release and provide a copy to the City.
- 10. Delinquency Monitoring:** SCG will provide delinquency management services to the City regarding their Districts. SCG will monitor delinquencies as required for the Annual Continuing Disclosure

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agreement and provide delinquency reporting, prepare notifications to property owners, coordinate with the City and Foreclosure Counsel, assist in the collection process, and help monitor any payment plans.

*11. Foreclosure Coordination (Bonded Districts Only):* SCG will assist in preparing documents submitted by the City requesting authorization of foreclosure action. This includes preparation and recordation of the Notice of Intent to Commence Foreclosure, preparation of Exhibits for the Resolution commencing foreclosure, and coordination of the removal of the assessments approved for foreclosure from the tax roll. SCG will provide delinquent amounts (including penalty and interest at the time the foreclosure is transferred) to City staff.

*12. Bond Rating Agencies:* SCG will assist City staff in providing information to bond rating agencies when needed.

*13. Current and Future CFD Laws:* SCG is well versed in all case laws approved affecting assessment and special tax districts. We continue to attend educational seminars and conferences and discuss these issues with other industry professionals on an annual basis. SCG will provide City Staff with periodic updates as new case law is approved and keep the City in compliance with all statutory and regulatory laws related to the City's special finance districts.

*14. Notice of Special Tax:* SCG will provide and record a Notice of Special Tax Disclosure as required by California Government Code Sections 53340.2(b) and 53341.5.

*15. SB 165 Reporting:* SCG will provide all materials to assist the City in preparing reports for the legislation that was approved in 2001 requiring additional reporting requirements outlined in Section 53411 of the Government Code (a) and (b).

*16. AB 2109:* SCG will prepare all reports for the City's approval of any State and/or Federal reporting requirements including the Assembly Bill 2109, if applicable.

*17. California Debt and Investment Advisory Commission (CDIAC):* SCG will prepare all reports for the City's approval of any State and/or Federal reporting requirements pertaining to each District including the California Debt and Investment Advisory Commission (CDIAC), if applicable.

*18. Annual Reporting AB 1666:* SCG will provide an Annual Report (AB 1666) to the City which will include identification of the Community Facilities District (CFD) administrative cost items eligible for the recovery by the public agency, review of fund balances and any surplus/deficit funds, debt service requirements, delinquency reporting, and a cover letter providing any related recommendations or issues. The report will include a series of schedules, including a District summary that will be useful for City staff to reference.

*19. Meetings:* SCG will attend City Meetings, Public Hearings, and/or staff meetings annually as determined by the City for the annual enrollment. We will attend additional hearings and public meetings as required by the appropriate improvement act(s) fully prepared to present all necessary testimony and to respond to all public comments.

*20. Data Collection:* SCG has the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office, including Geographic Information System (GIS) shape files for the parcels within the Districts. The database will include final tract and/or parcel map recordation information, building permits, and the appropriate building and parcel information, as well as certificate of compliance information for properties within each District to be used for the calculation of the annual district assessments and made readily viewable using a KML file accessible and searchable, including APN and street address, using Google Earth.

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**21. Budget Review:** SCG will review each District budget provided by the City and coordinate with City staff to assist with accurate cost-recovery accounting, incorporating the actual maintenance costs into the District budget to achieve maximum cost-to-benefit equity.

**22. Annual Enrollment Correspondence:** SCG will prepare all Proposition 218 compliance forms for each fund number utilized by the City for the Auditor-Controller's Office, as well as any summary statements and authorized signature forms. SCG will identify and discuss with City staff any legislation impacts and changes made to the documents.

**23. Resubmittals and Adjusted Property Tax Bills:** If any changes to the secured tax roll necessitate corrections/revisions after the deadline, SCG will research, recalculate and, with the City approval, rectify the issue. We will notify the City of the assessor's parcel numbers that were rejected by the County and therefore may not be assessed.

**24. Handbills:** SCG will prepare and mail hand bills for those parcels the County does not generate a tax bill. The hand bills would include the City letterhead, invoices with two (2) installments, and would be payable to the directly to the City.

**25. Prepayment Calculation:** SCG will calculate the special tax prepayment amount for a parcel(s) and provide any additional information as requested related thereto. The party requesting the calculation shall pay the fee of any prepayment calculation.

