



**PROPOSAL AND STATEMENT OF QUALIFICATIONS FOR THE
MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

JANUARY 2006

FOR

**FULL-SERVICE ADMINISTRATION OF THE
SANTA MONICA MOUNTAINS OPEN SPACE
PRESERVATION ASSESSMENT DISTRICTS**

REAPPORTIONMENT OF ASSESSMENTS

&

CONTINUING DISCLOSURE SERVICES

SUBMITTED BY:

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A. Executive Summary

SCI Consulting Group (SCI) is pleased to offer our professional consulting, engineering and public relations services to the Mountains Recreation and Conservation Authority (MRCA). The scope of services within this Proposal includes all tasks required for the administration of the Santa Monica Mountains Open Space Preservation Assessment District No. 1 and No. 2 as well as other value-added services such as comprehensive property base auditing, levy accuracy confirmation on a parcel by parcel basis, a historical review of levy submittals and updating of the current roll data with the final closing roll for the upcoming fiscal year. SCI will provide our comprehensive services in a manner that limits the time and resources of MRCA.

Specifically, the general scope of services would include:

- Initial planning, property research and assistance with preparation of improvement/service plans and budgets.
- Acquisition and validation of current property data, comparison with other property data sources and data accuracy validation services.
- Comprehensive research and confirmation of all levies on a parcel-by-parcel basis.
- Periodic meetings with MRCA staff to review findings, budgets, statute requirements and other relevant items.
- Preparation of legal notices, resolutions, staff reports and MRCA Board review items.
- Preparation of an Engineer's Report that will meet all legal requirements and will provide continued justification for the assessments, a budget for assessment expenditures by expenditure type, and an assessment for each parcel.
- Levy collection reports and confirmation of the accuracy of the Auditor's Tax Roll for the District.
- Directly responding to property owner inquiries regarding their proposed assessments, the District or other questions on our toll-free taxpayer assistance line.
- Manual billing of parcel owners as needed.
- Providing on-line access of assessment database information exclusively for MRCA staff using our own secure, web-based online system.
- Reapportionment of assessments for new or merged lots.
- Calculation and processing of prepayments, including recordation of release of liens.

- Continuing disclosure services for the bondholders.

It should be noted that this proposal contains information and a description of services and project approaches and procedures that are trade secrets as defined by Government Code Section 6254.7. As a result, this proposal should not be duplicated or distributed to parties other than the individuals with MRCA who will be reviewing the proposal in whole or in part, without the expressed written consent of SCI Consulting Group.

B. Approach to Required Services

This Section shall serve to highlight our approach towards levy administration services and other value added services included within this Proposal.

One of the service elements that distinguishes SCI from other firms is our comprehensive approach for levy preparation. On a yearly basis, we recalculate and confirm the assessments on a parcel-by-parcel basis for all properties within the assessment district. SCI has developed over fifty unique levy validation/checking queries that we run on each parcel. This approach, while more time consuming than simply relying on Assessor property characteristics and previous assessment amounts, has consistently proven to result in more accurate levies.

The starting point for calculating and confirming the parcel levies for all parcels within each assessment district is the current Los Angeles County Assessor's data. SCI will utilize the County data as the initial basis for calculating and confirming assessment levies and will extend and enhance this data with additional information and services that have proven to maximize the annual benefit assessment proceeds by uncovering inaccuracies and outdated information.

Furthermore, our proposed scope of services includes periodic on-site meetings, preparation of notices and resolutions, preparation of a customized computer program for levy administration, periodic reports for levy submittals and collections, taxpayer point of contact services via a toll-free phone number and other services.

1. Detailed Scope of Work

Introduction: The purpose of this Section is to detail the scope of work and responsibilities SCI Consulting Group (SCI) would assume in providing special levy administration services for the Mountains Recreation and Conservation Authority Santa Monica Mountains Open Space Preservation Assessment District No.1 and No. 2. This section is intended to further define and expand the scope of services.

