



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA**

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente
Rancho Santa Fe, California 92067

May 10, 2017
1:00 pm PT
Regular Meeting

Director Hillgren will participate via teleconference
755 Golf Club Way, #A2, Sedona, AZ 86336

May 10, 2017
1:00 pm MT No DST

RULES FOR ADDRESSING BOARD OF DIRECTORS

Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk.

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Pledge of Allegiance

1. Roll Call
2. Motion waiving reading in full of all Resolutions/Ordinances
3. Public Comment

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Unfinished Business.

4. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of April 12, 2017

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 28626 thru 28739, Electronic File Transfers (EFT), and Wire Transfer(s) for the period April 1 – 30, 2017 totaling:	\$ 289,323.00
Payroll for the period April 1 – 30, 2017	\$ 582,648.59
Wire Transfer(s) period April 1 – 30, 2017	<u>\$ 143,297.25</u>
TOTAL DISTRIBUTION	\$1,015,268.84

- (2) Budget Review – July 1, 2017 – March 31, 2017

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

- (3) Cash Statement
- (4) Investment Review
- (5) Activity Reports – April 2017
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention
 - (d) Correspondence - letters/cards were received from the following members of the public:
 - (i) None

ACTION REQUESTED: [Information](#)

5. Old Business

- a. None

6. New Business

- a. Article XIII B California Constitution Appropriation Limit

To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit Staff [Report 17-09](#)

ACTION REQUESTED: [Select a method to calculate appropriations limit](#)

- b. Contract – Amendment No. 3 to Standard Industrial/Commercial Multi-Tenant Lease - Gross

To discuss and/or approve Amendment No. 3 to Standard Industrial/Commercial Multi-Tenant Lease – Gross between Rancho Santa Fe Association and Rancho Santa Fe Fire Protection District.

ACTION REQUESTED: [Approve](#)

7. Resolutions/Ordinance

- a. Resolution No. 2017-07

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2017/2018

ACTION REQUESTED: [Adopt](#)

- b. Resolution No. 2017-08

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be collected on the Tax Roll for Fiscal Year 2017/2018

ACTION REQUESTED: [Adopt](#)

8. Oral Report

- a. Fire Chief – Michel

- Employee Recognition Dinner – April 22, 2017
- Ad hoc Committee – Finance
- Battalion Chief Test
- Upcoming Fire Season

- b. Operations – Deputy Chief

- c. Volunteer – Division Chief

- d. Training – Battalion Chief

- e. Fire Prevention – Fire Marshal

- f. Administrative Manager

- Board of Directors meeting June 21, 2017
- CalPERS Educational Forum 2017 – October 23-25

g. Board of Directors

- North County Dispatch JPA – Update
- County Service Area – 17 – Update
- Comments

9. Adjournment

The next regular meeting Board of Directors meeting to be June 21, 2017 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, May 10, 2017 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on May 4, 2017 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on May 4, 2017

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – April 12, 2017

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:06 pm.

Pledge of Allegiance

Fire Chief (Retired) Mike Lowry led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Stine, Tanner

Directors Absent: Malin

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Frank Twohy, Division Chief; Jim Sturtevant, Battalion Chief; Marlene Donner, Fire Marshal; and Karlana Rannals, Board Clerk

2. Special Presentations

a. *Badge Presentation*

Chief Michel summarized the recruitment selection process for the Fire Marshal position. He presented Marlene Donner her Fire District badge. President Ashcraft on behalf of the Board of Directors offered congratulations to her and wished continued success in her new role.

b. *Certificate of Recognition*

Chief Michel recapped a significant call that occurred on March 28, 2017 that resulted in a life-saving CPR. A Certificate of Recognition was presented to Firefighter/Paramedic Chase Cantrell for his off-duty leadership, skill, and actions taken while performing life-savings efforts to a citizen.

3. Public Comment

Chief Mike Lowry expressed his appreciation to the Board of Directors for the opportunity to serve as the interim Fire Marshal.

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i) Board of Directors minutes of March 8, 2017

ii) Board of Directors minutes of March 16, 2017

b. Receive and File

i) Monthly/Quarterly Reports

(1) List of Demands Check 28501 thru 28625, Electronic File Transfers (EFT), and Wire Transfer(s) for the period March 1 – 31, 2017 totaling:	\$ 346,889.22
Payroll for the period March 1 – 31, 2017	\$ 642,972.62
Wire Transfer(s) March 1 – 31, 2017	<u>\$ 140,529.89</u>
TOTAL DISTRIBUTION	\$1,130,391.73

(2) Activity Reports – March 2017

- a. Operations
- b. Training
- c. Fire Prevention
- d. Correspondence – letters/cards were received from the following members of the public:
 - None

5. Old Business

- a. None

6. New Business

a. Use of RSF6 Facilities

Chief Michel informed the Board that the Elfin Forest Harmony Grove Town Council has used RSF6 (prior to the reorganization) for several years in support of the annual 4th of July activities. The Town Council made a request to continue the use of the fire station for the 4th of July event that includes a designated area for a “beer garden.” He requested that the board provide staff the necessary direction or approval of this request. Staff responded to questions from the Board.

At the conclusion of the discussion, it was agreed that the Elfin Forest/Harmony Grove Town Council could continue to use RSF6, with the appropriate insurance requirements, and an agreement, that is reviewed and approved by the District’s legal counsel, which includes “hold harmless” language.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the use of the RSF6 location for the 4th of July activities, and further authorized the Fire Chief to execute the agreement.

b. Tentative Map 5081 – Improvements

Chief Michel reported that this matter was requested for removal from the agenda at the request of legal counsel. The Board of Directors agreed to the request. There was no discussion or action taken on this topic.

7. Oral Report

a. Fire Chief – Michel

- i) Meeting with Finance Committee: he reported that staff had participated in the first round of budget discussions. The current fiscal year received significant one time revenue that will significantly affect

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 12, 2017

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the District's financials. He requested a meeting with the Finance Committee and staff to discuss the topic. A meeting will be set for late April/early May.

- ii) Request for Qualifications (RFQ) for Design/Build Services for RSF5: the RFQ closes Monday, April 17, 2017.

b. Operations – Deputy Chief

Chief Cox summarized the previous month's activity, noting district personnel responded to 290 incidents. He discussed the recent CPR save in the Rancho Diegueno area and noted that CSA-17 has an overall save rate of 19%, noting that the national average is approximately 5%.

c. Elfin Forest Volunteer Division – Division Chief

Chief Twohy reported on a community presentation on fire prevention. The integration continues to make progress. There are new plans to create a new mentoring program that pairs a career professional with a volunteer for one 24-hour shift. In addition, volunteer and firefighter personnel plan to attend a conference for combination departments.

d. Training – Battalion Chief

Chief Cox reported that personnel participated in blue card training, a new EMS reporting software, and probationary testing.

e. Fire Prevention – Fire Marshal

Fire Marshal Donner reported that the staff has been very busy with inspections at The Inn at Rancho Santa Fe. Another project that is taking a lot of the inspector's time is the tenant improvements at Cymer. Staff is also preparing for the annual mailing of weed abatement letters. Harmony Grove Village homes are selling and a new phase of construction is planned for this summer.

f. Administrative Manager

Ms. Rannals discussed the following with the board members:

- i) Harassment Prevention Training: all board members completed the required two-hour training; therefore, all are in compliance.
- ii) Employee Recognition Dinner: reminded the members of the dinner on April 22, 2017.
- iii) Photos: individual photos are needed for the new photo board. They were requested to have their picture taken April 24 at RSF4.

g. Board of Directors

- i) North County Dispatch JPA Update – Ashcraft: no report.
- ii) County Service Area – 17 Update – Hillgren: no report, next meeting May 2, 2017. Director Hillgren requested that the alternate attend the meeting, as she will be out of town. Director Stine agreed to attend.
- iii) Comments
 - (1) None

8. Adjournment

Meeting adjourned at 2:00 pm.

