



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

*Honor, Integrity, Cooperation & Professionalism*

## MEMORANDUM

**Date:** 05/16/2018

**To:** Board Directors

**Attn:** Mike Del Puppo  
President

**From:** Fire District Staff

**Subject:** D-P Consulting Engagement Letter

### BOARD OF DIRECTOR'S BRIEFING PAPER

#### ISSUE:

Staff is asking for the Board of Directors to review and accept the annual Consultant Services Engagement letter for preparation of the Fiscal Year 2018 Administrator's Report and Auditor's Assessment Billing Data for the Millerton New Town Fire Suppression Assessment.

#### BACKGROUND:

This annual report is required as part of the Special Assessment at Millerton New Town.

#### DISCUSSION:

Mr. Dejan Pavic of D-P Consulting has been preparing and presenting the annual Administrator's Report and Auditor's Assessment Billing Data for the Millerton New Town Fire Suppression Assessment since 2015. Mr. Pavic has again agreed to complete the required annual report and has provided an engagement letter for preparing the report.

**ALTERNATIVES:**

There are no alternatives

**IMPACTS** (Consider potential consequences related to each of the following areas of concern for proposed alternatives):

- Fiscal –The District currently budgets for this service. Total charges not to exceed a Basic Services maximum of \$6,600.
- Operational – N/A
- Legal – The District is required to have this report completed annually.
- Labor – N/A
- Sociopolitical – N/A
- Policy – N/A
- Health and safety – N/A
- Environmental – N/A
- Interagency – N/A

**RECOMMENDATION:**

Staff is recommending that the Board of Directors approves to accept the engagement letter as presented and give authority to the Fire Chief to sign this engagement letter on behalf of the Board of Directors.

**APPROVED:**

  
\_\_\_\_\_  
Josh I. Chrisman, Assistant Chief

  
\_\_\_\_\_  
Date

**D-P Consulting**  
369 W. Menlo Ave.  
Fresno, California 93704  
(559) 355-6676

April 23, 2018

7704-18

Josh Chrisman / Maribel Hauff  
Fresno County Fire Protection District  
210 S. Academy Ave.  
Sanger, CA 93657

Re: *D-P Consulting*: Consultant Services Engagement Letter for Preparation of the Fiscal Year 2018 Administrator's Report and Auditor's Assessment Billing Data for the Millerton New Town Fire Suppression Assessment

Dear Mr. Chrisman and Ms. Hauff:

This letter is submitted as the D-P Consulting request for authorization to proceed with the preparation of the Fiscal Year 2018, ending June 30, 2019 ("FY-18"), Millerton New Town Fire Suppression Assessment (the "Fire Assessment") Administrator's Report (the "FY-18 Administrator's Report"). The proposed scope of work to be performed also includes preparation of the billing data on the FY-18 Fire Assessment Levy that will be filed with the Fresno County Auditor-Controller Special District's Administration Division (the "County Auditor") as the FY-18 Auditor's Roll. The FY-18 Auditor's Roll will be used by the County Auditor to place the FY-18 Fire Assessment Levy on the County Property Tax bills for the parcels that have an existing Fire Assessment lien. The FY-18 Fire Assessment Levy will be the eighteenth consecutive levy of the Fire Assessment by the Fresno County Fire Protection District (the "FCFPD").

D-P Consulting proposes to perform Basic Services and Special Services in preparing the FY-18 Administrator's Report and the FY-18 Auditor's Roll. Our Basic Services scope of work will include all work needed to complete preparation and submittal of the FY-18 Auditor's Roll parcel billing data to the County Auditor by their deadline (July 31, or as otherwise specified by the County Auditor), and to submit the FY-18 Administrator's Report to FCFPD staff by September 1, 2018 (or as otherwise specified by FCFPD). D-P Consulting will perform all work needed to complete the Basic Services scope of work on an hourly charge basis for professional services labor, materials, and mileage with total charges not to exceed a Basic Services maximum of Six Thousand Six Hundred Dollars (\$6,600.00) (the "Base Maximum Compensation Amount").

