

# MEETING AGENDA

## The City Council/Successor Agency of the City of Firebaugh

### Vol. No.15/11-16

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**Location of Meeting:** Andrew Firebaugh Community Center  
1655 13<sup>th</sup> Street, Firebaugh, CA 93622

**Date/Time:** November 16, 2015/6:00 p.m.

#### CALL TO ORDER

**ROLL CALL**

Mayor Craig Knight  
Mayor Pro Tem Freddy Valdez  
Council Member Brady Jenkins  
Council Member Marcia Sablan  
Council Member Felipe Perez

*In compliance with the Americans with Disabilities Act, if you need special assistance to access the Andrew Firebaugh Community Center to participate at this meeting, please contact the Deputy City Clerk at (559) 659-2043. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the Andrew Firebaugh Community Center.*

*Any writing or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the Deputy City Clerk's office, during normal business hours.*

#### PLEDGE OF ALLEGIANCE

#### PUBLIC COMMENT

#### CONSENT CALENDAR

Items listed on the calendar are considered routine and are acted upon by one motion unless any Council member requests separate action. Typical items include minutes, claims, adoption of ordinances previously introduced and discussed, execution of agreements and other similar items.

1. **APPROVAL OF MINUTES – The City Council meeting on November 2, 2015.**
2. **WARRANT REGISTER – Period starting October 1, and ending on October 31, 2015.**

October 2015	General Warrants	#32595 - #32771	\$ 485,858.77
	Payroll Warrants	#66136 - #66235	\$ 332,576.33
TOTAL			\$ 818,435.10

#### NEW BUSINESS

3. **THE CITY COUNCIL OF THE CITY OF FIREBAUGH TO APPROVE A SELECTION OF CONSULTANT FOR DEVELOPMENT IMPACT FEES AND NEXUS STUDY.**

**Recommended Action:** Council receives public comment & takes action.

**CLOSED SESSION**

**4. REAL ESTATE NEGOTIATION – REDEVELOPMENT AGENCY – Pursuant to Government Code Section #54956.8**

Owner or Designative Rep.                      City Negotiator Roy Santos

APN     008-080-42; 008-140-35; 008-074-10; 008-132-07; 008-074-01

**5. Government Code Section 54957**

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT: City Manager.

**OPEN SESSION**

**6. THE CITY COUNCIL OF THE CITY OF FIREBAUGH TO DISCUSS EMPLOYMENT OR APPOINTMENT FOR A NEW OF THE CITY MANAGER.**

**Recommended Action:**                      City Council receives public comment and gives staff direction.

**SUCCESSOR AGENCY MATTERS:**

**7. SUCCESSOR AGENCY RELATED TO SALE OF REAL PROPERTY FOR DISPOSITION OF SUCCESSOR AGENCY PROPERTIES OF THE FOLLOWING (APNs: 008-132-07, 008-074-10, 008-080-42, 008-140-35, 008-074-01).**

**Recommended Action:**                      Council receives public comment & takes action.

**STAFF REPORTS**

**ANNOUNCEMENT AFTER CLOSED SESSION**

**ADJOURNMENT**

**Certification of posting the Agenda**

I declare under penalty of perjury that I am employed by the City of Firebaugh and that I posted this agenda on the bulletin boards at City Hall, November 12, 2015 at 5:00 p.m. by Rita Lozano, Deputy City Clerk.

## MEETING MINUTES

The City Council/Successor Agency of the City of Firebaugh  
Vol. No. 15/11-02

**Location of Meeting:** Andrew Firebaugh Community Center  
1655 13<sup>th</sup> Street, Firebaugh, CA 93622  
**Date/Time:** November 2, 2015 / 6:00 p.m.

**CALL TO ORDER** Meeting called to order by Mayor Knight at 6:00 p.m.

### ROLL CALL

**PRESENT:** Mayor Craig Knight  
Mayor Pro Tem Freddy Valdez  
Council Member Brady Jenkins  
Council Member Felipe Perez  
Council Member Marcia Sablan

### ABSENT

**OTHERS:** City Attorney Roy Santos; City Manager, Kenneth McDonald; Police Chief, Sal Raygoza; Finance Director, Pio Martin; Public Works Director, Ben Gallegos; Deputy City Clerk, Rita Lozano; Fire Chief John Borboa; Tony Chavarria, Maria Rios, Isidro Vasquez, Loretta Guerra, Chris Cardella and others.

**PLEDGE OF ALLEGIANCE:** Council Member Perez led pledge of Allegiance.

### PUBLIC COMMENT:

Omar Perez stated he was still interested in purchasing and is ready to move forward, not sure, if it will be discussed in closed session or open session but wanted to inform the Council that there is still interest. Chris Cardella inquired on the process of sale for the properties. Mayor Knight advised the properties are Redevelopment Property, which has a different process of sale than it would if it was privately owned. The following steps are: all proposals of purchase are reviewed first by the Successor Agency (SA/Council); if an offer is selected and approved, their recommendation will be presented to the Oversight Board Committee (which consist of the seven taxing entities). Then, the Oversight Board will review the proposals and recommendation of the SA and if approved, the selected proposal for purchase of sale will be submitted to the Department of Finance (DOF/state) for the final approval. However, if the proposals are rejected during any of the process of review by any of the three committees, it must start over at the first step. Paul also stated his support for the sale of the Giant Burger to Mr. & Mrs. Perez.

Maria Rios asked Council for assistance with a problem she and her family is having with the employees of the Family Dollar. Mrs. Rios stated her, her family, a friend and her friend's family have all been banned from entering the store.

### CONSENT CALENDAR

#### 1. APPROVAL OF MINUTES – The City Council meeting on October 19, 2015.

*Motion to approve consent calendar by Council Member Sablan, seconded by Council Member Valdez; motion passes by 5-0 vote.*

### PUBLIC HEARING

#### 2. THE CITY COUNCIL OF THE CITY OF FIREBAUGH TO ACCEPT CLOSEOUT OF COMMUNITY DEVELOPMENT BLOCK GRANT - GRANT 12-CDBG-8387.

*Public Hearing open at 6:19 p.m. – No Public Comments given -. Closed public hearing at 6:20 p.m.*

***Motion to approve and accept closeout by Council Member Jenkins, seconded by Council Member Sablan; motion passes by 5-0 vote.***

## **NEW BUSINESS**

### **3. ACTUARIAL REPORT ON GASB 45 RETIREE BENEFIT VALUATION STAFF REPORT.**

Informational item only, City Manager McDonald in regards to the Post-Employment Benefit Programs (OPEB) the city's liability has reduced from 2.2 million to 1.9 million as of January 2015.

## **SUCCESSOR AGENCY MATTERS:**

## **STAFF REPORTS**

- **Police Chief Raygoza** – Officer Patlan has resigned, he went to work with Madera County. Attended a meeting in Mendota, County is in the process of closing the homeless camp in the outside limits of Mendota, so Police Department will try to keep an eye out to see if any of those individuals migrate to Firebaugh.
- **Fire Chief, John Borboa** – Fresno County Supervisor Brian Pacheco has appointed me to the Emergency Medical Services (EMS) committee on the oversight board of the Emergency Medical Care Committee (EMCC).
- **Public Works Director, Ben Gallegos** – Received a lot of rain today and staff is working on keeping the streets cleans, and make sure all the drains are properly working. Addressed comments made earlier in this meeting, the roof at Giant Burger is not leaking, it was just repaired earlier this year but there was a problem with w vent that patched to resolve the problem.
- **Finance Director Martin** – Will be attending a meeting on Thursday in Kerman to dissolve the Westside Cable Committee and bring a resolution at the next meeting for Council's approval to formalize it.

***Motion to enter closed session by Council Member Jenkins, Second by Council Member Sablan motion passes by 5-0 vote at 6:28 p.m.***

## **CLOSED SESSION**

### **4. REAL ESTATE NEGOTIATION – REDEVELOPMENT AGENCY – Pursuant to Government Code Section #54956.8**

Owner or Designative Rep.                      City Negotiator Kenneth McDonald

APN     008-080-42; 008-140-35; 008-074-10; 008-132-07; 008-074-01

### **5. Government Code Section 54957**

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT: City Manager.

***Motion to enter open session; motion passes by 5-0 vote at 7:24 p.m.***

## **ANNOUNCEMENT AFTER CLOSED SESSION:**

*Redevelopment Agency properties will be on the next agenda both as a close and open item to discuss direction on how to proceed.*

***ADJOURNMENT - Motion to adjourn by Council Member Sablan, second by Council Member Jenkins; motion passes by 5-0 vote at 7:26 p.m.***



**REPORT TO CITY COUNCIL**  
**— MEMORANDUM —**

**AGENDA ITEM NO: \_\_\_\_\_**

**COUNCIL MEETING DATE: November 16, 2015**

**SUBJECT: Warrant Register Dated: NOVEMBER 10, 2015**

**RECOMMENDATION:**

In accordance with Section 37202 of the Government Code of the State of California there is presented here with a summary of the demands against the City of Firebaugh covering obligations to be paid during the period of:

OCTOBER 01, 2015 – OCTOBER 31, 2015

Each demand has been audited and I hereby certify to their accuracy and that there are sufficient funds for their payment as of this date.

IT IS HEREBY RECOMMENDED THE CITY COUNCIL  
APPROVE THE REGISTER OF DEMANDS AS FOLLOWS:

GENERAL WARRANTS .....	# 32595 – #32771	<u>\$ 485,858.77</u>
PAYROLL WARRANTS.....	# 66136 - #66235	<u>\$ 332,576.33</u>
TOTAL WARRANTS.....		<b>\$ 818,435.10</b>

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
32595	10/5/2015	ADAMS ASHBY GROUP, LLC	1,200.00	LABOR COMPLIANCE & PAYROLL REVIEWS
32596	10/5/2015	A & J AUTO BODY	650.00	POLICE - PAINT SIDES
			500.00	POLICE DEPT. -UNIT #8
		Check Total:	1,150.00	
32597	10/5/2015	AT&T MOBILITY	285.50	POLICE DEPT. - WIRELESS INTERNET
32598	10/5/2015	AT&T	104.48	CITY HALL
32599	10/5/2015	AT&T	308.74	WATER TREATMENT PLANT
32600	10/5/2015	BEST UNIFORMS	860.39	POLICE DEPT. - 1 BODY ARMOR
32601	10/5/2015	JOHN BORBOA	1,538.40	FIRE DEPT. - MONTHLY STIPEND
			(1,538.40)	Ck# 032601 Reversed
		Check Total:	-	
32602	10/5/2015	CORBIN WILLITS SYSTEMS	65.00	UPLOAD METER READING FILES
32603	10/5/2015	CVR & ASSOCIATES, INC.	2,130.25	BUILDING & INSPECTION FOR SEPT 2015
32604	10/5/2015	DIAMOND LOCKSMITHS	38.39	POLICE - OPERATIONAL
			(38.39)	Ck# 032604 Reversed
		Check Total:	-	
32605	10/5/2015	FRESNO-MADERA AREA AGENCY	72.03	SENIOR CENTER - PROGRAM MEALS
32606	10/5/2015	JMP BUSINESS SYSTEMS, INC	1,150.00	FOLDER/INSERTER MAINTENANCE
32607	10/5/2015	K B ELECTRIC	312.78	PW - STREET LIGHT REPAIRS
32608	10/5/2015	KER WEST, INC. DBA	126.00	PUBLIC HEARING NOTICE - ZONE CHANGE
32609	10/5/2015	RODDY A. LAKE	357.49	POLICE DEPT.- HEALTH INSURANCE
32610	10/5/2015	LEAGUE OF CALIF. CITIES	50.00	DIV DINNER 2/12/15 - FREDDY
32611	10/5/2015	LOZANO SMITH, LLP	3,610.92	PROF LEGAL SERVICE - GENERAL
			1,100.00	PROFESSIONAL LEGAL SERVICE
			240.00	PLANNING & ZONING LEGAL SERVICE
		Check Total:	4,950.92	
32612	10/5/2015	NAPA AUTO PARTS - FIREBAU	0.44	SVC
			22.25	POLICE - 2006 FORD CROWN
			13.42	PW 12 - PARTS - EQUIP REPAIR
			22.52	POLICE - SWHL COV FOR NEW
			43.28	PW - HYDRAULIC OIL
			34.31	SHOP SUPPLIES
			6.48	FIRE DEPT - AUTO SUPPLY
			5.40	FIRE DEPT - AUTO SUPPLY
			116.90	POLICE - VEH MAINT. SUPPLY
			50.52	POLICE - UNIT #11 - VEHICLE
			200.15	POLICE - 2009 FORD CROWN
			55.74	POLICE #4 -REPAIR PARTS
			8.02	POLICE - AUTO SUPPLY
			7.61	PW - SHOP TOOL
		Check Total:	587.04	
32613	10/5/2015	PACIFIC GAS & ELECTRIC	66,740.95	ALL DEPTS
			192.74	WELL #17
			31,185.23	WATER & SEWER

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
		Check Total:	98,118.92	
32614	10/5/2015	PITNEY BOWES #8000-9090-	520.99	POSTAGE METER REFILL
32615	10/5/2015	QUILL CORPORATION	84.38	PUBLIC WORKS - JANITORIAL
			103.85	PUBLIC WORKS - JANITORIAL
			239.58	WTR & SWR DEPT - TONER FO
			119.79	WTP - TONER FOR TONYS PRINTER
			90.87	PUBLIC WORKS - CLEANER
			10.58	OFFICE SUPPLIES
		Check Total:	649.05	
32616	10/5/2015	RON'S AUTO REPAIR	140.00	POLICE - APPLY NEW DECALS
32617	10/5/2015	ROSENOW SPEVACEK GROUP, I	750.00	SUCCESSOR AGENCY CONSULTING
			2,131.25	PROJECT NAME: LRPMP
		Check Total:	2,881.25	
32618	10/5/2015	SPARKLETTS	77.71	SHOP
32619	10/5/2015	TELEPACIFIC COMMUNICATION	1,562.43	ALL DEPTS - TELEPHONE & INTERNET
32620	10/5/2015	U.S. POSTMASTER	824.50	UTILITY BILLING POSTAGE
32621	10/5/2015	CARRILLO, JOSE	23.17	MQ CUSTOMER REFUND
32622	10/5/2015	GARCIA, MARIA	22.93	MQ CUSTOMER REFUND
32623	10/5/2015	REYES, JOSE	10.35	MQ CUSTOMER REFUND
32624	10/5/2015	TRES LAGUNAS, LLC	100.70	MQ CUSTOMER REFUND
32625	10/6/2015	JOHN BORBOA	1,538.40	FIRE DEPT. MONTHLY STIPEND
			(1,538.40)	Ck# 032625 Reversed
		Check Total:	-	
32626	10/6/2015	CITY OF FIREBAUGH	40,890.93	UNITED SEC BANK -P/R -
32627	10/6/2015	QUILL CORPORATION	232.85	OFFICE SUPPLIES
			199.65	PW & OFC SUPPLIES
			10.28	PUBLIC WORKS - GLOVES
			64.88	PW - SAFETY GLOVES
			216.20	PW - JANITORIAL & OFFICE
			295.39	PW & PD - JANITORIAL SUPPLIES
			162.82	OFFICE SUPPLIES - ALL DEPTS
			140.22	PUBLIC WORKS - JANITORIAL
			362.48	OFFICE SUPPLIES
			240.22	OFFICE SUPPLIES
			43.29	CREDIT - REF #7617931
		Check Total:	1,968.28	
32628	10/6/2015	RENO'S MEGA MART	79.51	POLICE - FUEL
			50.52	POLICE - FUEL
			24.82	POLICE - PROPANE
			24.42	PW 11 - PROPANE FOR FORKLIFT
		Check Total:	179.27	
32629	10/7/2015	GOUVEIA ENGINEERING, INC.	779.63	710.10 ADA SELF-EVALUATION
			26.25	720.11 "N" STREET APARTMENT
			212.63	785.07 GATEWAY PROJECT
			52.50	725.01 PUBLIC WORKS GENERAL
			165.38	725.08 5-YEAR CIP
			5,281.50	740.08D 2015 WATERLINE REPAIR
			1,137.50	745.02 HWY BEAUTIFICATION

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
			3,987.50	745.10D DESIGN POSO CANAL
			1,185.00	745.19D CMAQ PEDESTRIAN
			6,461.44	745.21D RIVERLANE/CARDELLA
			1,134.00	760.01 AIRPORT GENERAL
			13.13	765.01 MAPPING GENERAL
			497.50	765.05 DEL RIO MAPPING
			2,180.06	795.12 ATP GRANT APPLICATION
		Check Total:	23,114.02	
32630	10/9/2015	AG & INDUSTRIAL SUPPLY	55.68	PW - EQUIP REPAIR PART
			1.92	FINANCE CHARGE
		Check Total:	57.60	
32631	10/9/2015	AGRI-VALLEY IRRIGATION	20.81	PARKER PARK - SPRINKLER
			89.64	PW - CONCRETE TO REPAIR
			15.01	PW - WATER LINE REPAIR
			50.98	MALDONADO PARK - FAC REPAIR
			3.79	MALDONADO PARK - FACILITY
			31.21	DUNKLE PARK - FAC REPAIR
			8.41	PW - PARTS - INSTALL WATER METER
			8.41	PW - PARTS TO REPAIR WATER METER
32631	10/9/2015	AGRI-VALLEY IRRIGATION	70.31	LANDSCAPE - PARKER PARK
			7.71	PW - PARTS FOR WATER PUMP
			28.23	MALDONADO PARK - FAC REPAIR
			9.93	PW - WATER LEAK REPAIR
			14.51	PW - REPAIR WATER LINE -
			15.12	PW - PARTS - WATER METER
			29.00	PW - PARTS TO REPAIR SEWER
			25.34	SEWER FARM - PART FACILITY
		Check Total:	428.41	
32632	10/9/2015	ALERT-O-LITE, INC.	259.00	PW - ROAD REPAIR & SAFTEY
32633	10/9/2015	AUTOZONE COMMERCIAL (1379	4.13	PD - AUTO SUPPLY FOR NEW
			220.77	POLICE - VEHICLE REPAIR
			16.32	PD - VEHICLE REPAIR PARTS
			46.50	PD - UNIT 4 VEHICLE REPAIR
			-	PD -UNIT 4 - DEBIT/CREDIT
			144.51	PD - BATTERY REPLACED -
			3.43	PD - VEHICLE REPAIR
			-	POLICE DEPT. - CORE
			12.65	PW - VEHICLE MAINT.
			58.05	PW - #34 - VEHICLE MAINT.
			(46.50)	PD - RAMAN PS PUMP -
			13.86	PW - FUEL CAP
			3.16	PD - VEHICLE PART
			11.00	PW #4 - VEHICLE PART
			23.71	PD #3 - VEH MAINT.
			16.22	PW - SCREWDRIVER SET
			31.40	PD - PATROL CAR WASHING
			16.01	PD #7 - VEHICLE PART
			3.49	POLICE DEPT - AUTO PART
			16.03	COMMUNITY CENTER - JANITO
			104.97	POLICE DEPT. - BATTERY
			17.21	PW - VEHICLE MAINT. SUPPLY
			40.71	PD #1 - AUTO MAINT. SUPPLY
			12.00	PD - UNIT #5 -FLOOR MAT
			13.01	PD - #5 - VEHICLE PART
			65.41	PARKS TRK #7 - PART
			134.35	PD #8 - BATTERY FOR 2009



**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
			27.42	PW - VEHICLE MAINTENANCE
		Check Total:	1,009.82	
32634	10/9/2015	AXCES INDUSTRIAL SUPPLY	935.06	PW - FLOATING DEGREASER
32635	10/9/2015	CA-NV SECTION, AWWA	100.00	RENEWL-CROSS CONNECTION S
32636	10/9/2015	COLLINS & SCHOETTLER	2,720.00	PLANNING & CONSULTING SEPT. 2015
32637	10/9/2015	CORELOGIC SOLUTIONS, LLC.	150.00	REALQUEST FEES
32638	10/9/2015	COUNTRY VETERINARY CLINIC	225.00	PW - ANIMAL CONTROL
			250.00	PW - ANIMAL CONTROL
			125.00	PW - ANIMAL CONTROL
		Check Total:	600.00	
32639	10/9/2015	CROP PRODUCTION SERVICES,	1,772.13	PW - CHEMICALS - WATER, SEWER,PARKS,LANDSCAPE
32640	10/9/2015	DIAMOND LOCKSMITHS	490.54	COMMUNITY CENTER - FACILITY
32641	10/9/2015	DONALD R. REYNOLDS, CPA	2,500.00	FIRST PROGRESS BILLING
32642	10/9/2015	FIREBAUGH ROTARY CLUB	500.00	RUFUND CLEANING DEP/RODEO GROUNDS
32643	10/9/2015	FOUNDATION FOR FIREBAUGH-	150.00	#20507 -REFUND CLEANING DEPOSIT
32644	10/9/2015	FRESNO CO ECONOMIC OPPORT	85.00	TRANSP. FEE /SENIORS FIELD TRIP
32645	10/9/2015	G&K SERVICES, INC.	16.72	COMMUNITY CENTER - JANITORIAL
			10.73	WASTE WTR PLANT - JANITORIAL
			10.73	WASTE WTR PLANT - JANITORIAL
			14.18	CITY HALL - JANITORIAL SUPPLIES
			82.63	SHOP - UNIFORM EXPENSE
			16.72	COMMUNITY CENTER JANITORIAL SUPPLIES
			10.73	WASTE WTR PLANT - JANITORIAL SUPPLIES
			21.17	SENIOR CENTER - OPERATING
			14.18	CITY HALL - JANITORIAL SUPPLIES
			82.63	SHOP - UNIFORM EXPENSE
			16.72	COMMUNITY CENTER - JANITORIAL SUPPLIES
			10.73	WASTE WTR FACILITY - JANITORIAL SUPPLIES
			21.17	SENIOR CENTER - OPERATING SUPPLIES
		Check Total:	329.04	
32646	10/9/2015	GUTHRIE PETROLEUM, INC.	1,367.94	BULK UNLEADED GASOLINE
			903.57	BULK UNLEADED GASOLINE
			1,045.81	BULK UNLEADED GASOLINE
			950.97	BULK DIESEL FUEL
			967.38	BULK UNLEADED GASOLINE
		Check Total:	5,235.67	
32647	10/9/2015	HUB INTERNATIONAL	125.98	#23943 SPECIAL EVENT INSURANCE
32648	10/9/2015	ELSA LOPEZ	819.89	POLICE - HEALTH INS. REIM
32649	10/9/2015	MID-VALLEY DISPOSAL	26,072.31	REFUSE SERVICES FOR SEPTEMBER 2015
32650	10/9/2015	MIGUEL'S PLUMBING SERVICE	199.19	COMMUNITY CENTER - FACILITY
32651	10/9/2015	OFFICE DEPOT, INC.	66.76	PW - JANITORIAL SUPPLIES
32652	10/9/2015	PACIFIC GAS & ELECTRIC	113.33	#5868421949-4 - 4150 SPRUCE ST
			67,315.08	#7355932148-1 - ALL DEPARTMENTS
		Check Total:	67,428.41	
32653	10/9/2015	RSG, INC.	11,610.16	RSG1088 -SUCCESSOR AGENCY
32654	10/9/2015	VICTOR RUIZ	225.00	REIMBURSEMENT/DUNKLE ENC AREA

