



**PRINCIPALS**

Randolph W. Leptien  
Christine M. Leptien-Parks

**FOUNDED 1954**

Guenter K. Leptien  
Frank J. Cronin  
Jasper Cooper

February 23, 2018

Vicky Voicehowsky  
Management Analyst  
City of San Pablo  
13831 San Pablo Avenue  
San Pablo, CA 94806

Subject: San Pablo Street Lighting and Landscape  
Assessment District No. 1982-1  
2018-19 Fiscal Year

**PROPOSAL FOR ENGINEERING SERVICES**

Dear Ms Voicehowsky,

LCC Engineering & Surveying, Inc. (LCC) has served as the Engineer of Work for Assessment District No. 1982-1 since its formation. We are very pleased to submit this proposal to provide Assessment District engineering services for the 2018-19 fiscal year.

**I SCOPE OF SERVICES**

We propose to serve as Engineer pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500 et. seq.) and State Law.

**A. Annual Assessment District Proceedings and Engineer's Report**

We will prepare an engineer's report, as required by Section 22565 of the California Streets and Highways Code in order to provide for the continuance of the referenced assessment district. The scope of services for this task will include the following:

1. Meet with City Staff to determine budget requirements and schedule for proceedings.
2. Secure an electronic copy of the Contra Costa County Assessor's Roll.
3. Make technical for revisions or adjustments that may be required due to communications from the public and/or City Staff investigations.
4. Review changes in land use within the District during the last fiscal year.
5. Update the assessment diagram.

6. Assist City Staff with developing 2018-19 FY cost estimates.
7. Apportion the total estimated cost to existing and reconfigured parcels according to the method approved by the City Council.
8. Assemble the engineer's report incorporating new improvements and/or parcels that were changed by lone line adjustments or subdivided.
9. Assist City Staff with the preparation of an informational report with regard to the diagram, cost estimate, assessment, and presentation of the report to the City Council.
10. Review the Resolutions for the annual levy and collection of assessments.
11. Furnish three (3) bound copies and one (1) electronic edition of the Engineer's Report to the City Clerk.
12. Assist the City Clerk with the publishing of the required notice (Resolution of Intention) in a newspaper of general circulation.
13. Attend the Public Hearing upon the matter of the assessment and respond to questions.
14. Make minor modifications to the report as may be required by City Staff or Council.
15. Make technical revisions reflecting changes in the 2018-19 FY Tax Roll.
16. Prepare and submit the assessments in a format sufficient to enable the County Auditor to place the assessments on the 2018-19 fiscal year Property Tax Roll.
17. Respond to inquiries concerning Assessment District matters.

### **Assumptions for Services**

We assume the following:

1. The City Attorney or other legal counsel as appointed by the City will furnish legal services.
2. The City will provide copies of District financial data including projections of income and expense for fiscal year 2017-18.
3. The City will provide budget levels for fiscal year 2018-19 and estimates for subsequent years.
4. The City will identify changes in land use during the last fiscal year and furnish us with copies of final maps, development plans, and improvement plans as needed, for identified changes and for proposed developments.
5. We assume that the City will furnish us with Assessor's Parcel Maps and a copy of the current digital file of the City's Base Map when it is available.
6. The report will be based upon the existing public data obtained from the City and County records.
7. Our proposal for services is based upon the continued use and application of the existing Assessment District methodology first approved by the City Council in 1982 and amended in 1991.
8. Assessments will not be increased and modification to the Engineer's Report procedures and approval process set forth in Section 4 of Article XIII D will not be required by virtue of the

District's having received majority voter approval at the general election held in November of 1996.

9. The assessment will represent our opinion of the estimated special benefits to be received by each property, respectively, from the improvements. This opinion will be offered according to our experience and professional judgment under current State Law. We cannot guarantee this opinion will meet future court interpretations of Assessment District law.
10. We have not included time and expense to perform studies or surveys if necessary to determine special benefit. LCC makes no guarantee or warranty that the method of assessment will withstand a legal challenge with respect to the requirements of Section 4 of Article XIII D of the State Constitution.

## **II PROJECT SCHEDULE**

Assessment proceedings should be completed in early July of 2018 in order to allow sufficient time to meet the County Auditor's August 10, 2018 deadline for posting assessments to the Tax Roll. A schedule for this year's proceedings is enclosed.

## **III TERM, FEE AND PAYMENT FOR SERVICES**

This proposal is for services performed for the 2018 calendar year (January through December 2018).

