

Rancho Adobe Fire Protection District

11000 Main Street
P. O. Box 1029
Penngrove, California 94951

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.rafd.org

NOTICE & AGENDA OF THE REGULAR BOARD MEETING
JUNE 19, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Jennifer Bechtold, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

The Board meeting agenda and all supporting documents are available for public review at 11000 Main Street, Penngrove, CA 94951, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 11000 Main Street, Penngrove, during normal business hours, Tuesday through Friday, 9:00 a.m. – 5:00 p.m. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the Chair in conformity with Board Meeting Policy Provisions 5010.100-5010.103 and 5010.110.

II. ORAL AND WRITTEN COMMUNICATIONS

- A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual and observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation. **NOTE:** Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).*
- B. Correspondence and/or Presentations

III. APPROVAL OF MINUTES

The Board of Directors will review, amend and approve prior months' Board meeting minutes.

- A. Regular Board Meeting of May 15, 2024

IV. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and will be considered separately.

- A. Ratification of Checks Issued

(Continued on next page)

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JUNE 19, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE
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V. ADMINISTRATIVE COMMUNICATIONS

An opportunity to report on individual activities related to District Business.

- A. Firefighter's Union Report
- B. Firefighters' Association Report
- C. Chief's Report
- D. Director Reports
- E. Committee Reports
 - a. Finance/Budget
 - b. Ad Hoc Capital Improvements
 - c. Ad Hoc Negotiations

VI. PUBLIC HEARING

- A. Discussion on Resolution R-10 Approving Fire Impact Fee Nexus Study and Requesting Sonoma County Board of Supervisors and Cotati City Council Adopt and Implement the Proposed Fire Impact Fee Program on Behalf of the District

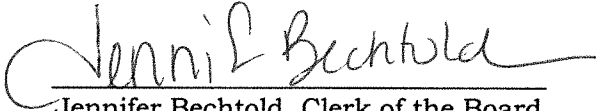
VII. NEW BUSINESS

- A. Discussion on Resolution R-10 Approving Fire Impact Fee Nexus Study and Requesting Sonoma County Board of Supervisors and Cotati City Council Adopt and Implement the Proposed Fire Impact Fee Program on Behalf of the District
The Board will consider adopting Resolution R-10 approving the fire impact fee nexus study and requesting the Sonoma County Board of Supervisors and Cotati City Council adopt and implement the proposed fire impact fee program on behalf of the District
- B. Discussion on Resolution R-11 Adopting a Preliminary Budget for FY 2024/2025
The Board will review and possibly approve the preliminary budget for FY 2024/2025

VIII. DIRECTION ON FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on June 14, 2024.


Jennifer Bechtold, Clerk of the Board



Rancho Adobe Fire Protection District

Board of Directors Meeting

June 19, 2024

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APPROVAL OF MINUTES

Rancho Adobe Fire Protection District

11000 Main Street
P. O. Box 1029
Penngrove, California 94951

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.rafd.org

DRAFT

**MINUTES OF THE REGULAR BOARD MEETING
MAY 15, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on May 10, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Sage Howell, Ray Peterson, Bret Herman, Michael Gadoua (arrived at 7:14 p.m.)

Directors Absent: Brian Proteau

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

II. ORAL AND WRITTEN COMMUNICATIONS

A. Citizen Business/Public Comments on Items not appearing on Agenda

There was no public comment.

B. Correspondence and/or Presentations

The Continuing Disclosure Annual Report was enclosed in Board packets.

III. APPROVAL OF MINUTES

A. Regular Board Meeting of April 17, 2024

Motion moved by Mr. Herman to approve the minutes of April 17, 2024 and seconded by Mr. Howell.

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Herman to approve the consent calendar and seconded by Mr. Howell.

Motion Carried: Aye 5 No 0 Abstain 0 Absent 2

V. ADMINISTRATIVE COMMUNICATIONS

A. Firefighter's Union Report

Captain Gromala mentioned the Union is working on negotiations at this time.

B. Firefighters' Association Report

There was no report filed.

C. Chief's Report

Chief Veliquette reported the following items:

- 1.) Preliminary budget preparation – adoption at the June Board meeting.
- 2.) The Capital committee is looking at financing and RFP for architectural firm to assist.
- 3.) Defensible space inspections have begun and we have two inspectors working on 400 assigned parcels. 97 inspections have been completed so far, with many properties already in compliance.
- 4.) Dental and vision plans renewal occur on July 1. Plan comparisons were made and we found the current coverage we carry is most cost effective. No changes will be made.
- 5.) Working on property and liability insurance quotes. Our WC cost this FY is \$254K and will increase 45% to \$367K next FY. VFIS quoted us between \$768K - \$827K per year with State Fund, which would mean a 330% increase. Property/liability insurance will increase from \$250K to \$298K next fiscal year, which is an 18% increase. VFIS has not sent their quote yet on property/liability insurance.
- 6.) April calls for service: 104 EMS, 87 good intent, 14 service, 11 fire, 9 false alarm and 7 hazardous conditions.
- 7.) Initiative 1935 is still a threat for November 2024 election.
- 8.) Measure H – established ad-hoc facilities committee and are analyzing and working on implementing new positions and pay changes.

D. Director Reports

Mr. Peterson has been opening communications with Senator Mike McGuire, Assemblyman Connolly and Elections Officer Deva Proto. He has learned SSU has businesses operating on campus, most notably Barnes and Nobel, who does pay sales tax. The Green Music Center and restaurant also pay sales tax. We may be able to collect a small portion of these funds. Mr. Peterson is also looking into grants being offered that we may be eligible for. Mr. Hemmendinger also noted there may be some other federal grants such as the SAFER grant being renewed.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted the Finance/Budget committee will be meeting again between now and the June Board meeting.

b. Ad Hoc Capital Improvements

Mr. Herman noted the committee met and there is a list of improvements for each of the stations. An RFP and RFQ are being created to find an architect. Chief Veliquette commented there is a timing issue with Measure H funds, however we can use the \$500K loan until Measure H funds come in.

c. Ad Hoc Negotiations

Mr. Hemmendinger commented that the committee is working on a presentation to the Union and hopefully an agreement will be reached before the June Board meeting.

VI. NEW BUSINESS

A. Discussion and Action on Resolution R-8 Ordering an Election to be Held and Requesting the Consolidation with the November 5, 2024 General District Election

This Resolution will allow us to have an election if needed for Directors Howell, Herman, Proteau and Hemmendinger whose terms expire in December 2024. Incumbents must file their paperwork by the first week in August.

Motion moved by Mr. Gadoua to adopt Resolution R-8, Ordering an Election to be Held on November 5, 2024, and seconded by Mr. Peterson.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

- Mr. Proteau – absent
- Mr. Howell – aye
- Mr. Peterson – aye
- Mr. Gadoua – aye
- Mr. Moretti – aye
- Mr. Hemmendinger – aye
- Mr. Herman – aye

B. Discussion and Possible Action on Resolution R-9 Opposing Initiative 1935

Language for Resolution R-9 has been provided to us by CSDA.

Motion moved by Mr. Howell to adopt Resolution R-9, Opposing Initiative 1935, and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

- Mr. Proteau – absent
- Mr. Howell – aye
- Mr. Peterson – aye
- Mr. Gadoua – aye
- Mr. Moretti – aye
- Mr. Hemmendinger – aye
- Mr. Herman – aye

C. Presentation and Discussion on the Fire Impact Fee Nexus Study

Item was moved to follow Chief Veliquette’s report.

Chief Veliquette introduced Blair Aas, Vice President of SCI Consulting Group. Mr. Aas spoke about development impact fees and how they became prominent in helping expansion of infrastructure in growing communities. The fees are imposed on new development and are collected by the land use authorities in our District. These land use authorities are the City of Cotati and the County of Sonoma. Both agencies must adopt the fire impact fee nexus study.

Mr. Aas further reviewed some of the fees that would be collected on new development and explained how those fees can be used for equipment, apparatus and facilities. The funds do need to be kept in a separate bank account and there are

annual and five-year reports that need to be filed. As part of the fee study, an annual CPI adjustment has also been built in.

At the June Board meeting, there will be a public hearing. A resolution to approve the nexus study and proposed fees will be introduced to the Board. This resolution will also serve as a formal request to County BOS and Cotati City Council to adopt these fees on our behalf. Further, the resolution indemnifies the City and County against any legal challenges should they occur.

Mr. Moretti asked about the costs the County or City will charge us for collection of the fees. Mr. Aas said there are just minor costs that may be requested but this should be covered by the fee program itself. Mr. Gadoua said the District will indemnify the municipalities and asked if that has ever been needed. Mr. Aas said there were only a couple issues he was aware of but those were fees being assessed by school districts rather than these types of fees. Mr. Hemmendinger asked about the population used to calculate fees. Mr. Aas explained the complex process they go through to verify data.

Mr. Hemmendinger would like clarification before the next Board meeting on who will be collecting the fees. Chief Veliquette believes the collection will be completed by the fire district, but he will confirm with the two other fire districts currently collecting impact fees.

VII. DIRECTION ON FUTURE AGENDA ITEMS

- **Resolution adopting preliminary budget for FY 24/25**
- **Resolution to adopt Fire Nexus Fee Study**
- **Closed Session for negotiations**

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:39 p.m.

Motion moved by Mr. Howell and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,


Jennifer Bechtold, Board Clerk

CONSENT CALENDAR

Rancho Adobe Fire Protection District



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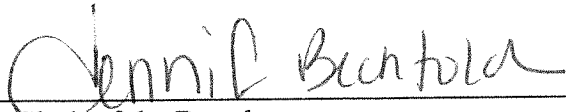
RATIFICATION OF WARRANTS AND PAYROLL FOR THE REGULAR MEETING OF JUNE 19, 2024

In accordance with Government Code Section 37208, ratification of the following warrant amounts are presented to the Fire District Board:

| | |
|--------------------------|--------------|
| Regular Payable Checks: | \$ 73,726.72 |
| Payroll Checks: | \$ 90,299.79 |
| Total All Disbursements: | \$164,026.51 |

All individual warrants and warrant registers are available for review by the board members or the public upon request. Payroll registers are confidential and not available for individual review in accordance with State Law.

The necessary internal controls are in place to safeguard the District's in conformance with Generally Accepted Accounting Principles, sound business practices and prudent budgetary principles. Payroll documents and warrants invoices have been reviewed and approved by the appropriate Department Head, Fire Chief and Department Bookkeeper or Accountant before payment.


Clerk of the Board

6-14-24
Date

Rancho Adobe Fire Protection District
Check Detail
 May 28, 2024

3:42 PM
 05/28/24

| Type | Num | Date | Name | Account | Paid Amount |
|------|-----|------------|--|--------------------------------------|-------------|
| ACH | ACH | 05/28/2024 | CalPERS FISCAL SERVICES DIVISION | 1035 - Summit State Bank - Operating | -2,209.49 |
| | | | 5923 - CalPERS | | -2,209.49 |
| ACH | ACH | 05/28/2024 | CalPERS FISCAL SERVICES DIVISION | 1035 - Summit State Bank - Operating | -43,765.63 |
| | | | 5923 - CalPERS | | -43,765.63 |
| ACH | ACH | 05/28/2024 | CalPERS FISCAL SERVICES DIVISION | 1035 - Summit State Bank - Operating | -992.51 |
| | | | 5923 - CalPERS | | -992.51 |
| ACH | ACH | 05/28/2024 | CalPERS FISCAL SERVICES DIVISION | 1035 - Summit State Bank - Operating | -35,433.16 |
| | | | 5923 - CalPERS | | -35,433.16 |
| ACH | ACH | 05/28/2024 | CALPERS SUPPLEMENTAL INCOME PLANS 1035 - Summit State Bank - Operating | 5923 - CalPERS | -4,344.00 |
| | | | | | -4,344.00 |

Rancho Adobe Fire Protection District
 Check Detail
 May 28, 2024

3:42 PM
 05/28/24

| | | | | | |
|-----------------|----------|------------|--------------------------------|--------------------------------------|-----------|
| Bill Pmt -Check | 6188 | 05/28/2024 | RANCHO ADOBE PAID FIREFIGHTERS | 1035 · Summit State Bank - Operating | -3,555.00 |
| Bill | May 2024 | 05/28/2024 | 5910 · Full-Time Personnel | | -3,555.00 |

TOTAL CHECKS ISSUED: 90,299.79

Authorized By:

Jeff Van Quanter
 Print Name

Herbert R. Wendel
 Print Name

[Signature]
 Sign

[Signature]
 Sign

Fire Chief
 Title

Fire Chief
 Title

Rancho Adobe Fire Protection District Check Detail

2:48 PM
05/15/24

May 15, 2024

| Type | Num | Date | Name | Account | Paid Amount |
|-----------------|--------------------|------------|---------------------------------------|--|-------------|
| Bill Pmt -Check | 6168 | 05/15/2024 | AMERICAN RIVER BENEFIT ADMINISTRATORS | 1035 · Summit State Bank - Operating | |
| Bill | June 2024 | 05/15/2024 | | 5933 · Life Insurance | -370.24 |
| Bill Pmt -Check | 6169 | 05/15/2024 | AT&T | 1035 · Summit State Bank - Operating | |
| Bill | 9391035608/5607 | 05/15/2024 | | 6040 · Communications | -231.59 |
| Bill Pmt -Check | 6170 | 05/15/2024 | CATHY DOOYES | 1035 · Summit State Bank - Operating | |
| Bill | ALS Classes | 05/15/2024 | | 6596 · CQI Expense | -510.00 |
| Bill Pmt -Check | 6171 | 05/15/2024 | CYPRESS DENTAL ADMINISTRATORS | 1035 · Summit State Bank - Operating | |
| Bill | June 2024 | 05/15/2024 | | 5932 · Dental Insurance | -2,900.80 |
| Bill Pmt -Check | 6172 | 05/15/2024 | dmi NETWORKING | 1035 · Summit State Bank - Operating | |
| Bill | Inv# 60163 | 05/15/2024 | | 6889 · Computer Software and Equipment | -1,215.00 |
| Bill Pmt -Check | 6173 | 05/15/2024 | EMBROIDERY SCREEN PRINTING | 1035 · Summit State Bank - Operating | |
| Bill | Inv#CAESP5551/5550 | 05/15/2024 | | 6020 · Uniforms | -2,536.79 |

Rancho Adobe Fire Protection District
Check Detail
 May 15, 2024

2:48 PM
05/15/24

| | | | | | |
|-----------------|-----------------|------------|--------------------------------|--------------------------------------|-------------------|
| Bill Pmt -Check | 6174 | 05/15/2024 | EMERGENCY EQUIPMENT MANAGEMENT | 1035 · Summit State Bank - Operating | |
| Bill | Inv#65743/65757 | 05/15/2024 | | 6022 · Safety Clothing | -1,972.08 |
| | | | | | <u>-1,972.08</u> |
| Bill Pmt -Check | 6175 | 05/15/2024 | GINA PETERSEN | 1035 · Summit State Bank - Operating | |
| Bill | Reimbursement | 05/15/2024 | | 6020 · Uniforms | -197.10 |
| | | | | | <u>-197.10</u> |
| Bill Pmt -Check | 6176 | 05/15/2024 | GONE FOR GOOD | 1035 · Summit State Bank - Operating | |
| Bill | Inv#RAFP 031924 | 05/15/2024 | | 6461 · Operational Expense | -40.00 |
| | | | | | <u>-40.00</u> |
| Bill Pmt -Check | 6177 | 05/15/2024 | H AND S ASSOCIATES | 1035 · Summit State Bank - Operating | |
| Bill | Inv# 1492 | 05/15/2024 | | 6590 · Contracted FM Services | -175.00 |
| | | | | | <u>-175.00</u> |
| Bill Pmt -Check | 6178 | 05/15/2024 | KAISER PERMANENTE | 1035 · Summit State Bank - Operating | |
| Bill | June 2024 | 05/15/2024 | | 5930 · Health Insurance | -30,010.00 |
| | | | | | <u>-30,010.00</u> |
| Bill Pmt -Check | 6179 | 05/15/2024 | LIFE ASSIST | 1035 · Summit State Bank - Operating | |
| Bill | Inv# 1432467 | 05/15/2024 | | 6260 · Medical Supplies | -141.05 |
| | | | | | <u>-141.05</u> |

Rancho Adobe Fire Protection District
Check Detail
 May 15, 2024

2:48 PM
 05/15/24

| | | | | | |
|------|-------------------|----------------------|------------|--------------------------------------|-----------|
| Bill | 6180 | LN CURTIS & SONS | 05/15/2024 | 1035 - Summit State Bank - Operating | -325.71 |
| Bill | Inv# 820595 | | 05/15/2024 | 7120 - Training Expense | -325.71 |
| Bill | 6181 | PATELCO CREDIT UNION | 05/15/2024 | 1035 - Summit State Bank - Operating | -1,775.00 |
| Bill | Fairbanks/Gaddie | | 05/15/2024 | 5930 - Health Insurance | -1,775.00 |
| Bill | 6182 | PCD | 05/15/2024 | 1035 - Summit State Bank - Operating | -2,888.15 |
| Bill | Inv# 8899 | | 05/15/2024 | 6040 - Communications | -2,888.15 |
| Bill | 6183 | PETE ALBINI | 05/15/2024 | 1035 - Summit State Bank - Operating | -4,574.64 |
| Bill | May 2024 ADPP | | 05/15/2024 | 5910 - Full-Time Personnel | -4,574.64 |
| Bill | 6184 | PG&E | 05/15/2024 | 1035 - Summit State Bank - Operating | -1,445.80 |
| Bill | Acct#9968553761-7 | | 05/15/2024 | 7320 - Utilities | -1,445.80 |
| Bill | 6185 | THE WEIST LAW FIRM | 05/15/2024 | 1035 - Summit State Bank - Operating | -1,000.00 |
| Bill | Inv# 2024-M47 | | 05/15/2024 | 6461 - Operational Expense | -1,000.00 |

Rancho Adobe Fire Protection District Check Detail May 15, 2024

| | | | | | |
|-----------------|----------------|------------|---------------------|--------------------------------------|------------|
| Bill Pmt -Check | 6186 | 05/15/2024 | UMPQUA BANK | 1035 - Summit State Bank - Operating | -14,210.58 |
| Bill | April Visa | 05/15/2024 | | Umpqua Bank Credit Card | -14,210.58 |
| Bill Pmt -Check | 6187 | 05/15/2024 | VISION SERVICE PLAN | 1035 - Summit State Bank - Operating | -13.67 |
| Bill | May 2024 Cobra | 05/15/2024 | | 5934 - Vision Insurance | -13.67 |

TOTAL CHECKS ISSUED: 66,533.20

Authorized By:

John Verduzco

Print Name

Print Name

Tim Caruso

Print Name

Print Name

John

Sign

Sign

John Caldwell

Sign

Sign

John Clark

Title

Title

John Caldwell

Title

Title

Rancho Adobe Fire Protection District

Check Detail

May 29, 2024

11:52 AM
05/29/24

| Type | Num | Date | Name | Account | Paid Amount |
|-----------------|-----------------------|------------|--------------------------------|--------------------------------------|-------------|
| Bill Pmt -Check | 6189 | 05/29/2024 | BAUER COMPRESSORS | 1035 · Summit State Bank - Operating | |
| Bill | Inv# 321825 | 05/29/2024 | | 6165 · SCBA Maintenance | -223.98 |
| | | | | | -223.98 |
| Bill Pmt -Check | 6190 | 05/29/2024 | BECHTOLD, JENNIFER | 1035 · Summit State Bank - Operating | |
| Bill | Reimbursement | 05/29/2024 | | 6165 · SCBA Maintenance | -107.05 |
| | | | | | -107.05 |
| Bill Pmt -Check | 6191 | 05/29/2024 | EMERGENCY EQUIPMENT MANAGEMENT | 1035 · Summit State Bank - Operating | |
| Bill | Inv#65761/65762/65763 | 05/29/2024 | | 6020 · Uniforms | -527.76 |
| | | | | 6022 · Safety Clothing | -1,778.28 |
| | | | | | -2,306.04 |
| Bill Pmt -Check | 6192 | 05/29/2024 | GONE FOR GOOD | 1035 · Summit State Bank - Operating | |
| Bill | Inv#041624 | 05/29/2024 | | 6461 · Operational Expense | -40.00 |
| | | | | | -40.00 |
| Bill Pmt -Check | 6193 | 05/29/2024 | KYOCERA DOCUMENT SOLUTIONS NOR | 1035 · Summit State Bank - Operating | |
| Bill | Inv# 5029836582 | 05/29/2024 | | 6820 · Rent/Lease Equipment | -190.61 |
| | | | | | -190.61 |
| Bill Pmt -Check | 6194 | 05/29/2024 | MATHESON TRI-GAS INC. | 1035 · Summit State Bank - Operating | |
| Bill | Inv#29727395/29727176 | 05/29/2024 | | 6260 · Medical Supplies | -277.68 |
| | | | | | -277.68 |

17

Rancho Adobe Fire Protection District
Check Detail

May 29, 2024

| | | | | | | | |
|-----------------|------|--------------------|------------|------------|-----------------------------|--------------------------------------|-----------|
| Bill Pmt -Check | 6195 | Inv# 0127866 | 05/29/2024 | 05/29/2024 | NICK BARBIERI TRUCKING INC. | 1035 · Summit State Bank - Operating | -2,170.35 |
| Bill | | | | | | 7201 · Fuel | -2,170.35 |
| Bill Pmt -Check | 6196 | | 05/29/2024 | 05/29/2024 | PG&E | 1035 · Summit State Bank - Operating | |
| Bill | | Acct# 4175363225-0 | 05/29/2024 | 05/29/2024 | | 7320 · Utilities | -599.37 |
| Bill Pmt -Check | 6197 | | 05/29/2024 | 05/29/2024 | STANDARD INSURANCE COMPANY | 1035 · Summit State Bank - Operating | |
| Bill | | June 2024 | 05/29/2024 | 05/29/2024 | | 5931 · Disability Insurance | -841.00 |
| Bill Pmt -Check | 6198 | | 05/29/2024 | 05/29/2024 | VISION SERVICE PLAN | 1035 · Summit State Bank - Operating | |
| Bill | | June 2024 | 05/29/2024 | 05/29/2024 | | 5934 · Vision Insurance | -437.44 |

TOTAL CHECKS ISSUED: 7,193.52

Authorized By:

Jean Veronique

Print Name

Herbert R. Wall

Print Name

[Signature]

Sign

[Signature]

Sign

File Chief

Title

Battalion Chief

Title

**Account Summary**

| | | |
|-----------------------|---|-------------|
| Billing Cycle | | 05/31/2024 |
| Days In Billing Cycle | | 31 |
| Previous Balance | | \$14,210.58 |
| Purchases | + | \$16,871.98 |
| Cash | + | \$0.00 |
| Balance Transfers | + | \$0.00 |
| Special | + | \$0.00 |
| Credits | - | \$0.00 |
| Payments | - | \$14,210.58 |
| Other Charges | + | \$0.00 |
| Finance Charges | + | \$0.00 |

NEW BALANCE \$16,871.98

Credit Summary

| | |
|-------------------------|--------------|
| Total Credit Line | \$250,000.00 |
| Available Credit Line | \$233,128.02 |
| Available Cash | \$0.00 |
| Amount Over Credit Line | \$0.00 |
| Amount Past Due | \$0.00 |
| Disputed Amount | \$0.00 |

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
- Go to www.umpquabank.com
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

| | |
|-------------------------|--------------------|
| NEW BALANCE | \$16,871.98 |
| MINIMUM PAYMENT | \$16,871.98 |
| PAYMENT DUE DATE | 06/25/2024 |

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

| TOTAL CORPORATE ACTIVITY | | | | \$14,210.58- |
|---------------------------------|-----------|-------------------------|-------------------------|---------------------|
| Trans Date | Post Date | Reference Number | Transaction Description | Amount |
| 05/21 | 05/21 | 0000000LBX2405213577002 | PAYMENT - THANK YOU | \$14,210.58- |

Cardholder Account Summary

| | | | | |
|--|---|--|--------------------------------|-------------------------------------|
| VIRTUAL ACCT BECHTOLD ##### 6806 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$4,185.09 | Cash Advances \$0.00 | Total Activity \$4,185.09 |
|--|---|--|--------------------------------|-------------------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|---------------------------------------|----------|
| 05/01 | 05/02 | PPLN01 | 24071054122939118861296 | CITY OF COTATI ONLINE 707-6653631 CA | \$739.01 |
| 05/01 | 05/03 | PPLN01 | 24071054123939145914448 | SP147 PENNGROVE STATIO 707-2290555 CA | \$255.00 |
| 05/02 | 05/03 | PPLN01 | 24755424123191231212646 | PRIMO WATER FL 800-7285508 FL | \$3.99 |
| 05/04 | 05/05 | PPLN01 | 24755424125181255264035 | PRIMO WATER FL 800-7285508 FL | \$43.95 |

