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Matt Jenkins

May 21, 2009

TO: LOCSO Board of Directors

FROM: Mitch Cooney, Interim General Manager *MC*

SUBJECT: Agenda Item 5B –5/21/09 Board Meeting
Approve Proposals to Amend District Engineer
Services for Preparation of FY2009-10 Tax Rolls

SUMMARY

Annually LOCSO submits tax and assessment rolls to SLO County so that the County can collect the correct amount for the respective levies in the forthcoming fiscal year. Attached are two proposals from the District Engineer to perform this work as has been the case for each previous year. These proposals to perform work as outlined in the Scope of Work are for a maximum expenditure limit of \$6,500 each, for a total of \$13,000.

RECOMMENDATION

Staff recommends that the Board authorize execution of an amendment to the master agreement with the District Engineer to perform the proposed work on a time and materials basis with a not to exceed expenditure limit of \$6,500 to prepare the wastewater assessment tax roll and a not to exceed expenditure limit of \$6,500 to prepare the tax rolls for all of the other special taxes and assessments.

This item will be approved along with the consent calendar unless it is removed by a director for separate consideration.



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Mailing Address:

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April 24, 2009

Mitch Cooney, Interim General Manager
Los Osos Community Services District
PO Box 6064
Los Osos, California 93402

Subject: Special Districts Fiscal Year (FY) 2009-2010 Tax Roll

Dear Mr. Cooney:

Wallace Group appreciates the opportunity to provide you with our proposal for professional services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

SCOPE OF SERVICES

Special Districts FY 2009-10 Tax Roll Preparation

The County of San Luis Obispo is responsible for the recording, collection, and distribution process with respect to special tax charges. The Los Osos Community Services District (LOCSO) contains five Special Districts within their boundaries that currently collect annual fees. Wallace Group will assist LOCSO in meeting the requirements set by the County for collection of these special assessments. Details of these steps are outlined below.

Task 1: Data Acquisition

Wallace Group will acquire updated information from the San Luis Obispo County Assessor's Office for parcels within the LOCSO boundaries.

Task 2: Database Update

Wallace Group will update the LOCSO database to reflect information provided by the San Luis Obispo County Assessor's Office. This will include necessary research for lot splits, mergers, etc.

Task 3: Tax Assignment

Using the updated LOCSO database, we will assign the amount due for each parcel contained in each of the five Special District boundaries. It is assumed the cost per benefit unit for each Special District will remain the same as FY 2008-09, with the exception of Cabrillo Estates.

Task 4: Tax Roll Preparation and Submittal

Wallace Group will prepare and forward the Special Assessment Listing to the San Luis Obispo County Auditor-Controller's Office with account codes in the required format for each of the five Special Districts.

Task 5: Point of Contact

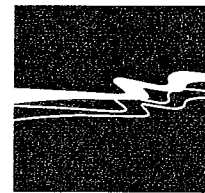
Wallace Group will respond to questions or requests for information from the San Luis Obispo County Auditor-Controller's Office.

Optional Task:

If any changes in the fire tax amounts are to be made, Wallace Group will calculate and prepare changes in accordance with LOCSO direction.

Deliverables:

- Memorandum to LOCSO that lists the changes between the FY 2008-09 and FY 2009-10 tax rolls and summarizes the total amount of assessment due (hard copy and PDF)
- FY 2009-10 Assessment Roll (hard copy and PDF)
- FY 2009-10 Assessment Diagram (hard copy and PDF)



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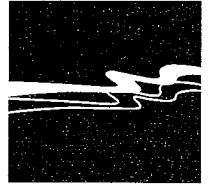
APR 29 2009
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SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



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SCHEDULE

Wallace Group will meet the deadlines set by the County of San Luis Obispo Auditor-Controller's office for the FY 2009-10 tax roll.

TO BE PROVIDED BY THE CLIENT

- Updated County Assessor's Database – Wallace Group will request the data from the County Assessor's Office (Task 1) with the invoice being paid directly by LOCSD

PROJECT FEES

Wallace Group will perform the services denoted in the proposed Scope of Services in accordance with the attached Schedule of Fees (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, exclusive of reimbursables, will not exceed our estimated fee of \$6,500 without receiving written authorization from the Client.

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

TERMS AND CONDITIONS

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, we will perform the work in accordance with our Standard Terms and Conditions (modified) pursuant to our existing District Engineering contract with the District and which are considered as part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return one original to our office, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for professional services. If you would like to discuss this proposal in greater detail, please feel free to contact me.