**Basic Services Scope of Work**

The Basic Services scope of work will include a review of the County records to collect data on land divisions and land use changes that occurred during the period of January 1 through December 31, 2017, and for building permit issuance from March 1, 2017, through February 28, 2018. The land division, land use change, and building permit issuance information will be used to update the Fire Assessment calculation data for the parcels affected by those changes. The FY-18 Administrator's Report will incorporate the updated parcel assessment calculation data in the analysis to determine the total amount of the FY-18 Fire Assessment Levy and the share of that total levy that is to be charged to every parcel that has an existing Fire Assessment lien. The FY-18 Auditor's Roll will be set up for initial submittal to the County Auditor using the parcel assessment data that will be included in the FY-18 Administrator's Report. The FY-18 Auditor's Roll will be prepared in the electronic format required by the County Auditor for placement of the FY-18 Fire Assessment Levy on the FY-18 County Property Tax bills.

### **Special Services Scope of Work**

Special Services work represents additional work that may need to be performed after the completion and submittal of the FY-18 Administrator's Report and after the July 31 (or as otherwise specified by the County Auditor) initial submittal of the FY-18 Auditor's Roll data to the County Auditor. Special Services will only be performed if the County Auditor returns a list of rejected Assessor's Parcel Numbers ("APNs") after submittal by D-P Consulting of the initial FY-18 Auditor's Roll data. Rejected APNs are defined as parcels that have been subdivided or reconfigured by a land division recorded between January 1 and December 31, 2017, and that land division was not shown in the County Assessor's records available to the public prior to June 15, 2018. The work performed by D-P Consulting to amend the FY-18 Administrator's Report and the FY-18 Auditor's Roll to add the new APNs created from those rejected APN land divisions will be classified as Special Services. The Base Maximum Compensation Amount will be increased by \$550.00 for each land division that subdivided or reconfigured one or more of the parcels included in the County Auditor's list of rejected APNs. The Special Services compensation covers all D-P Consulting work to modify the FY-18 Fire Assessment Levy and the FY-18 Auditor's Roll to include all of the new APNs created by a land division of any of the parcels on the County Auditor's rejected APNs list. The maximum compensation limit after addition of the \$550/new land division adjustments is the "Adjusted Maximum Compensation Amount."

### **Payment Procedure**

D-P Consulting will invoice monthly for authorized work in progress up to the Adjusted Maximum Compensation Amount at the rates and charges shown on the enclosed "D-P Consulting Schedule of Hourly Rates." Information on the total number of land divisions that will determine the Adjusted Maximum Compensation Amount will not be available until after the initial FY-18 Auditor's Roll data has been filed with the County Auditor.

### **To be provided by FCFPD**

The FCFPD will pay the following described costs and provide the noted information to D-P Consulting:

- 1) Pay all Fresno County charges associated with the placement of the FY-18 Auditor's Roll data on the 2017 property tax bills;
- 2) By June 15 (or as otherwise mutually agreed upon by FCFPD and D-P Consulting), prepare and transmit to D-P Consulting the FY-18 budget for the Friant Station Winter Service Operations and the pro-forma FY-18 budget for the full service staffing and operation of the FCFPD's planned Millerton New Town Fire Station;
- 3) Also by June 15 (or as otherwise mutually agreed upon by FCFPD and D-P Consulting), provide:
  - a) a detailed breakdown of the projected and/or actual revenues and expenses for Friant Station Winter Service Operations in Fiscal Year 2017, ending June 30, 2018 ("FY-17"), including all revenues received from or expected to be invoiced to Table Mountain Rancheria ("Table Mountain");
  - b) a copy of the agreement with Table Mountain for FY-18 fire service (if the FY-17 agreement has expired) including an estimate of the FY-18 Friant Station Winter Service Operations costs expected to be paid by Table Mountain;
  - c) a statement of Teeter Payments already received and of the total Teeter Payments expected to be received from Fresno County for the FY-17 Fire Assessment levy; and,

- d) a tabulation of the FY-17 Fire Assessment Levy funds already transferred, or expected to be transferred, to the FCFPD budget for payment of FY-17 Friant Station Winter Service Operations costs;
- 4). Send a copy to D-P Consulting, as soon as it is received, of the letter from the State Department of Finance notifying the FCFPD of its authorized FY-18 Gann Limit Factor; and
- 5) Provide a statement of the Fiscal Year 2017 ending June 30, 2018 ("FY-17") actual revenues, expenses, and interest earnings for the Millerton Fire Assessment account.