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142



Account Number
 #####-####-#### 6068

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

| | | | |
|---------------------|--------------------|----------------------------------|-------------------------|
| Closing Date | New Balance | Total Minimum Payment Due | Payment Due Date |
| 05/31/24 | \$16,871.98 | \$16,871.98 | 06/25/24 |

\$

BL ACCT 00002716-10000000
 RANCHO ADOBE FIRE DIST
 PO BOX 1029
 PENNGROVE CA 94951

e-Statement



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

| Cardholder Account Detail Continued | | | | | |
|-------------------------------------|-----------|-----------|-------------------------|---------------------------------------|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/08 | 05/09 | PPLN01 | 24492154130027748859895 | MISSION LINEN 805-963-1841 CA | \$121.48 |
| 05/11 | 05/12 | PPLN01 | 24692164132103062536602 | COMCAST CALIFORNIA 800-COMCAST CA | \$481.42 |
| 05/10 | 05/12 | PPLN01 | 24906414131199889889721 | TMX*Terminix Intl 800-8376464 TN | \$124.00 |
| 05/10 | 05/12 | PPLN01 | 24906414131199893081331 | TMX*Terminix Intl 800-8376464 TN | \$111.00 |
| 05/15 | 05/16 | PPLN01 | 24692164136106454603480 | VZWRLSS*APOCC VISB 800-922-0204 FL | \$442.26 |
| 05/18 | 05/19 | PPLN01 | 24755424139291399248788 | PRIMO WATER FL 800-7285508 FL | \$51.44 |
| 05/20 | 05/20 | PPLN01 | 24692164141100556011752 | GOOGLE *YouTube TV g.co/helpay# CA | \$102.98 |
| 05/20 | 05/21 | PPLN01 | 24941664141206017244508 | RECOLOGY SONOMA MARIN 415-875-1000 CA | \$278.54 |
| 05/20 | 05/21 | PPLN01 | 24941664141206017179217 | RECOLOGY SONOMA MARIN 415-875-1000 CA | \$233.72 |
| 05/20 | 05/21 | PPLN01 | 24941664141206017197086 | RECOLOGY SONOMA MARIN 415-875-1000 CA | \$118.07 |
| 05/23 | 05/24 | PPLN01 | 24055234145812474222547 | ATT* BILL PAYMENT 800-331-0500 TX | \$428.21 |
| 05/28 | 05/28 | PPLN01 | 24692164149104105036510 | COMCAST CALIFORNIA 800-COMCAST CA | \$259.94 |
| 05/29 | 05/30 | PPLN01 | 24492154151027719054322 | MISSION LINEN 805-963-1841 CA | \$121.48 |
| 05/30 | 05/31 | PPLN01 | 24692164151105840912829 | COMCAST CALIFORNIA 800-COMCAST CA | \$264.61 |
| 05/30 | 05/31 | PPLN01 | 24755424151291514042283 | PRIMO WATER FL 800-7285508 FL | \$3.99 |

| Cardholder Account Summary | | | | | |
|-----------------------------|--|------------------------------------|---|-------------------------|------------------------------|
| JAMES DEURLOO ##### 6118 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$2,380.65 | Cash Advances \$0.00 | Total Activity \$2,380.65 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|---|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 04/29 | 05/01 | PPLN01 | 24427334121710001650114 | ROTTEN ROBBIE #62 SEBASTOPOL CA | \$64.87 |
| 05/05 | 05/07 | PPLN01 | 24427334127710001394691 | ROTTEN ROBBIE #62 SEBASTOPOL CA | \$49.01 |
| 05/06 | 05/07 | PPLN01 | 24692164127109471686372 | CHEVRON 0098548 PETALUMA CA | \$146.38 |
| 05/07 | 05/08 | PPLN01 | 24692164128100334538008 | CHEVRON 0306191 BAKERSFIELD CA | \$140.92 |
| 05/07 | 05/09 | PPLN01 | 24427334129710001625019 | ROTTEN ROBBIE #62 SEBASTOPOL CA | \$37.76 |
| 05/08 | 05/10 | PPLN01 | 24692164130101676951144 | MARRIOTT RIVERSIDE CC RIVERSIDE CA | \$290.01 |
| 05/09 | 05/12 | PPLN01 | 24755424131261319098801 | HAMPTON INNS ARVIN CA | \$200.81 |
| 05/09 | 05/12 | PPLN01 | 24316054131548638356143 | SHELL OIL 10010592003 LOS BANOS CA | \$77.90 |
| 05/09 | 05/12 | PPLN01 | 24316054131548792529378 | SHELL OIL 57445932007 ARVIN CA | \$121.06 |
| 05/11 | 05/13 | PPLN01 | 24427334133710001771627 | ROTTEN ROBBIE #62 SEBASTOPOL CA | \$73.56 |
| 05/20 | 05/21 | PPLN01 | 24692164141100643223253 | AMZN Mktg US*518X71RF3 Amzn.com/bill WA | \$984.41 |
| 05/24 | 05/26 | PPLN01 | 24137464146001780287188 | USPS PO 0559220601 PENNGROVE CA | \$30.35 |
| 05/30 | 05/31 | PPLN01 | 24055234152091009993712 | WILCO FARM STORE PETALUMA CA | \$64.59 |
| 05/29 | 05/31 | PPLN01 | 24427334151710001701233 | ROTTEN ROBBIE #61 FORESTVILLE CA | \$99.02 |

| Cardholder Account Summary | | | | | |
|----------------------------|--|------------------------------------|--------------------------------------|-------------------------|---------------------------|
| STATION # 2 ##### 6175 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$58.42 | Cash Advances \$0.00 | Total Activity \$58.42 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|---------------------------|---------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/15 | 05/16 | PPLN01 | 24692164136107010536339 | CHEVRON 0212047 COTATI CA | \$58.42 |

| Cardholder Account Summary | | | | | |
|----------------------------|--|------------------------------------|---|-------------------------|------------------------------|
| TIM CALDWELL ##### 2629 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$1,571.11 | Cash Advances \$0.00 | Total Activity \$1,571.11 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|----------------------------------|------------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/05 | 05/06 | PPLN01 | 24034544126000985256896 | 76 - PETALUMA 88 INC PETALUMA CA | \$43.36 |
| 05/11 | 05/12 | PPLN01 | 24034544132002362222253 | 76 - PETALUMA 88 INC PETALUMA CA | \$52.77 |
| 05/16 | 05/17 | PPLN01 | 24492154137743601415772 | VISTAPRINT 866-207-4955 MA | \$1,323.55 |
| 05/16 | 05/17 | PPLN01 | 24692164137107842292449 | CHEVRON 0208481 COTATI CA | \$45.85 |
| 05/21 | 05/22 | PPLN01 | 24055234143091009952298 | WILCO FARM STORE PETALUMA CA | \$19.69 |

Cardholder Account Detail Continued

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|--------------------------------|---------|
| 05/23 | 05/24 | PPLN01 | 24034544144005120307072 | 7-ELEVEN 33389 ROHNERT PARK CA | \$85.89 |

Cardholder Account Summary

| MORGAN DEJONG #### ## 0982 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$10.77 | Cash Advances \$0.00 | Total Activity \$10.77 |
|-------------------------------|---------------------------------------|---|-------------------------|---------------------------|
|-------------------------------|---------------------------------------|---|-------------------------|---------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|------------------------------|---------|
| 05/06 | 05/07 | PPLN01 | 24427334127740279960683 | OLIVER'S MARKET #1 COTATI CA | \$10.77 |

Cardholder Account Summary

| ERIC GROMALA #### ## 1484 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$764.39 | Cash Advances \$0.00 | Total Activity \$764.39 |
|------------------------------|---------------------------------------|--|-------------------------|----------------------------|
|------------------------------|---------------------------------------|--|-------------------------|----------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|---|----------|
| 04/29 | 05/01 | PPLN01 | 24692164121104005953105 | STARBUCKS MARRIOTT RANCHO CORDOV CA | \$21.86 |
| 04/29 | 05/01 | PPLN01 | 24013394121004571207685 | TAQUERIA LOS COMPADRES II SACRAMENTO CA | \$36.09 |
| 04/30 | 05/02 | PPLN01 | 24013394122000033325106 | TAQUERIA LOS COMPADRES II SACRAMENTO CA | \$28.67 |
| 05/01 | 05/03 | PPLN01 | 24692164123105789980469 | COURTYARD BY MARRIOTT RANCHO CORDOV CA | \$440.12 |
| 05/01 | 05/03 | PPLN01 | 24733094123091294000508 | ADALBERTO'S MEXICAN FOOD SACRAMENTO CA | \$33.77 |
| 05/10 | 05/13 | PPLN01 | 24116414133067495644257 | FIRE LINE 717-354-8106 PA | \$179.69 |
| 05/17 | 05/21 | PPLN01 | 24755424141271414752606 | ZORO TOOLS INC 855-2899676 IL | \$24.19 |

Cardholder Account Summary

| HERB WANDEL #### ## 4009 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$2,312.92 | Cash Advances \$0.00 | Total Activity \$2,312.92 |
|-----------------------------|---------------------------------------|--|-------------------------|------------------------------|
|-----------------------------|---------------------------------------|--|-------------------------|------------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|------------------------------------|------------|
| 05/03 | 05/05 | PPLN01 | 24692164124106345655404 | CHEVRON 0212047 COTATI CA | \$75.64 |
| 05/08 | 05/08 | PPLN01 | 24692164129100433728004 | CHEVRON 0212047 COTATI CA | \$93.07 |
| 05/08 | 05/09 | PPLN01 | 24055234130091009891715 | WILCO FARM STORE PETALUMA CA | \$17.51 |
| 05/10 | 05/10 | PPLN01 | 24692164131102101526104 | PETERSON TRUCKS SR 707-576-1616 CA | \$142.18 |
| 05/13 | 05/14 | PPLN01 | 24692164134105235494682 | CHEVRON 0212047 COTATI CA | \$53.90 |
| 05/13 | 05/14 | PPLN01 | 24323044134180500030546 | THE FLAG POLE STORE 619-4388605 CA | \$303.80 |
| 05/16 | 05/16 | PPLN01 | 24692164137107165006566 | WWW COSTCO COM 800-955-2292 WA | \$535.99 |
| 05/16 | 05/17 | PPLN01 | 24000774137000015325026 | LAND REVISION HTTPSLANDREVI CA | \$1,005.92 |
| 05/20 | 05/21 | PPLN01 | 24692164142101291881649 | CHEVRON 0212047 COTATI CA | \$84.91 |

Cardholder Account Summary

| JEFF VELIQUETTE #### ## 8935 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$442.93 | Cash Advances \$0.00 | Total Activity \$442.93 |
|---------------------------------|---------------------------------------|--|-------------------------|----------------------------|
|---------------------------------|---------------------------------------|--|-------------------------|----------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|---------------------------------------|----------|
| 05/01 | 05/03 | PPLN01 | 24316054123548655742084 | SHELL OIL 57444218606 ROHNERT PARK CA | \$162.89 |
| 05/03 | 05/05 | PPLN01 | 24435244124027017990022 | JAVAMORE CAFE PENNGROVE CA | \$11.23 |
| 05/23 | 05/24 | PPLN01 | 24692164144100717970513 | CHEVRON 0212047 COTATI CA | \$118.10 |
| 05/30 | 05/31 | PPLN01 | 24692164151106361171548 | CHEVRON 0091912 ROHNERT PARK CA | \$65.00 |
| 05/30 | 05/31 | PPLN01 | 24055234152400759000083 | OIL STOP 2 ROHNERT PARK CA | \$85.71 |

| Cardholder Account Summary | | | | | |
|--|-----------|---|---|--------------------------------|----------------------------------|
| JIMMY BERNAL #### #### #### 9391 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$23.61 | Cash Advances \$0.00 | Total Activity \$23.61 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/10 | 05/12 | PPLN01 | 24692164131102845699969 | CHEVRON 0098548 PETALUMA CA | \$23.61 |

| Cardholder Account Summary | | | | | |
|--|-----------|---|--|-----------------------------------|-------------------------------------|
| MICHAEL PORTER #### #### #### 2447 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$1,043.18 | Cash Advances \$0.00 | Total Activity \$1,043.18 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/11 | 05/12 | PPLN01 | 24793384132000908867047 | SS Fire Training Wofford Heigh CA | \$800.00 |
| 05/30 | 05/31 | PPLN01 | 24492164151000026506325 | DOTY BELT LLC DOTYBELT.COM CA | \$243.18 |

| Cardholder Account Summary | | | | | |
|---|-----------|---|--|--|-------------------------------------|
| JENNIFER BECHTOLD #### #### #### 5900 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$2,476.19 | Cash Advances \$0.00 | Total Activity \$2,476.19 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/03 | 05/05 | PPLN01 | 24692164124106866301495 | Amazon.com*YD66L3HZ3 Amzn.com/bill WA | \$21.00 |
| 05/09 | 05/10 | PPLN01 | 24022444130900018900025 | COTATI CLEANERS 707-6649133 CA | \$705.00 |
| 05/12 | 05/13 | PPLN01 | 24692164133104163299792 | INTUIT *QuickBooks CL.INTUIT.COM CA | \$649.00 |
| 05/13 | 05/14 | PPLN01 | 24692164135105458736164 | LOWES #01901 * COTATI CA | \$17.50 |
| 05/18 | 05/19 | PPLN01 | 24692164139109089543953 | AMZN Mktp US*8Y36M75F3 Amzn.com/bill WA | \$43.56 |
| 05/18 | 05/19 | PPLN01 | 24692164139109089948749 | AMZN Mktp US*RX3HC9PW3 Amzn.com/bill WA | \$43.56 |
| 05/18 | 05/19 | PPLN01 | 24692164139108834622310 | AMZN Mktp US*DR2088XS3 Amzn.com/bill WA | \$9.70 |
| 05/17 | 05/19 | PPLN01 | 24035994138900014311160 | ROHNERT PARK-COTATI ROTAR 707-2280364 CA | \$130.00 |
| 05/19 | 05/20 | PPLN01 | 24692164140100208894929 | AMZN Mktp US*1X7H50TC3 Amzn.com/bill WA | \$43.59 |
| 05/22 | 05/23 | PPLN01 | 24692164143102776979212 | IN *CROWN TROPHY PETALUMA 707-7666820 CA | \$54.75 |
| 05/22 | 05/23 | PPLN01 | 24692164143102776979238 | IN *CROWN TROPHY PETALUMA 707-7666820 CA | \$274.30 |
| 05/23 | 05/24 | PPLN01 | 24445004145001084053825 | DOLLARTREE PETALUMA CA | \$15.88 |
| 05/23 | 05/24 | PPLN01 | 24055224144400939000054 | NEVE BROS-PETALUMA PETALUMA CA | \$148.60 |
| 05/23 | 05/26 | PPLN01 | 24231684145837001021081 | SAFEWAY #2456 PETALUMA CA | \$88.98 |
| 05/28 | 05/30 | PPLN01 | 24427334150120001406885 | PETALUMA VALERO PETALUMA CA | \$80.00 |
| 05/29 | 05/30 | PPLN01 | 24431054150838000010097 | PETALUMA AUTO PARTS PETALUMA CA | \$14.77 |
| 05/29 | 05/30 | PPLN01 | 24137464151001649057394 | USPS PO 0559220601 PENNGROVE CA | \$136.00 |

| Cardholder Account Summary | | | | | |
|--|-----------|---|---|--------------------------------|----------------------------------|
| KYLE HEARD #### #### #### 6521 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$15.76 | Cash Advances \$0.00 | Total Activity \$15.76 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/26 | 05/27 | PPLN01 | 24055234148091009978504 | WILCO FARM STORE PETALUMA CA | \$15.76 |

Cardholder Account Summary

| | | | | |
|---|---|--|--------------------------------|-------------------------------------|
| RENE TORRES #### #### #### 4930 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$1,586.96 | Cash Advances \$0.00 | Total Activity \$1,586.96 |
|---|---|--|--------------------------------|-------------------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|---------------------------------------|----------|
| 05/06 | 05/07 | PPLN01 | 24692164127109008898789 | COSTCO *BUS DELIV 823 510-259-6600 CA | \$385.45 |
| 05/06 | 05/07 | PPLN01 | 24692164127109008898797 | COSTCO *BUS DELIV 823 510-259-6600 CA | \$466.18 |
| 05/06 | 05/07 | PPLN01 | 24692164127109008899340 | COSTCO *BUS DELIV 823 510-259-6600 CA | \$292.36 |
| 05/21 | 05/23 | PPLN01 | 24755424143171435467499 | CURTIS WEB 877-4880469 CA | \$232.61 |
| 05/24 | 05/26 | PPLN01 | 24755424146261468336450 | CURTIS WEB 877-4880469 CA | \$80.09 |
| 05/24 | 05/26 | PPLN01 | 24793384145000906939074 | DragonFireGloves.co Chesterfield VA | \$102.89 |
| 05/28 | 05/29 | PPLN01 | 24000974149702603432971 | THE UPS STORE 2795 707-7951328 CA | \$27.38 |

Finance Charge Summary / Plan Level Information

| Plan Name | Plan Description | FCM ¹ | Average Daily Balance | Periodic Rate * | Corresponding APR | Finance Charges | Effective APR Fees ** | Effective APR | Ending Balance |
|------------------|------------------|------------------|-----------------------|-----------------|-------------------|-----------------|-----------------------|---------------|----------------|
| Purchases | | | | | | | | | |
| PPLN01 001 | PURCHASE | E | \$0.00 | 0.06008%(D) | 21.9900% | \$0.00 | \$0.00 | 0.0000% | \$16,871.98 |
| Cash | | | | | | | | | |
| CPLN01 001 | CASH | A | \$0.00 | 0.06554%(D) | 23.9900% | \$0.00 | \$0.00 | 0.0000% | \$0.00 |

* Periodic Rate (M)=Monthly (D)=Daily
 ** includes cash advance and foreign currency fees
¹ FCM = Finance Charge Method
 Days In Billing Cycle: 31
 APR = Annual Percentage Rate
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

ADMINISTRATIVE COMMUNICATIONS

BUDGET REPORTS

Rancho Adobe Fire Protection District

11000 Main Street
P. O. Box 1029
Penngrove, California 94951

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.rafd.org

**MINUTES OF THE FINANCE COMMITTEE MEETING
MAY 28, 2024 — 9:00 A.M.
PENN GROVE FIRE STATION - 11000 MAIN STREET
PENN GROVE, CALIFORNIA**

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Committee Chairman, Mark Hemmendinger, called the Finance Meeting to order at 9:00 a.m. The agenda for this meeting was posted on May 22, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Ray Peterson

Staff Present: Chief Veliquette, Herb Wandel, Tim Caldwell, James Deurloo Jennifer Bechtold, Eric Gromala

Minutes Conducted by: Jennifer Bechtold

II. ORAL AND WRITTEN COMMUNICATIONS

A. Citizen Business/Public Comments on Items not appearing on Agenda

There was no public comment.

III. FINANCIAL OFFICERS REPORT

A. Discussion and Review of FY 24/25 Preliminary Budget


The finance committee reviewed and discussed the FY 24/25 preliminary budget, with both Measure H funds included and excluded. After careful review, the committee voted to take the preliminary budget, which is inclusive of Measure H funds, to the full Board at the regular meeting on June 19.

III. ADJOURNMENT

With no further business to discuss, the finance committee meeting was adjourned at 10:39 a.m.

Motion moved by Mr. Hemmendinger and seconded by Mr. Moretti.

Respectfully submitted,


Jennifer Bechtold, Board Clerk

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT
May 31, 2024

REVENUES - OPERATING BUDGET

| SUB-OBJ. | DESCRIPTION | BUDGETED FOR FY '23 - '24' | MAY REVENUES | FY REVENUE TO 5/31/24 | BALANCE REMAINING | BALANCE REMAINING (%) |
|----------|--|-------------------------------|----------------------|--------------------------|------------------------|--------------------------|
| 1000 | Property Taxes | \$ 4,481,020.00 | \$ - | \$ 4,339,334.38 | \$ 141,685.62 | 3.16% |
| 1001 | CY Direct Charges | \$ 2,244,710.00 | \$ - | \$ 2,171,563.20 | \$ 73,146.80 | 3.26% |
| 1007 | CY Direct Charges-July | \$ - | \$ - | \$ - | \$ - | |
| 1008 | RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts | \$ 170,500.00 | \$ - | \$ (804,352.07) | \$ 974,852.07 | 571.76% |
| 1011 | Property Tax Administration Fee | \$ (40,000.00) | \$ - | \$ (39,331.00) | \$ (669.00) | 1.67% |
| 1014 | RDA Increment | \$ - | \$ - | \$ 5,845.84 | \$ (5,845.84) | |
| 1015 | RDA Pass-Through | \$ - | \$ - | \$ 532,097.39 | \$ (532,097.39) | |
| 1016 | RDA Allocation | \$ - | \$ - | \$ 69,979.00 | \$ (69,979.00) | |
| 1017 | Residual Property Tax (RDA Escrow Acct) | \$ - | \$ - | \$ 250,738.31 | \$ (250,738.31) | |
| 1018 | Property Tax - RDA Asset Distribution | \$ - | \$ - | \$ - | \$ - | |
| 1020 | CY Supplemental Tax | \$ 111,000.00 | \$ - | \$ 58,259.68 | \$ 52,740.32 | 47.51% |
| 1040 | Unsecured Property Taxes | \$ 133,900.00 | \$ - | \$ 138,938.62 | \$ (5,038.62) | -3.76% |
| 1042 | Cost Reimbursement - Collect | \$ - | \$ - | \$ - | \$ - | |
| 1044 | Unsecured Property Taxes - July | \$ - | \$ - | \$ - | \$ - | |
| 1060 | Property Taxes - PY Secured | \$ - | \$ - | \$ (1,883.08) | \$ 1,883.08 | |
| 1061 | PY Direct Charges | \$ 21,000.00 | \$ - | \$ 31,743.01 | \$ (10,743.01) | -51.16% |
| 1080 | Property Taxes | \$ - | \$ - | \$ (190.69) | \$ 190.69 | |
| 1100 | Property Taxes - PY Unsecured | \$ - | \$ - | \$ - | \$ - | |
| 1120 | Property Tax Receivable | \$ - | \$ - | \$ - | \$ - | |
| | TOTAL PROPERTY TAXES | \$ 7,122,130.00 | \$ - | \$ 6,752,742.59 | \$ 369,387.41 | 5.19% |
| | | | | | | |
| 1700 | Interest on Pooled Cash | \$ 85,000.00 | \$ 20,286.05 | \$ 118,627.44 | \$ (33,627.44) | -39.56% |
| 1701 | Interest Earned (on early payments of Prop. Taxes) | | \$ - | \$ - | \$ - | |
| | TOTAL USE OF PROPERTY | \$ 85,000.00 | \$ 20,286.05 | \$ 118,627.44 | \$ (33,627.44) | -39.56% |
| | | | | | | |
| 2081 | State - Highway Rentals | \$ - | \$ - | \$ - | \$ - | |
| 2404 | State Reimbursements | \$ - | \$ - | \$ 82.36 | \$ (82.36) | |
| 2440 | HOPTR | \$ 22,660.00 | \$ - | \$ 10,210.06 | \$ 12,449.94 | 54.94% |
| 2500 | State - Other (Grant Revenue) | \$ - | \$ - | \$ - | \$ - | |
| 2589 | State Refunds - Strike Teams | \$ 350,000.00 | \$ - | \$ 206,021.70 | \$ 143,978.30 | 41.14% |
| | TOTAL INTERGOV. REVENUES | \$ 372,660.00 | \$ - | \$ 216,314.12 | \$ 156,345.88 | 41.95% |
| | | | | | | |
| 3600 | Misc. charges for Services - Fire Marshal Services | \$ 32,000.00 | \$ 7,501.00 | \$ 36,497.50 | \$ (4,497.50) | -14.05% |
| 3601 | Finance Charges/Late Fees | \$ 4,000.00 | \$ 250.77 | \$ 930.48 | \$ 3,069.52 | 76.74% |
| 3641 | Fire Services - Casino Contract | \$ 130,048.00 | \$ 32,512.00 | \$ 142,548.00 | \$ (12,500.00) | -9.61% |
| 3661 | Fire Control Services - Cost Recovery | \$ 20,000.00 | \$ 6,009.67 | \$ 27,174.36 | \$ (7,174.36) | -35.87% |
| 3670 | Weed Abatement | \$ 60,000.00 | \$ - | \$ 35,955.00 | \$ 24,045.00 | 40.08% |
| 3682 | City Contracts (RP Auto Aid) | \$ 42,600.00 | \$ 22,113.49 | \$ 43,900.18 | \$ (1,300.18) | -3.05% |
| 3700 | Copy file fee | \$ 500.00 | \$ 105.00 | \$ 255.00 | \$ 245.00 | 49.00% |
| 3980 | Revenue Applicable to PY | \$ - | \$ - | \$ - | \$ - | |
| | TOTAL CHARGES FOR SERVICES | \$ 289,148.00 | \$ 68,491.93 | \$ 287,260.52 | \$ 1,887.48 | 0.65% |
| | | | | | | |
| 4040 | Misc. Revenue | \$ 10,000.00 | \$ 5,718.92 | \$ 84,917.42 | \$ (74,917.42) | -749.17% |
| 4100 | Workers' compensation reimbursement | \$ 42,300.00 | \$ 16,355.27 | \$ 143,980.33 | \$ (101,680.33) | -240.38% |
| 4102 | Donations or reimbursements | \$ - | \$ - | \$ - | \$ - | |
| 4109 | Refunded Checks, outdated warrants | \$ - | \$ - | \$ - | \$ - | |
| 4600 | Sale of Fixed Assets (Surplus) | \$ 50,000.00 | \$ - | \$ - | \$ - | 0.00% |
| | TOTAL MISC. REVENUES | \$ 102,300.00 | \$ 22,074.19 | \$ 228,897.75 | \$ (126,597.75) | -123.75% |
| | | | | | | |
| | REVENUE TOTAL: | \$ 7,971,238.00 | \$ 110,852.17 | \$ 7,603,842.42 | \$ 367,395.58 | 4.61% |

**RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT**

EXPENDITURES - OPERATING BUDGET

| SUB-OBJ. | | BUDGETED FOR FY '23 - 24' | MAY EXPENSE | FY EXPENSE TO 5/31/24 | BALANCE REMAINING | BALANCE REMAINING (%) |
|----------|---|------------------------------|----------------------|--------------------------|----------------------|--------------------------|
| 5910 | Perm. Positions | \$ 3,328,828.00 | \$ 246,871.18 | \$ 2,896,488.54 | \$ 432,339.46 | 12.99% |
| 5911 | Extra help: part time employees, non-benefited. Paid hourly | \$ 306,000.00 | \$ 24,850.36 | \$ 211,010.34 | \$ 94,989.66 | 31.04% |
| 5912 | Overtime | \$ 757,422.00 | \$ 58,824.66 | \$ 756,272.32 | \$ 1,149.68 | 0.15% |
| 5913 | BC Extra Shift Compensation | \$ 110,000.00 | \$ - | \$ 84,270.46 | \$ 25,729.54 | 23.39% |
| 5914 | FLSA | \$ 83,000.00 | \$ 9,137.47 | \$ 77,518.14 | \$ 5,481.86 | 6.60% |
| 5922 | FICA | \$ 8,100.00 | \$ 279.62 | \$ 4,679.08 | \$ 3,420.92 | 42.23% |
| 5923 | PERS contributions, Employee + Employer paid contributions | \$ 700,000.00 | \$ 49,651.50 | \$ 573,069.33 | \$ 126,930.67 | 18.13% |
| 5924 | Medicare | \$ 60,000.00 | \$ 4,586.69 | \$ 55,155.63 | \$ 4,844.37 | 8.07% |
| 5930 | Health Insurance | \$ 601,198.00 | \$ 31,785.00 | \$ 520,072.50 | \$ 81,125.50 | 13.49% |
| 5931 | Disability Insurance | \$ 11,000.00 | \$ 841.00 | \$ 9,947.00 | \$ 1,053.00 | 9.57% |
| 5932 | Dental Insurance | \$ 35,000.00 | \$ 2,900.80 | \$ 31,274.25 | \$ 3,725.75 | 10.65% |
| 5933 | Life Insurance | \$ 5,000.00 | \$ 370.24 | \$ 4,107.35 | \$ 892.65 | 17.85% |
| 5934 | Vision Insurance | \$ 5,000.00 | \$ 451.11 | \$ 4,716.15 | \$ 283.85 | 5.68% |
| 5935 | Unemployment Insurance | \$ 5,000.00 | \$ 87.61 | \$ 4,614.36 | \$ 385.64 | 7.71% |
| 5936 | Retiree Health Insurance | \$ 22,500.00 | \$ - | \$ 20,100.00 | \$ 2,400.00 | 10.67% |
| 5940 | Workers' Compensation | \$ 247,000.00 | \$ - | \$ 253,828.58 | \$ (6,828.58) | -2.76% |
| | TOTAL WAGES/BENEFITS: | \$ 6,285,048.00 | \$ 430,637.24 | \$ 5,507,124.03 | \$ 777,923.97 | 12.38% |
| 6020 | Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards | \$ 28,500.00 | \$ 3,307.64 | \$ 20,003.84 | \$ 8,496.16 | 29.81% |
| 6022 | Safety Clothing: turnout, including boots | \$ 70,000.00 | \$ 3,786.47 | \$ 33,891.28 | \$ 36,108.72 | 51.58% |
| 6040 | Communications including telephone, cable, internet, cell phones | \$ 26,000.00 | \$ 4,556.06 | \$ 22,800.18 | \$ 3,199.82 | 12.31% |
| 6045 | Pagers and Radios | \$ 6,850.00 | \$ - | \$ 3,911.88 | \$ 2,938.12 | 42.89% |
| 6060 | Food - at extended responses, approved meetings, examinations and trainings. | \$ 6,000.00 | \$ 149.06 | \$ (7.87) | \$ 6,007.87 | 100.13% |
| 6080 | Household expenses - Fishman Supply; detergent, towels etc. | \$ 15,000.00 | \$ 209.85 | \$ 9,177.79 | \$ 5,822.21 | 38.81% |
| 6100 | Liability Insurance | \$ 253,441.00 | \$ - | \$ 253,999.86 | \$ (558.86) | -0.22% |
| 6140 | Equipment Maintenance: Office equipment and tool repair | \$ 12,000.00 | \$ 299.87 | \$ 7,728.28 | \$ 4,271.72 | 35.60% |
| 6155 | Apparatus Maintenance | \$ 60,000.00 | \$ 271.94 | \$ 36,808.97 | \$ 23,191.03 | 38.65% |
| 6165 | SCBA Maintenance | \$ 5,000.00 | \$ 331.03 | \$ 5,239.85 | \$ (239.85) | -4.80% |
| 6180 | Building Maintenance - routine facility & grounds maintenance including repairs to maintain buildings and grounds. New projects ie. Construction to be considered for possible fixed asset expense 8510 | \$ 33,000.00 | \$ 2,308.23 | \$ 29,867.42 | \$ 3,132.58 | 9.49% |
| 6181 | Station Maint related to remodel | \$ 6,000.00 | \$ - | \$ 11,503.90 | \$ (5,503.90) | -91.73% |
| 6260 | Medical / Lab supply - O2, latex gloves, etc. | \$ 20,000.00 | \$ 744.07 | \$ 13,157.74 | \$ 6,842.26 | 34.21% |
| 6261 | ALS Medical Expense | \$ 15,000.00 | \$ - | \$ - | \$ 15,000.00 | 100.00% |
| 6280 | Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce. | \$ 17,500.00 | \$ - | \$ 13,596.72 | \$ 3,903.28 | 22.30% |
| 6400 | Office Supplies: regular supplies such as paper, printer cartridges etc. | \$ 3,200.00 | \$ - | \$ 2,039.96 | \$ 1,160.04 | 36.25% |
| 6401 | Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc. | \$ 7,000.00 | \$ 2,310.67 | \$ 8,947.32 | \$ (1,947.32) | -27.82% |
| 6410 | Postage and shipping | \$ 2,000.00 | \$ 68.00 | \$ 1,228.61 | \$ 771.39 | 38.57% |
| 6430 | Printing Services | \$ 1,000.00 | \$ - | \$ 100.87 | \$ 899.13 | 89.91% |
| 6461 | Operational Expenses | \$ 8,000.00 | \$ 1,300.80 | \$ 27,787.79 | \$ (19,787.79) | -247.35% |
| 6463 | FPO Expenses - public education materials | \$ 4,000.00 | \$ - | \$ 1,635.58 | \$ 2,364.42 | 59.11% |
| 6500 | Prof/Special Services - Payroll Fees | \$ 5,000.00 | \$ 165.60 | \$ 3,698.15 | \$ 1,301.85 | 26.04% |
| 6526 | Dispatch Services - REDCOM | \$ 30,000.00 | \$ - | \$ 21,337.23 | \$ 8,662.77 | 28.88% |
| 6587 | LAFCO | \$ 7,000.00 | \$ - | \$ 6,961.00 | \$ 39.00 | 0.56% |
| 6590 | Contracted FM Services | \$ 20,000.00 | \$ 175.00 | \$ 15,400.00 | \$ 4,600.00 | 23.00% |
| 6596 | CQI Expense | \$ 10,000.00 | \$ 510.00 | \$ 2,720.00 | \$ 7,280.00 | 72.80% |
| 6605 | Hiring Expenses | \$ 18,216.00 | \$ (199.00) | \$ 9,894.00 | \$ 8,322.00 | 45.69% |
| 6610 | Legal Services | \$ 20,000.00 | \$ - | \$ 40,723.25 | \$ (20,723.25) | -103.62% |
| 6630 | Annual Audit | \$ 9,000.00 | \$ - | \$ 8,445.00 | \$ 555.00 | 6.17% |
| 6635 | Bank and Credit Card Fees | \$ 350.00 | \$ 26.59 | \$ 573.09 | \$ (223.09) | -63.74% |
| 6650 | Health Services | \$ 6,000.00 | \$ - | \$ 5,570.00 | \$ 430.00 | 7.17% |
| 6654 | Wellness Program | \$ 7,000.00 | \$ - | \$ 1,250.00 | \$ 5,750.00 | 82.14% |
| 6800 | Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.) | \$ 1,200.00 | \$ - | \$ 1,514.00 | \$ (314.00) | -26.17% |
| 6820 | Rent / Lease Equipment | \$ 7,500.00 | \$ 445.61 | \$ 4,899.17 | \$ 2,600.83 | 34.68% |

**RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT**

| SUB-OBJ. | DESCRIPTION | BUDGETED FOR FY '23 - '24' | MAY EXPENSE | FY EXPENSE TO 5/31/24 | BALANCE REMAINING | BALANCE REMAINING (%) |
|----------|--|-------------------------------|---------------------|--------------------------|----------------------|--------------------------|
| 6823 | Rental hydrants/Water - hydrant use within Sonoma County Water Agency jurisdiction | \$ 700.00 | \$ - | \$ - | \$ 700.00 | 100.00% |
| 6880 | Small tools: maintenance tools, hardware etc. | \$ 3,000.00 | \$ - | \$ 2,789.97 | \$ 210.03 | 7.00% |
| 6881 | Safety Equipment: SCBA's, hose, nozzles etc. | \$ 30,000.00 | \$ - | \$ 17,614.09 | \$ 12,385.91 | 41.29% |
| 6889 | Computer Software | \$ 49,215.00 | \$ 1,215.00 | \$ 71,543.06 | \$ (22,328.06) | -45.37% |
| 7000 | Any Board related expense not otherwise accounted for (I.e., Special District Dinners) | \$ 600.00 | \$ - | \$ 675.00 | \$ (75.00) | -12.50% |
| 7005 | Election Expense - as determined by the County Elections Office | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 7120 | In-Service Training - required and continuing education for all personnel and Directors | \$ 42,000.00 | \$ 3,728.62 | \$ 27,873.91 | \$ 14,126.09 | 33.63% |
| 7201 | Gas and Oil | \$ 70,000.00 | \$ 3,381.43 | \$ 49,892.42 | \$ 20,107.58 | 28.73% |
| 7300 | Transportation and Travel to training out of County, use of personal vehicle for District errands. | \$ 6,800.00 | \$ 98.26 | \$ (4,364.61) | \$ 11,164.61 | 164.19% |
| 7320 | Utilities - PG&E, garbage, water, sewage | \$ 63,000.00 | \$ 3,805.32 | \$ 57,597.30 | \$ 5,402.70 | 8.58% |
| | TOTAL SUPPLIES AND SERVICES: | \$ 1,006,072.00 | \$ 32,996.12 | \$ 850,026.00 | \$ 156,046.00 | 15.51% |
| 7910 | Long Term Loan - Princ. | \$ 57,508.31 | \$ - | \$ 57,500.96 | \$ 7.35 | 0.01% |
| 7930 | Long Term Loan - Interest | \$ 6,208.49 | \$ - | \$ 6,215.84 | \$ (7.35) | -0.12% |
| 7940 | Pension Obligation Bond - Principal | \$ 255,000.00 | \$ - | \$ 255,000.00 | \$ - | 0.00% |
| 7945 | Pension Obligation Bond - Interest | \$ 129,660.50 | \$ - | \$ 129,402.97 | \$ 257.53 | 0.20% |
| | TOTAL LONG TERM DEBT: | \$ 448,377.30 | \$ - | \$ 448,119.77 | \$ 257.53 | 0.06% |
| 8510 | Buildings Improvements | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 8511 | New Capital Equipment | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 8540 | Durable Medical Equipment | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 8560 | New Equipment - Apparatus | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 8561 | Equipment New - Office | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| | TOTAL EQUIPMENT: | \$ - | \$ - | \$ - | \$ - | #DIV/0! |

| Recap Report | BUDGETED FOR FY '23 - '24' | MAY TOTAL | FY TO 5/31/24 | BALANCE REMAINING | BALANCE REMAINING (%) |
|-----------------------------------|-------------------------------|----------------------|------------------------|----------------------|--------------------------|
| OPERATING REVENUES | \$ 7,971,238.00 | \$ 110,852.17 | \$ 7,603,842.42 | \$ 367,395.58 | 4.61% |
| OPERATING EXPENDITURES | | | | | |
| Wages/Benefits | \$ 6,285,048.00 | \$ 430,637.24 | \$ 5,507,124.03 | \$ 777,923.97 | 12.38% |
| Supplies and Services | \$ 1,006,072.00 | \$ 32,996.12 | \$ 850,026.00 | \$ 156,046.00 | 15.51% |
| Long Term Debt | \$ 448,377.30 | \$ - | \$ 448,119.77 | \$ 257.53 | 0.06% |
| Equipment | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Totals | \$ 7,739,497.30 | \$ 463,633.36 | \$ 6,805,269.80 | \$ 934,227.50 | 12.07% |
| Revenues Less Expenditures | | | \$ 798,572.62 | | |

RANCHO ADOBE FIRE PROTECTION DISTRICT
 YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

| SUB-OBJ. | | BUDGETED FOR FY '23 - '24' | MAY EXPENSE | FY EXPENSE TO 5/31/24 | BALANCE REMAINING | BALANCE REMAINING (%) |
|----------|---------------------------|-------------------------------|-------------|--------------------------|----------------------|--------------------------|
| 9510 | Buildings Improvements | \$ 992,511.62 | 0.00 | \$ 992,511.62 | \$ - | 0.00% |
| 9511 | New Capital Equipment | \$ - | 0.00 | \$ - | \$ - | #DIV/0! |
| 9540 | Durable Medical Equipment | \$ - | 0.00 | \$ - | \$ - | #DIV/0! |
| 9560 | New Equipment - Apparatus | \$ - | 0.00 | \$ - | \$ - | #DIV/0! |
| 9561 | Equipment New - Office | \$ - | 0.00 | \$ - | \$ - | #DIV/0! |
| | TOTAL EQUIPMENT: | \$ 992,511.62 | \$ - | \$ 992,511.62 | \$ - | 0.00% |

| | |
|--------------------------------------|-----------------|
| CURRENT ASSETS | |
| Summit State Bank Operating Account: | \$ 91,973.23 |
| Summit State Bank ICS Account: | \$ 2,240,401.25 |
| Summit State Bank Payroll Account: | \$ 3,082.57 |
| CDARS: | \$ 2,800,953.73 |
| Petty Cash: | \$ 200.00 |
| Total: | \$ 5,136,610.78 |
| | |
| Remaining Operating Fund: | \$ 3,841,690.82 |
| | |
| Designated Capital Reserve Accounts: | \$ 1,294,919.96 |
| Interest Earned on Capital Reserves: | \$ 6,217.16 |
| 321 Future Liabilities - PERS UAL: | \$ 300,000.00 |
| 331 Apparatus Reserves: | \$ 405,000.00 |
| 332 Unrestricted Fund Reserves: | \$ 11,938.79 |
| 334 Buildings/Facility Reserves: | \$ 571,764.01 |

Rancho Adobe Fire Protection District

Trial Balance

As of May 31, 2024

| | May 31, 24 | |
|---|--------------|--------------|
| | Debit | Credit |
| 1010 · County of Sonoma | 0.00 | |
| 1030 · Wells Fargo Checking Account | 0.00 | |
| 1035 · Summit State Bank - Operating | 91,973.23 | |
| 1036 · Summit State Bank - ICS | 2,240,401.25 | |
| 1037 · Summit State Bank - Payroll | 3,082.57 | |
| 1038 · CDARS | 2,800,953.73 | |
| 1041 · Capital Reserves-ICS | 1,294,919.96 | |
| 1090 · Petty Cash | 200.00 | |
| 107 · Accounts Receivable | | 3,214.01 |
| 12000 · Undeposited Funds | 0.00 | |
| 170 · Land | 74,634.00 | |
| 171 · Buildings and Improvements | 1,185,360.97 | |
| 172 · Equipment | 4,565,635.75 | |
| 178 · Accum. Depreciation - Building | | 603,437.69 |
| 179 · Accum. Depreciation - Equipment | | 2,056,611.53 |
| 195 · Due From Operating Fund | 1,916,890.00 | |
| 325 · Deferred Outflows | 8,457,066.00 | |
| 99999 · Prior Period Adjustment | 0.00 | |
| 200 · Accounts Payable | 0.00 | |
| Chase Visa | 0.00 | |
| Umpqua Bank Credit Card | 0.00 | |
| 2710 · Deferred Revenue | | 86,879.18 |
| 327 · Deferred Outflows-Liability Acc | 0.00 | |
| 336 · Capital One Loan | | 0.07 |
| 337 · Accrued Interest Payable | | 2,129.35 |
| 338 · Capital Lease - Current | | 4.55 |
| 339 · Accrued Vacation - Current | 0.00 | |
| 350 · Accrued Payroll | 0.00 | |
| 145 · Deferred Inflow | | 5,637,113.00 |
| 300 · Compensated Absences | | 565,321.48 |
| 310 · Westamerica Bank Loan | | 550,218.21 |
| 340 · Bonds Payable - Current | | 0.10 |
| 342 · Notes Payable - Long Term | | 224,985.96 |
| 345 · Bonds Payable - Noncurrent | | 5,357,109.00 |
| 355 · Due To Capital Improvement Fund | | 1,916,890.00 |
| 744 · Net Pension Liability | | 4,196,252.00 |
| 30000 · Opening Balance Equity | 1,566,111.26 | |
| 320 · Unreserved-Undesignated FD Bal | | 2,452,517.00 |
| 321 · Future Liabilities - PERS UAL | | 300,000.00 |
| 330 · Operational Reserves | 0.00 | |
| 331 · Apparatus Reserves | | 405,000.00 |
| 332 · Unrestricted Fund Reserves | | 11,938.79 |
| 333 · PPE Reserves | 0.00 | |
| 334 · Cap Buildings/Facility Reserves | | 21,545.80 |
| 10 · Taxes:1000 · Property Taxes | | 4,339,334.38 |
| 10 · Taxes:1001 · CY Direct Charges | | 2,171,563.20 |
| 10 · Taxes:1008 · RDA Increment | 804,352.07 | |
| 10 · Taxes:1011 · Property Tax Admin Fee | 39,331.00 | |
| 10 · Taxes:1014 · Property Taxes - RDA Increment | | 5,845.84 |
| 10 · Taxes:1015 · RDA Pass-Through | | 532,097.39 |
| 10 · Taxes:1016 · RDA Allocation | | 69,979.00 |
| 10 · Taxes:1017 · Residual Property Tax - RDA | | 250,738.31 |
| 10 · Taxes:1020 · CY Supplemental Tax | | 58,259.68 |
| 10 · Taxes:1040 · Unsecured Property Taxes | | 138,938.62 |
| 10 · Taxes:1060 · PY Secured Taxes | 1,883.08 | |
| 10 · Taxes:1061 · PY Direct Charges | | 31,743.01 |
| 10 · Taxes:1080 · PY Supplemental Taxes | 190.69 | |
| 17 · Use of Money/Property:1700 · Interest on Cash | | 118,627.44 |
| 20 · Intergovernmental Revenues:2404 · State Reimbursements | | 82.36 |
| 20 · Intergovernmental Revenues:2440 · HOPTR | | 10,210.06 |
| 20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team | | 206,021.70 |
| 30 · Charges/Fees for Services:3600 · Fire Marshal Services | | 36,497.50 |
| 30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee | | 930.48 |
| 30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract | | 142,548.00 |
| 30 · Charges/Fees for Services:3661 · Cost Recovery | | 27,174.36 |

Rancho Adobe Fire Protection District

Trial Balance

As of May 31, 2024

06/12/24

Cash Basis

| | May 31, 24 | |
|---|--------------|------------|
| | Debit | Credit |
| 30 · Charges/Fees for Services:3670 · Weed Abatement | | 35,955.00 |
| 30 · Charges/Fees for Services:3682 · Rohnert Park Auto Aid | | 43,900.18 |
| 30 · Charges/Fees for Services:3700 · Copy Fee | | 255.00 |
| 40 · Miscellaneous Revenues:4040 · Misc. Revenue | | 84,917.42 |
| 40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement | | 143,980.33 |
| 50 · Salaries and Benefits:5910 · Full-Time Personnel | 2,896,488.54 | |
| 50 · Salaries and Benefits:5911 · Part-Time Staffing | 211,010.34 | |
| 50 · Salaries and Benefits:5912 · Overtime | 756,272.32 | |
| 50 · Salaries and Benefits:5913 · BC Extra Shift Compensation | 84,270.46 | |
| 50 · Salaries and Benefits:5914 · FLSA | 77,518.14 | |
| 50 · Salaries and Benefits:5922 · Social Security Payroll Taxes | 4,679.08 | |
| 50 · Salaries and Benefits:5923 · CalPERS | 573,069.33 | |
| 50 · Salaries and Benefits:5924 · Medicare | 55,155.63 | |
| 50 · Salaries and Benefits:5930 · Health Insurance | 520,072.50 | |
| 50 · Salaries and Benefits:5931 · Disability Insurance | 9,947.00 | |
| 50 · Salaries and Benefits:5932 · Dental Insurance | 31,274.25 | |
| 50 · Salaries and Benefits:5933 · Life Insurance | 4,107.35 | |
| 50 · Salaries and Benefits:5934 · Vision Insurance | 4,716.15 | |
| 50 · Salaries and Benefits:5935 · Unemployment Insurance | 4,614.36 | |
| 50 · Salaries and Benefits:5936 · Retiree Insurance | 20,100.00 | |
| 50 · Salaries and Benefits:5940 · Workers Compensation | 253,828.58 | |
| 60 · Supplies & Services:6020 · Uniforms | 20,003.84 | |
| 60 · Supplies & Services:6022 · Safety Clothing | 33,891.28 | |
| 60 · Supplies & Services:6040 · Communications | 22,800.18 | |
| 60 · Supplies & Services:6045 · Pagers & Radios | 3,911.88 | |
| 60 · Supplies & Services:6060 · Food | | 7.87 |
| 60 · Supplies & Services:6080 · Household Expense | 9,177.79 | |
| 60 · Supplies & Services:6100 · Property & Liability Insurance | 253,999.86 | |
| 60 · Supplies & Services:6140 · Equipment Maintenance | 7,728.28 | |
| 60 · Supplies & Services:6155 · Apparatus Maintenance | 36,808.97 | |
| 60 · Supplies & Services:6165 · SCBA Maintenance | 5,239.85 | |
| 60 · Supplies & Services:6180 · Building Maintenance | 29,867.42 | |
| 60 · Supplies & Services:6181 · Station Maintenance for Remodel | 11,503.90 | |
| 60 · Supplies & Services:6260 · Medical Supplies | 13,157.74 | |
| 60 · Supplies & Services:6280 · Memberships | 13,596.72 | |
| 60 · Supplies & Services:6400 · Office Supplies | 2,039.96 | |
| 60 · Supplies & Services:6401 · Office Expense - Inventory | 8,947.32 | |
| 60 · Supplies & Services:6410 · Postage and Shipping | 1,228.61 | |
| 60 · Supplies & Services:6430 · Printing Services | 100.87 | |
| 60 · Supplies & Services:6461 · Operational Expense | 27,787.79 | |
| 60 · Supplies & Services:6463 · FPO Expense | 1,635.58 | |
| 60 · Supplies & Services:6500 · Payroll Fees | 3,698.15 | |
| 60 · Supplies & Services:6526 · Dispatch Service-Redcom | 21,337.23 | |
| 60 · Supplies & Services:6587 · LAFCO | 6,961.00 | |
| 60 · Supplies & Services:6590 · Contracted FM Services | 15,400.00 | |
| 60 · Supplies & Services:6596 · CQI Expense | 2,720.00 | |
| 60 · Supplies & Services:6605 · Hiring Expense | 9,894.00 | |
| 60 · Supplies & Services:6610 · Legal Services | 40,723.25 | |
| 60 · Supplies & Services:6630 · Annual Audit Charges | 8,445.00 | |
| 60 · Supplies & Services:6635 · Bank Fees | 573.09 | |
| 60 · Supplies & Services:6650 · Health Services | 5,570.00 | |
| 60 · Supplies & Services:6654 · Wellness Program | 1,250.00 | |
| 60 · Supplies & Services:6800 · Public Legal Notices | 1,514.00 | |
| 60 · Supplies & Services:6820 · Rent/Lease Equipment | 4,899.17 | |
| 60 · Supplies & Services:6880 · Small Tools Expense | 2,789.97 | |
| 60 · Supplies & Services:6881 · Safety Equipment | 17,614.09 | |
| 60 · Supplies & Services:6889 · Computer Software and Equipment | 71,543.06 | |
| 60 · Supplies & Services:7000 · Board Expense | 675.00 | |
| 60 · Supplies & Services:7120 · Training Expense | 27,873.91 | |
| 60 · Supplies & Services:7201 · Fuel | 49,892.42 | |
| 60 · Supplies & Services:7300 · Transportation & Travel | | 4,364.61 |
| 60 · Supplies & Services:7320 · Utilities | 57,597.30 | |
| 75 · Other Charges:7910 · Long Term Loan-Principal | 57,500.96 | |
| 75 · Other Charges:7930 · Long Term Loan-Interest | 6,215.84 | |
| 75 · Other Charges:7940 · Pension Obligation Bond - Prin. | 255,000.00 | |

