

# 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  
MAY 15, 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 April 17, 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)



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

Page 2

**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

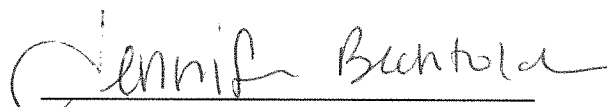
**VI. NEW BUSINESS**

- 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  
*The Board will consider approving Resolution R-8 ordering an election for the Board of Directions positions whose terms expire in December 2024*
- B. Discussion and Possible Action on Resolution R-9 Opposing Initiative 1935  
*The Board will consider approving Resolution R-9 which opposes Initiative 1935, which would have drastic and dangerous consequences for governmental agencies who have passed taxes or fees since 2022*
- C. Presentation and Discussion on the Fire Impact Fee Nexus Study  
*The Board will review the fire impact fee study and suggest any changes prior to the public hearing and Resolution adoption at the June Board meeting*

**VII. DIRECTION ON FUTURE AGENDA ITEMS**

**VIII. 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 May 10, 2024.

  
\_\_\_\_\_  
Jennifer Bechtold, Clerk of the Board





# Rancho Adobe Fire Protection District

## Board of Directors Meeting

May 15, 2024

### TABLE OF CONTENTS

Item II. – Correspondence .....Page 1

Item III. – Approval of Minutes .....Page 13

Item IV. – Consent Calendar .....Page 19

Item V. E.(a) – Budget Reports .....Page 43

Item VI. A. Discussion on Resolution R-8 Ordering an Election .....Page 61

Item VI. B. Discussion on Resolution R-9 Opposing Initiative 1935 .....Page 67

Item VI. C. Discussion on Fire Impact Fee Nexus Study .....Page 73



# **CORRESPONDENCE**







WEIST LAW

# Continuing Disclosure Annual Report

RANCHO ADOBE FIRE PROTECTION DISTRICT

The Weist Law Firm  
WEISTLAW.COM

# CONTENTS

Introduction .....2  
Contents of Annual Report .....3  
Debt Service Coverage Calculation .....4  
District’s Current UAL.....5  
Table 7 .....6  
Table 10 .....7  
Concluding Statement.....8

# Introduction

The purpose of this report is to provide information to Electronic Municipal Market Access (EMMA) in order to comply with the provisions contained in the Continuing Disclosure Certificate (the “Disclosure Certificate”) for the Rancho Adobe Fire Protection District (the “District”), Series 2021 Taxable Revenue Bonds (the “2021 Bonds”). The Disclosure Certificate was executed and delivered by the District for the benefit of the Holders and Beneficial Owners of the 2021 Bonds and in order to assist the Participating Underwriter in complying with SEC Rule 15c2-12(b)(5).

According to the Disclosure Certificate, to the extent not included in the Audited Financial Statements provided pursuant to the Section 3(a), each Continuing Disclosure Annual Report shall contain Annual Financial Information consisting of the following:

1. An update of the information contained in Table No. 7 & 10 in the Official Statement, if any.
2. The outstanding principal amount of the 2021 Bonds and any Parity Obligations as of June 30 of the most recently completed Fiscal Year.
3. A general description of any Parity Obligations and/or Equipment Leases consummated during the most recently completed Fiscal Year.
4. The Debt Service Coverage Calculation for the most recently completed Fiscal Year.
5. The District’s Unfunded Accrued Actuarial Liability as stated in the most recently released CalPERS Actuarial Valuation Reports for each of the District’s pension plans.

## Audited Financial Statements

The Fiscal Year 2022/23 Audited Financial Statement of the District is attached hereto as Exhibit A.

THE DISTRICT'S ANNUAL FINANCIAL STATEMENT IS PROVIDED SOLELY TO COMPLY WITH THE SECURITIES EXCHANGE COMMISSION STAFF'S INTERPRETATION OF RULE 15C2-12.

THE BONDS REPRESENT A SPECIAL, LIMITED OBLIGATION OF THE DISTRICT PAYABLE SOLELY FROM AND SECURED BY A PLEDGE OF THE REVENUES DERIVED BY THE DISTRICT FROM THE OPERATIONS OF THE FIRE PROTECTION AND EMERGENCY SERVICES SYSTEM AND CERTAIN FUNDS AND ACCOUNTS HELD UNDER THE INDENTURE. NONE OF THE PROPERTIES OF THE DISTRICT OR FIRE PROTECTION AND EMERGENCY SERVICES SYSTEM ARE SUBJECT TO ANY MORTGAGE OR OTHER LIEN FOR THE BENEFIT OF THE OWNERS OF THE BONDS, AND NEITHER THE FULL FAITH AND CREDIT NOR THE TAXING POWER OF THE DISTRICT, THE COUNTY, THE STATE, OR ANY OTHER POLITICAL SUBDIVISION OR AGENCY OF THE STATE IS PLEDGED TO THE PAYMENT OF THE PRINCIPAL OF OR INTEREST ON THE BONDS. THE OBLIGATION OF THE DISTRICT TO MAKE DEBT SERVICE PAYMENTS ON THE BONDS DOES NOT CONSTITUTE AN OBLIGATION FOR WHICH THE DISTRICT IS OBLIGATED TO LEVY OR PLEDGE ANY FORM OF TAXATION OR FOR WHICH THE DISTRICT HAS LEVIED OR PLEDGED ANY FORM OF TAXATION. NEITHER THE BONDS NOR THE OBLIGATION OF THE DISTRICT TO MAKE DEBT SERVICE PAYMENTS ON THE BONDS UNDER THE INDENTURE CONSTITUTE AN INDEBTEDNESS OF THE DISTRICT, THE STATE OR ANY OF ITS POLITICAL SUBDIVISIONS WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY DEBT LIMITATION OR RESTRICTION.

## Principal Amount of Bonds Outstanding

The principal amount of the Bonds outstanding as of June 30, 2023 was \$5,355,000. The Bonds were issued on October 14, 2021 in the aggregate principal amount of \$5,610,000.

## Principal Amount of Parity Obligations

The District entered into an Equipment Lease, dated December 29, 2016 by and between the District and American River Bank, for the acquisition of two custom Type 1 Fire Engines manufacturer by Ferrara Fire Apparatus, Inc (the "2016 Parity Obligation").

The principal amount of the 2016 Parity Obligation outstanding as of June 30, 2022 was \$224,986.

There were no additional parity obligations or equipment leases consummated in Fiscal Year 2022-23.

# Debt Service Coverage Calculation

Debt Service Coverage Calculation for fiscal year 2022-23.

## Rancho Adobe Fire District Debt Service Coverage Calculation

	Fiscal Year 2022-23
<b>Revenues</b>	
Property Taxes	\$6,910,317
Investment Earnings	95,258
Intergovernmental Revenue	20,845
Charges for services	946,541
Miscellaneous Revenue	125,195
<b>Total Revenue</b>	<b>\$8,098,156</b>
<b>Expenditures</b>	
Salaries and Employee Benefits	\$5,698,439
Services, Supplies and Refunds	962,045
<b>Total Expenditures</b>	<b>\$6,660,484</b>
<b>Net Revenues</b>	<b>\$1,437,672</b>
<b>Debt Service</b>	
2016 Parity Obligation	\$63,717
2021 Bonds	385,693
<b>Total Debt Service</b>	<b>\$449,410</b>
<b>DEBT SERVICE COVERAGE</b>	<b>3.20x</b>

# District's Current UAL

5

District's Unfunded Actuarial Liability from the most recent CalPERS Report.

**Rancho Adobe Fire District  
Pension Funded Status as of 6/30/2022**

	<b>Miscellaneous</b>	<b>Safety</b>	<b>PEPRA Safety</b>
Accrued Liability	\$1,766,313	\$24,666,731	\$1,283,670
Market Value of Assets	\$1,441,914	\$22,370,058	\$1,173,664
Unfunded Accrued Liability	\$141,044	\$2,296,673	\$110,006
Funded Ratio	91.1%	90.7%	91.4%

# Updates to Table 7

Update to Table 7 of Official Statement.

## RANCHO ADOBE FIRE PROTECTION DISTRICT

### Assessed Valuations

	<u>Local Secured</u>	<u>Utility</u>	<u>Unsecured</u>	<u>Total</u>
2021-22	\$3,797,486,919	\$162,568	\$70,751,086	\$3,868,400,573
2022-23	\$3,832,117,657	\$163,158	\$70,798,819	\$3,903,079,634

Updates to Table 10 of Official Statement.

RANCHO ADOBE FIRE DISTRICT

Per Parcel Assessed Valuation of Single-Family Homes

	<u>No. of Parcels</u>	<u>Assessed Valuation</u>	<u>Average Assessed Valuation</u>	<u>Median Assessed Valuation</u>
Single Family Residential	4,573	\$2,736,234,855	\$598,346	\$521,382

<u>Assessed Valuation</u>	<u>No. of Parcels (1)</u>	<u>% of Total</u>	<u>Cumulative % of Total</u>	<u>Total Valuation</u>	<u>% of Total</u>	<u>Cumulative % of Total</u>
\$0 - \$49,999	34	0.743%	0.743%	\$ 1,286,645	0.047%	0.047%
\$50,000 - \$99,999	259	5.664	6.407	19,577,694	0.715	0.763
\$100,000 - \$149,999	204	4.461	10.868	25,002,719	0.914	1.676
\$150,000 - \$199,999	198	4.330	15.198	34,383,152	1.257	2.933
\$200,000 - \$249,999	231	5.051	20.249	51,893,331	1.897	4.829
\$250,000 - \$299,999	262	5.729	25.979	72,176,973	2.638	7.467
\$300,000 - \$349,999	257	5.620	31.599	83,208,154	3.041	10.508
\$350,000 - \$399,999	251	5.489	37.087	93,915,756	3.432	13.940
\$400,000 - \$449,999	238	5.204	42.292	100,889,116	3.687	17.628
\$450,000 - \$499,999	252	5.511	47.802	119,641,419	4.372	22.000
\$500,000 - \$549,999	227	4.964	52.766	119,051,956	4.351	26.351
\$550,000 - \$599,999	226	4.942	57.708	129,731,966	4.741	31.092
\$600,000 - \$649,999	211	4.614	62.322	131,503,206	4.806	35.898
\$650,000 - \$699,999	193	4.220	66.543	130,030,690	4.752	40.650
\$700,000 - \$749,999	190	4.155	70.698	137,320,862	5.019	45.669
\$750,000 - \$799,999	160	3.499	74.196	123,811,626	4.525	50.194
\$800,000 - \$849,999	145	3.171	77.367	119,603,550	4.371	54.565
\$850,000 - \$899,999	138	3.018	80.385	120,601,534	4.408	58.973
\$900,000 - \$949,999	140	3.061	83.446	129,543,162	4.734	63.707
\$950,000 - \$999,999	115	2.515	85.961	111,960,229	4.092	67.799
\$1,000,000 and greater	<u>642</u>	<u>14.039</u>	<u>100.000</u>	<u>881,101,115</u>	<u>32.201</u>	<u>100.000</u>
	4,573	100.000%		\$2,736,234,855	100.000%	

(1) Improved single family residential parcels. Excludes condominiums and parcels with multiple family units.



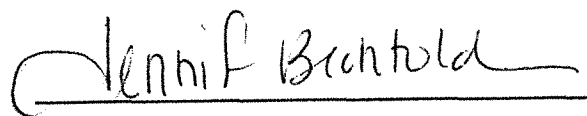
The Fiscal Year 2022/23 Audited Financial Statement of the District is attached hereto as Exhibit A.

This Continuing Disclosure Annual Report was prepared on behalf of the District in accordance with the Disclosure Certificate in order to provide required information to the marketplace as provided for under SEC Rule 15c2-12(b)(5). Such required information may include, but not be limited to, annual financial information, certain operating information, and disclosures concerning specific events.

Weist Law ("Weist Law") has relied upon information provided by the District which is believed to be reliable without independent verification. The reader understands and agrees that Weist Law is entitled to rely on all information and documents supplied to Weist Law by the District or any of its agents or contractors and other government sources or proxies thereof as being accurate and correct and Weist Law will have no obligation to confirm that such information and documentation is correct, and that Weist Law will have no liability if such information is not correct.

The information contained within this report, has been reviewed, approved and authorized for dissemination to EMMA by the District.

Rancho Adobe Fire Protection District



Jennifer Bechtold, Administrative Manager



# **APPROVAL OF MINUTES**



# Rancho Adobe Fire Protection District

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

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## DRAFT

**MINUTES OF THE REGULAR BOARD MEETING  
APRIL 17, 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 April 9, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Sage Howell, Ray Peterson, Bret Herman, Brian Proteau, Michael Gadoua

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

There was no correspondence.

**III. APPROVAL OF MINUTES**

A. Regular Board Meeting of March 20, 2024

Motion moved by Mr. Howell to approve the minutes of March 20, 2024 and seconded by Mr. Gadoua.