D-P Consulting will deliver the FY-18 Auditor's Roll data to the County Auditor by July 31 (or as otherwise specified by the County Auditor) and will file the Eighteenth Annual Administrator's Report with FCFPD staff by September 1 (or as otherwise specified by FCFPD). The September 1 report may be modified by D-P Consulting in September if the County Auditor returns a list of rejected APNs.

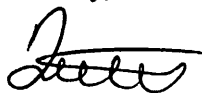
Our firm maintains the following listed insurance coverage, and we will provide certificates of insurance upon request:

- a) Commercial General Liability policy with limits of \$1,000,000;
- b) Workers' Compensation Insurance as prescribed by law;
- c) Automobile policy with single limit coverage of \$500,000 each occurrence; and
- d) Professional Liability Insurance with limits of not less than \$500,000.

I look forward to working with you and the FCFPD staff to complete the FY-18 Auditor's Roll and FY-18 Administrator's Report for the Millerton New Town Fire Assessment.

If this consultant services proposal is acceptable, please sign the enclosed copy where indicated below and return that signed copy to me as my authorization to proceed with the proposed scope of work. We will invoice for work beginning from the date of FDFPD Board of Directors approval of this engagement letter.

Sincerely,



Dejan Pavić, P.E. C 70657  
D-P Consulting

Enclosure

Agreed to and accepted by the Fresno County Fire Protection District.

\_\_\_\_\_, 2018,

By: \_\_\_\_\_  
Title: Mark A. Johnson, Fire Chief  
Fresno County Fire Protection District

Dejan Pavić  
Civil Engineer  
License C 70657

Municipal Finance  
Analysis  
Engineering

## D-P Consulting

369 W. Menlo Ave.  
Fresno, California 93704  
(559) 355-6676

### Exhibit A

#### SCHEDULE OF HOURLY RATES

Principal Engineer .....	\$130.00/hour
Professional Engineer .....	\$115.00/hour
Financial Analyst .....	\$95.00/hour
Assistant Engineer (E.I.T.) .....	\$95.00/hour
Draftsman .....	\$80.00/hour
Financial Analyst Assistant .....	\$80.00/hour
Clerical .....	\$60.00/hour

#### Non-Salary Cost Reimbursement

Automobile Mileage Charge .....	\$0.55/mile
---------------------------------	-------------

Out of pocket expenses for printing, materials, supplies, and services required for completion of authorized work, and subcontractors are billed at invoice plus 20% handling charge.



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

210 South Academy Avenue  
Sanger, California 93657  
Telephone: (559) 493-4300  
Fax: (559) 875-8473  
[www.fresnocountyfire.org](http://www.fresnocountyfire.org)

May 16, 2018

County of Fresno  
Auditor-Controller/Tax Collector  
Post Office Box 1247  
Fresno, California 93715  
Attention: Special Accounting

Re: 2018-2019 Special Assessments Authorization Update Letter

Dear Special Accounting Staff:

The Fire District's Fire Chief or his designee, acting as the Fire Assessment Administrator, shall prepare a Fire Assessment Administrator's Report annually. The following people are authorized to add, change, or delete any special assessment information regarding Millerton New Town Association (**Fresno County Tax Code 6962**):

1. Mark A. Johnson, Fire Chief
2. Josh I. Chrisman, Assistant Chief
3. Maribel Hauff, Analyst
4. Dejan Pavic, Engineer for D-P Consulting

for the term of the assessment, which began in Fiscal Year 2001-02 and will continue through and include Fiscal Year 2030-31, unless revoked by letter by the Fresno County Fire Protection District's Board of Directors.

Should you have any questions, please do not hesitate to contact Assistant Chief Josh I. Chrisman at (559) 493-4305 or Maribel Hauff at (559) 493-4340.

Sincerely,

Michael Del Puppo  
President Fresno County Fire Protection District  
Board of Directors

dh