

**AMENDMENT NO. 1 TO  
AGREEMENT BETWEEN SPICER CONSULTING GROUP  
AND THE CITY OF MENIFEE FOR FISCAL YEAR 2022/23 ON-CALL CFD ANNEXATION  
SERVICES (RECOVERABLE)**

This is Amendment No. 1 ("Amendment No. 1") to that certain Professional Services Agreement ("Agreement") made on **JULY 1, 2022**, between the City of Menifee ("City") and **SPICER CONSULTING GROUP** ("Consultant") for **FISCAL YEAR 2022/23 ON-CALL CFD ANNEXATION SERVICES (RECOVERABLE)** which Amendment No. 1 is made and entered into on \_\_\_\_\_, **2022** to modify the compensation as indicated below:

1. Capitalized terms used but not defined in this Amendment No. 1 shall have the meanings ascribed to them in the Agreement.
2. Section 1, "Compensation" is amended to increase the maximum compensation by \$75,100.00 (SEVENTY FIVE THOUSAND ONE HUNDRED DOLLARS AND ZERO CENTS), and is amended to read as follows:

**Section 2. COMPENSATION.**

City hereby agrees to pay Consultant a sum not to exceed \$100,000.00 (ONE HUNDRED THOUSAND DOLLARS AND ZERO CENTS) notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Exhibit A, regarding the amount of compensation, this Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized in advance by City, Consultant shall not bill City for duplicate services performed by more than one person.

3. All other terms and conditions of the Agreement remain in full force and effect.
4. This Amendment No. 1 may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

CITY OF MENIFEE

SPICER CONSULTING GROUP

\_\_\_\_\_  
Armando G. Villa, City Manager

DocuSigned by:  
  
\_\_\_\_\_  
Shane Spicer, Managing Director

Attest:

DocuSigned by:  
  
\_\_\_\_\_  
Melissa Bellitre, Managing Director

\_\_\_\_\_  
Stephanie Roseen, Acting City Clerk

Approved as to Form:

\_\_\_\_\_  
Jeffrey T. Melching, City Attorney

# EXHIBIT A

## SCOPE OF SERVICES

SPICER CONSULTING  
GROUP

Via Electronic Mail

September 21, 2022

Ms. Kristen Jensen  
Financial Analyst  
Public Works Department  
City of Menifee  
29844 Haun Road  
Menifee, CA 92586



**RE: Annexation Services for Community Facilities Districts for FY 2022-23**

Dear Ms. Jensen:

Thank you for considering Spicer Consulting Group (SCG) to continue to serve the City. SCG is pleased to submit this proposal to provide annexation services for the City's Community Facilities Districts.

Our proposed Scope of Services for annexation services are as follows:

### ANNEXATION SERVICES

**Task 1 – Gathering Information:** SCG will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the annexation schedule of events, procedural and financial considerations, establish the appropriate land use classifications, and discuss and identify the boundaries of the proposed annexation.

**Task 1.A – Data Collection:** SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the Riverside County Assessor's Office for the parcels within the proposed Districts, and Geographic Information System (GIS) shape files or the annexation.

**Task 1.B – Maintenance Data:** SCG will coordinate with the City in determining what the necessary levels of services that would be required for proper allocation per the Rate and Method of Apportionment for the annexation.

**Task 1.C – Maintenance Tax Rates:** SCG will establish a Special Tax Rates for each annexation determining the necessary revenues to cover operations and maintenance costs including administrative costs. Based on the structure of the Special Tax formula, SCG will determine the appropriate methodology for allocating the costs to the various land use classifications consistent with the previously approved methodology of the City's landscape, lighting, street, parks, and drainage maintenance programs.

**Task 2 – Annexation Boundary Map:** SCG will prepare the Annexation Boundary Map, illustrating the boundaries of territory proposed for inclusion in the district, capturing the entirety of any parcel subject to taxation by the district. The map shall meet the requirements of the Mello-Roos Act and the Riverside County Recorder's Office. Additionally, SCG will record the map with the Recorder's Office.

**Task 3 – Consulting Services:** SCG will provide consulting services and advice to the City as necessary. This includes due diligence to ensure accuracy in the process, and provide clear written documentation in our approach to structuring the Rate and Method of Apportionment and the Special Tax roll. To assure and maintain quality assurance, SCG has instituted an internal auditing and review policy that requires a minimum of two individuals with the appropriate expertise to review and audit any information prior to dissemination of that information to the client.

41619 MARGARITA RD, SUITE 101  
TEMECULA, CALIFORNIA 92591  
O: 855.581.0743 | SPICERCG.COM

Ms. Kristen Jensen  
City of Menifee  
Page 2

**Task 3.A – Meetings:** SCG will attend two (2) informal meetings or hearings held for the purpose of disseminating information to the public, including attending property owner meetings requested for homeowner associations (HOA) that may request to annex into the CFD. Prior to such meetings or hearings, SCG will be prepared to make a complete and factual presentation. We will also attend two (2) public meetings, as required by the appropriate improvement act(s), fully prepared to present necessary testimony and respond to public comments.

**Task 4 – Landowner Election:** SCG will prepare a list of the owner names and acreages and obtain a certificate from the Registrar of Voters whether confirming there are, or are not, registered voters within the boundaries of the annexation.

**Task 5 – Notice of Special Tax Lien:** SCG will provide a list of Assessor's Parcel for the Notice of Special Tax Lien and record the notices.

We propose to be compensated a fixed fee for services performed according to the scope of services as listed above. It is anticipated that we will process several annexations by the end of FY 2022-23 for a total fee amount of \$100,000.

#### PROPOSED FEE SCHEDULE

##### Proposed Fee Schedule

Service	Fee
Annexation Services (per Zone)	\$10,000

##### Hourly Rates

Title	Rate
Principal	\$195
Senior Associate	\$140
Associate	\$ 95
Mapping Technician	\$ 90
Administrative Support	\$ 65

##### Incidental Expenses

For incidental expenses incurred in connection with such services, together with reimbursement for outside services at cost plus 15%.

It is our objective to provide the City with a high-quality work product while being solution oriented and value added. We enjoy working with the City and look forward to continuing our long-standing relationship. If you have any questions regarding our proposal, or if additional information is needed, please contact me directly at (951) 520-3331 or email me at [shane.spicer@spicercg.com](mailto:shane.spicer@spicercg.com).

Sincerely,  
Spicer Consulting Group



Shane Spicer  
Managing Director

cc: Melissa Bellitire, Spicer Consulting Group