



**A PROCLAMATION OF THE BOARD OF DIRECTORS OF THE
RODEO-HERCULES FIRE PROTECTION DISTRICT
RECOGNIZING THE RETIREMENT OF FIRE MARSHAL BILL LELLIS**

WHEREAS, Bill Lellis, originally hailing from Boston, Massachusetts, entered the Air Force at the age of 16 and served honorably from 1954-1958; and

WHEREAS, Bill has been married to his wife Janice for sixty-three years, having raised four children together and are grandparents to six, all of whom are college graduates or currently attending college; and

WHEREAS, Bill Lellis began his career in the fire service in 1958 at the age of 20, volunteering with the Larkspur Fire Department and becoming a full-time firefighter two years later in 1960, then rising through the ranks to become its assistant chief, building inspector, and fire chief; and

WHEREAS, Bill served as the city of San Rafael's plans examiner and hazardous materials technician from 1984-1995; and

WHEREAS, Bill taught at and coordinated the College of Marin's Fire Science Program for over 30 years, teaching over 60 courses, and holds a State Department of Education Lifetime Teacher's Credential in Fire Science; and

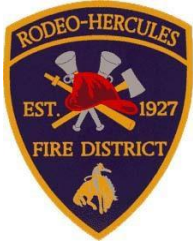
WHEREAS, Bill established Sonoma County's fire prevention program, becoming its first fire marshal; and

WHEREAS, Bill has been an integral part of the Rodeo-Hercules Fire Protection District's fire prevention bureau, serving as its Fire Marshal since 2002, and shaping the district's fire prevention program with his extensive knowledge of the California Fire Code.

NOW, THEREFORE, the Board of Directors of the Rodeo-Hercules Fire Protection District hereby recognizes Fire Marshal Bill Lellis's 22 years of service to the district and wishes him a very happy retirement.

Dated this 11th day of September, 2024

Delano Doss, Board Chair



RODEO-HERCULES FIRE PROTECTION DISTRICT
 1680 REFUGIO VALLEY ROAD, HERCULES, CALIFORNIA 94547
 (510) 799-4561 FAX: (510) 799-0395

**REGULAR BOARD MEETING MINUTES
 AUGUST 14, 2024**

1. **CALL TO ORDER/ROLL CALL** Meeting called to order at 7:01 p.m. Directors Delano Doss, Marie Bowman, Steve Hill, and Charles Davidson present. Director Robyn Mikel not present.
2. **PLEDGE OF ALLEGIANCE** (00:53)
3. **ANNOUNCEMENTS OF DISTRICT EVENTS** (1:18) RHFD Open house on October 12.
4. **CONFIRMATION OF THE AGENDA** (2:05) Motion to approve the agenda made by Vice Chair Bowman, seconded by Director Davidson. Motion passed.

Roll Call Vote (4-0)

Chair Doss Y
 Vice Chair Bowman Y
 Director Hill Y
 Director Davidson Y

5. **REVIEW OF CORRESPONDENCE TO THE BOARD** (2:35) Three letters were submitted.
6. **PUBLIC COMMUNICATIONS ON ITEMS NOT ON THIS AGENDA** (3:53)

Public Comment

Robert Baum
 Erin Hallisy
 Tara Shaia
 Elizabeth Genai
 Pedro Jimenez
 Tanya Little

7. **CONSENT CALENDAR** (19:10) Motion to approve the consent calendar made by Vice Chair Bowman and seconded by Director Davidson. Friendly amendment to remove annual report and comment/vote on it separately. Both motions passed unanimously.

Roll Call Vote (4-0)

Chair Doss Y
 Vice Chair Bowman Y
 Director Hill Y
 Director Davidson Y

8. **SPECIAL ORDER OF BUSINESS: DISTRICT STRATEGIC PLAN AND SUSTAINABILITY EFFORTS** (23:30) Resolution to annex with Contra Costa County Fire Protection District, having been approved, was sent to LAFCO.
9. **FIRE PREVENTION SERVICES** (24:30) Presentation by David Stevens of CSG Consultants. Update on education and awareness outreach and general weed abatement progress. Motion to accept Resolution 2024-20, which amends the CSG contract with the district, made by Vice Chair Bowman and seconded by Director Hill. Motion passed.

