

DEPARTMENT: Fire Protection

BY: Dan Tinnel

PHONE: 966-4330

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_x\_ )

Discuss and provide direction concerning the Midpines Zone of Benefit for fire protection. Estimated costs have been established for the initial administrative functions such as: filing fees, application fee, legal description, auditor and assessor's fees. Requesting Board direction as to what fees will be absorbed by each department and if fees are to be paid, from what budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board has given direction to staff to proceed with the Zone of Benefit initial cost study and bring back to the Board.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Request direction to be given to staff.

COSTS: ( ) Not Applicable  
A. Budgeted current FY \$ \_\_\_\_\_  
B. Total anticipated costs \$ 20,540  
C. Required additional funding \$ 20,540  
D. Internal transfers \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
\_\_\_\_\_  
Estimated Costs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOURCE: ( ) 4/5ths Vote Required  
A. Unanticipated revenues \$ \_\_\_\_\_  
B. Reserve for contingencies \$ \_\_\_\_\_  
C. Source description: \_\_\_\_\_  
Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

CLERK'S USE ONLY  
Res. No.: 93-425 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: Salmain  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved  Denied  
 Minute Order Attached  No Action Necessary  
The foregoing instrument is a correct copy of the original on file in this office.

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
 Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action

Date: \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

A.O. Initials: [Signature]

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: DAN TINNEL, FIRE CHIEF  
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*  
RE: DISCUSSION AND DIRECTION CONCERNING MIDPINES ZONE  
OF BENEFIT FOR FIRE PROTECTION

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 7, 1993

ACTION AND VOTE:

Discussion and Direction Concerning Midpines Zone of Benefit for Fire Protection

BOARD ACTION: Mike Edwards/Public Works Director, provided input concerning their estimate of costs. Orin Crosby/Midpines Committee, provided input concerning their previous survey results. (M)Baggett, (S)Erickson (who passed the gavel), Res. 93-475 adopted providing direction that a line item of \$5,000 be established in the Public Works Department budget for legal description to begin the process, with funding to be replenished at a later date/Ayes: Baggett, Erickson, Parker, Taber; Noes: Balmain.

cc: County Counsel  
Public Works  
County Administrative Officer  
Auditor  
File



# COUNTY of MARIPOSA

4639 Ben Hur Road  
Mariposa, CA 95338  
(209) 966-5356

## DEPARTMENT OF PUBLIC WORKS

Divisions of:  
Design & Construction  
Administration  
Operations

September 1, 1993

**Michael D. Edwards**  
Director

### INTEROFFICE MEMO

**TO:** Dan Tinnel, County Fire Chief  
**FROM:** Bruce Atkinson, Special Projects Coordinator  
**SUBJECT:** Midpines Fire Equipment Zone of Benefit  
Estimate of Costs - Public Works Department

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The purpose of this memo is to identify the anticipated costs to be incurred by the Public Works Department in processing the proposed Zone of Benefit for Fire Equipment in the Midpines Fire Response Area. I had assumed that the Midpines volunteers were going to provide us with a map that showed the boundaries relative to actual parcel lines, along with a complete list of the included parcels. Instead, the map provided shows the boundary relative to section lines, and still requires a lot of research, to relate those lines to property boundaries, before the description can be written. Additionally, instead of a list of parcels, a printout has been provided of several assessor's books, with included parcels highlighted. Much staff time will be expended to extract a list of the affected parcel. Also, during my review of several assessor's pages, I have found many questions that will need to be answered. Therefore, I have had to make a number of assumptions. First, that Public Works Department staff will be used to develop the additional information necessary to complete the application and legal description. Second, I will assume 700 parcels as our base number to be included, until a database can be developed. Finally, I will assume that your office will develop the detailed scope of work (purchasing goals), that will define "just what is going to be done with the money".

There are several costs that must be included in any zone of benefit estimate. However, in the case of the proposed Midpines Zone of Benefit, it is likely that county staff will become more involved in providing the necessary documentation than in a developer generated application process. The typical costs will include: application fee, costs to create a parcel database and categorize those parcels by land use, verification of the parcels, creation and checking of legal description(s), development of a tiered assessment rate, staff report, hearing notices, and reimbursement of costs incurred by other offices.

To begin with, County Ordinance 808 (effective 10/1/91) sets the application fee at six hundred eighty dollars (\$680.00) (minimum) for twelve (12) hours of staff time. Additionally, said Ordinance authorizes an additional fee of fifty-five dollars and fifty cents (\$55.50) hourly, in half hour increments, for any staff time exceeding the initial twelve hours.

