

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.27
(ID # 28633)**

MEETING DATE:
Tuesday, October 07, 2025

FROM : OFFICE OF ECONOMIC DEVELOPMENT

SUBJECT: OFFICE OF ECONOMIC DEVELOPMENT: Ratification and Approval of Amendment No. 2 to the Professional Services Agreement with Spicer Consulting Group for Tax Roll Management and Assessment Engineering Services to extend the period of performance for two years with the option to renew for one additional two-year term through June 30, 2029, to increase the Agreement by \$1,821,003 for a new total aggregate amount of \$2,494,291; All Districts. [Total Contract Increase Cost \$1,821,003; 80% CSA Budget Units, 20% CFD Budget Units].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Amendment No. 2 to the Professional Services Agreement with Spicer Consulting Group for Tax Roll Management and Assessment Engineering from May 30, 2024 through June 30, 2029, to increase the Agreement by \$1,821,003 for a new total agreement aggregate amount of \$2,494,291; and authorize the Chair of the Board of Supervisors to sign the Agreement on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement, including modifications of the period of performance, or the statement of work that stay within the intent of each agreement; and (b) issue Purchase Orders to Spicer Consulting Group for services that do not exceed the Board approved total aggregate amount for the term of the Agreement;

Continued on Page 2


ACTION:Policy


Suzanne Holland, Director of Office of Economic Development 8/28/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: October 7, 2025
xc: OED, Purchasing

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

3. Delegate contract management authority to the Director of the Riverside County Office of Economic Development, or designee; and
4. Authorize the Riverside County Office of Economic Development to collect fees for annexation and assessment engineering services required as a condition of approval for new development.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 327,102	\$ 392,523	\$ 1,821,003	\$ 1,101,369
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 80% County Service Area Budget Units, 20% Community Facilities District Budget Units			Budget Adjustment: No	
			For Fiscal Year: 25/26 – 28/29	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Office of Economic Development (RivCoED) oversees the operation of over 53 County Service Areas (CSAs) and 37 Community Facilities Districts (CFDs). Each CSA and CFD is authorized to provide services based on the needs of each community. The CSAs and CFDs collect special taxes and assessments to provide services to specific areas of the County. CSA and CFD jurisdiction cover the entire unincorporated Riverside County and provides municipal services. The County of Riverside has also established a Countywide CSA to finance a portion of its programs and obligations associated with the federal National Pollutant Discharge Elimination System (NPDES) mandate from the 1987 Clean Water Act. The County, through an administrative service agreement, assesses and collects assessments for 12 cities that can later be drawn down upon by those participating cities for qualifying expenditures. Currently, the combined total of parcels within all CSAs is 458,833 parcels including those in the cities. The combined total of parcels within all CFDs is 151,431. The Riverside County Auditor Controller’s Office has a window of July 1 through August 10 for the submittal of tax roll. RivCoED is requesting to move forward with the qualifications process by accepting proposal and entering into agreement with Spicer Consulting Group, Inc as a Single Source, due to the vendor’s familiarity and history of success with meeting tax roll deadlines in similarly short time frames.

On July 12, 2022, the Board of Supervisors approved the original three (3) year agreement with the option to renew for two (2) additional two (2) year terms with Spicer Consulting Group and has allowed the necessary services to take place. At this time RivCoED is requesting an amendment to the original Contract to more accurately reflect the actual costs incurred and anticipated moving forward. This adjustment is necessary due to a significant increase in the

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demand for services, which has been driven by a surge in project approvals, many of which were difficult to predict at the time the original Contract. Pursuant to actual costs, it was deemed necessary to revise the Contract to ensure alignment with the scope and scale of services required. The original estimates did not account for the volume and complexity of projects that have since emerged, resulting in a need for expanded support and resources.

Looking ahead, the department anticipates continued variability in project demand. Given the unpredictable nature of future approvals and the evolving needs of our programs, we are also requesting an increase in the Contract to provide flexibility and ensure we are adequately prepared to respond to upcoming service requirements.