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Cash Basis

Rancho Adobe Fire Protection District

Trial Balance

As of May 31, 2024

| | May 31, 24 | |
|---|-----------------------------|-----------------------------|
| | Debit | Credit |
| 75 - Other Charges:7945 - Pension Obligation Bond - Int. | 129,402.97 | |
| 95 - Capital Improvements - Assets:9510 - Building Improvements | 992,511.62 | |
| TOTAL | <u>32,845,139.46</u> | <u>32,845,139.46</u> |

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of May 31, 2024

| | May 31, 24 | May 31, 23 | \$ Change | % Change |
|--|----------------------|----------------------|----------------------|------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1035 · Summit State Bank - Operating | 91,973.23 | 36,663.68 | 55,309.55 | 150.9% |
| 1036 · Summit State Bank - ICS | 2,240,401.25 | 2,138,154.20 | 102,247.05 | 4.8% |
| 1037 · Summit State Bank - Payroll | 3,082.57 | 21,888.74 | -18,806.17 | -85.9% |
| 1038 · CDARS | 2,800,953.73 | 4,059,592.33 | -1,258,638.60 | -31.0% |
| 1041 · Capital Reserves-ICS | 1,294,919.96 | 0.00 | 1,294,919.96 | 100.0% |
| 1090 · Petty Cash | 200.00 | 200.00 | 0.00 | 0.0% |
| Total Checking/Savings | 6,431,530.74 | 6,256,498.95 | 175,031.79 | 2.8% |
| Accounts Receivable | | | | |
| 107 · Accounts Receivable | -3,214.01 | -100.00 | -3,114.01 | -3,114.0% |
| Total Accounts Receivable | -3,214.01 | -100.00 | -3,114.01 | -3,114.0% |
| Total Current Assets | 6,428,316.73 | 6,256,398.95 | 171,917.78 | 2.8% |
| Fixed Assets | | | | |
| 170 · Land | 74,634.00 | 74,634.00 | 0.00 | 0.0% |
| 171 · Buildings and Improvements | 1,185,360.97 | 755,665.64 | 429,695.33 | 56.9% |
| 172 · Equipment | 4,565,635.75 | 3,848,634.88 | 717,000.87 | 18.6% |
| 178 · Accum. Depreciation - Building | -603,437.69 | -576,580.69 | -26,857.00 | -4.7% |
| 179 · Accum. Depreciation - Equipment | -2,056,611.53 | -1,754,906.53 | -301,705.00 | -17.2% |
| Total Fixed Assets | 3,165,581.50 | 2,347,447.30 | 818,134.20 | 34.9% |
| Other Assets | | | | |
| 195 · Due From Operating Fund | 1,916,890.00 | 1,916,890.00 | 0.00 | 0.0% |
| 325 · Deferred Outflows | 8,457,066.00 | 9,200,694.00 | -743,628.00 | -8.1% |
| Total Other Assets | 10,373,956.00 | 11,117,584.00 | -743,628.00 | -6.7% |
| TOTAL ASSETS | 19,967,854.23 | 19,721,430.25 | 246,423.98 | 1.3% |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Other Current Liabilities | | | | |
| 2710 · Deferred Revenue | 86,879.18 | 86,879.18 | 0.00 | 0.0% |
| 327 · Deferred Outflows-Liability Acc | 0.00 | 5,928,260.00 | -5,928,260.00 | -100.0% |
| 336 · Capital One Loan | 0.07 | 0.07 | 0.00 | 0.0% |
| 337 · Accrued Interest Payable | 2,129.35 | 2,129.35 | 0.00 | 0.0% |
| 338 · Capital Lease - Current | 4.55 | 55,806.47 | -55,801.92 | -100.0% |
| Total Other Current Liabilities | 89,013.15 | 6,073,075.07 | -5,984,061.92 | -98.5% |
| Total Current Liabilities | 89,013.15 | 6,073,075.07 | -5,984,061.92 | -98.5% |
| Long Term Liabilities | | | | |
| 145 · Deferred Inflow | 5,637,113.00 | 3,987,593.00 | 1,649,520.00 | 41.4% |
| 300 · Compensated Absences | 565,321.48 | 545,622.48 | 19,699.00 | 3.6% |
| 310 · Westamerica Bank Loan | 550,218.21 | 0.00 | 550,218.21 | 100.0% |
| 340 · Bonds Payable - Current | 0.10 | 252,891.00 | -252,890.90 | -100.0% |
| 342 · Notes Payable - Long Term | 224,985.96 | 333,267.78 | -108,281.82 | -32.5% |
| 345 · Bonds Payable - Noncurrent | 5,357,109.00 | 5,357,109.00 | 0.00 | 0.0% |
| 355 · Due To Capital Improvement Fund | 1,916,890.00 | 1,916,890.00 | 0.00 | 0.0% |
| 744 · Net Pension Liability | 4,196,252.00 | 6,214,613.00 | -2,018,361.00 | -32.5% |
| Total Long Term Liabilities | 18,447,889.75 | 18,607,986.26 | -160,096.51 | -0.9% |
| Total Liabilities | 18,536,902.90 | 24,681,061.33 | -6,144,158.43 | -24.9% |
| Equity | | | | |
| 30000 · Opening Balance Equity | -1,566,111.26 | -908,986.26 | -657,125.00 | -72.3% |
| 320 · Unreserved-Undesignated FD Bal | 2,452,517.00 | -8,200,854.76 | 10,653,371.76 | 129.9% |
| 321 · Future Liabilities - PERS UAL | 300,000.00 | 0.00 | 300,000.00 | 100.0% |
| 330 · Operational Reserves | 0.00 | 2,155,346.00 | -2,155,346.00 | -100.0% |
| 331 · Apparatus Reserves | 405,000.00 | 0.00 | 405,000.00 | 100.0% |

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Cash Basis

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of May 31, 2024

| | <u>May 31, 24</u> | <u>May 31, 23</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------------|-----------------------------|-----------------------------|--------------------------|--------------------|
| 332 · Unrestricted Fund Reserves | 11,938.79 | 0.00 | 11,938.79 | 100.0% |
| 334 · Cap Buildings/Facility Reserves | 21,545.80 | 1,916,890.00 | -1,895,344.20 | -98.9% |
| Net Income | -193,939.00 | 77,973.94 | -271,912.94 | -348.7% |
| Total Equity | <u>1,430,951.33</u> | <u>-4,959,631.08</u> | <u>6,390,582.41</u> | <u>128.9%</u> |
| TOTAL LIABILITIES & EQUITY | <u>19,967,854.23</u> | <u>19,721,430.25</u> | <u>246,423.98</u> | <u>1.3%</u> |

Rancho Adobe Fire Protection District
Profit & Loss by Class
 May 2024

| | Operating | TOTAL |
|---|-------------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 17 · Use of Money/Property | | |
| 1700 · Interest on Cash | 20,286.05 | 20,286.05 |
| Total 17 · Use of Money/Property | 20,286.05 | 20,286.05 |
| 30 · Charges/Fees for Services | | |
| 3600 · Fire Marshal Services | 7,501.00 | 7,501.00 |
| 3601 · Finance Charge/Late Fee | 250.77 | 250.77 |
| 3641 · Fire Services - Casino Contract | 32,512.00 | 32,512.00 |
| 3661 · Cost Recovery | 6,009.67 | 6,009.67 |
| 3682 · Rohnert Park Auto Aid | 22,113.49 | 22,113.49 |
| 3700 · Copy Fee | 105.00 | 105.00 |
| Total 30 · Charges/Fees for Services | 68,491.93 | 68,491.93 |
| 40 · Miscellaneous Revenues | | |
| 4040 · Misc. Revenue | 5,718.92 | 5,718.92 |
| 4100 · Workers Comp. Reimbursement | 16,355.27 | 16,355.27 |
| Total 40 · Miscellaneous Revenues | 22,074.19 | 22,074.19 |
| Total Income | 110,852.17 | 110,852.17 |
| Gross Profit | 110,852.17 | 110,852.17 |
| Expense | | |
| 50 · Salaries and Benefits | | |
| 5910 · Full-Time Personnel | 246,871.18 | 246,871.18 |
| 5911 · Part-Time Staffing | 24,850.36 | 24,850.36 |
| 5912 · Overtime | 58,824.66 | 58,824.66 |
| 5914 · FLSA | 9,137.47 | 9,137.47 |
| 5922 · Social Security Payroll Taxes | 279.62 | 279.62 |
| 5923 · CalPERS | 49,651.50 | 49,651.50 |
| 5924 · Medicare | 4,586.69 | 4,586.69 |
| 5930 · Health Insurance | 31,785.00 | 31,785.00 |
| 5931 · Disability Insurance | 841.00 | 841.00 |
| 5932 · Dental Insurance | 2,900.80 | 2,900.80 |
| 5933 · Life Insurance | 370.24 | 370.24 |
| 5934 · Vision Insurance | 451.11 | 451.11 |
| 5935 · Unemployment Insurance | 87.61 | 87.61 |
| Total 50 · Salaries and Benefits | 430,637.24 | 430,637.24 |
| 60 · Supplies & Services | | |
| 6020 · Uniforms | 3,307.64 | 3,307.64 |
| 6022 · Safety Clothing | 3,786.47 | 3,786.47 |
| 6040 · Communications | 4,556.06 | 4,556.06 |
| 6060 · Food | 149.06 | 149.06 |
| 6080 · Household Expense | 209.85 | 209.85 |
| 6140 · Equipment Maintenance | 299.87 | 299.87 |
| 6155 · Apparatus Maintenance | 271.94 | 271.94 |
| 6165 · SCBA Maintenance | 331.03 | 331.03 |
| 6180 · Building Maintenance | 2,308.23 | 2,308.23 |
| 6260 · Medical Supplies | 744.07 | 744.07 |
| 6401 · Office Expense - Inventory | 2,310.67 | 2,310.67 |
| 6410 · Postage and Shipping | 68.00 | 68.00 |
| 6461 · Operational Expense | 1,300.80 | 1,300.80 |
| 6500 · Payroll Fees | 165.60 | 165.60 |
| 6590 · Contracted FM Services | 175.00 | 175.00 |
| 6596 · CQI Expense | 510.00 | 510.00 |
| 6605 · Hiring Expense | -199.00 | -199.00 |
| 6635 · Bank Fees | 26.59 | 26.59 |
| 6820 · Rent/Lease Equipment | 445.61 | 445.61 |
| 6889 · Computer Software and Equipment | 1,215.00 | 1,215.00 |
| 7120 · Training Expense | 3,728.62 | 3,728.62 |
| 7201 · Fuel | 3,381.43 | 3,381.43 |
| 7300 · Transportation & Travel | 98.26 | 98.26 |

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Cash Basis

Rancho Adobe Fire Protection District
Profit & Loss by Class
May 2024

| | <u>Operating</u> | <u>TOTAL</u> |
|--------------------------------|--------------------|--------------------|
| 7320 · Utilities | 3,805.32 | 3,805.32 |
| Total 60 · Supplies & Services | 32,996.12 | 32,996.12 |
| Total Expense | 463,633.36 | 463,633.36 |
| Net Ordinary Income | -352,781.19 | -352,781.19 |
| Net Income | <u>-352,781.19</u> | <u>-352,781.19</u> |

Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison May 2024

| | May 24 | May 23 | \$ Change | % Change |
|---|------------|------------|------------|----------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 17 · Use of Money/Property | | | | |
| 1700 · Interest on Cash | 20,286.05 | 18,662.86 | 1,623.19 | 8.7% |
| Total 17 · Use of Money/Property | 20,286.05 | 18,662.86 | 1,623.19 | 8.7% |
| 30 · Charges/Fees for Services | | | | |
| 3600 · Fire Marshal Services | 7,501.00 | 2,704.00 | 4,797.00 | 177.4% |
| 3601 · Finance Charge/Late Fee | 250.77 | 294.06 | -43.29 | -14.7% |
| 3641 · Fire Services - Casino Contract | 32,512.00 | 90,024.00 | -57,512.00 | -63.9% |
| 3661 · Cost Recovery | 6,009.67 | 2,324.27 | 3,685.40 | 158.6% |
| 3682 · Rohnert Park Auto Aid | 22,113.49 | 21,193.28 | 920.21 | 4.3% |
| 3700 · Copy Fee | 105.00 | 35.00 | 70.00 | 200.0% |
| Total 30 · Charges/Fees for Services | 68,491.93 | 116,574.61 | -48,082.68 | -41.3% |
| 40 · Miscellaneous Revenues | | | | |
| 4040 · Misc. Revenue | 5,718.92 | 2,358.49 | 3,360.43 | 142.5% |
| 4100 · Workers Comp. Reimbursement | 16,355.27 | 10,202.40 | 6,152.87 | 60.3% |
| Total 40 · Miscellaneous Revenues | 22,074.19 | 12,560.89 | 9,513.30 | 75.7% |
| Total Income | 110,852.17 | 147,798.36 | -36,946.19 | -25.0% |
| Gross Profit | 110,852.17 | 147,798.36 | -36,946.19 | -25.0% |
| Expense | | | | |
| 50 · Salaries and Benefits | | | | |
| 5910 · Full-Time Personnel | 246,871.18 | 245,118.40 | 1,752.78 | 0.7% |
| 5911 · Part-Time Staffing | 24,850.36 | 11,459.67 | 13,390.69 | 116.9% |
| 5912 · Overtime | 58,824.66 | 55,477.88 | 3,346.78 | 6.0% |
| 5914 · FLSA | 9,137.47 | 5,872.04 | 3,265.43 | 55.6% |
| 5922 · Social Security Payroll Taxes | 279.62 | 0.00 | 279.62 | 100.0% |
| 5923 · CalPERS | 49,651.50 | 47,638.79 | 2,012.71 | 4.2% |
| 5924 · Medicare | 4,586.69 | 4,266.87 | 319.82 | 7.5% |
| 5930 · Health Insurance | 31,785.00 | 29,511.72 | 2,273.28 | 7.7% |
| 5931 · Disability Insurance | 841.00 | 841.00 | 0.00 | 0.0% |
| 5932 · Dental Insurance | 2,900.80 | 2,456.88 | 443.92 | 18.1% |
| 5933 · Life Insurance | 370.24 | 347.10 | 23.14 | 6.7% |
| 5934 · Vision Insurance | 451.11 | 806.53 | -355.42 | -44.1% |
| 5935 · Unemployment Insurance | 87.61 | 9.46 | 78.15 | 826.1% |
| Total 50 · Salaries and Benefits | 430,637.24 | 403,806.34 | 26,830.90 | 6.6% |
| 60 · Supplies & Services | | | | |
| 6020 · Uniforms | 3,307.64 | 9,398.68 | -6,091.04 | -64.8% |
| 6022 · Safety Clothing | 3,786.47 | 61,904.73 | -58,118.26 | -93.9% |
| 6040 · Communications | 4,556.06 | 1,731.66 | 2,824.40 | 163.1% |
| 6045 · Pagers & Radios | 0.00 | 27,837.62 | -27,837.62 | -100.0% |
| 6060 · Food | 149.06 | 362.58 | -213.52 | -58.9% |
| 6080 · Household Expense | 209.85 | 1,190.68 | -980.83 | -82.4% |
| 6140 · Equipment Maintenance | 299.87 | 65.10 | 234.77 | 360.6% |
| 6155 · Apparatus Maintenance | 271.94 | 7,447.82 | -7,175.88 | -96.4% |
| 6165 · SCBA Maintenance | 331.03 | 0.00 | 331.03 | 100.0% |
| 6180 · Building Maintenance | 2,308.23 | 993.77 | 1,314.46 | 132.3% |
| 6181 · Station Maintenance for Remodel | 0.00 | 12,662.37 | -12,662.37 | -100.0% |
| 6260 · Medical Supplies | 744.07 | 192.57 | 551.50 | 286.4% |
| 6400 · Office Supplies | 0.00 | 160.48 | -160.48 | -100.0% |
| 6401 · Office Expense - Inventory | 2,310.67 | 0.00 | 2,310.67 | 100.0% |
| 6410 · Postage and Shipping | 68.00 | 52.80 | 15.20 | 28.8% |
| 6461 · Operational Expense | 1,300.80 | 5,242.99 | -3,942.19 | -75.2% |
| 6500 · Payroll Fees | 165.60 | 303.60 | -138.00 | -45.5% |
| 6590 · Contracted FM Services | 175.00 | 1,225.00 | -1,050.00 | -85.7% |
| 6596 · CQI Expense | 510.00 | 0.00 | 510.00 | 100.0% |
| 6605 · Hiring Expense | -199.00 | 1,190.00 | -1,389.00 | -116.7% |
| 6610 · Legal Services | 0.00 | 820.32 | -820.32 | -100.0% |
| 6635 · Bank Fees | 26.59 | 96.43 | -69.84 | -72.4% |
| 6650 · Health Services | 0.00 | 795.00 | -795.00 | -100.0% |

Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison May 2024

| | May 24 | May 23 | \$ Change | % Change |
|---|--------------------|--------------------|--------------------|----------------|
| 6820 · Rent/Lease Equipment | 445.61 | 635.27 | -189.66 | -29.9% |
| 6880 · Small Tools Expense | 0.00 | 109.49 | -109.49 | -100.0% |
| 6881 · Safety Equipment | 0.00 | 136.68 | -136.68 | -100.0% |
| 6889 · Computer Software and Equipment | 1,215.00 | 2,501.96 | -1,286.96 | -51.4% |
| 7120 · Training Expense | 3,728.62 | 3,968.00 | -239.38 | -6.0% |
| 7201 · Fuel | 3,381.43 | 4,835.17 | -1,453.74 | -30.1% |
| 7300 · Transportation & Travel | 98.26 | 847.08 | -748.82 | -88.4% |
| 7320 · Utilities | 3,805.32 | 5,823.64 | -2,018.32 | -34.7% |
| Total 60 · Supplies & Services | 32,996.12 | 152,531.49 | -119,535.37 | -78.4% |
| 95 · Capital Improvements - Assets | | | | |
| 9510 · Building Improvements | 0.00 | 107,483.92 | -107,483.92 | -100.0% |
| Total 95 · Capital Improvements - Assets | 0.00 | 107,483.92 | -107,483.92 | -100.0% |
| Total Expense | 463,633.36 | 663,821.75 | -200,188.39 | -30.2% |
| Net Ordinary Income | -352,781.19 | -516,023.39 | 163,242.20 | 31.6% |
| Net Income | -352,781.19 | -516,023.39 | 163,242.20 | 31.6% |

**PUBLIC HEARING:
FIRE IMPACT FEE
NEXUS STUDY**



RANCHO ADOBE FIRE PROTECTION DISTRICT

FIRE IMPACT FEE NEXUS STUDY

JUNE 2024
FINAL REPORT

PREPARED FOR:

**BOARD OF DIRECTORS
RANCHO ADOBE FIRE PROTECTION DISTRICT**

PREPARED BY:


SCI Consulting Group
4745 MANGELS BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
www.sci-cg.com

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RANCHO ADOBE FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Ray Peterson, Director
Bob Moretti, Director
Mark Hemmendinger, Director
Sage Howell, Director
Bret Herman, Director
Brian Proteau, Director
Michael Gadoua, Director

FIRE CHIEF

Jeff Veliquette

ADMINISTRATIVE MANAGER / BOARD CLERK

Jennifer Bechtold

IMPACT FEE CONSULTANT

Blair Aas, Vice President
SCI Consulting Group

ACKNOWLEDGMENTS

This Fire Impact Fee Nexus Study was prepared by SCI Consulting Group ("SCI") under contract with the Rancho Adobe Fire Protection District ("District"). The work was accomplished under the general direction of Jeff Veliquette, Fire Chief of the District.

We would like to acknowledge special efforts made by the following individuals and organizations for this project:

Jennifer Bechtold, Rancho Adobe Fire Protection District
Sonoma County Auditor's Office
Sonoma County Assessor's Office

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EXECUTIVE SUMMARY

INTRODUCTION

The Rancho Adobe Fire Protection District ("District") provides first-responder fire protection services to approximately 80 square-mile east of the cities of Rohnert Park and Petaluma in Sonoma County ("County"). The District serves the City of Cotati ("City"), the community of Penngrove, and the surrounding unincorporated areas in the County. The District provides fire prevention, fire suppression, emergency medical services, hazardous materials response, and other related emergency services to its residents.

This Fire Impact Fee Nexus Study ("Nexus Study") was prepared pursuant to the "Mitigation Fee Act," as found in Government Code § 66000 et seq. The purpose of this Nexus Study is to establish the legal and policy basis for the collection of new fire impact fees ("fees") on new residential and nonresidential development within the District. The purpose of the fee is to fund the one-time cost of expanding the District's facilities, apparatus, and equipment needed to accommodate new development.

For purposes of this Nexus Study, the term "facilities" or "fire system facilities" will refer to facilities (land, stations, and other buildings), apparatus (engines other vehicles), and equipment. The term "new development" will generally refer to the persons (residents and employees working in the District) and the structural area (residential area and nonresidential building area) in which the persons live or work.

Under California law, the District lacks land-use authority to impose impact fees on development projects. As the District serves the unincorporated areas of the County, the County Board of Supervisors is responsible for adopting the fire impact fee program and imposing the fees on behalf of the District. Likewise, as the District serves the City of Cotati, the City Council is responsible for adopting the fire impact fee program and implementing the fees on behalf of the District. The fees shall cover the areas outlined in the provided map in Appendix A.

In order to impose such fees, this Nexus Study will demonstrate that a reasonable relationship or "nexus" exists between new development that occurs within the District and the need for fire protection facilities, apparatus, and equipment as a result of new development. More specifically, this Nexus Study will present findings in order to meet the procedural requirements of the Mitigation Fee Act, also known as AB 1600, which are as follows on the following page:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("**benefit relationship**").
4. Determine how there is a reasonable relationship between the need for the fire facilities and the type of development project on which the fee is imposed ("**impact relationship**").
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed ("**rough proportional relationship**").

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the County and City General Plans.

