

**BOARD OF DIRECTORS  
 PUENTE HILLS HABITAT PRESERVATION AUTHORITY  
 Endowment Provided by the Puente Hills Landfill**

This meeting will take place remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361) and Resolution 22-03, adopted by the Board on March 17, 2022. Members of the public can observe and participate in the meeting as follows:

**Via video (Zoom) by joining at this address:** <https://us02web.zoom.us/j/81493803627>

Meeting ID: 814 9380 3627

**- Or- Phone by joining at these numbers:** +1 (669) 900-6833, +1 (346) 248-7799

Meeting ID: 814 9380 3627, Find your local number: <https://us02web.zoom.us/u/kgYcxuLfb>

*Members of the public may provide electronic comments by 3pm on Thursday, April 7, 2022 before the meeting to [info@HabitatAuthority.org](mailto:info@HabitatAuthority.org). Please label the email in the subject heading as “Public Comments”. Public comments may also be verbally heard during item #1 of the meeting.*

Agency	Director	Alternate
County of Los Angeles	SULIC, Chair	YOKOMIZO
City of Whittier	MARTINEZ	BOUCHOT
Hacienda Heights Improvement Association	HUGHES	vacant
Sanitation Districts of Los Angeles County	FERRANTE, Vice Chair	BOEHMKE

The Puente Hills Habitat Preservation Authority is a public entity established pursuant to the Joint Exercise of Powers Act by agreement with the City of Whittier, County of Los Angeles, and Los Angeles County Sanitation Districts. Questions about any agenda items can be directed to Andrea Gullo, Executive Director, at 562.945.9003.

Pursuant to Section 54956 of the Government Code the Puente Hills Habitat Preservation Authority (Authority), a Special Meeting of the Board of Directors of the Authority will be held at the call of the Chairperson of the Authority at the above time and place for the purpose of:

1. Receipt of Public Comments.
2. Consent Calendar:
  - a. Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
  - b. Board adoption of Authority Resolution No. 2022-05 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the SUBSEQUENT Period of April 8, 2022, through May 8, 2022.

3. Discussion and possible action regarding a) receive and file the survey findings related to local funding measure, b) direction on moving forward with either a community facility district or special tax special election, and c) authorization for Executive Director to execute a non-bid contract with SCI Consulting Group for services to facilitate a funding measure in the amount of \$55,500 or \$80,000 dependent on the mechanism.
4. Board Members' statements, responses, questions or directions to staff, and Executive Director's comments.
5. Adjournment and announcement of next meeting.

**NOTE:** Members of the public may address the Board of Directors on any item shown on the agenda.

NOTE: 72 hours prior to Board of Directors meetings, the entire Board of Directors agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Board members after distribution of the agenda package, at [www.HabitatAuthority.org](http://www.HabitatAuthority.org). In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, including auxiliary aids or services, please call Melissa Miller at 562.945.9003 at least 48 hours prior to meeting.

Puente Hills  
Habitat Preservation Authority  
Endowment Provided by the Puente Hills Landfill

MEMORANDUM

**Date:** April 8, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 2b) Board adoption of Authority Resolution No. 2022-05 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the SUBSEQUENT Period of April 8, 2022, through May 8, 2022.

Recommendation:

That the Board adopt the attached resolution, 2022-05.

Background:

The attached resolution is provided for your consideration to be in compliance with Assembly Bill 361 which was signed into law on September 16, 2021 and made effective on October 1, 2021. AB 361 allows continued remote teleconference meetings without traditional Brown Act compliance, provided certain findings can be made related to the ongoing state of emergency and subject to adherence to certain new noticing and public participation requirements.

No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the Board must adopt a resolution making the required findings of necessity to continue conducting public meetings remotely in reliance on AB 361 and affirming the measures in place to allow remote public comments by the public.

It has been approximately 22 days from the adoption of the Authority's 2022-03 resolution which was approved at the last Board meeting on March 17, 2022 and valid through April 16, 2022, so the attached is a subsequent resolution extending the timeframe for virtual meetings through May 8, 2022. Additionally, the adoption of this resolution will enable the Authority's Advisory Committee to meet virtually this month, as the previous resolution expiration date of April 16 preceded their regularly scheduled meeting of April 19.