We propose to provide the annual basic services described in paragraph I A. at our per diem rates enclosed for a fee not to exceed \$18,183.

Additional services may be provided at our per diem rates upon request by City Staff. We have enclosed our current rate schedule. We will bill monthly for these services. Payment shall be due within 30 days of invoice date.

Please feel free to contact the undersigned with regard to this proposal or any other matter pertaining to the Assessment District.

Very truly yours,  
LCC Engineering & Surveying, Inc.

  
Randolph W. Leptien, Principal

RWL: slh  
Enclosures: LCC. Cost Estimate  
Schedule of Proceedings  
LCC. Rate Schedule



## ESTIMATE OF COST

San Pablo Street Lighting and Landscape  
Assessment District No. 1982-1

Item:	SCOPE OF SERVICES	PROPOSED 2018-19			
		Hours			Cost
A.	Annual Assessment District Proceedings and Engineer's Report	PE	SDM	TOTAL	AMOUNT
1.	Meet with City staff to determine budget requirements and schedule for proceedings	2	2	4	\$698
2.	Secure an electronic copy of the Contra Costa County Assessor's Roll		2	2	\$280
3.	Make technical revisions or adjustments to last year's report reflecting communications from the public and/or staff investigations	0.5	4	4.5	\$665
4.	Review changes in land use within the District during the last fiscal year	0.5	8	8.5	\$1,225
5.	Update the assessment diagram	0.5	4	4.5	\$665
6..	Assist with Development of 2018/19 FY Cost Estimates	2	8	10	\$1,538
7.	Apportion the total estimated cost to existing or reconfigured parcels according to the method approved by the City Council	4	40	44	\$6,436
8.	Assemble the engineer's report incorporating new improvements and/or parcels that were changed by lot line adjustments or subdivided.	0.5	8	8.5	\$1,225
9.	Assist staff with the preparation of an informational report with regard to the diagram, cost estimate, assessment and presentation of the report to the City Council	1	1	2	\$349
10.	Review the Resolutions for the annual levy and collection of assessment	1	1	2	\$349
11.	Furnish three (3) bound copies and one (1) electronic edition of the Engineer's Report to the City Clerk		4	4	\$560
12.	Assist City Clerk with the publishing of notice in the newspaper	0.5	1	1.5	\$245
13.	Attend the public hearing upon the matter of the assessment and respond to questions.	1		1	\$209
14.	Make minor modification to the report as may be directed by Council	1	2	3	\$489
15.	Make technical revisions reflecting changes in the 2017-18 FY Tax Roll	0.5	4	4.5	\$665
16.	Prepare and submit the assessments in a format sufficient to enable the County Auditor to place the assessments on the 2018-19 fiscal year Property Tax Roll		10	10	\$1,400
17.	Respond to inquiries concerning Assessment District matters	1	2	3	\$489
	Subtotal	16	101	117	17,484
	Estimated reimbursable expense @ 4%				\$699
	Total Annual Assessment District Proceedings and Engineer's Report				\$18,183

	PE = PRINCIPAL ENGR.	\$209			
	SDM = SPECIAL DISTRICTS MGR	\$140			

City of San Pablo Street Lighting and  
Landscape Assessment District No. 1982-1  
2018-19 Fiscal Year

**Schedule of Proceedings**

ITEM	(Revised) Schedule	
Proposal for Engineering Services	January 25, 2018	✓
Meeting with City Staff to determine budget requirements and review schedule	February 15, 2018	✓
City Council adopts Resolution Directing the Filing of the Annual Report	March 5, 2018	
Develop 2018-19 FY Cost Estimates	March/April 2018	
Review Plaza San Pablo's assessment	March/April 2018	
Progress meeting or conference call with Staff & Engineer, if requested	March/April 2018	
Engineer submits Draft Report to staff	April 30, 2018	
Engineer files Report with City Clerk	April 30, 2018	
City Council adopts Resolution of Intention to Levy and Collect assessments for the 2018-19 FY	May 7, 2018	
Publish Notice of Public Hearing	May 26, 2018	
City Council conducts Public Hearing and adopts Resolution Confirming Diagram and Assessment for the 2018-19 FY	June 4, 2018	
Engineer makes technical revisions reflecting changes in the Tax Roll	August 1, 2018	
Engineer submits Add-tape to County Auditor	August 10, 2018	
City Council meets 1 <sup>st</sup> and 3 <sup>rd</sup> Monday, 6:00 p.m.		