**26. Indenture Compliance:** SCG will periodically review and monitor the City's compliance with the Indenture of Trust or Fiscal Agent Agreement as it relates to the flow of the special taxes. This will be incorporated in the annual budget review process.

### **Landscape and Lighting Maintenance District Administration**

**1. Services Coordination:** SCG will schedule an annual kick-off meeting with the City staff to confirm the schedule of events for the administration and to determine the procedural and financial considerations including; reviewing budgets, discuss the appropriate land use classifications and discuss and identify the boundaries. SCG will work with the City to collect and review parcel data to the City's Landscape and Lighting Maintenance Districts (LLMD's).

**2. Data Collection:** SCG has the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office, including Geographic Information System (GIS) shape files for the parcels within the Districts. The database will be used for the calculation of the annual district assessments and made readily viewable using a KML file accessible and searchable, including APN and street address, using Google Earth.

**3. Engineer's Report Preparation:** SCG will prepare sections and/or complete preliminary and final annual Engineer's Report pursuant to Landscaping and Lighting Act of 1972 and the provisions of California Article XIID (Proposition 218). These reports will include the following required items: i) a general description of the District, which may include key historical facts, zone designations and discussion of the District benefits; ii) a description of the plans and improvement specifications; iii) description of the method of apportionment; iv) a map of the District; v) an assessment roll of the estimated cost to each parcel; and vi) an affidavit stating that a professional engineer has prepared the report.

**4. Reporting:** SCG will provide the City with an electronic copy of the Engineer's Reports containing the information used to calculate the annual assessment amount for each parcel as well as a summary of the total annual levy for the District.

**5. Annual Levy Preparation and Submittal:** SCG will determine the Annual Levy requirement for the

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current Fiscal Year on or before August 10. SCG will calculate and prepare the annual levy for the Districts in a format and media acceptable for direct submission to the Riverside County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary.

**6. *Exceptions List and Parcel Updates:*** SCG will research, recalculate and, with the City's approval, re-submit any revisions to the parcel exceptions list from the County. SCG will prepare any additional County required correspondences relating to the submittal, correction, or removal of assessment to the County tax roll for the City.

**7. *Staffing and Contact Information:*** SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public. City Staff may also refer property owners, title companies and other interested parties to that toll-free number regarding the special tax proceedings and annual installments.

**8. *Annual Levy Report:*** SCG will provide the City with an Annual Levy Detail and Levy Summary Report for the final tax enrollments for the Districts. These reports will provide the City a full listing of the parcels levied for each District including information relevant to the calculation of the assessment. The levy summary report will provide a summary of the total levy enrolled compared to the approved budget and include a description for any variances for the City.

**9. *Annual Enrollment Correspondence:*** SCG will prepare all Proposition 218 compliance forms for each fund number utilized by the City for the Auditor-Controller's Office, as well as any summary statements and authorized signature forms. SCG will identify and discuss with City staff any legislation impacts and changes made to the documents.

**10. *Timeline:*** As a result of this meeting SCG will prepare and maintain a timeline identifying the sequence of events, responsibilities, and due dates and be in constant communication with City Staff of these requirements. Periodic adjustments will be made to address the City's scheduling requirements or proposed District changes.

**11. *Meetings:*** SCG will attend City Council meetings, public hearings, and/or staff meetings annually as determined by the City for the annual enrollment. We will attend additional hearings and public meetings as required by the appropriate improvement act(s) fully prepared to present all necessary testimony and to respond to all public comments.

**12. *Budget Review:*** SCG will review each District budget provided by the City and coordinate with City staff to assist with accurate cost-recovery accounting, incorporating the actual maintenance costs into the District budget to achieve maximum cost-to-benefit equity.

**13. *Reporting:*** SCG will complete all reports required by the County, State and Federal agencies.

### **County Service Area 152 District Administration**

**1. *Annual Levy Preparation and Submittal:*** SCG will determine the Annual Levy requirement for the current Fiscal Year on or before August 10. SCG will calculate and prepare the annual levy for the Districts in a format and media acceptable for direct submission to the Riverside County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary.

