



Valley of the Moon Fire Protection District



Board of Directors Meeting

July 12, 2016



Valley of the Moon Fire Protection District

Board of Directors Meeting

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MEETING AGENDA
VALLEY OF THE MOON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS

Tuesday, July 12, 2016 at 6:00 P.M.
Location: Sonoma Valley Fire & Rescue Authority Station #1
630 2nd Street West, Sonoma, California 95476

(This agenda is posted in accordance with the Ralph M. Brown Act,
California Government Code Section 54950, et seq.)

1. CALL TO ORDER

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Brady, and Director Leen.
Director Greben is excused.

3. PLEDGE OF ALLEGIANCE

4. CONFIRMATION OF AGENDA

Opportunity for the Board to reorder agenda items

5. COMMENTS FROM THE PUBLIC

(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)

PUBLIC HEARING

The Board will hold a public hearing for the purpose of setting a "Unit of Risk" for fiscal year 2016/17 special tax as stated in Ordinance 26-R, specifically Section VI, entitled "Report and Hearing on Special Tax." The Board is also holding a public hearing for the purpose of setting the Prop. 4 Limit for fiscal year 2016/17, pursuant to the provisions of State Government Code Section 7910.

6. PRESENTATIONS

7. CONSENT CALENDAR

Approval of minutes for special meeting of June 7, 2016. **Action Item**

8. FIRE CHIEF'S MONTHLY REPORT

Chief's activity report for June 2016

9. OLD BUSINESS

10. NEW BUSINESS

- a) Resolution 2016/2017-01 declaring Proposition 4 limit for fiscal year 2016/17. **Action Item with roll call vote**
- b) Resolution 2016/2017-02 setting the special tax “unit of risk” for fiscal year 2016/17. **Action Item with roll call vote**

11. OTHER BUSINESS TO COME BEFORE THE BOARD

The Valley of the Moon Fire District will host the SCFDA meeting on July 28th at Ramekins in Sonoma. Please RSVP to Georgette by July 22nd.

12. COMMENTS FROM THE FLOOR

13. COMMENTS FROM THE BOARD

14. CLOSED SESSION

15. ADJOURNMENT

This meeting will be adjourned to a regular meeting on August 9, 2016 at 6:00 p.m. in the Training Room of Sonoma Valley Fire & Rescue Authority Station 1, located at 630 2nd Street West, Sonoma.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting during regular business hours, 8:00 a.m. to 5:00 p.m. Monday through Friday, at Sonoma Valley Fire & Rescue Authority’s Station 1, located at 630 2nd Street West, Sonoma, California.

Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board of Directors regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the location listed above during regular business hours. If you challenge the action of the Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Valley of the Moon Fire Protection District Board of Directors, at or prior to the public hearing.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the secretary for the Board at (707) 996-2102. Notification 48 hours before the meeting will enable the Valley of the Moon Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting.



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

July 12, 2016



Agenda Item No.		Staff Contact	
7		Georgette Darcy, Admin. Analyst/Secretary to Board	
Agenda Item Title			
Approval of minutes for special meeting of June 7, 2016			
Recommended Actions			
Approve the minutes			
Executive Summary			
The minutes have been prepared for Board review and approval.			
Alternative Actions			
Correct or amend minutes prior to approval			
Strategic Plan Alignment			
Not applicable			
Fiscal Summary – FY 16/17			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.		Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (if required)			
Not required			
Attachments			
Minutes for June 7, 2016 special meeting			

VALLEY OF THE MOON FIRE PROTECTION DISTRICT

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

June 7, 2016

1. CALL TO ORDER

President Norton called the meeting to order at 6:00 p.m.

2. ROLL CALL & DETERMINATION OF A QUORUM

Board of Directors: President Norton, Director Brunton, Director Brady, Director Greben, and Director Leen.

3. PLEDGE OF ALLEGIANCE

Director Leen led the Pledge of Allegiance.

4. CONFIRMATION OF AGENDA

There were no changes to the agenda.

5. COMMENTS FROM THE PUBLIC

None

6. PRESENTATIONS

None

7. CONSENT CALENDAR

Approval of minutes for regular meeting of May 10, 2016

M/S/P Leen/Brady to approve minutes for May 10, 2016. Passed 5 ayes

8. FIRE CHIEFS' MONTHLY REPORT

Fire Chief Freeman gave his activity report for May 2016.