RESOLUTION NO. 2022-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY PROCLAIMING A LOCAL EMERGENCY PERSISTS AND RE-AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES FOR THE PERIOD APRIL 8, 2022 THROUGH MAY 8, 2022, AS AUTHORIZED BY GOVERNMENT CODE SECTION 54953(E) *ET SEQ.*

WHEREAS, the Puente Hills Habitat Preservation Authority (the “Authority”) is committed to preserving and nurturing public access, transparency, observation and participation in meetings of the Board of Directors (the “Board”) and each of its standing committees; and

WHEREAS, all meetings of the Board and standing committees are open and public, as required by the Ralph M. Brown Act, codified in Government Code sections 54950 *et seq.*, so that any member of the public may attend, participate, and observe the Board and standing committees conduct their business; and

WHEREAS, the Brown Act, as amended by Assembly Bill 361 (2021), codified in Government Code sections 54953(e) *et seq.*, allows for remote teleconferencing observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3) regarding teleconferencing, subject to the existence of certain conditions; and

WHEREAS, the initial required condition is that the meeting is held during a state of emergency that has been declared by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the Authority, caused by conditions as described in Government Code section 8558; and

WHEREAS, on March 4, 2020, pursuant to Government Code section 8625, Governor Newsom declared the existence of a state of emergency for the State of California, which includes area within the jurisdictional boundaries of the Authority, in response to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, also on March 4, 2020, the County of Los Angeles followed suit and declared the existence of a state of emergency for the County of Los Angeles; and

WHEREAS, Government Code section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing; or, the legislative body of the Authority finds that meeting in person would present imminent risk to the health and safety of attendees; and

WHEREAS, the Board previously adopted Resolution No. 2022-03 on March 17, 2022, finding that the requisite conditions exist for the Board and all standing committees of the Authority to conduct remote teleconference meetings without compliance with Government Code section 54953(b)(3), as authorized by Government Code section 54953(e) *et seq.*; and

WHEREAS, as a condition of extending the use of the remote teleconference meeting procedures provided in Government Code section 54953(e), the Board must reconsider the

circumstances of the state of emergency, and as of the date of this Resolution, the Board has done so; and

WHEREAS, a state of emergency persists, as initially identified and described by the Governor in the proclamation of the existence of a state of emergency for the State of California in response to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) issued on March 4, 2020, pursuant to Government Code section 8625; and

WHEREAS, State of California and Los Angeles County Department of Public Health officials continue to impose or recommend measures to promote social distancing, as reflected by (without limitation) current State and County Public Health Officer Orders and related orders and guidance; and

WHEREAS, the Board hereby finds that the emergency conditions persist in the Authority, such that meeting in person for the meetings of the Board and standing committees of the Authority would present imminent risk to the health and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus among those in attendance; and

WHEREAS, the Board hereby finds that the state of emergency due to the COVID-19 virus and the conditions related thereto has caused, and will continue to cause, conditions of extreme peril to the safety of persons within the Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Authority, and thereby reaffirms, reauthorizes, and continues the existence of a local emergency and ratifies state and local orders for social distancing; and

WHEREAS, the Board hereby finds that, as a consequence of the local emergency persisting and the imposed or recommended social distancing measures, the Board and standing committees of the Authority shall conduct their meetings without compliance with Government Code section 54953(b)(3), and shall instead comply with the remote teleconference meeting requirements as authorized by Government Code section 54953(e) *et seq.*; and

WHEREAS, the Board affirms that it will allow for observation and participation by Board Members, Advisory Committee Members and the public via video and/or telephone, in an effort to protect the constitutional and statutory rights of all attendees.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board hereby reconsiders the conditions of the state of emergency as proclaimed by the Governor, the existence of emergency conditions in the Authority, and reaffirms, reauthorizes, and continues the existence of a local emergency throughout the Authority.

Section 3. The Board finds that holding the meetings of the Board and standing committees of the Authority in person continues to present imminent risk to the health and safety of attendees

as a result of the increased risk of the spread of the COVID-19 virus among those in attendance, as required by Government Code section 54953(e) *et seq.*

Section 4. Further, the Board finds that the State of California and Los Angeles County Department of Public Health officials continue to impose or recommend measures to promote social distancing; and

Section 5. The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including, continuing to conduct open and public meetings remotely in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, for all Board meetings and all standing committee meetings of the Authority.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 8, 2022, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board and standing committees of the Authority may continue to meet remotely, without compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*

Section 7. Should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

Section 8. The Board Secretary shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED AND ADOPTED** at the Special Meeting of the Board of Directors of the Puente Hills Habitat Preservation Authority duly held on 8th day of April, 2022, by the following vote:

**AYES:** Board Members:  
**NOES:** Board Members:  
**ABSENT:** Board Members:  
**ABSTAIN:** Board Members:

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Chair, Board of Directors

**WITNESS** my hand of said Authority this 8th day of April, 2022.

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Melissa Miller, Secretary

Puente Hills  
Habitat Preservation Authority  
Endowment Provided by the Puente Hills Landfill

MEMORANDUM

**Date:** April 8, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 3) Discussion and possible action regarding a) receive and file the survey findings related to local funding measure, b) direction on moving forward with either a community facility district or special tax special election, and c) authorization for Executive Director to execute a non-bid contract with SCI Consulting Group for services to facilitate a funding measure in the amount of \$55,500 or \$80,000 dependent on the mechanism.