**2. *Staffing and Contact Information:*** SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public. City Staff may also refer property owners, title companies and other interested parties to that toll-free number in regard to the special tax proceedings and annual installments.

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3. *Annual Levy Report:* SCG will provide the City with an Annual Levy Detail and Levy Summary Report for the final tax enrollments for the Districts. These reports will provide the City a full listing of the parcels levied for each District including information relevant to the calculation of the assessment. The levy summary report will provide a summary of the total levy enrolled compared to the approved budget and include a description for any variances for the City.

4. *Reporting:* SCG will complete all reports required by the County, State and Federal agencies.

### **Weed Abatement**

1. *Database Management:* SCG will maintain a comprehensive database of the District and Parcel information in a form such that the annual levy submission to Riverside County will follow the guidelines as outlined in the County's fixed charge submission packet. SCG will maintain all data related to individual parcels including special tax and assessment information, a regularly updated delinquency history (delinquent amounts for each parcel including penalties and interest, reference to those referred to foreclosure action, and paid prior year delinquency information), current property ownership information, assessed valuation information, and much more.

2. *Levy Calculation and Levy Submission:* SCG will, in consultation with the City, determine the Levy requirement for the current Fiscal Year. The calculation of the levy requirement will consist of the following:

3. *Submit Installment Amounts to the County:* Each Fiscal Year SCG shall prepare the annual levy for the program in a format and media acceptable for Riverside County Tax Collector prior to the requested deadline and shall perform adjustments and corrections to the levies as necessary. If corrections/revisions after deadline are necessary, SCG will research, recalculate and, with the City's approval, rectify the issue.

4. *Parcel Information:* SCG will maintain current Assessor's Maps for the programs parcels and shall update annually, prior to enrollment of the current year's levy, any information necessary for use in calculating the levy. We will work to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City's needs.

5. *Exceptions Research:* SCG will research the exceptions list from the County; and update parcel number changes in the database and calculate the benefit assessment area, as well as report the revised parcels and updated levy amounts to City Staff. SCG will also prepare for City Staff any additional County-required correspondences relating to the submittal, correction, or removal of special taxes to the County tax roll.

6. *Applied Report:* Once finalized, SCG will provide the City with a hard copy and an electronic copy of the Annual Levy Report containing the information used to calculate the annual installment amount for each parcel as well as a summary of the total annual levy for the program.

7. *Responses to Property Owner Questions:* SCG will serve as the initial and primary contact to the property owners, title companies and other interested parties regarding the program proceedings and annual installments.

8. *Toll Free Number:* SCG will provide a toll free phone number for the City to refer property owners, title companies and other interested parties to in regard to program proceedings and annual installments.

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### Nuisance Abatement

- 1. Database Management:* SCG will maintain a comprehensive database of the District and Parcel information in a form such that the annual levy submission to Riverside County will follow the guidelines as outlined in the County's fixed charge submission packet. SCG will maintain all data related to individual parcels including special tax and assessment information, a regularly updated delinquency history (delinquent amounts for each parcel including penalties and interest, reference to those referred to foreclosure action, and paid prior year delinquency information), current property ownership information, assessed valuation information, and much more.
- 2. Levy Calculation and Levy Submission:* SCG will, in consultation with the City, determine the Levy requirement for the current Fiscal Year. The calculation of the levy requirement will consist of the following:
- 3. Submit Installment Amounts to the County:* Each Fiscal Year SCG shall prepare the annual levy for the program in a format and media acceptable for Riverside County Tax Collector prior to the requested deadline and shall perform adjustments and corrections to the levies as necessary. If corrections/revisions after deadline are necessary, SCG will research, recalculate and, with the City's approval, rectify the issue.
- 4. Parcel Information:* SCG will maintain current Assessor's Maps for the programs parcels and shall update annually, prior to enrollment of the current year's levy, any information necessary for use in calculating the levy. We will work to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City's needs.
- 9. Exceptions Research:* SCG will research the exceptions list from the County; and update parcel number changes in the database and calculate the benefit assessment area, as well as report the revised parcels and updated levy amounts to City Staff. SCG will also prepare for City Staff any additional County-required correspondences relating to the submittal, correction, or removal of special taxes to the County tax roll.
- 10. Applied Report:* Once finalized, SCG will provide the City with a hard copy and an electronic copy of the Annual Levy Report containing the information used to calculate the annual installment amount for each parcel as well as a summary of the total annual levy for the program.
- 11. Responses to Property Owner Questions:* SCG will serve as the initial and primary contact to the property owners, title companies and other interested parties regarding the program proceedings and annual installments.
- 12. Toll Free Number:* SCG will provide a toll free phone number for the City to refer property owners, title companies and other interested parties to in regard to program proceedings and annual installments.