[Signatures next page]

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands ~ April 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28626	351.45	Aair Purification Systems	Building RSF3
28627	708.00	Accme Janitorial Service Inc	Building ADMIN
28628	86.46	American Medical Response Inc	Training Equipment/Supplies: Miscellaneous
28629	13,505.02	CDW Government Inc.	Computer/Printer Replacement
28630	22.66	Complete Office of California Inc	Office Supplies
28631	3,235.00	County of SD/RCS	800 MHz Network Admin Fees, Cap Code Paging
28632	200.78	Cox Communications	Telephone RSF
28633	3,652.35	Guardian Life Insurance Co	Medical Insurance
28634	99.50	Jauregui & Culver Inc	Refuel Facility Repair
28635	4,427.39	Johnson Equipment Co	Radio Equipment Replacement
28636	3,637.50	Kronos - Telestaff	TeleStaff Maintenance
28637	208.20	Krueger, Trever	Education/Training Reimbursement
28638	607.21	Michel, Tony J	Telephone ADMIN
28639	176.54	Rincon Del Diablo Municipal Water Di	Water RSF5
28640	217.00	Salameh, Brian	CSA-17 Contract
28641	195.00	Skyriders Window Cleaning Inc	Building ADMIN
28642	2,470.41	SoCo Group Inc	Fuel: Gasoline & Diesel
28643	544.99	Time Warner Cable	Telephone ADMIN
28644	16.52	U P S	Shipping Service
28645	16,149.98	U S Bank Corporate Payment System	Cal-Card./IMPAC program
28646	256.00	U.S. HealthWorks	Medical Services - Volunteers
28647	1,144.77	Uniforms Plus	Safety: Boots, Safety Personnel
28648	1,819.99	Waste Management Inc	Trash RSF
28649	6,350.00	WinTech Computer Services	Consulting Services
28650	13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
28651	115.50	Airgas Inc	Safety: Breathing Air
28652	6,284.66	AT&T Calnet 2/3	Telephone RSF
28654	12,283.50	CDW Government Inc.	Computer/Printer Replacement
28655	31.80	EDCO Waste & Recycling Inc	Trash RSF6
28656	2,346.25	Engineered Mechanical Services Inc	Building RSF
28657	1,875.00	Fitch Law Firm Inc	Legal Services
28658	52.63	Gloria J Murphy	Training Equipment/Supplies Volunteer Di

Rancho Santa Fe Fire Protection District

List of Demands ~ April 2017

Check No.	Amount	Vendor	Purpose
			Training Equipment/Supplies: Expendable, Propane, Station Maintenance
28659	1,683.34	Home Depot, Inc	Copier Maintenance Contract
28660	1,864.78	Konica Minolta Business Inc	Copier Maintenance Contract
28661	433.44	Konica Minolta Premier Finance	Disability/Life Insurance
28662	349.80	Lincoln National Life Ins Co	Fire Hose, Nozzles & Supply
28663	7,460.61	MES California	Disability/Life Insurance
28664	126.45	MHN Services	Apparatus: Parts & Supplies
28665	12.92	Napa Auto Parts Inc	Water RSF
28666	1,135.10	Olivenhain Municipal Water District	Apparatus: Tires & Tubes
28667	4,077.69	Parkhouse Tire, Inc.	Equipment Rental
28668	269.46	Pitney Bowes Inc	Elec/Gas/Propane RSF
28669	3,395.00	Power Plus!	Admin - Overnight Conf/Seminars
28670	15.00	Reyes, Sandra N.	Association Dues
28671	325.00	RSF Rotary Club	Water RSF
28672	678.25	Santa Fe Irrigation District	Programming - Computer & Software FP/PR
28673	2,061.25	Scott Davis Consulting	Elec/Gas/Propane RSF
28674	2,679.66	SDG&E	Fuel: Gasoline & Diesel
28675	1,285.21	SoCo Group Inc	Background Investigation
28676	160.00	State of CA Dept of Justice	Telephone ADMIN
28677	437.95	TelePacific Communications	Building RSF2
28678	66.00	Terminix International	Cable - Admin
28679	87.96	Time Warner Cable	Shipping Service
28680	14.85	U P S	Medical Services - Volunteers
28681	1,993.00	U.S. HealthWorks	Uniforms: Safety Personnel, Administration
28682	123.63	Uniform Specialists Inc	Telephone - Cellular
28683	248.82	Verizon Wireless	Computer Equipment/Parts
28684	184.20	Willis, Erwin L.	Scheduled - ID 1381
28685	967.26	About Service Inc	Training Equipment/Supplies: Miscellaneo
28686	72.05	American Medical Response Inc	Consulting Services
28687	2,462.42	Armanino LLP	Telephone, Cable RSF5
28688	253.65	AT&T	Telephone RSF
28689	952.18	AT&T Calnet 2/3	Medical Insurance
28690	59,076.08	CALPers - Health	

Rancho Santa Fe Fire Protection District

List of Demands ~ April 2017

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
28691	1,644.00	CDW Government Inc.	Computer - License/Software
28692	82.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF4
28693	125.55	EDCO Waste & Recycling Inc	Trash RSF5
28694	618.96	Fire ETC Inc	Safety Equipment
28695	3,652.35	Guardian Life Insurance Co	Medical Insurance
28696	4,393.84	L N Curtis & Sons Inc	2016 Engine on Order
28697	667.67	Lincoln National Life Ins Co	Disability/Life Insurance
28698	860.00	Mertz, William C.	Education/Training Reimbursement
28699	13,757.57	North County EVS Inc	Repair, Scheduled various
28700	755.81	Orion Broadband	Telephone RSF1
28701	730.00	Power Plus!	Elec/Gas/Propane RSF5
28703	70.00	RSF Mail Delivery Solutions	Mail Delivery Service
28704	122.84	San Dieguito Trophy Inc	Awards/Proclamations
28705	700.00	Santa Fe Irrigation District	NCDJPA Rebill
28706	219.50	Schieber, Michael	CSA-17 Contract
28707	6,208.80	SDG&E	Elec/Gas/Propane
28708	2,788.25	SoCo Group Inc	Fuel: Gasoline & Diesel
28709	65.00	State Fire Training	Permit: Certification
28710	750.00	Thompson, Cole T.	Miscellaneous Reimbursable
28711	458.00	ThyssenKrupp Elevator Inc	Elevator Service
28712	11.16	Time Warner Cable	Cable RSF4
28713	2,350.00	TinyFrog Technologies Inc.	Website Redesign
28714	14.85	U P S	Shipping Service
28715	111.00	U.S. HealthWorks	Medical Services - Volunteers
28716	1,277.15	Vortex Industries, Inc.	Building RSF1
28717	107.73	Willis, Erwin L.	Office Supplies
28718	106.28	A-OK Power Equipment	Fleet Equip Maintenance/Repair-Port Gen/
28719	12,838.46	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
28720	167.27	AT&T	Telephone RSF
28721	558.17	Blend	Outside Printing & Binding
28722	1,323.00	C.A.P.F.	Disability Ins Short & Long
28723	2,957.86	Cielo Village Partners LP	Cielo HOA Fees
28724	85.65	Complete Office of California Inc	Office Supplies

Rancho Santa Fe Fire Protection District

List of Demands ~ April 2017

Check No.	Amount	Vendor	Purpose
28725	250.26	Cox Communications	Telephone RSF
28726	24.84	FedEx	Shipping Service
28727	513.97	Fire ETC Inc	Safety Clothing (Protective)
28728	610.00	Liebert Cassidy Whitmore	Legal Services
28729	740.85	Michel, Tony J	Admin - Meal/Lodging/Travel, Promotions, Awards
28730	750.00	Multiforce Systems Corp	Refuel Facility Repair
28731	14,604.37	North County EVS Inc	Repair, Scheduled various
28732	17,515.00	R.E. Badger & Son, Inc.	Weed Abatement 6311 EL Motivevideo
28733	3,000.83	SoCo Group Inc	Fuel: Gasoline & Diesel
28734	24.68	U P S	Shipping Service
28735	32.63	Uniforms Plus	Uniforms: RSF6 (Volunteer)
28736	1,608.60	United Site Services	Sewer RSF
28737	523.32	Verizon Wireless	CSA-17 Contract, MTD Broadband + ATN Line
28738	606.73	Willis, Erwin L.	Consulting Services, parts, equipment
28739	50.00	Young, Scott	Permit: Class B License
EFT000000000301	250.00	Closs, Brandon	Education/Training Reimbursement
EFT000000000302	678.05	Rannals, Karlana	Admin - Overnight Conf/Seminars
EFT000000000304	60.00	Closs, Brandon	Education/Training Reimbursement
EFT000000000305	216.67	Trottier, Alex	Education/Training Reimbursement
EFT000000000306	24.76	Rannals, Karlana	Janitorial Supplies
EFT000000000309	696.87	Duncan, Troy	CSA-17 Contract
EFT000000000310	475.00	RSFPFA	RSF Prof FF Assoc
ACH Transfer	143,297.25	CALPers	Retirement
	7,447.79	Various	Medical Reimbursement
Subtotal	432,620.25		
4/15/2017	254,913.73	RSFFPD Personnel	Payroll
4/30/2017	327,734.86	RSFFPD Personnel	Payroll
	582,648.59		
Total	1,015,268.84		