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
32655	10/9/2015	SIMMONS HEATING and AIR C	110.00	FIRE DEPT. - AIR CONDITIONER
			79.00	PW - NO COOL AT WATER SITE
			110.00	FIRE DEPT. - SYSTEM REPAIR
		Check Total:	299.00	
32656	10/9/2015	STATE WATER RESOURCES CON	90.00	RENEWAL-WATER TREATMENT C
32657	10/9/2015	SUN'S INTERNATIONAL CORP	51.95	PARKS - JANITORIAL SUPPLIES
			68.72	POLICE DEPT & COMMUNITY CTR.
		Check Total:	120.67	
32658	10/9/2015	THARP'S FARM SUPPLY	66.56	PW - 15- BATTERY
			802.17	PW - PARTS FOR EQUIPMENT
			7.20	PARKS - BELT FOR LAWN MOWER
			29.76	PARKS - FACILITY REPAIR
			3.25	PARKS - KEYS
			11.29	MALDONADO PARK - FAC REPAIR
			1.04	PW -25 - PART FOR LAWN MOWER
			11.85	COMMUNITY CENTER - FAC REIMBURSEMENT
			11.85	DUNKLE PARK - FACILITY REIMBURSEMENT
			50.52	WATER SITE #1 FOR SAMPLE
			2.87	POLICE - PART TO INSTALL
			14.36	SHOP SUPPLIES
			17.53	MALDONADO PARK - FAC REPAIR
			1.84	COMMUNITY CENTER RESTROOM
			11.08	PARKS - FAC REPAIR
			12.90	MALDONADO PARK - FAC REPA
			114.71	PW - FACILITY REPAIR PART
			9.36	RODEO GROUNDS FAC REPAIR
			14.46	PW - SEWER LINE REPAIR
			20.29	PW - SAFETY BOOTS
			137.01	PW - EQUIP, SEWER LINE &
			6.17	PW - SUPPLIES
			7.23	PART - LATERAL REPAIR
			7.23	RIVERLANE LATERAL REPAIR
			100.60	PW - PARTS FOR FACILITIES
			1.06	CITY HALL - PART FAC REPAIR
			73.99	PW - GENERATOR BATTERY
			4.87	MALDONADO PARK RESTROOM
			30.82	PW - FAC REPAIR
			8.17	PART FOR FLOW METER
			12.63	FLOW METER - POND #10
			1.62	COMM CENTER - FAC REPAIR
			9.84	PARKS - FOR FLAG POLE
			22.27	PW - BATTERIES - EQUIP REPAIR
			65.38	SHOP TOOL -ATTACHMENT
			26.55	PW - DRILL BIT
			8.42	PW - SHOP PARTS
			5.09	PW - TO READ WATER METER
			3.44	MALDONADO PARK - FAC REPAIR
			8.87	PW - OPERATING SUPPLY
			18.66	PW - SEWER LINE REPAIR
			7.85	PW - WATER LINE REPAIR
			13.38	PW - EQUIP REPAIR
			14.82	PW - CRIMPING TOOL
			4.07	PARKS - FAC REPAIR
		Check Total:	1,814.93	
32659	10/9/2015	TIFCO INDUSTRIES	232.49	PW - PARTS FOR EQUIPMENT
			148.35	PW - PARTS FOR EQUIPMENT

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
		Check Total:	380.84	
32660	10/9/2015	U.S. BANK EQUIPMENT FINAN	541.47	CANON COPIER LEASE & OVER
32661	10/9/2015	VALLEY NETWORK SOLUTIONS	1,158.10	MONTHLY NETCARE -MONITORING
32662	10/9/2015	WESTAMERICA BANK	475.00	LUNCH ALLOWANCE /SENIOR FIELD TRIP
32663	10/13/2015	CITY OF FIREBAUGH	90,818.49	UNITED SEC BANK -PAYROLL
32664	10/16/2015	ADAMS ASHBY GROUP, LLC	1,800.00	12CBDG8387 GEN ADMIN/LABOR
32665	10/16/2015	AGRI-VALLEY IRRIGATION	246.57	PW-RIVER LANE SEWER LINE
			101.53	PW-RIVER LANE SEWER LINE
			11.84	PW- 1101 "O" STREET
		Check Total:	359.94	
32666	10/16/2015	A & J AUTO BODY	200.00	PD-UNIT #2 PAINT HOOD
			300.00	PD-UNIT#6 K9 PAIN
		Check Total:	500.00	
32667	10/16/2015	ALERT-O-LITE, INC.	124.47	NO ALCOHOL/NO TRUCK PARKING
32668	10/16/2015	BIG G'S AUTOMOTIVE CENTER	50.00	PD K9 UNIT #3 TOWING SERVICE
			35.17	OIL CHANGE 2008 TOYOTA CA
			30.63	2009 FORD CROWN VIC LABOR
			9.72	POLICE DEPT EQUIP REPAIR
			30.00	POLICE DEPT EQUIP REPAIR
		Check Total:	155.52	
32669	10/16/2015	JOHN BORBOA	1,282.66	FIRE DEP-MONTHLY STIPEND
32670	10/16/2015	BSK LABORATORIES	218.78	Lab Analysis
			181.26	Lab Analysis
		Check Total:	400.04	
32671	10/16/2015	FERNANDO CAMPA	20.50	MEAL TRAINING REIM. POLICE TRAINING 9/29/15-10/1/15
32672	10/16/2015	CASCADE FIRE EQUIPMENT CO	108.79	FD-REPLACE PIGTAIL/M8 PIG
32673	10/16/2015	COOK'S COMMUNICATIONS	58.94	PD-UNIT#14
32674	10/16/2015	DEPARTMENT OF JUSTICE	175.00	PD-BLOOD ALCOHOL ANALYSIS
			370.00	SEPT 2015 FINGERPRINT
		Check Total:	545.00	
32675	10/16/2015	EPPLER TOWING & TRANSPORT	215.00	PD-UNIT #8 TOW FROM FRESNO
32676	10/16/2015	EWING IRRIGATION PRODUCTS	254.76	PW- 2 IRRITROL ELECTRIC
32677	10/16/2015	FERGUSON ENTERPRISES, INC	704.95	PW-SUPPLIES OD TAPE MEASURE
32678	10/16/2015	FIRST BANKCARD	839.47	CITY MANAGER CREDIT CARD
			21.59	FD- OFFICE DEPT
			1,876.43	PD CREDIT CARD PAYMENT
			287.11	PW-OFFICE DEPOT/WATER DISTRIBUTION
		Check Total:	3,024.60	
32679	10/16/2015	FIREBAUGH HARDWARE COMPAN	28.53	PW-SUPPLIES SPRNKLER, POP UP HALF
32680	10/16/2015	FRESNO COUNTY TREASURER	155.58	ACCESS FEES CONTACT MONTH
32681	10/16/2015	FRESNO-MADERA AREA AGENCY	10.29	8/15 NON USDA QUALIFIED MEALS

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
32682	10/16/2015	FRESNO OXYGEN	44.40	PW- EQUIP STD LRG FOWS CYLS
32683	10/16/2015	FRESNO MOBILE RADIO, INC.	5,389.36	PO 2015-2016 PD ANNUAL BILING AIRTIME
32684	10/16/2015	GALLS, LLC	356.15	PD-SAFETY VEST/RAIN JACKET
			110.91	ROAD RUNNER COMPACT EXECUTIVE MEASURE-PD
		Check Total:	467.06	
32685	10/16/2015	G&K SERVICES, INC.	12.88	CITY HALL- JANITORIAL SUPPLIES
32686	10/16/2015	GOLDEN STATE FLOW	3,256.11	6-SENSUS WATER METER/14-SMART POINT
			1,051.75	6- SENSUS SRII WATER METER
		Check Total:	4,307.86	
32687	10/16/2015	OCTAVIO GONZALEZ	70.00	REIM. WORKING BOOTS PER MOU
32688	10/16/2015	GOUVEIA ENGINEERING, INC.	212.63	SB1467 RESEARCH, FORMS,
			70.88	FOLLOW UP ON RECOMMENDATION
			6,684.56	740.08D 2015 WATERLINE REPAIR
			3,306.25	745.10D DESIGN PASO CANAL
			1,086.25	745.19D CMAQ PEDESTRIAN
			2,601.13	745.21D RIVERLANE/CARDELLA
			283.50	760.01 AIRPORT GENERAL
			1,081.50	765.05 DEL RIO MAPPING
			1,950.38	785.07 GATEWAY PROJECT
			918.75	785.15 THOMASON TRACTOR 2
		Check Total:	18,195.83	
32689	10/16/2015	MANUEL'S SMALL ENGINE REP	484.29	FIRE TRUCK REPAIR/#2 MOTOR ON JAWS OF LIFE
			(484.29)	Ck# 032689 Reversed
		Check Total:	-	
32690	10/16/2015	MANUELS TIRE SERVICE, INC	199.83	TIRE REPAIR
			(199.83)	Ck# 032690 Reversed
			1,696.57	TIRE SERVICE VEHICLES
			(1,696.57)	Ck# 032690 Reversed
		Check Total:	-	
32691	10/16/2015	MECHANICAL DRIVES & BELT	40.31	PW-SUPPLES/ SAWZALL BLADE
32692	10/16/2015	MID-VALLEY DISPOSAL	127.26	2YD TRASH 1238 P ST
			63.63	1.5 YD TRASH 1800 HELM CA
		Check Total:	190.89	
32693	10/16/2015	MISSION COMMUNICATIONS, L	4,037.40	SERVICE PACKAGE RENEWALS 10/1/15-9/30/16
32694	10/16/2015	MICHAEL MOLINA	70.00	REIM. FOR WORK BOOT PER MOU
32695	10/16/2015	MUNICIPAL MAINTENANCE	68.55	PW-HEAD SPRING
			333.62	PW-RED DAWG CHISEL
		Check Total:	402.17	
32696	10/16/2015	PACIFIC GAS & ELECTRIC	31.79	1080 P STREET
32697	10/16/2015	CALIF PUBLIC EMPLOYEES RE	5,700.00	ANNUAL UNFUNDED ACCRUED
			9,892.00	ANNUAL UNFUNDED ACCRUED
		Check Total:	15,592.00	
32698	10/16/2015	PETTY CASH	23.20	MARG. MAILING CERTS/ PIO

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
32699	10/16/2015	QUINN COMPANY, INC.	78.50	PW DEPT REPAIR CAT TRACTOR
32700	10/16/2015	THE RADAR SHOP, INC.	767.00	RECERTIFIED RADAR UNITS
32701	10/16/2015	RELIABLE BUSINESS TECHNOL	4,649.61	PURCHASE OF TIMECLOCK,PD,
			900.00	TIME CLOCK ANNUAL SERVICE
		Check Total:	5,549.61	
32702	10/16/2015	SENSUS USA	17,493.50	LOGIC ANNUAL COV. & YEARLY
32703	10/16/2015	SPARKLETTES	31.46	PD
			88.42	PW- SHOP
		Check Total:	119.88	
32704	10/16/2015	TELSTAR	4,891.00	TROUBLESHOOT VFD/VFD REPLACEMENT-PW
			968.64	PW-SQUARE D SURGE PROTECT
			2,038.38	PW- INSTALL SURGE PROTECT
		Check Total:	7,898.02	
32705	10/16/2015	VERIZON WIRELESS	493.11	VERIZON SEPT2015 BILLING
32706	10/16/2015	WEST SIDE DRUG STORE	5.50	FIRE DEPT - HI LITER
32707	10/16/2015	ZEE MEDICAL SERVICE CO.	68.96	PW SHOPS- REPLINISH MEDICAL SUPPLIES
32708	10/23/2015	AGRI-VALLEY IRRIGATION	44.32	PW- MALDONADO PARK EQUIP.
			13.05	MALDONADO PARK- REDI MIX
			2.26	PW- #28 OLD SWEEPER
		Check Total:	59.63	
32709	10/23/2015	BSK & ASSOCIATES, INC.	31.26	LAB ANALYSIS
			56.28	LAB ANALYSIS
			181.26	LAB ANALYSIS
			255.00	Lab Analysis
			150.00	Lab Analysis
			460.00	Lab Analysis
			160.00	Lab Analysis
			25.00	Lab Analysis
			175.00	Lab Analysis
			145.00	Lab Analysis
			45.00	Lab Analysis
			2,750.00	LAB ANALYSIS
			31.26	LAB ANALYSIS
			25.00	LAB ANALYSIS
			175.00	Lab Analysis
			145.00	LAB ANALYSIS
			45.00	Lab Analysis
			56.28	LAB ANALYSIS
			181.26	Lab Analysis
			218.78	Lab Analysis
			56.28	LAB ANALYSIS
		Check Total:	5,367.66	
32710	10/23/2015	CALIFORNIA BUILDING STAND	53.10	BUILDING STANDARDS 1ST QT
32711	10/23/2015	CORBIN WILLITS SYSTEMS	822.18	ADMINISTRATION C/W Service
32712	10/23/2015	DEPT. OF CONSERVATION	137.82	BLDG & INSPEC OTHER COST
32713	10/23/2015	E POLY STAR, INC.	875.00	PW-CAN LINER/STAR SEAL
32714	10/23/2015	GUTHRIE PETROLEUM, INC.	566.56	UNLEADED GASOLINE
32715	10/23/2015	J-I.T. OUTSOURCE	50.00	WEBSITE MAINTENANCE
32716	10/23/2015	JUDICIAL DATA SYS. CORP.	100.00	POLICE Parking Violatn 8
32717	10/23/2015	MANUEL'S SMALL ENGINE REP	75.79	FIRE TRUCK #P-150 WATER LEAK

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
32717	10/23/2015	MANUEL'S SMALL ENGINE REP	210.00	FD-FIRETRUCK REPAIR #150
			107.55	FD-#1 MOTOR ON JAWS OF LIFE
			90.95	#2 MOTOR ON JAWS OF LIFE
		Check Total:	484.29	
32718	10/23/2015	MANUELS TIRE SERVICE, INC	59.00	PD- VEHICLC #5
			16.27	PD- RADIAL PATCH
			89.22	FD- RADIAL PATCH
			35.34	PW- SMALL TRAILER VALVE STEM
			554.35	PW- 3- FIRESTONE TIRES
			16.27	PW- RADIAL PATCH
			663.52	PD #5 VALVE STEM
			306.76	PW- MP.5 [ATC]-WASTE PLAN
			139.40	PW- BACK TRAILER RIVER LANE RD
			16.27	PW- RADIAL PATCH
		Check Total:	1,896.40	
32719	10/23/2015	NORTHSTAR CHEMICAL	2,107.82	PW- WATER PLANT #2 SODIUM
			964.90	PW-WASTE WATER TREATMENT
			1,829.07	PW- WATER PLANT 1 AVE 7 1/2
		Check Total:	4,901.79	
32720	10/23/2015	OFFICE DEPOT, INC.	36.34	PW-TOILET PAPER ROLLS/LIQUID
32721	10/23/2015	QUINN COMPANY, INC.	4,584.17	PW-REPAIR LIGHT, FUEL SYSTEM
			38.47	PW-GAUGE/OIL LEVEL
			178.04	PW-TRACTOR EQUIP. REPAIR
		Check Total:	4,800.68	
32722	10/23/2015	QUILL CORPORATION	24.59	OFFICE SUPPLIES
			114.92	OFFICE SUPPLIES
		Check Total:	139.51	
32723	10/23/2015	THOMASON TRACTOR COMPANY	72.73	PW- DISC
			64.78	PW- MOWER
			26.18	PW- CHAIN SAW
			228.29	PW- PART 25
			13.27	PW- PART
			251.99	PW- LAWN MOWER FOR SEWER
			25.26	PW- GOPHER BAIT
		Check Total:	682.50	
32724	10/23/2015	WESTERN EXTERMINATOR CO.	36.50	Pest Control-8000 HELM CANAL RD
			67.00	Pest Control- CITY HALL
			45.25	Pest Control-SENIOR CENTER
			34.00	Pest Control- MAINTENANCE
			57.00	PEST CONTROL 1655 13TH ST
			36.50	Pest Control- 8000 HELM
			67.00	Pest Control-CITY HALL
			45.25	Pest Control- SENIOR CENTER
			57.00	Pest Control-COMMUNITY COMM
		Check Total:	445.50	
32725	10/23/2015	JOSE YANEZ	200.00	REFUND ON 1ST UNIFORM PER MOU
32726	10/28/2015	CITY OF FIREBAUGH	89,499.51	UNITED SEC BANK-PAYROLL
32727	10/30/2015	AGRI-VALLEY IRRIGATION	31.21	PW- SEWER PLANT YARD
			39.01	COURT HOUSE- REPAIR WATER
			229.30	WATER METER FOR COMMUNITY

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
			23.15	PW- FOLDING SAW
		Check Total:	322.67	
32728	10/30/2015	AT&T	664.81	ALL DEPTS
			134.73	COMM CTR
			17.63	INTERNET
			497.02	POLICE DEPT
			0.47	PHONE
			104.63	#9391012022
		Check Total:	1,419.29	
32729	10/30/2015	AT&T	293.28	WATER OPER TELEPHONE
32730	10/30/2015	BACKFLOW DISTRIBUTORS, IN	517.60	PW-HEAD WORK AT SEWER PLANT
32731	10/30/2015	BSK & ASSOCIATES, INC.	150.00	LAB ANALYSIS
			112.50	LAB ANALYSIS
			222.50	LAB ANALYSIS
			45.00	LAB ANALYSIS
			255.00	LAB ANALYSIS
			25.00	LAB ANALYSIS
			45.00	LAB ANALYSIS
			55.00	LAB ANALYSIS
			31.26	LAB ANALYSIS
			175.00	LAB ANALYSIS
			56.28	LAB ANALYSIS
			181.26	LAB ANALYSIS
			109.39	LAB ANALYSIS
		Check Total:	1,463.19	
32732	10/30/2015	MADERA COUNTY TAX COLLECT	1,950.50	WATER OPER TAX ON WELLS-2
32733	10/30/2015	COUNCIL OF FRESNO COUNTY	320.00	ADMINISTRATION DUES/FEES
32734	10/30/2015	COUNTRY VETERINARY CLINIC	350.00	SEPTEMBER 2015 ANIMAL CONTROL
32735	10/30/2015	CUMMINS PACIFIC	2,631.12	FIRE DEPT- PARTS/LABOR FO
32736	10/30/2015	CENTRAL VALLEY TOXICOLOGY	215.00	POLICE DEPT RAVE/RAPE DRU
32737	10/30/2015	DEPT. OF TRANSPORTATION	1,073.94	STS & RDS SIGNS, SIGNALS
32738	10/30/2015	DEPARTMENT OF JUSTICE	210.00	PD- BLOOD ALCOHOL ANALYSIS
			105.00	PD-BLOOD ALCOHOL ANALYSIS
		Check Total:	315.00	
32739	10/30/2015	DIAMOND LOCKSMITHS	120.00	A/F HALL-10 NEW CARDS ACT
32740	10/30/2015	EPPLER TOWING & TRANSPORT	687.50	FIRE DEPT FORD 93' EQUIP
32741	10/30/2015	EWING IRRIGATION PRODUCTS	71.81	PW- RAINBIRD 3 WAY VALVE-
			254.76	PW-REPAIR IRRIGATION
		Check Total:	326.57	
32742	10/30/2015	FIREBAUGH SUPER MARKET	22.48	HOUSING ELEMENT WORKSHOP
			18.65	SENIOR CENTER-SUPPLIES
			7.35	ANIMAL CONTROL- DOG FOOD
			30.28	ANIMAL CONTROL- DOG FOOD
			2.79	PD-BLEACH SUPPLY
			5.07	ANIMAL CONTROL-DOG FOOD
		Check Total:	86.62	
32743	10/30/2015	FIREBAUGH HARDWARE COMPAN	10.14	PD- DRILL BIT
			15.11	PW- PARKERS PARK SPRING,

**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
			(32.42)	PW-HAND CLEANER ORANGE
			47.87	CITY HALL- SUPPLIES
		Check Total:	40.70	
32744	10/30/2015	FLUORESCO LIGHTING & SIGN	346.34	REPAIR TO ELECTRONIC BOARD
32745	10/30/2015	FRESNO COUNTY AUDITOR'S O	150.00	POLICE PARKING VIOLATION
32746	10/30/2015	FRESNO-MADERA AREA AGENCY	27.44	9/15 NON USDA QUALIFIED MEALS
32747	10/30/2015	GIL, JOANNA	150.00	A/F HALL CLEANING DEPOSIT
32748	10/30/2015	GRAND FLOW	1,575.00	UTILITY LASER BILLING
32749	10/30/2015	JB INDUSTRIAL	541.41	PW-SAFETY GLASSES/CAUTION
32750	10/30/2015	KER WEST, INC. DBA	252.00	LEGAL ADVERTISING-12-CDBG
			243.00	LEGAL ADVERTISING- 12-CDB
		Check Total:	495.00	
32751	10/30/2015	LOZANO SMITH, LLP	3,034.75	PROFESSIONAL SERVICES-GENERAL
			550.00	PROFESSIONAL SERVICES-RETAINER
			80.00	PROFESSIONAL SERVICES-PLANNING
32751	10/30/2015	LOZANO SMITH, LLP	1,008.00	PROFESSIONAL SERVICES-SUCCESSOR
			(0.30)	PACIFIC AG SERVICES CLAIM
		Check Total:	4,672.45	
32752	10/30/2015	ALEX E. MALDONADO	70.00	REIM. WORK BOOTS PER MOU
32753	10/30/2015	SALVADOR MARTINEZ JR.	150.00	DUNKLE PARK CLEANING DEPOSIT
32754	10/30/2015	MUNICIPAL MAINTENANCE	1,464.95	PW- SWEEPER
32755	10/30/2015	NAPA AUTO PARTS - FIREBAU	0.40	SVC
			2.66	PD #5
			3.51	PW- SPARK PLUG
			4.32	PW- FUEL FILTER
			6.81	PD#14
			44.44	PD #14
			86.56	PW-28
			64.29	PW-CAT WHEEL ENGINE
			5.47	PE-28 RADIATOR CAPS
			84.51	PW-28 AIR FILTER
			5.76	PW-SHOP
			117.45	PD#11 2009 FORD CROWN VICTORIA
			68.23	PD # 11 2009 FORD CROWN VICTORIA
			20.35	PW-28 CURVED RADIATOR HOSE
			10.22	SWEEPER-HALOGEN LAMP
			55.05	PW- TRUCK #7
			202.48	PW-TRUCK #7
			37.31	SWEEPER-ANTIFRZE
			51.75	PW- 99'TRUCK SILVERADO FUEL PUMP
		Check Total:	871.57	
32756	10/30/2015	NORTHSTAR CHEMICAL	1,216.43	WATER PLANT 1- FERRIC CHLORIDE
			2,241.63	WATER PLANT #2 SODIUM HUPPCHLORITE
			2,130.13	WATER PLANT 1 AVE 7 1/2
		Check Total:	5,588.19	
32757	10/30/2015	OCCUPATIONAL HEALTH CTER	110.50	PD- PHYSICAL PREPLACEMENT