Roll Call Vote (4-0)

Chair Doss	Y
Vice Chair Bowman	Y
Director Hill	Y
Director Davidson	Y

10. **PROCUREMENT POLICY** (52:53) Motion made by Vice Chair Bowman to approve Resolution 2024-21 adopting Uniform Public Contracting Cost Accounting Procedures. Seconded by Director Hill.

Public Comment

Tanya Little

Roll Call Vote (4-0)

Chair Doss	Y
Vice Chair Bowman	Y
Director Hill	Y
Director Davidson	Y

11. **DISCUSS ADVISORY VOTE RELATED TO ANNEXATION** (1:08:25) Motion by Director Davidson to have an advisory vote for annexation. Seconded by Vice Chair Bowman. Motion tied and therefore failed.

Roll Call Vote (2-2)

Chair Doss	N
Vice Chair Bowman	Y
Director Hill	N
Director Davidson	Y

Public Comment

Elizabeth Genai
 Mike Coody
 Susan Keeffe
 Robert Baum
 Heather Gibson

Tara Shaia
 Jan Callaghan
 Tanya Little
 Maureen Brennan
 Pam Hauser

12. **MEMORANDUM OF UNDERSTANDING BETWEEN RHFD AND BATTALION CHIEF** (1:46:48) Motion made by Vice Chair Bowman to approve Resolution 2024-22, seconded by Director Hill. Motion passed.

Roll Call Vote (4-0)

Chair Doss Y
 Vice Chair Bowman Y
 Director Hill Y
 Director Davidson Y

13. **EMPLOYEE COMPENSATION ADJUSTMENT** (1:48:26) Motion made by Vice Chair Bowman to approve minute order to provide compensation modifications for administrative staff. Seconded by Director Hill. Motion passed.

Public Comment

Mike Coody

Roll Call Vote (4-0)

Chair Doss Y
 Vice Chair Bowman Y
 Director Hill Y
 Director Davidson Y

14. **FIRE CHIEF’S REPORT** (1:51:07) Board consensus to defer to the written report.

15. **STAFF REPORTS** (1:52:19) None.

16. **BOARD MEMBER REPORTS** (1:52:27) LAFCO has received RHFD’s application to annex. East Bay Hills Wildland Coordinating Group’s meeting rescheduled from August to September 23. Annexation and Service Plan Ad Hoc Committee disbanded by Chair Doss. The Board Orientation Ad Hoc Committee met with Kim Corcoran to update the board handbook; presentation to the board will occur in September. Budget workshop rescheduled to occur before the regular meeting in September. Presentation by Phillips 66 Taxes Ad Hoc Committee on property tax revenue from Phillips 66 based on a past agreement and the pursuit of those funds from the county. The board expressed interest in the potential revenue from a previously discussed contract with Unocal, suggesting that the ad hoc committee should interview former fire chief Jimenez for insights. Motion made by Chair Doss that the Phillips 66 Taxes Ad Hoc Committee provide documents to council for interpretation and drafting of a letter to be presented to the County Board of Supervisors. Seconded by Vice Chair Bowman. Motion passed.

Roll Call Vote (4-0)

Chair Doss Y

Vice Chair Bowman Y
Director Hill Y
Director Davidson Y

Public Comment

Elizabeth Genai
Robert Baum
Maureen Brennan
Susan Keeffe
Mike Coody
Tanya Little
Tara Shaia

17. **MEASURE O OVERSIGHT COMMITTEE** (2:49:10) There are three openings on the committee. Application to be made available on RHFD's website.
18. **LOCAL 1230 COMMENT** (2:52:51) Vince Wells, president of IAFF Local 1230.
19. **REQUEST FOR FUTURE AGENDA ITEMS** (2:56:43) Board comportment at meetings; roles and responsibilities of ad hoc committees; roles and responsibilities of the Measure O Oversight Committee; board opinions regarding Director Davidson's possible violation of district ethics related to his May 14th presentation to the Hercules City Council and his subsequent July 30 email communication.
20. **ADJOURNMENT** Meeting adjourned at 10:02 p.m.