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2017**

July 1 through March 31, 2017
FY17

PERSONNEL COSTS	BUDGET EXPENDITURES FY17	ESTIMATED EXPENDITURES FY17	% OF BUDGET
Salaries/Wages - Staff	\$ 6,646,353	\$ 5,143,915	77%
Overtime	\$ 1,346,886	\$ 994,477	74%
Holiday Pay	\$ 222,510	\$ 182,387	82%
Labor (Temporary)	\$ 65,000	\$ 21,115	32%
Retirement	\$ 1,422,926	\$ 983,968	69%
CalPERS UAL - Accelerated Payment	\$ 1,000,000	\$ 1,627,288	163%
Health Insurance + HRSA	\$ 1,267,600	\$ 988,073	78%
Life Insurance/Long Term Disability	\$ 39,695	\$ 8,980	23%
Social Security Tax	\$ 10,629	\$ 8,436	79%
Medicare Tax	\$ 118,141	\$ 88,659	75%
Unemployment Insurance	\$ 15,330	\$ 1,001	7%
Workers' Compensation/Wellness	\$ 171,869	\$ 102,829	60%
PERSONNEL (Subtotal)	\$ 12,326,938	\$ 10,151,127	82%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2017
July 1 through March 31, 2017

CONTRACTURAL	BUDGET EXPENDITURES FY17	ESTIMATED EXPENDITURES FY17	% OF BUDGET
Administrative Fees	\$ 227,077	\$ 57,063	25%
Advertising	\$ 1,500	\$ 1,079	72%
Apparatus	\$ -		0%
Association Dues	\$ 10,188	\$ 11,268	111%
Building/Facility Lease	\$ 29,000	\$ 25,732	89%
Dispatching	\$ 154,000	\$ 130,092	84%
Equipment Rental	\$ 1,500	\$ 539	36%
Equipment Repair	\$ 37,081	\$ 22,777	61%
Insurance	\$ 105,031	\$ 94,494	90%
Laundry Service	\$ 350		0%
Legal Services	\$ 46,709	\$ 17,596	38%
Local Meeting/M meal Expense	\$ 8,046	\$ 4,768	59%
Mileage Reimbursement	\$ 700	\$ 208	30%
Other Contractual Services	\$ 136,720	\$ 50,546	37%
Other Professional Services	\$ 176,480	\$ 112,634	64%
Permits	\$ 10,213	\$ 7,498	73%
Service Agreements	\$ 47,915	\$ 29,492	62%
Soil Contamination Cleanup	\$ 1,500		0%
Subscriptions	\$ 2,130	\$ 413	19%
Training	\$ 108,665	\$ 51,953	48%
Utility-Cable/Internet	\$ 13,006	\$ 6,534	50%
Utility-Electricity	\$ 148,953	\$ 107,037	72%
Utility-Sewer	\$ 53,377	\$ 28,772	54%
Utility-Telephone	\$ 64,281	\$ 56,916	89%
Utility-Trash	\$ 28,355	\$ 12,463	44%
Utility-Water	\$ 32,299	\$ 15,038	47%
Vehicle Maintenance (Scheduled)	\$ 80,200	\$ 27,883	35%
Vehicle Repair	\$ 104,200	\$ 71,628	69%
Contractual Services (Subtotal)	\$ 1,629,477	\$ 944,422	58%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2017
July 1 through March 31, 2017

MATERIALS & SUPPLY	BUDGET		ESTIMATED		% OF
	EXPENDITURES	FY17	EXPENDITURES	FY17	
Apparatus	\$	23,532	\$	26,007	111%
Apparatus - Computers	\$	13,904	\$	-	0%
Audio Visual	\$	350	\$	75	21%
Books	\$	4,072	\$	169	4%
Cellular	\$	1,420	\$	(128)	-9%
Computer	\$	77,565	\$	47,449	61%
Electrical Supplies	\$	200	\$	92	46%
Fire Hose, Nozzles & Supply	\$	7,500			0%
Firefighting Foam	\$	2,500	\$	2,415	97%
Food for Major Emergencies	\$	1,200	\$	1,769	147%
Fuel	\$	41,321 *	\$	43,844	106%
Furnishings/Equipment	\$	8,500	\$	4,248	50%
Grants	\$	-			0%
Hydrant Maintenance	\$	1,000	\$	1,598	160%
Janitorial	\$	11,459	\$	5,333	47%
Knox Replacement	\$	5,000	\$	767	15%
Landscape	\$	2,000			0%
Lumber/Screws/Nails	\$	100	\$	132	132%
Maps	\$	500			0%
Medical Supplies	\$	43,411	\$	13,911	32%
Miscellaneous	\$	1,750	\$	3,137	179%
Office - General	\$	38,927	\$	16,124	41%
Paint	\$	100			0%
Program - Supplies (CERT)	\$	2,000	\$	1,668	83%
Public Education	\$	24,000	\$	12,202	51%
Radio	\$	141,601	\$	23,121	16%
Rock, Sand, Gravel	\$	1,000	\$	6	1%
Safety	\$	64,584	\$	67,823	105%
Special Events & Awards	\$	8,000	\$	4,223	53%
Station Maintenance	\$	37,073	\$	26,575	72%
Station Supplies/Replacements	\$	5,950	\$	5,322	89%
Street Signs & Markers	\$	750			0%
Tools	\$	901	\$	312	35%
Training (Expendable Supplies)	\$	14,890	\$	4,089	27%
Uniforms	\$	48,200	\$	31,958	66%
Material & Supplies (Subtotal)	\$	635,260	\$	344,238	54%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2017
July 1 through March 31, 2017

OPERATING COST SUMMARY	BUDGET	ESTIMATED	% OF
	EXPENDITURES	EXPENDITURES	
	FY17	FY17	BUDGET
Personnel	\$ 12,326,938	\$ 10,151,127	82%
Contractual	\$ 1,627,347	\$ 944,422	58%
Material & Supply	\$ 635,260	\$ 344,238	54%
Prior Year Expense	\$ -	\$ 3,144	
Depreciation	\$ 720,478	\$ 540,358.66	75%
TOTAL COSTS	\$ 15,310,023	\$ 11,983,290	78%

CAPITAL and PLANNED PROJECTS-Cash Expenses	Additional Cash		% OF
			BUDGET
FNR #3 Replacement	\$ 2,000.00	\$ -	0%
Engine on Order: ID1711	\$ -	\$ 326.37	0%
RSF 5 Station Construction	\$ -	\$ 4,000.00	0%
Copier (Replacement)	\$ 15,500.00	\$ -	0%
nextGen RCS Infrastructure Cost	\$ -	\$ 522,079.03	0%
Microwave Metropolitan Area Wireless Network	\$ 38,250.00	\$ -	0%
Water Tender Replacement	\$ 380,000.00	\$ -	0%
Staff Vehicle Replacement - Ford Explorer	\$ 45,000.00	\$ 31,052.54	69%
Engine - (Type 1* prior year approved)	\$ 660,000.00	\$ 24,184.97	4%
Staff Vehicle - Ford F-150	\$ 50,000.00	\$ 61,172.13	122%
Total Capital and Planned Projects	\$ 1,190,750	\$ 642,815	54%