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### CONSULTING SERVICES

#### Annexation Services for CFD 2015-1 (Public Services):

1. *Gathering Information:* SCG will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the annexation schedule of events, procedural and financial considerations, establish the appropriate land use classifications, and discuss and identify the boundaries of the proposed annexation.

2. *Data Collection:* SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office for the parcels within the proposed Districts, and Geographic Information System (GIS) shape files or the annexation.

3. *Annexation Boundary Map:* SCG will prepare the Annexation Boundary Map, illustrating the boundaries of territory proposed for inclusion in the district, capturing the entirety of any parcel subject to taxation by the district. The map shall meet the requirements of the Mello-Roos Act and the Riverside County Recorder's Office. Additionally, SCG will record the map with the Recorder's Office.

4. *Consulting Services:* SCG will provide consulting services and advice to the City as necessary. This includes due diligence to ensure accuracy in the process, and provide clear written documentation in our approach to structuring the Rate and Method of Apportionment and the Special Tax roll. To assure and maintain quality assurance, SCG has instituted an internal auditing and review policy that requires a minimum of two individuals with the appropriate expertise to review and audit any information prior to dissemination of that information to the client.

5. *Meetings:* SCG will attend two (2) informal meetings or hearings held for the purpose of disseminating information to the public, including attending property owner meetings requested for homeowner associations (HOA) that may request to annex into the CFD. Prior to such meetings or hearings, SCG will be prepared to make a complete and factual presentation. We will also attend two (2) public meetings, as required by the appropriate improvement act(s), fully prepared to present necessary testimony and respond to public comments.

6. *Landowner Election:* SCG will prepare a list of the owner names and acreages and obtain a certificate from the Registrar of Voters whether confirming there are, or are not, registered voters within the boundaries of the annexation.

*Notice of Special Tax Lien:* SCG will provide a list of Assessor Parcels for the Notice of Special Tax Lien and record the notices.

#### Annexation Services for CFD 2015-2 (Maintenance Services)

1. *Gathering Information:* SCG will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the annexation schedule of events, procedural and financial considerations, establish the appropriate land use classifications, and discuss and identify the boundaries of the proposed annexation.

2. *Data Collection:* SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office for the parcels within the proposed Districts, and Geographic Information System (GIS) shape files or the annexation.

3. *Maintenance Data:* SCG will coordinate with the City in determining what the necessary levels of services that would be required for proper allocation per the Rate and Method of Apportionment for the annexation.

4. *Maintenance Tax Rates:* SCG will establish a Special Tax Rate for each annexation determining the

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necessary revenues to cover operations and maintenance costs including administrative costs. Based on the structure of the Special Tax formula, SCG will determine the appropriate methodology for allocating the costs to the various land use classifications consistent with the previously approved methodology of the City's landscape, lighting, street, parks, and drainage maintenance programs.

**5. *Annexation Boundary Map:*** SCG will prepare the Annexation Boundary Map, illustrating the boundaries of territory proposed for inclusion in the district, capturing the entirety of any parcel subject to taxation by the district. The map shall meet the requirements of the Mello-Roos Act and the Riverside County Recorder's Office. Additionally, SCG will record the map with the Recorder's Office.

**6. *Consulting Services:*** SCG will provide consulting services and advice to the City as necessary. This includes due diligence to ensure accuracy in the process, and provide clear written documentation in our approach to structuring the Rate and Method of Apportionment and the Special Tax roll. To assure and maintain quality assurance, SCG has instituted an internal auditing and review policy that requires a minimum of two individuals with the appropriate expertise to review and audit any information prior to dissemination of that information to the client.