Impact on Residents and Businesses

Contracting with Spicer Consulting Group will improve efficiency in the placing of assessments on the tax roll due to their extensive experience with the Riverside County Tax Collector system through their representation of multiple cities within the County. The process for formation of financing districts for new developments will also improve as Spicer Consulting Group is well versed in the formation of County Service Areas and Community Facilities Districts.

Additional Fiscal Information

The original total anticipated annual cost for service was \$220,000, with an annual escalator of two percent. Staff proposed a three (3) year agreement:

Fiscal Year	Estimate	Actual
22/23	\$220,000	\$220,000
23/24	\$224,400	\$245,882
24/25	\$228,888	\$272,645

Pursuant to actual costs, it was deemed necessary to amend the original contract and SSJ to more accurately reflect costs due to the difficulty in predicting how many projects would be approved.

Fiscal Year	Estimate
25/26	\$327,102
26/27	\$392,523
27/28	\$471,027
28/29	\$565,232

The proposed professional service agreement includes development driven costs related to new CSA/CFD formation, annexation and administration services; these costs are typically passed on to developers requesting such services. Fees have been pre-negotiated to increase by 2% per year to avoid excessive increases due to inflation. Development driven costs are as follows as of Fiscal Year 25/26:

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- CFD Formation Services = \$15,919/formation
- New CFD administration = \$3,184./district
- CSA Annexation Services = \$10,613/annexation
- New CSA Administration Services = \$1,751 + \$2.39/parcel
- Assessment Engineering Services = \$5,758 + \$7.96/parcel

Contract History and Price Reasonableness

On March 15, 2022, RivCoED advertised a request for qualifications for property tax roll management, assessment roll management, tax roll auditing, database management, assessment engineering services, and finance district formation services. Three (3) proposals were received for consulting services. The proposals were evaluated by RivCoED staff, and the firm of Spicer Consulting Group ranked the highest based on the following criteria: knowledge and experience related to similar projects, ability to provide services, software, and references.

The period of performance for the original professional service agreement was three (3) years with the option to renew for two (2) additional 2-year periods. Amendment No. 1 exercised the option to access additional compensation by increasing the contract amount by 10%. At this time the department is seeking approval for Amendment No. 2 to ratify the contract amount and to exercise the first of two options to extend the period of performance for a two-year period. There is an annual 2% escalator to the fee schedule included. By securing these services for a minimum of three years, the County will benefit from the 2% escalator relative to the actual CPI/Inflation Index.

ATTACHMENTS:

- Tax Roll PSA SCG_Final
- OED SSJ-V2 Spicer Consulting
- Amendment No 2. To the Agreement with Spicer Consulting Group

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet

9/16/2025

Jacqueline Ruiz
Jacqueline Ruiz, Principal Analyst

10/1/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel

9/22/2025

COUNTY OF RIVERSIDE
AMENDMENT NO. 2 TO THE AGREEMENT
WITH
SPICER CONSULTING GROUP

Original Contract Term:	7/12/2022 through 6/30/2025
Contract Term Extended To:	6/30/2027
Effective Date of Amendment No. 2:	5/30/2024
Original Annual Maximum Contract Amount:	\$220,000
Amended Aggregate Maximum Contract Amount:	\$2,494,291
Contract ID:	EDARC-91800-001-06/25

This Amendment No. 2 to the Professional Service Agreement for Tax Roll Management and Assessment Engineering Services between COUNTY OF RIVERSIDE and SPICER CONSULTING GROUP (herein referred to as "Amendment No. 2") is made and entered into by and between COUNTY OF RIVERSIDE, a political subdivision of the State of California (herein referred to as "COUNTY"), and SPICER CONSULTING GROUP, a California Limited Liability Company (herein referred to as "CONTRACTOR"). CONTRACTOR and COUNTY are individually referred to herein as "party" and collectively referred to herein as "parties".