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0  

**IV. CONSENT CALENDAR**

A. Ratification of Checks Issued

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

Motion Carried: Aye   7   No   0   Abstain   0   Absent   0

V. ADMINISTRATIVE COMMUNICATIONS

A. Firefighter's Union Report

No report filed.

B. Firefighters' Association Report

No report filed.

C. Chief's Report

Chief Veliquette reported the following items:

- 1.) District activities include budget preparation, capital facilities ad hoc committee meetings, labor negotiations, property and liability insurance work. Defensible space inspections begin May 1.
- 2.) FEMA Grants (BRIC – building resilient infrastructure communities) received by Sonoma County for wildfire protection totaling \$44 million. Scope of work will be developed by Permit Sonoma. \$37 million of the grants will affect our District where fuel breaks will be cut along the ridge of Sonoma Mountain. Work will be starting in the next few months.
- 3.) Calls – medical 101, 7 fires, 7 hazardous conditions, 19 service, 83 good intent, 12 false alarms, 1 special.
- 4.) Measure H – Nine months of sales tax revenues will be collected beginning October 1 and distributed quarterly, starting in January 2025.
- 5.) Business Roundtable – Initiative 1935, which poses a threat if it makes the ballot in November 2024. The state has requested the Supreme Court look at the legal validity of the initiative and have an opinion by June 27, 2024. The desire is to get them to the table to see what businesses really want. ACA-13 to require Initiative 1935 to also pass by 2/3rds.
- 6.) Measure H – moving forward with establishing ad-hoc capital committee, who will create a needs assessment, then work to prepare interviews of architectural firms. Work will also coincide with finance committee to determine funding. Additionally, we have analyzed and are prepared to implement the fire prevention position, fire mechanic program and paramedic positions. Budget overlay with Measure H funds for FY 24/25.
- 7.) Consolidation next steps – enhanced financial analysis with Measure H funding is in progress. Board leadership and Chiefs to meet next.

D. Director Reports

There were no reports filed.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted the budget committee met and discussed the overlay of Measure H funds and threats to this revenue. Next steps are addressing negotiations before we can budget further.

Chief Veliquette mentioned that we are due to receive our second disbursement of property taxes next week. Will look at rates and terms for CD investments.

b. Ad Hoc Capital Improvements

Mr. Proteau noted that the committee has put together a list of capital improvement priorities. At the next meeting, RFP procedures will be developed to find an architect. Next meeting will be held on May 6<sup>th</sup> at 7:00 a.m. at Penngrove.

c. Ad Hoc Negotiations

According to Mr. Hemmendinger, committee chair, the Chief and Board committee met with the Union to listen to their thoughts and ideas on how to address pay parity under Measure H. Using those ideas, the committee has started to work on some budget numbers, and is meeting next Monday to discuss the Board suggestions and concepts on how to address pay parity and what that means for the budget.

**VI. NEW BUSINESS**

A. Discussion and Possible Approval of Type 6 Chassis for 9132

Chief Veliquette asked the Board to approve the purchase of a 2024 chassis to replace 9132 at a cost not to exceed \$80K. The second part of this request is to authorize Chief Veliquette to find vendors to complete the chassis retrofit at a cost not to exceed a total of \$130K.

Motion moved by Mr. Proteau to approve the purchase of one Type 6 chassis and approve Chief Veliquette to negotiate with vendors to complete retrofit and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

B. Discussion and Action on Moving Westamerica Bank Loan Funds to Capital Buildings/Facility Reserve Account

Chief Veliquette noted that we would like to move the Westamerica loan proceeds of \$550,218.21 to our facilities reserve account to use as seed money for the next facilities project.

Motion moved by Mr. Peterson to move the Westamerica funds to Capital Buildings/Facility Reserve account and seconded by Mr. Proteau.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

**VII. DIRECTION ON FUTURE AGENDA ITEMS**

- **Discussion on Adoption of Resolution to Oppose Initiative 1935**

**VIII. ADJOURNMENT**

With no further business to discuss, the Regular Board meeting was adjourned at 8:06 p.m.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Respectfully submitted,



Jennifer Bechtold, Board Clerk





# CONSENT CALENDAR



# Rancho Adobe Fire Protection District



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

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

## RATIFICATION OF WARRANTS AND PAYROLL

FOR THE REGULAR MEETING OF MAY 17, 2024

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

Regular Payable Checks:	\$ 87,571.15
Payroll Checks:	\$ 92,144.13
Total All Disbursements:	\$179,715.28

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.

*Jenni L Bechtold*

Clerk of the Board

5-9-24

Date



Rancho Adobe Fire Protection District  
 Check Detail

April 26, 2024

2:53 PM  
 04/26/24

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	04/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-45,391.45
			5923 · CalPERS		-45,391.45
ACH	ACH	04/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-35,463.00
			5923 · CalPERS		-35,463.00
ACH	ACH	04/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-2,209.49
			5923 · CalPERS		-2,209.49
ACH	ACH	04/26/2024	CalPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-1,362.69
			5923 · CalPERS		-1,362.69
ACH	ACH	04/26/2024	CALPERS SUPPLEMENTAL INCOME PLAN:1035 · Summit State Bank - Operating		-4,280.00
			5923 · CalPERS		-4,280.00

# Rancho Adobe Fire Protection District Check Detail

April 26, 2024

Bill Pmt -Check

6155

04/26/2024

RANCHO ADOBE PAID FIREFIGHTERS

1035 - Summit State Bank - Operating

Bill

April 2024

04/26/2024

5910 - Full-Time Personnel

-3,437.50

-3,437.50

**TOTAL CHECKS ISSUED: 92,144.13**

### Authorized By:

Joe Ventura  
Print Name

[Signature]  
Sign

Fire Chief  
Title

James Denslow  
Print Name

[Signature]  
Sign

Battalion Chief  
Title

# Rancho Adobe Fire Protection District Check Detail

3:17 PM  
04/09/24

April 9, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6128	04/09/2024	AMERICAN RIVER BENEFIT ADMINISTRATORS 1035	Summit State Bank - Operating	
Bill	May 2024	04/09/2024	5933 · Life Insurance		-323.96
Bill Pmt -Check	6129	04/09/2024	ATKINSON, ANDELSON, LOYA, RUUD & ROMO 1035	Summit State Bank - Operating	
Bill	Inv# 706389	04/09/2024	6610 · Legal Services		-1,338.75
Bill Pmt -Check	6130	04/09/2024	BRADY INDUSTRIES	Summit State Bank - Operating	
Bill	Inv# 8757012	04/09/2024	6155 · Apparatus Maintenance		-83.35
Bill Pmt -Check	6131	04/09/2024	CALIFORNIA STATE FIREFIGHTERS ASSOCIAT 1035	Summit State Bank - Operating	
Bill	Inv# 186	04/09/2024	6280 · Memberships		-2,465.00
Bill Pmt -Check	6132	04/09/2024	dim NETWORKING	Summit State Bank - Operating	
Bill	Inv# 59889	04/09/2024	6889 · Computer Software and Equipment		-1,215.00
Bill Pmt -Check	6133	04/09/2024	EMERGENCY EQUIPMENT MANAGEMENT	Summit State Bank - Operating	
Bill	Inv#65738/65743	04/09/2024	6020 · Uniforms 6022 · Safety Clothing		-1,112.77
					-2,531.12
					-3,643.89

25

# Rancho Adobe Fire Protection District Check Detail

3:17 PM  
04/09/24

April 9, 2024

Bill	6134	Inv# 0180281	04/09/2024	ENTENMANN ROVIN CO	1035 · Summit State Bank - Operating	-155.00
			04/09/2024		6020 · Uniforms	-155.00
Bill	6135	Inv# 1484	04/09/2024	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	-262.50
			04/09/2024		6590 · Contracted FM Services	-262.50
Bill	6136	Inv# 5805	04/09/2024	IT HUB	1035 · Summit State Bank - Operating	-875.00
			04/09/2024		6889 · Computer Software and Equipment	-875.00
Bill	6137	Reimb. Wildland Boot	04/09/2024	JAMES NORTON	1035 · Summit State Bank - Operating	-300.00
			04/09/2024		6022 · Safety Clothing	-300.00
Bill	6138	Inv# 03-15-24	04/09/2024	MARK CLEMENTI, PhD.	1035 · Summit State Bank - Operating	-774.00
			04/09/2024		6605 · Hiring Expense	-774.00
Bill	6139	Inv#29459633/29459402	04/09/2024	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	-286.54
			04/09/2024		6260 · Medical Supplies	-286.54



3:17 PM  
04/09/24

# Rancho Adobe Fire Protection District Check Detail April 9, 2024

Bill Pmt -Check	6140	04/09/2024	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	-227.51
Bill	Acct#P-549/P-554	04/09/2024		7320 · Utilities	-227.51
Bill Pmt -Check	6141	04/09/2024	PG&E	1035 · Summit State Bank - Operating	-4,410.39
Bill	Mult Accts	04/09/2024		7320 · Utilities	-4,410.39
Bill Pmt -Check	6142	04/09/2024	UMPQUA BANK	1035 · Summit State Bank - Operating	-14,739.31
Bill	March Visa	04/09/2024		Umpqua Bank Credit Card	-14,739.31
Bill Pmt -Check	6143	04/09/2024	WESTERN EXTRICATION SPECIALISTS INC.	1035 · Summit State Bank - Operating	-271.25
Bill	Inv# 2627	04/09/2024		6140 · Equipment Maintenance	-271.25

**TOTAL CHECKS ISSUED: 31,371.45**

Authorized By:

*John Vonortre*  
Print Name

*Tim Caldwell*  
Print Name

*[Signature]*  
Sign

*Tim Caldwell*  
Sign

*Fire Chief*  
Title

*Battalion Chief*  
Title



# Rancho Adobe Fire Protection District Check Detail

April 17, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6144	04/17/2024	AT&T	1035 · Summit State Bank - Operating	
Bill	9391035607/5608	04/17/2024		6040 · Communications	-229.87
Bill Pmt -Check	6145	04/17/2024	BECHTOLD, JENNIFER	1035 · Summit State Bank - Operating	
Bill	Mileage Reimb.	04/17/2024		7300 · Transportation & Travel	-321.60
Bill Pmt -Check	6146	04/17/2024	BRADY INDUSTRIES	1035 · Summit State Bank - Operating	
Bill	Inv# 8781693	04/17/2024		6400 · Office Supplies	-136.18
Bill Pmt -Check	6147	04/17/2024	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	May 2024	04/17/2024		5932 · Dental Insurance	-2,538.20
Bill Pmt -Check	6148	04/17/2024	FIRE SAFETY SUPPLY	1035 · Summit State Bank - Operating	
Bill	Inv# 5011A	04/17/2024		6140 · Equipment Maintenance	-161.75
Bill Pmt -Check	6149	04/17/2024	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
Bill	May 2024	04/17/2024		5930 · Health Insurance	-27,382.00

Rancho Adobe Fire Protection District  
Check Detail  
April 17, 2024

Bill Pmt -Check	6150	04/17/2024	LN CURTIS & SONS	1035 - Summit State Bank - Operating	
Bill	Inv# 808572	04/17/2024		6155 - Apparatus Maintenance	-195.88 -195.88
Bill Pmt -Check	6151	04/17/2024	NICK BARBIERI TRUCKING INC.	1035 - Summit State Bank - Operating	
Bill	Inv# 0103213	04/17/2024		7201 - Fuel	-2,135.92 -2,135.92
Bill Pmt -Check	6152	04/17/2024	PETE ALBINI	1035 - Summit State Bank - Operating	
Bill	ADPP April 2024	04/17/2024		5910 - Full-Time Personnel	-4,574.64 -4,574.64
Bill Pmt -Check	6153	04/17/2024	S C PHILLIPS ENT	1035 - Summit State Bank - Operating	
Bill	Inv# 20240741	04/17/2024		6140 - Equipment Maintenance	-142.57 -142.57
Bill Pmt -Check	6154	04/17/2024	SONOMA CO. FIRE DISTRICTS ASSOCIATION	1035 - Summit State Bank - Operating	
Bill	4/18 Dinner Meeting	04/17/2024		7000 - Board Expense	-400.00 -400.00

TOTAL CHECKS ISSUED: 38,218.61

Authorized By:

James Dendow  
Print Name



Sign

Battalion Chief

Title

Jeff Veliquette  
Print Name



Sign

Fire Chief

Title

Kancno Aaode Fire Protection District  
Check Detail  
May 1, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6156	05/01/2024	EMERGENCY EQUIPMENT MANAGEMENT	1035 · Summit State Bank - Operating	
Bill	Inv# 65750	04/30/2024		6022 · Safety Clothing	-762.12
					-762.12
Bill Pmt -Check	6157	05/01/2024	KYOCERA DOCUMENT SOLUTIONS NOR	1035 · Summit State Bank - Operating	
Bill	Inv#5029446100	04/30/2024		6820 · Rent/Lease Equipment	-190.61
					-190.61
Bill Pmt -Check	6158	05/01/2024	LIFE ASSIST	1035 · Summit State Bank - Operating	
Bill	Inv# 01429432	04/30/2024		6260 · Medical Supplies	-275.54
					-275.54
Bill Pmt -Check	6159	05/01/2024	LN CURTIS & SONS	1035 · Summit State Bank - Operating	
Bill	Inv# 815371	04/30/2024		7120 · Training Expense	-3,228.65
					-3,228.65
Bill Pmt -Check	6160	05/01/2024	MARK CLEMENTI, PhD.	1035 · Summit State Bank - Operating	
Bill	Inv#04-15-24	04/30/2024		6605 · Hiring Expense	-774.00
					-774.00