**CITY OF FIREBAUGH ACCOUNTS PAYABLE**  
**WARRANTS OCTOBER 1, 2015-OCTOBER 31, 2015**

Check Number	Check Date	Name	Net Amount	Description
32758	10/30/2015	PACIFIC GAS & ELECTRIC	(1.67)	1264 P STREET
			0.90	1264 P STREET
			525.10	WELL 7
			<u>63,737.93</u>	ALL DEPTS
		Check Total:	64,262.26	
32759	10/30/2015	RADILLA, JORGE	125.00	A/F HALL CLEANING DEPOSIT
32760	10/30/2015	PITNEY BOWES #8000-9090-	1,041.98	POSTAGE METER REFILL MONTHLY
32761	10/30/2015	PROFORCE	2,384.41	POLICE DEPT 20-TAC GUN MNT
			<u>392.43</u>	POLICE DEPT 20-MAG MP 40SW
		Check Total:	2,776.84	
32762	10/30/2015	QUILL CORPORATION	272.64	JANITORIAL SUPPLIES
			146.00	OFFICE SUPPLIES
			71.35	OFFICE SUPPLIES- ADMIN &
			63.94	SUPPLIES ADMIN & A/P
			26.29	OFFICE SUPPLIES
			96.64	OFFICE SUPPLIES
			170.68	BLDG DEPT SUPPLIES
			23.37	OFFICE SUPPLIES
			25.31	BLDG DEPT SUPPLIES
			<u>61.34</u>	OFFICE SUPPLIES
		Check Total:	957.56	
32763	10/30/2015	RENO'S MEGA MART	20.66	POLICE DEPT
			4.47	POLICE DEPT
			28.90	POLICE DEPT
			<u>13.44</u>	POLICE DEPT
		Check Total:	67.47	
32764	10/30/2015	RODRIGUEZ, VERONICA	125.00	A/F CLEANING DEPOSIT REIMBURSEMENT
32765	10/30/2015	SANCHEZ, ANA	150.00	DUNKLE PARK CLEANING DEPOSIT
32766	10/30/2015	SPARKLETTS	84.85	PD
32767	10/30/2015	SWRCB ACCOUNTING OFFICE	1,532.26	WATER SYSTEM FEE 7/1/14-6/30/15
32768	10/30/2015	THOMASON TRACTOR COMPANY	14.06	PW- SPOOL
			50.78	PW-WEED EATER
			25.26	GOPHER BAIT
			<u>208.65</u>	PW- CHAIN SAW/OIL
		Check Total:	298.75	
32769	10/30/2015	USA BLUEBOOK	684.85	SEWER LAB ANALYSIS
32770	10/30/2015	GERARDO VACA	18.94	PD- LUNCH REIM. GANG TRAINING 10/6-10/7
32771	10/30/2015	WEST SIDE DRUG STORE	0.08	INTEREST CHARGED
			3.28	PD- DURACELL BATTERIES
			<u>11.89</u>	FD- GNP IBUPROFEN
		Check Total:	15.25	



## STAFF REPORT

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TO: Honorable Mayor and Council Members  
FROM: Kenneth McDonald, City Manager  
DATE: November 16, 2015  
SUBJECT: Selection of Consultant for Development Impact Fee Update and Nexus Study

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### **RECOMMENDATION**

Approval of contract proposal from David Tausig & Associates (DTA) to complete the Development Impact Fee Update and Nexus Study.

### **HISTORY / DISCUSSION**

The council has discussed the fact that our last impact fee study was completed in 2004, and has allowed modifications or waivers to the current impact fees. As such, the council had approved a Request for Proposal (RFP) to be issued to solicit competent consultants to assist in this endeavor. We received two proposals that accompany this report and feel that DTA has the relevant experience and good recommendation to accomplish this task.

### **FISCAL IMPACT**

DTA has proposed a not to exceed cost of \$38,500 and the other proposer has listed a fixed fee of \$38,260 with only \$240 separating the two.

*City of* **Firebaugh | California**

Proposal for

# **Development Impact Fee Update and Nexus Study**



## Signature Sheet

### SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP.

My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Firebaugh, pertaining to any and all work or services to be performed as a result of this request and any resulting Contract with the City.

The Consultant hereby certifies that it has:

- Δ Examined the local conditions and current City of Firebaugh Impact Fees.
- Δ Read each and every clause of this RFP.
- Δ Included all costs necessary to complete the specified services in its proposed prices.
- Δ Agreed that if it were awarded the Contract, it would make no claim against the City based upon ignorance of local conditions or misunderstanding of any provision of the Contract. Should conditions turn out otherwise than anticipated, the Consultant agrees to assume all risks incident thereto.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: Willdan Financial Services

Address: 1939 Harrison Street, Suite 430, Oakland, CA. 94612

Fed ID No: 33-0302345

Name (type/print): James Edison

Title: Managing Principal

Telephone: (510) 853-2612 Fax: (888) 326-6864

Email: JEdison@Willdan.com Date: October 30, 2015

To receive consideration for award, this signature sheet must be returned with the Proposal.





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# 1. Letter of Interest

October 30, 2015

Mr. Kenneth McDonald  
City Manager  
City of Firebaugh  
1133 "P" Street  
Firebaugh, California 93622

**Re:     *Proposal for a Development Impact Fee Update and Nexus Study***

Dear Mr. McDonald:

Willdan Financial Services ("Willdan"), as an expression of our interest in the Firebaugh Development Impact Fee Update and Nexus Study, is pleased to present the following proposal for services. Willdan's proposal has been prepared to give you an updated impact fee program that will withstand technical challenges and public scrutiny. We understand the City is interested in a comprehensive examination of its fee program, updating costs, and demographics, and also examining the fee structure and comparing the fee program to other jurisdictions. Willdan has wide experience in California and further afield, and can bring a broad and comprehensive perspective in its review of the City's fee program.

Given Willdan's unmatched impact fee experience, we are particularly well positioned to serve the City and help it reach its long-term goals. Explained below are our primary advantages.

***Unmatched experience defending and implementing fee programs.*** Willdan's impact fee staff has assisted more than 100 California government agencies with the update of fees of all types, and is fortunate to be in a position that will provide a tremendous benefit to the City of Firebaugh Development Fee Study Update. Each project update has required defensible documentation and thorough coordination of fee program changes for different agency departments and stakeholders within the business community. In some cases Willdan has been required to negotiate fees with stakeholders and, on occasion, defend them in meetings and public forums. Willdan has in every case been able to avoid a legal challenge of its fee programs. We are particularly strong in advising our clients on the advantages and disadvantages of different fee schedule structures (citywide versus multiple-fee districts; more versus fewer land-use categories; etc.) and methods of fee calculation that are based on the City's and stakeholder priorities. ***For example, Willdan has been meeting with a wide range of stakeholders for the Tulare County Regional Transportation Impact Fee, including developers, members of the public, and each municipality within the County.***

***Best-in-class impact fee team that can work immediately with the City to prioritize fees that should be updated.*** The Willdan Team begins a project by evaluating the City's options for creating new fees and/or updating and strengthening existing ones. Not all capital projects are amenable to funding from impact fee programs, and we identify sources that complement fee revenues to fully fund your capital improvement program. In a highly visible fee program, the consultant's work assisting the City with upfront selection of fee types and the facilities included in each fee will pay dividends when the City begins to administer the program.

***Successful Project Completion.*** As indicated within our submission Willdan and the incorporated team members have successfully completed many impact fee studies, including most recently in the Cities of Fremont and Alameda. Both fee programs were approved by their respective City Councils



**Commitment to the Project.** Please be assured that Willdan has the workforce availability and resources to begin the project immediately upon selection, and that the current workload will not detract from providing timely, high-quality services consistent with both industry standards and those required by the City. This study engagement will be managed entirely in Willdan's Oakland office, which, is staffed with the proposed professional consultants included within this submission. While each member of the project team currently has work in progress with other clients, the workload is at a manageable level with sufficient capacity to meet the needs of the City of Firebaugh with regard to the schedule and budget for this engagement.

In addition, the project team has access to sufficient staffing and other resources to ensure compliance with the City's budget and scheduling requirements; if necessary, we are able and committed to utilizing additional team members from our staff of over 70 professionals, to ensure that project deliverables and deadlines are realized.

**Proposed Schedule.** Below we have presented the proposed project schedule. As requested within the RFP, a larger-scale version appears in Section 6. As stated in the noted section, this schedule will be further developed following consultation with the City's appointed project manager and staff.

City of Firebaugh																	
Development Impact Fee Update and Nexus Study																	
Scope of Services - Work Plan	December				January				February					March			
	7	14	21	28	4	11	18	25	1	8	15	22	29	7	14	21	28
<b>Task 1: Develop Project Strategy</b>																	
Sub Task 1.A: Data Review																	
Sub Task 1.B. Comparison																	
Sub Task 1.C: Meetings																	
<b>Task 2: Project Kick-off and Management Meetings</b>																	
<b>Task 3: Data Collection and Development</b>																	
<b>Task 4: Fee Calculation and Analysis</b>																	
<b>Task 5: Administrative Draft Impact Fee Update</b>																	
<b>Task 6: Prepare Public Review Draft Fee Update</b>																	
<b>Task 7: Final Update and Nexus Study and Adoption</b>																	

We are excited about this opportunity to use our skills and expertise to assist the City of Firebaugh. To discuss any aspect of our qualifications, or to arrange for an interview with our team, please contact me at (510) 853-2612, or via email at [JEdison@Willdan.com](mailto:JEdison@Willdan.com).

Sincerely,  
WILLDAN FINANCIAL SERVICES



James Edison  
Managing Principal  
Financial Consulting Services



## 2. Statement of Understanding

This section outlines Willdan's understanding of the situation surrounding the City of Firebaugh's need for an update to their impact fees; and explains the project objectives. Furthermore, we provide background regarding public facilities financing in California, and an overview of our approach to development impact fee programs.

### Project Understanding

Willdan understands that the City wishes to update its impact fee program to reflect current economic and market conditions. Willdan understands that the City wishes to review its overall fee program, examining the structure (including potential sub areas), and its general level relative to comparable jurisdictions. In addition to updating existing fees, the City seeks to ensure that that new development pays its fair share of necessary infrastructure. The City therefore seeks assistance with identifying any additional fee categories that would be appropriate. Many municipalities in California have seen increases in applications for building permits in the past year or so, and the City of Firebaugh is well positioned to capture a significant portion of the projected growth in the area. The City is seeking a consultant to develop an impact fee program to ensure a fair and reasonable fee structure, while meeting the requirements of the California Mitigation Fee Act (*California Government Code 66000 to 66025*). The resulting fees will fund new development's share of planned facilities, while not overburdening development with unnecessary costs.

### Objectives

The objective of this project is to update of development impact fee. To accomplish this objective, this study will:

- Develop a technically defensible fee justification, based on the reasonable relationship and deferential review standards;
- Review and update facility standards, capital facilities plans and costs and development and growth assumptions;
- Provide a schedule of maximum-justified fees by land use category; and
- Provide comprehensive documentation of assumptions, methodologies, and results, including findings required by the Mitigation Fee Act.

### Public Facilities Financing In California

The changing fiscal landscape in California during the past 30 years has steadily undercut the financial capacity of local governments to fund infrastructure. Four dominant trends stand out:

1. The passage of a string of tax limitation measures starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
2. Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses;
3. Steep reductions in Federal and State assistance; and
4. Permanent shifting by the State of local tax resources to the State General Fund to offset deficit spending brought on by recessions.

Faced with these trends, many cities and counties have had to adopt a policy of "growth pays its own way." This policy shifts the burden of funding infrastructure expansion from existing rate and taxpayers onto new development. This funding shift has been accomplished primarily through the imposition of assessments, special taxes, and development impact fees, also known as public facilities fees. Assessments and special taxes require approval of property owners or registered voters and are appropriate when the funded facilities are directly related to the developing property. Development fees, on the other hand, are an appropriate funding source for facilities that benefit development jurisdiction-wide. Development fees need only a majority vote of the legislative body for adoption.

### Scheduling and Budget Control

At Willdan, we utilize a project management process that ensures projects are completed on time, **within budget** and most importantly yield results that match our clients' expectations. Our complete project management process has five primary principles common to successful projects:

1. **Define** the project to be completed. Mr. Edison will identify the project scope, set objectives, list potential constraints, document assumptions, choose a course of action, and develop an effective communication plan.
2. **Plan** the project schedule. Mr. Edison, in collaboration with Mr. Villarreal and City staff, will create an agreed upon timeline to meet the estimated project timeline. He will assign workload functions to appropriately



qualified staff to ensure milestones are met, on time. Furthermore, the project team will meet bi-weekly to assess the status of the project and Mr. Edison will direct existing and upcoming project tasks. These meetings ensure that staffing resources are well-matched to provide the highest quality of work product, high responsiveness to the City, and to keep the project on schedule. These meetings also provide a forum for applying the team's collective expertise to solving difficult analytical issues that arise in complex projects.

3. **Manage** the execution of the project. Mr. Edison has been selected to fulfill the role of Principal-in-Charge due to his strong project management skills. He will be responsible for controlling the work in progress, providing feedback to the Willdan Team and City staff, and will be accountable to the City for meeting the schedule, budget and technical requirements of the project. Most importantly, Mr. Edison will ensure constant collaboration and communication between City staff and the Willdan Team through frequent progress memorandums, conference calls, and in-person meetings.
4. **Review** work products and deliverables through a structured quality assurance process involving up to three levels of review at the peer level, project manager level, and if necessary executive officer level. We have designed a formal and structured quality assurance system that will be utilized throughout the course of the project.
5. **Communication** with the client regarding work status and progress. Mr. Villarreal, in addition to Mr. Edison, will ensure that the City receives regular updates of status, and will schedule regular conference calls to touch-base. He will also inform the City of any roadblocks encountered, or whether the amount of work associated with an element of the project is more than was projected, or outside of the agreed upon scope of services. From this point, he will work with the City to address and resolve these types of issues.

We have utilized these guiding principles for all of our firm's projects. The City can be assured that through the utilization of these principles, Mr. Edison and Mr. Villarreal will ensure the project deliverables for the Development Impact Fee Update and Nexus Study will be of the highest quality, and will be delivered on time and within the agreed upon budget.

## Impact Fees Identified in Exhibit B

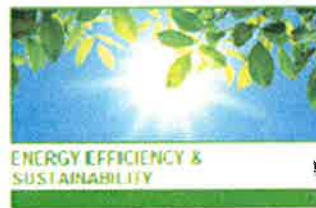
Willdan has reviewed the City's schedule of impact fees. The list is fairly comprehensive compared to other cities in California, and Willdan does not have any additional fees to suggest absent specific policy goals on the part of the City (such as a fee for public art or for affordable housing). Willdan can work with the City to identify any particular facilities needs that are not reflected in the City's fee program.

On the subject of category consolidation, generally Willdan's approach to impact fees is to keep the fee schedule as simple as possible. This has the advantage of simplifying administration, and allowing the concentration of financing potential (a single facility under a combined fee program can be funded more quickly than if each facility has its own fee). Different types of facilities can share a single fee if they share a common nexus and method of calculation (for example, per capita or per employee in the City). Of the fees currently charged for development in the City, however, Willdan observes that there are really only two categories, wastewater and water supply, that could be easily combined. The City's current fee structure is fully compliant with the Mitigation Fee Act and no changes are required.

### 3. Relevant Experience

#### Firm Description

Willdan Financial Services is one of four operating divisions within Willdan Group, Inc. ("WGI"). WGI provides technical and consulting services that ensure the quality, value and security of our nation's infrastructure, systems, facilities, and environment. The firm has been a consistent industry leader in providing all aspects of municipal and infrastructure engineering, public works contracting, public financing, planning, building and safety, construction management, homeland security, and energy efficiency and sustainability services. Today, WGI has hundreds of employees operating from offices located throughout California, as well as in Arizona, Colorado, District of Columbia, Florida, Illinois, Kansas, Nevada, New Jersey, New York, Ohio, Oregon, Washington, and Texas.



Established on June 24, 1988, Willdan Financial Services is one of the largest public sector financial consulting firms in the United States. Since that time, we have helped over 800 public agencies successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services. Willdan assists local public agencies by providing the following services:

- Real estate economic analysis;
- Economic development plans and strategies;
- Tax increment finance district formation and amendment;
- Housing development and implementation strategies;
- Financial consulting;
- Real estate acquisition;
- Classification/compensation surveys and analysis;
- Development impact fee establishment and analysis;
- Utility rate and cost of service studies;
- Feasibility studies;
- Debt issuance support;
- Long-term financial plans and cash flow modeling;
- Cost allocation studies; and
- Property tax audits.

Our staff of 70 full-time employees supports our clients by conducting year-round workshops and on-site training to assist them in keeping current with the latest developments in our areas of expertise.

The organization chart located to the right represents Willdan's reporting structure, including the operating groups and the responsible manager.



## Development Impact Experience

The firm's commitment to public agencies and public solutions has helped us develop the broad finance expertise that will be utilized to support the City of Firebaugh with upcoming financial related engagements. Willdan has worked on virtually every aspect of municipal finance, including fiscal and economic impact studies related to development and re-organization, the financing of infrastructure and services through special district or supplemental taxes, and even working under contract as a department head of an entire municipality. This experience has provided Willdan team members with deep insight into the sources of municipal revenue and the costs of services.

Managing Principal Mr. James A. Edison, and his team have worked with cities on a number of development projects, including the full range of analysis related to feasibility, economic and fiscal impacts, infrastructure finance, and negotiations with private developers.

## Project Examples

Representative project descriptions, including client contact information, are provided below. We are proud of our reputation for customer service and encourage you to contact these clients in regards to our commitment to excellence.

### City of Alameda, CA | Development Impact Fee Update

The City of Alameda had not updated their development impact fees in over a decade, and required a nexus study and other assistance in order to comply with the Mitigation Fee Act. The fees to be updated included Streets/Transportation, Parking, Police, Fire, Housing, Public Art, Parks and Open Space, and Capital Facilities. In addition to the updates the City sought advice on restructuring its current fees and updating City ordinances.

Willdan prepared a full nexus study, including demographic projections, updated capital facilities, and the required findings to establish the legality of the City's fees under the *Mitigation Fee Act*. Willdan also prepared a survey of comparable fees in neighboring jurisdictions and a burden analysis. The purpose of the burden analysis was to measure the economic feasibility of the proposed fee program by examining the total cost of public facilities imposed when a building permit is pulled compared to development project market value.

**Client Contact:** Mr. Liam Garland; Administrative Services Manager  
2263 Santa Clara Avenue, Alameda, CA 94501  
Tel #: (510) 747-7962 | Email: [lgarland@ci.alameda.ca.us](mailto:lgarland@ci.alameda.ca.us)

### City of Fremont, CA | Development Impact Fee Update

Willdan has recently completed a Master Plan Update and a Comprehensive Development Impact Fee Study Update for the City of Fremont. The City was in need of an update to the city's current development impact fee program for park, capital, and fire facilities; plus park dedication in-lieu funds and traffic fees. Comparison reports, along with the updated proposed fees were presented, and adopted May 2015.

The Willdan team was selected to serve in this capacity due to our deep knowledge of the economics and politics of impact fee programs, and our experience crystallizing consensus around key issues.

**Client Contact:** Ms. Jennifer Brame, Associate Planner  
39550 Liberty Street, Fremont, CA 94538  
Tel #: (510) 494-4554 | Email: [jbrame@fremont.gov](mailto:jbrame@fremont.gov)

### Tulare County Association of Governments (TCAG), CA | Regional Transportation Impact Fee

Willdan has been engaged by TCAG on an ongoing basis to implement a countywide RTIF program, with different fees calculated for two zones in the County, and assist with public outreach. The study also involves the creation of an impact fee program that contains a range of facilities; including public protection, library and parks facilities.

**Client Contact:** Mr. Ted Smalley, Executive Director  
210 North Church Street, Visalia, CA 93291  
Tel #: (559) 623-0540 | Email: [tsmalley@tularecog.org](mailto:tsmalley@tularecog.org)



**City of Soledad, CA | Development Impact Fee Update**

The City of Soledad charges a wide range of development impact fees to new development. Willdan developed the general government, fire protection, police, parks, and storm drainage fees in 2006. In 2012, the City sought to comprehensively update its impact fee program for potential changes in demographics, growth projections, project costs and facility standards. The resulting fees funded new development's share of planned facilities, while not overburdening development with unnecessary costs. Willdan developed a technically defensible fee justification based on the reasonable relationship and deferential review standards; provided a schedule of maximum-justified fees by land use category; engaged stakeholders to facilitate public support for the impact fee; and provided comprehensive documentation of all assumptions, methodologies, and results, including findings required by the *Mitigation Fee Act (California Government Code 66000 to 66025)*.

**Client Contact:**

Mr. Donald Wilcox, PE, Public Works Director  
248 Main Street, Soledad, CA 93960  
Tel #: (831) 223-5173 | Email: [donald.wilcox@cityofsoledad.com](mailto:donald.wilcox@cityofsoledad.com)

**City of Compton, CA | Development Impact Fee Update**

Willdan assisted the City of Compton with the establishment of a new Development Impact Fee (DIF) program to fund police, fire, public works, general government, transportation, and recreation projects, to offset the impact of new development. The project team worked closely with each of these departments to establish a facilities needs list, and allocate the costs of those facilities to future development based on a benefit nexus. Willdan evaluated three different nexus methodologies for each department, allowing the City to choose the option that best suited each group of improvements. The DIF program was approved by the City Council in June 2015.

**Client Contact:**

Mr. Robert Delgadillo, Interim Director of Planning  
205 S. Willowbrook Avenue, Compton, CA 90220  
Tel #: (310) 605-5526 | Email: [rdelgadillo@comptoncity.org](mailto:rdelgadillo@comptoncity.org)

**County of Riverside, CA | Comprehensive Impact Fee Update**

Willdan is assisting the County of Riverside with an update of its comprehensive impact fee program. The fee categories were broad and diverse including countywide facilities such as jail detention facilities and county parks and trails; unincorporated only facilities such as fire stations and libraries; and County planning area specific facilities including storm drain and traffic improvements. Other facilities needed to be differentiated between the Eastern and Western portions of the County due to separation by distance as well as varying level of facilities by region. The process has been lengthy, involving significant efforts to inform staff of methodological differences between the Willdan methodology and the methodology of the previous consultant.

