



**CITY OF POMONA
PHILLIPS RANCH ASSESSMENT DISTRICT
OVERSIGHT COMMITTEE**

March 3, 2025

To: Phillips Ranch Assessment District Oversight Committee

From: Meg McWade, Public Works Director

Submitted By: Shandy Dittman, Fiscal and Project Manager

SUBJECT: REVIEW THE AGREEMENTS CHARGED UNDER CONTROLLABLE CONTRACTS SPEND CATEGORY IN THE PHILLIPS RANCH ASSESSMENT DISTRICT FUND

RECOMMENDATION:

It is recommended that the Phillips Ranch Assessment District Oversight Committee review the agreements under the Controllable Contract Services spend category in the Phillips Ranch Assessment District Fund.

EXECUTIVE SUMMARY:

This report provides an overview of the existing Controllable Contract agreements in the Phillips Ranch Assessment District fund, which historically includes the Engineer of Record agreement and as needed services.

FISCAL IMPACT:

There is no fiscal impact to review the agreements.

The Adopted 2025/26 Phillips Ranch Assessment District budget has \$23,000 allocated for controllable contracts in FD256, Assessment District – Phillips Ranch Maintenance | CC4073, Phillips Ranch Zones A and B | Controllable Contract Services.

Funds are currently encumbered as follows:

- \$5,022.50 under PO P1000000000000206809000 with DTA Public Finance, Inc. for the Engineer of Record agreement (historically paid from this line, moving to Required Contracts in FY2026-27)
- \$10,000 under PO P1000000000000207019000 with GM Sager Construction Co. for concrete services used for repairs to paseos within the district.

DISCUSSION:

The Phillips Ranch Assessment District Controllable Contract Services spend category historically covers the Engineer of Record agreement and as needed services, such as paseo concrete repairs or other one-off contractor needs. For example, in FY2024/25, the rental for an offsite facility used

for the June 2025 Phillips Ranch Assessment District Oversight Committee meeting was charged to this spend category.

The first agreement is with DTA Public Finance, Inc. (DTA), for Engineer of Record services provided to four assessment districts within the City, with costs shared among the districts. A total of \$9,180 in anticipated charges has been budgeted for the Phillips Ranch District in FY2025/26. Four months of the prior contract rate were applied to the current fiscal year, prior to the new agreement effective date of November 1, 2025. In FY 2024/25, total expenses for Engineer of Record services were \$7,348.32.

The second controllable contract within the Phillips Ranch Assessment District is with GM Sager for concrete repair services. The GM Sager Citywide contract has a portion funded by the Assessment District for paseo repairs within the district on an as-needed basis. To date in FY 2025/26, no concrete repair services have been charged to the Phillips Ranch District. For historical reference, concrete repairs were completed in FY 2024/25 at Village Loop Road and Rustic Glen Drive, totaling \$13,840. This included work to remove and replace a block wall, install caps, repair columns, and complete sidewalk repairs.

Budget Adjustment Recommendation

For FY2026/27, Staff recommends that the Engineer of Record agreement move to the Required Contract Services spend category because it is a mandatory service required for the annual Assessment District Engineer's Report. This change will reduce the budget in the Controllable Contract Services spend category by \$10,000 but will not impact the overall Phillips Ranch Assessment District budget as the Required Contract Services spend category will increase by the same amount.

Prepared by:

Christine Valerio, Management Analyst

ATTACHMENTS:

Attachment No. 1 – DTA Public Finance, Inc. Agreement

Attachment No. 2 – GM Sager Agreement