**7. *Meetings:*** SCG will attend two (2) informal meetings or hearings held for the purpose of disseminating information to the public, including attending property owner meetings requested for homeowner associations (HOA) that may request to annex into the CFD. Prior to such meetings or hearings, SCG will be prepared to make a complete and factual presentation. We will also attend two (2) public meetings, as required by the appropriate improvement act(s), fully prepared to present necessary testimony and respond to public comments.

**8. *Landowner Election:*** SCG will prepare a list of the owner names and acreages and obtain a certificate from the Registrar of Voters whether confirming there are, or are not, registered voters within the boundaries of the annexation.

**9. *Notice of Special Tax Lien:*** SCG will provide a list of Assessor Parcels for the Notice of Special Tax Lien and record the notices.

### **CFD Formation Services**

**1. *Kickoff Meeting and Gathering Information:*** SCG will work to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City's needs. SCG will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the CFD's schedule of events, procedural and financial considerations, establish the appropriate land use classifications and discuss and identify the boundaries of the proposed CFD.

**2. *Data Collection:*** SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office for the parcels within the proposed District, and Geographic Information System (GIS) shape files for creating the database and for mapping the proposed boundaries of the CFD.

**3. *Tax Spread:*** SCG will establish a Special Tax formula for the necessary revenues to cover facilities, operations and maintenance costs including administrative costs. Based on the proposed structure of the Special Tax formula, SCG will determine the appropriate methodology for allocating the costs to the various land use classifications and if possible be consistent with the previously approved methodology of the City's landscape, lighting, street, parks, and drainage maintenance programs.

**4. *Rate and Method of Apportionment:*** SCG will prepare a proposed Rate and Method of Apportionment (RMA) that takes into consideration the various land use classifications, maintenance categories, and provides the necessary flexibility for a variety of developments to be included in the City.

## ATTACHMENT A

The RMA will take into consideration: clarity of language in the definition of terms, ability of the property to be assigned to different tax classifications, and presence of a mechanism to levy taxes in the event of a change in projects and usage.

5. *Public Report Preparation:* SCG will prepare the CFD Public Report, including a description of the facility costs or maintenance services to be performed and projected annual special tax and present it to the City Council at the Public Hearing.

6. *Landowner Election:* SCG will prepare a list of the owner names and acreages and obtain a certificate from the Registrar of Voters whether confirming there are, or are not, registered voters within the boundaries of the CFD.

7. *Notice of Special Tax Lien:* SCG will provide a list of Assessor Parcels for the Notice of Special Tax Lien and records the notices.

8. *Document Review and Preparation:* SCG will review and prepare the required documents for the formation of the CFD. SCG will also assist the formation team in preparing a procedure for performing future annexations to the CFD.

9. *Consulting Services:* SCG will provide consulting services and advice to the City as necessary, including due diligence to ensure accuracy in the process and clear written documentation in our approach when structuring the Rate and Method of Apportionment and the Special Tax roll.

10. *Boundary Map:* SCG's will prepare the Boundary Map illustrating the boundaries of territory proposed for inclusion in the district capturing the entirety of any parcel subject to taxation by the proposed district. The map shall meet the requirements of the Mello-Roos Act and the Riverside County Recorder's Office. Additionally, SCG will record the map with the County Recorder's Office.

### **Bond Issuance Services**

1. *Kickoff Meeting and Gathering Information:* The purpose of this task is to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City's needs. SCG will meet with City Staff, legal counsel, team of consultants and project proponents to confirm the CFD's schedule of events, procedural and financial considerations, establish the appropriate land use classifications and discuss and identify the boundaries of the proposed CFD.

2. *Data Collection:* SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office for the parcels within the proposed District, and Geographic Information System (GIS) shape files for our in-house GIS platform.

3. *Bond Documents Table Preparation and Review:* SCG will prepare and provide final calculation to the finance team for inclusion in the Preliminary Official Statement (POS) and Official Statement (OS) to include: i) Maximum special tax coverage; ii) Value-to-lien computations; iii) Overlapping debt table; and iv) Effective tax rate schedules. SCG will review the POS, OS and other legal documents as they relate to any items included in the CFD Public Report, the boundary map and any tables SCG provides.