Rancho Santa Fe Fire Protection District

Statement of Cash Position *(Estimate)*

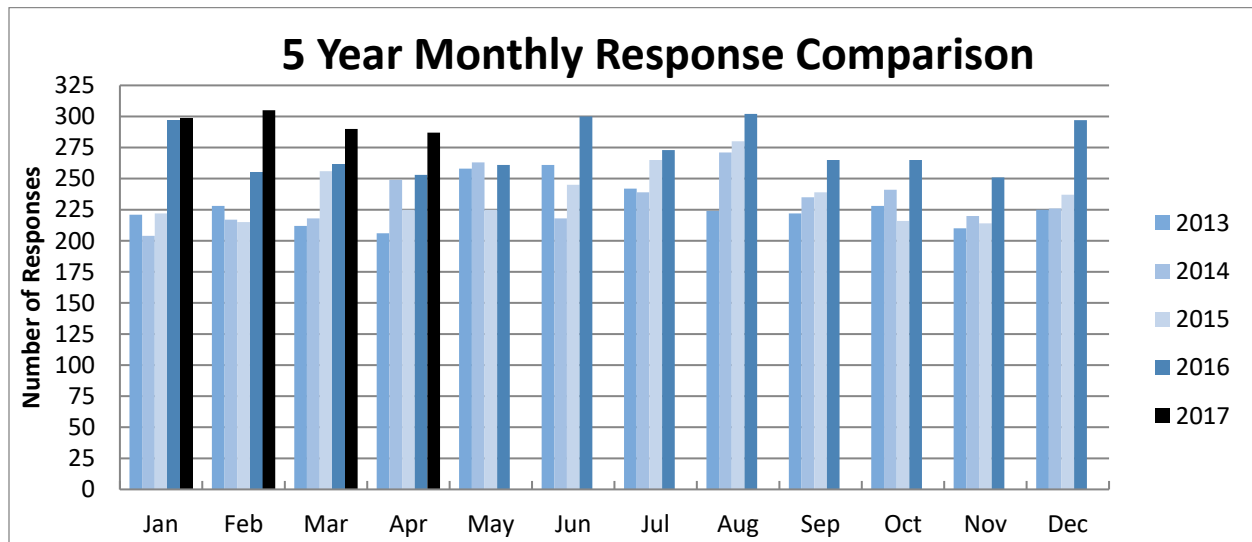
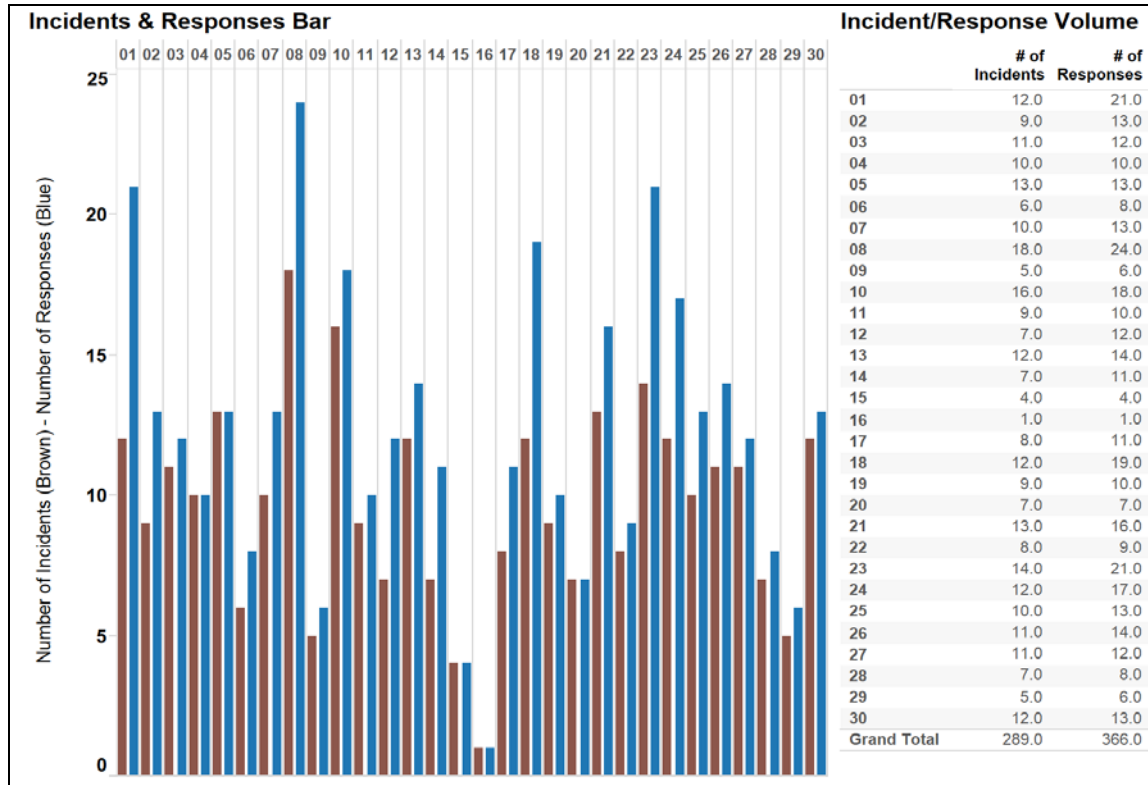
	FY17	01-Jul-16	30-Sep-16	31-Dec-16	31-Mar-17
Cash Assets					
Cash & Investments		12,739,821	13,753,232	13,812,485	13,676,463
EFHG CalTrust		0	4,543,744	4,543,744	4,530,141
Accounts Receivable		<u>1,199,525</u>	<u>442,121</u>	<u>489,341</u>	<u>372,907</u>
Total - Cash Assets		13,939,346	14,195,352	14,301,826	14,049,371
Current Liabilities					
Current Liabilities (AP)		40,491	9,219	9,219	6,107
Employee Liabilities (Accrued)		1,027,929	1,104,887	920,062	1,086,509
Other Liabilities					
Net Pension Liability		<u>8,883,393</u>	<u>8,883,393</u>	<u>8,883,393</u>	<u>8,883,393</u>
Cash Available <i>(estimate)</i>		<u><u>3,987,532</u></u>	<u><u>4,197,853</u></u>	<u><u>4,489,152</u></u>	<u><u>4,073,361</u></u>

Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
FY16												
9/30/2015	9,116,014	0.1207499	11,007.58	2,507,708	0.3200	2,019.12	68,654.93	0.000200	3.47			
12/31/2015	7,972,012	0.1723940	13,743.27	2,509,727	0.3700	2,322.84	68,654.40	0.000200	3.47			
3/31/2016	10,342,559	0.1391914	14,395.95	2,512,050	0.4600	2,899.70	68,661.81	0.000200	3.41			
6/30/2016	11,809,274	0.1433726	16,931.26	2,514,950	0.5500	3,421.54	68,665.23	0.000200	3.42			
	Annual Rate	0.5757079	\$ 56,078.06	Annual Rate	0.4250	\$ 10,663.20	Annual Rate	0.000200	\$ 13.77	Avg Share Value	0.000000	\$ -
FY17												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	0.000000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.040000	-19,306.91
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.040000	17,828.30
6/30/2017	0	0.0000	-	0	0.0000	-	0.00	0.000000	0	0	0.000000	0.00
	Annual Rate	0.7259061	\$ 78,293.98	Annual Rate	0.5150	\$ 12,956.21	Annual Rate	0.000200	\$ 10.26	Avg Share Value		\$ (1,353.88)

April Incident Count

Stations 1 - 6



May 1, 2017

RANCHO SANTA FE FIRE DISTRICT OPERATIONS REPORT

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	299	305	290	289									1,183
YTD	299	604	894	1,183									10.7%
2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297	255	262	253	261	300	273	302	265	265	251	297	3,281
YTD	297	552	814	1,067	1,328	1,628	1,901	2,203	2,468	2,733	2,984	3,281	15.6%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	

Incident Response Summary by Station

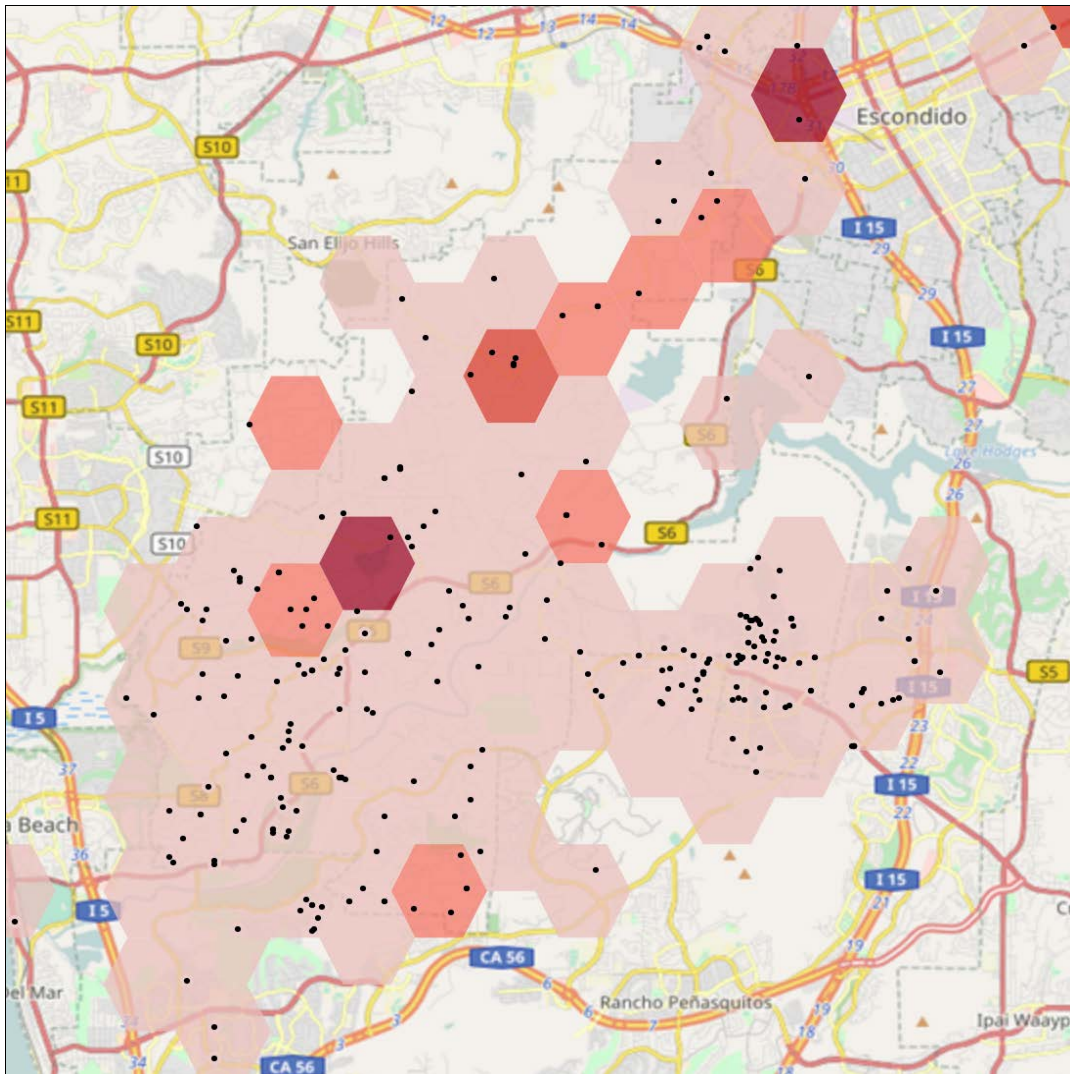
Date Range: From 4/1/2017 To 4/30/2017

Station: RSF1	70
Station: RSF2	110
Station: RSF3	53
Station: RSF4	28
Station: RSF5	14
Station: RSF6	7
Total Incident Count:	289