RECITALS

WHEREAS, the COUNTY entered into that certain Agreement for Tax Roll Management and Assessment Engineering Services with CONTRACTOR, effective July 12, 2022 (the "Agreement")

WHEREAS, the COUNTY executed Amendment No. 1 to Contract EDARC-91800-001-06/25 with CONTRACTOR to increase the annual maximum payment amount by \$22,000 in additional compensation, from \$220,000 to \$242,000.

WHEREAS, COUNTY and CONTRACTOR now desire to ratify and amend the Agreement to increase the annual maximum spend amount from \$242,000 to \$245,822 for Fiscal Year 23/24.

WHEREAS, the parties now desire to exercise the first of two options of the Agreement to amend the Period of Performance and extend the agreement for two (2) years through June 30, 2027, with the option to extend the period of performance by written amendment for an additional 2-year period through June 30, 2029.

WHEREAS, COUNTY and CONTRACTOR now desire to ratify and amend the Agreement to increase the annual maximum spend amount from \$245,822 annually to \$272,585 beginning in Fiscal Year 24/25, and to increase the annual maximum spend by 20% each year thereafter.

NOW THEREFORE, for good and valuable consideration the receipt and adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

COUNTY OF RIVERSIDE
AMENDMENT NO. 2 TO THE AGREEMENT
WITH
SPICER CONSULTING GROUP

2. Section 2.1 (Period of Performance) Delete the first sentence in its entirety and replace with the following:
This Agreement shall be effective upon final signature and continues in effect through June 30, 2027, with the option to extend one (1) additional two-year term by written amendment, unless terminated earlier.
3. Section 3.1 (Compensation): second sentence shall be deleted in its entirety and replaced with: Maximum payments by COUNTY to CONTRACTOR shall not exceed Four-Hundred and Sixty-Five Thousand, Eight-Hundred and Twenty-Two Dollars (\$465,822) from July 12, 2022 through June 30, 2024, and maximum payments by COUNTY to CONTRACTOR shall not exceed Two-Hundred and Seventy-Two Thousand, Five-Hundred and Eighty-Five Dollars (\$272,585) annually beginning with the term July 1, 2024 through June 30, 2025, with annual increases of 20% thereafter, plus any recoverable costs related to new development as listed in Exhibit B-1.
4. Exhibit B (Compensation) is deleted in its entirety and replaced with the attached Exhibit B-1.
5. Except as amended or modified herein, all the terms of the Agreement shall remain in full force and effect and shall apply with the same force and effect. Time is of the essence in this Second Amendment and the Agreement and each and all of their respective provisions. Subject to the provisions of the Agreement as to assignment, the agreements, conditions, and provisions herein contained shall apply to and bind the heirs, executors, administrators, successors and assigns of the parties hereto. If any provisions of this Second Amendment or the Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of the Agreement and all such other provisions shall remain in full force and effect. The language in all parts of the Agreement shall be construed according to its normal and usual meaning and not strictly for or against either COUNTY or CONTRACTOR.

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EXHIBIT "B-1"
COMPENSATION

• Administration Services – Tax Roll Management		\$224,400
• New CFD Administration Support (per District)		\$3,060
• New CSA Administration Support	Base Fee	Plus Per Parcel
1-10 parcels	\$408	\$6.38
11-150 parcels	\$632.40	\$5.10
151-400 parcels	\$1,122	\$3.19
401+ parcels	\$1,683	\$2.30
• CSA Assessment Engineering Services**	Base Fee	Plus Per Parcel
1-10 parcels	\$2,028.78	\$32.13
11-150 parcels	\$3,225.24	\$25.50
151-400 parcels	\$4,447.71	\$12.75
401+ parcels	\$5,644.17	\$7.65
• CFD Formation Services**		\$15,300
• CFD Annexation Services**		\$10,200

Fees above reflect FY 23/24 pricing.

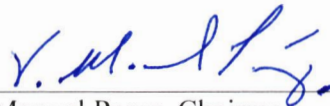
*Fees increase by 2% on July 1st of each year of the agreement.