Kancono Aaode Fire Protection District  
 Check Detail  
 May 1, 2024

05/01/24

Bill Pmt -Check	6161	05/01/2024	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Inv#29571587/21571360	04/30/2024		6260 · Medical Supplies	-197.94
Bill Pmt -Check	6162	05/01/2024	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0107758	04/30/2024		7201 · Fuel	-2,486.96
Bill Pmt -Check	6163	05/01/2024	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	
Bill	Acct#P-549/P-554	04/30/2024		7320 · Utilities	-321.32
Bill Pmt -Check	6164	05/01/2024	PG&E	1035 · Summit State Bank - Operating	
Bill	Mult Accts	04/30/2024		7320 · Utilities	-2,349.70
Bill Pmt -Check	6165	05/01/2024	REDCOM	1035 · Summit State Bank - Operating	
Bill	Inv#Q4 2023-24	04/30/2024		6526 · Dispatch Service-Redcom	-3,003.71
				6889 · Computer Software and Equipment	-2,392.95
				6889 · Computer Software and Equipment	-787.50
					-6,184.16

Kancno Adobe Fire Protection District  
 Check Detail  
 May 1, 2024

05/01/24

Bill Pmt -Check	6166	05/01/2024	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	
Bill	May 2024	04/30/2024	5931 · Disability Insurance		-841.00
Bill Pmt -Check	6167	05/01/2024	VISION SERVICE PLAN	1035 · Summit State Bank - Operating	
Bill	May 2024	04/30/2024	5934 · Vision Insurance		-369.09

TOTAL CHECKS ISSUED: 17,981.09

Authorized By:

*Tom Vancuro*  
 Print Name  
*Herbert R. Waudel*  
 Print Name

*[Signature]*  
 Sign  
*[Signature]*  
 Sign

*Fire Chief*  
 Title  
*Residential Chief*  
 Title





**Account Summary**

Billing Cycle		04/30/2024
Days In Billing Cycle		30
Previous Balance		\$14,739.31
Purchases	+	\$14,408.60
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$199.00-
Payments	-	\$14,739.31-
Other Charges	+	\$0.98
Finance Charges	+	\$0.00
<b>NEW BALANCE</b>		<b>\$14,210.58</b>

**Credit Summary**

Total Credit Line	\$250,000.00
Available Credit Line	\$235,789.42
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](http://www.umpquabank.com)
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$14,210.58</b>
<b>MINIMUM PAYMENT</b>	<b>\$14,210.58</b>
<b>PAYMENT DUE DATE</b>	<b>05/25/2024</b>

*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**

<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$14,739.31-</b>
Trans Date	Post Date	Reference Number	Transaction Description	Amount
04/15	04/15	0000000LBX2404155702001	PAYMENT - THANK YOU	\$14,739.31-

**Cardholder Account Summary**

<b>VIRTUAL ACCT BECHTOLD</b> ####-####-####-6806	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$3,986.98	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$3,986.98
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/01	04/03	PPLN01	24071054093939193493192	SP147 PENNGROVE STATIO 707-2290555 CA	\$255.00
04/01	04/03	PPLN01	24071054093939188715914	CITY OF COTATI ONLINE 707-6653631 CA	\$1,145.16
04/04	04/05	PPLN01	24755424095290954688950	PRIMO WATER FL 800-7285508 FL	\$3.99
04/06	04/07	PPLN01	24755424097180970481738	PRIMO WATER FL 800-7285508 FL	\$51.44

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

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
04/30/24	\$14,210.58	\$14,210.58	05/25/24

\$ **14,210.58**

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



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
04/15	04/16	PPLN01	24692164106101316263298	VZWRLSS*APOCC VISB 800-922-0204 FL	\$442.26
04/16	04/17	PPLN01	24906414107198111623197	TMX*Terminix Intl 800-8376464 TN	\$124.00
04/17	04/18	PPLN01	24492154109027764855162	MISSION LINEN 805-963-1841 CA	\$121.48
04/18	04/19	PPLN01	24941664109206016925776	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$118.07
04/18	04/19	PPLN01	24941664109206016944348	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$270.20
04/18	04/19	PPLN01	24941664109206016944355	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$226.72
04/20	04/21	PPLN01	24755424111291119198299	PRIMO WATER FL 800-7285508 FL	\$51.44
04/20	04/21	PPLN01	24692164111105413221334	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
04/23	04/24	PPLN01	24055234115812456474385	ATT* BILL PAYMENT 800-331-0500 TX	\$428.21
04/28	04/28	PPLN01	24692164119101997662128	COMCAST CALIFORNIA 800-COMCAST CA	\$259.94
04/26	04/28	PPLN01	24492154118027748512011	MISSION LINEN 805-963-1841 CA	\$121.48
04/30	04/30	PPLN01	24692164121103655245622	COMCAST CALIFORNIA 800-COMCAST CA	\$264.61

Cardholder Account Summary					
<b>JAMES DEURLOO</b> ##### 6118		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$1,085.96	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$1,085.96

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/30	04/01	PPLN01	24427334091710001711623	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$85.12
04/01	04/02	PPLN01	24755424093730936188449	GRAINGER 877-2022594 IL	\$162.80
04/02	04/03	PPLN01	24692164093101023426605	IN *CALIFORNIA PPE RECON 800-262-3246 CA	\$300.00
04/02	04/03	PPLN01	24692164093101058945883	IN *CALIFORNIA PPE RECON 949-3556256 CA	\$300.00
04/05	04/07	PPLN01	24801974096872380453229	FRIEDMAN'S HOME IMPROVEM PETALUMA CA	\$40.62
04/05	04/07	PPLN01	24427334097710001704614	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$71.16
04/17	04/19	PPLN01	24427334109710001666223	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$63.80
04/23	04/25	PPLN01	24427334115710001594906	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$62.46

Cardholder Account Summary					
<b>TIM CALDWELL</b> ##### 2629		<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$4,412.23	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$4,412.23

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/03	04/04	PPLN01	24801974094286834600057	LARSENGINES-PETALUMA PETALUMA CA	\$156.83
04/05	04/07	PPLN01	24034544096000521049454	76 - PETALUMA 88 INC PETALUMA CA	\$75.94
04/09	04/10	PPLN01	24692164100106933818743	CLEAN HARBORS 800-252-0058 MA	\$132.88
04/09	04/10	PPLN01	24492164101000000717253	SP OWL LABS OWLLABS.COM MA	\$1,380.11
04/10	04/11	PPLN01	24801974101286842200073	LARSENGINES-PETALUMA PETALUMA CA	\$113.30
04/10	04/11	PPLN01	24034544101001137412048	76 - PETALUMA 88 INC PETALUMA CA	\$25.37
04/10	04/11	PPLN01	24492164101000031356907	NATIX WWW.NATIX.COM CA	\$2,310.67
04/12	04/14	PPLN01	24692164103108735459004	CHEVRON 0212047 COTATI CA	\$63.60
04/11	04/14	PPLN01	24034544103001371919433	SPEEDWAY 5124 COTATI CA	\$25.14
04/22	04/24	PPLN01	24034544114002884343837	7-ELEVEN 33389 ROHNERT PARK CA	\$65.43
04/28	04/29	PPLN01	24034544119004049539940	76 - PETALUMA 88 INC PETALUMA CA	\$62.96

**Cardholder Account Summary**

<b>MORGAN DEJONG</b> #### #### #### 0982	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$64.25	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$64.25
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/22	04/23	PPLN01	24801664113027014599980	KUCHT CARE 866-685-8248 NJ	\$64.25

**Cardholder Account Summary**

<b>ERIC GROMALA</b> #### #### #### 1484	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$726.40	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$726.40
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/04	04/07	PPLN01	24692164096103093609539	LOWES #01901* COTATI CA	\$60.05
04/07	04/08	PPLN01	24013394098000806199803	ACT*CAFireMechanics 831-2340256 CA	\$630.00
04/30	04/30	PPLN01	24453884121005383046796	Famous Burgers and Brew RNCHO CORDOVA CA	\$36.35

**Cardholder Account Summary**

<b>HERB WANDEL</b> #### #### #### 4009	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$1,075.35	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$1,075.35
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/07	04/08	PPLN01	24055234099091009747619	WILCO FARM STORE PETALUMA CA	\$62.08
04/07	04/08	PPLN01	24013394098000806199811	ACT*CAFireMechanics 831-2340256 CA	\$630.00
04/12	04/14	PPLN01	24692164103109247004304	CHEVRON 0212047 COTATI CA	\$83.21
04/14	04/16	PPLN01	24692164106101309279152	LOWES #01901* COTATI CA	\$29.74
04/19	04/21	PPLN01	24692164110105064789473	CHEVRON 0212047 COTATI CA	\$87.00
04/26	04/26	PPLN01	24692164117100253171115	CHEVRON 0212047 COTATI CA	\$105.90
04/26	04/28	PPLN01	24445004118001079306959	DOLLARTREE PETALUMA CA	\$9.58
04/26	04/28	PPLN01	24055234118091009832228	WILCO FARM STORE PETALUMA CA	\$67.84

**Cardholder Account Summary**

<b>JEFF VELIQUETTE</b> #### #### #### 8935	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$186.68	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$186.68
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/08	04/09	PPLN01	24692164099106132566211	CHEVRON 0094081 PETALUMA CA	\$169.81
04/09	04/11	PPLN01	24435244101030036500100	JAVAMORE CAFE PENNGROVE CA	\$16.87

**Cardholder Account Summary**

<b>JIMMY BERNAL</b> #### #### #### 9391	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$27.35	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$27.35
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/29	04/30	PPLN01	24692164120103398494439	LOWES #01901* COTATI CA	\$27.35

**Cardholder Account Summary**

<b>MICHAEL PORTER</b> #### #### #### 2447	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$325.34	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$325.34
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/05	04/07	PPLN01	24801974096726550430625	AED SUPERSTORE 800-544-0048 WI	\$325.34

Cardholder Account Summary					
JENNIFER BECHTOLD ##### 5900		Payments & Other Credits \$199.00-	Purchases & Other Charges \$528.89	Cash Advances \$0.00	Total Activity \$329.89

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/03	04/04	PPLN01	7448132409500000038938	STUNNINGGIFT4U.COM ADMIRALTY	\$48.91
04/03	04/04	PPLN01	7448132409500000038938	INTERNATIONAL TRANS FEE	\$0.98
04/09	04/10		74275394100900014343149	CREDIT VOUCHER	\$199.00-
				HIRE IMAGE 952-9419040 MN	
04/10	04/11	PPLN01	24193044102000018300725	EL PAISANO RENO NV	\$20.21
04/10	04/12	PPLN01	24692164102108242621154	RAISING CANES 0617 VACAVILLE CA	\$12.32
04/13	04/14	PPLN01	24445004104300651520243	RED ROBIN NO 49 ROSEVILLE CA	\$29.00
04/11	04/14	PPLN01	24794874103900014909357	CHICKIES & PETES 775-7892000 NV	\$34.31
04/12	04/15	PPLN01	24794874105900017324644	GRAND SIERRA RSRT&CASINO RENO NV	\$98.26
04/16	04/17	PPLN01	24692164107102651399464	IN *CROWN TROPHY PETALUMA 707-7666820 CA	\$45.99
04/17	04/18	PPLN01	24137464109001580179622	USPS PO 0559220601 PENNGROVE CA	\$68.00
04/19	04/21	PPLN01	24692164110105213979918	AMZN Mktp US*XH2XR1FO3 Amzn.com/bill WA	\$24.73
04/23	04/24	PPLN01	24793384114003203448069	ETSY, INC. 718-8557955 NY	\$146.18

Cardholder Account Summary					
KYLE HEARD ##### 6521		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,790.57	Cash Advances \$0.00	Total Activity \$1,790.57

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/09	04/10	PPLN01	24399004100503648084112	BESTBUYCOM806930148760 888BESTBUY MN	\$1,548.98
04/14	04/14	PPLN01	24011344105000011907527	AMAZON RET* 112-189712 WWW.AMAZON.CO WA	\$8.76
04/14	04/14	PPLN01	24011344105000021591444	AMAZON RET* 112-189712 WWW.AMAZON.CO WA	\$32.54
04/18	04/19	PPLN01	24055234110091009797254	WILCO FARM STORE PETALUMA CA	\$36.11
04/26	04/28	PPLN01	24692164117100704196687	CHEVRON 0098548 PETALUMA CA	\$164.18

Cardholder Account Summary					
ROBERT NAPPI ##### 7354		Payments & Other Credits \$0.00	Purchases & Other Charges \$199.58	Cash Advances \$0.00	Total Activity \$199.58