METHODOLOGY AND APPROACH

To determine the District's fire impact fee consistent with these **substantive requirements**, this Nexus Study utilizes a system-wide existing facility standard methodology. Under this method, the District's ratio existing fire protection facilities, apparatus, and equipment to the existing service population establishes the standard for determining new development's fair share of the cost to expand the District's fire system as growth occurs.

The facility standard methodology is a commonly used method for determining fire impact fees. It was validated by the Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010. Under this method, identification, and use of an existing facility standard and the restricted uses of fee revenue ensure that new development will not fund any existing deficiencies as prohibited by the Act. Instead, only capital improvements and apparatus, vehicle, and equipment purchases that expand the District's fire system are allowable uses of fee revenue. Likewise, the fee program will generate only enough revenue to proportionally expand the fire system to maintain the existing level of service.

The existing facility standard is based on the District's ratio of existing fire protection and emergency response facilities, apparatus, and equipment to the existing service population. Existing development refers to the persons (residents and employees working in the District)

and the structural area (residential area and nonresidential building area) in which the persons live or work. Existing development demand is based on the District service call data. The replacement value of the District's existing fire system is determined using the replacement value of the District's existing inventory of fire protection facilities, apparatus, land equipment. These costs are then applied to seven land use categories in proportion to the need they create for fire protection and emergency response services.

The Act requires that in establishing a development impact fee program, the facilities funded by the fee must be identified. However, the Act provides flexibility regarding how that identification may be made. The fee program may identify a broad class of projects¹ or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents². This fee program identifies facilities (land, stations, and other buildings), apparatus (engines and other vehicles), and equipment as the broad classes that will be funded with the fee.

The District's capital improvements and apparatus and equipment purchases will benefit the entire fire system. The District's fire protection and emergency response resources are organized as an integrated fire system. The resources of one fire station do not serve a particular area in isolation from the District's other fire stations and resources. When the District has a service call, whether for a fire or other emergency, the District's response often involves resources from multiple fire stations. Likewise, new development in the District's services area is served by all the District facilities, apparatus, and equipment, not just by the nearest fire station.

The Nexus Study also details the **procedural requirements** for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the District Board of Directors and adoption City Council and County Board on behalf of the District. Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last sections of the Nexus Study.

¹ According to Government Code § 66000(b) and validated by Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.

² According to Gov't Code Section 66001(a)(2).

SUMMARY OF GENERAL FINDINGS

The following general findings from the Nexus Study are presented:

1. Fire impact fees are necessary to ensure that the District can adequately expand its fire protection facilities, apparatus, and equipment needed for the resident and employee growth and new structural area created by new development.
2. The District's objective is to maintain its existing level of service by establishing a fire impact fee to fund the cost of expanding its facilities, apparatus, and equipment attributable to new development.
3. The District may approve, and the City and County may adopt on their behalf, the following fees at or below the maximum level determined by this Nexus Study.

FIGURE 1 – MAXIMUM FIRE IMPACT FEE SCHEDULE

| Land Use Category | Unit | Maximum Fire Impact Fee |
|--|-------------|--------------------------------|
| Single Family Housing | BSQFT | \$2.00 |
| Multi-Family Housing | BSQFT | \$2.77 |
| Mobile Home | BSQFT | \$1.57 |
| Assessory Dwelling Unit => 750 sq. ft. | BSQFT | \$2.00 |
| Assessory Dwelling Unit < 750 sq. ft. | --- | Exempt --- |
| Retail / Commercial | BSQFT | \$2.51 |
| Office | BSQFT | \$4.15 |
| Industrial | BSQFT | \$1.75 |

4. Consistent with the nexus requirement of the Act, this Nexus Study demonstrates that there is a reasonable relationship between new development, the amount of the proposed fee, and facilities, apparatus, and equipment funded by the fee.
5. Fee revenue may be used to fund 100% of the cost of new and expanded facilities, 100% of the cost of apparatus, vehicles, and equipment that expand the District's existing inventory and up to 10.6 percent of apparatus and vehicle replacement costs.
6. Since only cities and counties have land-use authority to impose development impact fees as a condition of project approval, the District's proposed fee must be adopted by the City and County on behalf of the District.
7. The maximum fire impact fee determined by this Nexus Study is consistent with the Sonoma County General Plan and the City of Cotati General Plan.

SUMMARY OF GENERAL RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following general recommendations are presented:

1. Since only cities and counties have land use authority to impose development impact fees as a condition of project approval, the District's proposed fee must be adopted by the City and the County on behalf of the District.
2. The District should establish a new fire impact fee to fairly allocate the costs of providing fire protection facilities, apparatus, and equipment to new development.
3. The District's new fire impact fee should be adopted and implemented in accordance with the applicable provisions of the Mitigation Fee Act (Government Code § 66000 et al.).
4. Fee revenue should be used to fund only the cost of new and expanded facilities, apparatus, vehicles, and equipment to serve new development.
5. The District, the City, and the County should comply with the annual reporting requirements under Government Code § 66006(b).
6. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, the District should comply with the reporting requirements under Government Code § 66001(d).
7. This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2032.
8. The cost estimates presented in this Nexus Study are in January 2024 dollars. The fire impact fee should be adjusted automatically without further action by the District Board, the City Council, or the County Board of Supervisors on the first day of each fiscal year by the previous calendar percentage change in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

DETERMINATION OF EXISTING DEVELOPMENT

The District serves both residences and businesses throughout their service area. As such, the demand for the District's fire protection services and associated fire protection facilities, apparatus, ambulances, and equipment is measured by its service population (residents or employees) and the structural area (i.e., living area or nonresidential building area) in which they live or work. This section will first determine the service population and structural area within the District. These figures, along with the District's service call data, will be used to establish an existing facility demand factor for the various residential, and nonresidential land uses within the District, which in turn will be used to determine existing development's total facilities demand.

EXISTING SERVICE POPULATION AND STRUCTURAL AREA

The District provides fire protection and emergency response services to the western portion of unincorporated Sonoma County, including the City of Cotati. A map of the District's service boundaries is provided in Appendix A.

As shown in Figure 2 on the following page, the District currently serves an estimated resident population of 16,756 and protects approximately 7,073 occupied and vacant dwelling units. These figures are based on figures from the 2020 Census for the District's service area, Sonoma County Assessor's data as of February 2024, and an estimated 3.8 percent vacancy rate as reported by the California Department of Finance for the City.

The District also serves an estimated 3,537 workers and protects approximately 1,580,000 square feet of new nonresidential building area. The estimated number of workers in the District is based on an estimated jobs-to-housing ratio of 0.50. The estimated nonresidential structural area is calculated by multiplying the number of workers by 446 square feet of nonresidential building area for every worker (or 2.24 workers per 1,000 square feet.)

FIGURE 2 – CURRENT RESIDENTIAL DEMOGRAPHICS

| Land Use Categories | Total Dwelling Units ¹ | Vacant Dwelling Units | Occupied Housing Units | Dwelling Unit Occupancy Factor ³ | Resident Population |
|-----------------------|-----------------------------------|-----------------------|------------------------|---|---------------------|
| | Calc | a | b | c = a - b | d |
| Single-Family Housing | 5,958 | 226 | 5,732 | 2.56 | 14,674 |
| Multi-Family Housing | 916 | 35 | 881 | 2.04 | 1,797 |
| Mobile Home | 199 | 8 | 191 | 1.49 | 285 |
| Total Residential | 7,073 | 269 | 6,804 | 2.46 | 16,756 |

Notes:

¹ From Sonoma County Assessor's data as of February 2024.

² Based on an estimated 3.8% vacancy rate for the City of Cotati.

³ Based on census data from the U.S. Census Bureau's 2015-2019 American Community Survey 5-Year Estimate for the City of Cotati and Penngrove CDP which is found to be representative of the District.

RESIDENT EQUIVALENT DEMAND FACTOR

For purposes of this Nexus Study, a calls-for-service approach is used to help establish the relative fire facilities demand from residential and nonresidential land uses. Specifically, service call data is converted into a resident equivalent demand factor, which represents the demand for service from a worker compared to a household resident.

As shown in Figure 3 on the following page, service call data for fiscal years 2020-21 through 2022-23 were gathered from the District's Emergency Reporting database. Over the three-year period, the District averaged 1,137 annual service calls originating from residential property and 352 service calls originating from nonresidential properties. Service calls originating from highways, roads, open fields, or otherwise not classified as originating from residential or nonresidential land use are excluded. By dividing service calls for residential and nonresidential land uses by the corresponding estimated number of residents and workers results in the relative number of per capita for residential and nonresidential land uses. As shown, District residents are served at 1.0, and workers in the District are served at 0.85 compared to District residents.

FIGURE 3 – RESIDENT EQUIVALENT DEMAND FACTOR

| | Calc | Residential | Nonresidential | Institutional |
|---|----------------|-------------|----------------|---------------|
| Average Annual Service Calls ¹ | a | 1,137 | 352 | 437 |
| Residents or Workers ² | b | 9,662 | 3,537 | 4,407 |
| Per Capita Fire Service Demand | c = a / b | 0.1177 | 0.0996 | 0.0992 |
| Resident Equivalent Demand Factor | d = c / 0.1177 | 1.00 | 0.85 | 0.84 |

Sources: Rancho Adobe Fire Protection District; SCI Consulting Group

Notes:

¹ Average for FY 20-21 thru FY 22-23 from the District's Emergency Reporting database.

² Estimated existing residents with the District. Workers is based on estimated jobs-to-housing ratio of 0.75.

EXISTING FIRE FACILITIES EDU DEMAND FACTOR

Next, equivalent dwelling unit ("EDU") demand factors are established to compare the relative fire facilities demand across three residential and three nonresidential land uses. The EDU is also used to convert nonresidential building area to a residential dwelling unit value. This common approach allows for the cost of fire protection facilities, apparatus, and equipment to be fairly apportioned among residential and nonresidential land uses.

Figure 4 below shows the calculation of the existing fire facilities EDU demand factor for six land use categories. The residential land use categories are expressed per dwelling unit, and the nonresidential land use categories are expressed per 1,000 square feet of building area. The occupancy density for land use category is multiplied by their respective resident equivalent demand factor, then converted to single-family home value. By this measure, for example, one single-family home creates the demand for fire facilities equal to 660 square feet of retail / commercial building area.

FIGURE 4 – EXISTING FACILITIES EDU DEMAND FACTOR

| Land Use Category | Unit | Occupancy Density per Unit ¹ | Resident Equivalent Demand Factor ² | Facilities EDU Demand Factor |
|-----------------------|------|---|--|---------------------------------|
| | Calc | a | b | c = (a * b) / 2.56 (rounded) |
| Single-Family Housing | DU | 2.56 | 1.00 | 1.00 |
| Multi-Family Housing | DU | 2.04 | 1.00 | 0.80 |
| Mobile Home | DU | 1.49 | 1.00 | 0.58 |
| Residential | DU | 2.41 | 1.00 | 0.94 |
| Retail / Commerical | KBSF | 2.00 | 0.85 | 0.66 |
| Office | KBSF | 3.30 | 0.85 | 1.09 |
| Industrial | KBSF | 1.40 | 0.85 | 0.46 |
| Nonresidential | KBSF | 2.24 | 0.85 | 0.74 |

DU = Dwelling Unit; KBSQ = 1,000 square feet of building area

Notes:

¹ Residents per unit is based on census data the 2020 U.S. Census American Community Survey 2022 5-Year Estimate for the City of Cotati and Penngrove CDP. Retail / commercial, office, and industrial density figures are based on the 2001 "Employment Density Study" prepared by The Natelson Company, Inc. for the Southern California Association of Governments expressed in terms of the number of employees per 1,000 square feet of building area.

² See Figure 3.

EXISTING FIRE FACILITIES DEMAND EDUs

Figure 5 below calculates the District's existing demand EDUs based on the total number of dwelling units and estimated nonresidential building area within the District. As shown, the total existing demand EDUs for the District is 10,461. Existing demand EDUs represents the level of existing development served by the District's existing facilities.

FIGURE 5 – EXISTING DEMAND EDUs

| Land Use | Unit | Existing Units ¹ | Fire Facilities EDU Demand Factor ² | Total Existing Demand EDUs |
|-----------------------|------|-----------------------------|--|----------------------------|
| | | | | c = a * b |
| | Calc | a | b | |
| Single Family Housing | DU | 5,958 | 1.00 | 5,958 |
| Multi-Family Housing | DU | 916 | 1.00 | 916 |
| Mobile Home | DU | 199 | 1.00 | 199 |
| Institutional | KBSF | 2,434 | 0.84 | 2,051 |
| Nonresidential | KBSF | 1,579 | 0.85 | 1,337 |
| Total | | 11,086 | | 10,461 |

Notes:

¹ See Figure 2.

² See Figure 4. For Institutional, facility EDU demand factor is the equivalent demand factor from Figure 3.

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DETERMINATION OF EXISTING FIRE PROTECTION FACILITIES

The next step in determining the District's existing fire facilities standard is to calculate the replacement value of the District's fire protection facilities, apparatus, and equipment. Figure 6 below presents a summary of replacement cost (in 2024 dollars) for the District's existing fire facilities, including land and fire stations, as well as its apparatus such as engines and specialized vehicles, along with ancillary equipment.

Replacement values for fire stations are based on estimated construction costs per square foot prepared by Kitchell for neighboring Sonoma County fire agencies. The estimated replacement value of the District's apparatus, vehicles, and equipment inventory is based on unit cost assumptions provided by the District. Estimated values of older apparatus have been discounted from the replacement value of the new apparatus to reflect their age. (The detailed inventory and estimated replacement value for each is provided in Appendix B.)

As shown below, the estimated replacement value of the District's existing fire protection facilities, apparatus, and equipment is approximately \$38.3 million.

FIGURE 6 – REPLACEMENT VALUE OF EXISTING FIRE SYSTEM

| Cost Components | Total Replacement Value (2024\$) ¹ |
|-------------------------------------|--|
| Land Value | \$2,012,000 |
| Building Value | \$31,940,400 |
| Apparatus / Vehicles Value | \$3,628,750 |
| Equipment Value | \$745,000 |
| Total Fire System Facilities | \$38,326,150 |

Source: Rancho Adobe FPD; SCI Consulting Group

Notes:

¹ See Appendix B for more detail.

DETERMINATION OF THE FIRE IMPACT FEE

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the need for fire protection facilities, apparatus and equipment, and the type of development project on which the fee is imposed. In this section, the District's existing fire facilities standard is determined and then applied to four residential, and three nonresidential land uses categories in proportion to the demand they create as measured by their EDU demand factor.

EXISTING FIRE FACILITIES STANDARD

The District's ratio of existing fire facilities, apparatus, and equipment to the District's service population establishes the standard for determining new development's fair share of the cost to expand the District's fire facilities as growth occurs. As shown in Figure 7 below, this standard is represented by the existing fire system facilities cost of \$3,663.72 per demand EDU.

FIGURE 7 – EXISTING FIRE FACILITIES STANDARD

| | |
|--|-------------------|
| Existing Fire System Facilities ¹ | \$38,326,150 |
| Existing Demand EDUs ² | 10,461 |
| Existing Facilities Standard | \$3,663.72 |

Notes:

¹ See Figure 6.

² See Figure 5.

RESIDENTIAL LAND USE CATEGORIES

Since residential land uses have varying dwelling unit occupancies and living areas, the residential fire impact fees are expressed on a per square footage basis for four residential land use categories. The four residential land use categories are defined below.

- **"Single-family housing"** means detached or attached one-family dwelling unit with an assessor's parcel number for each dwelling unit.
- **"Multifamily housing"** means buildings or structures designed for two or more families for living or sleeping purposes and having kitchen and bath facilities for each family.

- **"Mobile home"** means a development area for residential occupancy in vehicles which require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle.
- **"Accessory dwelling unit" or "ADU"** means a dwelling unit, or granny flat, either a detached or attached dwelling unit, which provides complete, independent living facilities for one or more persons with provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary residence.

The residential fire impact fee shall be charged on the square footage within the perimeter of a residential structure. Garages, carports, walkways, overhangs, patios, enclosed patios, detached storage structures, or similar areas are excluded.

RESIDENTIAL FIRE IMPACT FEE DETERMINATION

Figure 8, on the following page, presents the calculation of the maximum residential fire impact fee. As shown, the residential fee is determined by multiplying the fire facility standard by their respective EDU demand factor plus an additional four percent for administration of the fire impact fee program. The fee program administrative cost component is designed to offset the cost of District, City, and County collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.

The District may approve, and the City and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 8 – MAXIMUM RESIDENTIAL FIRE IMPACT FEE

| Residential Land Use Categories | Existing Facilities Standard ¹ | EDU Demand Factor ² | Cost per Dwelling Unit | Fee Program Admin. 4% | Average Living Area (Sq. Ft.) ³ | Maximum Fire Impact Fee ⁴ |
|---------------------------------|---|--------------------------------|------------------------|-----------------------|--|--------------------------------------|
| Calc | a | b | c = a * b | d = c * 0.04 | e | f = (c + d) / e |
| | ----- per dwelling unit ----- | | | | | - per sq. ft. - |
| Single Family Housing | \$3,663.72 | 1.00 | \$3,663.72 | \$146.55 | 1,905 | \$2.00 |
| Multi-Family Housing | \$3,663.72 | 0.80 | \$2,930.97 | \$117.24 | 1,100 | \$2.77 |
| Mobile Home | \$3,663.72 | 0.58 | \$2,124.96 | \$85.00 | 1,400 | \$1.57 |
| ADU < 750 sq. ft. ⁵ | NA | NA | NA | NA | NA | Exempt |
| ADU => 750 sq. ft. ⁵ | NA | NA | NA | NA | NA | \$2.00 |

Notes:

¹ See Figure 7.

² See Figure 4.

³ Average living areas area from data from the Sonoma County Assessor and expressed in terms of square feet.

⁴ The maximum residential fire impact fee is rounded down to the nearest cent.

⁵ Pursuant to Govt. Code § 65852.2(f)(3)(A), development impact fees for a new accessory dwelling unit must be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

NONRESIDENTIAL LAND USE CATEGORIES

As stated earlier, the Mitigation Fee Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the fee and the type of development on which the fee is imposed. Since different nonresidential land uses have varying employment densities and structural area, the nonresidential fire impact fee expressed per square foot of building area for three nonresidential land use categories. The three nonresidential land use categories are defined below.

- **"Retail / Commercial"** means retail, commercial, educational, hotel/motel, and other construction.
- **"Office"** means general, professional, and medical office construction.
- **"Industrial"** means manufacturing construction.

The nonresidential fee shall be charged for "covered and enclosed space" within the perimeter of a nonresidential structure. Garages, parking structures, unenclosed walkways, utility or disposal areas, and storage areas incidental to the principal use of the development are excluded.

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NONRESIDENTIAL FIRE IMPACT FEE DETERMINATION

Figure 9 below presents the calculation of the nonresidential fire impact fee. As shown, the fee for the three nonresidential land uses is determined by multiplying the fire facilities standard by their respective EDU demand factor plus an additional four percent for administration of the fire impact fee program. Note that the costs are expressed per 1,000 square feet of nonresidential building area and then converted to a per-square-footage fee.

The District may approve, and the City and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 9 – MAXIMUM NONRESIDENTIAL FIRE IMPACT FEE

| Nonresidential Land Use Categories | Existing Facilities Standard ¹ | EDU Demand Factor ² | Cost per Unit | Fee Program Admin. 4% | Total Cost per Unit | Maximum Fire Impact Fee ³ |
|------------------------------------|---|--------------------------------|-------------------------------|-----------------------|---------------------|--------------------------------------|
| Calc | a | b | c = a * b | d = c * 0.04 | e = c + d | f = e / 1,000 |
| | | | ----- per 1,000 sq. ft. ----- | | | - per sq. ft. - |
| Retail / Commerical | \$3,663.72 | 0.66 | \$2,418.05 | \$96.72 | \$2,514.78 | \$2.51 |
| Office | \$3,663.72 | 1.09 | \$3,993.45 | \$159.74 | \$4,153.19 | \$4.15 |
| Industrial | \$3,663.72 | 0.46 | \$1,685.31 | \$67.41 | \$1,752.72 | \$1.75 |

Notes:

¹ See Figure 7.

² See Figure 4.

³ The maximum nonresidential fire impact fee is rounded down to the nearest cent.

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PROJECTED FIRE IMPACT FEE REVENUE

Figure 10 projects fire impact fee revenue through 2040. Total fire impact fee revenue (in 2024 dollars) is then calculated by multiplying the fire facilities demand standard by demand EDU growth. Residential demand assumes an annual growth rate of 1 percent. It is assumed that nonresidential development will occur proportionately. As shown, fire impact fee revenue will contribute approximately \$3.64 million (in 2024 dollars) towards the District's future long-term capital improvement plan. Certainly, arguments can be made for higher or lower demand growth. However, the projected demand growth and fee revenue are merely estimates for planning purposes.

FIGURE 10 – PROJECTED FIRE IMPACT FEE REVENUE

| Land Use Category | Current Demand EDUs (2024) ¹ | Demand EDU Growth (2043) ² | Existing Facilities Standard ³ | Projected Fire Impact Fee Revenue (2024\$) ⁴ |
|-----------------------|---|---------------------------------------|---|---|
| | Calc | a | b | c |
| Residential | 7,073 | 836 | \$3,663.72 | \$3,062,000 |
| Nonresidential | 1,337 | 158 | \$3,663.72 | \$579,000 |
| Total District | 8,410 | 994 | \$3,663.72 | \$3,641,000 |

Source: Association of Bay Area Governments; SCI Consulting Group

Notes:

¹ See Figure 5.

² Based on a projected annual growth rate of 1% .

³ See Figure 7.

⁴ Rounded to the nearest thousand.

It is important to note at the fire impact fee program is designed not to be dependent on a specific capital improvement plan and specific level of new development. Only enough fee revenue will be generated for the District to expand its existing level of service to serve the growing service population.

The District will need to fund existing deficiencies and any other purchases and improvement costs above its existing level of service with other funding sources. Other potential funding sources include but are not limited to, a general obligation bond measure, state and federal grants, the District's general fund, and existing or new special tax and assessment proceeds, if allowable.

Fee revenue may be used to fund up to 100 percent of the cost of the new or expansion of fire stations or new apparatus and vehicles added to the District's inventory. Additionally, the District will also need to replace apparatus and vehicles more quickly due to the increase in service calls from the growth in the persons and structure area created by new development. The District will be able to use fee proceeds to fund up to 10.6 percent of apparatus and vehicle replacement costs.³ Fee revenue may not be used to fund 1) the renovation of existing facilities and 2) operational, maintenance, or repair costs. (The use of the fee is detailed further in the next section.)

³ Represents the percentage growth in EDUs.

NEXUS FINDINGS

This section frames the Nexus Study findings in terms of the legislated requirements to demonstrate the legal justification of the fire impact fee. The justification of the fire impact fee on new development must provide information as set forth in Government Code § 66000. These requirements are discussed below.

PURPOSE OF FEE

The purpose of the fire impact fee is to fund the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District. The fire impact fee will ensure that new development will not burden existing development with the cost of expanded facilities, apparatus, and equipment required to accommodate growth as it occurs within the District.

USE OF FEE REVENUE

Fee revenue will be used to fund the cost of expanded facilities, apparatus, ambulances, and equipment to serve new development. Provided below is a summary of the allowable and prohibited uses of fee revenue.

FIGURE 11 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

| <u>Allowable Uses</u> | <u>Prohibited Uses</u> |
|--|---|
| <ul style="list-style-type: none"> • <i>New (added) or expanded land and facilities costs (100%)</i> • <i>Apparatus, vehicles, and equipment purchases that expand the system inventory (100%)</i> • <i>Facility costs already incurred to provide growth-related capacity (100%)</i> • <i>A portion of apparatus, vehicles, and equipment replacement costs attributable to new development (10.6%)</i> • <i>A portion of a renovation project that expands service capacity</i> • <i>Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.</i> | <ul style="list-style-type: none"> • <i>Existing deficiencies, such as improvements to existing facilities that do not expand service capacity</i> • <i>A portion of apparatus, vehicles, and equipment replacement costs attributable to existing development (89.4%)</i> • <i>Operational, maintenance or repair costs</i> |

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. To maintain its existing level of fire protection and emergency response services, fee revenue will be used to replace and expand the District's facilities, apparatus, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Fee revenue will be deposited into a separate fire impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. Additionally, the Act ensures that fee revenue is expended expeditiously or refunded to the developer. These Act requirements ensure that a development project paying the fire impact fee will benefit from its use. Moreover, since the District's fire protection and emergency response resources are organized as an integrated fire system, improvements and purchases with the District benefit the entire fire system.