**Client Contact:**

Ms. Serena Chow, Administrative Services Manager II  
Riverside County Economic Development Agency  
4080 Lemon Street, Riverside, CA 92501  
Tel #: (951) 955-6619 | Email: [schow@rivcoeda.org](mailto:schow@rivcoeda.org)

## 4. Project Manager/Key Staff

### Project Team

Our management and supervision philosophy for the project team is very simple: staff every position in sufficient numbers, with experienced personnel, to deliver a superior product and convey results to decision makers in meetings, on time and on budget. With that philosophy in mind, we have selected experienced professionals for the City's Development Impact Fee Update and Nexus Study engagement. We are confident that our team possesses the depth of experience that will successfully fulfill the desired work performance.

Mr. **James Edison**, Managing Principal, will serve as the **Principal-in-Charge** for the City's engagement. His responsibilities will include overseeing the quality of work products, and assuring timely completion of the project, and will be present at key meetings. He has been selected for this role because of his familiarity with innovative approaches to funding public facilities and recent legislative and case-law changes that alter how California agencies can use the Mitigation Fee Act.

Mr. Edison is a former bond attorney, and an active member of the California State BAR. With this knowledge and expertise overseeing the City's project, he can be of assistance in advising, and addressing matters that are related to the review or preparation of a nexus study.

Mr. **Carlos Villarreal** will serve as **Project Manager** for the City's engagement, as well the as the day-to-day and principal contact. Mr. Villarreal will be responsible for data gathering and report writing. He will also be responsible for leading tasks and coordinating with the client to ensure that data gathering proceeds smoothly and minimizes the burden on client staff. He has been selected to serve in this capacity due to his prior experience developing and updating a variety of impact fee programs throughout the State of California.

### Billing Rates

The table below denotes the specific billing rates for the project team mentioned above. A full project budget has been included in Section 6 Budget and Schedule, as requested.

Team Member	Title	Hourly Rate
James Edison	Managing Principal	\$200
Carlos Villarreal	Project Manager	\$145

### Resumes

Provided on the following pages, are resumes for each of the individuals identified above. Each resume describes the team members' professional credentials and experience, which will be drawn upon in order to complete the City's engagement.



## James Edison

### Education

*Juris Doctorate, Boalt  
Hall School of Law,  
University of California,  
Berkeley*

*Master of Public Policy,  
Richard and Rhoda  
Goldman School of  
Public Policy, University  
of California, Berkeley*

*Bachelor of Arts, magna  
cum laude, Harvard  
University*

### Professional Registrations

*Member of State Bar,  
California*

*Licensed Real Estate  
Broker, California*

### Affiliations

*Council of Development  
Finance Agencies*

*CFA Society of  
San Francisco*

*Congress for the  
New Urbanism*

*Urban Land Institute*

*Seaside Institute*

*International Economic  
Development Council*

**16 Years Experience**

### Principal-in-Charge

Mr. James Edison has been selected to serve in the capacity of Principal-in-Charge, due to his extensive experience, innovative approaches to funding public facilities and recent legislative and case law changes that dictate how public agencies can utilize the Mitigation Fee Act.

Mr. Edison specializes in the nexus between public and private, with particular expertise in public-private partnerships, and the benefits of economic development to municipalities and state, provincial, regional and national governments. He possesses deep expertise in land use economics, with a specialty in finance and implementation, including fiscal impact and the public and private financing of infrastructure and development projects, both in the U.S. and internationally. Mr. Edison's public sector experience includes local and regional economic impact studies; fiscal impact evaluations; new government formation strategies; and the creation of impact fees, assessments, and special taxes to fund infrastructure and public facilities. Mr. Edison has conducted numerous evaluations of the economic and fiscal impact of specific plans, and consulted on a wide variety of land use planning topics related to community revitalization and the economic and fiscal impacts of development.

As a former bond attorney, Mr. Edison understands the legal underpinnings and technical requirements of public financing instruments, and has advised both public and private clients on the use of individual instruments, and the interaction between those instruments and the needs of developers and project finance.

### Project Experience

**County of Riverside, CA – Comprehensive Impact Fee Update:** Mr. Edison is leading the effort to establish a comprehensive fee program for the County, including facilities fees for fire, police, parks, criminal justice, libraries and traffic. He has prepared the technical and analytical documents necessary to calculate the fee and establish the necessary nexus to collect it, as well as presented the fees during public hearings to the County Board of Supervisors.

**City of Murrieta, CA – Master Facilities Plan and Development Impact Fee Calculation Report Update:** Mr. Edison is currently serving as the principal-in-charge of the City's study to update their Master Facilities Plan and Development Impact Fee Calculation Report, to ensure that new development pays the capital costs associated with growth. The existing fees were adopted in 1998.

**City of Alameda, CA – Comprehensive Impact Fee Update:** Mr. Edison led the Willdan team updating the impact fee programs of the City of Alameda, and creating a separate impact fee program for Alameda Point, the former Alameda Naval Air Station.

**County of Tulare, CA – Countywide Impact Fees:** Mr. Edison is currently serving as project manager for a study that involves the creation of an impact fee program for the County. The study includes a range of facilities including public protection, library and parks facilities, as well as a transportation facilities impact fee, with different fees calculated for two zones in the County.

**City of Fremont, CA – Comprehensive Impact Fee Update:** Mr. Edison led the Willdan Team in the successful update of the impact fee programs for the City of Fremont. The effort included an update of the City's transportation impact fee program and capital improvement program.

**City of Manteca, CA – Fire Impact Fee Update:** Mr. Edison served in the capacity of project manager for the update of the City's fire services impact fee program.

J. Edison  
Resume Continued

**Imperial County, CA – Solar Farm Fiscal and Economic Analysis:** Mr. Edison was engaged by the County of Imperial to evaluate the fiscal and economic impacts of a series of proposed solar-voltaic facilities (or “solar farms”) on land near the Town of Calipatria in Imperial County. For each, Mr. Edison calculated the tax revenues and service expenditures accruing to the County from development of the project, and also estimated the economic impacts of the project using IMPLAN, including the impact of the construction and ongoing operation of the solar farm, along with the negative impact of the removal of the project site from agricultural production.

**Stanislaus County Council of Governments, CA – Regional Transportation Fee Update:** Mr. Edison worked on an update of the County’s transportation impact fee program. Key tasks included a revised capital improvement program and fee model, along with a public participation process that ensures buyin from the communities of Stanislaus County and the County government itself.

**City of Pacifica, CA – Park Fee Update:** Mr. Edison served as the City’s project manager to update their park fee to include new costs and to impose fees for home expansion/remodels, in addition to new development.

**City of Foster City, CA – Gilead, Chess Drive, and Mirabella Fiscal Impact Studies:** The City of Foster City hired Mr. Edison to provide an evaluation of the fiscal impact of three specific plans in the City. He evaluated the impact on services of each plan, the anticipated new revenues and expenditures, and the necessity for new public facilities to serve the projects.

**City of Vallejo, CA – Costco Expansion Urban Decay, Economic, and Fiscal Impact Analysis:** In response to the request of the City of Vallejo, Mr. Edison examined the economic impact of a proposed expansion of an existing Costco. The analysis included projections of the impact on sales tax, employment, property tax and the net impact to the City’s budget. Based on the analysis, the City Planning Commission approved the Costco expansion.

**City of Vallejo, CA – Service Island Annexation Fiscal Impact Analysis** The City of Vallejo engaged Mr. Edison to provide an analysis of the fiscal impact of the annexation of three unincorporated areas within the boundaries of the City of Vallejo, areas commonly called “service islands.” Solano County LAFCO requested the City to examine the impact of annexation as part of larger annexation proposal by the City. He provided an examination of the fiscal implications of the annexation of each area, including population, business activity, and the likely revenues and costs associated with adding each area to the City.

**County of Placer, CA – Bohemia Lumber Site, Fiscal Impact and Urban Decay Analysis:** The County of Placer engaged Mr. Edison to examine the fiscal impact and potential urban decay effects from the development of the former Bohemia Lumber site into a retail center. Mr. Edison prepared the analysis and presented the results to the County Board of Supervisors.

**City of Redding, CA – Oasis Towne Centre Financing and Fiscal/Economic Impact Analysis** – Hired by the Levenson Development Company (LDC) to assist with an economic/fiscal impact study and a financing plan for the Oasis Towne Center, a retail development of approximately one million square feet in Redding, California. Mr. Edison advised LDC on how to structure the financing of the development in order to provide public benefits from the project and minimize the need for public resources. He prepared an economic and fiscal analysis and negotiated a series of service plans and fiscal mitigation measures with the City of Redding. Mr. Edison also prepared a financing plan for infrastructure needed not only for the immediate project but also for development within the entire Oasis Road Specific Plan area



## Carlos Villarreal

### Education

*Bachelor of Arts,  
Geography, University of  
California, Los Angeles;  
Minor in Public Policy and  
Urban Planning*

### Areas of Expertise

*Fiscal Impact Analyses*

*Development Impact  
Fees*

*Public Facilities  
Financing Plans*

*GIS Analysis*

**10 Years Experience**

### Project Manager

Mr. Carlos Villarreal will serve in the role of Project Manager for the City's engagement. He has been selected for this role due to his prior experience documenting nexus findings for development impact fees, preparing capital improvement plans, facilitating stakeholder involvement, and analyzing the economic impacts of fee programs. He has supported adoption of fee programs funding a variety of facility types, including, but not limited to transportation, parks, library, fire, law enforcement, and utilities.

### Project Experience

**City of Alameda, CA – Alameda Development Impact Fee Update:** Mr. Villarreal served as the Lead Project Analyst for the the City of Alameda engagement to update the City's impact fee program. He coordinated with the City to gather the pertinent data for the project, and was instrumental in preparing the nexus study, in addition to participating in the presentation to stakeholders and City Council

**City of Morgan Hill, CA – Development Impact Fee Update:** Mr. Villarreal is currently serving as Project Manager for a study to update the City's existing nexus study, including general government, fire, police, parks and recreation, library and storm drain fee categories. Project scope includes stakeholder outreach.

**City of Santa Clara, CA – Parks Fee Update:** As Assistant Project Manager to Mr. Edison, Mr. Villarreal collected the necessary data to update the City's parks fee. Willdan prepared a comprehensive update of the City's parks fee, including demographic analysis and estimation of the cost of acquiring and improving public park land.

**City of Upland, CA – Impact Fee Study Update:** Conducted a study to update the City's impact fee program, including general government, regional transportation, water, sewer, storm drain and park fees. Traffic fees were established within the San Bernardino Associated Governments' (SANBAG) guidelines to provide a local funding source for improvements of regional significance.

**County of Stanislaus, CA – Impact Fee Study Update:** Mr. Villarreal served in the role of project manager for a study updating the County's existing impact fee program. The program includes a range of facilities including public protection, library, and park facilities. The study also includes a transportation facilities impact fee, with different fees calculated for two zones in the County. Considerable stakeholder outreach was an integral component of this project.

**County of San Benito, CA – Comprehensive Impact Fee Study:** In the role of project manager, Mr. Villarreal assisted the County of San Benito with the preparation of an updated and expanded impact fee program. The fee programs included: 1) Capital Improvements Impact Fee; 2) Road Equipment Impact Fee; 3) Fire Mitigation Impact Fee; and 4) Park and Recreation Impact Fee.

**City of Soledad, CA – Development Impact Fee Study Update:** Mr. Villarreal managed the update of the City's impact fee program, specifically changes in demographics, growth projections, project costs, and facility standards. In particular, the City needed to revise its capital facilities needs to accommodate a much lower amount of growth than what was projected before 2007. The resulting fees funded new development's share of planned facilities, while not overburdening development with unnecessary costs.

**Rodeo-Hercules Fire Protection District, CA – Fire Impact Fee Update:** Mr. Villarreal served as Project Manager for the District's fire impact fees update. The fee will be charged in two jurisdictions, the City of Hercules, and the unincorporated community of Rodeo. The fees were adopted by the City Council in September 2009, and were presented to the Board of Supervisors in December 2009.





## References

Included below are the required references for each project team member.

### James Edison, Principal-in-Charge

Mr. Keith Rogal, President  
Napa Development Partners, LLC  
Tel #: (707) 251-0123

Ms. Jennifer Ott, Chief Operating Officer  
Alameda Point  
Tel #: (510) 747-4747

Mr. Ian Gillis, President  
Urban Community Partners  
Tel#: (415) 215-6800

Ms. Jennifer Brame, Associate Planner  
City of Fremont  
Tel #: (510) 494-4554

### Carlos Villarreal, Project Manager

Chief Mitch Higgins, Fire Chief  
Penryn Fire Protection District  
Tel#: (916) 663-3389

Ms. Michelle Ramirez, Economic Development Administrator  
City of Rosemead  
Tel#: (626) 569-2158

Ms. Karen Nelson, Community Development, Support Services Supervisor  
City of Morgan Hill  
Tel#: (408) 310-4671

Ms. Margie Riopel, Management Analyst  
San Benito County  
Tel #: (831) 636-4000

## 5. Proposed Scope of Services

### Summary of Approach

Willdan's methodology for calculating public facilities fees is both simple and flexible. Simplicity is important so that the development community and the public can easily understand the justification for the fee program. At the same time we use our expertise to reasonably ensure that the program is technically defensible.

Flexibility is important so we can tailor our approach to the available data, and the agency's policy objectives. Our understanding of the technical standards established by statutes and case law suggests that a range of approaches are technically defensible. Consequently, we can address policy objectives related to the fee program, such as economic development and affordable housing. Flexibility also enables us to avoid excessive engineering costs associated with detailed facility planning. We calculate the maximum justifiable impact fee and provide flexibility for the agency to adopt fees up to that amount.

Development impact fees are calculated to fund the cost of facilities required to accommodate growth. The four steps followed in an impact fee study include:

- **Estimate existing development and future growth:** Identify a base year for existing development and a growth forecast that reflects increased demand for public facilities;
- **Identify facility standards:** Determine the facility standards used to plan for new and expanded facilities;
- **Determine facilities required to serve new development and their costs:** Estimate the total amount and cost of planned facilities, and identify the share required to accommodate new development; and
- **Calculate fee schedule:** Allocate facilities costs per unit of new development to calculate the public facilities fee schedule.

We discuss key aspects of our approach to each of these steps in the subsections that follow.

### Growth Projections

In most cases, we recommend use of long-range market-based projections of new development. By "long-range" we suggest 20 to 30 years to: (1) capture the total demand often associated with major public facility investments; and (2) support analysis of debt financing, if needed. In contrast to build out projections, market based projections provide a more realistic estimate of development across all land uses. Build out projections typically overestimate commercial and industrial development because of the oversupply of these land uses relative to residential development.

### Facility Standards

The key public policy issue in development impact fee studies is the identification of facility standards (step #2, above). Facility standards document a reasonable relationship between new development and the need for new facilities. Standards ensure that new development does not fund deficiencies associated with existing development.

Our approach recognizes three separate components of facility standards:

1. **Demand standards** determine the amount of facilities required to accommodate growth. Examples include park acres per thousand residents, square feet of library space per capita, or gallons of water per day. Demand standards may also reflect a level of service such as the vehicles-to-capacity (V/C) ratio used in traffic planning;
2. **Design standards** determine how a facility should be designed to meet expected demand, for example park improvement requirements and technology infrastructure for office space. Design standards are typically not explicitly evaluated as part of an impact fee analysis but can have a significant impact on the cost of facilities. Our approach incorporates current facility design standards into the fee program to reflect the increasing construction cost of public facilities; and
3. **Cost standards** are an alternate method for determining the amount of facilities required to accommodate growth based on facility costs per unit of demand. Cost standards are useful when demand standards were not explicitly developed for the facility planning process. Cost standards also enable different types of facilities to be analyzed based on a single measure (cost or value), useful when disparate facilities are funded by a single fee program. Examples include facility costs per capita, per vehicle trip, or cost per gallon of water per day.

## Identifying New Development Facility Needs and Costs

We have a number of approaches that can be used to identify facility needs and costs to serve new development. Often this is a two step process: (1) identify total facility needs; and (2) allocate to new development its fair share of those needs. Total facility needs are often identified through a master facility planning process that typically takes place concurrent with or prior to conducting the fee study. Engineered facility plans are particularly important in the areas of traffic, water, sewer, and storm drain because of the specialized technical analysis required to identify facility needs.

There are three common methods for determining new development's fair share of planned facilities costs: (1) the existing inventory method; (2) the planned facilities method; and (3) the system plan method. Often the method selected depends on the degree to which the community has engaged in comprehensive facility master planning to identify facility needs.

The formula used by each approach and the advantages and disadvantages of each method is summarized on the page that follows:

### Existing Inventory Method

The existing inventory method allocates costs based on the ratio of existing facilities to demand from existing development as follows:

$$\frac{\text{Current Value of Existing Facilities}}{\text{Existing Development Demand}} = \$/\text{unit of demand}$$

Under this method new development funds the expansion of facilities at the same standard currently serving existing development. By definition, the existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth are identified through an annual Capital Improvement Plan ("CIP") and budget process, possibly after completion of a new facility master plan.

### Planned Facilities Method

The planned facilities method allocates costs based on the ratio of planned facility costs to demand from new development as follows:

$$\frac{\text{Cost of Planned Facilities}}{\text{New Development Demand}} = \$/\text{unit of demand}$$

This method is appropriate when specific planned facilities can be identified that only benefit new development. Examples include street improvements to avoid deficient levels of service or a sewer trunk line extension to a previously undeveloped area. This method is appropriate when planned facilities would not serve existing development. Under this method new development funds the expansion of facilities at the standards used for the master facility plan.

### System Plan Method

This method calculates the fee based on the ratio of the value of existing facilities plus the cost of planned facilities divided by demand from existing plus new development:

$$\frac{\text{Value of Existing Facilities} + \text{Cost of Planned Facilities}}{\text{Existing} + \text{New Development Demand}} = \$/\text{unit of demand}$$

This method is useful when planned facilities need to be analyzed as part of a system that benefits both existing and new development. It is difficult, for example, to allocate a new fire station solely to new development when that station will operate as part of an integrated system of fire stations that together to achieve the desired level of service. Police substations, civic centers, and regional parks are examples of similar facilities.

The system plan method ensures that new development does not pay for existing deficiencies. Often, facility standards based on policies such as those found in General Plans are higher than existing facility standards. This method enables the calculation of the existing deficiency required to bring existing development up to the policy-based standard. The local agency must secure non-fee funding for that portion of planned facilities, required to correct the deficiency, to ensure that new development receives the level of service funded by the impact fee.

## Calculating the Fee Schedule

The fee schedule uses the cost per unit of demand discussed in the last subsection to generate the fee schedule. This unit cost is multiplied by the demand associated with a new development project to calculate the fee for that project. The fee schedule uses different demand measures by land use category to provide a reasonable relationship between the type of development and the amount of the fee. We are familiar with a wide range of methods for identifying appropriate land use categories and demand measures depending on the particular study.

## Related Approach Issues

### Funding and Financing Strategies

In our experience, one of the most common problems with impact fee programs and with many CIPs is that the program or plan is not financially constrained to anticipated revenues. The result is a “wish list” of projects that generate community expectations that often cannot be fulfilled. Our approach is to integrate the impact fee program into the local agency’s existing CIPs while encouraging those plans to be financially constrained to available resources. We clearly state the cost of correcting existing deficiencies, if any, to document the relationship between the fee program and the need for additional non-fee funding.

We can also address one of the most significant drawbacks of an impact fee program – the inability to support conventional public debt financing, so projects can be built before all fee revenues have been received. In collaboration with financial advisors and underwriters, we have developed specific underwriting criteria so that fees can be used to pay back borrowing as long as another source of credit exists. Typically, this approach involves the use of Certificates of Participation or revenue bonds that are calibrated so that they can be fully repaid using impact fee revenues.

### Economic Development Concerns

The development community often is concerned that fees and other exactions will become too high for development to be financially feasible under current market conditions. Local agencies have a number of strategies to address this concern, including:

- Conducting an analysis of the total burden placed on development, by exactions, to see if feasibility may be compromised by the proposed fees;
- Gathering similar data on the total fee burden imposed by neighboring or competing jurisdictions;
- Developing a plan for phasing in the fees over several years to enable the real estate market to adjust;
- Providing options for developers to finance impact fees through assessment and other types of financing districts; and
- Imposing less than the maximum justified fee.

If less than the maximum justified fee is imposed, we will work with staff to identify alternative revenues sources for the CIP. The CIP should remain financially feasible to maintain realistic expectations among developers, policy-makers, and the public.

Our proposed scope will include an analysis of neighboring and comparable Fresno County jurisdictions.

### Stakeholder Participation

Stakeholder participation throughout the study supports a successful adoption process. Our approach is to create consensus first, around the need for facilities based on agreed upon facility standards. Second, we seek consensus around a feasible funding strategy for these needs, leading to an appropriate role for impact fees.

Gaining consensus among various groups requires a balanced discussion of both economic development and community service objectives. Often, our approach includes formation of an advisory committee to promote outreach to and input from the development community and other stakeholders. We have extensive experience facilitating meetings to explain the program and gain input. This proposal provides for two stakeholder meetings. Willdan can add additional meetings based upon a time and materials basis if needed.



### **Program Implementation**

Fee programs require a certain level of administrative support for successful implementation. Our final report will include recommendations for appropriate procedures, such as:

- Regularly updating development forecasts;
- Regularly updating fees for capital project cost inflation;
- Regularly updating capital facility needs based on changing demands;
- Developing procedures for developer credits and reimbursements; and
- Including an administrative charge in the fee program.





## Work Plan

Detailed within is our proposed scope, described in detail by task. We explain how we will accomplish each task and identify associated meetings and deliverables. Following the scope is a description of our expectations of support from City staff.

We want to ensure that our work plan is responsive to the City's needs and specific local circumstances. We will work with the City to revise our proposed work plan, based on input prior to approval of a contract, and as needed during the course of the study.

The facilities fees under consideration, which are specific to this particular engagement are listed below:

- Traffic Facilities
- Administrative / Public Safety
- Storm Drain Facilities
- Water Supply and Holding Facilities
- Parks and Recreation Facilities
- Wastewater Collection, Treatment and Disposal Services

The City's request for service is to create a complete and defensible update of the existing fee structure, consistent with the City's goals and policies and reflecting current economic conditions. The study will also ensure the City is accurately accounting for the true cost of providing future services within the City, and that development fees collected reflect those costs. Willdan will work with City staff to review, and update a Development Impact Fee program that meets the requirements of the Mitigation Fee Act, California Government Code section 66000 *et. seq.*

### Task 1: Develop Project Strategy

#### Sub Task 1.A: Data Review

Willdan will identify and resolve policy issues and review existing fees as well as the applicable portions of the City's Municipal Code. Review agency documents related to existing capital planning policies, funding programs including existing impact fees, and the City's most recent evaluation of its existing facility inventory, and future facility needs. Bring policy issues to the attention of City staff, as appropriate, during the project and seek guidance prior to proceeding. Willdan will make suggestions for modifications to the existing fee structure, as appropriate. Willdan will also discuss the objective of creating a single fee schedule for the entire City, and any issues associated with its implementation.