**RODEO-HERCULES FIRE PROTECTION DISTRICT RESOLUTION NO. 2024-23, A
RESOLUTION ESTABLISHING THE APROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25**

WHEREAS, the Appropriations limit adopted for Fiscal Year 2023-24 was \$19,678,806.

WHEREAS, Article XIII B of the California Constitution and §7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit for each Fiscal Year by applying the limit for the previous Fiscal Year the factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in the local agency's population; and

WHEREAS, the applicable factors for FY2024-25 are as follows: (1) the change in the California per capita personal income was 3.62% and (2) the change in population for the City of Hercules and unincorporated Contra Costa County from January 1, 2023 to January 1, 2024 was -0.38%.

NOW, THEREFORE BE IT RESOLVED that the Rodeo-Hercules Fire Protection establishes an appropriations limit for Fiscal Year 2024-25 of \$20,313,692.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Rodeo Hercules Fire Protection District this 11th day of September 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Delano Doss
Board Chair

ATTEST:

Kimberly Corcoran
Clerk of the Board

ATTACHMENT A
RODEO HERCULES FIRE PROTECTION DISTRICT
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

Set out below is the methodology proposed to be used to calculate Fiscal Year 2024-25 appropriations limit for the District.

1. Appropriations limit for FY 2023-2024	\$19,678,806
2. Population change (January 1, 2023-January 1, 2024)	-0.38%
3. Change in California per Capital Personal Income	3.62%
4. Fiscal Year 2024-25 adjustment factor (1.0362 x 0.9962)	1.03226244
5. Fiscal Year 2024-25 appropriations limit (\$19,678,806 x 1.03226244)	\$20,313,692

9:13 PM

09/05/2024

Date	Num	Name	Memo	Account	Amount
08/01/2024	August 2024	American River Benefit Administrators	August 2024	1060 · Group Insurance	-774.18
08/01/2024	14520	Precision IT Consulting	August 2024	2310 · Professional/Specialized Servic	-4,085.70
08/01/2024	2024-25-020	Alameda County Fire Department	E75 Repairs	2271 · Central Garage Maintenance	-972.99
08/01/2024	2024-25-021	Alameda County Fire Department	376 Repairs	2271 · Central Garage Maintenance	-420.53
08/01/2024	W4102379YH	American Messaging	August 2024	2110 · Communications	-41.19
08/01/2024	September 2024	American River Benefit Administrators	September 2024	1060 · Group Insurance	-774.18
08/01/2024	24673	IEDA INC	August 2024	2310 · Professional/Specialized Servic	-1,883.72
08/01/2024	22087	Townsend Public Affairs	August 2024	2310 · Professional/Specialized Servic	-5,000.00
08/01/2024	AUG 2024	The Standard	August 2024	1060 · Group Insurance	-609.00
08/02/2024	IN2095810	Municipal Emergency Services	boots	2474 · Firefighting Supplies	-2,189.45
08/02/2024	266355241	Orkin	76-Service	2310 · Professional/Specialized Servic	-150.00
08/05/2024	76-528495-AUG	EBMUD	76-05/29/24-07/30/24	2120 · Utilities	-1,470.85
08/05/2024	75-528407-AUG	EBMUD	76-05/29/24-07/30/24	2120 · Utilities	-381.81
08/07/2024	401746	Hilltop Ford	F350 Repairs	2271 · Central Garage Maintenance	-6,546.37
08/07/2024	07312024	Ouch! CPR	On site training	2477 · Educational Supplies & Courses	-2,160.00
08/09/2024	76-4017223667-SEPT1	P.G.&E.	True up charges	2120 · Utilities	-11,531.63
08/09/2024	76-4017223667-SEPT1	P.G.&E.	76-07/10/2024-08/07/2024	2120 · Utilities	-1,189.94
08/10/2024	9971198568	Verizon Wireless	07/11-08/10	2110 · Communications	-19.06
08/12/2024	INV854268	LN Curtis & Sons	Delta Link	2474 · Firefighting Supplies	-75.89
08/12/2024	75-5183799518-AUG1	P.G.&E.	75-07/11/24-08/08/24	2120 · Utilities	-290.98
08/13/2024	57772	CSG Consultants	July 2024	2310 · Professional/Specialized Servic	-9,855.00
08/13/2024	2024128	Fire Stats, LLC	Misc. tasks related to reporting	2310 · Professional/Specialized Servic	-1,000.00
08/13/2024	IN2100988	Municipal Emergency Services	Fire Vilcan LED w/ charger	2474 · Firefighting Supplies	-226.33
08/15/2024	75-1888920692-SEPT1	P.G.&E.	75-07/12/24-08/09/24	2120 · Utilities	-35.94
08/16/2024	0000325355	Bauer Compressors	Compressor Annual Service	2270 · Repairs & Services of Equipment	-1,268.04
08/16/2024	26703377601	T Mobile	07/16/24-08/15/24	2110 · Communications	-136.43
08/19/2024		Cal OES	February 2024	1014-03 · Overtime-Strike Team	12,542.64