IMPACT / NEED RELATIONSHIP

New residential and nonresidential development projects in the District will grow the persons (residents and employees) and the structural area (residential area and nonresidential building area) in persons live or work. The growth in persons and structural area will create additional need for the District's fire protection and prevention, emergency response service, and a corresponding need for new or expanded facilities and replacement of apparatus, vehicles, and equipment. The fee will be imposed on different types of development projects for the additional service population generated and structural area created by new development projects.

ROUGH PROPORTIONALITY

The cost of fire protection facilities, apparatus, and equipment attributable to a development project is based upon the level of existing development served by the District's existing fire protection facilities. The use of an existing facilities standard methodology to determine the fire impact fee achieves proportionality between existing development and new development. Moreover, these equivalent costs are applied to six land use categories in proportion to the need they create for expanded facilities.

The use of a fire facilities demand factor to determine the fire impact fee schedule achieves proportionality across the types of development on which the fee is imposed. Larger development projects will generate a higher number of residents and structural area to protect and, as a result, will pay a higher fee than smaller development projects. Thus, the

application fire impact fee schedule to a specific project ensures a reasonable relationship between the fee and the cost of the facilities, equipment, and apparatus attributable to that project.

FEE PROGRAM ADOPTION REQUIREMENTS

Under California law, the District does not have land use authority to impose impact fees on development projects. Because the District serves an unincorporated area of the County, the County Board of Supervisors must adopt the fire impact fee program on behalf of the District.

The following are the general requirements for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the District Board of Directors and adoption by the City Council and County Board of Supervisors on behalf of the District. The specific statutory requirements for the adoption of the fee program may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.) and County Municipal Code. SCI recommends that the notice and hearing requirements be duplicated by the District and the City and County.

RANCHO ADOBE FIRE PROTECTION DISTRICT

1. The District Board of Directors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the proposed fee program.
2. At least 30 days before the meeting, the District shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the District shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt a resolution approving the Nexus Study and proposed fee program with a recommendation that the City Council and County Board of Supervisors adopt the proposed fee program on behalf of the District.

CITY OF COTATI

1. The City Council shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.

2. At least 30 days before the meeting, the City shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the County shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt an ordinance or resolution establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the ordinance or longer as specified by the ordinance.

COUNTY OF SONOMA

1. The Board of Supervisors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.
2. At least 30 days before the meeting, the County shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the County shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt an ordinance establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the ordinance or longer as specified by the ordinance.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section outlines the general requirements governing the administration of the fee program. For specific statutory guidelines regarding the administration of the fee program, reference is made to the Mitigation Fee Act (California Government Code § 66000 et seq.).

ACCOUNTING REQUIREMENTS

Proceeds from the new fire impact fee should be deposited into a separate fund or account so that there will be no commingling of fees with other revenue or unexpended balances of the existing fee program funds. The fire impact fees should be expended solely for the purpose for which they were collected. Any interest earned by such an account should be deposited in that account and expended solely for the purpose for which originally collected.

REPORTING REQUIREMENTS

The following information, entitled "Annual Report," must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

For the fifth fiscal year following the first receipt of any fire impact fee proceeds, and every three years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended fire impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on

how to use the unexpended balance to achieve that purpose. Specifically, the District shall make the following findings, entitled "Five-Year Report," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

A refund shall be provided for all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Section 66001 (e) of the Government Code, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

FEE PROGRAM UPDATES

This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2031.

TRANSPARENCY REQUIREMENTS

The District must clearly post the following information on the District's website. Updates to the information must be made available within 30 days of any change.

- The current fee schedule or direct link indicating the effective date when it was adopted by the City Council and the County Board of Supervisors.
- Current and five previous Annual Reports.
- Current and any previous Nexus Study conducted after January 1, 2018.

FEE EXEMPTIONS

The following development projects are exempted from payment of the fee:

- A structure owned by a governmental agency.
- A structure which is being reconstructed following damage or destruction by fire or another casualty, or the voluntary demolition thereof, provided that the number of

structures or the size in such reconstructed structure is no greater than the number of structures or the size of the structure prior to such damage, destruction or demolition.

- An accessory dwelling unit less than 750 square feet.
- A development project found to have no impact on the District's fire system.

FEE CREDITS

A fee credit shall be given for demolished existing square footage as part of a new development project in order to comply with the Act and recent court cases. The fee credit shall be based on the effective fee for the demolished land use category. Additionally, subject to certain restrictions, if a developer dedicates land, constructs facilities, or provides apparatus/equipment for the District, the fire impact fees imposed on that development project may be adjusted to reflect a fee credit for the cost of the dedicated land, facilities constructed, and apparatus/equipment provided.

AUTOMATIC ANNUAL INFLATIONARY ADJUSTMENT

The fire impact fee should be adjusted automatically without any further action by the District Board, City Council, or County Board in the first day of each fiscal year by the net percentage change during the preceding calendar in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

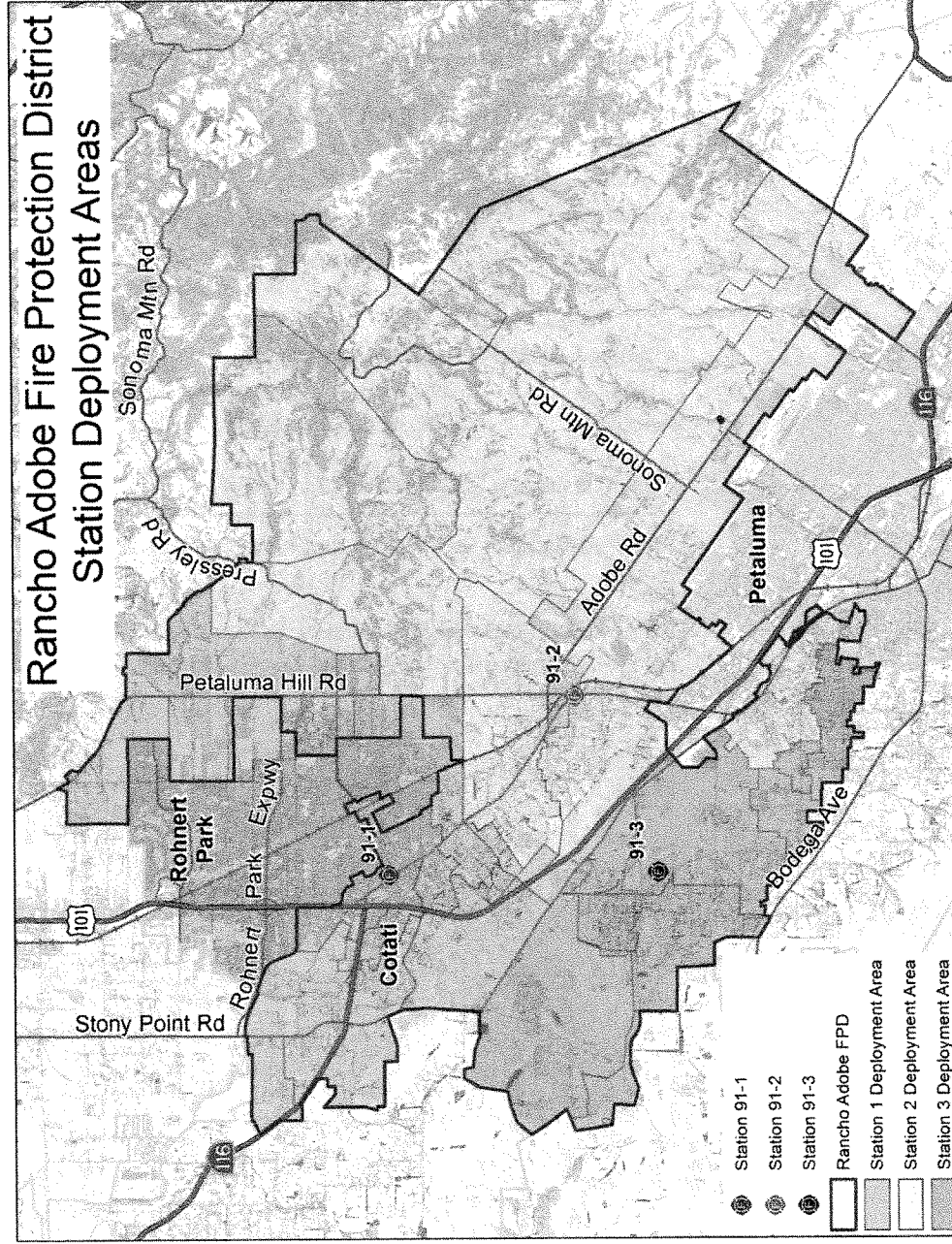
APPENDICES

Appendix A – Map of District Boundaries and Fee Program Area

Appendix B – Fire System Inventory and Replacement Cost Estimates

APPENDIX A – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA

FIGURE 12 – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA



APPENDIX B – FIRE SYSTEM INVENTORY AND REPLACEMENT COST ESTIMATES

FIGURE 13 – EXISTING FIRE STATION INVENTORY

| Fire Station | Units | Unit Cost ¹ | Replacement Cost (2024\$) |
|---|----------------|------------------------|---------------------------|
| Calc | a | b | c = a * b |
| Station 1, 1 E. Cotati Ave, Cotati | | | |
| Buldings | 11,660 sq. ft. | \$1,290 per sq. ft. | \$15,041,400 |
| Station 2 and Administration, 11000 Main Street, Penngrove | | | |
| Land | 1.71 acres | \$400,000 per acre | \$684,000 |
| Buldings | 8,900 sq. ft. | \$1,290 per sq. ft. | \$11,481,000 |
| Station 3, 99 Liberty Road, Petaluma | | | |
| Land | 3.32 acres | \$400,000 per acre | \$1,328,000 |
| Buldings | 4,200 sq. ft. | \$1,290 per sq. ft. | \$5,418,000 |
| Total Replacement Cost (Land and Buildings) | | | \$33,952,400 |

Source: Rancho Adobe Fire Protection District; Kitchell; SCI Consulting Group

Notes:

¹ Replacement values are based on estimated costs for new station construction from prepared by Kitchell for neighboring Sonoma County Fire agencies.

FIGURE 14 – APPARATUS AND EQUIPMENT INVENTORY

| Unit ID | Type | Make / Model | Year | Apparatus / Vehicles ¹ | Equipment | Replacement Value (2024\$) |
|--------------------------------------|---------|-------------------------------------|------|--------------------------------------|------------------|-------------------------------|
| 9100 | Command | F 250 Ford Pickup | 2015 | \$37,500 | \$15,000 | \$52,500 |
| 9140 | Command | F 250 Ford Pickup | 2011 | \$25,000 | \$15,000 | \$40,000 |
| 9180 | Type 1 | Type 1 Ferrara Inferno | 2002 | \$237,500 | \$95,000 | \$332,500 |
| 9160 | Type 3 | Type 3 - Masterbody Model 15 2wd | 1999 | \$150,000 | \$75,000 | \$225,000 |
| 9162 | Type 3 | Type 3 7400 SFA 4 x 4 International | 2007 | \$156,250 | \$75,000 | \$231,250 |
| 9195 | W/T | Peterbuilt Water Tender | 2008 | \$87,500 | \$35,000 | \$122,500 |
| 9196 | W/T | Peterbuilt Water Tender | 2008 | \$87,500 | \$35,000 | \$122,500 |
| 9132 | Type 4 | Rescue F550 HI Tech Am. La France | 2005 | \$37,500 | \$35,000 | \$72,500 |
| 9161 | Type 3 | Type 3 7400 SFA 4 x 4 International | 2015 | \$350,000 | \$35,000 | \$385,000 |
| 9181 | Type 1 | Type 1 Ferrara Inferno | 2017 | \$450,000 | \$95,000 | \$545,000 |
| 9182 | Type 1 | Type 1 Ferrara Inferno | 2017 | \$450,000 | \$95,000 | \$545,000 |
| BC9102 | Command | F 250 Ford Pickup | 2021 | \$120,000 | \$15,000 | \$135,000 |
| BC9111 | Command | F 250 Ford Pickup | 2022 | \$120,000 | \$15,000 | \$135,000 |
| BC9103 | Command | F250 Ford Pick up | 2022 | \$120,000 | \$15,000 | \$135,000 |
| 9183 | Type 1 | Type 1 Ferrara Inferno | 2022 | \$1,200,000 | \$95,000 | \$1,295,000 |
| Total Apparatus and Equipment | | | | \$3,628,750 | \$745,000 | \$4,373,750 |

Source: Rancho Adobe Fire Protection District

Notes:

¹ Replacement value based on estimated current replacement value. Adjustments have been made to discount apparatus and vehicles based on age (0 - 5 years at 100% , 6-10 years at 75% ; 11 - 15 years at 50% and 16 years or more at 25% .)

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NEW BUSINESS

**RESOLUTION R-10:
FIRE IMPACT FEE
NEXUS STUDY**



Rancho Adobe Fire District

Staff Report

Date: June 11, 2024

Topic: Resolution R -10; Adoption of the Fire Impact Fee Nexus Study; and requesting Sonoma County Board of Supervisors and Cotati City Council Adopt and Implement the Proposed Fire Impact Fee Program on behalf of the District.

Recommendation:

Adopt Resolution R-10 approving the Fire Impact Fee Nexus Study; and requesting Sonoma County Board of Supervisors and Cotati City Council Adopt and Implement the Proposed Fire Impact Fee Program on behalf of the District.

Background:

The Rancho Adobe Fire Protection District is proposing to implement developer impact fee's pursuant to the "Mitigation Fee Act" in California Government Code 66000 et seq. The purpose of the fee is to help fund one-time costs of expanding fire facilities, apparatus, and equipment needed to maintain its existing level of service. To implement the fee programs, the Sonoma County Board of Supervisors must adopt the impact fee proposals on behalf for development in the unincorporated areas, The City of Cotati Council must also adopt the impact fee proposal on behalf of the Rancho Adobe Fire District specifically for development within the city limits-an area we cover in its entirety.

A Public Hearing was held at the regular Board of Directors meeting on June 19, 2024, as well as publication in the newspaper on 5/18/24 and 5/25/24.

Financial Impact:

The exact revenue the Fire Impact Fee will generate is unknown at this time and is dependent on future development within the District.

Options:

1. Adopt Resolution R-10 approving the Fire Impact Fee Program.
2. Do not move forward with the Fire Impact Fee program and direct staff to provide additional information.

Approved by:

Jeff Veliquette
Fire Chief

Attachments:

1. Fire Impact Fee Nexus Study – May 2024, SCI Consulting Group

**RESOLUTION APPROVING THE RANCHO ADOBE FIRE DISTRICT
FIRE IMPACT FEE NEXUS STUDY AND REQUESTING THAT THE SONOMA
COUNTY OF BOARD OF SUPERVISORS AND THE COTATI CITY COUNCIL
ADOPT AND IMPLEMENT THE PROPOSED FIRE IMPACT FEE PROGRAM
ON BEHALF OF THE DISTRICT**

WHEREAS, AB 1600 was adopted and codified in California Government Code Section 66000 allowing the establishing, increasing, or imposing of a development fee as a condition of approval where the purpose and use of the fee were identified, and reasonable relationship to the development project was demonstrated; and

WHEREAS, the Rancho Adobe Fire Protection District ("District") Board of Directors ("District Board") desires to establish a new Fire Impact Fee program to fund fire protection facilities, apparatus, and equipment necessary to mitigate the impacts caused by new development; and

WHEREAS, the District Board) has received and considered the District's Fire Impact Fee Nexus Study prepared by SCI Consulting Group dated June 2024 Final Report ("Nexus Study") that provides the required information to establish a new Fire Impact Fee program.

NOW, THEREFORE, IT IS HEREBY RESOLVED that:

- 1) The District Board hereby receives and approves the Nexus Study.
- 2) Prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made as part of the Board's regularly scheduled June 19, 2024, meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 66018. Additionally, at least 30 days before the meeting, the District made the Nexus Study available for public review.
- 3) After considering the Nexus Study and this Resolution, and after considering the testimony received at this public hearing, the District Board hereby makes the following findings:
 - a) The Fire Impact Fee program and Fire Impact Fee proposed in the Nexus Study and approved pursuant to this Resolution are for the purposes of funding the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District; and
 - b) The Fire Impact Fee proposed in the Nexus Study and approved pursuant to this Resolution will be used to expand the District's facilities and equipment, and replace and expand the District's apparatus and vehicles to serve new development; and
 - c) The uses of the Fire Impact Fee proposed in the Nexus Study and approved pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed in that fee revenue from the development projects will be used to expand the District's facilities and equipment, and replace and expand the District's apparatus and vehicles to meet the additional demand generated by the new residents and employees and new structural area created by the development projects; and
 - d) The Fire Impact Fee proposed in the Nexus Study, and approved pursuant to this Resolution, bear a reasonable relationship to the need for fire protection and emergency

Resolution R-10
 Rancho Adobe Fire Protection District

response facilities, apparatus, and equipment in that each development project will create additional need for the District's fire protection and emergency response services and a corresponding need for new or expanded facilities, apparatus, and equipment. The fee will be imposed on different types of development projects in proportion to the additional service population generated and structural area created by new development projects; and

- e) The Nexus Study demonstrates that there is a reasonable relationship between the amount of the Fire Impact Fee and the cost of the fire protection facilities, apparatus, and equipment attributable to the development on which the fee is imposed in that the costs are based upon the level of existing development served by the District's existing fire protection facilities and applied proportionately to seven land use categories in proportion to the need they create for expanded fire facilities, apparatus, and equipment.
- 4) The District Board finds pursuant to the California Environmental Quality Act ("CEQA"), this action is not a "project" because the Resolution provides a mechanism for funding fire protection and emergency response facilities, apparatus, and equipment but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)
 - 5) The District Board does hereby approve the following Fire Impact Fees on new development which shall be collected upon issuance of a building permit:

| <u>Land Use</u> | <u>Fire Impact Fees</u> |
|--|-----------------------------------|
| <u>Residential Development</u> | |
| Single-Family Housing | Per Living Area Sq. Ft. \$2.00 |
| Multi-Family Housing | \$2.77 |
| Mobile Home | \$1.57 |
| ADUs => 750 sq.ft. | \$2.00 |
| ADUs < 750 sq.ft. | Exempt |
| <u>Nonresidential Development</u> | |
| Retail / Commercial | Per Building Sq. Ft. \$2.51 |
| Office | \$4.15 |
| Industrial | \$1.75 |

- 6) The District Board formally requests that the County Board of Supervisors and City Council adopt and implement this approved Fire Impact Fee program on behalf of the District with the District agreeing to be responsible for the proper accounting for and expenditure of said moneys and further agreeing to hold the County and the City harmless from and to defend it from any action, claim, or damages related to said fees, including any challenge to the validity of or use thereof.
- 7) The District Board formally requests that the resolutions or ordinances adopted by the County Board of Supervisor and Cotati City Council to establish the Fire Impact Fee program on behalf of the District authorize automatic annual inflationary adjustments without

Resolution R-10
Rancho Adobe Fire Protection District

any further action by the County Board of Supervisors and City Council on the first day of each fiscal year by the net percentage change during the preceding calendar in the Engineering News-Record Construction Cost Index, or its successor publication.

- 8) If any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

The foregoing resolution was introduced by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

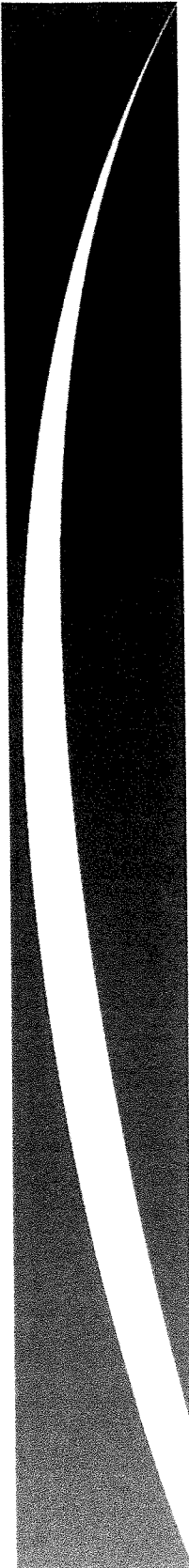
| | |
|------------------------|--|
| Director Herman _____ | Director Hemmendinger _____ |
| Director Moretti _____ | Director Peterson _____ Director Proteau _____ |
| Director Gadoua _____ | Director Howell _____ |

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

CHAIR

Attest: _____
Clerk of the Board



RANCHO ADOBE FIRE PROTECTION DISTRICT

FIRE IMPACT FEE NEXUS STUDY

JUNE 2024
FINAL REPORT

PREPARED FOR:

**BOARD OF DIRECTORS
RANCHO ADOBE FIRE PROTECTION DISTRICT**

PREPARED BY:

SCIConsultingGroup
4745 MANGELS BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
www.sci-cg.com

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RANCHO ADOBE FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Ray Peterson, Director
Bob Moretti, Director
Mark Hemmendinger, Director
Sage Howell, Director
Bret Herman, Director
Brian Proteau, Director
Michael Gadoua, Director

FIRE CHIEF

Jeff Veliquette

ADMINISTRATIVE MANAGER / BOARD CLERK

Jennifer Bechtold

IMPACT FEE CONSULTANT

Blair Aas, Vice President
SCI Consulting Group

ACKNOWLEDGMENTS

This Fire Impact Fee Nexus Study was prepared by SCI Consulting Group ("SCI") under contract with the Rancho Adobe Fire Protection District ("District"). The work was accomplished under the general direction of Jeff Veliquette, Fire Chief of the District.

We would like to acknowledge special efforts made by the following individuals and organizations for this project:

Jennifer Bechtold, Rancho Adobe Fire Protection District
Sonoma County Auditor's Office
Sonoma County Assessor's Office

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EXECUTIVE SUMMARY

INTRODUCTION

The Rancho Adobe Fire Protection District ("District") provides first-responder fire protection services to approximately 80 square-mile east of the cities of Rohnert Park and Petaluma in Sonoma County ("County"). The District serves the City of Cotati ("City"), the community of Penngrove, and the surrounding unincorporated areas in the County. The District provides fire prevention, fire suppression, emergency medical services, hazardous materials response, and other related emergency services to its residents.

This Fire Impact Fee Nexus Study ("Nexus Study") was prepared pursuant to the "Mitigation Fee Act," as found in Government Code § 66000 et seq. The purpose of this Nexus Study is to establish the legal and policy basis for the collection of new fire impact fees ("fees") on new residential and nonresidential development within the District. The purpose of the fee is to fund the one-time cost of expanding the District's facilities, apparatus, and equipment needed to accommodate new development.

For purposes of this Nexus Study, the term "facilities" or "fire system facilities" will refer to facilities (land, stations, and other buildings), apparatus (engines other vehicles), and equipment. The term "new development" will generally refer to the persons (residents and employees working in the District) and the structural area (residential area and nonresidential building area) in which the persons live or work.

Under California law, the District lacks land-use authority to impose impact fees on development projects. As the District serves the unincorporated areas of the County, the County Board of Supervisors is responsible for adopting the fire impact fee program and imposing the fees on behalf of the District. Likewise, as the District serves the City of Cotati, the City Council is responsible for adopting the fire impact fee program and implementing the fees on behalf of the District. The fees shall cover the areas outlined in the provided map in Appendix A.

In order to impose such fees, this Nexus Study will demonstrate that a reasonable relationship or "nexus" exists between new development that occurs within the District and the need for fire protection facilities, apparatus, and equipment as a result of new development. More specifically, this Nexus Study will present findings in order to meet the procedural requirements of the Mitigation Fee Act, also known as AB 1600, which are as follows on the following page:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("**benefit relationship**").
4. Determine how there is a reasonable relationship between the need for the fire facilities and the type of development project on which the fee is imposed ("**impact relationship**").
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed ("**rough proportional relationship**").

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the County and City General Plans.

METHODOLOGY AND APPROACH

To determine the District's fire impact fee consistent with these **substantive requirements**, this Nexus Study utilizes a system-wide existing facility standard methodology. Under this method, the District's ratio existing fire protection facilities, apparatus, and equipment to the existing service population establishes the standard for determining new development's fair share of the cost to expand the District's fire system as growth occurs.

The facility standard methodology is a commonly used method for determining fire impact fees. It was validated by the Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010. Under this method, identification, and use of an existing facility standard and the restricted uses of fee revenue ensure that new development will not fund any existing deficiencies as prohibited by the Act. Instead, only capital improvements and apparatus, vehicle, and equipment purchases that expand the District's fire system are allowable uses of fee revenue. Likewise, the fee program will generate only enough revenue to proportionally expand the fire system to maintain the existing level of service.

