



## MOUNT DIABLO UNIFIED SCHOOL DISTRICT CFD No. 1 SPECIAL TAX ADMINISTRATION SERVICES

### SCOPE OF WORK

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Goodwin Consulting Group proposes the following scope of work to provide tax administration services to Mount Diablo Unified School District CFD No. 1.

#### **Task 1. Parcel Research**

GCG will gather parcel information and construct a database for the CFD that will be used to calculate the annual special tax levy. Tasks will include the following:

- **Kickoff Meeting:** GCG will meet with District staff to discuss the timeline, the CFD annual special tax requirement ( CFD budget), collect CFD district parcel data, past annual tax administration reports, outstanding bonds documents, CFD funds balances, parcel data for senior exemptions, information for parcels with that have unique CFD tax rates - such as golf courses, and other relevant information.
- **Parcel Research:** GCG will obtain a copy of the CFD boundary and parcel maps, identify all relevant information such as APN, ownership, property usecode, and parcel acreage. Once the lien year assessor roll has been closed for the upcoming fiscal year, GCG will compare current year parcels numbers to the prior year's roll to determine if any parcel changes occurred for the new fiscal year.
- **Database Management:** GCG will use previous year's tax roll data provided by the District to create a parcel database for the CFD. The database which will contain all properties and their respective assessor parcel number, acreage, assigned tax categories, ownership, usecode, address, and other relevant information that is necessary for use in the calculation of the special tax. This database will also include the current annual levy amount for each parcel.

#### **Task 2. Classification of Property**

Pursuant to the CFD's Proposed Special Tax Formula, GCG will categorize each parcel in the CFD based on county's use code as Single Family, Multifamily, Commercial or Industrial, Agricultural (with or without residence), Government/Institutional, Municipally Owned/Taxable, Tax Exempt, Unbuildable, Public/Charitable Group-Owned, or Senior Citizen Exemption.

**Task 3. Senior Exemption Administration**

GCG will coordinate annually with the District on senior exemption applications. The District will compile and provide the annual applications to GCG and GCG will review parcel records to determine if a change of ownership for any senior exempt property has occurred since the last fiscal year. For those properties with new ownership, GCG will remove the senior exception and tax the property accordingly.

**Task 4. Annual Tax Levy**

GCG will calculate the special tax levy for the CFD by applying the tax levy procedures in the Tax Formula. GCG will coordinate closely with District staff to calculate the annual special tax requirement, including the annual bond debt service, CFD operation and maintenance costs, administrative expenses, County collection costs and any other authorized costs. GCG will also ensure all tax exempt properties are excluded from the tax levy. A preliminary special tax requirement and tax roll for the CFD will be sent to District staff for approval. Once approved by District staff, GCG will finalize the tax levy.

**Task 5. Submittal of Special Taxes**

GCG will compile the list of parcels in the CFD that will be subject to the special tax and format it in compliance with County Auditor-Controller office's specific configuration. The formatted levy will be submitted to the Auditor-Controller's Office on or before the deadline for inclusion on the property tax bills. In the event that a parcel rejection occurs, GCG will research the exception and resubmit the correct parcel information to the Auditor-Controller's Office.

**Task 6. CFD Special Tax Report**

GCG will prepare an annual CFD Special Tax Report that will summarize the results of the annual tax administration and will include a summary of the parcels and taxes levied in the CFD, a breakdown of the calculation of the special tax requirement, a summary of the account balances, information about delinquencies, and bonds debt service. An explanation of the methodology employed to calculate the special taxes levied will also be incorporated in the report. The report will also include annual reporting items required pursuant to Senate Bill 165 (Local Agency Special Tax and Bond Accountability Act – Section 50075 et. seq.). GCG will provide the District with a file containing the tax roll for the current year levy that will include the tax levy for each taxable parcel in the CFD.

**Task 7. Answer Inquiries from Various Parties**

GCG will respond to District staff, property owners, realtors, title companies, appraisers and other interested parties' questions regarding the special tax amount, calculation of the special tax, and other CFD related issues. A GCG staff member will be listed as the primary contact for any calls received by the County Treasurer -Tax Collector's Office; these calls will be responded to on the

day they are received. A toll free phone number will be provided for taxpayers and other parties to contact GCG.

**Task 8.        CFD Disclosure**

GCG will assist the District in preparation of disclosure documents required by the State of California or its agencies, including the following:

- **CDIAC Reporting:** GCG will assist the District in preparation of disclosure documents required by the State of California or its agencies, including reporting information to the California Debt and Investment Advisory Commission (CDIAC). GCG will prepare and submit the Yearly Fiscal Status Report as specified in Government Code Section 53359.5 to CDIAC by October 30 of each year.
- **Continuing Disclosure Reporting:** GCG will prepare the annual Continuing Disclosure Report for each CFD bond and respond to information requirements set forth in SEC Section 15c2-12. To accomplish this task, GCG will review all relevant documents for each bond issue, including the Official Statement, financial statements, and disclosure agreements. GCG will also collect third-party data and other information required to be included in the annual disclosure reports directly from trustees, fiscal agents, state, District and other agencies as applicable and analyze data for accuracy, materiality and appropriateness. GCG will act as Dissemination Agent under the Continuing Disclosure Certificate and file Continuing Disclosure Reports with the Municipal Securities Rulemaking Board (MSRB) Electronic Municipal Market Access (EMMA) website.
- **Notice of Special Assessment/Tax Disclosure Compliance:** GCG will prepare a Notice of Special Tax to sellers of taxable property or for properties on the District's behalf pursuant to Section 1102.6b of the Civil Code and Section 53340.2 of the Government Code.

**Task 9.        Parcel Audit**

GCG will review and validate all parcel data to ensure that the tax is levied accurately on all taxable parcels in the District. GCG will run various queries to ensure that each parcel is assigned to the correct taxable or exempt category. The audit will compare parcels from the most current assessor's roll to the roll provided by the District for any discrepancies. GCG will also review the CFD boundary map and ensure that every parcel in the District is in the database and assigned the proper tax category.

**MOUNT DIABLO UNIFIED SCHOOL DISTRICT CFD #1**  
**SPECIAL TAX ADMINISTRATION SERVICES**

**FEE SCHEDULE**

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The fee for the CFD tax administration services is as follows:

Tasks 1- 8 Annual Administration	\$23,000
Task 9 One-time Tax Roll Audit	\$ 2,000

This budget represents a maximum amount not to be exceeded; additional consulting services beyond those included in the scope of work will subject to District approval and billed at the hourly rates identified in the table below. This maximum fee may be subject to an inflation adjustment after fiscal year 2017-18.

<i>GCG Hourly Service Rates</i>	
Managing Principal	\$270/Hour
Senior Principal	\$260/Hour
Principal	\$240/Hour
Vice President	\$225/Hour
Senior Associate	\$215/Hour
Associate	\$200/Hour
Analyst	\$190/Hour
Research Assistant	\$90/Hour

*Note: These hourly rates are effective to March 1, 2018 and may be adjusted thereafter.*

**Limitations**

The budgets set forth above will not cover services associated with new bond issues or refundings, foreclosure or litigation, annexations, or other services not specifically outlined in the work plan.