

February 24, 2012

Jeffrey T. Bond  
Community Development Director  
City of Albany  
1000 San Pablo Avenue  
Albany, CA 94706-2295

**Principals**

Randolph W. Leptien  
Christine Leptien-Parks

**Founded 1954**

Guenter K. Leptien  
1923-2000  
Frank J. Cronin  
1926-2003  
Jasper Cooper  
1926-2007

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 2012-13 Fiscal Year

**PROPOSAL FOR ENGINEERING SERVICES**

**Former Principals**

Albert A. Morris  
John W. Poore, Sr.

Dear Jeff,

Leptien, Cronin, Cooper, Morris & Poore, Inc. (LCC, 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 2012-13 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.
6. Load an electronic copy of the Alameda County Assessor's Roll onto system.

Mailing Address:

**LCC Inc.**  
930 Estudillo Street  
Martinez, California  
94553-1620  
(925) 228-4218  
Fax (925) 228-4638  
www.lcc-inc.com

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 2012-13 fiscal year Property Tax Roll.
17. Respond to inquiries regarding the Engineer's Report throughout the calendar year.

**B. 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 2011-12.
3. We assume that the City will provide budget levels for fiscal year 2012-13 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 2012 in order to allow sufficient time to meet the County Auditor's August 10, 2012 deadline for posting assessments to the Tax Roll.

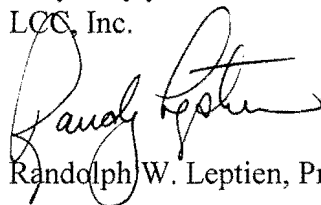
## **III TERM, FEE AND PAYMENT FOR SERVICES**

This proposal is for services performed for the 2012 calendar year (January through December 2012).

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,  
LCC, Inc.



Randolph W. Leptien, Principal

: slh  
CC: Charles Adams

**City of Albany**  
**Assessment Districts No. 1988-1 and 1996-1**  
**2012-13 FY**

**Schedule of Proceedings**

<b>ITEM</b>	<b>Original Schedule</b>	<b>Revised Schedule</b>	
Proposal for Engineering Services	February 24, 2012	February 24, 2012	✓
Kick off meeting with City Staff	March 2012	March 2012	✓
Budget Work Sessions, Public Works, Administration, Finance	March 30, 2012	March 30, 2012	✓
Develop 2012-13 FY Cost Estimates	April 2012	April 2012	✓
Engineer submits Draft Report to staff	May 14, 2012	April 20, 2012	✓
Engineer files Report with City Clerk	May 25, 2012	April 27, 2012	✓
City Council adopts Resolution Directing the Filing of the Annual Report	March 19, 2012	May 7, 2012	
City Council adopts Resolution of Intention to Levy and Collect assessments for the 2012-13 FY	June 4, 2012	May 7, 2012	
Publish Notice (Resolution of Intention) of Public Hearing in newspaper of general circulation 10 days before hearing	June 22, 2012	May 24, 2012	
City Council conducts Public Hearing and adopts Resolution Confirming Diagram and Assessment for the 2012-13 FY	July 2, 2012	June 4, 2012	
Engineer makes technical revisions reflecting changes in the Tax Roll	July 2012	July 2011	
Engineer submits digital files to County Auditor	August 10, 2012	August 10, 2011	