The existing facility standard is based on the District's ratio of existing fire protection and emergency response facilities, apparatus, and equipment to the existing service population. Existing development refers to the persons (residents and employees working in the District)

and the structural area (residential area and nonresidential building area) in which the persons live or work. Existing development demand is based on the District service call data. The replacement value of the District's existing fire system is determined using the replacement value of the District's existing inventory of fire protection facilities, apparatus, land equipment. These costs are then applied to seven land use categories in proportion to the need they create for fire protection and emergency response services.

The Act requires that in establishing a development impact fee program, the facilities funded by the fee must be identified. However, the Act provides flexibility regarding how that identification may be made. The fee program may identify a broad class of projects¹ or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents². This fee program identifies facilities (land, stations, and other buildings), apparatus (engines and other vehicles), and equipment as the broad classes that will be funded with the fee.

The District's capital improvements and apparatus and equipment purchases will benefit the entire fire system. The District's fire protection and emergency response resources are organized as an integrated fire system. The resources of one fire station do not serve a particular area in isolation from the District's other fire stations and resources. When the District has a service call, whether for a fire or other emergency, the District's response often involves resources from multiple fire stations. Likewise, new development in the District's services area is served by all the District facilities, apparatus, and equipment, not just by the nearest fire station.

The Nexus Study also details the **procedural requirements** for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the District Board of Directors and adoption City Council and County Board on behalf of the District. Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last sections of the Nexus Study.

¹ According to Government Code § 66000(b) and validated by Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.

² According to Gov't Code Section 66001(a)(2).

SUMMARY OF GENERAL FINDINGS

The following general findings from the Nexus Study are presented:

1. Fire impact fees are necessary to ensure that the District can adequately expand its fire protection facilities, apparatus, and equipment needed for the resident and employee growth and new structural area created by new development.
2. The District's objective is to maintain its existing level of service by establishing a fire impact fee to fund the cost of expanding its facilities, apparatus, and equipment attributable to new development.
3. The District may approve, and the City and County may adopt on their behalf, the following fees at or below the maximum level determined by this Nexus Study.

FIGURE 1 – MAXIMUM FIRE IMPACT FEE SCHEDULE

| Land Use Category | Unit | Maximum Fire Impact Fee |
|--|----------------|-------------------------|
| Single Family Housing | BSQFT | \$2.00 |
| Multi-Family Housing | BSQFT | \$2.77 |
| Mobile Home | BSQFT | \$1.57 |
| Assessory Dwelling Unit => 750 sq. ft. | BSQFT | \$2.00 |
| Assessory Dwelling Unit < 750 sq. ft. | --- Exempt --- | |
| Retail / Commercial | BSQFT | \$2.51 |
| Office | BSQFT | \$4.15 |
| Industrial | BSQFT | \$1.75 |

4. Consistent with the nexus requirement of the Act, this Nexus Study demonstrates that there is a reasonable relationship between new development, the amount of the proposed fee, and facilities, apparatus, and equipment funded by the fee.
5. Fee revenue may be used to fund 100% of the cost of new and expanded facilities, 100% of the cost of apparatus, vehicles, and equipment that expand the District's existing inventory and up to 10.6 percent of apparatus and vehicle replacement costs.
6. Since only cities and counties have land-use authority to impose development impact fees as a condition of project approval, the District's proposed fee must be adopted by the City and County on behalf of the District.
7. The maximum fire impact fee determined by this Nexus Study is consistent with the Sonoma County General Plan and the City of Cotati General Plan.

SUMMARY OF GENERAL RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following general recommendations are presented:

1. Since only cities and counties have land use authority to impose development impact fees as a condition of project approval, the District's proposed fee must be adopted by the City and the County on behalf of the District.
2. The District should establish a new fire impact fee to fairly allocate the costs of providing fire protection facilities, apparatus, and equipment to new development.
3. The District's new fire impact fee should be adopted and implemented in accordance with the applicable provisions of the Mitigation Fee Act (Government Code § 66000 et al.).
4. Fee revenue should be used to fund only the cost of new and expanded facilities, apparatus, vehicles, and equipment to serve new development.
5. The District, the City, and the County should comply with the annual reporting requirements under Government Code § 66006(b).
6. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, the District should comply with the reporting requirements under Government Code § 66001(d).
7. This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2032.
8. The cost estimates presented in this Nexus Study are in January 2024 dollars. The fire impact fee should be adjusted automatically without further action by the District Board, the City Council, or the County Board of Supervisors on the first day of each fiscal year by the previous calendar percentage change in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

DETERMINATION OF EXISTING DEVELOPMENT

The District serves both residences and businesses throughout their service area. As such, the demand for the District's fire protection services and associated fire protection facilities, apparatus, ambulances, and equipment is measured by its service population (residents or employees) and the structural area (i.e., living area or nonresidential building area) in which they live or work. This section will first determine the service population and structural area within the District. These figures, along with the District's service call data, will be used to establish an existing facility demand factor for the various residential, and nonresidential land uses within the District, which in turn will be used to determine existing development's total facilities demand.

EXISTING SERVICE POPULATION AND STRUCTURAL AREA

The District provides fire protection and emergency response services to the western portion of unincorporated Sonoma County, including the City of Cotati. A map of the District's service boundaries is provided in Appendix A.

As shown in Figure 2 on the following page, the District currently serves an estimated resident population of 16,756 and protects approximately 7,073 occupied and vacant dwelling units. These figures are based on figures from the 2020 Census for the District's service area, Sonoma County Assessor's data as of February 2024, and an estimated 3.8 percent vacancy rate as reported by the California Department of Finance for the City.

The District also serves an estimated 3,537 workers and protects approximately 1,580,000 square feet of new nonresidential building area. The estimated number of workers in the District is based on an estimated jobs-to-housing ratio of 0.50. The estimated nonresidential structural area is calculated by multiplying the number of workers by 446 square feet of nonresidential building area for every worker (or 2.24 workers per 1,000 square feet.)

FIGURE 2 – CURRENT RESIDENTIAL DEMOGRAPHICS

| Land Use Categories | Total Dwelling Units ¹ | Vacant Dwelling Units | Occupied Housing Units | Dwelling Unit Occupancy Factor ³ | Resident Population |
|-----------------------|-----------------------------------|-----------------------|------------------------|---|---------------------|
| | Calc | a | b | c = a - b | d |
| Single-Family Housing | 5,958 | 226 | 5,732 | 2.56 | 14,674 |
| Multi-Family Housing | 916 | 35 | 881 | 2.04 | 1,797 |
| Mobile Home | 199 | 8 | 191 | 1.49 | 285 |
| Total Residential | 7,073 | 269 | 6,804 | 2.46 | 16,756 |

Notes:

¹ From Sonoma County Assessor's data as of February 2024.

² Based on an estimated 3.8% vacancy rate for the City of Cotati.

³ Based on census data from the U.S. Census Bureau's 2015-2019 American Community Survey 5-Year Estimate for the City of Cotati and Penngrove CDP which is found to be representative of the District.

RESIDENT EQUIVALENT DEMAND FACTOR

For purposes of this Nexus Study, a calls-for-service approach is used to help establish the relative fire facilities demand from residential and nonresidential land uses. Specifically, service call data is converted into a resident equivalent demand factor, which represents the demand for service from a worker compared to a household resident.

As shown in Figure 3 on the following page, service call data for fiscal years 2020-21 through 2022-23 were gathered from the District's Emergency Reporting database. Over the three-year period, the District averaged 1,137 annual service calls originating from residential property and 352 service calls originating from nonresidential properties. Service calls originating from highways, roads, open fields, or otherwise not classified as originating from residential or nonresidential land use are excluded. By dividing service calls for residential and nonresidential land uses by the corresponding estimated number of residents and workers results in the relative number of per capita for residential and nonresidential land uses. As shown, District residents are served at 1.0, and workers in the District are served at 0.85 compared to District residents.

FIGURE 3 – RESIDENT EQUIVALENT DEMAND FACTOR

| | Calc | Residential | Nonresidential | Institutional |
|---|------------------|-------------|----------------|---------------|
| Average Annual Service Calls ¹ | a | 1,137 | 352 | 437 |
| Residents or Workers ² | b | 9,662 | 3,537 | 4,407 |
| Per Capita Fire Service Demand | $c = a / b$ | 0.1177 | 0.0996 | 0.0992 |
| Resident Equivalent Demand Factor | $d = c / 0.1177$ | 1.00 | 0.85 | 0.84 |

Sources: Rancho Adobe Fire Protection District; SCI Consulting Group

Notes:

¹ Average for FY 20-21 thru FY 22-23 from the District's Emergency Reporting database.

² Estimated existing residents with the District. Workers is based on estimated jobs-to-housing ratio of 0.75.

EXISTING FIRE FACILITIES EDU DEMAND FACTOR

Next, equivalent dwelling unit ("EDU") demand factors are established to compare the relative fire facilities demand across three residential and three nonresidential land uses. The EDU is also used to convert nonresidential building area to a residential dwelling unit value. This common approach allows for the cost of fire protection facilities, apparatus, and equipment to be fairly apportioned among residential and nonresidential land uses.

Figure 4 below shows the calculation of the existing fire facilities EDU demand factor for six land use categories. The residential land use categories are expressed per dwelling unit, and the nonresidential land use categories are expressed per 1,000 square feet of building area. The occupancy density for land use category is multiplied by their respective resident equivalent demand factor, then converted to single-family home value. By this measure, for example, one single-family home creates the demand for fire facilities equal to 660 square feet of retail / commercial building area.

FIGURE 4 – EXISTING FACILITIES EDU DEMAND FACTOR

| Land Use Category | Unit | Occupancy Density per Unit ¹ | Resident Equivalent Demand Factor ² | Facilities EDU Demand Factor |
|-----------------------|------|---|--|-----------------------------------|
| | Calc | a | b | $c = (a * b) / 2.56$ (rounded) |
| Single-Family Housing | DU | 2.56 | 1.00 | 1.00 |
| Multi-Family Housing | DU | 2.04 | 1.00 | 0.80 |
| Mobile Home | DU | 1.49 | 1.00 | 0.58 |
| Residential | DU | 2.41 | 1.00 | 0.94 |
| Retail / Commerical | KBSF | 2.00 | 0.85 | 0.66 |
| Office | KBSF | 3.30 | 0.85 | 1.09 |
| Industrial | KBSF | 1.40 | 0.85 | 0.46 |
| Nonresidential | KBSF | 2.24 | 0.85 | 0.74 |

DU = Dwelling Unit; KBSQ = 1,000 square feet of building area

Notes:

¹ Residents per unit is based on census data the 2020 U.S. Census American Community Survey 2022 5-Year Estimate for the City of Cotati and Penngrove CDP. Retail / commercial, office, and industrial density figures are based on the 2001 "Employment Density Study" prepared by The Natelson Company, Inc. for the Southern California Association of Governments expressed in terms of the number of employees per 1,000 square feet of building area.

² See Figure 3.

EXISTING FIRE FACILITIES DEMAND EDUs

Figure 5 below calculates the District's existing demand EDUs based on the total number of dwelling units and estimated nonresidential building area within the District. As shown, the total existing demand EDUs for the District is 10,461. Existing demand EDUs represents the level of existing development served by the District's existing facilities.

FIGURE 5 – EXISTING DEMAND EDUs

| Land Use | Unit | Existing Units ¹ | Fire Facilities EDU Demand Factor ² | Total Existing Demand EDUs |
|-----------------------|------|--------------------------------|--|-------------------------------------|
| | | | | Calc |
| | | a | b | c = a * b |
| Single Family Housing | DU | 5,958 | 1.00 | 5,958 |
| Multi-Family Housing | DU | 916 | 1.00 | 916 |
| Mobile Home | DU | 199 | 1.00 | 199 |
| Institutional | KBSF | 2,434 | 0.84 | 2,051 |
| Nonresidential | KBSF | 1,579 | 0.85 | 1,337 |
| Total | | 11,086 | | 10,461 |

Notes:

¹ See Figure 2.

² See Figure 4. For Institutional, facility EDU demand factor is the equivalent demand factor from Figure 3.

DETERMINATION OF EXISTING FIRE PROTECTION FACILITIES

The next step in determining the District's existing fire facilities standard is to calculate the replacement value of the District's fire protection facilities, apparatus, and equipment. Figure 6 below presents a summary of replacement cost (in 2024 dollars) for the District's existing fire facilities, including land and fire stations, as well as its apparatus such as engines and specialized vehicles, along with ancillary equipment.

Replacement values for fire stations are based on estimated construction costs per square foot prepared by Kitchell for neighboring Sonoma County fire agencies. The estimated replacement value of the District's apparatus, vehicles, and equipment inventory is based on unit cost assumptions provided by the District. Estimated values of older apparatus have been discounted from the replacement value of the new apparatus to reflect their age. (The detailed inventory and estimated replacement value for each is provided in Appendix B.)

As shown below, the estimated replacement value of the District's existing fire protection facilities, apparatus, and equipment is approximately \$38.3 million.

FIGURE 6 – REPLACEMENT VALUE OF EXISTING FIRE SYSTEM

| Cost Components | Total Replacement Value (2024\$) ¹ |
|-------------------------------------|--|
| Land Value | \$2,012,000 |
| Building Value | \$31,940,400 |
| Apparatus / Vehicles Value | \$3,628,750 |
| Equipment Value | \$745,000 |
| Total Fire System Facilities | \$38,326,150 |

Source: Rancho Adobe FPD; SCI Consulting Group

Notes:

¹ See Appendix B for more detail.

DETERMINATION OF THE FIRE IMPACT FEE

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the need for fire protection facilities, apparatus and equipment, and the type of development project on which the fee is imposed. In this section, the District's existing fire facilities standard is determined and then applied to four residential, and three nonresidential land uses categories in proportion to the demand they create as measured by their EDU demand factor.

EXISTING FIRE FACILITIES STANDARD

The District's ratio of existing fire facilities, apparatus, and equipment to the District's service population establishes the standard for determining new development's fair share of the cost to expand the District's fire facilities as growth occurs. As shown in Figure 7 below, this standard is represented by the existing fire system facilities cost of \$3,663.72 per demand EDU.

FIGURE 7 – EXISTING FIRE FACILITIES STANDARD

| | |
|--|-------------------|
| Existing Fire System Facilities ¹ | \$38,326,150 |
| Existing Demand EDUs ² | 10,461 |
| Existing Facilities Standard | \$3,663.72 |

Notes:

¹ See Figure 6.

² See Figure 5.

RESIDENTIAL LAND USE CATEGORIES

Since residential land uses have varying dwelling unit occupancies and living areas, the residential fire impact fees are expressed on a per square footage basis for four residential land use categories. The four residential land use categories are defined below.

- **"Single-family housing"** means detached or attached one-family dwelling unit with an assessor's parcel number for each dwelling unit.
- **"Multifamily housing"** means buildings or structures designed for two or more families for living or sleeping purposes and having kitchen and bath facilities for each family.

- **"Mobile home"** means a development area for residential occupancy in vehicles which require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle.
- **"Accessory dwelling unit" or "ADU"** means a dwelling unit, or granny flat, either a detached or attached dwelling unit, which provides complete, independent living facilities for one or more persons with provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary residence.

The residential fire impact fee shall be charged on the square footage within the perimeter of a residential structure. Garages, carports, walkways, overhangs, patios, enclosed patios, detached storage structures, or similar areas are excluded.

RESIDENTIAL FIRE IMPACT FEE DETERMINATION

Figure 8, on the following page, presents the calculation of the maximum residential fire impact fee. As shown, the residential fee is determined by multiplying the fire facility standard by their respective EDU demand factor plus an additional four percent for administration of the fire impact fee program. The fee program administrative cost component is designed to offset the cost of District, City, and County collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.

The District may approve, and the City and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 8 – MAXIMUM RESIDENTIAL FIRE IMPACT FEE

| Residential Land Use Categories | Existing Facilities Standard ¹ | EDU Demand Factor ² | Cost per Dwelling Unit | Fee Program Admin. 4% | Average Living Area (Sq. Ft.) ³ | Maximum Fire Impact Fee ⁴ |
|---------------------------------|---|--------------------------------|------------------------|-----------------------|--|--------------------------------------|
| Calc | a | b | c = a * b | d = c * 0.04 | e | f = (c + d) / e |
| ----- per dwelling unit ----- | | | | | | - per sq. ft. - |
| Single Family Housing | \$3,663.72 | 1.00 | \$3,663.72 | \$146.55 | 1,905 | \$2.00 |
| Multi-Family Housing | \$3,663.72 | 0.80 | \$2,930.97 | \$117.24 | 1,100 | \$2.77 |
| Mobile Home | \$3,663.72 | 0.58 | \$2,124.96 | \$85.00 | 1,400 | \$1.57 |
| ADU < 750 sq. ft. ⁵ | NA | NA | NA | NA | NA | Exempt |
| ADU => 750 sq. ft. ⁵ | NA | NA | NA | NA | NA | \$2.00 |

Notes:

¹ See Figure 7.

² See Figure 4.

³ Average living areas area from data from the Sonoma County Assessor and expressed in terms of square feet.

⁴ The maximum residential fire impact fee is rounded down to the nearest cent.

⁵ Pursuant to Govt. Code § 65852.2(f)(3)(A), development impact fees for a new accessory dwelling unit must be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

NONRESIDENTIAL LAND USE CATEGORIES

As stated earlier, the Mitigation Fee Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the fee and the type of development on which the fee is imposed. Since different nonresidential land uses have varying employment densities and structural area, the nonresidential fire impact fee expressed per square foot of building area for three nonresidential land use categories. The three nonresidential land use categories are defined below.

- **"Retail / Commercial"** means retail, commercial, educational, hotel/motel, and other construction.
- **"Office"** means general, professional, and medical office construction.
- **"Industrial"** means manufacturing construction.

The nonresidential fee shall be charged for "covered and enclosed space" within the perimeter of a nonresidential structure. Garages, parking structures, unenclosed walkways, utility or disposal areas, and storage areas incidental to the principal use of the development are excluded.

NONRESIDENTIAL FIRE IMPACT FEE DETERMINATION

Figure 9 below presents the calculation of the nonresidential fire impact fee. As shown, the fee for the three nonresidential land uses is determined by multiplying the fire facilities standard by their respective EDU demand factor plus an additional four percent for administration of the fire impact fee program. Note that the costs are expressed per 1,000 square feet of nonresidential building area and then converted to a per-square-footage fee.

The District may approve, and the City and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 9 – MAXIMUM NONRESIDENTIAL FIRE IMPACT FEE

| Nonresidential Land Use Categories | Existing Facilities Standard ¹ | EDU Demand Factor ² | Cost per Unit | Fee Program Admin. 4% | Total Cost per Unit | Maximum Fire Impact Fee ³ |
|------------------------------------|---|--------------------------------|-------------------------------|-----------------------|---------------------|--------------------------------------|
| Calc | a | b | c = a * b | d = c * 0.04 | e = c + d | f = e / 1,000 |
| | | | ----- per 1,000 sq. ft. ----- | | | - per sq. ft. - |
| Retail / Commerical | \$3,663.72 | 0.66 | \$2,418.05 | \$96.72 | \$2,514.78 | \$2.51 |
| Office | \$3,663.72 | 1.09 | \$3,993.45 | \$159.74 | \$4,153.19 | \$4.15 |
| Industrial | \$3,663.72 | 0.46 | \$1,685.31 | \$67.41 | \$1,752.72 | \$1.75 |

Notes:
¹ See Figure 7.
² See Figure 4.
³ The maximum nonresidential fire impact fee is rounded down to the nearest cent.

PROJECTED FIRE IMPACT FEE REVENUE

Figure 10 projects fire impact fee revenue through 2040. Total fire impact fee revenue (in 2024 dollars) is then calculated by multiplying the fire facilities demand standard by demand EDU growth. Residential demand assumes an annual growth rate of 1 percent. It is assumed that nonresidential development will occur proportionately. As shown, fire impact fee revenue will contribute approximately \$3.64 million (in 2024 dollars) towards the District's future long-term capital improvement plan. Certainly, arguments can be made for higher or lower demand growth. However, the projected demand growth and fee revenue are merely estimates for planning purposes.

FIGURE 10 – PROJECTED FIRE IMPACT FEE REVENUE

| Land Use Category | Current | Demand EDU Growth (2043) ² | Existing Facilities Standard ³ | Projected Fire Impact Fee Revenue | |
|-----------------------|---------------------------------|---------------------------------------|---|-----------------------------------|-----------|
| | Demand EDUs (2024) ¹ | | | (2024\$) ⁴ | |
| | Calc | a | b | c | d = b * c |
| Residential | 7,073 | 836 | \$3,663.72 | \$3,062,000 | |
| Nonresidential | 1,337 | 158 | \$3,663.72 | \$579,000 | |
| Total District | 8,410 | 994 | \$3,663.72 | \$3,641,000 | |

Source: Association of Bay Area Governments; SCI Consulting Group

Notes:

¹ See Figure 5.

² Based on a projected annual growth rate of 1%.

³ See Figure 7.

⁴ Rounded to the nearest thousand.

It is important to note at the fire impact fee program is designed not to be dependent on a specific capital improvement plan and specific level of new development. Only enough fee revenue will be generated for the District to expand its existing level of service to serve the growing service population.

The District will need to fund existing deficiencies and any other purchases and improvement costs above its existing level of service with other funding sources. Other potential funding sources include but are not limited to, a general obligation bond measure, state and federal grants, the District's general fund, and existing or new special tax and assessment proceeds, if allowable.

Fee revenue may be used to fund up to 100 percent of the cost of the new or expansion of fire stations or new apparatus and vehicles added to the District's inventory. Additionally, the District will also need to replace apparatus and vehicles more quickly due to the increase in service calls from the growth in the persons and structure area created by new development. The District will be able to use fee proceeds to fund up to 10.6 percent of apparatus and vehicle replacement costs.³ Fee revenue may not be used to fund 1) the renovation of existing facilities and 2) operational, maintenance, or repair costs. (The use of the fee is detailed further in the next section.)

³ Represents the percentage growth in EDUs.

NEXUS FINDINGS

This section frames the Nexus Study findings in terms of the legislated requirements to demonstrate the legal justification of the fire impact fee. The justification of the fire impact fee on new development must provide information as set forth in Government Code § 66000. These requirements are discussed below.

PURPOSE OF FEE

The purpose of the fire impact fee is to fund the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the District. The fire impact fee will ensure that new development will not burden existing development with the cost of expanded facilities, apparatus, and equipment required to accommodate growth as it occurs within the District.

USE OF FEE REVENUE

Fee revenue will be used to fund the cost of expanded facilities, apparatus, ambulances, and equipment to serve new development. Provided below is a summary of the allowable and prohibited uses of fee revenue.

FIGURE 11 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

| <u>Allowable Uses</u> | <u>Prohibited Uses</u> |
|--|---|
| <ul style="list-style-type: none"> • <i>New (added) or expanded land and facilities costs (100%)</i> • <i>Apparatus, vehicles, and equipment purchases that expand the system inventory (100%)</i> • <i>Facility costs already incurred to provide growth-related capacity (100%)</i> • <i>A portion of apparatus, vehicles, and equipment replacement costs attributable to new development (10.6%)</i> • <i>A portion of a renovation project that expands service capacity</i> • <i>Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.</i> | <ul style="list-style-type: none"> • <i>Existing deficiencies, such as improvements to existing facilities that do not expand service capacity</i> • <i>A portion of apparatus, vehicles, and equipment replacement costs attributable to existing development (89.4%)</i> • <i>Operational, maintenance or repair costs</i> |

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. To maintain its existing level of fire protection and emergency response services, fee revenue will be used to replace and expand the District's facilities, apparatus, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Fee revenue will be deposited into a separate fire impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. Additionally, the Act ensures that fee revenue is expended expeditiously or refunded to the developer. These Act requirements ensure that a development project paying the fire impact fee will benefit from its use. Moreover, since the District's fire protection and emergency response resources are organized as an integrated fire system, improvements and purchases with the District benefit the entire fire system.

IMPACT / NEED RELATIONSHIP

New residential and nonresidential development projects in the District will grow the persons (residents and employees) and the structural area (residential area and nonresidential building area) in persons live or work. The growth in persons and structural area will create additional need for the District's fire protection and prevention, emergency response service, and a corresponding need for new or expanded facilities and replacement of apparatus, vehicles, and equipment. The fee will be imposed on different types of development projects for the additional service population generated and structural area created by new development projects.

ROUGH PROPORTIONALITY

The cost of fire protection facilities, apparatus, and equipment attributable to a development project is based upon the level of existing development served by the District's existing fire protection facilities. The use of an existing facilities standard methodology to determine the fire impact fee achieves proportionality between existing development and new development. Moreover, these equivalent costs are applied to six land use categories in proportion to the need they create for expanded facilities.