**Represents costs to be recovered by COUNTY from new development. The Office of Economic Development (OED) provides invoices to developers in order to proceed with CFD formation and or annexation to a County Service Area with an added OED administrative amount. A pass-through amount is reimbursed to Spicer Consulting Group after receipt of invoice following the completion of the applicable CFD or CSA Engineers Report.

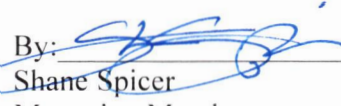
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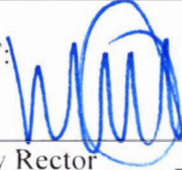
IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 2.


COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: 
V. Manuel Perez, Chairman
Board of Supervisors
Dated: OCT 07 2025

SPICER CONSULTING GROUP, a
Limited Liability Company of the
State of California

By: 
Shane Spicer
Managing Member
Dated: 9.11.2025

ATTEST: 
By: _____
Kimberly Rector **DEPUTY**
Clerk of the Board
Dated: OCT 07 2025

APPROVED AS TO FORM:
Minh C. Tran
County Counsel
By: 
Stephanie Nelson
Deputy County Counsel
Dated: 9/17/25



SSJ No.: 22-055

Amendment No.: 1

Date: Tuesday, August 12, 2025

From: Suzanne Holland, Director
Riverside County Office of Economic Development

To: Board of Supervisors

Via: Michael Franklin, 951-955-6652

Subject: Request for two 2-year Extensions to the Professional Service Agreement- Tax Roll Management and Assessment Engineering Services

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: (i.e. CA Secretary of State Business Entity Information, Dept. of Justice Registration Conformation for non-profits, etc.)

1. Supplier Name: Spicer Consulting Group Supplier ID: 252000
2. Reason or Justification for the Amendment: The addition of each new residential development or CFD formation for commercial developments/projects to the tax roll incurs an additional management fee. We do our best to anticipate future developments but new development has outpaced estimates in recent years. The Office of Economic Development (OED) is requesting ratified increases for fees that exceeded anticipated levels in FY 23/24 and FY 24/25, and 20% annual increase commencing in FY 25/26 through FY 28/29. The 20 percent increase is a Not-To-Exceed amount, meant to provide sufficient funding if the rate of new development increases. OED is also requesting to exercise the first of two options to extend the period of performance by 2 years until June 30, 2027.

3. Please include the initial costs from the prior reviewed assigned SSJ in the table below:

Description:	FY <u>22/23</u>	FY <u>23/24</u>	FY <u>24/25</u>	Total
One-time Costs:	\$220,000	\$224,400	\$228,888	\$673,288
Total Costs	\$220,000	\$224,400	\$228,888	\$673,288

Note: Insert additional rows as needed

Amended goods and/or services costs must be identified below (If applicable):

Description:	FY <u>22/23</u>	FY <u>23/24</u>	FY <u>24/25</u>	FY <u>25/26</u>	FY <u>26/27</u>	FY <u>27/28</u>	FY <u>28/29</u>	Total
One-time Costs:	\$220,000	\$245,822	\$272,585	\$327,102	\$392,523	\$471,027	\$565,232	\$2,494,291
Total Costs	\$220,000	\$245,822	\$272,585	\$327,102	\$392,523	\$471,027	\$565,232	\$2,494,291

Note: Insert additional rows as needed

4. Period of Performance: July 12, 2022 – June 30, 2029

Ratify Start Date (if applicable): May 30, 2024

Initial Term Start Date: July 12, 2022 End Date: June 30, 2025

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): three years with two options to renew for additional 2-year periods.

Aggregate Term/ End Date: June 30, 2029

5. Projected Board of Supervisor Date (if applicable): September 9, 2025

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

Stzanne Holland

Print Name

[Signature]

Department Head Signature
(Executive Level Designee)

8/12/2025

Date

PCS Reviewed:

Matthew Gaeta

Print Name

[Signature]

Signature

8/13/2025

Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psourcesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments:

Stacy Orton

Purchasing Agent Signature

8/26/2025

Date

22-055a

Tracking Number

(Reference on Purchasing Documents)