



LEPTIEN, CRONIN, COOPER, MORRIS & POORE, Inc.

Civil Engineering - Land Surveying

dba LCC, Inc.

January 11, 2011

CITY OF ALBANY

JAN 13 2011

COMMUNITY DEVELOPMENT
DEPARTMENT

Founded 1954

Guenter K. Leptien

Frank J. Cronin

Jasper Cooper

Principals

Randolph W. Leptien

Albert A. Morris

Christine M. Parks

Ms Ann Chaney,
Director Community Development
City of Albany
1000 San Pablo Avenue
Albany, CA 94706-2295

Reference: Assessment District No. 1988-1 City of Albany Landscaping and Lighting and City of Albany Open Space, Recreational Playfield and Creek Restoration Assessment District No. 1996-1 2011-12 Fiscal Year

PROPOSAL FOR ENGINEERING SERVICES

Dear Ms Chaney,

Leptien, Cronin, Cooper, Morris & Poore, Inc. has served as Engineer of Work for Assessment District No. 1988-1 and Assessment District No. 1996-1 since their formation. We are very pleased to submit this proposal for assessment district engineering services for the 2011-12 fiscal year.

I SCOPE OF SERVICES

We propose to serve as Engineer pursuant to the provisions of the Landscaping and Lighting Act of 1972 and State law in order to provide for the continuance of the referenced assessment districts. The following services will be required assuming assessments are to be levied in an amount equal to or less than the current assessment amount.

A Services

- 1 Preliminary research and reconnaissance
2. Incorporate midyear adjustments to last year's report reflecting communications from the public and/or staff investigations
3. Review changes in land use within the district during the last fiscal year
4. Update the assessment diagram.
5. Meet with City staff to determine budget requirements.

LCC, Inc.

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94553-1620

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6. Load an electronic copy of the Alameda County Assessor's Roll onto system.
7. Assist staff with updating the conceptual improvement plans for the District.
8. Assist staff with the preparation of an estimate of cost including incidental expense
9. Produce a computer report that will apportion the total estimated cost according to the method approved by the City Council
10. Furnish four (4) bound copies of the Engineer's Report to the City Clerk.
11. Assist staff with the preparation of an informational report with regard to the diagram, cost estimate and assessment and presentation of the report to the City Council.
12. Review the Resolutions for the annual levy and collection of assessments.
13. Attend the public hearing upon the matter of the assessment and respond to questions.
14. Assist City Clerk with the publishing of notice in the newspaper.
15. Make technical revisions reflecting changes in the Tax Roll.
16. Prepare and submit the assessments in a format sufficient to enable the County Auditor to place the assessments on the 2011-12 fiscal year Property Tax Roll.
17. Respond to inquiries regarding the Engineer's Report throughout the calendar year

Assumptions for Services:

1. We assume that the City Attorney or other qualified legal counsel will furnish legal services
2. We assume that the City will provide copies of District financial data including projections of income and expense for fiscal year 2010-11.
3. We assume that the City will provide budget levels for fiscal year 2011-12 and estimates for subsequent years
4. We assume that 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. The report will be based upon the existing public data obtained from the City and County records

6. Our proposal for services is based upon the continued use and application of the current assessment district methodology.
7. We have allowed up to 8 hours for responding to inquiries under item I.17 above.
8. We assume that modifications to the report or a ballot proceeding pursuant to Section 4 of Article XIII D of the State Constitution will not be required.

II PROJECT SCHEDULE

Assessment proceedings must be completed in early July of 2011 in order to allow sufficient time to meet the County Auditor's August 10, 2011 deadline for posting assessments to the Tax Roll.

III TERM, FEE AND PAYMENT FOR SERVICES

This proposal is for services performed for the 2011 calendar year (January through December 2011)

We propose to provide the services described in paragraph IA above pursuant to the terms of our master agreement for consulting services with the City of Albany for a fee not to exceed \$7,100 for Assessment District 1988-1 and for a fee not to exceed \$7,100 for Assessment District 1996-1.

Please feel free to contact the undersigned concerning this proposal or any other matter pertaining to the assessment districts.

Very truly yours,
Leptien, Cronin, Cooper, Morris & Poore, Inc.

Randolph W. Leptien, Principal



By: Sharon L. Hoffman
Special Districts Manager

· slh
CC. Charles Adams

City of Albany
Assessment Districts No. 1988-1 and 1996-1
2011-12 FY

Schedule of Proceedings

ITEM	Proposed Schedule
Proposal for Engineering Services	January 11, 2011 ✓
Kick off meeting with City Staff	January 25, 2011
City Council adopts Resolution Directing the Filing of the Annual Report	February 7, 2011
Budget Work Sessions, Public Works, Administration, Finance	March 2011
Develop 2011-12 FY Cost Estimates	April 5, 2011
Engineer submits Draft Report to staff	April 5, 2009
Engineer files Report with City Clerk	April 25, 2011
City Council adopts Resolution of Intention to Levy and Collect assessments for the 2011-12 FY	May 2, 2011
Publish Notice (Resolution of Intention) of Public Hearing in newspaper of general circulation 10 days before hearing	May 21, 2011
City Council conducts Public Hearing and adopts Resolution Confirming Diagram and Assessment for the 2011-12 FY	June 6, 2011
Engineer makes technical revisions reflecting changes in the Tax Roll	July 2011
Engineer submits digital files to County Auditor	August 10, 2011