08/19/2024	Cal OES	February 2024	2271 · Central Garage Maintenance	5,015.68
08/19/2024	Kaiser Permanente	Reimbursement	1061 · Group Insurance-Retiree	744.59
08/19/2024	Cal OES	February 2024	1011 · Permanent Salaries	1,755.83
08/19/2024	Chuck Coleman	COBRA	1060 · Group Insurance	183.74
08/19/2024	EDD	Refund	1011 · Permanent Salaries	366.00
08/19/2024	Chuck Coleman	COBRA	1060 · Group Insurance	183.74
08/19/2024	Kaiser Permanente	Reimbursement	1061 · Group Insurance-Retiree	34.70
08/19/2024	9980	Report Fee	9980 · Miscellaneous Revenue	5.00
08/19/2024	9980	Report Fee	9980 · Miscellaneous Revenue	5.00
08/19/2024	9980	Report Fee	9980 · Miscellaneous Revenue	5.00
08/19/2024	9741	Plan Review	9741 · Fire Prevention Plan Review	200.00
08/22/2024 260900	J.W. Enterprises	September 2024	2310 · Professional/Specialized Servic	-359.00
08/22/2024 75-9173373209-SEPT1	P.G.&E.	75-07/23/24-08/21/24	2120 · Utilities	-58.19
08/26/2024 IN2108051	Municipal Emergency Services	Aeroflect Coats/Pants	2474 · Firefighting Supplies	-12,615.46

RODEO – HERCULES FIRE PROTECTION DISTRICT MEMORANDUM

To: BOARD OF DIRECTORS, Rodeo Hercules Fire Protection District

From: David Stevens, CSG Consultants

Meeting Date: September 11, 2024

Subject: Public Hearing and Adoption of Resolution Ordering Nuisance Seasonal and Recurrent Weeds Noticing

RECOMMENDATION FOR ACTION

That the Rodeo-Hercules Fire Protection District Board of Directors hold a public hearing on and adopt a resolution ordering weed abatement notice for recurrent properties on the attached Nuisance and Recurrent Weeds List.

PREVIOUS ACTION

On May 08, 2024, the Board adopted Resolution No. 2024-12, which declared that all weeds growing upon private property or streets in the District, and all rubbish on private property or streets in the District, and such weeds are a public nuisance; that such weeds are seasonal and recurrent, and directing the Fire Chief, or designee, to provide notice to property owners to abate weeds and schedule a public hearing at subsequent Board meetings, as needed.

SUBJECT BACKGROUND AND NEXT STEPS

Due to the potential for wildland fires within the District, weed abatement is essential in the prevention and control of wildland fires. Proper abatement and installation of fuel breaks provides defensible space for emergency responders and reduces risk to life and property in the event of a wildland fire event.