Recommendation:

That the Board move forward with a financing mechanism.

Background:

This agenda item was continued from the last Board meeting held on March 17, 2022. Please see the attached staff report from that meeting for detailed background, and information regarding SCI's proposal for services.

Options for the Board to consider are as follows:

- A. Move forward with a financing mechanism for the November 2022 ballot, and authorize Executive Director to execute a contract with SCI in the amount of \$80,000.

Should the Board decide to move forward with a funding mechanism, attached in the March staff report are relevant portions of proposals from SCI for the two different approaches: \$55,500 for the special tax only (option 1) or \$80,000 using the community facility district (CFD) formation (option 2). At the March Board meeting, Authority legal counsel expressed preference for the use of the CFD (option 2) verses a special tax mechanism.

Also attached is an updated timeline provided by SCI for formation of a CFD. Please note, a special Board meeting would be needed for May 5, 2022 per the timeline.

According to Section 2-1 of the Authority's Purchasing Policy, contracts over \$25,000 need Board approval. Also, in accordance with section 4-4 of the Purchasing Policy, it is recommended that if competitive procurement of services is not in the best interest of the Authority it is not required. SCI is recommended because the proposed contractor is known to possess the needed experience and qualifications as they have successfully created several CFDs for another local park agency, and is the most satisfactory for Habitat Authority purposes.

Proceeding with SCI for this subsequent phase of the existing project is far more economical for the Authority than competitive procurement of services.

- B. Delay moving forward with a financing mechanism until the November 2023 ballot and hire a financial services advisor.

Should the Board decide to delay moving forward with the funding mechanism until a later date, it may be more economical to target the November 2023 ballot. More items are typically expected to be on the November 2023 ballot versus the March 2023 ballot, resulting in reduced Registrar of Voters processing costs. If the CFD item passed on the November 2023 ballot, revenue disbursement could be expected in December 2024. Also, hiring a financial services advisor over the next few months, estimated at approximately \$20,000, could provide an independent thorough and exhaustive analysis. If the Board delays, the remaining unrestricted cash funds of the Authority, including emergency funds, may be spent to cover operating and grant project costs before grant reimbursement can occur. Contingency funds from the SCE mitigation project are scheduled to be released in mid-fiscal year 24/25, but could be considered by the Board for early release before the project is completed if needed to cover general agency costs. Those funds are currently in the amount of \$1 million. Should additional funds be needed, pulling funds from the endowment (i.e., the Authority's investment portfolio) is also an option. Furthermore, with this option additional public polling surveys may be needed for more accurate up-to-date information. There will be further discussion at the Board meeting on this option.

- C. Do not proceed with the financing mechanism and spend the endowment, the Authority's investment portfolio, to temporarily cover ongoing operating costs.

The Board has previously taken the policy position to have a sustainable endowment to fund the majority of agency operational costs. To this end, it renamed the agency through the state of California with the tagline "endowment provided by the Puente Hills Landfill". Divesting the \$32 million endowment and spending the proceeds may provide approximately 15-20 years of operational funds. A separate solution for supporting operations in the long term would be needed thereafter.

Fiscal Impact:

The fiscal impact is either \$55,500 or \$80,000, plus costs unknown at this time from the Registrar of Voters which could be between \$250,000 - \$500,000. Funding for this item is recommended to be from the \$739,200 of undesignated funds resulting from Access Fees from the Monterey, Olinda, and Brea 57/Lambert mitigation projects.