The most costly part of this application process is likely to be the development of an acceptable legal description of the boundary of the zone. This part of the application is generally provided by the applicant; however, the applicants in this case are hoping that county staff will be directed to create the required description and map. Additionally, Public Works Department staff will need to verify the final description before accepting it for filing. At this point, since I have had so little time to review the map, I would estimate between four and ten thousand dollars (\$4,000-\$10,000) to create and check that description and map. This expense could be partially offset by a savings of the assessor's office costs, if the work does not have to be duplicated. Additionally, some verification of the parcels and land use will need to be done, so that assessment rates are applied appropriately. The formula for the assessments is likely to be complicated (time consuming). Detailed lists will have to be prepared for the auditor, so that the correct assessment is entered into the system for each parcel.

In addition to the application fee, and the costs of creating and verify the legal description, there will be the costs of preparing a complicated staff report for the public hearing, as well as the costs of mass mailings to 700 parcels. Materials along for the mailings will be approximately two hundred eighty dollars (\$280) for each mailing, in addition to the staff time to assemble those mailings and legal notifications.

Ultimately, there will be a filing fee with the State Board of Equalization (SBE), based on acreage. In the case of this zone, it appears there will be an excess of thirty four thousand (34,000) acres, which requires a filing fee of two thousand dollars (\$2,000.00).

Finally, the auditor's office and assessor's office have identified certain fees for their part of the process. In the past, the auditor has charged a yearly fee of five dollars (\$5.00) per parcel, for entering assessment data into the computer. When I spoke with Chris Ebby, at the auditor's office, he indicated that this zone may qualify for a recently approved two dollar (\$2.00) per parcel charge, in lieu of the five dollar fee. For this zone, the auditor's fee may only be charged a single time, since once the zone is created, the fees per parcel are not likely to change during the proposed six years existence of the zone. Since I have not seen any figures for the exact number of parcels, I will use the estimated seven hundred that has been referenced at our meetings, which works out to a range of fourteen hundred dollars (\$1,400.00) to thirty five hundred dollars (\$3,500.00) for the auditor's office. As to the assessor's office, they have indicated an estimated sixty hour impact to their office, once the zone is created and filed with the SBE, for mapping the new tax rate area. They use a rate of thirty dollars (\$30.00) per hour, which works out to eighteen hundred dollars (\$1,800.00) of

impact. The assessor's office fee will be a one-time only fee, and could be offset, if the Public Works Department creates the legal description and map.

In summary, the identified costs are:

1.	Application fee .....	\$680.00
2.	Legal Description ..... creation & verification	\$10,000.00
3.	Additional staff time ..... (hourly rate \$55.50)	\$2,000.00
4.	Mailings & Legal Notices .....	\$560.00
3.	Auditor's Office Fee .....	\$3,500.00
4.	Assessor's Office Fee .....	\$1,800.00
5.	SBE Filing Fee .....	\$2,000.00
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	TOTALS .....	\$20,540.00

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This initial cost estimate has intentionally been made high, assuming worst case scenarios. If the Midpines volunteers provide more assistance with the legal description, the mailings, or any aspect of the process, the costs are likely to be much lower. Additionally, if I had had more time for the preparation of this report, a more thorough evaluation of the map could have been done, resulting in a more accurate cost estimate. However, with a zone proposed to cover more than 34,000 acres, containing approximately 700 parcels, the project is a bit intimidating. The parcels are contained in 5-6 assessors map books, covering over 60 pages of parcel breakdowns, and as yet, an undetermined number of legal, recorded maps, to scan for legal descriptions.

Midpines Zone of Benefit  
Estimate of Fire Equipment Cost

Engine Purchase:

This estimate is based on purchasing a fire engine with a value of approximately \$50,000. This price range would purchase a structure engine that is 15 to 18 years old.

	\$10,000.00	down payment
	\$48,663.00	\$2436.00 quarterly at 8 % *
		for 5 years
total	<u>58,663.00</u>	

This estimate is based on purchasing a water tender with a value of approximately \$60,000. This price range would purchase a 4000 gallon tender that is 10 to 12 years old.

	\$12,000.00	down payment
	\$58,440.00	\$2922.00 quarterly at 8 %*
		for 5 years
total	<u>70,440.00</u>	

8% is based on Mariposa County securing a low interest lease/purchase loan

This is also based on Mariposa County Fire Department paying for tax and license of the new vehicles. Normally there are also additional costs involved in painting, outfitting and equipping a new fire apparatus. These costs are normally born by the Fire Company, a support group such as the Midpines Fire Auxiliary and County Fire Department.