Incident Summary by Incident Type

Date Range: From 4/1/2017 To 4/30/2017

Incident Type	Incident Count
Fire	14
EMS/Rescue	145
Hazardous Condition	2
Service Call	46
Good Intent	51
False Call	24
Other	3
Blank or Invalid	4
Totals	289

APRIL INCIDENT DISTRIBUTION**FUEL MOISTURE DATA NOT AVAILABLE AT TIME OF REPORT****SHOULD BE AVAILABLE BY MEETING DATE****Significant Incidents/Overhead Assignments**

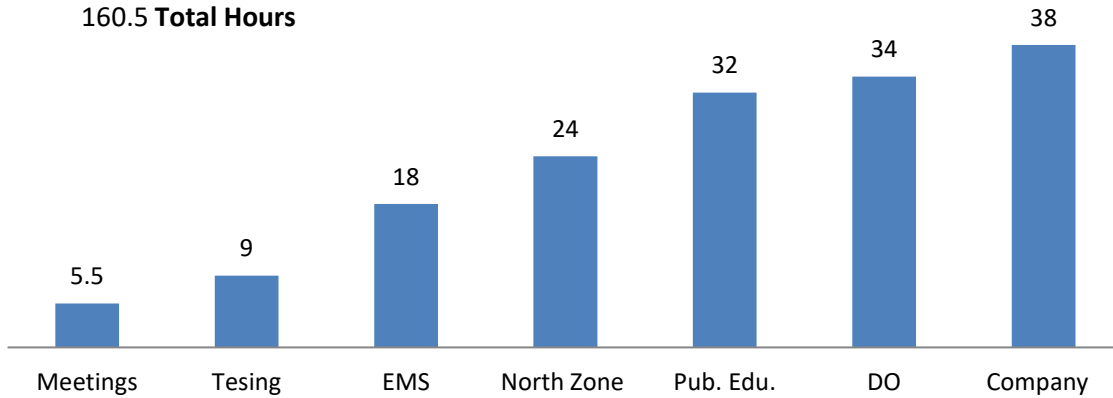
DATE	INCIDENT/ LOCATION	TYPE	UNIT/PERSON	MISC.
No major incidents during the month of April.				

Training Division

April 2017

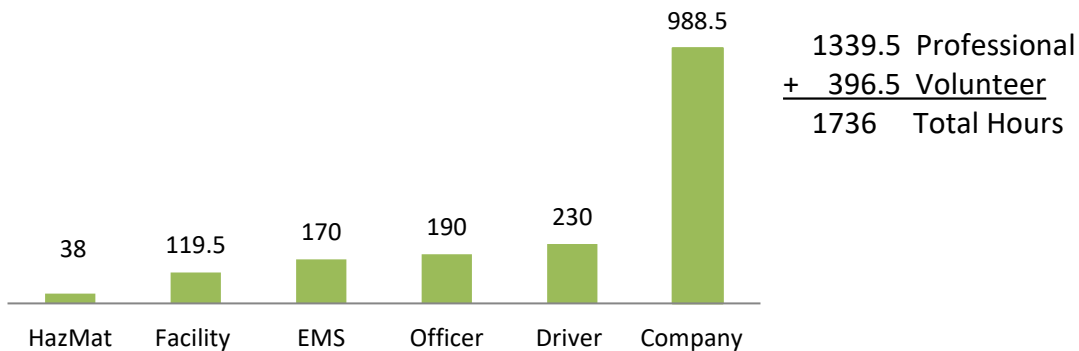
Scheduled Training

160.5 Total Hours



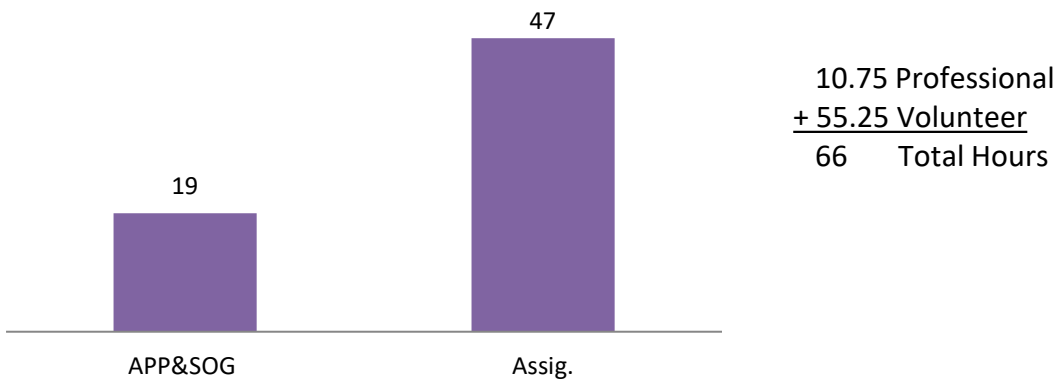
Total Individual Hours

1736 Total Hours



Target Solutions (On Demand) Hours

66 Total Hours



Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

Subject	Definition	Examples
Company	Documentation of all Company Training that is not Driver, Officer, Haz-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
Driver	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
Facility	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
HazMat	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
Officer	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
EMS	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
April 2017

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	6	7,152
Fire Inspector	4	1,675
Fire Inspector/Forester	10	47,972
TOTAL	20	56,799
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	5,090
TOTAL	0	5,090
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	0	0
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	61,889
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	4	5
Fire Inspector	0	4
Fire Inspector/Forester	0	0
TOTAL	4	9
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	33	88,595
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	33	88,595
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	13	12.00
Fire Inspector/Forester	6	2.75
TOTAL	19	14.75

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
April 2017

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	48	31.50
Finals (Structures)	49	52.50
Landscape	13	34.00
Reinspections	6	0.00
Tents/Canopy	4	5.50
Burn Permits	0	1.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	1.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	122	125.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	6	1.40
Weed Abatement Reinspection	2	0.30
1st Notice	3	0.75
2nd Notice	0	0.75
Final Notice	0	0.00
Forced Abatement	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	0	0.00
WUI	0	0.00
TOTAL	11	3.20
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	3	3.00
TOTAL	3	3.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
April 2017

ADMINISTRATIVE SERVICES- FIRE PREVENTION

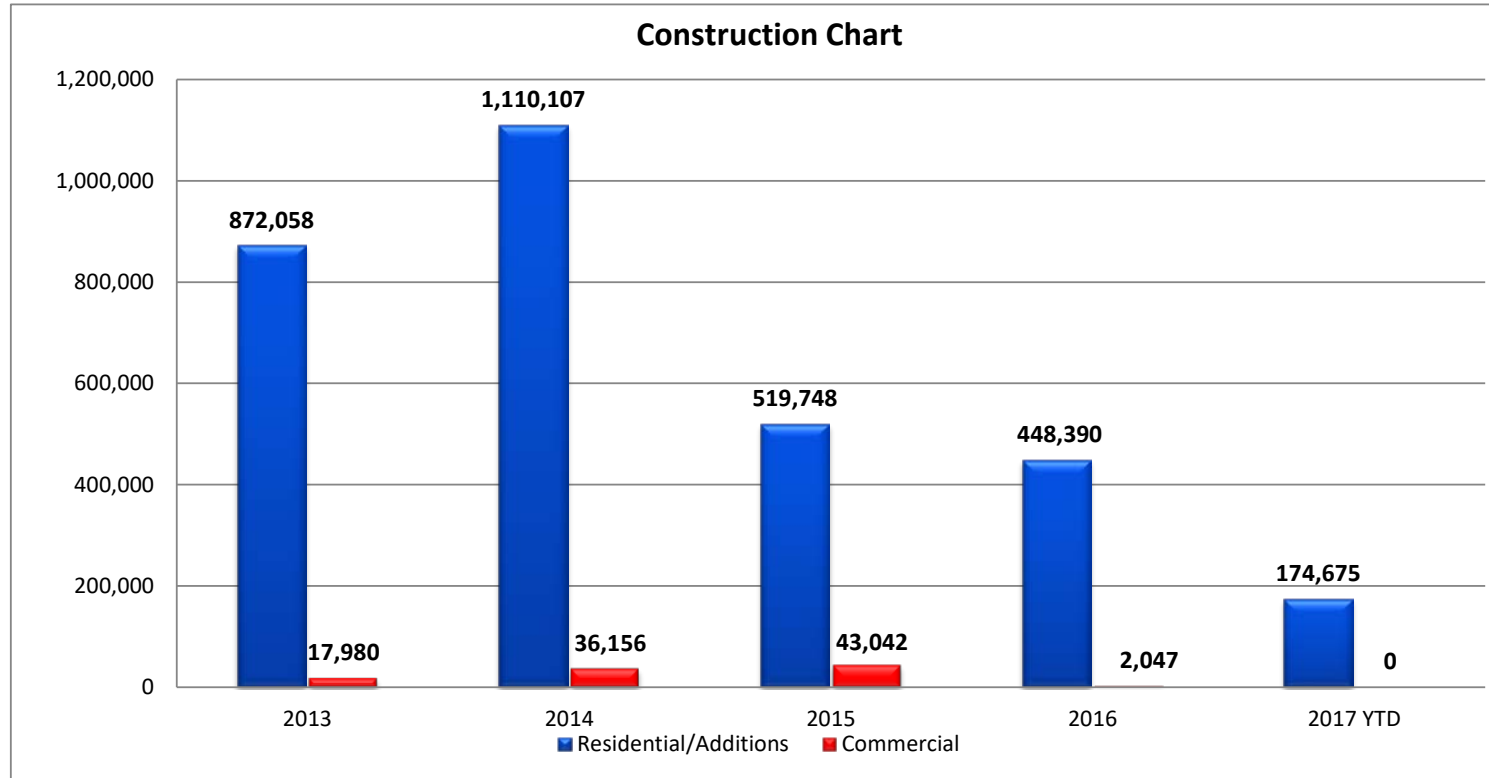
SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	3	12.00
Conferences	0	0.00
Meetings	37	52.0
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	40	64.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	267	66.75
Correspondence	164	41.00
Consultations	61	61.00
Plan Review	51	51.00
Scanning	200	50.00
General Office	20	20.00
TOTAL	763	289.75