## Puente Hills Habitat Preservation Authority Proposed Timeline for CFD Formation and Nov 2022 Election

CFD Formation/Balloting Tasks	
Prepare CFD formation documents: Local Goals and Policies, RMA, boundary map, and facilities/services list	April
Outreach & Ballot Measure Planning	April/May
<b>First Board Action: Initial CFD documents &amp; Resolution of Intention*</b> <i>(Special meeting to meet the 30 day min between Res of Intention and Res of Formation board meetings)</i>	<b>May 05, 2022</b>
Submit Map to ROV for precincts	May 12, 2022
Record Boundary Map (CFD) <i>(must be recorded within 15 days after Res of Intent is approved, and in any case not less than 15 days prior to the public hearing.)</i>	May 20, 2022
Publish Notice of Public Hearing and Summary of Res of Intention <i>(must be published at least 10 days prior to the public hearing.)</i>	June 04, 2022
<b>Second Board Action: Public Hearing; Resolution of Formation &amp; Resolution Ordering Election and Requesting Consolidation</b> <i>(must be 30 days after Res of Intent but not more than 60; minimum 90 days prior to election)</i>	<b>June 16, 2022</b>
Ballot text & Resolution calling for election to ROV <i>(a Friday at least 88 days prior to election)</i>	August 12, 2022
Last Day to Amend or Withdraw Measure	August 17, 2022
<b><i>Election Day</i></b>	<b><i>November 08, 2022</i></b>
<b>*Third Board Action: Adopt Resolution Certifying Election Results; Introduce Ordinance Levying the Special Tax</b> <i>First Reading of the Ordinance (Special Meeting)</i>	<b>December 15, 2022</b>
Record Notice of Special Tax Lien (CFD) <i>(must be recorded within 15 days of resolution certifying election results)</i>	December 30, 2022
<b>Adopt Ordinance and Resolution levying the CFD Tax</b>	<b>January 19, 2023</b>
Publish Ordinance <i>(must be recorded within 15 days of adoption)</i>	February 03, 2023
Submission of boundary map, resolutions, and special tax levies to the County Auditor's for inclusion on property tax bills	August 10, 2023
First Special Tax Disbursement	December 2023

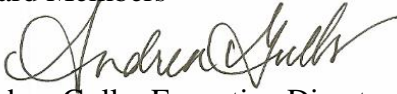
*\*Special board meeting*

Puente Hills  
Habitat Preservation Authority  
Endowment Provided by the Puente Hills Landfill

## MEMORANDUM

**Date:** March 17, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 6) Discussion and possible action regarding a) receive and file the survey findings related to local funding measure, b) direction on moving forward with either a community facility district or special tax special election, and c) authorization for Executive Director to execute a non-bid contract with SCI Consulting Group for services to facilitate a funding measure in the amount of \$55,500 or \$80,000 dependent on the mechanism.

Recommendation:

Take appropriate actions to move forward with local funding measure.

Background:

Approved at the Authority's October 2020 Board meeting was a contract with consultant, SCI Consulting Group, that included tasks for a funding measure feasibility and public opinion research survey.

The first step was the initial research, data analysis, and planning for the communities within the Puente Hills area. The proposed research areas included the Cities of Whittier and La Habra Heights; the Workman Mill area; and the communities of Hacienda Heights and Rowland Heights. The analysis identified approximately 50,000 parcels and 114,000 potential registered voters.

The next step was to conduct a public opinion survey, which has been completed. The surveys were conducted by mail to mimic any future special tax election process. The respondent sample was drawn from the universe of potential registered voters through a stratified random selection process.

Based on the financial analysis of the Authority's ongoing and future needs, staff, the Board subcommittee and the consultant decided to test two rates for different levels of service. This resulted in two separate, yet simultaneous surveys. The basic survey proposed rate of \$14 would generate approximately \$714,000 for services including continuing fire prevention services, restoring ranger patrols for fire and safety patrols, and maintaining and protection natural lands. The enhanced survey proposed rate of \$19 would generate approximately \$969,000 for services in the basic initiative, as well as maintaining and restoring the native environment.

The surveys also included eight to ten questions about projects or issues that might affect how a voter would view a ballot initiative. Respondents were asked whether a project or issue would

cause them to support (or oppose) the initiative. Respondents were also invited to write in any other comments. Finally, the surveys were accompanied by an information sheet that explained why the survey was being conducted, and that the Authority needed their help in determining the best path forward on these important community issues.

The surveys were mailed on January 14, 2022 and were due back by February 26, 2022. A total of 10,000 surveys were mailed (5,000 for each proposed rate), and 619 were returned in time to be included in the results. The return rate of 6.2% is typical for mailed and online surveys in Los Angeles County. The survey results will be discussed further at the meeting.

With input from the survey results, the Authority Board may or may not choose to move forward with a special tax measure. Several important items for consideration if the Board wishes to move forward include the optimal tax mechanism (Community Facilities District (CFD) or traditional special tax); specific tax methodology and services funded; components of the tax (e.g. CPI adjustment mechanism, expiration date, etc.); election materials; and informational outreach.

The CFD is a very common type of special tax mechanism. A CFD is a flexible and stout funding mechanism that can be implemented and administered easily and efficiently. The approximate cost for the CFD formation or special tax measure, assistance with election materials, and informational outreach is approximately \$55,500 - \$80,000, which does not include costs for the balloting by the Registrar of Voters. At the time this staff report was written, technical clarity on the funding mechanism was being analyzed, and is expected to be clarified by the time of the meeting.