#### Sub Task 1.B: Comparison

Willdan will provide a comparison of the current and proposed impact fees to those of comparable/surrounding jurisdictions, including individual and aggregate fees and a comparison of policies and procedures for fee credits and transfers, as appropriate. In advance of this analysis, we will work with the City to establish the list of comparable jurisdictions.

#### Sub Task 1.C: Meetings

The Willdan Team will attend two strategy sessions with City staff to determine the project's direction, discuss data needs, and examination of applicable policy issues. Included in the discussion will be any new fees, consolidation of existing fees, fee policies (such as fee credits) and the City's current needs and challenges and how they relate to the impact fee program.

### Task 2: Project Kickoff and Management Meetings

Upon the completion of Task 1, Willdan and the City will hold a kick off meeting to discuss the project deliverables, timeline, and any modifications needed based on the discussions and analysis in Task 1. On an ongoing basis, Willdan provide a bi-weekly update to staff to go over the progress of the study and discuss any issues.

### Task 3: Data Collection and Development

Willdan will work with City departments to collect all available data, and to develop additional data required to fully support a comprehensive impact fee study of each existing fee. Typically this includes demographic projections and capital facilities, including existing and planned facilities as available. Willdan understands that the City will provide all data on projects to be analyzed, including cost. This includes traffic improvements and Willdan will need the City's support for the nexus between traffic improvements and new development. Willdan will review the project cost estimates for rough reasonableness, and in limited circumstances Willdan can provide high level cost estimates for certain improvements based on comparable projects elsewhere.

**Task 4: Fee Calculation and Analysis**

Based on the data collected in Task 3, Willdan will prepare a calculation of the maximum fee that can be charged to new development, to support growth over the next 20 years. In most cases Willdan will prepare the fees using several methodologies for comparison by the City. As needed, Willdan will also suggest fee zones, or other ways of segmenting the fee programs, or capital facilities to accommodate particular needs in the City, such as development areas or City policies. Willdan will work closely with the City as it develops the fee schedule to ensure that the fee level, methodologies, and categories are consistent with the City's needs and strategies (as developed in Task 1 and over the course of the work effort).

**Task 5: Administrative Draft Impact Fee Study**

Willdan will prepare and provide a comprehensive administrative draft, as well as technical reports for each fee category, including but not limited to, methodology, findings, supporting justification, recommended impact fees, recommendation for the elimination/consolidation of existing fees based on the creation of new fees, methodology for calculating and applying fee credits in each category, and calculations that provide the legal nexus between the fee recommendations and new development as required by law. We will document all work assumptions, analysis procedures, findings, graphics, impacts, and recommendations, with technical documentation in appendices. The administrative draft and individual technical reports will include an executive summary and conclusion. In general, the administrative draft will consist of a discussion of the framework, description of the project, applicable statutory/legal framework, methodologies used, analysis, a list of projects to fund and their prioritization by type, and fee and fee credit methodology recommendations. The administrative draft will include strategies and options for policymakers to set fees below full cost recovery, and an analysis of how these options would result in the elimination of specific projects or types of projects from the proposed project list for each fee category. We will also will revise the administrative draft according to one set of consolidated comments on the draft reports from City staff.

**Task 6: Prepare Public Review Draft Fee Update and Nexus Study**

Based on Tasks 1 through 5 Willdan will develop and then conduct a workshop/presentation of a Public Review Draft before the City Council. The purpose of these meetings is to solicit community and stakeholder input. The proposed budget should include a cost per meeting in case additional public meetings are necessary. Handouts will be developed for the meetings that summarize the findings and analysis from the Public Review Draft.

**Task 7: Final Update and Nexus Study and Adoption by City Council**

After incorporating input from the community on the Public Review Draft, Willdan will prepare a final draft of the report. We will make revisions based on one set of consolidated comments on the final draft from City staff, and will review a draft of a proposed ordinance prepared by the City.

Willdan will present the Final Update and Study to the City Council during a public hearing, and make revisions, if any, requested by the City Council. We will assist staff and participate in the presentation to the Council if any additional follow-up Council meetings are needed to complete the City Council's adoption of new development impact fee update and nexus study. Additional assistance or participation in further presentations to the City Council, beyond our proposed six meetings, will be billed at our hourly rates or additional per meeting fee provided in Section 6.



## Deliverables

Willdan will be responsible for the preparation of documents, in both draft and final forms, as required by the Mitigation Fee Act, and City requirements under contract. It is anticipated that such documents will include the following:

- 1) Draft tables and administrative draft document for staff review; Ten (10) hard copies, One (1) electronic copy;
- 2) Draft document for public distribution; Ten (10) hard copies, Twenty (20) electronic copies;
- 3) Final screen check document for staff review; Five (5) hard copies, One (1) electronic copy;
- 4) Final documents for City Council and public distribution, including electronic files in Word and/or Excel file; Twenty (20) hard copies, Twenty (20) electronic copies;
- 5) Attendance at five meetings, and a City Council meeting; and
- 6) Display materials for all presentations, public hearings, and meetings.

## City Staff Support

To complete our tasks on schedule, we will need the cooperation of City staff. We suggest that the City of Firebaugh assign a key individual as project manager, for the agency. As the development impact fee study is developed, it is expected that the City's appointed project manager will:

- 1) Help resolve policy issues;
- 2) Coordinate responses to informational requests; and
- 3) Coordinate review of work products.

We will ask for responses to initial information and follow-up requests within five business days. If there are delays on the City's part, the City's project manager will be contacted to help steer the project back on schedule.

Willdan will endeavor to minimize the impact on the City of Firebaugh staff in the completion of this project.

Willdan will rely on the validity and accuracy of the City's data and documentation to complete our analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and that Willdan will not be responsible for any errors that result from inaccurate data provided by the client.



## 6. Budget and Schedule

### Schedule

The following outlines the estimated number of weeks to complete each task outlined in our scope of services. A specific project schedule will be developed following consultation with, and in concert with, City staff.

City of Firebaugh Development Impact Fee Update and Nexus Study																													
Scope of Services - Work Plan		December				January				February				March															
		7	14	21	28	4	11	18	25	1	8	15	22	29	7	14	21	28											
Task 1:	Develop Project Strategy																												
	Sub Task 1.A: Data Review																												
	Sub Task 1.B: Comparison																												
	Sub Task 1.C: Meetings																												
Task 2:	Project Kick-off and Management Meetings																												
Task 3:	Data Collection and Development																												
Task 4:	Fee Calculation and Analysis																												
Task 5:	Administrative Draft Impact Fee Update																												
Task 6:	Prepare Public Review Draft Fee Update																												
Task 7:	Final Update and Nexus Study and Adoption																												

## Budget

Based on the proposed scope of services outlined within this submission, we propose a **fixed fee of \$38,260**.

The table below provides a breakdown of this fee by task, project team member and their anticipated hours, as well as a total number of hours to complete the project.

This fee includes all direct expenses associated with the project. Willdan will invoice the City monthly, based on percentage of project completed.

City of Firebaugh Development Impact Fee Update and Nexus Study				
	James Edison Principal-in-Charge	Carlos Villarreal Project Manager	Total	
	\$200	\$145	Hours	Cost
<b>Scope of Services - Work Plan</b>				
<b>Task 1: Develop Project Strategy</b>				
Sub Task 1.A: Data Review	4.0	8.0	12.0	\$ 1,960
Sub Task 1.B. Comparison	4.0	16.0	20.0	\$ 3,120
Sub Task 1.C: Meetings	8.0	8.0	16.0	\$ 2,760
<b>Task 2: Project Kick-off and Management Meetings</b>	12.0	12.0	24.0	\$ 4,140
<b>Task 3: Data Collection and Development</b>	6.0	24.0	30.0	\$ 4,680
<b>Task 4: Fee Calculation and Analysis</b>	10.0	24.0	34.0	\$ 5,480
<b>Task 5: Administrative Draft Impact Fee Update</b>	14.0	20.0	34.0	\$ 5,700
<b>Task 6: Prepare Public Review Draft Fee Update</b>	14.0	20.0	34.0	\$ 5,700
<b>Task 7: Final Update and Nexus Study and Adoption</b>	12.0	16.0	28.0	\$ 4,720
<b>Total Willdan Labor Costs</b>	84.0	148.0	232.0	\$ 38,260
<b>Additional Per Meeting Attendance Costs:</b>				
Per Meeting (as needed)				\$2,000

## Limitations

Our fees stated in the Fee Schedule above include attendance at a total of six meetings with City staff, stakeholders, and City Council. Attendance at more than six meetings shall be billed at the fee indicated in the table.

Comprehensive written responses to resolve conflicts or preparation of more than one set of major revisions to the draft report, will be classified as Additional Services, and may require additional billing at hourly rates stated in the Hourly Rates table listed below. These additional fees shall only take effect once the fixed fee stated above has been exceeded.

Examples of Additional Services include:

- Additional analysis based on revised assumptions requested by the City, including possible changes in Facilities needs list, infrastructure costs, populations projections, and related data once preparation of draft administrative report has been approved;
- Negotiations with stakeholders once the report has been prepared; and
- Time expended related to obtaining data assigned to City under "City Staff Support", as stated in our work plan.



## Hourly Rates

Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are listed below.

Hourly Rate Schedule	
Position	Hourly Rate
Group Manager	\$210
Principal	\$200
Senior Project Manager	\$165
Project Manager	\$145
Senior Project Analyst	\$130
Senior Analyst	\$120
Analyst	\$100
Assistant Analyst	\$75





Public Finance  
Public Private Partnerships  
Urban Economics  
Clean Energy Bonds

1302 Lincoln Avenue  
Suite 204  
San Jose, CA 95125  
Phone (800) 969-4382



Public Finance and Urban Economics

2250 Hyde Street, 5th Floor, San Francisco, CA 94109

Phone: 800.969.4382

October 9, 2015

Rita Lozano, Deputy City Clerk  
Firebaugh City Hall  
1133 "P" Street  
Firebaugh, California 93622

**RE: Consulting Services for Update of City Development Impact Fee Nexus Study**

Dear Ms. Lozano:

**DAVID TAUSSIG & ASSOCIATES, INC. ("DTA")** is pleased to submit this Statement of Qualifications to the City of Firebaugh (the "City"). It is our understanding that the City is seeking a consultant to conduct a comprehensive update of City fees (last updated in 2004) and to prepare an AB 1600 Development Impact Fee Nexus Study. This study would recommend the appropriate fee justification methodology and fee levels to support specific types of City selected capital facilities needed to serve new growth. The Nexus Study would also be established to further the City's goals of fostering an attractive, clean, and well-maintained community, as per the Land Use Element of the 2030 General Plan. DTA's experience and presence in the Central Valley is substantial, as just this year we completed a similar study for the City of Reedley (note: which included a similar policy-based fee reduction for the "downtown core"), under the direction of the Community Development Director Kevin Fabino. We have also been engaged by the City of Kingsburg and Kings County this year (2015) for similar development impact fee updates. The former under the direction of City Manager Alex Henderson, and the latter under Deputy Administrative Officer Rebecca Campbell.

As described in greater detail in the attached statement of qualifications, DTA is a public finance consulting firm with offices in Newport Beach, San Francisco, San Jose, and Riverside, California, as well as Dallas, Texas. Since its establishment in 1985, DTA has completed consulting assignments for more than 2,500 clients in ten (10) states. During this period, the firm has been involved in the formation of more than 1,500 public finance districts, with total bond authorizations exceeding \$60 billion. Our financing programs have utilized a variety of public financing mechanisms such as Assessment Districts ("ADs"), Community Facilities Districts ("CFDs"), Certificates of Participation, Tax Allocation Bonds, Sewer and Water Revenue Bonds, Marks-Roos Bond Pools, Landscaping and Lighting Districts ("LLDs"), Integrated Financing Districts, and various types of fee programs.

With respect to Development Impact Fee Nexus Studies, all of DTA's AB 1600 studies, as well as our Assessment District formation work, include a benefit cost analysis and determination of nexus between the facilities financed and the financing mechanism. DTA has prepared approximately 350 fee justification studies to date for a variety of public improvements, including transportation, water, sewer and flood control facilities, fire and police stations, parks, libraries, and other types of infrastructure. **In recent years, our firm has prepared AB 1600-compliant development impact fee justification studies for the Cities of Blythe, Brawley, Calexico, Cathedral City, Costa Mesa, Live Oak, Mammoth Lakes, Palo Alto, Paso Robles, Perris, Red Bluff, Reedley, San Francisco, San Jacinto, San Luis Obispo, Torrance, and Victorville, as well as for the Counties of Colusa, Riverside, San Bernardino, Santa Barbara, and Yuba, among others.**

In addition to the planning and implementation of financing mechanisms, DTA is also involved in the fiscal and economic analysis of land development impacts, project feasibility studies, and economic development studies. DTA staff has prepared over 650 fiscal impact reports ("FIRs") estimating the revenue and cost impacts of various land use decisions on cities, counties, and special districts.

DTA has assembled a project team for the City with the breadth of experience needed to provide impact fee consulting services in a professional and timely manner. **This project would be primarily handled out of DTA's San Jose office.** David Taussig, the President of DTA, would be the Principal-in-Charge and have the City's primary account responsibility. Mr. Taussig would be assisted by Nathan Perez, ESQ., a Managing Director at DTA, Steve Runk, PE, Vice President of Engineering Services at DTA, and Kuda Wekwete, a Vice President at DTA, as well as other support staff. Brief resumes for each of our team members are included in Section VI of this statement of qualifications. DTA staff are more than prepared to dedicate the necessary time and resources over the period of the Study (estimated to conclude in February 2016).

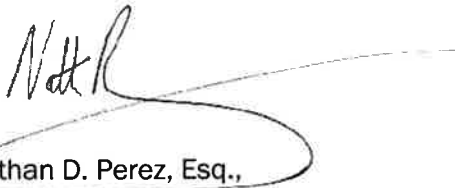
DTA does not intend to use subcontractors for this engagement. Additionally, there are no existing or potential conflicts of interest between DTA and the City, and DTA shall comply with all of the provisions in this Request for Proposals ("RFP").

Of note, the Signature Sheet provided in the RFP has been included as Section VII of our Statement of Qualifications.

Finally, this statement of qualifications has been printed on paper composed of 50% post-consumer recycled content. The ink utilized is a low-VOC soy-ink.

If you have any questions regarding this Statement of Qualifications, please feel free to call me at 800-969-4382. We look forward to having the opportunity to work with you on this engagement.

Best regards,

A handwritten signature in black ink, appearing to read 'N. Perez', with a large, sweeping flourish extending to the right.

Nathan D. Perez, Esq.,  
Managing Director



## CITY OF FIREBAUGH

### DEVELOPMENT IMPACT FEE & NEXUS STUDY CONSULTING SERVICES

REQUEST FOR PROPOSALS (RFP)

SUBMISSION DEADLINE:  
November 3, 2015 | 4:00 p.m.

Public Finance  
Public Private Partnerships  
Urban Economics  
Clean Energy Bonds

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Newport Beach  
San Francisco  
San Jose  
Riverside  
Dallas



## **CITY OF FIREBAUGH**

### **DEVELOPMENT IMPACT FEE & NEXUS STUDY CONSULTING SERVICES**

#### **REQUEST FOR PROPOSALS (RFP)**

**Prepared for**

**CITY OF FIREBAUGH  
Office of the Deputy City Clerk  
Firebaugh City Hall  
1133 "P" Street  
Firebaugh, California 93622**

**Prepared by**

**DAVID TAUSSIG & ASSOCIATES, INC.  
1302 Lincoln Avenue, Suite 204  
San Jose, California 95125  
(800) 969-4382**



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**DAVID TAUSSIG & ASSOCIATES, INC. (“DTA”)** is pleased to submit this Statement of Qualifications to the City of Firebaugh (the “City”). DTA is a public finance and urban economics consulting firm specializing in infrastructure and public services finance. Our firm, which provides public finance consulting services to both public and private sector clients, has offices in Newport Beach, San Francisco, San Jose, and Riverside, California, as well as a branch office in Dallas, Texas, to service our clients in the Midwestern and Southwestern United States. Additional information on DTA is available on our website ([www.taussig.com](http://www.taussig.com)).

In brief, It is our understanding that the City is seeking a consultant to work with City staff to update the City’s existing development impact fee program (the “Fee Program”) and prepare an updated AB 1600-compliant nexus fee study (the “Study”). The updated Study shall utilize an updated facilities needs list that reflects the City’s current infrastructure needs and costs, as well as existing and future population, employment, and development forecasts.

DTA has been performing public facilities fee consulting services for 28 years, since 1987. Development impact fees (“DIFs”) were enacted under Assembly Bill 1600 by the California Legislature in 1987 and codified under California Government Code §66000 et. seq., also referred to as the Mitigation Fee Act (the “Act” or “AB 1600”). DTA has had extensive experience preparing development impact fee studies that have complied with Section 66000 et. seq. of the Government Code and have withstood legal scrutiny to the point where none of our prior studies have been subject to any type of litigation. DTA also retains in-house legal counsel who will be engaged in this project and can assist our firm in clarifying legal issues that may arise related to the review or preparation of a Nexus Study.

This project would be primarily handled out of DTA’s San Jose office, located at:

**David Taussig & Associates, Inc.**  
**1302 Lincoln Avenue, Suite 204**  
**San Jose, California 95125**  
**(800) 969-4382**

DTA currently has a staff of 45 employees, all of whom are directly involved solely in public finance. Staff members come from backgrounds in a number of fields, including land development, public administration, civil engineering, investment banking, economic consulting, redevelopment, law, and land-use planning. This diversity of experience and expertise allows DTA to meet a wide-variety of challenges, both related to the actual work-product and to client-management. All of DTA’s personnel have considerable experience in computer-based financial analysis and modeling, which is a key component of the firm’s consulting services. This fact ensures that the development of computer models utilized in the potential Nexus Study will be in experienced hands. Please see Section VI of this statement of qualifications for more information about the team members who have been assigned to this engagement.

Since its establishment in 1985, DTA has completed consulting assignments for more than 2,500 clients in ten (10) states. During this period, the firm has been involved in the formation of more than 1,500 public finance districts, with total bond authorizations exceeding \$60 billion. Our financing programs have utilized a variety of public financing mechanisms such as Assessment Districts (“ADs”), Community Facilities Districts (“CFDs”), Certificates of Participation, Tax Allocation Bonds, Sewer and Water Revenue Bonds, Marks-Roos Bond Pools, Landscaping and Lighting Districts (“LLDs”), Integrated Financing Districts, and various types of fee programs.

## SECTION I ■ INTRODUCTION

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With respect to Development Impact Fee Nexus Studies, all of DTA's AB 1600 studies, as well as our Assessment District formation work, include a benefit cost analysis and determination of nexus between the facilities financed, existing and future land uses, and the specific financing mechanism. **DTA has prepared approximately 350 fee justification studies and analyses throughout California, as well as in other States, involving fees for a variety of public improvements, including transportation, water, sewer and flood control facilities, fire and police stations, parks, libraries, and other types of infrastructure.**

In recent years, our firm has prepared AB 1600-compliant development impact fee justification studies for the Cities of Blythe, Brawley, Calexico, Cathedral City, Costa Mesa, Live Oak, Mammoth Lakes, Palo Alto, Paso Robles, Perris, Red Bluff, Reedley, San Francisco, San Jacinto, San Luis Obispo, Torrance, and Victorville, as well as for the Counties of Colusa, Riverside, San Bernardino, Santa Barbara, and Yuba, among others.

In addition to the planning and implementation of financing mechanisms, DTA is also involved in the fiscal and economic analysis of land development impacts, project feasibility studies, and economic development studies. DTA staff has also prepared over 650 fiscal impact reports ("FIRs") estimating the revenue and cost impacts of various land use decisions on cities, counties, and special districts.

Perhaps DTA's most outstanding qualification is the dedication and loyalty of the senior employees, many whom have worked at DTA for 15 years or more and are available should any unique situations arise. As a result, DTA is able to offer a level of management expertise that is unequalled throughout the public finance consulting industry.

- ✓ DTA has not been associated with any mergers, acquisitions, or sales of the firm within the last ten (10) years, nor in its lifetime.
- ✓ DTA is a California Corporation. DTA is a privately owned company and is not a subsidiary of a "parent company."
- ✓ Neither DTA nor or any of the firm's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony.
- ✓ DTA has never experienced any past, ongoing, or potential litigation. As a result, there are no legal restrictions that would impact our ability to complete the project for the City as referenced under the RFP.
- ✓ DTA has not filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors.
- ✓ DTA does not have any current contractual relationships with the City of Firebaugh, nor has it had any in the last five (5) years.

## **SECTION II ■ PROJECT UNDERSTANDING & SCOPE**

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With respect to the development impact fee study, DTA would provide all-inclusive professional and technical assistance to the City in (1) assisting in the development of a conceptual project scope, (2) reviewing the existing City Capital Facilities Fee Study (2004) and Section 8.8 of the City Municipal Code, specific plans, and the Capital Improvement Program (“CIP”), and (3) preparing a comprehensive review of required impact fee levels that would be documented in a written report prepared pursuant to California Government Code 66000 et. seq. In addition, DTA will further the City’s goals of fostering an attractive, clean, and well-maintained community, as per the Land Use Element of the 2030 General Plan. DTA’s final report (“Report”) would present a fee methodology that satisfies the “rational nexus” tests used by the courts to determine the legality of development exactions. Having been subjected to legal as well as developer scrutiny, DTA has developed a streamlined approach and methodology which establishes a rational and substantial nexus between new development and the need for public facilities.

### **GENERAL APPROACH TO DEVELOPMENT IMPACT REVIEW & NEXUS STUDIES**

In determining a reasonable nexus for each specific type of public facility, DTA will utilize one or more of the methodologies discussed below, depending upon the type of data and other information available from the City, as well as its current infrastructure policies. All of the fee methodologies employ the concept of an Equivalent Dwelling Unit (“EDU”) to allocate benefit among various land use classes. EDUs are a means of quantifying different land uses in terms of their equivalence to a residential dwelling unit, where equivalence is measured in terms of potential infrastructure use or benefit from each type of public facility. For many types of facilities, EDUs are calculated based on the number of residents or employees generated by each land use class. For other facilities, different measures, such as number of service calls, number of trip-miles, or amount of storm water run-off more accurately represent the benefit provided to each land use class. Transportation facilities typically demand EDU calculations predicated on a per-unit or per-trip basis.

The three types of fee methodologies used by DTA to establish EDUs for a public facility within a typical AB 1600 study are based on either (i) an existing infrastructure plan, (ii) a predetermined capacity amount, or (iii) a generic standard.

