



May 09, 2018

Tim Kerr, General Manager
American River Flood Control District
185 Commerce Circle
Sacramento, CA 95815

Subject: ARFCD Assessment District Support Services

Dear Tim:

WSP USA Inc. (WSP) is pleased to submit the enclosed proposal to provide Assessment District Support Services. Utilizing Sacramento County's Direct Levy Management System (DLMS), WSP would update the American River Flood Control District (ARFCD) assessment database, calculate assessments, and submit the assessment roll to the Sacramento County Auditor/Tax Collector for inclusion on property tax bills for FY 2018-19.

Kind regards,

A handwritten signature in black ink that reads "Betsy Mitton".

Betsy Mitton
Area Manager, Water & Environment

A handwritten signature in black ink that reads "Robert J Cermak".

Robert Cermak
Senior Project Manager

Encl.
cc: file

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**AMERICAN RIVER FLOOD CONTROL DISTRICT
ASSESSMENT DISTRICT ENGINEERING SERVICES
SCOPE OF SERVICES**

WSP USA Inc. (WSP) will provide assessment district engineering services necessary to place the American River Flood Control District (ARFCD) assessment roll on the Sacramento County property tax bills. Services include: database corrections, updating and maintenance; report generation; and assessment data transfer to Sacramento County. WSP will also respond to assessment inquiries and provide other special assessment reports. The following is a description of tasks to be performed.

ARFCD ASSESSMENT DISTRICT

TASK 110 -- ASSESSMENT ROLL

This task provides for the development of the Assessment Roll.

- **Process New Parcels.** ARFCD Zone (A, B and C) boundary lines (as defined by current Zone classification of parcels) will be used to assign new parcels to the appropriate Zone. Each ARFCD Zone is processed in the County's Direct Levy Management System (DLMS) as a separate district.
- **Parcel Change Process.** Utilizing the County's DLMS database, update the assessment database to reflect all parcel changes (parcel splits, parcel combinations, new parcels, etc.) that are reflected in the Sacramento County Assessor's updates.
- **Automated Parcel Match and Parcel Zoning Code and Owner Code Match Process.** Utilizing the County's DLMS database, compare parcels from Sacramento County's database to the ARFCD assessment database. This process identifies all parcels found on the County Assessor's database within the ARFCD Assessment District boundaries but not on the ARFCD assessment database and parcels on the ARFCD database that are not valid parcels on the Sacramento County database. Compare County Assessor's use codes, zoning code and owner codes found in Sacramento County's database against those found within the ARFCD assessment database. If the County Assessor's use codes, zoning codes or owner codes do not match, ARFCD's database will be updated to reflect the County Assessor's use code, zoning code and owner code for that parcel.
- **Analyze Changes, Exceptions and Errors.** Within DLMS, run RECALC program and generate the Quality Control Reports. Review all identified error flags. Evaluate them in order to determine the correct parcel characteristic.
- **Update ARFCD Database.** Update ARFCD's database to account for all known changes, additions, deletions and corrections identified in the previous subtasks. Updates will occur in June and July, 2018. All required changes and updates necessitated by the review and match processes noted above will be completed by August 2018. These updates will include:



- A. Parcel changes (splits, combinations, and new parcels) including adding any new parcel numbers and deleting any old parcels.
 - B. Error corrections.
 - C. Parcel characteristic changes (County Assessor's use code, zoning code, owner code, and levied acreage).
- **Calculate Assessments.** Using the ARFCD assessment rate by Zone, calculate the actual assessments and produce the Draft Assessment Roll.
 - **Produce Assessment Roll in Acceptable Format for Data Transfer to Sacramento County Auditor/Tax Collector.** Calculate the final assessments for the ARFCD assessments and submit to the Auditor/Tax Collector for Sacramento County by their deadline (assumed third week in August 2018).

Produce the final copy of the ARFCD Assessments by September 2018.

It is assumed the assessment district identification number and format of assessment data to be used by Sacramento County tax billing systems will be provided by the ARFCD or the County to WSP at least 30 days prior to the deadline for submittal to the County.

- **Respond to County's Reject Match Process.** Review and make corrections as may be necessary to the final ARFCD Assessment Roll after Sacramento County has made a comparison with its database.

TASK 120 -- RESPOND TO ASSESSMENT INQUIRIES

WSP will assist ARFCD staff in responding to individual owner inquiries in a timely manner on an as needed basis. It is assumed that inquiries will be limited to no more than 10. An inquiry may involve one or more parcels. An individual inquiry that involves multiple parcels in the same geographic area will be treated as a single inquiry.

TASK 130 -- GIS Support

Utilize the Geographic Information System (GIS) data available for the ARFCD Assessment District Zones from the County of Sacramento. Process the GIS data to establish links with ARFCD Assessment District databases. Utilize the GIS linkage to develop maps and other graphic displays of Assessment District characteristics such as external boundary and Zones.

TASK 150 -- MEETINGS AND SPECIAL REPORTS

- **Meetings.** WSP will periodically meet with ARFCD to discuss the progress and status of the ARFCD assessment rolls. A maximum of 2 meetings is assumed.
- **Provide Reports.** WSP will provide ARFCD with miscellaneous special data reports as requested by ARFCD. The number of reports is assumed limited to 2.



TASK 160 -- PROJECT MANAGEMENT AND PROJECT ADMINISTRATION

WSP will provide ongoing project management and administration to support the project. WSP's project accounting system will be updated to track project costs. Invoices will be submitted to ARFCD monthly showing the labor and direct costs for the billing period.

ASSUMPTIONS

1. The assessments will be calculated using the "ARFCD Assessment Calculation Notes" provided by ARFCD.
2. Land use will be determined for assessment calculation purposes using the zoning code in DLMS. The specific zoning codes for residential, commercial and agricultural land uses will be interpreted from the existing ARFCD database.
3. Public owned parcels with owner code of 10 will be exempt.
4. Unusable parcels, defined by County Assessor's land use code beginning with "M", will be exempt.
5. For parcels greater than 5 acres, the levy acreage will be calculated according to the formula in Assumption number 1 above unless otherwise directed by ARFCD.
6. ARFCD will provide WSP with copies of all forms and documents submitted by ARFCD to the County as part of FY 2017-18 assessment roll submittal.
7. ARFCD will provide copies of ARFCD Board Resolution authorizing levy of FY 2018-19 assessments. Resolution will contain statements required by County (for example, compliance with Proposition 218).



Cost Proposal ARFCD Assessment District Engineering Services

Summary

Title	Project Manager	Sr Planner	Database Analyst	Sr Engr	Asst Engr	Project Admin III	Total Hours	Total Cost
Grade	P14	P10	T9	P10	P7	P9		
Rate/Hour	\$294	\$113	\$118	\$156	\$84	\$109		
Task Description								
ARFCD Assessments District								
110 - Assessment Roll	18		140				158	\$21,812
120 - Respond to Assessment Inquiries			8				8	\$944
130 - GIS Support		20					20	\$2,260
150 - Meetings and Special Reports	4		8				12	\$2,120
160 - Project Mgmt & Project Admin	4					12	16	\$2,484
Subtotal Labor	26	20	156	0	0	12	214	\$29,620

Subtotal	\$0
Fee on Subs 5.0%	\$0
Subtotal Subconsultants	\$0

Travel Costs	\$40
Reproduction	\$300
Delivery Services & Misc	\$40
Subtotal Direct Expenses	\$380
Fee on Direct Expenses (5%)	\$19
Subtotal Direct Expenses	\$399

TOTAL **\$30,000**