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	661	33.05
Correspondence	281	70.25
Walk in/Counter (All Administrative Staff)	306	25.50
Knox Application Request	6	1.50
Burn Permits	0	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	51	81.00
Special Projects	7	7.00
Scanning Documents/Electronic Files	325	81.25
Meetings: Admin/Prevention/Admin Shift	10	5.00
Post Office Runs	4	2.00
Deposit runs and preparations	25	12.50
TOTAL	1,678	320.22

**Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary**

April 2017

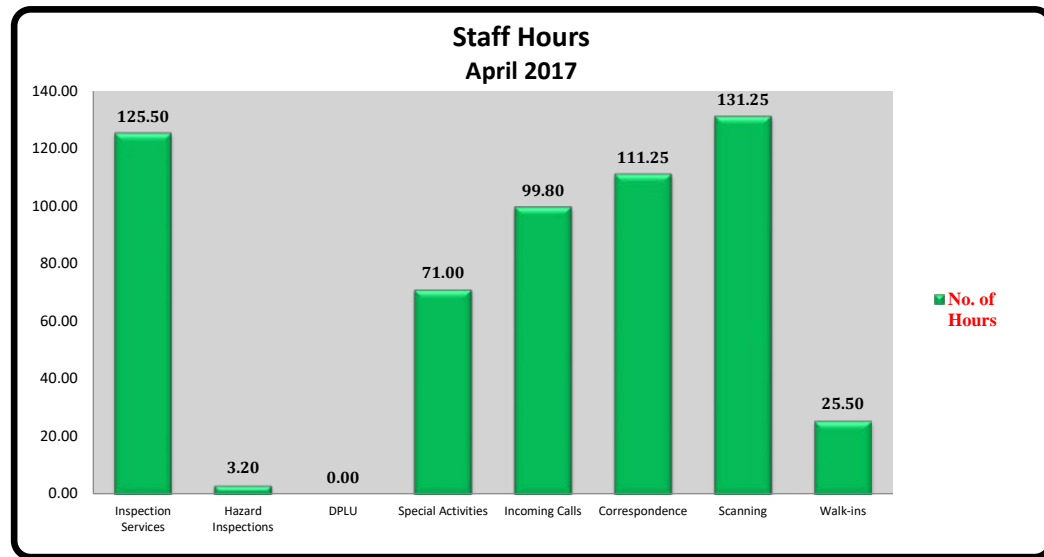
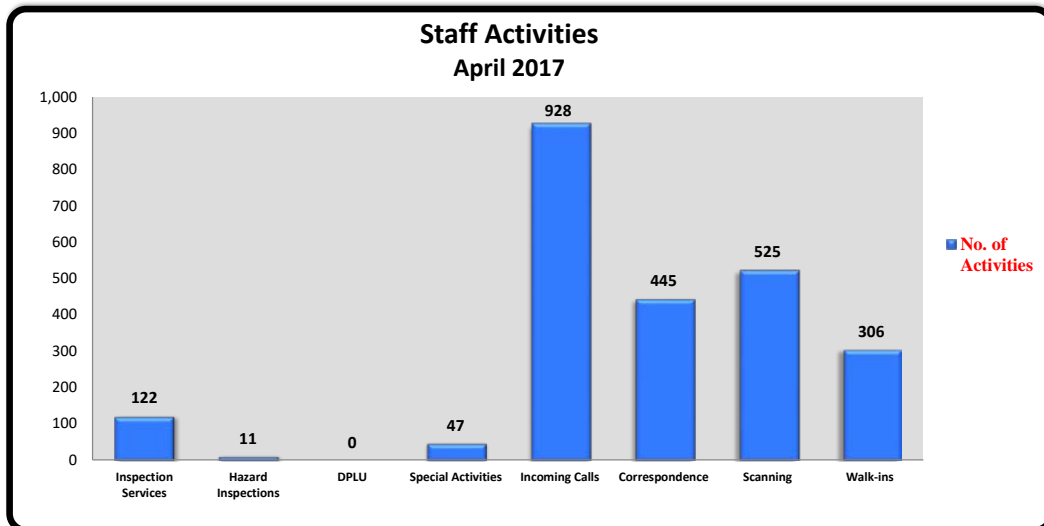


Year	Res/Add	Comm	Total
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2016	448,390	2,047	450,437
2016 YTD	85,211	2,047	87,258
2017 YTD	174,675	0	174,675

Comparison 2016/2017 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	28,971	25,957	12,480	19,850	15,989	47,693	28,456	91,542	70,894	25,511	54,531	28,563
2017	48,435	40,807	23,518	61,889								

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
April 2017



Comparison 2016/2017 Total Monthly Hours/Activities

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473	1778	1841	3031	3081	3442	3462	3107	2491	1602
Hours	291.25	342.92	316.17	373.08	385.52	504.02	614.88	629.98	637.08	572.3	522.18	392.63

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2187	2019	2614	2384								
Hours	482.62	494.10	578.82	567.50								

NOTE: This summary report is not intended to capture all staff hours worked but only to illustrate activity.

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
April 2017

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>		2.0
		2.0
		0.0
Compile & write new information: <i>New Website Development</i>		16.0
		16.0
Social Media <i>Facebook "Fans" - 902</i> <i>Instagram "Followers" - 87</i> <i>Twitter "Followers" - 2,629</i>		6.0
		2.0
		1.0
		3.0
TOTAL		24.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Landscape Brochure printing</i>		1.0
		1.0
TOTAL		1.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
April 2017

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		1.0
<i>Del Dios TC</i>		1.0
Press Releases:		3.0
<i>Del Dios TC</i>		1.0
<i>Preparing for Wildfire</i>		2.0
Other Articles/Stories/Interviews:		0.0
TOTAL		4.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		25.0
<i>Coloring Contest Pizza Parties</i>		2.0
<i>Station Tours</i>		1.0
<i>Every 15 Minutes (Del Norte HS)</i>		6.0
<i>Hands-only CPR (Oak Valley MS)</i>		8.0
<i>Science Discovery Day</i>		8.0
Adult Programs:		13.0
<i>Heartsave CPR (Admin and Elfin Forest CERT)</i>		10.0
<i>Eflin Forest Town Council Presentation</i>		3.0
TOTAL		38.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
April 2017

EVENTS		Staff Hours
External/Community Events: <i>4S Ranch Easter Egg Hunt</i>		5.0
		5.0
Internal Events:		0.0
TOTAL		5.0
CONTINUING EDUCATION		Staff Hours
Training Classes: <i>CPR at AMR (for instructor recertification)</i> <i>Word Press for new website</i>		7.0
		6.0
		1.0
Conferences:		0.0
Meetings: <i>Staff meetings</i> <i>Shift Meetings</i> <i>CSA17 Meeting</i>		4.0
		3.0
		0.0
		1.0
TOTAL		11.0
CLERICAL		Staff Hours
Prevention-related: <i>Mailbox, email inbox, phone calls, news clips, etc.</i> <i>Phone Calls</i>		37.0
		34.0
		3.0
Non-prevention/non-minute related:		28.0
TOTAL		65.0
TOTAL HOURS		148.0