Definitions:

- A. **MRCA:** Mountains Recreation and Conservation Authority, MRCA Staff, and MRCA Board.
- B. **Districts:** Santa Monica Mountains Open Space Preservation Assessment District No.1 and No. 2.
- C. **SCI:** SCI Consulting Group, and any and all employees.

i. Special Levy Administration Services:

- a. Meet with MRCA staff and other individuals as needed to establish and review the timeline, assist with development of budgets, review historical assessment data and accomplish other tasks related to administration of the District and respective boundaries.
- b. Obtain topographic and aerial maps and diagrams as necessary to complement SCI's existing maps and diagrams for the District.
- c. Utilize current and historical Assessor Parcel Maps as required.
- d. Meet with MRCA staff, property owners, Los Angeles County Assessor staff and other parties as needed to obtain information or verify assessments.
- e. From Assessor records, determine the number of parcels in each land use category, excluding nontaxable parcels.
- f. Run multiple validation checks and queries on the Assessor records to flag parcels with potentially incorrect or incomplete land use designations or property characteristics. Utilize other property data sources and/or research parcels so identified and update SCI's land type classifications as necessary.
- g. Conduct a comprehensive parcel audit to verify that all factors used to determine the assessment levies are correct. Revise any levy found to be based on inaccurate or incomplete information.
- h. Develop and maintain a database for each parcel within the Districts and each respective boundary. The data for each parcel will include owner name(s), parcel number, assessor property values, acreage, dwelling

units, assessor usecode, internal land type classification, benefit factors, assessment amounts, mailing address, historical information including usecode changes, notes and other useful or relevant data.

- i. Research changes in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the District. Flag all parcels that require property research to determine the appropriate assessment.
- j. Utilize other real property data information services to obtain additional property information, and to verify and confirm all levies.
- k. As necessary, field-check those properties that are flagged for research as well as those parcels or areas designated by MRCA staff as requiring further research.
- l. Prepare reports of parcels with usecode changes from the previous fiscal year with the new fiscal year and reconfirm the levies for such parcels.
- m. Prepare reports of new and deleted parcels from the new fiscal year, verify the levies for new parcels and confirm deleted/retired parcels.
- n. Run custom-developed queries and data checks on the property base and levy roll to verify and check the accuracy of the levies for all parcels.
- o. Provide MRCA with a preliminary benefit unit count and a preliminary levy report.
- p. Prepare Levy Roll listing parcel number, owner name, property address, and assessment amount for each Assessor Parcel within the Districts.
- q. Obtain current fiscal year cost information from MRCA to use as a basis for the cost estimate, assessment rates and levy amounts for the Engineer's Report.
- r. Analyze and document general and special benefits and other assessment engineering and benefit issues as appropriate.
- s. Prepare preliminary comprehensive Engineer's Reports that meet the legal requirements imposed by Municipal Improvement Act of 1913 (the "1913 Act"), the Improvement Bond Act of 1915 (the "1915 Act"), Article XIID of the California Constitution (Proposition 218) and/or other applicable statutes related to the specific District. The Reports shall include, but shall not be limited to, introduction and overview, plans and specifications, description of the District, budget and cost estimates, evaluation of special benefits from the assessments, method of apportionment, benefit rates, certifications, fund balances and other relevant information.
- t. Review the preliminary Engineer's Reports with MRCA staff and other parties and modify as directed.
- u. Using the established levy methodology, allocate the estimated cost of improvements to all parcels within the Districts.

- v. Obtain levy data and prepare levy rolls for all parcels within the Districts that are subject to the Assessments.
- w. Evaluate and query MRCA's parcel base to ensure that no parcels have been incorrectly excluded from the Assessments and all parcel Assessments have been correctly determined.
- x. Prepare reports for the Assessments. Such reports shall include introductory and background information, historical data, budgets and a listing of the Assessments by parcel.
- y. Prepare and print the District's Assessment Rolls listing parcel number, owner name, property address, and levy amount for each Assessor Parcel.
- z. Develop a custom Microsoft Windows or Macintosh format special levy administration software program and CD that will allow MRCA staff to quickly locate parcel data and levy data by owner name, parcel number, street address or other requested search criteria.
- aa. File Annual Engineer's Reports with MRCA Clerk.
- bb. Prepare MRCA board resolutions, staff reports and notices for the Districts.
- cc. Attend MRCA Board meetings at which the Reports are reviewed or approved, or the Public Hearings are held.
- dd. Present the Engineer's Reports, Assessment Rolls and other relevant information to MRCA, summarize the levy methodology, answer all questions raised and assist in finalizing the project for Board approval.
- ee. Obtain the final closing County Assessor Roll when it becomes available.
- ff. Create a new and final assessment roll using the final County roll data and the other tasks described above. Recalculate the levies for all parcels that materially changed in land use code or changed in other ways on the final lien-date roll for the fiscal year.
- gg. Meet the County of Los Angeles special levy roll submission requirements and perform tasks needed to submit the levies before the County's deadline.
- hh. File approved Engineer's Reports, Assessment Rolls, and Assessment Diagrams and levies with the County Auditor for inclusion on the tax bills for the upcoming fiscal year.
- ii. Receive exceptions list, if any, from County Auditor; make appropriate revisions and resubmit to Auditor's Office. Any parcels that are not submitted to the County for collection or are not placed on the County tax roll for any reason will be produced as handbills by SCI with payment directed to MRCA.
- jj. Verify and validate Auditor's levy data prior to the printing of tax bills.