#### **PLAN-BASED FEES**

The first method of apportioning fees is based on a “Plan,” such as a Master Plan of Facilities, which identifies a finite set of improvements. These facilities plans generally identify a finite set of facilities needed by the public agency, and are developed according to assessments of facilities needs prepared by staff and/or outside consultants and adopted by the public agency’s legislative body. With this Plan-Based Approach, specific costs can be projected and assigned to all land uses planned in the future, often with a specific time period in mind that reflects new development projections. In preparing an impact fee analysis, facilities costs can be allocated in proportion to the amount of demand caused by each type of future development. This type of Plan-Based Approach is generally preferable to the two other approaches to cost allocation listed below, but does require the existence of a facilities plan, which is not always available.

#### **CAPACITY-BASED FEES**

A second method of fee assessment is based on the “capacity” of a service or system, such as a water tank or a sewer plant. This kind of fee is not dependent on a particular land use plan (i.e., amount or intensity) but rather it is based on a rate or cost per unit of capacity that can be applied to any type of development, as

## SECTION II ■ PROJECT UNDERSTANDING & SCOPE

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long as the system has adequate capacity. This type of fee is useful when the costs of the facility or system are unknown at the outset, however, it requires that the amount of capacity used by a particular land use type be measurable or estimable. Capacity-based impact fees are assessed based on the demand rate per unit. This type of fee would most typically be assessed for water or wastewater systems.

### STANDARD-BASED FEES

A third method of assessing fees is based on “standards” where costs are based on units of demand. This method establishes a generic unit cost for capacity, which is then applied to each land use per unit of demand. Parks are an excellent example of this type of fee structure. California’s Quimby Act allows cities and counties to establish a service standard, typically three (3.0) to five (5.0) acres of parkland per thousand residents, which may be required of all new residential development. This standard is not based on cost but rather on a standard of service. This methodology provides several advantages, including not needing to know the cost of a specific facility, how much capacity or service is provided by the current system, or having to commit to a specific size of facility.

In preparing its analysis, DTA will apply one or more of these three methodologies to each facility type to generate applicable fee levels. However, the results of our quantitative analyses will be tempered by real-world factors that need to be at least considered by the City prior to adopting revised fee levels. For example:

- *How do the proposed fee levels compare with those imposed in neighboring jurisdictions?*
- *Do any of the fee components need to be substantially modified or eliminated?*
- *Will the calculated fee levels be so high that they discourage future development? If so, the list of needed facilities could be shortened, with more facilities being assigned to individual development projects through conditions of approval, so that they are not funded through the City’s fee program and therefore fee levels can be decreased.*
- *As the fees calculated by DTA are considered “maximum” fee levels as defined under the California Mitigation Fee Act, should the City choose to impose lower fees for one or more land use types for a period of time to encourage certain types of land development?*
- *Should a “fee credit” program be established for developers who build or oversize facilities on the City’s facilities needs list?*
- *Should a stakeholders committee or group be established to ensure outside input prior to the preparation of a fee study?*
- *Should the automatic fee escalator be reviewed to possibly further mitigate the impacts of inflation on the fee program prior to the preparation and adoption of the next fee program by the City?*

These questions and related issues will be discussed during the Kickoff meeting, and will impact the implementation of the Scope of Work provided below.



## **SECTION II ■ PROJECT UNDERSTANDING & SCOPE**

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### **SCOPE OF WORK FOR DEVELOPMENT IMPACT FEE STUDY**

Work products stemming from the Work Plan described in this section will include the following:

- A memorandum summarizing the fee methodology options
- The draft and final administrative reports

DTA has an enviable reputation for producing high quality work in a quick and efficient manner to correspond with even the most aggressive project schedule. DTA's clients also receive high levels of personal attention from senior staff, with the President or senior management always available to meet with public agency staff and other groups.

### **TASK NO. 1 – DEVELOP PROJECT STRATEGY**

DTA staff will meet with City staff in a project kick-off meeting to finalize the details of the project, deliverables, timetables, and tasks, discuss the fee methodologies and best practices, identify needed information (i.e., reports, project/needs lists, stakeholder groups, data, etc.), prepare final schedule, discuss the public process, and resolve other concerns as appropriate. Please see Task 5(A) for a discussion of DTA's comparative impact fee analysis.

### **TASK NO. 2 - DEVELOP POPULATION AND DWELLING UNIT PROJECTIONS**

DTA will compile and document existing and future population and development estimates for the City. The projections resulting from this task will ultimately be used to calculate fee levels. It is at this stage that DTA would evaluate City resources, influences, and all factors impacting the existing Study, and the various fees: Traffic; Administrative/Public Safety; Storm Drain; Wastewater Collection, Treatment, and Disposal; Water Supply and Holding; and Parks and Recreation Facilities.

This task consists of four subtasks.

#### **Subtask 2(A) – Population Projections**

DTA will gather existing information on present and future population for the City from various sources, including City Staff, the General Plan (2030), existing Master Plans, the Fresno Council of Governments, the U. S. Census, the State Department of Finance, and from other data sources, including the City's CIP.

#### **Subtask 2(B) – Conduct Entitlement Research and Projections**

DTA will coordinate with the City Planning Department to determine the amount of existing and future residential and non-residential development within the City over the planning horizon (2030, or such other horizon as selected by City staff.) To complete this subtask, DTA will:

- Review the General Plan/CIP and related plans to determine expected development land use patterns in the City.
- Review City records to identify existing entitlements for dwelling units and commercial/industrial development.
- Project the number of new dwelling units and commercial/industrial development based on existing entitlements and on population projections through 2030, or such other target year as selected by City staff.

## **SECTION II ■ PROJECT UNDERSTANDING & SCOPE**

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### Subtask 2(C) - Review Current City Fee Structure

DTA shall review and summarize City's current development fee structures, as well as current City policies and procedures and other regulatory requirements affecting potential fee structures and revenue program requirements.

### Subtask 2(D) - Review Prior City Fee Justification Studies

DTA shall review the approach and methodology utilized in prior City fee justification studies so that they can be evaluated in light of the City's current needs.

## **TASK NO. 3 - REVIEW FACILITY / CAPITAL NEEDS AND LEVELS OF SERVICE**

This task entails review of the facility and capital needs required to serve the new development in the study area projected in Task 2. DTA will use existing City materials (and any relevant developers' facilities reports) as base documents and focus our effort on updating this information.

In order for any fee program to be comprehensive in its scope, it is necessary to complete a thorough identification and review of all the facilities which will be impacted by additional growth, including those already discussed in the General Plan (2030) or CIP. This task will require close coordination with all appropriate City departments.

### Subtask 3(A) - Survey/Interview City Staff

DTA shall survey/interview City staff to review projected facilities in the City, along with major equipment needs, the timing at which improvements will be needed, and any physical data that would assist in developing the costs estimated below in Subtask 3(C). Based upon the results of the surveys and interviews, DTA will verify and, if appropriate, expand the list of new facilities found in the General Plan/CIP to be included within the fee program for the City.

### Subtask 3(B) - Facilities List

Based on the information collected in Subtask 3(A), DTA shall prepare a facilities needs list that details the new facilities and equipment needed to serve new development in the City.

### Subtask 3(C) - Review Cost Estimates

DTA's engineering and technical staff will, as necessary: consult with City department heads and/or engineering staff or equivalent to ascertain and understand in-house cost data for existing and projected facilities and equipment; apply appropriate inflation and cost of living escalators to the list of projected public facilities to determine future costs; review and/or refine existing cost data; examine major sources of revenue to fund construction of new public facilities; and provide a proportional estimate between projected costs for new facilities and projected revenue from mitigation fees and other sources.

## **TASK NO. 4 - DEVELOP METHODOLOGY FOR CALCULATING NEW FEE AMOUNTS**

This task entails developing the methodology used to establish the fee amount for each fee component to the extent appropriate. There are two critical issues that must be considered in developing a fee program. The fee program must generate revenues in a timely manner and the methodology must meet the nexus or benefit requirements of AB 1600. Since fees of any sort are controversial, it is critical that any fee established be legally defensible.



## SECTION II ■ PROJECT UNDERSTANDING & SCOPE

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DTA's fee study methodology must meet the nexus or benefit requirements of AB 1600, which requires that there be a nexus between fees imposed, the use of the fees, and the development projects on which the fees are imposed. Furthermore, there must be a relationship between the amount of the fee and the cost of the improvements. In order to impose a fee as a condition for a development project, the methodology must accomplish the following:

- Identify the purpose of the fee.
- Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities must be identified.
- Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.
- Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is being imposed.

Implicit in these requirements is a stipulation that a public agency cannot impose a fee to cure existing deficiencies in public facilities or improve public facilities beyond what is required based on the specific impacts of new development. The benefit methodology established in this subtask will be documented in the Report.

DTA shall prepare a memorandum to City staff summarizing available methodologies and their pros and cons, and providing detailed examples of other counties' or agencies' impact fee programs. Methodologies to review will include programs based on auto vehicle trips, all mode trips (e.g., auto, transit, bike, walk), square footages or household units, etc. The memo will also discuss, as applicable, context-sensitive and transportation-demand management adjustments, "credits" for capital improvements required as part of a project application, and discuss various treatments of pass-through trips to ensure "fair share" fees. DTA will recommend a fee expenditure plan to ensure that projects can be fully funded and implemented within any required time limits for expenditures of such funds, as well as possible flexibility to allow collected fees to be used to provide the City match for grant applications. Finally, the memo will include recommendations for methodology and next steps. Upon review and discussion by City staff, a methodology will be selected.

**Deliverable:** Memorandum summarizing the fee methodology options.

### TASK NO. 5 - DETERMINE FEE LEVELS

This task entails calculating the fee amounts based upon the dwelling unit and commercial/industrial development projections completed in Task No. 2, facilities needs and costs determined in Task No. 3, and the methodology selected in Task No. 4.

#### Subtask 5(A) – Calculate Recommended Fee Amounts

DTA shall calculate the fees for the City by inputting the data compiled under the preceding tasks, and computing the amount of each fee to be levied. This work will be done in a spreadsheet format which can be updated on an annual basis.

DTA will also evaluate this data in comparison to surrounding cities (for example, Los Banos, Mendota, Sanger, Coalinga, etc.) so as to arrive at comparable and palatable fee levels.

#### Subtask 5(B) – Document Fee Derivation

DTA shall document the methodology utilized for the fee calculation model in a manner that can be understood by the City and the public. DTA shall prepare written statements documenting the

## SECTION II ■ PROJECT UNDERSTANDING & SCOPE

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validity of the methodology for deriving each of the fees for the City. These statements will be made to meet the requirements of AB 1600 and will be documented in the Final Report discussed below.

### TASK NO. 6 - PREPARE DRAFT AND FINAL REPORTS

This task entails preparation of the draft and final reports for consideration by the City Council and City Staff.

#### Subtask 6(A) – Prepare Draft Report for Comments

Based on the work completed in Task Nos. 1 through 5, DTA will prepare the Draft Report for review and consideration by City staff. The report will be prepared pursuant to the standards of AB 1600 and is expected to include:

- Executive Summary
- Population Projections
- Facilities and Improvements List
- Areas of Benefit (if applicable)
- Fee Calculations
- Recommended Fee Levels
- Recommended Process for Keeping Fees Current
- Fee Credit Mechanisms

#### Subtask 6(B) – Prepare Final Report

Based on the incorporation of City staff comments and concerns on the Draft Report, DTA will prepare the Report for presentation to the City Council and City staff.

**Deliverable:** Draft and Final Report.

### TASK NO. 7 – ATTEND MEETINGS AND PUBLIC OUTREACH

This task entails attendance at a total of five (5) meetings/workshops with the City Manager (or similar), other City staff, the stakeholders, and the City Council. The first three (3) meetings will be working meetings with City staff and/or the developers (including the kick-off meeting in Task No. 1 above), and the final two (2) meetings will include a presentation(s) to the City Council and/or City Manager's Office.

During these meetings, DTA will take into account the community and stakeholder input. For this purpose, DTA will develop handouts for these meetings that summarize the findings and analysis from the Public Review Draft.

## SECTION III ■ PROPOSED SCHEDULE & INNOVATIONS

Task	AB 1600 Nexus Study	Weeks 1 to 2	Weeks 3 to 5	Weeks 6 to 8	Weeks 9 to 11	Weeks 12 to 14
1	Develop Project Strategy & Kick-Off Meeting					
2	Develop Population and Demographic Projections					
3	Identify Facility / Capital Needs & Levels of Service					
4	Develop Methodology for Calculating New Fee Amounts					
5	Determine Fee Levels					
6	Prepare Draft and Final Report					
7	Attend Meetings					

### **SECTION III ■ PROPOSED SCHEDULE & INNOVATIONS**

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Since its establishment in 1985, DTA has been at the forefront of establishing innovative solutions and methodologies for our clients. Having prepared numerous AB 1600 fee studies since the adoption of this legislation by the State, DTA has pioneered many of the industry's techniques and standards. In fact, while some of our competitors have actually copied our work product rather than develop their own, they have often been unable to modify our work product to account for the unique circumstances that impact a particular situation. Today, DTA continues to seek innovative solutions and refine our work product to better serve and protect our clients.

Our experience gives us the ability to analyze a client's needs and match those needs with specific financing mechanisms in order to maximize the capacity of a financing program while minimizing burdens on property owners. Furthermore, the variety of financing structures for which we have provided our services have given us a perspective and level of experience that is unique to our industry. DTA's financial consulting services and work products reflect the scrutiny and refinement that can only come through such extensive experience. This experience can be crucial in identifying and resolving issues and helping our clients avoid the pitfalls that we have seen cause problems for other municipalities.

The Scope of Work listed above has been devised to include all of the tasks necessary to evaluate and update the City's current fee program so that it continues to comply with California Government Code Section 66000 *et. seq.* in concert with the jurisprudence developed by various Federal District and State Courts. DTA's General Counsel regularly reviews state and federal legal and administrative opinions, regulations, and statutes that may impact or modify Development Impact Fee Nexus Studies in California.

DTA is of the opinion that the impact on facilities pricing of the current downturn in the real estate market could differ between various facilities and facility-uses. However, as facilities prices will be the critical cost component utilized in the calculation of impact fees in the Nexus Study, they are vulnerable to challenge by stakeholder groups interested in maintaining fee levels as low as possible, even if the result might be inadequate levels of infrastructure. As such, DTA feels that it is important for a municipality to review facilities needs and infrastructure cost data every two (2) to three (3) years so that it may adequately fund that municipality's infrastructure needs, while at the same time stand up to legal scrutiny. Moreover, DTA will encourage the City to include in its Fee Study provisions that encourage, *inter alia*, modifications that can be triggered by new research, new strategies, and information gathering pursuant to any monitoring obligations, as well as regular meetings with stakeholders. By setting fee goals for shorter periods of time and utilizing infrastructure facility pricing information and short-term development projections, it would be DTA's goal to establish fees that accurately reflect facility pricing at the time the City adopts its Fee Programs. In fact, DTA has established fee programs where a City can regularly update its fees simply through the application of new cost data through a relatively simple procedure utilizing an Excel spreadsheet model provided by DTA.

## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

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### RELEVANT EXPERIENCE & CLIENT REFERENCES

DTA has provided public finance consulting services to virtually every major City and County in the State. Our City clients are too numerous to list individually, but include the Cities of Anaheim, Fresno, Long Beach, Los Angeles, Reedley, Sacramento, San Diego, San Francisco, and San Jose. Our County clients have included the Counties of Alameda, Butte, Contra Costa, Fresno, Imperial, Los Angeles, Madera, Marin, Orange, Placer, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, Santa Barbara, Shasta, Sutter, Stanislaus, and Yuba. Additionally, DTA has also provided public finance consulting services for over 250 school districts, water districts, and fire protection districts throughout California.

Listed on the following pages are examples of eight (8) references for DTA's recent work involving impact fee studies for municipalities in California. We encourage you to contact our references to learn firsthand how well DTA staff meets the needs of its clients.



## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### COUNTY OF YUBA, CA



Yuba County Government Center, Yuba County, CA

#### PROJECT DESCRIPTION

DTA recently completed a County-wide development impact fee report as part of the expenditure plan component of Yuba County's General Plan update. DTA worked with the County's engineers (public works and transportation) to develop a "fair share" method of apportioning all costs and to establish a developer fee program. Due to the immediate need for these improvements, DTA completed the assignment in less than six (6) months.

The purpose of the updated study was to recommend appropriate fee justification methodologies and fee levels, based on a legally supportable analysis of County-wide impact fees required for new residential and non-residential development within the County. Interestingly, DTA developed separated Needs Lists and fee categories for both the incorporated and unincorporated communities in the County, thereby reflecting the unique nature and demographics of the County. Finally, DTA also developed a zonal drainage impact fee program for the East Linda Specific Plan.

The required impact fee levels which were documented in a written report prepared pursuant to California Government Code 66000 (AB 1600). DTA further assisted with cost estimating, demographic research, presentations before the Board of Supervisors, and **benchmarking current and proposed fees against those of peer communities.**

#### LOCATION

- County of Yuba, CA

#### SCOPE OF WORK

- Coordination with the County to identify needed facilities
- Calculation of fee amounts for residential and non-residential land uses, benchmarking against peer communities
- Unincorporated and Incorporated Fee Programs
- Zonal Drainage Program
- Preparation of fee ordinance, fee credit methodology/ordinance
- Documentation of all work and preparation of AB 1600 Fee Study

#### CLIENT

- County of Yuba  
Mr. Kevin Mallen  
Director, CDSA  
Yuba County  
915 8th Street, Suite 123  
Marysville, CA 95901

Phone: (530) 749-5430  
kmallen@co.yuba.ca.us



## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### CITY OF REEDLEY, CA



Reedley City Hall, CA

#### PROJECT DESCRIPTION

DTA recently completed a City-wide development impact fee report as part of the City of Reedley's review of available financing mechanism. DTA worked with the City's engineers (public works, transportation, etc.) to develop a "fair share" method of apportioning all costs and to establish a developer fee program. **DTA also developed a policy-based fee reduction in the City's "urban core," with the hope of incentivizing infill development, as well as an easily implementable "fee credit" mechanism.**

The purpose of the updated study was to recommend appropriate fee justification methodologies and fee levels, based on a legally supportable analysis of City-wide impact fees required for new residential and non-residential development within the City. **Finally, DTA also updated the City's Quimby parkland valuation, methodology, and ordinance.**

DTA further assisted with cost estimating, demographic research, presentations before the City Council, and benchmarking current and proposed fees against those of peer communities.

#### LOCATION

- City of Reedley, CA

#### SCOPE OF WORK

- Coordination with the City to identify needed facilities
- Calculation of fee amounts for residential and non-residential land uses, benchmarking against peer communities
- Documentation of all work and preparation of AB 1600 Fee Study
- Update to City's Quimby Ordinance, including review of parkland valuation

#### CLIENT

- **City of Reedley**  
Mr. Kevin E. Fabino  
Director, Community  
Development Department  
City of Reedley  
1733 Ninth Street  
Reedley, CA 93720  
  
Phone: (559) 637-4200  
Kevin.Fabino@Reedley.ca.gov

## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### CITY AND COUNTY OF SAN FRANCISCO, CA



Fire Station at 460 Bush Street, San Francisco, CA

#### PROJECT DESCRIPTION

DTA recently completed an update of the City and County of San Francisco's mitigation fee program and AB 1600 Fee Justification Study for Parks and Fire facilities. The goals of the program were to update the County's fees to reflect current infrastructure costs and update the County's General Plan. DTA developed a new fee structure which allocated costs City-wide to both residential and non-residential land uses, whereas the prior Parks fee was only implemented in certain downtown areas on non-residential property only. In addition, there was no prior Fire facilities fee in place. Ultimate infrastructure costs will exceed \$190 million upon build out.

In addition, this engagement required the preparation of housing, population, and employment forecasts through 2025; and coordination and interviews with City departments to identify the public facilities needed to serve new development through the year 2025.

#### LOCATION

- San Francisco, CA

#### SCOPE OF WORK

- Review of existing fee structures and ordinances
- Projections of future population, housing, and employment
- Coordination with individual County departments
- Calculation of fee amounts for single-family residential, multi-family residential, commercial, and industrial land uses, including a fee amount for Fire facilities as a new component to the Needs List.
- Documentation of all work and preparation of AB 1600 Fee Study

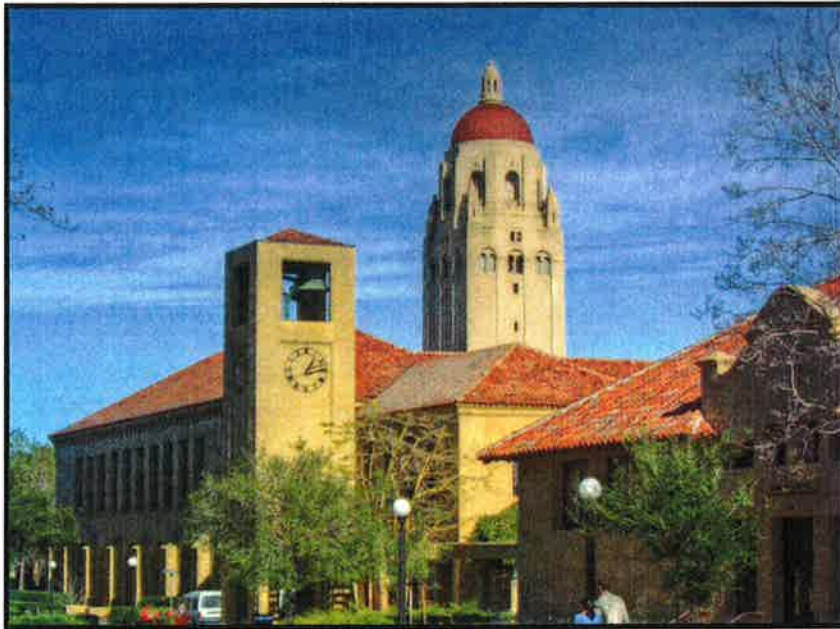
#### CLIENT

- **City and County of San Francisco**  
Ms. Dawn Kamalanathan,  
Planning Director  
Parks Department,  
McLaren Lodge  
(415) 831-2743  
501 Stanyan Street  
San Francisco, CA 94117

Ms. Julia Dawson,  
Chief Financial Officer  
San Francisco Fire  
Department  
(415) 558-3445  
698 Second Street  
San Francisco, CA 94107

## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### CITY OF PALO ALTO, CA



Palo Alto, CA

#### PROJECT DESCRIPTION

DTA recently completed a City-wide development impact fee update as part of a comprehensive review of fiscal strategies.

DTA worked with over a half-dozen City Departments to develop a “fair share” method of apportioning all costs in this unique, largely built-out community.

The purpose of the updated study was to recommend appropriate fee justification methodologies and fee levels, based on a legally supportable analysis of City-wide impact fees required for new residential and non-residential development within the City. DTA reviewed the City’s impact fees levels against eight (8) peer communities, and ultimately created two (2) entirely new fees – Public Safety (fire, police, etc.) and General Government Facilities.