In accordance with the Health and Safety Code, the District sent notices to the properties listed in Exhibit A that weeds were creating a nuisance on the properties, and that the District would abate the nuisance if private action was not taken. The notices informed recipients of their opportunity to protest the District's abatement activities at this public hearing. The notices informed owners that, if they did not protest the notice and if they failed to abate a nuisance on their properties within the required timeframe, the District will complete the work using its own contractor. Staff does not intend to recommend action for forced abatement for 2024, opting instead to educate and inform the community to improve wildfire safety. However, should property(s) emerge that pose a unique and/or overarching threat to the community, staff reserves to later return with a public hearing to forcibly abate such property.

Budget/Cost Impact

Staff/ CSG consultant time along with postage, public education materials/distribution costs were included within the 2024-25 final budget and require no amendment. Should future abatement be necessary, staff will keep an accounting of the cost of abatement for each parcel and will prepare an itemized report showing the cost of removing the weeds at a subsequent Board meeting, at which time the Board will consider the report, hear any objections, and may direct staff to place the cost of the contracted work, plus an administrative fee, on the property owner's tax bill as a tax lien. Staff anticipates that property owners may request the Board grant waivers from liens through the public hearing process due to the current economic crisis, and that the District may need to bear those costs to support our community.

Staff respectfully recommends that the Board of Directors:

1. Open the public hearing to receive public comment on the notice for Nuisance and Recurrent Weeds as initiated by the District
2. Adopt Resolution 2024-24 certifying the recurrent weed abatement list (Exhibit A).

ATTACHMENTS

1. Resolution 2024-24
2. Exhibit A

RESOLUTION 2024-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO-HERCULES FIRE PROTECTION DISTRICT ORDERING WEED ABATEMENT FOR PROPERTIES ON NUISANCE AND SEASONAL AND RECURRENT WEEDS LIST

WHEREAS, on May 8, 2024, the Board of Directors adopted Resolution 2024-12, authorizing abatement of hazardous weeds pursuant to the Health and Safety Code 14875, which declared that (a) all weeds growing upon private property or streets in this jurisdiction, and all rubbish on private property or streets in the District, are public nuisances and (b) such weed nuisance is seasonal and recurrent; and

WHEREAS, on September 11, 2024, the Board adopted Resolution No. 2024-24 declaring that nuisances arising from weeds on all properties within the District's jurisdiction, as listed on Exhibit A to that Resolution, are seasonal and recurrent, and directing the Fire Chief, or designee, to provide notice to property owners to abate weeds and schedule a public hearing at subsequent Board meetings, as needed; and

WHEREAS, Exhibit A shall describe the property by reference to the tract, block, lot, code area and parcel number, pursuant Health and Safety Code Section 14883; and

WHEREAS, the owners of the properties described in Exhibit A have been given notice of one or more nuisance conditions on their properties, and an opportunity to remove or eliminate the nuisance condition(s), all in accordance with the Fire Code and Health and Safety Code; and

WHEREAS, the Board of Directors declare nuisances arising from weeds on the properties described in Exhibit A and authorize the Fire Chief, or her designee, to direct the abatement of weeds on said properties and prepare an itemized cost report showing the cost of removing the weeds for Board consideration in accordance with Health and Safety Code 14905; and

WHEREAS, staff published as prescribed in Health and Safety Code Section 14895, not less than 10 days prior to the date of the hearing; and

WHEREAS, staff posted Exhibit A seasonal and recurrent properties for at least three days on or near the chamber door of the board with a notice of the time when the report will be submitted to the board for confirmation in accordance with Health and Safety Code 14906; and

NOW, THEREFORE, the Rodeo - Hercules Fire Protection District Board of Directors does **RESOLVE**, finds, and declares that nuisances arising from weeds and/or rubbish on the property listed on Exhibit A to this resolution are "seasonal and recurrent" as that term is used in the California Health and Safety Code 14900.5.

BE IT FURTHER RESOLVED that the Fire Chief, or her designee, may direct the District's weed abatement contractor to abate weeds on the property listed on Exhibit A and prepare an itemized cost report showing the cost of removing the weeds for Board consideration in accordance with the Fire Code.