- kk. Submit ten copies of each final Engineer's Reports to MRCA.
- ll. Provide reports throughout the year coinciding with the performance of the annual administration. These reports will include a detail of the amounts submitted for levy or hand billed for collection, details of delinquent assessments, assessed valuation information, levy detail by property type and levy amounts.
- mm. Provide other appropriate administrative services.
- nn. Meet periodically with MRCA Staff, Board members, legal counsel, property owners and/or other parties. For such meetings, prepare any needed or required materials.
- oo. Coordinate the review and development of administrative procedures and levy tracking reporting with MRCA.
- pp. Calculate and provide payoff of bonded assessments as requested from property owners. Prepare and record release of liens for parcels that have paid assessment liens in full.

ii. Reapportionment of Bonded Assessments

- a. Research and identify retired parcels and identify all new parcels for which the bonded assessment liens have not been applied.
- b. Reapportion assessments and assessment liens on retired parcels to new parcels.
- c. Prepare amended assessment reports and amended Assessment Diagrams and file with District.
- d. Prepare MRCA board resolutions, staff reports and notices for the District as they pertain to the reapportionment of bonded assessments.
- e. Publish Notices of Hearing on amended assessments and the reapportionments.
- f. File amended Assessment Diagram and Notice of Amended Assessment with Los Angeles County Recorder.

iii. Continuing Disclosure & Dissemination Agent:

- a. Confirm the name and address of each Nationally Recognized Municipal Securities Information Repository (NRMSIR) and each Repository designated by the State of California as a State Repository and recognized as such by the Securities Exchange Commission, if any.
- b. Provide to each NRMSIR and each State Repository Continuing Disclosure Reports consistent with the requirements of Section 4 of the Disclosure Certificate and SEC Rule 15c2-12 no later than January 31, of each year.

- c. Report significant events pursuant to Section 5 of the Continuing Disclosure Certificate when notified by the Authority of occurrence of such an event. File notice of such occurrence with the Municipal Securities Rulemaking Board and each State Repository, if any. SCI shall not be responsible for determining if significant events would be material under applicable Federal securities law.
- d. File a report with the Authority certifying whether the Reports have been provided pursuant to the Continuing Disclosure Certificate and SEC Rule 15c-12. This filing report shall state the date the Reports were provided and list all the Repositories to which they were provided.
- e. If SCI is unable to provide the Reports by the required date, SCI shall send notice to the Municipal Securities Rulemaking Board and each State Repository in the form attached as Exhibit A to the Continuing Disclosure Certificate.
- f. Obtain delinquency data from the County Auditor for delinquent parcels within the two Assessment District boundaries.
- g. Track delinquency rates and any impact to Assessment District proceeds.
- h. With Authority staff, review delinquency data and determine if additional steps are warranted for delinquency management.
- i. To the extent needed, coordinate approach for recovering delinquent proceeds with Authority staff and counsel.
- j. Periodically report to Authority staff regarding current delinquency status
- k. Include delinquency status in the Continuing Disclosure Reports as required by the Continuing Disclosure Certificate.

iv. Responding to Public Inquiries:

- a. Provide the County Auditor with our toll-free 800 phone lines so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise, a review of specific levies, description of procedures and any other issues.
- b. Provide the County Auditor with a summary and overview of the assessments for Auditor staff and Auditor public response staff use.
- c. Provide the County Auditor with our web site address to be used as another resource for property owner inquiries and information dissemination.
- d. Directly and promptly respond to any property owner, staff or other agency inquiries on our toll free special levy assistance phone lines reached by the number: (800) 273-5167.
- e. Throughout the fiscal year, research and, if necessary, revise any assessments which property owners consider to be based upon incorrect information being used to apply the method of assessment.

v. Other Terms, Assumptions & Exclusions:

- a. SCI shall perform all services included in this Proposal as an independent contractor.
- b. SCI carries Liability Insurance in the amount of \$2,000,000 and Errors and Omissions Insurance in the amount of \$1,000,000. Proof of insurance will be provided if SCI is selected for this project.
- c. No subconsultants shall be used for the scope of services outlined in this Proposal.

vi. Employment Policies:

- a. SCI does not and shall not discriminate against any employee in the work place or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, or age or any other arbitrary basis. SCI Consulting Group insures compliance with all civil rights laws and other related statutes.
- b. SCI complies with all State and Federal regulations concerning employment.