STAFF REPORT

NO. 17-09

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: GANN LIMIT COMPLIANCE

DATE: MAY 4, 2017



Pursuant to Government Code §7901, special districts may annually choose one of the following by a recorded vote of the governing body:

1. Cost of Living:
 - a. the change in California per capita personal income; or
 - b. the percentage change in the jurisdiction's assessed valuation, which is attributable to nonresidential new construction.
2. Population:
 - a. the change in population within the county;
 - b. the change in population within the unincorporated area of the county;
 - c. the use of specific formula calculations or estimates, permitted for mixed incorporated/unincorporated areas of special districts and/or special districts serving more than one county; or

On July 22, 2016, the reorganization with CSA No. 107 (Elfin Forest/Harmony Grove) was completed and certified by the Local Agency Formation Commission (LAFCO). With the reorganization, as of January 1, 2017 and estimated population of 1,121 was added to the District. Unfortunately, the calculation for the Gann Limit is specific and staff is unable to combine the two census data pieces for a revised change in population. In order to take advantage of the larger change in census, the District thru the governing body must request the State of California Department of Finance (DOF) to prepare a special population change. The District will be required to reimburse the DOF the cost of preparing the estimate. A letter received by the DOF shows the cost estimated at \$1,500, and the requested documentation.

Each year special districts should perform necessary calculations to determine if year-end proceeds of taxes subject to the limit have exceeded the limit. Preliminary calculations have been made for all revenue received to determine whether this district complies with the appropriations limits established for the current fiscal year. Preliminary calculations show that the district will comply with the appropriation limit.

The following recommendation is submitted for your consideration and/or action:

1. To select the change in California per capital personal income (3.69%) for the Cost of Living Factor and the change in population within San Diego County average (.92%). (A copy of the State of California Department of Finance Price & Population Data for Local Jurisdictions is attached. *The District population provided by SANDAG is also included*)
2. Determine that it is necessary that the Board choose to submit population documentation to State Department of Finance Demographic Research Unit for certification by June 1, 2017 to prepare an estimate of the annual percent change in population for the Rancho Santa Fe Fire Protection District.
3. Authorize staff to execute a contract with the State of California Department of Finance to prepare and estimate of the annual percent change in population for a cost estimated at \$1,500.

Attachment(s)

1. DOF – Price Factor and Population Information
2. Gann Limit History
3. DOF – Letter dated May 2017



May 2017

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, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. 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 2017-18 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, 2017.**

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 M. 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 2017-18 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

2017-18:

Per Capita Cost of Living Change = 3.69 percent
Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio: $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18: $1.0369 \times 1.0085 = 1.0457$

Fiscal Year 2017-18

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2016-2017	1-1-16	1-1-17	1-1-2017
San Diego				
Carlsbad	0.76	112,866	113,725	113,725
Chula Vista	1.14	264,607	267,613	267,917
Coronado	-3.78	17,790	17,118	24,543
Del Mar	0.56	4,273	4,297	4,297
El Cajon	0.51	102,277	102,803	102,803
Encinitas	0.64	61,893	62,288	62,288
Escondido	0.55	150,669	151,492	151,492
Imperial Beach	0.34	27,417	27,510	27,510
La Mesa	0.56	59,949	60,286	60,286
Lemon Grove	0.76	26,594	26,795	26,795
National City	0.85	55,788	56,264	61,210
Oceanside	0.35	175,842	176,461	176,461
Poway	0.36	50,074	50,253	50,253
San Diego	1.12	1,373,156	1,388,596	1,406,318
San Marcos	0.86	93,242	94,042	94,042
Santee	0.66	56,725	57,100	57,100
Solana Beach	0.30	13,487	13,527	13,527
Vista	2.99	98,838	101,797	101,797
Unincorporated	0.64	468,416	471,411	513,828
County Total	0.92	3,213,903	3,243,378	3,316,192

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

Fiscal Year 2017-18

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2016 to January 1, 2017

County	<u>Percent Change</u> 2016-17	<u>--- Population Minus Exclusions ---</u> 1-1-16	1-1-17
San Diego			
Incorporated	0.96	2,745,487	2,771,967
County Total	0.92	3,213,903	3,243,378
San Francisco			
Incorporated	1.08	864,637	873,976
County Total	1.08	864,637	873,976
San Joaquin			
Incorporated	1.63	585,177	594,721
County Total	1.53	730,539	741,730
San Luis Obispo			
Incorporated	0.79	157,125	158,366
County Total	0.59	273,250	274,871
San Mateo			
Incorporated	0.59	700,461	704,593
County Total	0.56	765,755	770,063
Santa Barbara			
Incorporated	0.74	302,205	304,429
County Total	0.76	441,314	444,682
Santa Clara			
Incorporated	0.83	1,835,121	1,850,394
County Total	0.81	1,921,399	1,936,960
Santa Cruz			
Incorporated	0.55	139,647	140,410
County Total	0.38	275,472	276,518
Shasta			
Incorporated	0.33	110,981	111,350
County Total	0.21	177,988	178,361

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

Gann Calculation History

	A	B	C	D	E	F	G	H	I	J
	Population Data (LAFCO)		Cost of Living Change	Cost of Living Ratio	Population Change	Population Change Ratio	Appropriations Factor	Gann Limit	Tax Proceeds	Over (Under) Limit
1	FY									
2				(C+100)/100	(E+100)/100		d x f	1,905,122		
3	FY88		3.47	1.0347	4.21	1.0421	1.0783	2,054,219		
4	FY89		4.66	1.0466	3.93	1.0393	1.0877	2,234,438		
5	FY90		5.19	1.0519	3.15	1.0315	1.0850	2,424,443		
6	FY91	9,137	4.21	1.0421	5.83	1.0583	1.1029	2,673,808		
7	FY92	9,137	4.14	1.0414	3.33	1.0333	1.0761	2,877,227		
8	FY93	9,137	-0.64	0.9936	3.25	1.0325	1.0259	2,951,725	2,429,715	(522,010)
9	FY94	9,137	2.72	1.0272	2.52	1.0252	1.0531	3,108,418	2,567,734	(540,684)
10	FY95	9,137	0.71	1.0071	1.42	1.0142	1.0214	3,174,941	2,219,836	(955,105)
11	FY96	9,137	4.72	1.0472	1.55	1.0155	1.0634	3,376,332	2,397,328	(979,004)
12	FY97	10,941	4.67	1.0467	19.74	1.1974	1.2533	4,231,620	2,524,441	(1,707,179)
13	FY98	10,941	4.67	1.0467	1.46	1.0146	1.0620	4,493,904	2,745,541	(1,748,363)
14	FY99	10,941	4.15	1.0415	2.63	1.0263	1.0689	4,803,495	3,054,021	(1,749,474)
15	FY00	10,941	4.53	1.0453	2.17	1.0217	1.0680	5,130,051	3,543,988	(1,586,063)
16	FY01	10,941	4.91	1.0491	2.33	1.0233	1.0735	5,507,302	3,909,588	(1,597,714)
17	FY02	10,941	7.82	1.0782	3.49	1.0349	1.1158	6,145,208	4,505,676	(1,639,532)
18	FY03	10,941	-1.27	0.9873	2.78	1.0278	1.0147	6,235,831	5,079,200	(1,156,631)
19	FY04	11,911	2.31	1.0231	2.24	1.0224	1.0460	6,522,788	5,755,067	(767,721)
20	FY05	14,440	3.28	1.0328	21.26	1.2126	1.2524	8,168,966	6,469,428	(1,699,538)
21	FY06	16,186	5.26	1.0526	22.23	1.2223	1.2866	10,510,134	7,013,364	(3,496,770)
22	FY07	21,884	3.96	1.0396	14.71	1.1471	1.1925	12,533,599	8,491,770	(4,041,829)
23	FY08	21,041	4.42	1.0442	14.11	1.1411	1.1915	14,934,242	9,501,700	(5,432,542)
24	FY09	26,859	4.29	1.0429	7.60	1.0760	1.1222	16,758,615	9,855,850	(6,902,765)
25	FY10	29,668	0.62	1.0062	1.32	1.0132	1.0195	17,085,104	9,664,518	(7,420,586)
26	FY11	27,751	-2.54	0.9746	1.52	1.0152	0.9894	16,904,239	9,303,011	(7,601,228)
27	FY12	28,262	2.51	1.0251	0.72	1.0072	1.0325	17,453,301	9,307,896	(8,145,405)
28	FY13	29,131	3.77	1.0377	0.92	1.0092	1.0472	18,277,915	9,394,638	(8,883,277)
29	FY14	31,198	5.12	1.0512	0.8	1.008	1.0596	19,367,454	9,690,766	(9,676,688)
30	FY15	31,412	-0.23	0.9977	1.23	1.0123	1.0100	19,560,580	10,273,101	(9,287,479)
31	FY16	32,066	3.82	1.0382	1.48	1.0148	1.0536	20,608,350	10,763,511	(9,844,839)
32	FY17	32,373	5.37	1.0537	0.78	1.0078	1.0619	21,884,395	11,530,369	(10,354,026)
33	FY18	34,031	3.69	1.0369	0.92	1.0092	1.0464	22,900,695	11,689,100	(11,211,595)
34	d add two census data points together									
35	FY18	35,152	3.69	1.0369	8.58	1.0858	1.1259	25,783,115	11,689,100	(14,094,015)
36										
37	Recalculated by DOF									