The use of a fire facilities demand factor to determine the fire impact fee schedule achieves proportionality across the types of development on which the fee is imposed. Larger development projects will generate a higher number of residents and structural area to protect and, as a result, will pay a higher fee than smaller development projects. Thus, the

application fire impact fee schedule to a specific project ensures a reasonable relationship between the fee and the cost of the facilities, equipment, and apparatus attributable to that project.

FEE PROGRAM ADOPTION REQUIREMENTS

Under California law, the District does not have land use authority to impose impact fees on development projects. Because the District serves an unincorporated area of the County, the County Board of Supervisors must adopt the fire impact fee program on behalf of the District.

The following are the general requirements for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the District Board of Directors and adoption by the City Council and County Board of Supervisors on behalf of the District. The specific statutory requirements for the adoption of the fee program may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.) and County Municipal Code. SCI recommends that the notice and hearing requirements be duplicated by the District and the City and County.

RANCHO ADOBE FIRE PROTECTION DISTRICT

1. The District Board of Directors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the proposed fee program.
2. At least 30 days before the meeting, the District shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the District shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt a resolution approving the Nexus Study and proposed fee program with a recommendation that the City Council and County Board of Supervisors adopt the proposed fee program on behalf of the District.

CITY OF COTATI

1. The City Council shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.

2. At least 30 days before the meeting, the City shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the County shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt an ordinance or resolution establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the ordinance or longer as specified by the ordinance.

COUNTY OF SONOMA

1. The Board of Supervisors shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.
2. At least 30 days before the meeting, the County shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the County shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt an ordinance establishing the proposed fee program on behalf of the District.
6. The fee shall become effective 60 days after the adoption of the ordinance or longer as specified by the ordinance.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section outlines the general requirements governing the administration of the fee program. For specific statutory guidelines regarding the administration of the fee program, reference is made to the Mitigation Fee Act (California Government Code § 66000 et seq.).

ACCOUNTING REQUIREMENTS

Proceeds from the new fire impact fee should be deposited into a separate fund or account so that there will be no commingling of fees with other revenue or unexpended balances of the existing fee program funds. The fire impact fees should be expended solely for the purpose for which they were collected. Any interest earned by such an account should be deposited in that account and expended solely for the purpose for which originally collected.

REPORTING REQUIREMENTS

The following information, entitled "Annual Report," must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

For the fifth fiscal year following the first receipt of any fire impact fee proceeds, and every three years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended fire impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on

how to use the unexpended balance to achieve that purpose. Specifically, the District shall make the following findings, entitled "Five-Year Report," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

A refund shall be provided for all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Section 66001 (e) of the Government Code, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

FEE PROGRAM UPDATES

This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2031.

TRANSPARENCY REQUIREMENTS

The District must clearly post the following information on the District's website. Updates to the information must be made available within 30 days of any change.

- The current fee schedule or direct link indicating the effective date when it was adopted by the City Council and the County Board of Supervisors.
- Current and five previous Annual Reports.
- Current and any previous Nexus Study conducted after January 1, 2018.

FEE EXEMPTIONS

The following development projects are exempted from payment of the fee:

- A structure owned by a governmental agency.
- A structure which is being reconstructed following damage or destruction by fire or another casualty, or the voluntary demolition thereof, provided that the number of

structures or the size in such reconstructed structure is no greater than the number of structures or the size of the structure prior to such damage, destruction or demolition.

- An accessory dwelling unit less than 750 square feet.
- A development project found to have no impact on the District's fire system.

FEE CREDITS

A fee credit shall be given for demolished existing square footage as part of a new development project in order to comply with the Act and recent court cases. The fee credit shall be based on the effective fee for the demolished land use category. Additionally, subject to certain restrictions, if a developer dedicates land, constructs facilities, or provides apparatus/equipment for the District, the fire impact fees imposed on that development project may be adjusted to reflect a fee credit for the cost of the dedicated land, facilities constructed, and apparatus/equipment provided.

AUTOMATIC ANNUAL INFLATIONARY ADJUSTMENT

The fire impact fee should be adjusted automatically without any further action by the District Board, City Council, or County Board in the first day of each fiscal year by the net percentage change during the preceding calendar in the Engineering News-Record Construction Cost Index (20-City Average), or its successor publication.

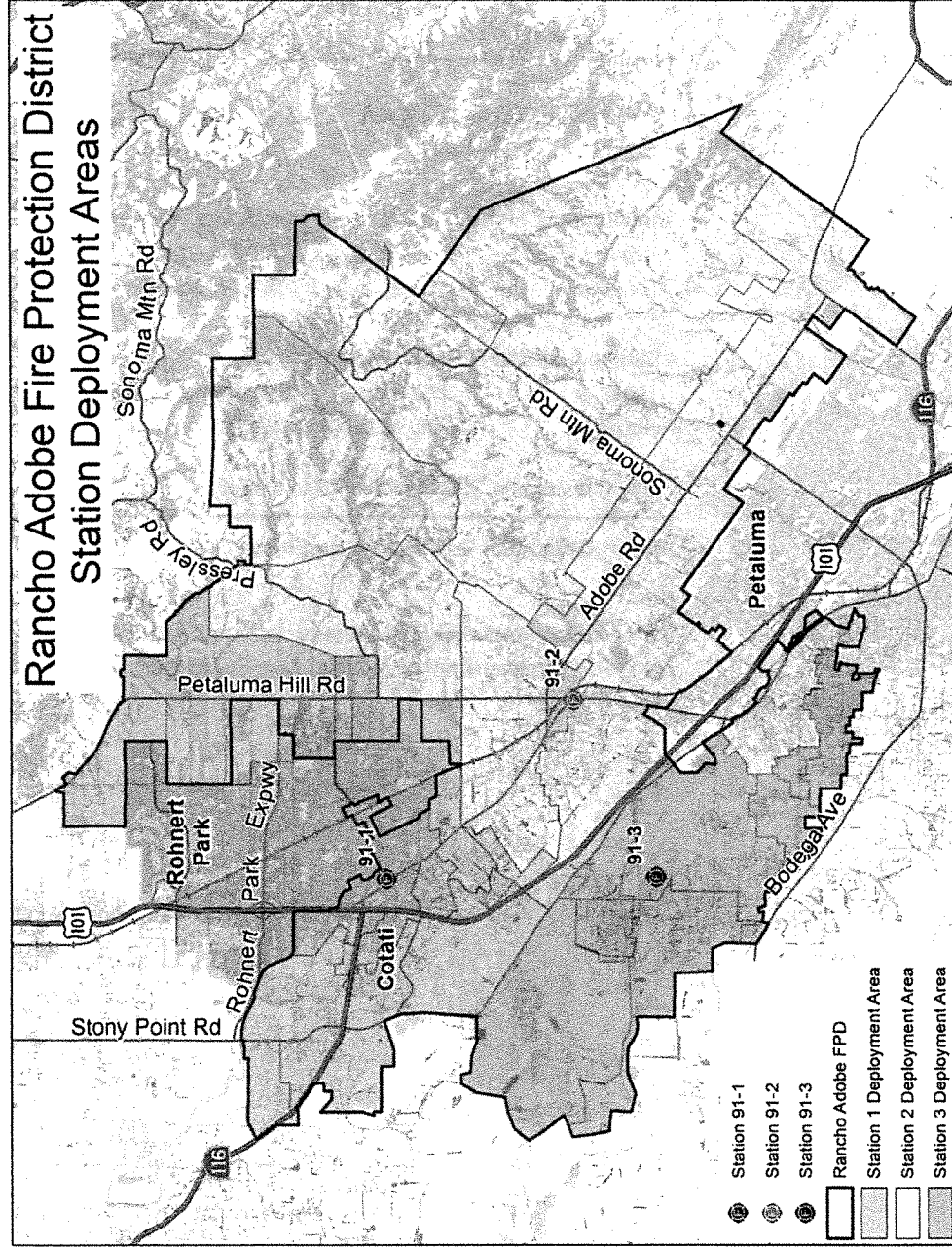
APPENDICES

Appendix A – Map of District Boundaries and Fee Program Area

Appendix B – Fire System Inventory and Replacement Cost Estimates

APPENDIX A – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA

FIGURE 12 – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA



APPENDIX B – FIRE SYSTEM INVENTORY AND REPLACEMENT COST ESTIMATES

FIGURE 13 – EXISTING FIRE STATION INVENTORY

| Fire Station | Units | Unit Cost ¹ | Replacement Cost (2024\$) |
|---|----------------|-------------------------------|----------------------------------|
| Calc | a | b | c = a * b |
| Station 1, 1 E. Cotati Ave, Cotati | | | |
| Buldings | 11,660 sq. ft. | \$1,290 per sq. ft. | \$15,041,400 |
| Station 2 and Administration, 11000 Main Street, Penngrove | | | |
| Land | 1.71 acres | \$400,000 per acre | \$684,000 |
| Buldings | 8,900 sq. ft. | \$1,290 per sq. ft. | \$11,481,000 |
| Station 3, 99 Liberty Road, Petaluma | | | |
| Land | 3.32 acres | \$400,000 per acre | \$1,328,000 |
| Buldings | 4,200 sq. ft. | \$1,290 per sq. ft. | \$5,418,000 |
| Total Replacement Cost (Land and Buildings) | | | \$33,952,400 |

Source: Rancho Adobe Fire Protection District; Kitchell; SCI Consulting Group

Notes:

¹ Replacement values are based on estimated costs for new station construction from prepared by Kitchell for neighboring Sonoma County Fire agencies.

FIGURE 14 – APPARATUS AND EQUIPMENT INVENTORY

| Unit ID | Type | Make / Model | Year | Apparatus / Vehicles ¹ | Equipment | Replacement Value (2024\$) |
|--------------------------------------|---------|-------------------------------------|------|--------------------------------------|------------------|-------------------------------|
| 9100 | Command | F 250 Ford Pickup | 2015 | \$37,500 | \$15,000 | \$52,500 |
| 9140 | Command | F 250 Ford Pickup | 2011 | \$25,000 | \$15,000 | \$40,000 |
| 9180 | Type 1 | Type 1 Ferrara Inferno | 2002 | \$237,500 | \$95,000 | \$332,500 |
| 9160 | Type 3 | Type 3 - Masterbody Model 15 2wd | 1999 | \$150,000 | \$75,000 | \$225,000 |
| 9162 | Type 3 | Type 3 7400 SFA 4 x 4 International | 2007 | \$156,250 | \$75,000 | \$231,250 |
| 9195 | W/T | Peterbuilt Water Tender | 2008 | \$87,500 | \$35,000 | \$122,500 |
| 9196 | W/T | Peterbuilt Water Tender | 2008 | \$87,500 | \$35,000 | \$122,500 |
| 9132 | Type 4 | Rescue F550 HI Tech Am. La France | 2005 | \$37,500 | \$35,000 | \$72,500 |
| 9161 | Type 3 | Type 3 7400 SFA 4 x 4 International | 2015 | \$350,000 | \$35,000 | \$385,000 |
| 9181 | Type 1 | Type 1 Ferrara Inferno | 2017 | \$450,000 | \$95,000 | \$545,000 |
| 9182 | Type 1 | Type 1 Ferrara Inferno | 2017 | \$450,000 | \$95,000 | \$545,000 |
| BC9102 | Command | F 250 Ford Pickup | 2021 | \$120,000 | \$15,000 | \$135,000 |
| BC9111 | Command | F 250 Ford Pickup | 2022 | \$120,000 | \$15,000 | \$135,000 |
| BC9103 | Command | F250 Ford Pick up | 2022 | \$120,000 | \$15,000 | \$135,000 |
| 9183 | Type 1 | Type 1 Ferrara Inferno | 2022 | \$1,200,000 | \$95,000 | \$1,295,000 |
| Total Apparatus and Equipment | | | | \$3,628,750 | \$745,000 | \$4,373,750 |

Source: Rancho Adobe Fire Protection District

Notes:

¹ Replacement value based on estimated current replacement value. Adjustments have been made to discount apparatus and vehicles based on age (0 - 5 years at 100% , 6-10 years at 75% ; 11 - 15 years at 50% and 16 years or more at 25% .)

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**RESOLUTION R-11:
ADOPTION OF
PRELIMINARY
BUDGET FOR FY 24/25**



Rancho Adobe Fire District

Staff Report

Date: May 29, 2024

Topic: Resolution R -11; Adoption of the Preliminary Budget for Fiscal Year 2024/2025

Recommendation:

1. Approve Resolution R-11 approving the Preliminary Budget for Fiscal Year 2024/2025
2. Establish the date for adopting the Final Budget for Fiscal Year 2023/2024 on August 21st, 2024 regular Board meeting

Background:

The final annual budget will be presented to the Board for adoption on August 21, 2024. This final version may include revisions to certain revenues and expenditures.

Financial Impact:

A summary of the Preliminary Budget for 2024/2025 is as follows:

| | |
|--|-----------------|
| Salaries & Benefits | 7,001,761 |
| Service & Supplies | 1,131,210 |
| Debt Service | <u>528,531</u> |
| Total Expenditures | 8,661,502 |
| | |
| Revenues | 8,726,762 |
| (Increase) to unassigned capital fund | <u>(65,260)</u> |
| Total Revenues and increase in unassigned capital fund | 8,661,502 |

Approved by:

Jeff Veliquette
Fire Chief

Attachments:

1. Preliminary Budget Fiscal Year 2024/2025
2. 2024/2025 Preliminary Capital Budget

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
RANCHO ADOBE FIRE PROTECTION DISTRICT
OF SONOMA COUNTY, STATE OF CALIFORNIA,
ADOPTING A PRELIMINARY BUDGET FOR THE 2024/2025 FISCAL YEAR

WHEREAS, the Board of Directors of the Rancho Adobe Fire Protection District has reviewed the preliminary budget for the fiscal year 2024/2025.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rancho Adobe Fire Protection District does adopt a preliminary budget for the 2024/2025 fiscal year in the amount of \$8,661,502.00.

The foregoing resolution was introduced this 19th day of June 2024 by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

Director Peterson _____ Director Moretti _____ Director Howell _____
Director Hemmendinger _____ Director Herman _____
Director Proteau _____ Director Gadoua _____

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

CHAIR

Attest: _____
Clerk of the Board

PRELIMINARY BUDGET - FY 2024/2025

| CODE | DESCRIPTION REVENUE | 2024/25 Preliminary with Measure H |
|------|---|--|
| 1000 | PROPERTY TAXES | \$ 4,660,261.00 |
| 1001 | CY DIRECT CHARGES | \$ 2,312,051.30 |
| 1008 | RDA INCREMENT | \$ 100,000.00 |
| 1011 | PROPERTY TAXES ADMIN FEE | \$ (42,000.00) |
| 1014 | PROPERTY TAXES - RDA INCREMENT | |
| 1015 | RDA PASS-THROUGH | |
| 1016 | RDA ALLOCATION | |
| 1017 | RDA ESCROW ACCOUNT | |
| 1018 | RDA ASSET DISTRIBUTION | |
| 1020 | CY SUPPLEMENTAL TAX | \$ 75,000.00 |
| 1040 | UNSECURED PROP TAX | \$ 140,000.00 |
| 1061 | PY DIRECT CHARGES | \$ 31,700.00 |
| | TOTAL PROPERTY TAXES | \$ 7,277,012.30 |
| | | |
| 1700 | INTEREST ON POOLED CASH | \$ 85,000.00 |
| | USE OF PROPERTY: | \$ 85,000.00 |
| | | |
| 20xx | MEASURE H SALES TAX DISPURSEMENT | \$ 916,000.00 |
| 2081 | STATE-HIGHWAY REIMBURSEMENTS | |
| 2404 | STATE REIMBURSEMENTS | |
| 2440 | STATE - HOPTR | \$ 22,600.00 |
| 2500 | GRANT REVENUE | |
| 2589 | STATE REF - STRIKE TEAMS | |
| | INTERGOV. REVENUES | \$ 938,600.00 |
| | | |
| 3600 | OTHER MISC. REVENUES - FIRE MARSHAL SVC'S | \$ 50,000.00 |
| 3601 | FINANCE/LATE CHARGE COST RECOVERY | \$ 1,000.00 |
| 3641 | FIRE SERVICES - CASINO CONTRACT | \$ 100,000.00 |
| 3661 | FIRE CONTROL SERVICES - COST RECOVERY | \$ 25,000.00 |
| 3670 | WEED ABATEMENT | \$ 60,000.00 |
| 3682 | CITY CONTRACTS (RP AUTO AID) | \$ - |
| 3700 | COPY FEES | \$ 150.00 |
| 37XX | FLEET MAINTENACE REVENUE | \$ 50,000.00 |
| | | |
| | CHARGES FOR SERVICE: | \$ 286,150.00 |
| | | |

| | | |
|------|--------------------------|------------------------|
| | | |
| 4040 | MISC. REVENUE, OTHER | \$ 30,000.00 |
| 4100 | WORKERS' COMP REIMB | \$ 60,000.00 |
| 4102 | DONATIONS/REIMB | |
| 4116 | INSURANCE REIMBURSEMENTS | |
| 4600 | SALE OF FIXED ASSET | \$ 50,000.00 |
| | MISC. REVENUES | \$ 140,000.00 |
| | | |
| | TOTAL REVENUES: | \$ 8,726,762.30 |

| CODE | EXPENSES ACCOUNT | 2024/25 Preliminary |
|-------------|---|--------------------------------|
| 5910 | Permanent Positions | \$ 3,810,000.00 |
| | 1 Fire Chief, 3BC's, 9 Captains, 9 Engineers, 7 FF/EMT's, 3 FF/EMT-P, 1 Admin Manager, 1 Fire Eng Mech, 1 PT FM @24 | |
| 5911 | Extra Help | \$ 120,000.00 |
| 5912 | Overtime | \$ 917,000.00 |
| 5913 | BC Extra Shift Compensation | \$ 110,000.00 |
| 5914* | FLSA | \$ 88,000.00 |
| 5922 | Social Security Taxes 6.2% base | \$ 13,300.00 |
| 5923 | PERS Retirement | \$ 750,000.00 |
| 5924 | Medicare 1.45% base | \$ 70,000.00 |
| 5930 | Health Insurance ass. 6% incr | \$ 659,000.00 |
| 5931 | Disability Insurance | \$ 12,000.00 |
| 5932 | Dental Insurance | \$ 39,000.00 |
| 5933 | Life Insurance | \$ 5,000.00 |
| 5934 | Vision Care Ins. | \$ 5,600.00 |
| 5935 | Unemployment Ins. | \$ 10,161.00 |
| 5936 | Retiree Insurance | \$ 25,200.00 |
| 5940 | Worker's Comp Ins. | \$ 367,500.00 |
| | TOTAL SALARY/BENEFIT | \$ 7,001,761.00 |

| | | |
|-------|-----------------------------------|---------------|
| 6020 | Clothing/Personal Supplies | \$ 28,500.00 |
| | | |
| 6022* | Safety Clothing | \$ 64,530.00 |
| | | |
| 6040 | Communications | \$ 26,780.00 |
| | | |
| 6045 | Pagers and Radios | \$ 8,000.00 |
| | | |
| 6060 | Food | \$ 7,500.00 |
| | | |
| 6080 | Household Expense | \$ 11,000.00 |
| | | |
| 6100 | Property and Liability Insurance | \$ 299,000.00 |
| | | |
| 6140 | Maintenance - Other Equipment | \$ 10,000.00 |
| | | |
| 6150 | Bad Debt Expense (A/R Write Offs) | |
| | | |
| 6155 | Apparatus Maintenance | \$ 60,000.00 |
| | | |
| 6165 | SCBA Maintenance | \$ 7,600.00 |
| | | |
| 6180 | Building Maintenance | \$ 30,000.00 |
| | | |
| 6181 | Station Maint. related to remodel | |
| | | |
| 6260 | Medical Supplies | \$ 20,000.00 |
| | | |
| 6261 | ALS Medical Expense | \$ 15,000.00 |
| | | |
| 6280 | Memberships | \$ 18,000.00 |
| | CalChief's, FDAC, SCFCA, SCFDA | |
| | | |
| 6400 | Office Supplies | \$ 3,360.00 |
| | | |
| 6401 | Office Supplies - Equipment | \$ 8,000.00 |
| | | |
| 6410 | Postage and Shipping | \$ 2,000.00 |
| | | |
| 6430 | Printing Services | \$ 1,100.00 |
| | | |

| | | |
|------|---|--------------|
| 6461 | Operational Expense | \$ 8,000.00 |
| 6463 | Fire Prevention Expense | \$ 4,000.00 |
| 6500 | Prof/Spcl Svcs - PAYROLL FEES | \$ 6,000.00 |
| 6526 | Dispatch Services - REDCOM | \$ 86,000.00 |
| 6587 | LAFCO | \$ 8,000.00 |
| 6590 | Contracted Fire Marshal Services | \$ 5,000.00 |
| 6596 | CQI Expense | \$ 14,000.00 |
| 6605 | New Hire Expenses | \$ 12,500.00 |
| 6610 | Legal Services | \$ 25,000.00 |
| 6630 | Audit Services | \$ 10,000.00 |
| 6635 | Bank Fees (charges for customers using CCs) | \$ 400.00 |
| 6650 | Health Services | \$ 6,240.00 |
| 6654 | Wellness Program | \$ 14,000.00 |
| 6800 | Public-Legal Notices | \$ 1,224.00 |
| 6820 | Rent/Lease Equipment | \$ 6,000.00 |
| 6823 | Rental-Hydrants/Water | \$ 750.00 |
| 6880 | Small Tools | \$ 5,000.00 |
| 6881 | Safety Equipment | \$ 39,000.00 |
| 6889 | Computer Software | \$ 72,050.00 |
| 7000 | Special Dist. Expense | \$ 750.00 |

| | | |
|------|---|------------------------|
| 7005 | Election Expense | |
| 7120 | In-Service Training | \$ 45,000.00 |
| | | \$ (5,000.00) |
| 7201 | Gas & Oil | \$ 73,500.00 |
| 7300 | Transportation/Travel | \$ 7,276.00 |
| 7320 | Utilities | \$ 66,150.00 |
| | TOTAL SERVICE & SUPPLY | \$ 1,131,210.00 |
| 7910 | Long Term Loan Principal (2016 Ferrara) | \$ 59,292.75 |
| 7911 | Long Term Loan Principal (2023 Stat. 2) | \$ 46,672.00 |
| 7930 | Long Term Loan Interest (2016 Ferrara) | \$ 4,424.05 |
| 7931 | Long Term Loan Interest (2023 Stat. 2) | \$ 35,140.00 |
| 7940 | Pension Obligation Bond Principal | \$ 255,000.00 |
| 7945 | Pension Obligation Bond Interest | \$ 128,003.00 |
| * | TOTAL OTHER EXPENSES | \$ 528,531.80 |
| 8510 | Building Improvements | |
| 8511 | New Capital Equipment | |
| 8540 | Durable Medical Equipment | |
| 8560 | New Equipment - Apparatus | |
| 8561 | Office Equipment | |
| * | TOTAL FIXED ASSETS | |
| | TOTAL EXPENDITURES | \$ 8,661,502.80 |

* Denotes reduction from Prop IV Limits

TOTAL REVENUES

\$ 8,726,762.30

| | |
|------------------------|--------------|
| | 2024/25 |
| Revenues Less Expenses | \$ 65,259.50 |

| | |
|---------------------------|---------------|
| Revenues - (Exp-debt svc) | \$ 593,791.30 |
| Debt Service | \$ 528,531.80 |
| Debt Service Ratio | \$ 1.12 |

2024/25 Capital Expenditures (projected)

| | Starting balance | Ending balance |
|--|---------------------|---------------------|
| 9510 Building Improvements | \$571,764.01 | |
| Design & landscape station 2 | -25,000 | |
| Architectural Assistance | -150,000 | |
| 9510 Ending balance | | \$396,764.01 |
| 9560 Apparatus | 405,000 | |
| Chassis & remount 9132 | -\$130,000 | |
| Old 9132 conversion | -\$20,000 | |
| 9560 Ending balance | | \$255,000 |
| Future Liabilities Reserve (PERS) | \$300,000 | |
| July 2024 PERS - UAL | -\$95,000 | |
| Ending balance | | \$205,000 |
| Unrestricted Fund Reserves | \$11,938.79 | |
| Ending balance | | \$11,938.79 |
| | | \$868,702.80 |
| Beginning capital reserve balance | \$1,288,702.80 | |
| 2024/25 capital expenditures | -420,000 | |
| Remaining capital fund balance | \$868,702.80 | |