4. *Vicinity Map:* SCG will prepare a location and area map for inclusion in the POS and OS.

5. *Special Tax Certificate:* SCG will prepare and sign the Special Tax Consultant Certificate that certifies that the maximum special tax rates are sufficient to meet debt service requirements and coverage ratios for bonds to be issued.

## ATTACHMENT A

### STAX Application Maintenance Services

1. *Property Finder Application Planning and Configuration:* SCG will collaborate with the City to create an ongoing implementation and support plan detailing projected tasks, due dates, task assignments, and time estimates.
2. *Domain Name:* Include the annual domain registration and renewal fees.
3. *SSL Certificate:* If your application uses HTTPS, factor in the cost of SSL certificates.
4. *Tech Support:* Provide ongoing technical support for any issues or updates.
5. *Software Updates:* SCG will provide the City with program updates (including new versions and releases) announced during the term of the contract, as soon as these updates are generally available.
6. *Security Measures:* Implement security scans, patches, firewalls, and monitoring tools.
7. *Backups:* Regularly back up data and ensure disaster recovery mechanisms.
8. *Content Updates:* Provide content changes (e.g., text, images), Optional Service.
9. *Fixing Broken Links:* Monitor links, identify when links are broken, take site into maintenance mode and fix them during off-hours.
10. *Monitoring Website Performance:* Periodic monitoring of web site, collecting of statistics and identifying any performance issues that need to be addressed in maintenance mode during off-hours.
11. *SEO and Marketing:* Offer search engine optimization (SEO) services and marketing strategies.
12. *Remote Support:* SCG will provide remote support for the following requests: i) replies to fundamental questions and those about installation, usage and configuration that can be answered within a short time; ii) replies to questions concerning STAX publications in relation to the eligible programs; iii) replies to question on code-related errors.
13. *Diagnostic Information:* Verification of the diagnostic information to provide support for the isolation of the cause of a problem (for example, support for the interpretation of traces and dumps in the case of installation or code-related errors).
14. *Error Identification:* In the case of identified errors, the provision of information about bug fixes and program temporary fixes.
15. *Hosting and Infrastructure:* Hosting of application on AWS or any other cloud provider. This includes server maintenance, scaling, and ensuring high availability.