The required impact fee levels which were documented in a written report prepared pursuant to California Government Code 66000 (AB 1600). DTA further assisted with cost estimating, demographic research, presentations before the City Council, and **benchmarking current and proposed fees against those of peer communities.**

#### LOCATION

- City of Palo Alto, CA

#### SCOPE OF WORK

- Projections of future population, housing, and employment, coordination with ABAG
- Coordination with numerous City departments to identify needed facilities
- Review General Plan to identify needed facilities
- Calculation of fee amounts for residential and non-residential land uses
- Documentation of all work and preparation of AB 1600 Fee Study
- Preparation of CFD cashflows to mitigate gap funding

#### CLIENT

- **City of Palo Alto**  
Ms. Nancy Nagel  
Senior Management Analyst  
Administrative Services  
250 Hamilton Ave  
Palo Alto, CA 94301  
Phone: (650) 329-2223  
[Nancy.Nagel@cityofpaloalto.org](mailto:Nancy.Nagel@cityofpaloalto.org)



## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### CITY OF PASO ROBLES, CA



Paso Robles, CA

#### PROJECT DESCRIPTION

DTA is currently working on an update of an original AB 1600 Fee Justification Study that our firm prepared for adoption by the Paso Robles City Council in 2006. DTA's 2006 engagement involved the preparation of the Fee Justification Study and a Fiscal Impact Analysis for the City. Major project objectives included a comprehensive review of existing City fee programs and ordinances, identification of needed backbone infrastructure, with emphasis on the transportation facilities required east of State Highway 101, as well as costs related to any existing infrastructure deficiencies in that area, an update of the City's existing fee program, and preparation of a draft ordinance to be utilized by the City for collection of fees.

In addition, DTA also successfully completed the formation of a City-wide Mello-Roos Community Facilities District to mitigate the police and fire protection services shortfalls determined through the preparation of a Fiscal Impact Analysis by DTA. Furthermore, our firm has very recently prepared a series of cash flow proformas for each major infrastructure category from the City's Public Facilities Needs List for long term budget and financial planning purposes.

#### LOCATION

- Paso Robles, CA

#### SCOPE OF WORK

- Coordination with the City to identify needed facilities
- Calculation of fee amounts for residential and non-residential land uses
- Preparation of Fiscal Impact Analysis
- Preparation of fee ordinance
- Documentation of all work and preparation of AB 1600 Fee Study

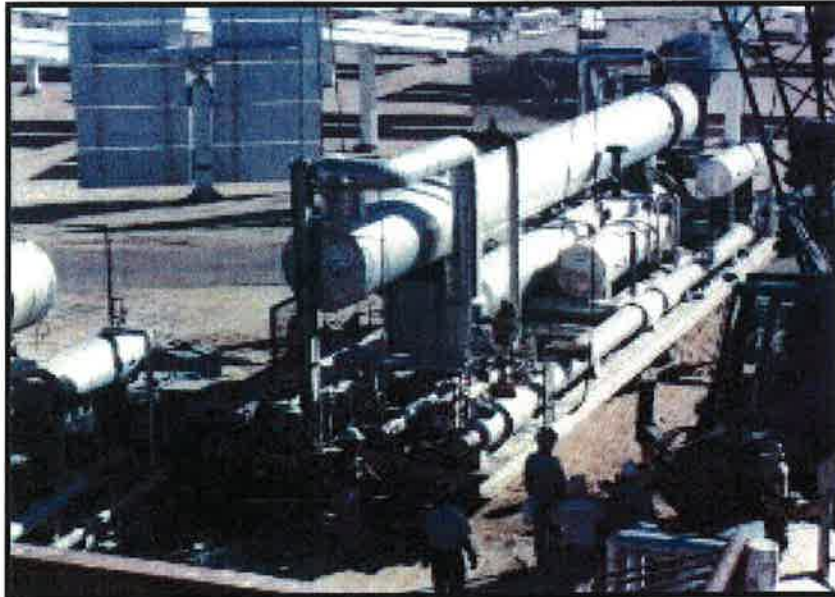
#### CLIENT

- **City of Paso Robles**  
Mr. John Falkenstien  
City Engineer  
Phone: (805) 237-3860

Mr. James App  
City Manager  
Phone: (805) 237-3970  
1000 Spring Street  
Paso Robles, CA 93446

## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### CITY OF SAN LUIS OBISPO, CA



Water Processing Plant & Facility, San Luis Obispo, CA

#### PROJECT DESCRIPTION

DTA recently completed a Water and Wastewater AB 1600 Impact Fee Study for the City of San Luis Obispo intended to update the 2002 Water and Wastewater Facilities AB 1600 Fee Study (which was also prepared by DTA). The purpose of the updated study was to recommend appropriate fee justification methodologies and fee levels, based on a legally supportable analysis of the levels of water and wastewater impact fees required for new residential and non-residential development within the City. DTA provided professional and technical assistance to the City in preparing a comprehensive review of required impact fee levels which were documented in a written report prepared pursuant to California Government Code 66000 (AB 1600).

#### LOCATION

- San Luis Obispo, CA

#### SCOPE OF WORK

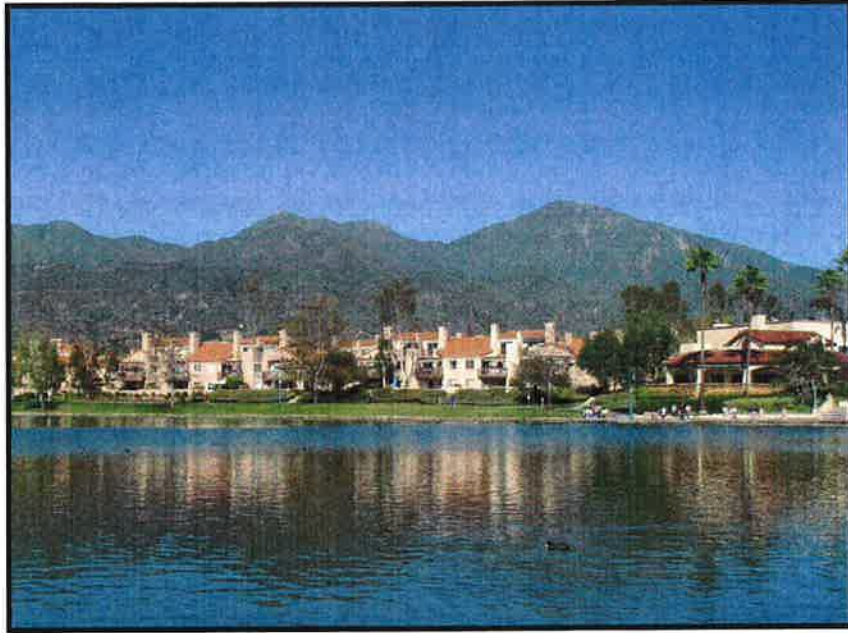
- Projections of future population, housing, and employment
- Determination of areas of benefit
- Coordination with City to identify needed water and wastewater facilities
- Calculation of fee amounts for various land uses
- Documentation of all work and preparation of AB 1600 Fee Study
- Development of new fee ordinance

#### CLIENT

- **City of San Luis Obispo**  
Ms. Katherine Bishop  
Senior Administrative Analyst  
Utilities Department  
879 Morro Street  
San Luis Obispo, CA 93401  
Phone: (805) 781-7206

## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### COUNTY OF ORANGE, CA



Saddleback Mountain, Orange County, CA

### PROJECT DESCRIPTION

DTA provided financial consulting services to the County of Orange (Foothill Circulation Phasing Plan) for a \$240 million road improvements program plus other county facilities, such as a library and sheriff station. DTA worked with the County's engineering consultants to develop a "fair share" method of apportioning all costs and to establish a developer fee program. Due to the immediate need for these improvements, DTA created separate CFDs for 14 major landowners to satisfy fee program requirements. DTA developed and implemented the special tax formulas for all 14 CFDs.

DTA is currently the special tax consultant for all twenty-four of Orange County's CFDs, and Orange County's four assessment districts. Orange County's CFDs are comprised of numerous master planned communities, including several business parks. DTA also calculates and enrolls the special taxes/assessments, answers all property owner inquiries, prepares continuing disclosure reports, calculates prepayment amounts, amends tax bills (as needed), and segregates special taxes for newly subdivided parcels. DTA has been administrative consultant to the County since 1994. In addition, DTA was the special tax consultant to the County in 2005 for the refunding of special tax bonds for three Orange County CFDs in the Ladera Ranch area, totaling \$84,015,000 in special tax refunding bonds.

### LOCATION

- County of Orange, CA

### SCOPE OF WORK

- Coordination with the County to identify needed facilities
- Calculation of fee amounts for residential and non-residential land uses
- Preparation of fee ordinance
- Documentation of all work and preparation of AB 1600 Fee Study
- Special Tax Consultant
- Special Tax Administrator

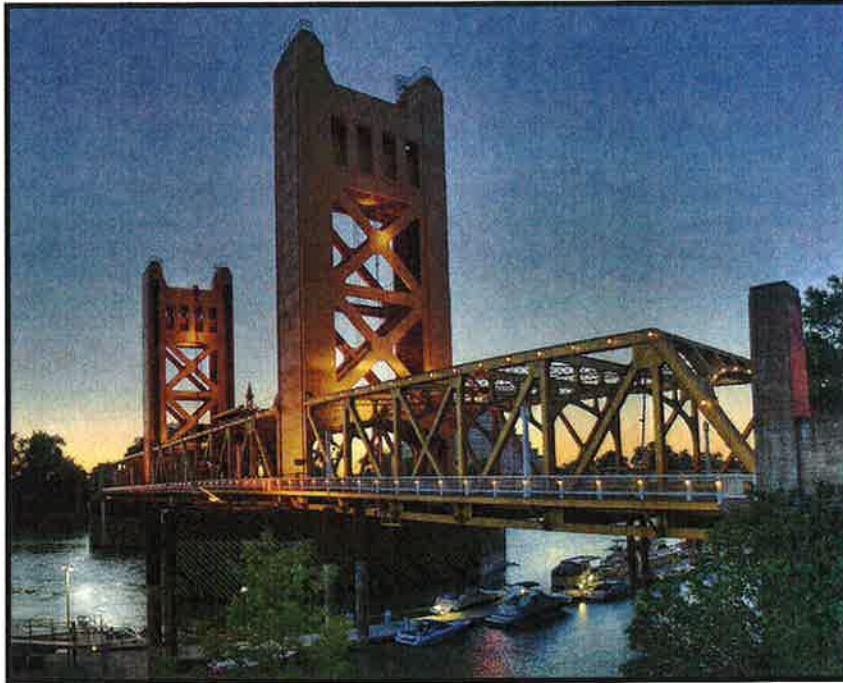
### CLIENT

- **County of Orange**  
Ms. Coleen Clark  
Director of Public Finance  
County of Orange, Hall of Administration  
10 Civic Center Plaza  
3rd Floor  
Santa Ana, CA 92701  
Phone: (714) 834.5969



## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

### SACRAMENTO TRANSPORTATION AUTHORITY ("STA"), CA



Tower Bridge, Sacramento County, CA

#### PROJECT DESCRIPTION

DTA recently completed a County-wide development impact fee report as part of the expenditure plan component of Sacramento County's half-cent sales tax initiative. DTA is also currently working with the STA to update facility costs, and allocate costs to local and County-wide development impact fees, sales tax, and state and federal funding. This study involved not only the determination of fair share impact fees imposed on new development to fund approximately \$900 million of a \$4.2 billion dollar program, but also involved extensive coordination and resolution of issues in order to achieve consensus among ten participating agencies, including Caltrans, local cities including the City of Elk Grove, and the Regional Transit Authority.

#### LOCATION

- County of Sacramento, CA

#### SCOPE OF WORK

- Projections of future population, housing, and employment
- Coordination with the STA to identify needed facilities
- Review General Plan to identify needed facilities
- Calculation of fee amounts for residential and non-residential land uses
- Documentation of all work and preparation of AB 1600 Fee Study
- Preparation of Fiscal Impact Analysis

#### CLIENT

- **County of Sacramento**  
Mr. Brian Williams,  
Executive Director  
901 F Street, Suite 210,  
Sacramento, CA 95814  
Phone: (916) 323-0080  
brian@sacta.org

## SECTION IV ■ RELEVANT EXPERIENCE & REFERENCES

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DTA has assembled an experienced and capable team with expertise in all requirements of the City's proposed study. One of our goals for this project will be to complete all tasks of the project within the agreed upon budget and schedule. Time and time again, DTA has proven its ability to adhere to contract agreements and to understand the importance of good project management.

Several cost-saving strategies employed for all of DTA's clients, are as follows:

- ✓ *Ensuring that the City Council approves the Needs List for improvements prior to calculating fees and writing the Report, so that work does not need to be duplicated;*
- ✓ *"Value" engineering so that only the most important infrastructure is built up front, in order to keep initial costs as low as possible;*
- ✓ *Making certain that new development pays its "fair share" of future infrastructure costs to limit impacts to the General Fund.*

Furthermore, DTA utilizes the software application Vision to track project expenditures. This program is always available to DTA's employees, providing detailed project information from execution of the contract to completion of the project. To manage this contract effectively in terms of team performance, schedule compliance, and budget adherence, Mr. Taussig and Mr. Perez will utilize the following tools:

- ✓ *Bi-weekly assignment checklists throughout the life of the contract to ensure each task remains on schedule by proper staffing assignments.*
- ✓ *DTA will regularly be in touch via e-mail, telephone, and in-person meetings.*
- ✓ *Weekly budget review to ensure no budget overruns occur. DTA's customized accounting system will enable us to track the expenditures to date each week, and ensure budget compliance on the part of DTA.*
- ✓ *Regular meetings with City staff, to discuss progress, issues, and to receive guidance.*

Finally, DTA is committed to providing independent, objective, and unbiased work product. DTA's General Counsel regularly reviews legal opinions, regulations, and statutes that impact or modify the provisions of AB 1600 and related case law. As such, DTA is committed to not only providing unbiased deliverables, but deliverables that reflect the most current developments in public finance and real property law.

## SECTION V ■ BUDGET

David Taussig & Associates, Inc. (“DTA’s”) proposed budget for services performed for the City of Firebaugh (the “City”) under the Detailed Scope of Work (Section II of this Request for Proposals (“RFP”) is \$35,000 (excluding expenses).

### DTA’s Comprehensive Development Impact Fee Price Proposal

DESCRIPTION	TITLE	EACH COST (Estimated Hours)	HOURLY RATE	EXTENDED RATE/COST
Task #1: Develop Project Strategy & Kick-Off Meeting	President/MD	4	\$200	\$800
	Vice President/Engineering	4	\$180	\$720
	Manager & Other	0	\$160	\$0
<b>TOTAL NOT TO EXCEED TASK 1</b>		8	NA	\$1,520
Task #2: Develop Population & Dwelling Unit Projections	President/MD	2	\$200	\$400
	Vice President/Engineering	6	\$180	\$1,080
	Manager & Other	12	\$160	\$1,920
<b>TOTAL NOT TO EXCEED TASK 2</b>		20	NA	\$3,400
Task #3: Review Facility/Capital Needs & Levels of Service	President/MD	12	\$200	\$2,400
	Vice President/Engineering	32	\$180	\$5,760
	Manager & Other	20	\$160	\$3,200
<b>TOTAL NOT TO EXCEED TASK 3</b>		64	NA	\$11,360
Task #4: Develop Methodology for Calculating New Fee Amounts	President/MD	4	\$200	\$800
	Vice President/Engineering	4	\$180	\$720
	Manager & Other	12	\$160	\$1,920
<b>TOTAL NOT TO EXCEED TASK 4</b>		20	NA	\$3,440
Task #5: Determine Fee Levels	President/MD	2	\$200	\$400
	Vice President/Engineering	4	\$180	\$720
	Manager & Other	12	\$160	\$1,920
<b>TOTAL NOT TO EXCEED TASK 5</b>		18	NA	\$3,040
Task #6: Prepare Draft & Final Reports	President/MD	4	\$200	\$800
	Vice President/Engineering	8	\$180	\$1,440
	Manager & Other	16	\$160	\$2,560
<b>TOTAL NOT TO EXCEED TASK 6</b>		30	NA	\$4,800



## SECTION V ■ BUDGET

Task #7: Attend four (4) Additional Meetings and Public Outreach	President/MD	12	\$200	\$2,400
	Vice President/Engineer	28	\$180	\$5,040
	Manager & Other	0	\$160	\$0
<b>TOTAL NOT TO EXCEED TASK 7</b>		40	NA	\$7,440
<b>TOTAL NOT TO EXCEED ALL TASKS *TASK 1 to 7*</b>	President/MD	40	\$200	<b>\$8,000</b>
	Vice President/Engineer	86	\$180	<b>\$15,480</b>
	Manager & Other	72	\$160	<b>\$11,520</b>
	<b>Total</b>	198	NA	<b>\$35,000</b>

Additional meetings (in excess of the five (5) included) shall be charged at the hourly rates listed in the table below.

In addition to fees for services, City shall reimburse DTA for out-of-pocket and administrative expenses by paying a charge equal to 3% of DTA's monthly billings for labor, plus clerical time at \$75 per hour, travel costs, and any outside vendor payments, not to exceed a total of \$3,500.

Fees for services shall be charged according to the following professional services fee schedule:

David Taussig & Associates, Inc. 2015 Fee Schedule	
President/Managing Director	\$200/Hour
Vice President/Engineer	\$180/Hour
Manager	\$160/Hour
Associate	\$150/Hour
Senior Analyst	\$135/Hour
Financial Analyst	\$115/Hour
Research Assistant	\$100/Hour

Any additional tasks assigned by the City if the total fee listed above has been exceeded shall be charged at the hourly rates listed above. Consultant shall notify City if and when charges approach the estimates listed above to obtain written consent for additional fees to continue work. Invoices shall be submitted on a monthly basis and shall be due within thirty (30) days thereafter. A late charge of 1.2 percent per month shall be charged on late payments.

**Limitations**

The labor costs in the table above include attendance at a total of five (5) formal meetings with City staff, stakeholders, and City Council. Attendance at more than five (5) meetings, detailed written responses to resolve disputes, or preparation of more than one set of major revisions to the draft report will be classified as Additional Work and may require additional billing at hourly rates identified in the table above if the maximum fee levels have been exceeded.

Other examples of Additional Work shall include:

- ◇ Additional analyses based on revised assumptions requested by the City, including (a) possible changes in Facilities Needs List, infrastructure costs, population projections, and related data once preparation of draft administrative report has been initiated, and (b) adjustments to assumptions once the draft administrative report has been approved.
- ◇ Negotiations with stakeholders once the Report has been prepared.
- ◇ Time expended related to obtaining data assigned to City under “Information to be Provided by City,” as listed below.
- ◇ Actual implementation of fee programs.
- ◇ Reproduction of more than 20 bound copies of the Report.

All hourly rates for services apply for a 12 month period from execution of the agreement and are subject to a cost-of-living increase every 12 months. On or about the first two weeks of each month during which Consulting Services are rendered hereunder, DTA shall present to City an invoice covering the current consulting services performed and the reimbursable expenses incurred.

The maximum fees listed above assume the review and implementation of the Fee Program with a schedule between initiation of services and public outreach that is no longer than six (6) months.

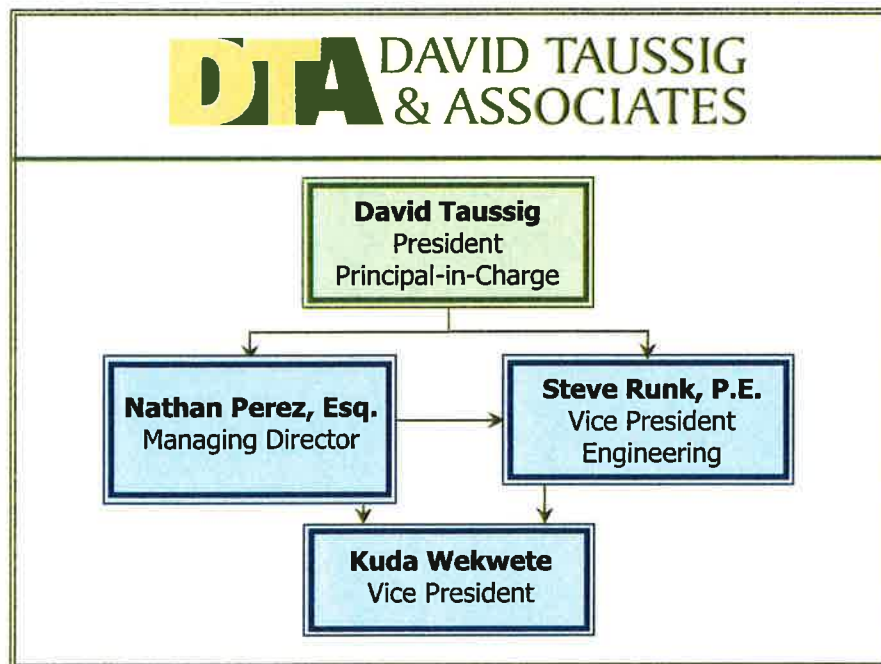
**Information To Be Provided By City**

DTA requests that the following information be provided by the City at no charge and in a timely manner such that the project does not extend beyond six (6) months from the date of authorization to proceed:

- ◇ City’s General Plan (2030), any specific/master plans, development agreements, and data regarding existing entitlements.
- ◇ To the extent available, detailed description of the proposed public facilities, including the facility name and number of square feet, acres, etc. (as applicable for each type of facility).
- ◇ Inventory of completed facilities within City, including type, size, and location of facility.
- ◇ Cost estimates for proposed facilities (DTA anticipates that City’s cost data and estimates will be reviewed by DTA staff and discussed with City staff).
- ◇ Existing City Fee Ordinances and/or Resolutions.
- ◇ Current Annual and Five Year Reports per Government Code Sections 66006 and 66001.
- ◇ Identification of any committed revenue sources pledged to fund proposed facilities.

## SECTION VI ■ KEY STAFF INFORMATION

DTA has assigned personnel to this project that bring experience and technical expertise to each unique element of study. Our team organization is illustrated below. Project roles of our key team members are described below, and are followed by professional biographies. All personnel will be available full-time (100%) for the duration of the Project.



DTA has assembled a project team with the breadth of experience needed to assist the City in the preparation of a development impact fee study. Mr. Taussig will serve as Principal-in-Charge of DTA's project team and will handle primary account responsibilities for this engagement. Mr. Taussig will attend meetings as necessary and supervise all project staff.



## SECTION VI ■ KEY STAFF INFORMATION

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Nathan Perez, ESQ. will serve as Project Manager for the DTA team and will be the City's primary point of contact throughout the course of this engagement. Mr. Perez, based out of San Jose, will be in charge of all day-to-day activities and will be attending all meetings. This will include scheduled meetings with City staff at which he will provide regular updates regarding progress to date, as well as any problems that have arisen. In addition, Mr. Perez will be setting up conference calls with City staff and other interested parties whenever necessary. He may schedule these conference calls once per month on a date in-between the already scheduled monthly meetings with City staff.