EDMUND G. BROWN JR. • GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May, 2017

Karlena Rannals
Rancho Santa Fe Fire District
PO Box 410
Rancho Santa Fe, CA 92067

Ms. Rannals :

At your request and pursuant to Article XIII B of the California Constitution, the State Department of Finance (Finance) will prepare an estimate of the annual percent change in population for your district if these two conditions are satisfied: 1) the data supplied by the special district are determined by Finance to be adequate for an estimate, and 2) both copies of the contract agreement enclosed are signed and returned. All data must be supplied to Finance by July 15 or Finance may decline to prepare an estimate. The change estimate will be for:

April 1, 2010 to January 1, 2017

You will be billed for the time required for this work. We estimate the cost to be either \$1,000 or \$1,500 depending on the information supplied. The estimate will be benchmarked to the April 1, 2010 census. We will use any relevant information we have available, but it will be the responsibility of the district to furnish all additional data. Finance's due date is September 1st to complete the estimate.

Please provide the following for your district:

- A) With the release of the 2010 census, Finance must benchmark your district to the current population counts. As a result, we require that your district provide updated housing unit information or an indicator of change in residential housing units (i.e. final building permits) for the following periods:

April 1, 2010 to December 31, 2010

January 1, 2011 to December 31, 2011

January 1, 2012 to December 31, 2012

January 1, 2013 to December 31, 2013

January 1, 2014 to December 31, 2014

January 1, 2015 to December 31, 2015

And

January 1, 2015 to December 31, 2016

We have in our files the number of housing units within each city and county, but we have no sub-county housing data within the unincorporated area or sub-city areas.

Potential sources for these data are city and county planning departments, the county assessor's office, or the local councils of government.

B) You will need to supply maps showing 100 percent of your district drawn on them, in addition to providing the housing data requested in Section A. The price of the estimate will be determined by the method you choose to provide the geographical information to us. Below are the choices we will accept:

1. GIS shape file of your district at 2010 Census block level. Cost of the 2010 benchmark and 2011 estimate = \$1,000.

Or

2. Electronic or paper maps detailing the boundary of your district with 2010 Census geography including block detail. Cost of the 2010 benchmark and 2011 estimate = \$1,500.

C) These maps MUST have identifiable road and street names and/or parcel numbers clearly shown on them. If the maps do not have block detail, Finance will not be able to provide a percent change estimate. Maps are available from the U.S. Census Bureau Customer Services at (301) 457-4100. Some county planning offices also have 2010 census tract and block maps and GIS shape files. Your district's boundaries as of April 1, 2010, should be drawn on the census map. Please do not include any areas outside your district, such as sphere of influence. Finance will provide a population change estimate only for the area within your district.

D) If the information described in Section A is unavailable, a brief description of the annual records your district keeps, such as the number of residential service accounts, should be provided. After Finance has reviewed these substitute data, we will contact you to discuss whether they are adequate to complete an estimate.

If you have any questions concerning this request, please call me at (916) 323-4086.

Doug Kuczynski
Research Program Specialist
Demographic Research Unit
915 L Street, 8th Floor
Sacramento, CA 95814

AMENDMENT NO. 3 TO
STANDARD INDUSTRIAL/COMMERCIAL MULTI-TENANT LEASE- GROSS

This AMENDMENT NO. 3 TO LEASE (this "**Amendment No.3**") is made as of the ____ day of May, 2017, by and between RANCHO SANTA FE FIRE PROTECTION DISTRICT, a Special District under the laws of the State of California as "**Lessor**" and RANCHO SANTA FE ASSOCIATION, a California non-profit corporation as "**Lessee**".

RECITALS

A. Lessor and Lessee previously entered into that certain STANDARD INDUSTRIAL/COMMERCIAL MULTI-TENANT LEASE-GROSS with Addendum dated May 25, 2011 ("**Lease**") for Lessee's lease of office space from Lessor.

B. The Lease was thereafter amended by a 1st Amendment dated May 1, 2015 (erroneously referred to as 2nd Lease Addendum) to provide for Lessee's lease of additional space for the installation and use of two microwave antennas (the "**Antenna Space Lease**") and an Amendment No. 2 dated April __, 2016.

C. The parties now wish to amend the Lease as to the Antenna Space Lease.

D. Lessor and Lessee now desire to enter into this Amendment No. 3 to amend the Lease as hereinafter provided.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows, notwithstanding anything in the Lease to the contrary:

1. **Paragraph 68.** Paragraph 68 is hereby deleted the following Paragraph 68 is added:

68. **Term of Antenna Space.** The term of this short term lease of the Antenna Space shall be for a period of one (1) year commencing on June 1, 2017 and ending May 31, 2018.
2. **Paragraph 69.** Paragraph 69 is hereby deleted the following Paragraph 69 is added:

69. **Option to Renew Use of Antenna Space.** Lessee has the option to extend this lease of the Antenna Space for one (1) addition year by giving Lessor written notice on or before April 1, 2018.
3. **Conflict.** In the event of any conflict between the Lease and this Amendment No. 3, this Amendment No. 3 shall prevail. Except to the extent herein modified, the Lease, as modified by this Amendment No. 3, shall continue in full force and effect.
4. **Terms.** Except as specifically provided in this Amendment No. 3 all capitalized terms shall have the same meaning as defined in the Lease.
5. **Counterparts.** This Amendment No. 3 may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

[Signatures on next page]

IN WITNESS WHEREOF, Landlord and Tenant have entered into this Amendment No. 3 as of the date first above written.

Lessor

RANCHO SANTA FE FIRE PROTECTION DISTRICT
a special district organized under the laws of the State of California

By: _____
Name: _____
Its: _____

Lessee

RANCHO SANTA FE ASSOCIATION
a California nonprofit corporation

By: _____
Name: _____
Its: _____

RESOLUTION No. 2017-07

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2017/2018

BE IT RESOLVED, that pursuant to the Rancho Santa Fe Fire Protection District Board of Directors meeting held May 10, 2017 this board has determined that charges for providing fire protection services by the Rancho Santa Fe Fire Protection District for fiscal year 2017/2018 shall appear as a separate item on tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving fire protection services.

The amount of charges for each parcel for fiscal year 2017/2018 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances and resolution of the fire protection district.

THEREFORE, it is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. The cost for fiscal year 2017/2018 shall be \$10.00 per benefit unit.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 10, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JAMES H ASHCRAFT
President

ATTEST

Karlana Rannals
Secretary

RESOLUTION No. 2017-08

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Levies for Special Taxes to be Collected on the Tax Roll for Fiscal Year 2017/2018

WHEREAS, the former Elfin Forest-County Service Area No. 107 successfully conducted a special election on July 24, 2001 proposing for adoption, an increase to the special benefit tax for structural fire protection service; and

WHEREAS, the Local Agency Formation Commission issued a "Certificate of Completion" on July 22, 2016 changing the type of organization that dissolves County Service Area No. 107 (Elfin Forest/Harmony Grove) and reorganizes to the Rancho Santa Fe Fire Protection District, and transfers property tax, special benefit tax, and Mello-Roos Community Facilities District funding sources to the reorganized Rancho Santa Fe Fire Protection District; and

WHEREAS, pursuant to Section 53978 of the Government Code, the Board has determined that a special tax for providing structural fire protection by Rancho Santa Fe Fire Protection District serving the Elfin Forest/Harmony Grove areas shall appear as separate items on the tax bill and shall be collected at the same time and in the same manner as ordinary County ad valorem property taxes are collected; and

WHEREAS, the amount of charges for each parcel for fiscal year 2017/2018 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances, resolution and agreement of the fire protection district.

THEREFORE, BE IT RESOLVED and is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. That said assessment shall appear as a separate item on tax bills entitled *RSF Elfin Forest/Harmony Grove Fire Protection Assessment*
5. The cost for fiscal year 2017/2018 shall be \$152.24 per benefit unit, a 1.97% increase;
6. This assessment applies to all applicable parcels in the following tax rate areas:

71001	71056	71057	71058	73224
74008	74023	74044	74046	74118
74130	74173	74226	74227	74228
74232	74233	74999	76031	76032
76033	76168	76209		

RESOLUTION No. 2017-08

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 10, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JAMES H ASHCRAFT
President

ATTEST

Karlana Rannals
Secretary