Sincerely,

WALLACE GROUP, a California Corporation

TERMS AND CONDITIONS ACCEPTED:

Robert S. Miller, PE 57474
Principal Engineer
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

Attachments
mtb: P009-3648, 80
Exhibit A

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

"Exhibit A"
Schedule of Fees
Personnel Hourly Rates

Engineering Services:

Principal.....	\$168
Principal Engineer	\$158

GIS Services

GIS Specialist	\$116
GIS Tech.....	\$ 74

Public Works Administration Services

Senior Engineer I-II.....	\$137- \$142
Senior Right-of-Way Agent.....	\$137
Program Manager	\$116
Project Analyst I - III	\$ 79- \$116

Administrative Services

Senior Financial Analyst.....	\$116
Financial Analyst I – II.....	\$ 79- \$100
Administrative Assistant I – III.....	\$ 61- \$ 66

Additional Professional Services

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$265 an hour.

Direct Expenses:

Reimbursement of direct expenses incurred in connection with the project scope of work will be invoiced to the client. A handling charge of 15% may be added to the direct expenses listed below. Direct expenses include, but are not limited to the following:

- travel expenses (automobile/ lodging/ meals)
- professional sub-consultants
- county/city fees
- document copies
- long distance telephone/fax
- postage/delivery service
- special materials
- blueprints
- photographs

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month (18% per annum) will be assessed on all balances that are thirty days past due.

Fee Revisions:

Wallace Group reserves the right to revise our Schedule of Fees on a semi-annual basis, and also to adjust hourly prevailing wage rates (up or down) as the State establishes rate changes. As authorized in advance by the client, overtime on a project will be billed at 1.3 times the normal employee's hourly rate.

Personnel Classifications:

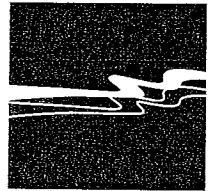
Wallace Group may find it necessary to occasionally add new personnel classifications to our Schedule of Fees.

Mileage:

Wallace Group charges \$0.60 per mile.

April 24, 2009

Mitch Cooney, Interim General Manager
Los Osos Community Services District
PO Box 6064
Los Osos, California 93402



WALLACE GROUP®

Subject: Wastewater District No. 1 Fiscal Year (FY) 2009-2010 Tax Roll

Dear Mr. Cooney:

Wallace Group appreciates the opportunity to provide you with our proposal for professional services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

SCOPE OF SERVICES

Wastewater District No. 1 FY 2009-10 Tax Roll Preparation – Original \$17.99M Bond

The County of San Luis Obispo is responsible for the recording, collection, and distribution process with respect to special tax charges. The Los Osos Community Services District (LOCSO) currently collects annual assessment fees for the 2001 Wastewater Project. Wallace Group will assist LOCSO in meeting the requirements set by the County for collection of this special assessment. Details of these steps are outlined below.

Task 1: Data Acquisition

Wallace Group will acquire updated information from the San Luis Obispo County Assessor's Office for all parcels within the LOCSO boundaries.

Task 2: Database Update

Wallace Group will update the LOCSO database to reflect information provided by the San Luis Obispo County Assessor's Office. This will include necessary research for lot splits, mergers, etc.

Task 3: Document Update

Using the updated LOCSO database, we will identify parcels that have received correction since the FY 2008-09 tax roll. If a correction to a parcel has been made, the following documents will be updated:

- A new 30-year debt service schedule, that assigns the amount due for each parcel contained in the Wastewater District boundary, will be created for years 7-30 that is equivalent to a parcel listed in the original FY 2004-05 debt service schedule, with the same combination of benefit units.
- A new property lien will be prepared for LOCSO to be placed on any new APN's created within the District boundary, or for any property that has paid their assessment off in full.

Task 4: Tax Roll Preparation and Submittal

Wallace Group will prepare and forward the Wastewater Assessment Listing to the San Luis Obispo County Auditor-Controller's Office with account codes in the required format.

Task 5: Point of Contact

Wallace Group will respond to questions or requests for information from the San Luis Obispo County Auditor-Controller's Office.

Deliverables:

- Memorandum to LOCSO that lists the changes between the FY 2008-09 and FY 2009-10 tax rolls and summarizes the total amount of assessment due (hard copy and PDF)

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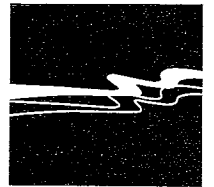
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- FY 2009-10 Assessment Roll (hard copy and PDF)
- FY 2009-10 Assessment Diagram (hard copy and PDF)

SCHEDULE

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PROJECT FEES

Wallace Group will perform the services denoted in the proposed Scope of Services in accordance with the attached Schedule of Fees (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, exclusive of reimbursables, will not exceed our estimated fee of \$6,500 without receiving written authorization from the Client.

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

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Principal Engineer
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Printed Name

Title

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