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/02	04/04	PPLN01	24692164094101452403041	LOWES #01901* COTATI CA	\$51.75
04/08	04/09	PPLN01	24692164099106085047631	LOWES #01901* COTATI CA	\$45.18
04/13	04/14	PPLN01	24692164104109992981465	LOWES #01901* COTATI CA	\$49.17
04/26	04/28	PPLN01	24692164117100773184010	LOWES #01901* COTATI CA	\$53.48

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$14,210.58
<b>Cash</b>									
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							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(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  
YEAR TO DATE BUDGET REPORT  
April 30, 2024

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	APRIL REVENUES	FY REVENUE TO 4/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,481,020.00	\$ 1,929,694.15	\$ 4,339,334.38	\$ 141,685.62	3.16%
1001	CY Direct Charges	\$ 2,244,710.00	\$ 910,912.00	\$ 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	\$ (402,176.03)	\$ (804,352.07)	\$ 974,852.07	571.76%
1011	Property Tax Administration Fee	\$ (40,000.00)	\$ (39,331.00)	\$ (39,331.00)	\$ (669.00)	1.67%
1014	RDA Increment	\$ -	\$ 3,016.91	\$ 5,845.84	\$ (5,845.84)	
1015	RDA Pass-Through	\$ -	\$ 262,892.22	\$ 532,097.39	\$ (532,097.39)	
1016	RDA Allocation	\$ -	\$ 34,989.50	\$ 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	\$ 20,543.11	\$ 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)	\$ 1,883.08	
1061	PY Direct Charges	\$ 21,000.00	\$ 12,867.94	\$ 31,743.01	\$ (10,743.01)	-51.16%
1080	Property Taxes	\$ -	\$ (190.69)	\$ (190.69)	\$ 190.69	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL PROPERTY TAXES</b>	<b>\$ 7,122,130.00</b>	<b>\$ 2,731,335.03</b>	<b>\$ 6,752,742.59</b>	<b>\$ 369,387.41</b>	<b>5.19%</b>
1700	Interest on Pooled Cash	\$ 85,000.00	\$ 2,410.08	\$ 84,369.59	\$ 630.41	0.74%
1701	Interest Earned (on early payments of Prop. Taxes)	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL USE OF PROPERTY</b>	<b>\$ 85,000.00</b>	<b>\$ 2,410.08</b>	<b>\$ 84,369.59</b>	<b>\$ 630.41</b>	<b>0.74%</b>
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ 82.36	\$ (82.36)	
2440	HOPTR	\$ 22,660.00	\$ 7,147.04	\$ 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%
	<b>TOTAL INTERGOV. REVENUES</b>	<b>\$ 372,660.00</b>	<b>\$ 7,147.04</b>	<b>\$ 216,314.12</b>	<b>\$ 156,345.88</b>	<b>41.95%</b>
3600	Misc. charges for Services - Fire Marshal Services	\$ 32,000.00	\$ 8,312.50	\$ 28,996.50	\$ 3,003.50	9.39%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ 430.68	\$ 679.71	\$ 3,320.29	83.01%
3641	Fire Services - Casino Contract	\$ 130,048.00	\$ -	\$ 110,036.00	\$ 20,012.00	15.39%
3661	Fire Control Services - Cost Recovery	\$ 20,000.00	\$ 3,592.09	\$ 21,164.69	\$ (1,164.69)	-5.82%
3670	Weed Abatement	\$ 60,000.00	\$ -	\$ 35,955.00	\$ 24,045.00	40.08%
3682	City Contracts (RP Auto Aid)	\$ 42,600.00	\$ -	\$ 21,786.69	\$ 20,813.31	48.86%
3700	Copy file fee	\$ 500.00	\$ 35.00	\$ 150.00	\$ 350.00	70.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 289,148.00</b>	<b>\$ 12,370.27</b>	<b>\$ 218,768.59</b>	<b>\$ 70,379.41</b>	<b>24.34%</b>
4000	Unspent Funds from Previous Fiscal Year	\$ -	\$ -	\$ -	\$ -	0.00%
4010	Transfer to/from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
4040	Misc. Revenue	\$ 10,000.00	\$ 2,496.96	\$ 79,198.50	\$ (69,198.50)	-691.99%
4100	Workers' compensation reimbursement	\$ 42,300.00	\$ 14,783.88	\$ 127,625.06	\$ (85,325.06)	-201.71%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%
	<b>TOTAL MISC. REVENUES</b>	<b>\$ 102,300.00</b>	<b>\$ 17,280.84</b>	<b>\$ 206,823.56</b>	<b>\$ (104,523.56)</b>	<b>-102.17%</b>
	<b>REVENUE TOTAL:</b>	<b>\$ 7,971,238.00</b>	<b>\$ 2,770,543.26</b>	<b>\$ 7,479,018.45</b>	<b>\$ 492,219.55</b>	<b>6.17%</b>

46

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

**EXPENDITURES - OPERATING BUDGET**

SUB-OBJ.		BUDGETED FOR FY '23 - '24'	APRIL EXPENSE	FY EXPENSE TO 4/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,328,828.00	\$ 243,983.41	\$ 2,649,617.36	\$ 679,210.64	20.40%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 306,000.00	\$ 31,862.07	\$ 186,159.98	\$ 119,840.02	39.16%
5912	Overtime	\$ 757,422.00	\$ 62,589.04	\$ 697,447.66	\$ 59,974.34	7.92%
5913	BC Extra Shift Compensation	\$ 110,000.00	\$ -	\$ 84,270.46	\$ 25,729.54	23.39%
5914	FLSA	\$ 83,000.00	\$ 6,347.83	\$ 68,380.67	\$ 14,619.33	17.61%
5922	FICA	\$ 8,100.00	\$ 114.54	\$ 4,399.46	\$ 3,700.54	45.69%
5923	PERS contributions, Employee + Employer paid contributions	\$ 700,000.00	\$ 52,088.52	\$ 523,417.83	\$ 176,582.17	25.23%
5924	Medicare	\$ 60,000.00	\$ 4,591.45	\$ 50,568.94	\$ 9,431.06	15.72%
5930	Health Insurance	\$ 601,198.00	\$ 27,382.00	\$ 488,287.50	\$ 112,910.50	18.78%
5931	Disability Insurance	\$ 11,000.00	\$ 841.00	\$ 9,106.00	\$ 1,894.00	17.22%
5932	Dental Insurance	\$ 35,000.00	\$ 2,447.55	\$ 28,373.45	\$ 6,626.55	18.93%
5933	Life Insurance	\$ 5,000.00	\$ 323.96	\$ 3,737.11	\$ 1,262.89	25.26%
5934	Vision Insurance	\$ 5,000.00	\$ 355.42	\$ 4,265.04	\$ 734.96	14.70%
5935	Unemployment Insurance	\$ 5,000.00	\$ 330.19	\$ 4,526.75	\$ 473.25	9.47%
5936	Retiree Health Insurance	\$ 22,500.00	\$ -	\$ 19,200.00	\$ 3,300.00	14.67%
5940	Workers' Compensation	\$ 247,000.00	\$ -	\$ 253,828.58	\$ (6,828.58)	-2.76%
	<b>TOTAL WAGES/BENEFITS:</b>	<b>\$ 6,285,048.00</b>	<b>\$ 433,256.98</b>	<b>\$ 5,075,586.79</b>	<b>\$ 1,209,461.21</b>	<b>19.24%</b>
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ 1,267.77	\$ 16,696.20	\$ 11,803.80	41.42%
6022	Safety Clothing: turnouts, including boots	\$ 70,000.00	\$ 3,593.24	\$ 30,104.81	\$ 39,895.19	56.99%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,000.00	\$ 2,503.64	\$ 18,244.12	\$ 7,755.88	29.83%
6045	Pagers and Radios	\$ 6,850.00	\$ 419.91	\$ 3,911.88	\$ 2,938.12	42.89%
6060	Food - at extended responses, approved meetings, examinations and trainings.	\$ 6,000.00	\$ 142.27	\$ (156.93)	\$ 6,156.93	102.62%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 15,000.00	\$ 1,477.41	\$ 8,967.94	\$ 6,032.06	40.21%
6100	Liability Insurance	\$ 253,441.00	\$ -	\$ 253,999.86	\$ (558.86)	-0.22%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 12,000.00	\$ 651.64	\$ 7,428.41	\$ 4,571.59	38.10%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 4,179.40	\$ 36,537.03	\$ 23,462.97	39.10%
6165	SCBA Maintenance	\$ 5,000.00	\$ -	\$ 4,908.82	\$ 91.18	1.82%
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	\$ 800.69	\$ 27,559.19	\$ 5,440.81	16.49%
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	\$ 2,195.48	\$ 12,413.67	\$ 7,586.33	37.93%
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	\$ 2,465.00	\$ 13,596.72	\$ 3,903.28	22.30%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,200.00	\$ 209.44	\$ 2,039.96	\$ 1,160.04	36.25%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	\$ 7,000.00	\$ (54.24)	\$ 6,636.65	\$ 363.35	5.19%
6410	Postage and shipping	\$ 2,000.00	\$ -	\$ 1,160.61	\$ 839.39	41.97%
6430	Printing Services	\$ 1,000.00	\$ -	\$ 100.87	\$ 899.13	89.91%
6461	Operational Expenses	\$ 8,000.00	\$ -	\$ 26,486.99	\$ (18,486.99)	-231.09%
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	\$ 335.80	\$ 3,532.55	\$ 1,467.45	29.35%
6526	Dispatch Services - REDCOM	\$ 30,000.00	\$ 3,003.71	\$ 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	\$ 262.50	\$ 15,225.00	\$ 4,775.00	23.88%
6596	CQI Expense	\$ 10,000.00	\$ -	\$ 2,210.00	\$ 7,790.00	77.90%
6605	Hiring Expenses	\$ 18,216.00	\$ 1,772.00	\$ 10,093.00	\$ 8,123.00	44.59%
6610	Legal Services	\$ 20,000.00	\$ 1,338.75	\$ 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	\$ 15.00	\$ 546.50	\$ (196.50)	-56.14%
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	\$ 4,453.56	\$ 3,046.44	40.62%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '23 - 24'	APRIL EXPENSE	FY EXPENSE TO 4/30/24	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	\$ 285.09	\$ 17,614.09	\$ 12,385.91	41.29%
6889	Computer Software	\$ 49,215.00	\$ 5,270.45	\$ 70,328.06	\$ (21,113.06)	-42.90%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 600.00	\$ 400.00	\$ 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	\$ 3,880.32	\$ 24,145.29	\$ 17,854.71	42.51%
7201	Gas and Oil	\$ 70,000.00	\$ 5,882.37	\$ 46,510.99	\$ 23,489.01	33.56%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 6,800.00	\$ 321.60	\$ (4,462.87)	\$ 11,262.87	165.63%
7320	Utilities - PG&E, garbage, water, sewage	\$ 63,000.00	\$ 8,273.97	\$ 53,791.98	\$ 9,208.02	14.62%
	<b>TOTAL SUPPLIES AND SERVICES:</b>	<b>\$ 1,006,072.00</b>	<b>\$ 51,338.82</b>	<b>\$ 817,029.88</b>	<b>\$ 189,042.12</b>	<b>18.79%</b>
7910	Long Term Loan - Princ.	\$ 57,508.31	\$ 14,547.55	\$ 57,500.96	\$ 7.35	0.01%
7930	Long Term Loan - Interest	\$ 6,208.49	\$ 1,381.65	\$ 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%
	<b>TOTAL LONG TERM DEBT:</b>	<b>\$ 448,377.30</b>	<b>\$ 15,929.20</b>	<b>\$ 448,119.77</b>	<b>\$ 257.53</b>	<b>0.06%</b>
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!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

<b>Recap Report</b>	BUDGETED FOR FY '23 - 24'	APRIL TOTAL	FY TO 4/30/24	BALANCE REMAINING	BALANCE REMAINING (%)
<b>OPERATING REVENUES</b>	<b>\$ 7,971,238.00</b>	<b>\$ 2,770,543.26</b>	<b>\$ 7,479,018.45</b>	<b>\$ 492,219.55</b>	<b>6.17%</b>
<b>OPERATING EXPENDITURES</b>					
Wages/Benefits	\$ 6,285,048.00	\$ 433,256.98	\$ 5,075,586.79	\$ 1,209,461.21	19.24%
Supplies and Services	\$ 1,006,072.00	\$ 51,338.82	\$ 817,029.88	\$ 189,042.12	18.79%
Long Term Debt	\$ 448,377.30	\$ 15,929.20	\$ 448,119.77	\$ 257.53	0.06%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Totals</b>	<b>\$ 7,739,497.30</b>	<b>\$ 500,525.00</b>	<b>\$ 6,340,736.44</b>	<b>\$ 1,398,760.86</b>	<b>18.07%</b>
<b>Revenues Less Expenditures</b>			<b>\$ 1,138,282.01</b>		