C. Fee Schedule

In consideration for the work accomplished, as outlined in Section B, SCI shall be compensated as follows.

Open Space Preservation Assessment District No. 1

- a. Compensation for performance of the Scope of Services for fiscal year 2006-07 shall be as follows:
 - i. For performance of the Special Levy Administration Services and Responding to Public Inquiries:
 1. The sum of \$8,500 shall be due on December 15, 2006.
 2. The sum of \$8,000 shall be due on March 15, 2007.
 - ii. For performance of the Reapportionment of Bonded Assessments, the sum of \$3,100 shall be due on August 15, 2006.
(Continuing Disclosure services for fiscal year 2006-07 are covered under an existing agreement with the MRCA.)
- b. Compensation for performance of the Scope of Services for fiscal year 2007-08 shall be as follows:
 - i. For performance of the Special Levy Administration Services and Responding to Public Inquiries:
 1. The sum of \$8,500 shall be due on December 15, 2007.
 2. The sum of \$8,000 shall be due on March 15, 2008.
 - ii. For performance of the Reapportionment of Bonded Assessments, the sum of \$3,100 shall be due on August 15, 2007.
 - iii. For performance of the Continuing Disclosure and Dissemination Agent Services, the sum of \$2,500 shall be due on upon filing the Continuing Disclosure Reports with the required NRMSIRs.
- c. Compensation for performance of the Scope of Services for fiscal year 2008-09 shall be as follows:
 - i. For performance of the Special Levy Administration Services and Responding to Public Inquiries:
 1. The sum of \$8,500 shall be due on December 15, 2008.
 2. The sum of \$8,000 shall be due on March 15, 2009.
 - ii. For performance of the Reapportionment of Bonded Assessments, the sum of \$3,100 shall be due on August 15, 2008.
 - iii. For performance of the Continuing Disclosure and Dissemination Agent Services, the sum of \$2,500 shall be due on upon filing the Continuing Disclosure Reports with the required NRMSIRs.

Open Space Preservation Assessment District No. 2

- d. Compensation for performance of the Scope of Services for fiscal year 2006-07 shall be as follows:
 - i. For performance of the Special Levy Administration Services and Responding to Public Inquiries:
 - 1. The sum of \$8,500 shall be due on December 15, 2006.
 - 2. The sum of \$8,000 shall be due on March 15, 2007.
 - ii. For performance of the Reapportionment of Bonded Assessments, the sum of \$3,100 shall be due on August 15, 2006.
(Continuing Disclosure services for fiscal year 2006-07 are covered under an existing agreement with the MRCA.)

- e. Compensation for performance of the Scope of Services for fiscal year 2007-08 shall be as follows:
 - i. For performance of the Special Levy Administration Services and Responding to Public Inquiries:
 - 1. The sum of \$8,500 shall be due on December 15, 2007.
 - 2. The sum of \$8,000 shall be due on March 15, 2008.
 - ii. For performance of the Reapportionment of Bonded Assessments, the sum of \$3,100 shall be due on August 15, 2007.
 - iii. For performance of the Continuing Disclosure and Dissemination Agent Services, the sum of \$2,500 shall be due on upon filing the Continuing Disclosure Reports with the required NRMSIRs.

- f. Compensation for performance of the Scope of Services for fiscal year 2008-09 shall be as follows:
 - i. For performance of the Special Levy Administration Services and Responding to Public Inquiries:
 - 1. The sum of \$8,500 shall be due on December 15, 2008.
 - 2. The sum of \$8,000 shall be due on March 15, 2009.
 - ii. For performance of the Reapportionment of Bonded Assessments, the sum of \$3,100 shall be due on August 15, 2008.
 - iii. For performance of the Continuing Disclosure and Dissemination Agent Services, the sum of \$2,500 shall be due on upon filing the Continuing Disclosure Reports with the required NRMSIRs.

Incidental costs for the acquisition of assessor and property data and other out-of-pocket expenses required for levy administration shall be billed as incurred, with total costs not to exceed \$3,000 per fiscal year, without prior authorization from MRCA.

Note: All costs associated with the administration of the assessments can be paid from the assessment proceeds.

D. Proposal Acceptance

Approved by:

SCI Consulting Group

Mountains Recreation and Conservation
Authority

by: 

by: _____

Date: 3-3-06

Date: _____