9. OLD BUSINESS

None

10. NEW BUSINESS

a) Resolution 2015/2016-12 adopting Valley of the Moon Fire District Preliminary Budget and SVFRA Budget for FY 2016/17

M/S/P Leen/Greben to adopt VOM District Preliminary Budget and SVFRA Budget for FY 2016/17. Passed 5 ayes

b) LAFCO election of Special District Representative Class II

M/S/P Leen/Brady to vote for Rodney Moore of Bodega Bay Public Utility District in the LAFCO election.

11. OTHER BUSINESS TO COME BEFORE THE BOARD

None

12. COMMENTS FROM THE FLOOR

None

13. COMMENTS FROM THE BOARD

None

14. CLOSED SESSION

None

15. ADJOURNMENT

The meeting was adjourned at 6:30 p.m. to a regular meeting on July 12, 2016 at 6:00 p.m. in the Training Room at Station 1, located at 630 2nd Street West, Sonoma.

Respectfully submitted,

Georgette Darcy

President Norton

Director Brunton

Director Greben

Director Brady

Director Leen



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

July 12, 2016



Agenda Item No.	Staff Contact
10A	Mark Freeman, Fire Chief

Agenda Item Title
Resolution 2016/2017-01 declaring Proposition 4 limit for fiscal year 2016/17

Recommended Actions
Adopt Proposition 4 limit

Executive Summary
The District is required to approve a Proposition 4 appropriation limit for each fiscal year. The Valley of the Moon Fire Protection District uses a formula provided by the County of Sonoma that incorporates the annual percentage change for California Per Capita Personal income and local population growth. Last year's appropriation limit is multiplied by these percentages to produce a limit for the current year.

Alternative Actions
Suggest using an alternate method to calculate Proposition 4 limit

Strategic Plan Alignment
Not applicable

Fiscal Summary – FY 16/17			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

Attachments
<ol style="list-style-type: none"> 1. Price Factor and Population Information 2. "P1" Calculation of Appropriation Limits 3. Resolution 2016/2017-01



May 2016

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2016, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2016-17. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2016-17 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2016.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY COSTA
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2016-17 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2016-17	5.37

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2016-17 appropriation limit.

2016-17:

Per Capita Cost of Living Change = 5.37 percent
 Population Change = 0.90 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.37 + 100}{100} = 1.0537$

Population converted to a ratio: $\frac{0.90 + 100}{100} = 1.0090$

Calculation of factor for FY 2016-17: $1.0537 \times 1.0090 = 1.0632$

Fiscal Year 2016-17

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2015 to January 1, 2016 and Total Population, January 1, 2016

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2015-2016	1-1-15	1-1-16	1-1-2016
Sonoma				
Cloverdale	0.30	8,799	8,825	8,825
Cotati	0.13	7,144	7,153	7,153
Healdsburg	0.27	11,667	11,699	11,699
Petaluma	0.74	59,934	60,375	60,375
Rohnert Park	0.49	41,797	42,003	42,003
Santa Rosa	0.68	174,475	175,667	175,667
Sebastopol	0.33	7,502	7,527	7,527
Sonoma	0.36	10,826	10,865	10,865
Windsor	0.26	26,961	27,031	27,031
Unincorporated	0.41	149,151	149,760	150,814
County Total	0.53	498,256	500,905	501,959

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2015 to January 1, 2016

County	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>	
	2015-16	1-1-15	1-1-16
Sierra			
Incorporated	0.13	771	772
County Total	0.00	3,203	3,203
Siskiyou			
Incorporated	0.15	20,448	20,479
County Total	-0.06	44,696	44,670
Solano			
Incorporated	1.10	396,875	401,226
County Total	1.08	415,587	420,087
Sonoma			
Incorporated	0.58	349,105	351,145
County Total	0.53	498,256	500,905
Stanislaus			
Incorporated	1.06	422,290	426,748
County Total	0.99	534,902	540,214
Sutter			
Incorporated	0.38	76,110	76,398
County Total	0.37	96,948	97,308
Tehama			
Incorporated	-0.21	22,025	21,979
County Total	0.15	63,644	63,739
Trinity			
Incorporated	0.00	0	0
County Total	-0.19	13,585	13,559
Tulare			
Incorporated	2.03	314,553	320,926
County Total	1.03	461,129	465,892

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

"P1" CALCULATION OF APPROPRIATION LIMITS

	15-16	16-17
PER CAPITA INCREASE	1.0382	1.0537
POPULATION CHANGE	1.0084	1.0053
POPULATION FACTOR USED	(COUNTY TOTAL)	(COUNTY TOTAL)