Mr. Perez will be responsible for the ongoing execution and completion of the entire work plan – matching DTA's work and deliverables with the City's needs and objectives. He will also manage the work of DTA's project team, leading data collection efforts, directing the development of our technical model, providing senior-level analysis, reviewing progress and work products with City staff and stakeholders, presenting study findings at project meetings, and finalizing study documentation. Mr. Perez will be assisted in these tasks by Mr. Wekwete and other support staff.

Mr. Runk will provide engineering expertise, assist in the selection of facilities to be included on the Facilities Needs List, prepare and/or review facilities cost estimates, and contribute to the apportionment analysis for specific facilities that are to be included in the fee program.

DTA has an enviable reputation for producing high quality work in a quick and efficient manner to correspond with even the most aggressive project schedule. DTA's clients also receive high levels of personal attention from senior staff, with a President or senior manager always available to meet with public agency staff and other groups.

### DTA TEAM BIOGRAPHIES

#### DAVID TAUSSIG

President | [dtadavid@taussig.com](mailto:dtadavid@taussig.com)

*Project Role – Principal-in-Charge*

Mr. Taussig has over 35 years of experience in the fields of real estate finance and urban economics. His areas of expertise include municipal finance programs for infrastructure and public facilities development, fiscal and redevelopment impact analysis, and land development project feasibility studies.

Mr. Taussig has an extensive background in computerized financial analysis. Since founding DTA in 1985, Mr. Taussig has developed a number of state-of-the-art analytical methods and modeling approaches, as well as personally directed the formation of more than 1,000 public financing districts, and the subsequent sale of tax-exempt municipal bonds. These districts have funded public infrastructure and services for a variety of types of residential and non-residential development, and have included several hundred master planned communities built throughout California, as well as in several other western states. Mr. Taussig's work has involved both the preparation and implementation of financing plans, and his public sector clients have included virtually every major urban county and city within California, as well as hundreds of special districts. He has provided similar consulting services to many of the largest land development firms in the State. The financing programs implemented by Mr. Taussig have ranged from land-secured Community Facilities Districts to redevelopment tax-increment programs and lease revenue-based Certificates of Participation. He is also responsible for DTA's successful efforts related to funding opportunities under the American Recovery

## SECTION VI ■ KEY STAFF INFORMATION

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and Reinvestment Act and various tax credit programs.

Mr. Taussig has also overseen the preparation of numerous feasibility and impact studies involving the computerized analysis of project cash-flows and/or impacts on public agencies and landowners. He has assumed project management responsibilities for several dozen AB 1600 Development Fee Justification Studies, including recent studies prepared on behalf of the cities of Blythe, Coachella, Live Oak, Paso Robles, Perris, Red Bluff, San Luis Obispo, Torrance, and Tustin, as well as the Counties of Riverside, Santa Barbara, and Colusa. He has also been responsible for the preparation of over 100 fiscal impact studies utilized by public agencies to determine the impact of new development or annexations on a municipality.

Prior to establishing his own firm, Mr. Taussig was Director of Finance for Gfeller Development Company, where he was responsible for all take-out and construction financing for the Company's residential projects and infrastructure. He also prepared development project proformas that were used by prospective lenders and joint venture partners to evaluate the Company's proposed projects.

Mr. Taussig was previously employed for six years by Mission Viejo Company ("MVC") where, as Manager of Housing and Community Development, he was involved in the planning and financing of two planned communities encompassing over 50,000 homes. Mr. Taussig was responsible for a substantial portion of MVC's mortgage financing and infrastructure financing during that period. He also worked for five years in the public sector as the administrator of a federal housing and community development program, and as a land-use planner. Mr. Taussig's educational background includes a Masters in City Planning from the University of California at Berkeley and a B.A. in Economics from Cornell University. He has received full certification from the American Institute of Certified Planners.

### **NATHAN PEREZ, ESQ.**

Managing Director | [nperez@taussig.com](mailto:nperez@taussig.com)

*Project Role – Project Manager*

Mr. Perez has a background in law, economics, business administration, and statistical analysis. Since joining DTA, Mr. Perez has been involved in all aspects of the formation and implementation of hundreds of Mello-Roos Community Facilities Districts located throughout California, with responsibilities related to the development of tax spread proforma analyses and the preparation of rate and method of apportionments, Public Reports, and overlapping debt analyses.

Mr. Perez also has extensive expertise in the preparation, peer-review, and defense of development impact fee studies. This includes considerable work related to the preparation of facilities needs lists and the apportionment of infrastructure and services costs to a variety of land uses based on benefit criteria. He has also specialized in the apportionment of costs and the setting of service levels for the construction and maintenance of law enforcement and fire protection facilities, open space acquisition, parkland, transportation facilities, drainage facilities, government services facilities, community centers, and library facilities. Furthermore, he has also completed nearly 125 fiscal impact reports and 55 economic development analyses for a variety of residential, commercial, and mixed-use developments throughout California, Texas, New Mexico, and Washington.

## SECTION VI ■ KEY STAFF INFORMATION

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Finally, his experience as an attorney has allowed Mr. Perez to effectively and efficiently evaluate dozens of state and Federal legal, regulatory, and administrative frameworks related to public finance and infrastructure development.

Prior to joining DTA, Mr. Perez worked for the Boston office of an international law firm, where he advised sponsors, managers, and investors on the tax aspects of fund formation and investment. Mr. Perez is admitted to the bar in both Massachusetts and California. Mr. Perez received his law degree from Harvard Law School, and his B.A. in Economics and History, with highest distinction, from the University of North Carolina at Chapel Hill.

Mr. Perez is an active member of the Urban Land Institute (where he regularly volunteers with *UrbanPlan*), the California Bar Association, and the Hispanic National Bar Association.

### STEVE RUNK, PE

Vice President, Engineering Services | [srunk@taussig.com](mailto:srunk@taussig.com)

*Project Role – Engineer*

Steve has more than 30 years of experience in the design and construction management of major civil engineering projects, including roadways, bridges, sewer and water improvements, and flood control facilities, as well as grading for public works projects and the construction of commercial and industrial buildings. Mr. Runk's specific responsibilities have included design, quality control, specifications, estimates, construction bid packages, construction coordination and construction management, cost analysis and control, scheduling, manpower forecasting, staffing and marketing. He has also assisted public agencies and developers in the procurement of funding from Caltrans and other federal and state agencies.

Mr. Runk has a proven track record of meeting schedules and adhering to budgets. Since joining DTA in 2000, he has worked with local agencies to resolve community issues and to negotiate scope changes with contractors to ensure the timely and satisfactory completion of construction projects. He has also acted as project manager for the establishment of Assessment Districts and the preparation of numerous AB 1600 Development Fee Justification Studies. Mr. Runk specializes in preparing assessment apportionment formulas and fee studies for roads and storm drains, as well as water and wastewater facilities.

Prior to joining David Taussig & Associates, Mr. Runk, as Senior Construction Manager for Holmes & Narver, Inc., successfully completed the construction of SR-41 Freeway in Fresno County, which was the County's first Measure "C" sales tax funded freeway. Prior to this project, Mr. Runk successfully completed SR-71 Freeway in Chino/Chino Hills, Calif. This \$98 million project was the first Measure "M" sales tax funded project for the San Bernardino Association of Governments. Mr. Runk's responsibilities on both of these projects included contract management, quality control, public relations, cash flow analysis, project closeout and compliance with Federal and State funding requirements.

Previously, Mr. Runk held positions with various public and private engineering entities in which he delivered projects requiring a wide variety of engineering expertise. He holds a B.S. in Engineering from the University of California at Los Angeles and a M.S. in Civil Engineering from California State University at Long Beach. Mr. Runk is a registered Civil Engineer in the States of California and Washington.

## SECTION VI ■ KEY STAFF INFORMATION

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### KUDA WEKWETE

Vice President | [kwekwete@taussig.com](mailto:kwekwete@taussig.com)

*Project Role – Task Specialist*

Mr. Wekwete has a background in mathematical modeling and statistical analysis. Since joining DTA in 2005, Mr. Wekwete has been assisting senior staff at DTA in the formation of Community Facilities Districts, Assessment Districts, Landscaping and Lighting Maintenance Districts, and the sale of special district bonds. His work has involved the preparation of tax spreads and overlapping debt analyses for the formation and/or sale of bonds for over 125 special districts established throughout California. In this role, Mr. Wekwete has prepared Rates and Methods of Apportionment, CFD and Engineers' Reports, and documents required for the formation of a CFD, the sale of property, and the annual levying of a special tax.

Mr. Wekwete has also been actively involved in the preparation of impact fee studies, especially in the areas of transportation infrastructure costing and the apportionment of these costs over various land use types based on benefit criteria. His engineering background has enabled him to assist DTA's Vice President of Engineering Services in applying a variety of apportionment methodologies to the development of fee studies and the establishment of benefit assessment districts for public sector clients.

Mr. Wekwete also has experience in the preparation of Fiscal Impact Reports, Tax Increment Analyses, and Public Facilities Financing Plans, and has performed due diligence services and disclosure documentation for land purchasers, public agencies, and lenders.

Mr. Wekwete received his B.S. in Operations Research & Industrial Engineering from Cornell University.

**SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP.

My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Firebaugh, pertaining to any and all work or services to be performed as a result of this request and any resulting Contract with the City.

DTA hereby certifies that it has:

- Examined the local conditions and current City of Firebaugh Impact Fees.
- Read each and every clause of this RFP.
- Included all costs necessary to complete the specified services in its proposed prices.
- Agreed that if it were awarded the Contract, it would make no claim against the City based upon ignorance of local conditions or misunderstanding of any provision of the Contract. Should conditions turn out otherwise than anticipated, the Consultant agrees to assume all risks incident thereto.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: David Taussig & Associates

Address: 1302 Lincoln Ave, St. 204, San Jose, California 95125

Federal ID No: 33-0171945

Name: Nathan D. Perez, Esq.

Signature: 

Title: Managing Director

Telephone: (800) 969-4382 Fax: (408) 340-1130

Email: nperez@taussig.com Date: October 9, 2015



# SECTION VIII ■ INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Southern California Insurance Brokerage 10670 Civic Center Drive #210 License #0177159 Rancho Cucamonga CA 91730		<b>CONTACT</b> NAME: Justine Bustillos PHONE (A/C, No, Ext): (909) 592-2215 FAX (A/C, No): (909) 305-0391 E-MAIL: Justine@socalinsurance.com ADDRESS:															
<b>INSURED</b> David Taussig & Associates Inc., DBA: David Taussig 5000 Birch St. #6000 Newport Beach CA 92660		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Sentinel Ins. Co., LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B: Commerce West Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C: National Union Fire Ins Co of</td> <td></td> </tr> <tr> <td>INSURER D: Hartford Accident &amp; Indemnity</td> <td>22357</td> </tr> <tr> <td>INSURER E: Philadelphia Indemnity Ins. Co.</td> <td>18058</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sentinel Ins. Co., LTD	11000	INSURER B: Commerce West Insurance Company		INSURER C: National Union Fire Ins Co of		INSURER D: Hartford Accident & Indemnity	22357	INSURER E: Philadelphia Indemnity Ins. Co.	18058	INSURER F:	
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COVERAGES		CERTIFICATE NUMBER: 15/16		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		72 SBA AP5439	2/24/2015	2/24/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CVA0448791	12/8/2014	12/8/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured/Underinsured \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		EB0060293181	2/24/2015	2/24/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	72 WEC E02873	9/1/2015	9/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	PROF. LIAB. CLAIMS MADE RETROACTIVE 3/1/91		PHSD995830	11/1/2014	11/1/2015	OCCURENCE \$1,000,000 AGGREGATE \$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) <b>*PROOF OF INSURANCE*</b>						

<b>CERTIFICATE HOLDER</b> (949) 955-1590  DAVID TAUSSIG & ASSOCIATES, INC. 5000 BIRCH ST. SUITE 6000 NEWPORT BEACH, CA 92660	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Diana Kubo, CISR/JNP
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INS025 (2014/01)

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<http://localhost/resources/Proposals/AB1600/Firebaugh/Firebaugh RFP v. 2.doc>





## STAFF REPORT

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TO: Mayor Craig Knight and Council Members  
FROM: Pio Martin, Finance Director  
DATE: November 16, 2015  
SUBJECT: Staff Report

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- Electronic Fund Transfers
  - Torrey Pines Bank (Successor Agency – Series A and B) payment - \$155,723.85
- Donald Reynold city auditor schedule to come out for site visit on November 18<sup>th</sup>.
- New Sensus program for water reading and billing update has been completed.
- Working with staff to develop a system on retrieving City funds for solid waste (refuse) on closed accounts. Current policy the City bills for residential accounts and submits payment to Mid-Valley for the number accounts billed. The problem with this is when customers close accounts and do not pay for services provided to the City. When this happens the City is out for solid waste services because Mid-Valley has already received payment for the services at the beginning of the month.
- Highway Users Tax comparisons year over year 1<sup>st</sup> Quarter

City of Firebaugh  
HIGHWAY USERS TAX  
From July thru September

Revenue Description	Actual 2015 July - September	Actual 2014 July - September	Increase / Decrease (-)
012 - 3651 Gas Tax (2105)	11,148.97	10,538.27	5.5%
012 - 3652 Gas Tax (2106)	6,910.98	6,569.32	4.9%
012 - 3653 Gas Tax (2107)	12,861.23	14,441.61	-12.3%
012 - 3654 Gas Tax (2107.5)	2,000.00	2,000.00	0.0%
067 - 3650 Gas Tax (HUTA 2103)	<u>14,579.42</u>	<u>13,563.10</u>	<u>7.0%</u>
<b>Total Revenue</b>	<b>\$ 47,500.60</b>	<b>\$ 47,112.30</b>	<b>0.8%</b>

# **City of Firebaugh Public works Department**

## **Staff Report**

**To:** Mayor Craig Knight and City Council Member

**From:** Ben Gallegos, Public Works Director

**Date:** November 16, 2015 Council Meeting

### **Water/Waste Water**

The operation department has been working on the following:

1. Day to day operations and maintenance of treatment plants.
2. Testing backflow assemblies.
3. Installing a new submersible pump at the main lift station.
4. They continue repairing sewer laterals.
5. Assisting with water line repairs.
6. Responding to sewer plugs.

### **Streets**

The Street Department has been working on the following:

1. The PW crew continue performing street pot hole repairs.
2. Conducting preventative maintenance in the City's storm drain ponds, disking, weed removal.

### **Parks**

The Crew has been working on the following:

1. They continue to respond to dog call; thirteen dogs were taken to Country Veterinary. We had one dog adopted by a local resident.
2. They started to paint the canopy at Dunkle Park.

### **City Projects:**



## FIREBAUGH POLICE DEPARTMENT

# Memo

**To:** Honorable Mayor Craig Knight and Council Members  
**From:** Salvador Raygoza, Police Chief  
**cc:** Kenneth McDonald, City Manager  
**Date:** 11/09/2015  
**Re:** Staff Report

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### **MONTHLY CRIME ANALYSIS:**

During the month of October 2015, the crime rate has stayed about the same as previous months. A total of 72 reports were pulled by officers during the month, which can be classified as crime reports, incident reports and traffic accidents. The majority of reports taken were non-criminal and classified as incident reports. Officers issued 44 traffic citations and only had 3 traffic accidents within the city limits.

I have attached a monthly report of calls for service for the month coming into our dispatch center. The calls for service are generated by citizens calling dispatch or officers doing self-initiated activity. (See attached stats for calls for service)

*These stats are based on the City of Firebaugh and do not reflect any information pertaining to the City of Mendota or its police department.*

### **SIGNIFICANT CASES:**

On Friday 10-31-2015, officers responded to a residential burglary in the E. Cardella area. The victim was away from home, at the time. The suspect(S) made entry through the backyard and broke a small window to gain entry into the home. The suspect(S) ran sacked the home and gathered various items of value. It is believed the homeowner may have interrupted the

burglary, because the items which were gathered were left behind; however it was later discovered a 12 gauge pump action shotgun was the only item taken. Officers are following up on leads and submitting evidence collected at the scene to the laboratory for analysis.

On Saturday 10-17-2015, officers responded to a report of male subject laying on ground in the area of 13<sup>th</sup> and O Streets covered in blood. Officers discovered that victim was involved in a road rage incident, which occurred in the Madera County side. The report states a truck driver and victim pulled over near Latino Market were they were involved in a physical altercation. Truck driver struck victim over head with a metal object, which caused serious injury to the victim. Officers checked near-by businesses for video with negative results. Officer are still trying to develop leads into this assault.

On Tuesday 10-13-2015, officers responded to a report of a residential burglary within the Housing Authority units. Officers found a vacant unit that had been broken into and burglarized. Officers discovered evidence which assisted in identifying the suspect, and arrest the individual.

On Tuesday 10-6-2015, officers responded to a report of a male subject walking around with a knife in the 500 block of P Street. The subject was located by officers, carrying a large knife. Upon contacting the individual, the subject fled away from officer, but was located behind the old Taco Bell building. The subject was arrested and transported to the police department for booking. It was then noted the subject was extremely high on Methamphetamines. He was subsequently transported to the Fresno County Jail for confinement.

### **INFORMATION:**

I have been working diligently with Mendota and Huron Chiefs, on secure state funding for public safety infrastructure for each of our cities. We have been working closely with the Office of Assemblyman Henry T. Perea and the Office of Senator Anthony Canella in hopes of securing funds for next State Fiscal Budget.

With the old city courthouse being vacant, I asking the State to give the building to the City, along with \$750,000 to renovate the building into a Public Safety Building, to house the police and fire departments. I will keep council members updated on how things are going and I will know more with the next few weeks.

### **PERSONNEL:**

The department's personnel strength stands at 21, including 10 sworn officers, 4 full time dispatchers, 4 reserve officers and 3 part-time dispatchers.

Officer Vincent Patlan resigned from the Police Department, on November 1, and took a job with the Madera County District Attorney Office as a fraud investigator. Vincent will continue with the department as a reserve.

**FIREBAUGH POLICE DEPARTMENT  
OCTOBER 2015 PATROL REPORT**

<b>Calls for Service</b>	<b>% of Total</b>	<b>Count</b>
Priority 1	4.7	33
Priority 2	51.5	363
Priority 3	43.8	309
Total	100	705

<b>Average Calls per Day</b>	<b>22.7</b>
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<b>Average</b>	<b>Queue Time</b>	<b>Response Time</b>
Priority 1	1.1 minutes	3.3 minutes
Priority 2	1.0 minutes	2.8 minutes
Priority 3	1.6 minutes	2.4 minutes

<b>Average Minutes per Call</b>	<b>37.5</b>
<b>Total Consumed hours</b>	<b>1,387.0</b>

<b>All Call Types</b>	<b>% of Total</b>	<b>Count</b>
Public Initiated	34.8	245
Officer Initiated	63.1	445
Directed Patrol	0	0
Administrative	2.1	15
Total	100	705

<b>Average Calls per Day</b>	<b>% of Avg</b>	<b>Average Calls</b>
Sunday	69.6	15.8
Monday	93.8	21.3
Tuesday	113.7	25.8
Wednesday	85.9	19.5
Thursday	104.8	23.8
Friday	117.2	26.6
Saturday	95.2	21.6

<b>Consumed Time</b>	<b>Time</b>
Public Initiated	632.1 hours
Officer Initiated	712.5 hours
Directed Patrol	0.0 hours
Administrative	42.5 hours
Total Consumed hours	1,387.0 hours



# FIREBAUGH POLICE DEPARTMENT

## 2015 Monthly Stats

	January	February	March	April	May	June	July	August	September	October	November	December	2015 totals
Murder	0	0	0	0	0	0	0	0	0	0			0
Sex Offense	1	1	1	0	0	1	1	1	0	1			7
Robbery	0	0	1	0	0	1	0	0	0	0			2
Felony Assault	1	0	1	0	0	0	1	2	3	2			10
Misdemeanor Assault	2	0	1	2	0	0	1	2	3	2			13
Felony Domestic	3	0	2	1	1	1	1	1	0	1			11
Misdemeanor Domestic	2	2	1	3	1	3	1	1	1	1			16
Residential Burglary	1	1	2	1	0	0	1	3	2	2			13
Commercial Burglary	2	0	0	1	0	1	0	1	3	1			9
Stolen Vehicles	0	1	0	1	3	1	1	2	2	0			11
Grand Theft	1	1	1	1	0	0	0	0	0	0			4
Petty Theft	1	3	2	3	4	3	4	1	5	4			30
Vehicle Burglary	2	3	1	1	2	1	1	0	2	0			13
ID Theft/Fraud	4	1	2	0	2	0	1	1	0	1			12
Embezzlement	0	0	0	1	0	0	0	0	0	0			1
Arson	0	0	0	0	0	0	0	0	0	1			1
Vandalism	3	5	4	5	1	1	5	7	4	6			41
Threats Cases	1	1	1	1	2	1	2	4	1	2			16
Hate Crimes	0	0	0	0	0	0	0	0	0	0			0
Gang Cases	0	0	0	0	0	0	0	0	0	0			0
Traffic Accidents	3	1	7	3	3	0	2	3	4	3			29
DUI Arrests	7	5	7	7	3	9	8	5	3	6			60
Narcotic Cases	4	3	4	2	6	7	9	4	5	4			48
Warrant Arrests	11	3	5	7	10	11	9	13	7	10			86
Drunk In Public	0	3	1	1	1	5	2	3	3	0			19
Mental Health Reports	1	1	2	2	4	1	1	1	3	1			17
Runaway/Missing	1	1	1	1	0	1	2	0	1	1			9
<b>TOTALS</b>	<b>42</b>	<b>36</b>	<b>47</b>	<b>44</b>	<b>43</b>	<b>48</b>	<b>53</b>	<b>55</b>	<b>52</b>	<b>49</b>	<b>0</b>	<b>0</b>	<b>478</b>



November 06, 2015

Kerri Donis, Fire Chief  
City of Fresno Fire Department  
911 "H" Street  
Fresno, California 93721

Dear Kerri:

I want to sincerely thank you and your Department for the hazardous materials response furnished this City this past Wednesday, November 04, 2015 to remediate an anhydrous ammonia leak at one of our vegetable packing facilities.

The rapid response to my request for the City of Fresno's level 1 hazardous materials unit and personnel is most appreciated as this incident completely overwhelmed the resources available of the City of Firebaugh Fire Department and its personnel.

Members of your Department were extremely professional in every task they undertook and my staff had nothing but high praise for them. They especially appreciated the fact that Captain Byers also included them in the incident remedial process.

Again, thank you and a special thanks to Captain Byers, Battalion Chief Bier and the crews of Engine 1, Engine 19 and HazMat 1.

**JOHN G. BORBOA**  
**FIRE CHIEF**

Cc: Mayor and Firebaugh City Council members