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PASSED, APPROVED AND ADOPTED by the Board of Directors of the Rodeo - Hercules Fire Protection District at a regular meeting held on the 11th day of September, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Delano Doss, Board Chair

ATTEST:

Kimberly Corcoran, Clerk of the Board

**Exhibit A:
Nuisance and Recurrent Weeds
List**

Row #	Street #	Street name	City	State	Zip	ASSESSORS PARCEL NUMBER (APN#)
1	102	Lake	Rodeo	CA	94572	357-046-012-5
2	1231	Willow	Hercules	CA	94547	406-070-041
3	506	Athena	Hercules	CA	94547	404-150-009
4	506 #3	Athena	Hercules	CA	94547	404-150-010
5	506 # 4	Athena	Hercules	CA	94547	404-150-011
6	506 # 5	Athena	Hercules	CA	94547	404-150-012
7	506 #7	Athena	Hercules	CA	94547	404-150-014
8		Athena	Hercules	CA	94547	404-150-036
9		Chelsea	Hercules	CA	94547	406-021-084
10		Chelsea	Hercules	CA	94547	406-021-083
11		Bristol	Hercules	CA	94547	406-011-073
12		Hawthorne	Rodeo	CA	94572	357-281-005-3
13	884	Hawthorne	Rodeo	CA	94572	357-282-014-4
14	832	Laurel	Rodeo	CA	94572	357-283-005
15	861	Laurel	Rodeo	CA	94572	357-292-017
16	1000	Sandpoint Dr	Rodeo	CA	94572-1933	358-174-008
17	1001	Sandpoint	Rodeo	CA	94572	358-172-002
18	966	Viewpoint	Rodeo	CA	94572	358-184-003
19	470	Suisun Ave	Rodeo	CA	94572	357-221-015
20	423	Harris	Rodeo	CA	94572	357-093-016
21	371	Vaqueros	Rodeo	CA	94572	357-152-033
22	445	Vaqueros	Rodeo	CA	94572-1540	357-231-035
23	435	Vaqueros	Rodeo	CA	94572	357-231-040
24	142	Orchid Ct	Hercules	CA	94547-1022	406-261-016
25	848	California	Rodeo	CA	94572-1902	357-293-010-9
26	106	Lilac Dr	Hercules	CA	94547-1012	406-223-004
27	127	Lilac Circle	Hercules	CA	94547-1011	406-221-006
28		Palm	Hercules	CA		362-010-012-7
29		Iris	Hercules	CA		362-010-003-6
30		Violet	Hercules	CA		362-010-010-1

31		Lilac	Hercules	CA		362-010-011-9
32	118	Bellflower Ct	Hercules	CA	94547-1002	406-221-015
33	241	Iris Rd	Hercules	CA	94547-1214	406-192-005
34	256	Iris Rd	Hercules	CA	94547-1210	406-191-014
35	220	Violet Rd	Hercules	CA	94547-1732	406-201-009
36			Hercules	CA	94547	404-420-114-5
37		Sweet Gum Ct	Hercules	CA	94547	404-040-061-8
38	596-620	Turquoise Dr	Hercules	CA	94547	407-062-014-3
39	677	Turquoise Dr	Hercules	CA	94547-1746	407-101-007
40	789	Turquoise Dr	Hercules	CA	94547-1766	407-112-008
41	1034	Turquoise Dr	Hercules	CA	94547-1774	407-122-006
42	1042	Turquoise Dr	Hercules	CA	94547-1774	407-122-007
43	1068	Turquoise Dr	Hercules	CA	94547-1774	407-122-001
44	512	Garretson Ave	Rodeo	CA	94572-1419	357-093-025
45	1363	7th St	Rodeo	CA	94572	357-252-019
46	121	Diamond	Hercules	CA	94547	360-630-031-1
47	842	Elm Dr	Rodeo	CA	94572-1702	357-272-002
48	807	Laurel Ct	Rodeo	CA	94572-1712	357-260-046
49	813	Laurel Ct	Rodeo	CA	94572-1712	357-260-047
50		Rodeo Citizens Assoc	Rodeo	CA	94572	357-252-014
51						404-040-065
52						404-040-067
53						404-040-066
54						404-040-068
55	1371	7th	Rodeo	CA	94572	357-252-020-7
56		HOA Area behind Regatta Point	Rodeo	CA	94572	404-580-082
57		HOA Area behind Schooner Cove	Rodeo	CA	94572	404-580-083
58		HOA Area behind Fog Cutter Cove	Rodeo	CA	94572	404-570-058