FIRE DISTRICTS:

71201 BENNETT VALLEY	1,477,046	1,564,612
71251 BODEGA BAY	2,620,139	2,775,473
71301 RANCHO ADOBE	3,631,674	3,846,976
71351 FORESTVILLE	970,258	1,027,780
71401 GLEN ELLEN	1,173,567	1,243,141
71451 GRATON	621,552	658,400
71501 RUSSIAN RIVER	1,585,761	1,679,772
71551 KENWOOD	590,918	625,951
71601 MONTE RIO	464,423	491,956
71651 RINCON VALLEY	4,482,024	4,747,740
71701 ROSELAND	2,280,455	2,415,650
71801 GOLD RIDGE	3,184,514	3,373,307
71851 VALLEY OF THE MOON	5,099,808	5,402,149
71901 WINDSOR	3,077,089	3,259,513
71951 GEYSERVILLE	889,010	941,714
72001 TIMBER COVE	222,253	235,429
72051 CLOVERDALE	1,677,029	1,776,451
SUBTOTAL	34,047,521	36,066,015

REC & PARK DISTRICTS:

72151 CAMP MEEKER	251,124	266,011
72201 DEL RIO WOODS	264,351	280,023
72251 MONTE RIO	306,324 *	324,485
72301 RUSSIAN RIVER	516,957	547,605
SUBTOTAL	1,338,756	1,418,124

OTHER DISTRICTS:

72550 OCCIDENTAL CSD	350,650	371,438
72601 CAZADERO CSD	316,167	334,911
72701 COAST LIFE SUPPORT	1,872,615	1,983,632
76151 FORESTVILLE WTR	160,590	170,110
76901 BODEGA BAY P.U.D.	680,261	720,590
76951 PALM DRIVE HEALTHCARE	5,589,997	5,921,398
77051 NO SO CO HOSPITAL	15,945,686	16,891,020
78350 SMART	120,473,426	127,615,646
SUBTOTAL	145,389,392	154,008,746

TOTAL LOCAL BOARDS	180,775,669	191,492,884
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*Figure Adopted by district replaces limit calculated by the Auditor's Office.

Resolution Number: 2016/2017-01
Dated: July 12, 2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA,
DECLARING THE PROPOSITION FOUR LIMIT FOR FISCAL YEAR 2016/17**

WHEREAS, each fiscal year a "Proposition 4" limit must be established; and

WHEREAS, the Board of Directors of the Valley of the Moon Fire Protection District has chosen the California Per capita Personal Income and the Sonoma County Population Percentage change factors in establishing the 2016/17 base appropriation limit; and

WHEREAS, the State Department of Finance, in Section 7901 of the Government Code specified that last year's limit, times California Per Capita Personal Income, times population percentage changes be used in setting the District's 2016/17 Proposition Four appropriation limit as follows:

(LYL) \$5,099,808 X (CPI) 1.0537 X (P) 1.0053 = (TYL) \$5,402,149.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the Valley of the Moon Fire Protection District adopts the 2016/17 Proposition Four Limit as set forth in the provisions of Proposition 111, Article XIII B, to be \$5,402,149.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Valley of the Moon Fire Protection District this 12th day of July 2016, on regular roll call vote of the members of said Board by the following vote:

President Norton	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Greben	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted; and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk



Valley of the Moon Fire Protection District

Board of Directors Meeting

Agenda Item Summary

July 12, 2016



Agenda Item No.	Staff Contact
10B	Mark Freeman, Chief

Agenda Item Title
Resolution 2016/2017-02 setting the special tax “unit of risk” for fiscal year 2016/17

Recommended Actions
Set the unit of risk as recommended in Fire Chief’s report

Executive Summary
After reviewing projected revenues and expenditures for fiscal year 2016/17, the Fire Chief is recommending that the Board of Directors sets the special tax “unit of risk” at \$10, the maximum rate permitted by Valley of the Moon Fire Protection District Ordinance No. 26-R. Ordinance 26-R was passed by over two-thirds majority vote in November 1999. The unit of risk must be set annually before levying the tax each fiscal year.

