



July 26, 2023

<EDIT>

Bookkeeper  
Golden Gate Fire Protection District  
7181 Crawford Gulch Rd  
Golden, CO 80403

## **Re: Golden Gate Fire Protection District Development Impact Fees Review Services**

Dear <EDIT>,

It was nice talking with you earlier today and learning more about how we can assist Golden Gate Fire Protection District's (GGFPD) effort to conduct an impact fee study and establish development impact fees to recover the costs of growth related capital expansion. As we discussed on the call, this proposal outlines the tasks we propose to review a volunteer-led effort to conduct an impact fee study.

### **Background and Objectives**

GGFPD is considering conducting an impact fee study led by volunteers. To ensure the study, and its resulting fees, are defensible and consistent with Colorado statutes and federal case law, GGFPD would engage BBC to conduct a third-party review of the study in addition to providing guidance and support in the early stages of the study. The remainder of this letter outlines BBC's proposed approach.

### **Approach**

We envision a four-step process for serving as a third-party reviewer of GGFPD's volunteer-led impact fee study.

#### **TASK I—Project Initiation.**

- Contract execution; formalize schedule;
- Guidance for interaction with GGFPD staff; determining the role of Board of Directors; and setting expectations for communication.

**TASK II—Lead inception meeting**

- BBC will lead an inception meeting with the volunteers leading the study to discuss the process for conducting impact fee studies, legal requirements, basic methodologies, and publicly available data sources. BBC will also answer any questions during this time. We will require approximately four hours of time to prepare for this meeting, including the preparation of background materials.

**TASK III—Review proposed fee methodology**

- Following the inception meeting, BBC anticipates that the volunteer team will develop a proposed methodological outline, including details of the sources of data that will be used to conduct the fee study. BBC will conduct a one-hour review of the methodology to identify strengths and weaknesses and make recommendations. BBC will also participate in a one-hour call with the volunteer team to present our feedback and answer any questions.

**TASK IV—Review preliminary fees**

- Following Task III, BBC anticipates that the volunteer team will compile a draft report documenting the background, methods, data, and preliminary impact fees proposed to be enacted by GGFPD. BBC will spend approximately four to six hours conducting a review of the report, noting any deficiencies that undermine the legal defensibility of the fees. Based on this review, BBC will spend approximately four to six hours compiling a memorandum objectively documenting the findings of our review. We will share the memorandum with GGFPD and the volunteer team.
- Following our review, we anticipate that the volunteer team will revise the draft report to address concerns identified during our review, if any. We will conduct another review of the revised report and issue a final memorandum documenting our review as well as providing a discussion of the overall reasonableness of the fees as compared to Colorado statute and federal case law.

**Administration**

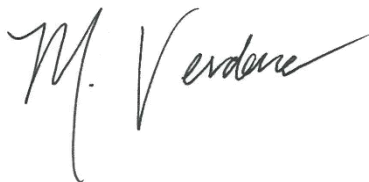
This project will be under my direction with support from experienced BBC staff. The following hourly rates apply:

**BBC Hourly Rates**

Name	Position	Hourly Rate
Kevin Williams	Managing Director	\$ 225
Michael Verdone	Director	200
Kel Rayens	Associate	165
Emma Griffith	Research Associate	135

Based on the hours outline for each task, we anticipate professional fees for this project as scoped will not exceed \$4,000. This fee includes all professional time as well as any direct costs such as local travel. BBC will invoice GGFPD monthly based on hours billed.

Sincerely,



Michael Verdone, Ph.D.  
Director

<b>Approval Box</b>	
_____	_____
<b>Signature</b>	<b>Date</b>