RANCHO ADOBE FIRE PROTECTION DISTRICT  
 YEAR TO DATE BUDGET REPORT

**CAPITAL IMPROVEMENTS BUDGET**

SUB-OBJ.		BUDGETED FOR FY '23 - 24'	APRIL EXPENSE	FY EXPENSE TO 4/30/24	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!
	<b>TOTAL EQUIPMENT:</b>	<b>\$ 992,511.62</b>	<b>\$ -</b>	<b>\$ 992,511.62</b>	<b>\$ -</b>	<b>0.00%</b>

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 16,349.65
Summit State Bank ICS Account:	\$ 2,683,360.80
Summit State Bank Payroll Account:	\$ 2,662.83
CDARS:	\$ 2,779,980.25
Petty Cash:	\$ 200.00
<b>Total:</b>	<b>\$ 5,482,553.53</b>
Remaining Operating Fund:	\$ 4,193,850.73
Designated Capital Reserve Accounts:	\$ 1,288,702.80
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

4:22 PM  
 05/02/24  
 Cash Basis

**Rancho Adobe Fire Protection District**  
**Trial Balance**  
 As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	16,349.65	
1036 · Summit State Bank - ICS	2,683,360.80	
1037 · Summit State Bank - Payroll	2,662.83	
1038 · CDARS	2,779,980.25	
1041 · Capital Reserves-ICS	1,288,702.80	
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:1060 · PY Supplemental Taxes	190.69	
17 · Use of Mcney/Property:1700 · Interest on Cash		84,385.79
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		28,996.50
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		679.71
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		110,036.00
30 · Charges/Fees for Services:3661 · Cost Recovery		21,164.69

Rancho Adobe Fire Protection District

Trial Balance

As of April 30, 2024

	Apr 30, 24	
	Debit	Credit
30 · Charges/Fees for Services:3670 · Weed Abatement		35,955.00
30 · Charges/Fees for Services:3682 · Rohnert Park Auto Aid		21,786.69
30 · Charges/Fees for Services:3700 · Copy Fee		150.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		79,198.50
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		127,625.06
50 · Salaries and Benefits:5910 · Full-Time Personnel	2,649,617.36	
50 · Salaries and Benefits:5911 · Part-Time Staffing	186,159.98	
50 · Salaries and Benefits:5912 · Overtime	697,447.66	
50 · Salaries and Benefits:5913 · BC Extra Shift Compensation	84,270.46	
50 · Salaries and Benefits:5914 · FLSA	68,380.67	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	4,399.46	
50 · Salaries and Benefits:5923 · CalPERS	523,417.83	
50 · Salaries and Benefits:5924 · Medicare	50,568.94	
50 · Salaries and Benefits:5930 · Health Insurance	488,287.50	
50 · Salaries and Benefits:5931 · Disability Insurance	9,106.00	
50 · Salaries and Benefits:5932 · Dental Insurance	28,373.45	
50 · Salaries and Benefits:5933 · Life Insurance	3,737.11	
50 · Salaries and Benefits:5934 · Vision Insurance	4,265.04	
50 · Salaries and Benefits:5935 · Unemployment Insurance	4,526.75	
50 · Salaries and Benefits:5936 · Retiree Insurance	19,200.00	
50 · Salaries and Benefits:5940 · Workers Compensation	253,828.58	
60 · Supplies & Services:6020 · Uniforms	16,696.20	
60 · Supplies & Services:6022 · Safety Clothing	30,104.81	
60 · Supplies & Services:6040 · Communications	18,244.12	
60 · Supplies & Services:6045 · Pagers & Radios	3,911.88	
60 · Supplies & Services:6060 · Food		156.93
60 · Supplies & Services:6080 · Household Expense	8,967.94	
60 · Supplies & Services:6100 · Property & Liability Insurance	253,999.86	
60 · Supplies & Services:6140 · Equipment Maintenance	7,428.41	
60 · Supplies & Services:6155 · Apparatus Maintenance	36,537.03	
60 · Supplies & Services:6165 · SCBA Maintenance	4,908.82	
60 · Supplies & Services:6180 · Building Maintenance	27,559.19	
60 · Supplies & Services:6181 · Station Maintenance for Remodel	11,503.90	
60 · Supplies & Services:6260 · Medical Supplies	12,413.67	
60 · Supplies & Services:6280 · Memberships	13,596.72	
60 · Supplies & Services:6400 · Office Supplies	2,039.96	
60 · Supplies & Services:6401 · Office Expense - Inventory	6,636.65	
60 · Supplies & Services:6410 · Postage and Shipping	1,160.61	
60 · Supplies & Services:6430 · Printing Services	100.87	
60 · Supplies & Services:6461 · Operational Expense	26,486.99	
60 · Supplies & Services:6463 · FPO Expense	1,635.58	
60 · Supplies & Services:6500 · Payroll Fees	3,532.55	
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	15,225.00	
60 · Supplies & Services:6596 · CQI Expense	2,210.00	
60 · Supplies & Services:6605 · Hiring Expense	10,093.00	
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	546.50	
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	4,453.56	
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	70,328.06	
60 · Supplies & Services:7000 · Board Expense	675.00	
60 · Supplies & Services:7120 · Training Expense	24,145.29	
60 · Supplies & Services:7201 · Fuel	46,510.99	
60 · Supplies & Services:7300 · Transportation & Travel		4,462.87
60 · Supplies & Services:7320 · Utilities	53,791.98	
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	



4:22 PM  
05/02/24  
Cash Basis

**Rancho Adobe Fire Protection District**  
**Trial Balance**  
As of April 30, 2024

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	Apr 30, 24	
	Debit	Credit
75 - Other Charges:7945 - Pension Obligation Bond - Int.	129,402.97	
95 - Capital Improvements - Assets:9510 - Building Improvements	992,511.62	
<b>TOTAL</b>	<b>32,720,579.01</b>	<b>32,720,579.01</b>



**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
As of April 30, 2024

	Apr 30, 24	Apr 30, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1035 · Summit State Bank - Operating	16,349.65	37,336.68	-20,987.03	-56.2%
1036 · Summit State Bank - ICS	2,683,360.80	3,679,287.91	-995,927.11	-27.1%
1037 · Summit State Bank - Payroll	2,662.83	10,886.78	-8,223.95	-75.5%
1038 · CDARS	2,779,980.25	3,044,810.97	-264,830.72	-8.7%
1041 · Capital Reserves-ICS	1,288,702.80	0.00	1,288,702.80	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
<b>Total Checking/Savings</b>	<b>6,771,256.33</b>	<b>6,772,522.34</b>	<b>-1,266.01</b>	<b>0.0%</b>
<b>Accounts Receivable</b>				
107 · Accounts Receivable	-3,214.01	-100.00	-3,114.01	-3,114.0%
<b>Total Accounts Receivable</b>	<b>-3,214.01</b>	<b>-100.00</b>	<b>-3,114.01</b>	<b>-3,114.0%</b>
<b>Total Current Assets</b>	<b>6,768,042.32</b>	<b>6,772,422.34</b>	<b>-4,380.02</b>	<b>-0.1%</b>
<b>Fixed Assets</b>				
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%
<b>Total Fixed Assets</b>	<b>3,165,581.50</b>	<b>2,347,447.30</b>	<b>818,134.20</b>	<b>34.9%</b>
<b>Other Assets</b>				
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%
<b>Total Other Assets</b>	<b>10,373,956.00</b>	<b>11,117,584.00</b>	<b>-743,628.00</b>	<b>-6.7%</b>
<b>TOTAL ASSETS</b>	<b>20,307,579.82</b>	<b>20,237,453.64</b>	<b>70,126.18</b>	<b>0.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
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%
<b>Total Other Current Liabilities</b>	<b>89,013.15</b>	<b>6,073,075.07</b>	<b>-5,984,061.92</b>	<b>-98.5%</b>
<b>Total Current Liabilities</b>	<b>89,013.15</b>	<b>6,073,075.07</b>	<b>-5,984,061.92</b>	<b>-98.5%</b>
<b>Long Term Liabilities</b>				
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%
<b>Total Long Term Liabilities</b>	<b>18,447,889.75</b>	<b>18,607,986.26</b>	<b>-160,096.51</b>	<b>-0.9%</b>
<b>Total Liabilities</b>	<b>18,536,902.90</b>	<b>24,681,061.33</b>	<b>-6,144,158.43</b>	<b>-24.9%</b>
<b>Equity</b>				
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%

4:11 PM  
05/02/24  
Cash Basis

**Rancho Adobe Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of April 30, 2024**

	<u>Apr 30, 24</u>	<u>Apr 30, 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	145,786.59	593,997.33	-448,210.74	-75.5%
Total Equity	<u>1,770,676.92</u>	<u>-4,443,607.69</u>	<u>6,214,284.61</u>	<u>139.9%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>20,307,579.82</u></u>	<u><u>20,237,453.64</u></u>	<u><u>70,126.18</u></u>	<u><u>0.4%</u></u>

**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
 April 2024

	Operating	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
10 · Taxes		
1000 · Property Taxes	1,929,694.15	1,929,694.15
1001 · CY Direct Charges	910,912.00	910,912.00
1008 · RDA Increment	-402,176.03	-402,176.03
1011 · Property Tax Admin Fee	-39,331.00	-39,331.00
1014 · Property Taxes - RDA Increment	3,016.91	3,016.91
1015 · RDA Pass-Through	262,892.22	262,892.22
1016 · RDA Allocation	34,989.50	34,989.50
1020 · CY Supplemental Tax	20,543.11	20,543.11
1060 · PY Secured Taxes	-1,883.08	-1,883.08
1061 · PY Direct Charges	12,867.94	12,867.94
1080 · PY Supplemental Taxes	-190.69	-190.69
<b>Total 10 · Taxes</b>	<b>2,731,335.03</b>	<b>2,731,335.03</b>
17 · Use of Money/Property		
1700 · Interest on Cash	2,410.08	2,410.08
<b>Total 17 · Use of Money/Property</b>	<b>2,410.08</b>	<b>2,410.08</b>
20 · Intergovernmental Revenues		
2440 · HOPTR	7,147.04	7,147.04
<b>Total 20 · Intergovernmental Revenues</b>	<b>7,147.04</b>	<b>7,147.04</b>
30 · Charges/Fees for Services		
3600 · Fire Marshal Services	8,312.50	8,312.50
3601 · Finance Charge/Late Fee	430.68	430.68
3661 · Cost Recovery	3,592.09	3,592.09
3700 · Copy Fee	35.00	35.00
<b>Total 30 · Charges/Fees for Services</b>	<b>12,370.27</b>	<b>12,370.27</b>
40 · Miscellaneous Revenues		
4040 · Misc. Revenue	2,496.96	2,496.96
4100 · Workers Comp. Reimbursement	14,783.88	14,783.88
<b>Total 40 · Miscellaneous Revenues</b>	<b>17,280.84</b>	<b>17,280.84</b>
<b>Total Income</b>	<b>2,770,543.26</b>	<b>2,770,543.26</b>
<b>Gross Profit</b>	<b>2,770,543.26</b>	<b>2,770,543.26</b>
<b>Expense</b>		
50 · Salaries and Benefits		
5910 · Full-Time Personnel	243,983.41	243,983.41
5911 · Part-Time Staffing	31,862.07	31,862.07
5912 · Overtime	62,589.04	62,589.04
5914 · FLSA	6,347.83	6,347.83
5922 · Social Security Payroll Taxes	114.54	114.54
5923 · CalPERS	52,088.52	52,088.52
5924 · Medicare	4,591.45	4,591.45
5930 · Health Insurance	27,382.00	27,382.00
5931 · Disability Insurance	841.00	841.00
5932 · Dental Insurance	2,447.55	2,447.55
5933 · Life Insurance	323.96	323.96
5934 · Vision Insurance	355.42	355.42
5935 · Unemployment Insurance	330.19	330.19
<b>Total 50 · Salaries and Benefits</b>	<b>433,256.98</b>	<b>433,256.98</b>
60 · Supplies & Services		
6020 · Uniforms	1,267.77	1,267.77
6022 · Safety Clothing	3,593.24	3,593.24
6040 · Communications	2,503.64	2,503.64
6045 · Pagers & Radios	419.91	419.91
6060 · Food	142.27	142.27
6080 · Household Expense	1,477.41	1,477.41