Should the Board decide to move forward with a funding mechanism, attached are relevant portions of proposals from SCI for the two different approaches, \$55,500 for the special tax only (option 1) and \$80,000 using the CFD formation (option 2).

According to Section 3 of the Authority's Purchasing Policies, the Board can authorize non-bid contracts for services if, in part, prior experience and/or professional qualifications have proven that a particular service is more satisfactory or economical for Authority purposes. SCI is recommended as a non-bid contract because the proposed contractor is known to possess the needed experience and qualifications as they have successfully created several CFDs for another local park agency, and is the most satisfactory for Habitat Authority purposes.

Attached is a tentative timeline for a CFD formation. The timeline for the special taxing option without a CFD is similar. Also attached is a map of the proposed taxable area. More information will be provided at the Board meeting.

Fiscal Impact:

The fiscal impact is either \$55,500 or \$80,000, plus costs unknown at this time from the Registrar of Voters which could be between \$250,000 - \$500,000. This will be further discussed at the Board meeting.

## SCOPE OF WORK

The purpose of this Scope of Work is to detail the responsibilities SCI Consulting Group would provide for the Puente Hills Habitat Preservation Authority.

### DEFINITIONS:

- Authority: The Puente Hills Habitat Preservation Authority and Staff.  
BOARD: The Authority Governing Board.  
SPECIAL TAX: The proposed special taxes for fire prevention and maintenance of local natural lands.  
SCI: SCI Consulting Group, and any and all employees and sub-contractors.

### SCOPE OF WORK:

Based upon our current understanding of the Authority financial needs, we propose the following scope of work:

#### Special Tax Analysis and Planning

1. Review the Authority's annual budget and other related financial documents.
2. Assist the Authority in preparing the budgets.
3. Determine the amount of special tax needed to ensure sufficient funding to meet the Authority's goals.
4. Provide a rational basis for the special tax.
5. Prepare a Boundary Map depicting the precise boundaries of the special tax area.

#### Assistance with Election Materials

1. Provide the County Elections Department with GIS maps of the areas proposed for the measure and assist the Elections Department as needed with preparing the voter rolls.
2. Assist with the preparation of the draft election resolution, ballot question, full ballot text, and elections materials.
3. Provide the elections materials to the County Elections Department, the Authority, and its legal counsel, for review and commentary.
4. Prepare draft resolutions, notices and other materials and documents required or recommended. Such documents shall be finalized in conjunction with the Authority's legal counsel.

#### Informational Outreach / Stakeholder Outreach Services

1. As necessary, assist with the presentation and review of the proposed special tax details to the participating registered voters, landowners and other stakeholders.

2. As necessary, prepare and present additional financial information and analysis, attend meetings and assist in discussions with registered voters, landowners and other stakeholders regarding the proposed special tax.
3. Provide strategic guidance to the Authority on identifying and engaging stakeholders and implementing the informational outreach approaches.
4. In close collaboration with the Authority, evaluate the proposed services and improvements, stakeholders and overall messaging and project objectives.
5. Make recommendations on the appropriate information outreach and strategies. Recommendations may incorporate findings and information from the survey conducted previously within the proposed special tax.
6. Assist with the development of printed materials and other informational items, message delivery options, public informational outreach strategies and media interaction.

### **Annual Administration**

1. Determine the taxable and nontaxable parcels in the special tax area, and on a parcel-by-parcel basis, calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the Authority as a basis for the annual budget.
2. Prepare any needed resolutions and staff reports for the special tax.
3. Attend Authority Board meetings as needed, including those at which the resolution is approved.
4. Finalize the Tax Roll, other documents and supporting materials.
5. Prepare the final Tax Rolls for the special tax and submit them to the County Auditor/Tax Collector for inclusion on the upcoming fiscal year tax bills.
6. Complete and file the annual Financial Transactions Reporting with the State Controller's Office within 7 months after the close of each fiscal year.
7. After the first year of collection of the Taxes, prepare an annual Special Tax Report, and file it with the Authority by January 1 after the close of the fiscal year.
8. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
9. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the special tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if at all.)

### **Optional: Post-Election Notification Postcards**

1. Prepare and mail a notice of new parcel tax to the owner of parcels affected by the tax, if that owner does not reside within the District, in accordance with Government Code 54930.

## FEE SCHEDULE

### SPECIAL TAX ANALYSIS AND ELECTION MATERIALS

1. Compensation for Special Tax Analysis and Planning shall be a fixed fee amount of \$5,000. Payment shall be due and payable upon submittal of the preliminary Public Hearing Report.
2. Compensation for Assistance with Election Materials shall be a fixed fee amount of \$20,500 and shall include up to two meetings. Payment shall be due and payable upon submittal of the election documents to the County Elections Department.
3. Compensation for Educational Outreach Services shall be a fixed fee amount of \$25,000 due upon conclusion of the Election.
4. Incidental costs incurred by SCI for the purchase of property or statistical data, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost, not to exceed \$5,000 without prior authorization from the Authority.
5. Optional: Post-Election Notification Postcards required for Fiscal Year 2023-24, \$1.50 per postcard.
6. The tasks included in this proposal are for the special tax election.