Alternative Actions
Propose an alternate unit of risk

Strategic Plan Alignment
Not applicable

Fiscal Summary – FY 16/17

Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.		Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

Attachments
<ol style="list-style-type: none"> FY 16-17 Unit of Risk Chief’s Report Resolution 2016/2017-02

July 12, 2016

To: Valley of the Moon Board of Directors
From: Chief Freeman
Subject: Setting Special Tax “Unit of Risk” Rate for Fiscal Year 2016/17

RECOMMENDATION:

That the Board of Directors set the special tax “Unit of Risk” rate for the 2016/17 fiscal year at \$10.00, which is the maximum permitted by Valley of the Moon Fire Protection District Ordinance No. 26-R.

This will provide approximately \$320,000.00 in additional revenue.

BACKGROUND:

Due to a number of revenue-reducing impacts occurring over the past years, the Fire District found it necessary to rely on its reserve accounts to balance the annual budget. These impacts have and continue to include: contributions to the Sonoma County Successor Agency, the Educational Revenue Augmentation Fund, dispatch and tax collection fees, as well as other fees levied against District revenue. In addition, the Valley of the Moon Fire Protection District has not been able to replenish the capital improvement accounts, which include critical items such as air packs, turnouts, and replacement of fire apparatus.

Ordinance No. 26-R was approved by over two-thirds majority vote in November 1999. This ordinance authorized the Board of Directors to levy a fire tax on each parcel within the boundaries of the District, based on an individual parcel’s use.

As required by Ordinance No. 26-R, each year the Board must set the “Unit of Risk” rate prior to levying the tax. Resolution 2016/2017-02 has been provided for this purpose.

ANALYSIS:

A preliminary budget has been developed for the consideration of the Board. The budget has been scaled to strike a balance between community expectations of service levels, contractual obligations of the District, and available financial resources. In order to fully fund the proposed activities of the District through the upcoming Fiscal Year, a \$10.00 rate for each “Unit of Risk” is necessary.

Resolution Number: 2016/2017-02
Dated: July 12, 2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY OF THE MOON
FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA,
SETTING THE SPECIAL TAX "UNIT OF RISK" FOR FISCAL YEAR 2016/17**

WHEREAS, Ordinance Number: 26-R, authorizing the Board of Directors to levy a special tax each year on each parcel of real property within the District was approved by the voters November 2, 1999, and,

WHEREAS, provisions of Ordinance 26-R, specifically Section VI, entitled "Report and Hearing on Special Tax," requires the Board of Directors to hold a public hearing each year to set the unit of risk rate, prior to the imposition of the special tax, and

WHEREAS, the special tax may be levied at a rate not to exceed \$10.00 per unit of risk and shall be imposed in accordance with the schedule set forth in Exhibit "A" of Ordinance 26-R.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Valley of the Moon Fire Protection District have considered revenue needs for next fiscal year and hereby set the special tax "unit of risk" rate at \$10.00 per unit for fiscal year 2016/17.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Valley of the Moon Fire Protection District this 12th day of July 2016, on regular roll call vote of the members of said Board:

President Norton	Aye _____	No _____	Absent _____
Director Brunton	Aye _____	No _____	Absent _____
Director Brady	Aye _____	No _____	Absent _____
Director Greben	Aye _____	No _____	Absent _____
Director Leen	Aye _____	No _____	Absent _____

Vote: Aye _____ No _____ Absent _____

WHEREUPON, the President declared the foregoing resolution adopted; and

SO ORDERED:

ATTEST:

William Norton, President

Brian Brady, Clerk

MEETING ANNOUNCEMENT

Thursday, July 28, 2016

Place: Ramekins Restaurant
450 E Spain Street
Sonoma, CA 95476

When: Thursday, July 28, 2016
Social Hour 6:00 pm
Dinner/Meeting 7:00 pm
Raffle (*proceeds benefit the SCFDA*)

Hosted by: Sonoma Valley Fire & Rescue Authority

Program: TBD

Dinner Menu: Local Artisan Cheeses, crackers, dried fruit
Panzanella Salad- arugula, basil, cherry tomatoes
Grilled Tri Tip & Chicken with house made chimichurri
Artisan Baked Breads
Mini Sweet Bites- S'Moores, Fruit tartlets, Mousse

Cost: \$40.00 per person

Payable to: **Please make checks payable to:**
Sonoma County Fire Districts Association

RSVP: Please RSVP to:
Jennifer Crayne jennifercrayne@goldridgefire.org or call

(707) 823-1084

Deadline to RSVP is Friday, July 22nd

PLEASE NO LAST MINUTE RESERVATIONS