4:16 PM

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Cash Basis

**Rancho Adobe Fire Protection District**  
**Profit & Loss by Class**  
**April 2024**

	Operating	TOTAL
6140 · Equipment Maintenance	651.64	651.64
6155 · Apparatus Maintenance	4,179.40	4,179.40
6180 · Building Maintenance	800.69	800.69
6260 · Medical Supplies	2,195.48	2,195.48
6280 · Memberships	2,465.00	2,465.00
6400 · Office Supplies	209.44	209.44
6401 · Office Expense - Inventory	-54.24	-54.24
6461 · Operational Expense	0.00	0.00
6500 · Payroll Fees	335.80	335.80
6526 · Dispatch Service-Redcom	3,003.71	3,003.71
6590 · Contracted FM Services	262.50	262.50
6605 · Hiring Expense	1,772.00	1,772.00
6610 · Legal Services	1,338.75	1,338.75
6635 · Bank Fees	15.00	15.00
6820 · Rent/Lease Equipment	445.61	445.61
6881 · Safety Equipment	285.09	285.09
6889 · Computer Software and Equipment	5,270.45	5,270.45
7000 · Board Expense	400.00	400.00
7120 · Training Expense	3,880.32	3,880.32
7201 · Fuel	5,882.37	5,882.37
7300 · Transportation & Travel	321.60	321.60
7320 · Utilities	8,273.97	8,273.97
<b>Total 60 · Supplies &amp; Services</b>	<b>51,338.82</b>	<b>51,338.82</b>
<b>75 · Other Charges</b>		
7910 · Long Term Loan-Principal	14,547.55	14,547.55
7930 · Long Term Loan-Interest	1,381.65	1,381.65
<b>Total 75 · Other Charges</b>	<b>15,929.20</b>	<b>15,929.20</b>
<b>Total Expense</b>	<b>500,525.00</b>	<b>500,525.00</b>
<b>Net Ordinary Income</b>	<b>2,270,018.26</b>	<b>2,270,018.26</b>
<b>Net Income</b>	<b>2,270,018.26</b>	<b>2,270,018.26</b>

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

	Apr 24	Apr 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
10 · Taxes				
1000 · Property Taxes	1,929,694.15	1,859,023.51	70,670.64	3.8%
1001 · CY Direct Charges	910,912.00	883,392.00	27,520.00	3.1%
1008 · RDA Increment	-402,176.03	-386,366.28	-15,809.75	-4.1%
1011 · Property Tax Admin Fee	-39,331.00	-39,287.54	-43.46	-0.1%
1014 · Property Taxes - RDA Increment	3,016.91	2,551.17	465.74	18.3%
1015 · RDA Pass-Through	262,892.22	253,419.67	9,472.55	3.7%
1016 · RDA Allocation	34,989.50	33,553.00	1,436.50	4.3%
1020 · CY Supplemental Tax	20,543.11	27,514.77	-6,971.66	-25.3%
1060 · PY Secured Taxes	-1,883.08	0.00	-1,883.08	-100.0%
1061 · PY Direct Charges	12,867.94	6,169.74	6,698.20	108.6%
1080 · PY Supplemental Taxes	-190.69	0.00	-190.69	-100.0%
<b>Total 10 · Taxes</b>	<b>2,731,335.03</b>	<b>2,639,970.04</b>	<b>91,364.99</b>	<b>3.5%</b>
17 · Use of Money/Property				
1700 · Interest on Cash	2,410.08	12,710.12	-10,300.04	-81.0%
<b>Total 17 · Use of Money/Property</b>	<b>2,410.08</b>	<b>12,710.12</b>	<b>-10,300.04</b>	<b>-81.0%</b>
20 · Intergovernmental Revenues				
2440 · HOPTR	7,147.04	7,266.71	-119.67	-1.7%
<b>Total 20 · Intergovernmental Revenues</b>	<b>7,147.04</b>	<b>7,266.71</b>	<b>-119.67</b>	<b>-1.7%</b>
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	8,312.50	2,800.00	5,512.50	196.9%
3601 · Finance Charge/Late Fee	430.68	0.00	430.68	100.0%
3661 · Cost Recovery	3,592.09	4.00	3,588.09	89,702.3%
3700 · Copy Fee	35.00	35.00	0.00	0.0%
<b>Total 30 · Charges/Fees for Services</b>	<b>12,370.27</b>	<b>2,839.00</b>	<b>9,531.27</b>	<b>335.7%</b>
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	2,496.96	2,448.00	48.96	2.0%
4100 · Workers Comp. Reimbursement	14,783.88	12,946.25	1,837.63	14.2%
<b>Total 40 · Miscellaneous Revenues</b>	<b>17,280.84</b>	<b>15,394.25</b>	<b>1,886.59</b>	<b>12.3%</b>
<b>Total Income</b>	<b>2,770,543.26</b>	<b>2,678,180.12</b>	<b>92,363.14</b>	<b>3.5%</b>
<b>Gross Profit</b>	<b>2,770,543.26</b>	<b>2,678,180.12</b>	<b>92,363.14</b>	<b>3.5%</b>
<b>Expense</b>				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	243,983.41	245,088.64	-1,105.23	-0.5%
5911 · Part-Time Staffing	31,862.07	11,679.53	20,182.54	172.8%
5912 · Overtime	62,589.04	55,326.51	7,262.53	13.1%
5914 · FLSA	6,347.83	5,368.48	979.35	18.2%
5922 · Social Security Payroll Taxes	114.54	-4,908.98	5,023.52	102.3%
5923 · CalPERS	52,088.52	45,398.90	6,689.62	14.7%
5924 · Medicare	4,591.45	4,260.12	331.33	7.8%
5930 · Health Insurance	27,382.00	31,286.73	-3,904.73	-12.5%
5931 · Disability Insurance	841.00	841.00	0.00	0.0%
5932 · Dental Insurance	2,447.55	2,456.88	-9.33	-0.4%
5933 · Life Insurance	323.96	347.10	-23.14	-6.7%
5934 · Vision Insurance	355.42	396.43	-41.01	-10.3%
5935 · Unemployment Insurance	330.19	9.46	320.73	3,390.4%
<b>Total 50 · Salaries and Benefits</b>	<b>433,256.98</b>	<b>397,550.80</b>	<b>35,706.18</b>	<b>9.0%</b>
60 · Supplies & Services				
6020 · Uniforms	1,267.77	1,689.60	-421.83	-25.0%
6022 · Safety Clothing	3,593.24	440.97	3,152.27	714.9%
6040 · Communications	2,503.64	2,625.28	-121.64	-4.6%
6045 · Pagers & Radios	419.91	335.11	84.80	25.3%
6060 · Food	142.27	707.45	-565.18	-79.9%
6080 · Household Expense	1,477.41	1,259.27	218.14	17.3%

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 05/02/24  
 Cash Basis

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

	Apr 24	Apr 23	\$ Change	% Change
6140 · Equipment Maintenance	651.64	2,517.50	-1,865.86	-74.1%
6155 · Apparatus Maintenance	4,179.40	6,951.21	-2,771.81	-39.9%
6180 · Building Maintenance	800.69	4,340.66	-3,539.97	-81.6%
6181 · Station Maintenance for Remodel	0.00	1,000.00	-1,000.00	-100.0%
6260 · Medical Supplies	2,195.48	3,988.43	-1,792.95	-45.0%
6280 · Memberships	2,465.00	2,635.00	-170.00	-6.5%
6400 · Office Supplies	209.44	21.86	187.58	858.1%
6401 · Office Expense - Inventory	-54.24	0.00	-54.24	-100.0%
6410 · Postage and Shipping	0.00	74.82	-74.82	-100.0%
6430 · Printing Services	0.00	145.96	-145.96	-100.0%
6461 · Operational Expense	0.00	3.90	-3.90	-100.0%
6500 · Payroll Fees	335.80	338.80	-3.00	-0.9%
6526 · Dispatch Service-Redcom	3,003.71	0.00	3,003.71	100.0%
6590 · Contracted FM Services	262.50	0.00	262.50	100.0%
6605 · Hiring Expense	1,772.00	0.00	1,772.00	100.0%
6610 · Legal Services	1,338.75	577.50	761.25	131.8%
6635 · Bank Fees	15.00	49.27	-34.27	-69.6%
6654 · Wellness Program	0.00	1,000.00	-1,000.00	-100.0%
6820 · Rent/Lease Equipment	445.61	635.27	-189.66	-29.9%
6881 · Safety Equipment	285.09	3,837.23	-3,552.14	-92.6%
6889 · Computer Software and Equipment	5,270.45	2,326.94	2,943.51	126.5%
7000 · Board Expense	400.00	90.00	310.00	344.4%
7120 · Training Expense	3,880.32	1,048.06	2,832.26	270.2%
7201 · Fuel	5,882.37	3,613.81	2,268.56	62.8%
7300 · Transportation & Travel	321.60	1,756.60	-1,435.00	-81.7%
7320 · Utilities	8,273.97	3,234.95	5,039.02	155.8%
<b>Total 60 · Supplies &amp; Services</b>	<b>51,338.82</b>	<b>47,245.45</b>	<b>4,093.37</b>	<b>8.7%</b>
<b>75 · Other Charges</b>				
7910 · Long Term Loan-Principal	14,547.55	14,133.44	414.11	2.9%
7930 · Long Term Loan-Interest	1,381.65	1,795.76	-414.11	-23.1%
<b>Total 75 · Other Charges</b>	<b>15,929.20</b>	<b>15,929.20</b>	<b>0.00</b>	<b>0.0%</b>
<b>95 · Capital Improvements - Assets</b>				
9510 · Building Improvements	0.00	31,032.96	-31,032.96	-100.0%
<b>Total 95 · Capital Improvements - Assets</b>	<b>0.00</b>	<b>31,032.96</b>	<b>-31,032.96</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>500,525.00</b>	<b>491,758.41</b>	<b>8,766.59</b>	<b>1.8%</b>
<b>Net Ordinary Income</b>	<b>2,270,018.26</b>	<b>2,186,421.71</b>	<b>83,596.55</b>	<b>3.8%</b>
<b>Net Income</b>	<b>2,270,018.26</b>	<b>2,186,421.71</b>	<b>83,596.55</b>	<b>3.8%</b>



# **NEW BUSINESS**



**RESOLUTION R-8:  
ORDERING AN  
ELECTION BE HELD**





# Rancho Adobe Fire District

## Staff Report

**Date:** May 15, 2024

**Topic:** Discussion and Action on Resolution R-8 Ordering an Election to be Held and Requestion the Consolidation with the November 5, 2024 General District Election

**Recommendation:**

Recommendation is to appove Resolution R-8 ordering an election be held on November 5, 2024.

**Discussion:**

There are four Board members whose terms will expire in December 2024. Should any incumbents not run for reelection or if any new candidates apply for the Board, the District will be required to run an election on November 5, 2024.

**Financial Impact:**

No financial impact unless an election is required November 5, 2024.

**Options:**

- 1. Approve Resolution R-8 ordering an election on November 5, 2024**

**Approved by:**

Jennifer Bechtold, Administrative Manager, on behalf of Chief Veliquette



RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
 RANCHO ADOBE FIRE PROTECTION DISTRICT  
 OF SONOMA COUNTY, STATE OF CALIFORNIA,  
 ORDERING AN ELECTION TO BE HELD AND REQUESTING  
 CONSOLIDATION WITH THE NOVEMBER 5, 2024 GENERAL DISTRICT ELECTION

---

**WHEREAS**, an election will be held on November 5, 2024, in the Rancho Adobe Fire Protection District for the purpose of electing District Directors to fill positions that will expire in 2024;

BE IT RESOLVED THAT, the District Directors of said district hereby request consolidation with any election that may be held on the same day, in the same territory that is in part the same.

**THE FOREGOING RESOLUTION** was introduced on this 18th day of May 2022 by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_ and then adopted on roll call by the following vote:

Director Howell _____	Director Peterson _____	Director Herman _____
Director Moretti _____	Director Hemmendinger _____	
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





**RESOLUTION R-9:  
OPPOSING  
INITIATIVE 1935**





# Rancho Adobe Fire District

## Staff Report

**Date:** May 15, 2024

**Topic:** Discussion and Action on Resolution R-9 opposing Initiative 1935

**Recommendation:**

Recommendation is to approve Resolution R-9 which opposes Initiative 1935, also referred to as the "Taxpayer Protection and Government Accountability Act."

**Discussion:**

The Rancho Adobe Fire Protection relies on the use of local fees, taxes and other charges to provide essential fire and medical services to the community. Initiative 1935 proposes significant new tax and fee limitations on both State and local governments, reversing numerous court decisions and retroactively voiding any State or local law, decision or administrative action in conflict with its provisions enacted after January 1, 2022. If passed, this initiative would greatly limit the ability of government agencies to provide services and would also reverse voter-approved Measure H in Sonoma County.

Furthermore, this initiative seeks to amend the California Constitution with provisions that limit local voter authority and input and adopt new stricter rules for raising local taxes and fees, and will make it more difficult to impose local fines and penalties. Cal Cities, along with a broad coalition of California counties, cities, towns and local agencies and other partners have passed formal resolution strongly opposing this proposed initiative.

**Financial Impact:**

No financial impact to adopt Resolution R-9.