### SPECIAL TAX ANNUAL ADMINISTRATION

If SCI administers both the proposed special tax, SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
Annual Levy Administration	\$ 35,000	\$ 32,000	\$ 32,960	\$ 33,949
Maximum Direct Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Contract Authorization	<u>\$ 36,500</u>	<u>\$ 33,500</u>	<u>\$ 34,460</u>	<u>\$ 35,449</u>
<i>Due on August 15 of FY</i>	\$ 17,000	\$ 17,500	\$ 17,000	\$ 17,500
<i>Remainder due on January 31 of FY</i>				

1. The annual administration includes one meeting with the Authority, as needed. Any additional meetings shall be billed at the rate of \$1,500 per person per meeting.
2. In the event that the Authority elects to request optional, additive scope of work, SCI will work with the Authority to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

3. If the Authority desires to extend the term of this agreement, the fee amount for each additional year will be the amount of the last fiscal year shown above, increased annually by 3%.
4. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the Authority with total cost not to exceed \$1,500 per year, without prior authorization from the Authority.

***It is important to note that all costs associated with the special tax election and annual administration of the special tax may be paid from the special tax proceeds.***

## SCOPE OF WORK

The purpose of this Scope of Work is to detail the responsibilities SCI Consulting Group would provide for the Puente Hills Habitat Preservation Authority.

### DEFINITIONS:

- Authority: The Puente Hills Habitat Preservation Authority and Staff.  
 BOARD: The Authority Governing Board.  
 CFD: The proposed Community Facilities District special taxes for fire prevention and maintenance of local natural lands.  
 SCI: SCI Consulting Group, and any and all employees and sub-contractors.

### SCOPE OF WORK:

Based upon our current understanding of the Authority financial needs, we propose the following scope of work:

#### Special Tax Analysis and Planning

1. Review the Authority's annual budget and other related financial documents.
2. Assist the Authority in preparing the budgets for the CFD.
3. Determine the amount of special tax needed to ensure sufficient funding to meet the Authority's goals.
4. Provide a rational basis for the method of apportionment of special tax for the proposed CFD.
5. Prepare a preliminary Public Hearing Report ("Report") which shall summarize the purpose of the CFD, the affected properties, costs, special tax rates, the Rate and Method of Apportionment of Special Tax ("RMA"), description of services and facilities to be financed by the CFD and other information.
6. Review the preliminary Report with the Authority and incorporate any proposed changes to finalize the Report.

#### CFD Formation Proceedings

1. Finalize the RMA and the Description of Services and Facilities to be financed by the CFD ("Services and Facilities") with Authority staff and legal counsel as necessary,
2. Prepare preliminary Local Goals and Policies for the CFD ("Policies").
3. Prepare a CFD Boundary Map depicting the precise boundaries of the CFD and identifying the properties included in the CFD.
4. Prepare all documents required for the CFD formation proceedings including resolutions, agenda reports, the Notice of Public Hearing, Notice of Special Tax Lien and Ordinance to Levy the Special Tax, and review them with Authority staff and legal counsel, as necessary.
5. Coordinate the publication of the Notice of the Public Hearing for the proposed CFD.



6. Assist the Authority with the presentation of the proposed CFD process during the formation proceedings before the Board of Directors.

#### **Assistance with Election Materials**

1. Provide the County Elections Department with GIS maps of the areas proposed for the measure and assist the Elections Department as needed with preparing the voter rolls.
2. Assist with the preparation of the draft election resolution, ballot question, full ballot text, and elections materials.
3. Provide the elections materials to the County Elections Department, the Authority, and its legal counsel, for review and commentary.
4. Prepare draft resolutions, notices and other materials and documents required or recommended for the proposed CFD taxes. Such documents shall be finalized in conjunction with the Authority's legal counsel.

#### **Informational Outreach / Stakeholder Outreach Services**

1. As necessary, assist with the presentation and review of the proposed CFD details to the participating registered voters, landowners and other stakeholders.
2. As necessary, prepare and present additional financial information and analysis, attend meetings and assist in discussions with registered voters, landowners and other stakeholders regarding the proposed CFD.
3. Provide strategic guidance to the Authority on identifying and engaging stakeholders and implementing the informational outreach approaches.
4. In close collaboration with the Authority, evaluate the proposed services and improvements, stakeholders and overall messaging and project objectives.
5. Make recommendations on the appropriate information outreach and strategies. Recommendations may incorporate findings and information from the survey conducted previously within the proposed CFD.
6. Assist with the development of printed materials and other informational items, message delivery options, public informational outreach strategies and media interaction.