## ATTACHMENT B

### Fee Schedule

District	Total	District	Total	District	Total
CFD 2003-1	\$9,729.69	CFD 2007-6	\$0.00	CFD 2022-1 Alberhill	\$8,090.61
CFD 2003-2 IA A	\$12,509.59	CFD 2009-1	\$6,949.78	CFD 2022-2 Lakeshore	\$8,090.61
CFD 2003-2 IA B	\$33,358.93	CFD 2015-1	\$11,055.67	CFD 2023-1 Lakeside	\$8,090.61
CFD 2003-2 IA C	\$25,019.20	CFD 2015-2 Zone 1	\$17.62	CFD 2023-2 Mission Trails	\$8,240.36
CFD 2003-2 IA D	\$19,205.42	CFD 2015-2 Zone 2	\$453.07	CFD 90-2 Tuscany Hills	\$26,560.38
CFD 2003-2 IA E	\$9,475.74	CFD 2015-2 Zone 3	\$320.49	CFD 95-1 Civic Center	\$9,729.69
CFD 2004-3 IA 1	\$9,729.69	CFD 2015-2 Zone 4	\$630.77	CFD 98-1 Summerhill	\$9,729.69
CFD 2004-3 IA 2	\$9,729.69	CFD 2015-2 Zone 5	\$599.56	Citywide LLMD	\$26,409.11
CFD 2005-1	\$9,729.69	CFD 2015-2 Zone 6	\$204.28	LMD No. 1 - Zone 1	\$701.01
CFD 2005-2 (Services)	\$6,949.78	CFD 2015-2 Zone 7	\$2,149.45	LMD No. 1 - Zone 2	\$419.87
CFD 2005-2 IA A	\$9,729.69	CFD 2015-2 Zone 8	\$500.97	LMD No. 1 - Zone 3	\$680.78
CFD 2005-4	\$3,474.89	CFD 2015-2 Zone 9	\$2,889.50	LMD No. 1 - Zone 4	\$2,493.98
CFD 2005-5	\$6,949.78	CFD 2015-2 Zone 10	\$0.00	LMD No. 1 - Zone 5	\$3,747.69
CFD 2005-5 (Services)	\$6,949.78	CFD 2015-2 Zone 11	\$3,662.86	LMD No. 1 - Zone 6	\$437.61
CFD 2005-6	\$6,949.78	CFD 2015-2 Zone 12	\$990.19	LMD No. 1 - Zone 7	\$2,665.70
CFD 2006-1 IA A	\$15,620.45	CFD 2015-2 Zone 13	\$271.34	LMD No. 1 - Zone 8	\$52.89
CFD 2006-1 IA B	\$10,486.13	CFD 2015-2 Zone 14	\$0.00	LMD No. 1 - Zone 9	\$0.00
CFD 2006-1 IA CC	\$9,729.69	CFD 2015-2 Zone 15	\$0.00	LMD No. 1 - Zone 10	\$0.00
CFD 2006-1 IA EE	\$9,503.38	CFD 2015-2 Zone 16	\$273.20	LMD No. 1 - Zone 11	\$10,731.88
CFD 2006-1 IA FF	\$9,475.74	CFD 2015-2 Zone 17	\$820.22	LMD No. 1 - Zone 12	\$0.00
CFD 2006-1 IA HH	\$9,702.05	CFD 2015-2 Zone 18	\$231.78	LMD No. 1 - Zone 13	\$0.00
CFD 2006-1 IA II	\$9,729.69	CFD 2015-2 Zone 19	\$231.78	LMD No. 1 - Zone 14	\$723.02
CFD 2006-1 IA JJ	\$9,503.38	CFD 2015-2 Zone 20	\$0.00	LMD No. 1 - Zone 15	\$426.70
CFD 2006-1 IA KK	\$9,702.05	CFD 2015-2 Zone 21	\$0.00	LMD No. 1 - Zone 16	\$341.77
CFD 2006-1 (Services)	\$7,252.35	CFD 2015-2 Zone 22	\$0.00	LMD No. 1 - Zone 17	\$266.85
CFD 2006-2	\$6,949.78	CFD 2015-2 Zone 23	\$4,186.27	LMD No. 1 - Zone 18	\$555.39
CFD 2006-2 (Services)	\$6,949.78	CFD 2015-2 Zone 24	\$264.88	LMD No. 1 - Zone 19	\$261.11
CFD 2006-3	\$6,949.78	CFD 2015-4 Terracina	\$9,729.69	LMD No. 1 - Zone 20	\$486.93
CFD 2006-4	\$3,474.89	CFD 2015-4 (Services)	\$7,078.42	LMD No. 1 - Zone 21	\$606.78
CFD 2006-5 (Services)	\$6,949.78	CFD 2015-5 Trieste	\$9,475.74	LMD No. 1 - Zone 22	\$255.81
CFD 2006-6	\$4,169.87	CFD 2016-1 Southshore	\$0.00	LMD No. 1 - Zone 23	\$221.08
CFD 2006-8	\$9,199.74	CFD 2016-2 Canyon Hills	\$9,199.74	LMD No. 1 - Zone 24	\$266.06
CFD 2006-8 (Services)	\$6,949.78	CFD 2017-1 Safety Services	\$0.00	LMD No. 1 - Zone 25	\$65.79
CFD 2007-1	\$6,949.78	CFD 2018-1 Wasson Canyon	\$6,571.25	RAD 2021-1	\$26,560.38
CFD 2007-4	\$9,199.74	CFD 2019-1 Westlake	\$9,345.40	CSA 152 NPDES	\$6,949.78
CFD 2007-4 (Services)	\$6,949.78	CFD 2019-2 Nichols Ranch	\$9,345.40	Weed Abatement	\$3,090.00
CFD 2007-5	\$9,199.74	CFD 2021-1 IA 1 Tuscany/Crest	\$8,333.32	Nuisance Abatement	\$3,090.00
CFD 2007-5 (Services)	\$6,949.78	CFD 2021-1 IA 2 Tuscany/Crest	\$8,333.32		