**Options:**

1. Adopt Resolution R-9 opposing Initiative 1935
2. Do not adopt Resolution R-9 opposing Initiative 1935

**Approved by:**

Jennifer Bechtold, Administrative Manager, on behalf of Chief Veliquette



RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RANCHO ADOBE FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF  
CALIFORNIA, OPPOSING INITIATIVE 1935 (FORMERLY 21-0042A1)

---

WHEREAS, an association representing California's wealthiest corporations is spending millions of dollars to promote a deceptive proposition currently eligible for the November 2024 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 1935 (formerly 21-0042A1), has received the official title: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT"; and

WHEREAS, the measure would revise the Constitution to allow corporations to more easily sue public agencies, costing residents and taxpayers millions of dollars and disrupting essential services; and

WHEREAS, the measure would retroactively invalidate billions of dollars in local government funding for essential services and infrastructure, as well as to schools, fire and emergency response, law enforcement, public health, parks, libraries, housing, services to address homelessness and support mental health, and more; and

WHEREAS, the measure limits voters' rights, containing undemocratic provisions that would make it more difficult for local voters to pass measures to fund services, provisions that retroactively cancel measures recently passed by local voters, and provisions that prevent voters from passing advisory measures that provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure restricts the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure constrains state and local officials' ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

WHEREAS, the measure is opposed by hundreds of local governments, firefighters and other first responders, healthcare providers, teachers, working families, and local elected officials.

THEREFORE, BE IT RESOLVED that the Rancho Adobe Fire Protection District opposes Initiative 1935 (formerly 21-0042A1);

BE IT FURTHER RESOLVED, that the Rancho Adobe Fire Protection District will join the No on Initiative 1935 (formerly 21-0042A1) coalition, a growing coalition of local government, public safety, labor, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at [advocacy@csda.net](mailto:advocacy@csda.net).

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

**PRESENTATION ON  
FIRE IMPACT FEE  
NEXUS STUDY**







# Rancho Adobe Fire District

## Staff Report

**Date:** May 15, 2024

**Topic:** Presentation and Discussion on the Fire Impact Fee Nexus Study

**Recommendation:**

Recommendation is to approve the Fire Impact Fee Nexus Study forward to the June 19, 2024 Board meeting, where a public meeting will be held and a Resolution will be presented adopting the fire impact fee.

**Discussion:**

The Rancho Adobe Fire District is proposing to implement developer impact fees pursuant to the "Mitigation Fee Act" found 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 our 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.

**Financial Impact:**

The exact revenue the Fire Impact Fee Nexus will generate is unknown at this time.

**Options:**

- 1. Approve the Fire Impact Fee Nexus Study as written and move forward at the June 19 meeting to include a public hearing and Resolution for adoption of the study**
- 2. Do not move forward with Fire Impact Fee Nexus Study**

**Approved by:**

Jennifer Bechtold, Administrative Manager, on behalf of Chief Veliquette





# **RANCHO ADOBE FIRE PROTECTION DISTRICT**

## **FIRE IMPACT FEE NEXUS STUDY**

MAY 2024  
ADMINISTRATIVE REVIEW DRAFT

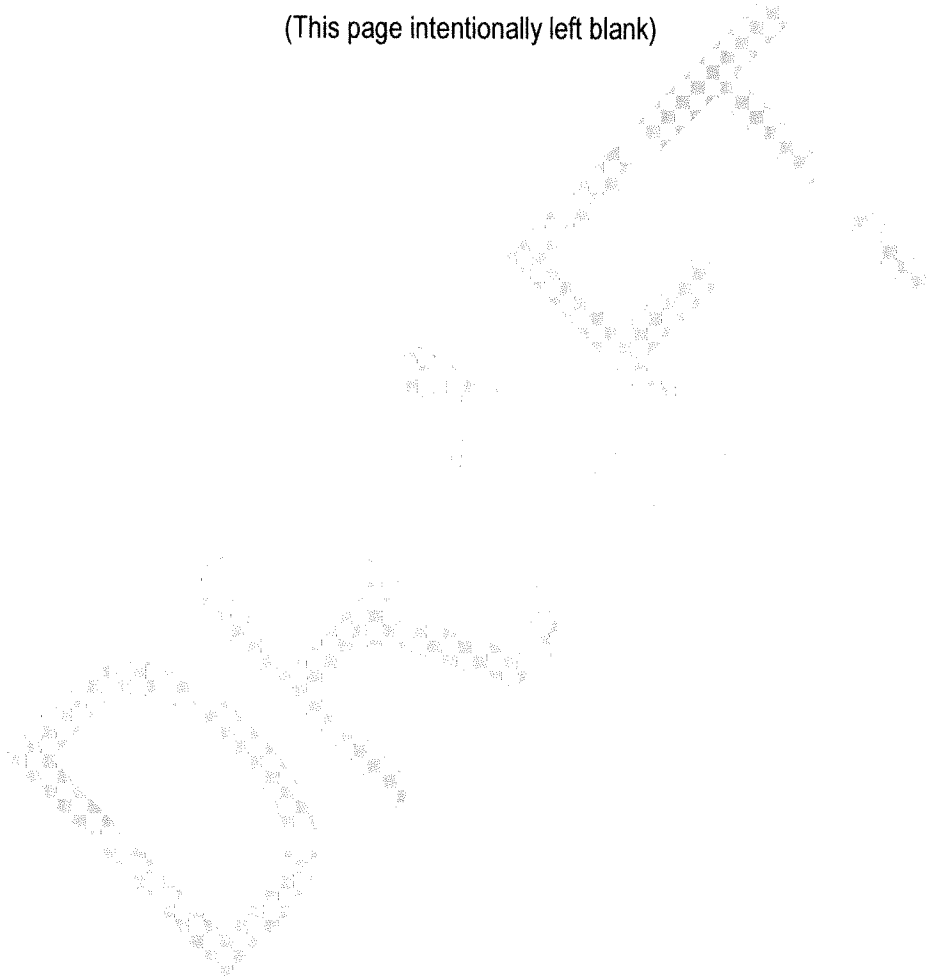
PREPARED FOR:

**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](http://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**

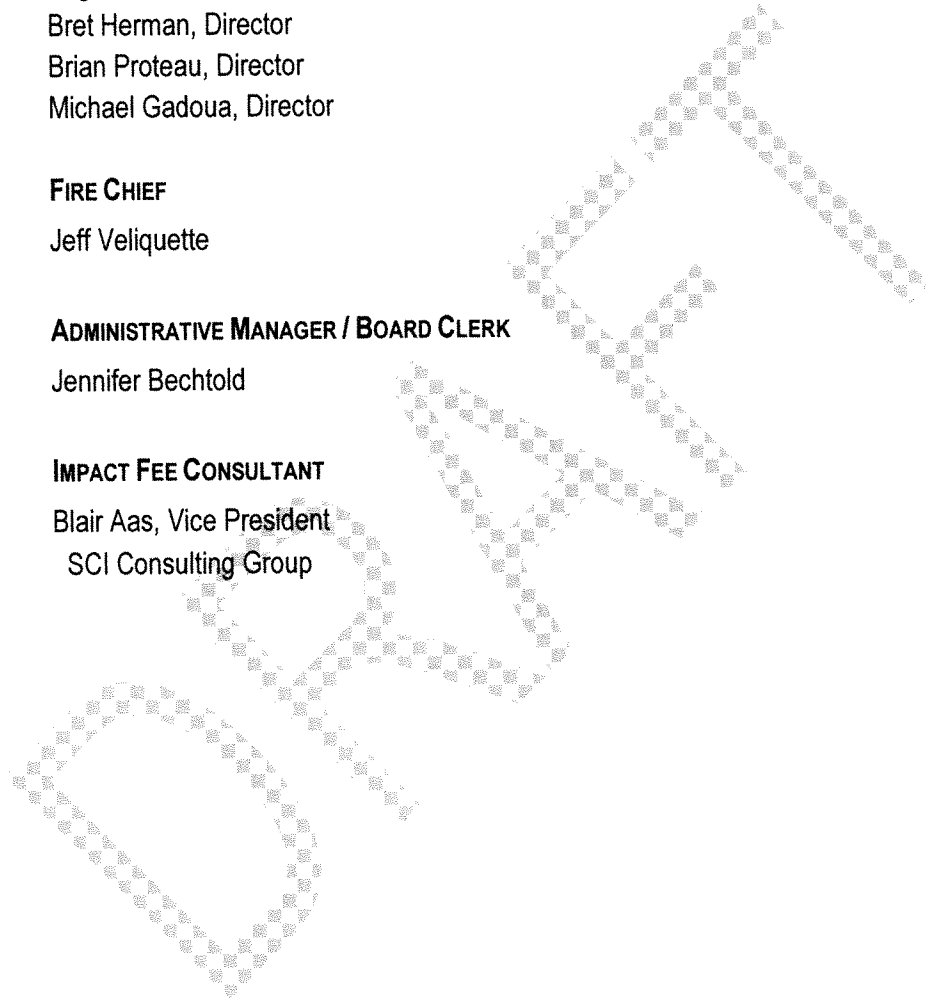
Jeff Veliquette

**ADMINISTRATIVE MANAGER / BOARD CLERK**

Jennifer Bechtold

**IMPACT FEE CONSULTANT**

Blair Aas, Vice President  
SCI Consulting Group



## **ACKNOWLEDGMENTS**

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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

## TABLE OF CONTENTS

---

<b>EXECUTIVE SUMMARY</b> .....	<b>1</b>
INTRODUCTION .....	1
METHODOLOGY AND APPROACH .....	2
SUMMARY OF GENERAL FINDINGS.....	4
SUMMARY OF GENERAL RECOMMENDATIONS.....	5
<b>DETERMINATION OF EXISTING DEVELOPMENT</b> .....	<b>7</b>
EXISTING SERVICE POPULATION AND STRUCTURAL AREA.....	7
RESIDENT EQUIVALENT DEMAND FACTOR .....	8
EXISTING FIRE FACILITIES EDU DEMAND FACTOR.....	9
EXISTING FIRE FACILITIES DEMAND EDUS .....	11
<b>DETERMINATION OF EXISTING FIRE PROTECTION FACILITIES</b> .....	<b>12</b>
<b>DETERMINATION OF THE FIRE IMPACT FEE</b> .....	<b>13</b>
EXISTING FIRE FACILITIES STANDARD .....	13
RESIDENTIAL LAND USE CATEGORIES .....	13
RESIDENTIAL FIRE IMPACT FEE DETERMINATION .....	14
NONRESIDENTIAL LAND USE CATEGORIES.....	15
NONRESIDENTIAL FIRE IMPACT FEE DETERMINATION.....	16
<b>PROJECTED FIRE IMPACT FEE REVENUE</b> .....	<b>17</b>
<b>NEXUS FINDINGS</b> .....	<b>19</b>
<b>FEE PROGRAM ADOPTION REQUIREMENTS</b> .....	<b>22</b>
<b>FEE PROGRAM ADMINISTRATION REQUIREMENTS</b> .....	<b>24</b>
ACCOUNTING REQUIREMENTS .....	24
REPORTING REQUIREMENTS .....	24
FEE PROGRAM UPDATES .....	25
TRANSPARENCY REQUIREMENTS .....	25
FEE EXEMPTIONS .....	25
FEE CREDITS .....	26
AUTOMATIC ANNUAL INFLATIONARY ADJUSTMENT .....	26
<b>APPENDICES</b> .....	<b>27</b>
APPENDIX A – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA .....	28
APPENDIX B – FIRE SYSTEM INVENTORY AND REPLACEMENT COST ESTIMATES .....	29

**LIST OF FIGURES**

---

FIGURE 1 – MAXIMUM FIRE IMPACT FEE SCHEDULE ..... 4

FIGURE 2 – CURRENT RESIDENTIAL DEMOGRAPHICS ..... 8

FIGURE 3 – RESIDENT EQUIVALENT DEMAND FACTOR..... 9

FIGURE 4 – EXISTING FACILITIES EDU DEMAND FACTOR ..... 10

FIGURE 5 – EXISTING DEMAND EDUs..... 11

FIGURE 6 – REPLACEMENT VALUE OF EXISTING FIRE SYSTEM ..... 12

FIGURE 7 – EXISTING FIRE FACILITIES STANDARD ..... 13

FIGURE 8 – MAXIMUM RESIDENTIAL FIRE IMPACT FEE..... 15

FIGURE 9 – MAXIMUM NONRESIDENTIAL FIRE IMPACT FEE ..... 16

FIGURE 10 – PROJECTED FIRE IMPACT FEE REVENUE..... 17

FIGURE 11 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE ..... 19

FIGURE 12 – MAP OF DISTRICT BOUNDARIES AND FEE PROGRAM AREA ..... 28

FIGURE 13 – EXISTING FIRE STATION INVENTORY..... 29

FIGURE 14 – APPARATUS AND EQUIPMENT INVENTORY ..... 30



## EXECUTIVE SUMMARY

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### 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 projects<sup>1</sup> or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents<sup>2</sup>. 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.

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

<sup>2</sup> 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**

<b>Land Use</b>	<b>Maximum Fire Impact Fee</b>
	<b>Per Living Area Sq. Ft.</b>
<b>Residential Development</b>	
Single Family Housing	\$2.00
Multi-Family Housing	\$2.77
Mobile Home	\$1.57
Assessory Dwelling Unit	See Figure 1
	<b>Per Average Unit</b>
<b>Residential Development</b>	
Single Family Housing	\$3,810
Multi-Family Housing	\$3,047
Mobile Home	\$2,198
	<b>Per Building Sq. Ft.</b>
<b>Nonresidential Development</b>	
Retail / Commerical	\$2.51
Office	\$4.15
Industrial	\$1.75

Notes:

<sup>1</sup> 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.