#### **Annual Administration**

1. Determine the taxable and nontaxable parcels in the CFD, and on a parcel-by-parcel basis, calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the Authority as a basis for the annual budget.
2. Prepare any needed resolutions and staff reports for the CFD Tax.
3. Prepare and assist with the publication of any notices for the continuation of the CFD Taxes, if needed.
4. Attend Authority Board meetings as needed, including those at which the resolution is approved.
5. Finalize the Tax Roll, other documents and supporting materials.

6. Prepare the final Tax Rolls for the CFD Taxes and submit them to the County Auditor/Tax Collector for inclusion on the upcoming fiscal year tax bills.
7. Complete and file the annual Financial Transactions Reporting with the State Controller's Office within 7 months after the close of each fiscal year.
8. After the first year of collection of the Taxes, prepare an annual CFD Special Tax Report, and file it with the Authority by January 1 after the close of the fiscal year.
9. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
10. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the CFD Tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if at all.)

**Optional: Post-Election Notification Postcards**

1. Prepare and mail a notice of new parcel tax to the owner of parcels affected by the tax, if that owner does not reside within the District, in accordance with Government Code 54930.

## FEE SCHEDULE

### CFD FORMATION

1. Compensation for Special Tax Analysis and Planning shall be a fixed fee amount of \$5,000. Payment shall be due and payable upon submittal of the preliminary Public Hearing Report.
2. Compensation for CFD Formation Proceedings shall be a fixed fee amount of \$24,500 and shall include up to three meetings. Payment shall be due and payable upon submittal of the CFD formation documents.
3. Compensation for Assistance with Election Materials shall be a fixed fee amount of \$20,500 and shall include up to two meetings. Payment shall be due and payable upon submittal of the CFD formation documents.
4. Compensation for Educational Outreach Services shall be a fixed fee amount of \$25,000 due upon conclusion of the Election.
5. Incidental costs incurred by SCI for the purchase of property or statistical data, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost, not to exceed \$5,000 without prior authorization from the Authority.
6. Optional: Post-Election Notification Postcards required for Fiscal Year 2023-24, \$1.50 per postcard.
7. The tasks included in this proposal are for the initial formation of the CFD.

### CFD ANNUAL ADMINISTRATION

If SCI administers both the proposed special tax, SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
Annual Levy Administration	\$ 35,000	\$ 32,000	\$ 32,960	\$ 33,949
Maximum Direct Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Contract Authorization	<u>\$ 36,500</u>	<u>\$ 33,500</u>	<u>\$ 34,460</u>	<u>\$ 35,449</u>
<i>Due on August 15 of FY</i>	\$ 17,000	\$ 17,500	\$ 17,000	\$ 17,500
<i>Remainder due on January 31 of FY</i>				

1. The annual administration includes one meeting with the Authority, as needed. Any additional meetings shall be billed at the rate of \$1,500 per person per meeting.
2. In the event that the Authority elects to request optional, additive scope of work, SCI will work with the Authority to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