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**

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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 <sup>1</sup>	Vacant Dwelling Units	Occupied Housing Units	Dwelling Unit Occupancy Factor <sup>3</sup>	Resident Population
	Calc a	b	c = a - b	d	e = c * 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
<b>Total Residential</b>	<b>7,073</b>	<b>269</b>	<b>6,804</b>	<b>2.46</b>	<b>16,756</b>

## Notes:

<sup>1</sup> From Sonoma County Assessor's data as of February 2024.

<sup>2</sup> Based on an estimated 3.8% vacancy rate for the City of Cotati.

<sup>3</sup> 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 <sup>1</sup>	a	1,137	352	437
Residents or Workers <sup>2</sup>	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:

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

<sup>2</sup> Estimated exiting 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 <sup>1</sup>	Resident Equivalent Demand Factor <sup>2</sup>	Facilities EDU Demand Factor
	Calc	a	b	c = (a * b) / 2.56 (rounded)
Single-Family Housing	DU	2.56	1.00	<b>1.00</b>
Multi-Family Housing	DU	2.04	1.00	<b>0.80</b>
Mobile Home	DU	1.49	1.00	<b>0.58</b>
Residential	DU	2.41	1.00	<b>0.94</b>
Retail / Commerical	KBSF	2.00	0.85	<b>0.66</b>
Office	KBSF	3.30	0.85	<b>1.09</b>
Industrial	KBSF	1.40	0.85	<b>0.46</b>
Nonresidential	KBSF	2.24	0.85	<b>0.74</b>

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

Notes:

<sup>1</sup> 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.

<sup>2</sup> 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 <sup>1</sup>	Fire Facilities EDU Demand Factor <sup>2</sup>	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
<b>Total</b>		<b>11,086</b>		<b>10,461</b>

Notes:

<sup>1</sup> See Figure 2.

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

## DETERMINATION OF EXISTING FIRE PROTECTION FACILITIES

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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**

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

Source: Rancho Adobe FPD; SCI Consulting Group

Notes:

<sup>1</sup> See Appendix B for more detail.

## DETERMINATION OF THE FIRE IMPACT FEE

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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 <sup>1</sup>	\$38,326,150
Existing Demand EDUs <sup>2</sup>	10,461
<b>Existing Facilities Standard</b>	<b>\$3,663.72</b>

Notes:

<sup>1</sup> See Figure 6.

<sup>2</sup> 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.

Pursuant to 65852.2.(f)(3)(A), the fire impact fee for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. For example, the calculation of the maximum fire impact fee for the construction of a 750 square foot accessory dwelling unit on a single-family parcel with a 2,250 square foot single-family home would be  $(750 / 2,250) * \$4,500 = \$1,500.00$ .

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 <sup>1</sup>	EDU Demand Factor <sup>2</sup>	Cost per Dwelling Unit	Fee Program Admin. 4%	Average Living Area (Sq. Ft.) <sup>3</sup>	Maximum Fire Impact Fee <sup>4</sup>
	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. <sup>5</sup>	NA	NA	NA	NA	NA	Exempt
ADU => 750 sq. ft. <sup>5</sup>	NA	NA	NA	NA	NA	\$2.00

Notes:

<sup>1</sup> See Figure 7.

<sup>2</sup> See Figure 4.

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

<sup>4</sup> The maximum residential fire impact fee is rounded down to the nearest cent.

<sup>5</sup> 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 <sup>1</sup>	EDU Demand Factor <sup>2</sup>	Cost per Unit	Fee Program Admin. 4%	Total Cost per Unit	Maximum Fire Impact Fee <sup>3</sup>
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	<b>\$2.51</b>
Office	\$3,663.72	1.09	\$3,993.45	\$159.74	\$4,153.19	<b>\$4.15</b>
Industrial	\$3,663.72	0.46	\$1,685.31	\$67.41	\$1,752.72	<b>\$1.75</b>

Notes:

<sup>1</sup> See Figure 7.

<sup>2</sup> See Figure 4.

<sup>3</sup> 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 EDUs (2024) <sup>1</sup>	Demand EDU Growth (2043) <sup>2</sup>	Existing Facilities Standard <sup>3</sup>	Projected Fire Impact Fee Revenue (2024\$) <sup>4</sup>
	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
<b>Total District</b>	<b>8,410</b>	<b>994</b>	<b>\$3,663.72</b>	<b>\$3,641,000</b>

Source: Association of Bay Area Governments; SCI Consulting Group

Notes:

<sup>1</sup> See Figure 5.

<sup>2</sup> Based on a projected annual growth rate of 1%.

<sup>3</sup> See Figure 7.

<sup>4</sup> 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.<sup>3</sup> 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.)

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<sup>3</sup> Represents the percentage growth in EDUs.

## NEXUS FINDINGS

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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><b>Allowable Uses</b></u>	<u><b>Prohibited Uses</b></u>
<ul style="list-style-type: none"> <li>• <i>New (added) or expanded land and facilities costs (100%)</i></li> <li>• <i>Apparatus, vehicles, and equipment purchases that expand the system inventory (100%)</i></li> <li>• <i>Facility costs already incurred to provide growth-related capacity (100%)</i></li> <li>• <i>A portion of apparatus, vehicles, and equipment replacement costs attributable to new development (10.6%)</i></li> <li>• <i>A portion of a renovation project that expands service capacity</i></li> <li>• <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></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Existing deficiencies, such as improvements to existing facilities that do not expand service capacity</i></li> <li>• <i>A portion of apparatus, vehicles, and equipment replacement costs attributable to existing development (89.4%)</i></li> <li>• <i>Operational, maintenance or repair costs</i></li> </ul>

### **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**

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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

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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**

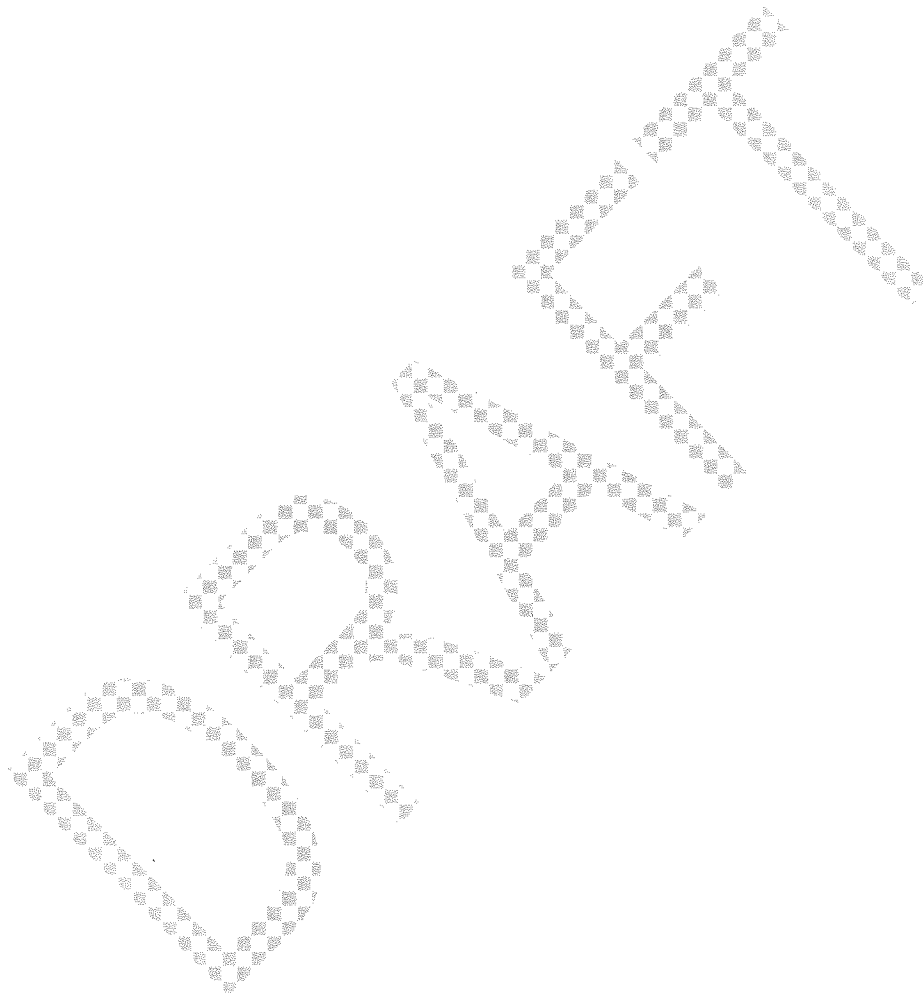
The fire impact fee should be adjusted automatically without any further action by the District Board, City Council, or County Board in the first day of each fiscal year by the net percentage change during the preceding calendar in the Engineering News-Record Construction Cost Index (20-City Average),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

## APPENDICES

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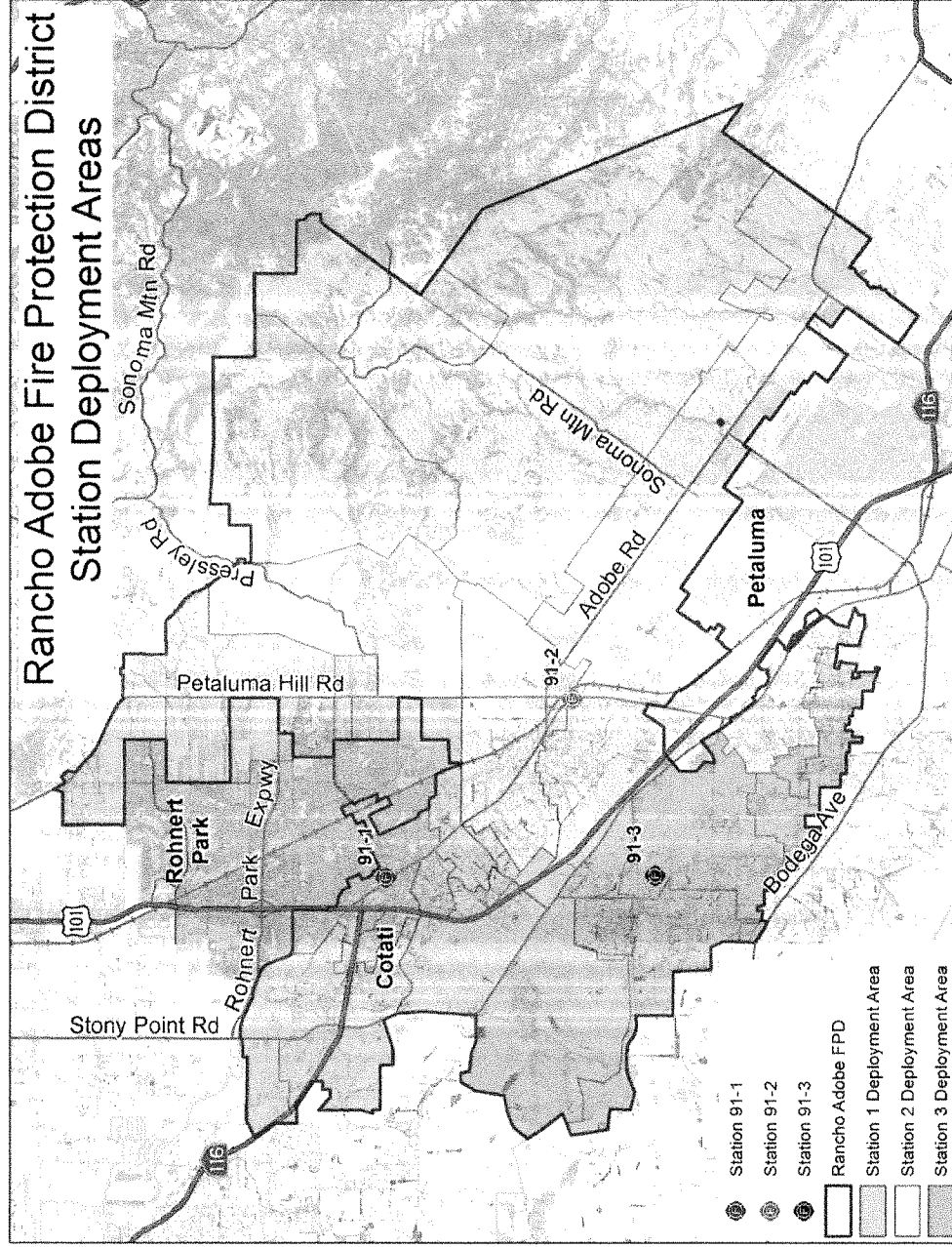
Appendix A – Map of District Boundaries and Fee Program Area

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

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

Notes:

<sup>1</sup> 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 <sup>1</sup>	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
<b>Total Apparatus and Equipment</b>				<b>\$3,628,750</b>	<b>\$745,000</b>	<b>\$4,373,750</b>

Source: Rancho Adobe Fire Protection District

Notes:

<sup>1</sup> 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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