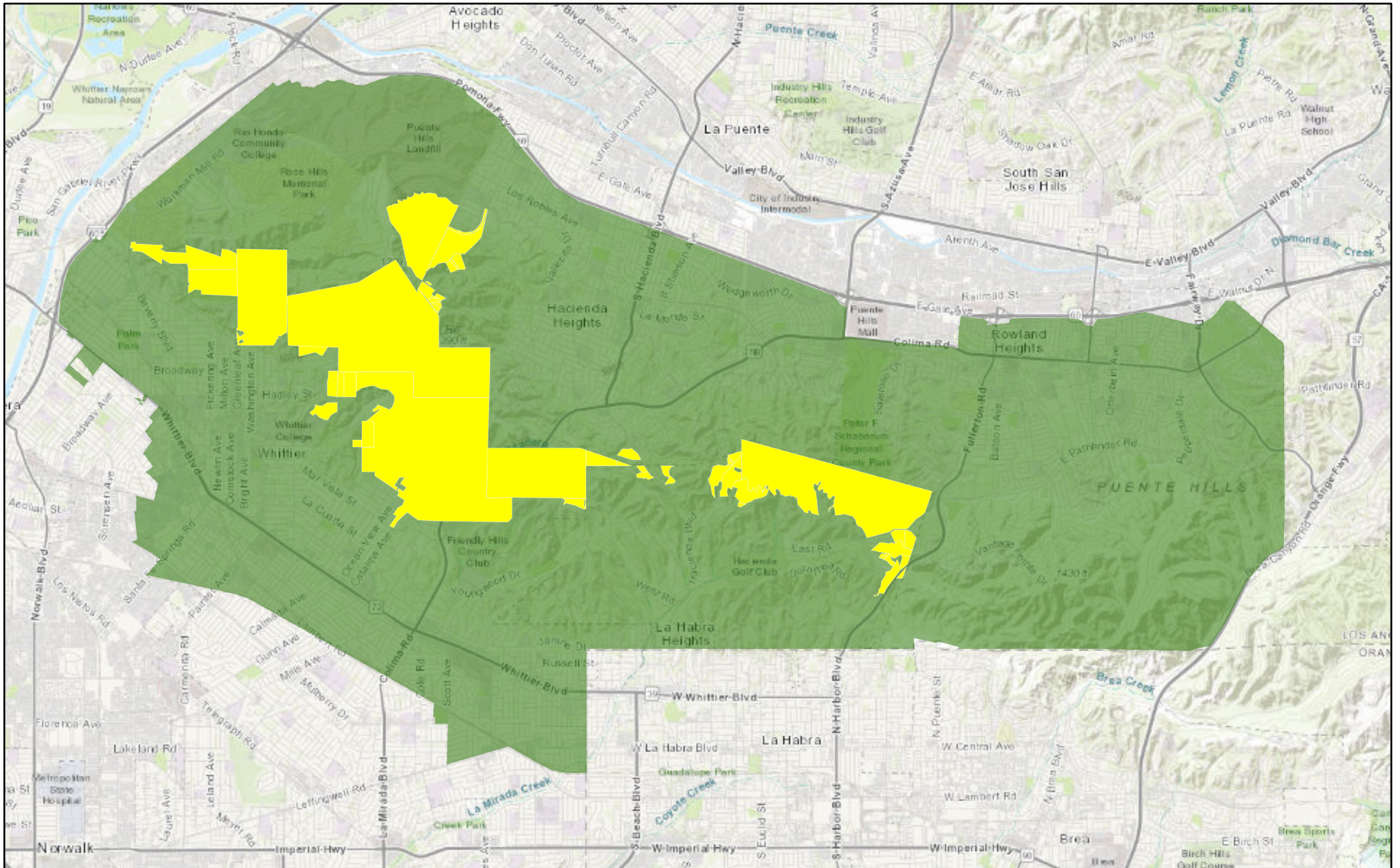
3. If the Authority desires to extend the term of this agreement, the fee amount for each additional year will be the amount of the last fiscal year shown above, increased annually by 3%.
4. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the Authority with total cost not to exceed \$1,500 per year, without prior authorization from the Authority.

***It is important to note that all costs associated with the formation and annual administration of the CFD may be paid from the CFD proceeds.***



**Puente Hills Habitat Preservation Authority**  
**Proposed Timeline for CFD Formation and Nov 2022 Election**

<b>CFD Formation/Balloting Tasks</b>	
Prepare CFD formation documents: Local Goals and Policies, RMA, boundary map, and facilities/services list	March/April
Outreach & Ballot Measure Planning	March/April
<b>First Board Action: Initial CFD documents &amp; Resolution of Intention</b> <i>(Special meeting to meet the 30 day min between Res of Intention and Res of Formation board meetings) November special board meeting; May or June Board meeting for Nov election</i>	<b>April 21, 2022</b>
Submit Map to ROV for precincts	May 12, 2022
<b>Second Board Action: Public Hearing; Resolution of Formation &amp; Resolution Ordering Election and Requesting Consolidation</b> <i>(must be 30 days after Res of Intent but not more than 60; minimum 90 days prior to election)</i>	<b>June 16, 2022</b>
Ballot text & Resolution calling for election to ROV <i>(a Friday at least 88 days prior to election)</i>	August 12, 2022
<b><i>Election Day</i></b>	<b><i>November 08, 2022</i></b>
<b>*Third Board Action: Adopt Resolution Certifying Election Results; Introduce Ordinance Levying the Special Tax</b> <i>First Reading of the Ordinance (Special Meeting)</i>	<b>December 15, 2022</b>
<b>Adopt Ordinance and Resolution levying the CFD Tax</b>	<b>January 19, 2023</b>
Submission of boundary map, resolutions, and special tax levies to the County Auditor's for inclusion on property tax bills	August 10, 2023
First Special Tax Disbursement	December 2023

# Puente Hills Habitat Preservation Authority: Proposed Boundary



3/8/2022

-  Puente Hills HPA Land Owned/Managed
-  Proposed Boundary

1:105,808