59		HOA Area behind Lantern Bay	Rodeo	CA	94572	404-600-034
60		HOA Area behind Square Rigger Cove	Rodeo	CA	94572	404-610-042
61	211	Lilac	Hercules	CA		406-221-037
62	139	Hollyhock Ct.	Hercules	CA	94547-1009	406-221-025-9
63	142	Hollyhock Ct.	Hercules	CA	94547-1010	406-221-026-7
64	2159	Lupine	Hercules	CA		406-353-010
65		Laurel & 7th Street				357-252-015-7
66		Laurel & 7th Street				357-292-017-5
67	1377	7th Street	Rodeo	CA	94572-1612	357-252-021-5
68	1363	7th Street	Rodeo	CA	94572-1612	357-252-019-9
69	1353	7th Street	Rodeo	CA	94572-1612	357-252-018-1
70	328	Lilac Circle	Hercules	CA	94547	406-242-010
71	334	Lilac Circle	Hercules	CA	94547	406-242-011
72	346	Lilac Circle	Hercules	CA	94547	406-242-013
73	355	Pinole Ave	Rodeo	CA		357-201-006-8
74	847	Sandy Cove Dr	Rodeo	CA	94572	358-120-001
75	151	Lapis ct	Hercules	CA	94547	360-622-035
76	1897	Pheasant Dr	Hercules	CA	94572	407-172-019
77	121	Ironwood ct	Hercules	CA	94547	406-351-020
78	545	Sonoma	Rodeo	CA	94572	357-251-003

Rodeo Hercules Fire Protection District Successor Agency (RDA) Presentation

Redevelopment Agency Tax Increment

Example of a Recognized Obligation Payment Schedule (ROPS)

Pass-Through Payments (PTP)

Residual Payments

Net RDA Impact

Within the RHFPD, the former RDAs are the City of Hercules and the County's Rodeo Project Area.

2023-24 CONTRA COSTA COUNTY AND CITIES REDEVELOPMENT DISSOLUTION PROPERTY TAX REVENUE

Fund No.	RDA Project	Tax Rate Area	2023/24 County Secured	2023/24 County Unsecured	2023/24 Utility Roll	2023/24 Total Value	Base Year County Secured	Base Year County Unsecured	Base Year Utility Roll	Base Year Total	Net A.V. Increase	RDA Tax Increment
TOTAL HERCULES INCREMENT			1,837,495,601	59,787,405	0	1,897,283,006	58,860,713	1,505,855	0	60,366,568	1,836,916,438	18,369,164.38

2023-24 CONTRA COSTA COUNTY AND CITIES REDEVELOPMENT DISSOLUTION PROPERTY TAX REVENUE

Fund No.	RDA Project	Tax Rate Area	2023/24 County Secured	2023/24 County Unsecured	2023/24 Utility Roll	2023/24 Total Value	Base Year County Secured	Base Year County Unsecured	Base Year Utility Roll	Base Year Total	Net A.V. Increase	RDA Tax Increment
4785	Rodeo		534,870,275	3,996,485	40,360	538,907,120	94,498,030	3,218,180	0	97,716,210	441,190,910	4,411,909.10

Fund	Org	Name	AB8 Factors	Gross Revenue	RDA Increment	Net Revenue
301100	007800	RodeoHercules Fire	0.0022685437326	6,085,772.28	(2,042,487.96)	4,043,284.32

<https://www.contracosta.ca.gov/DocumentCenter/View/80950/RDA-Successor-Agency-Property-Tax-Revenue-for-2023-2024-PDF>

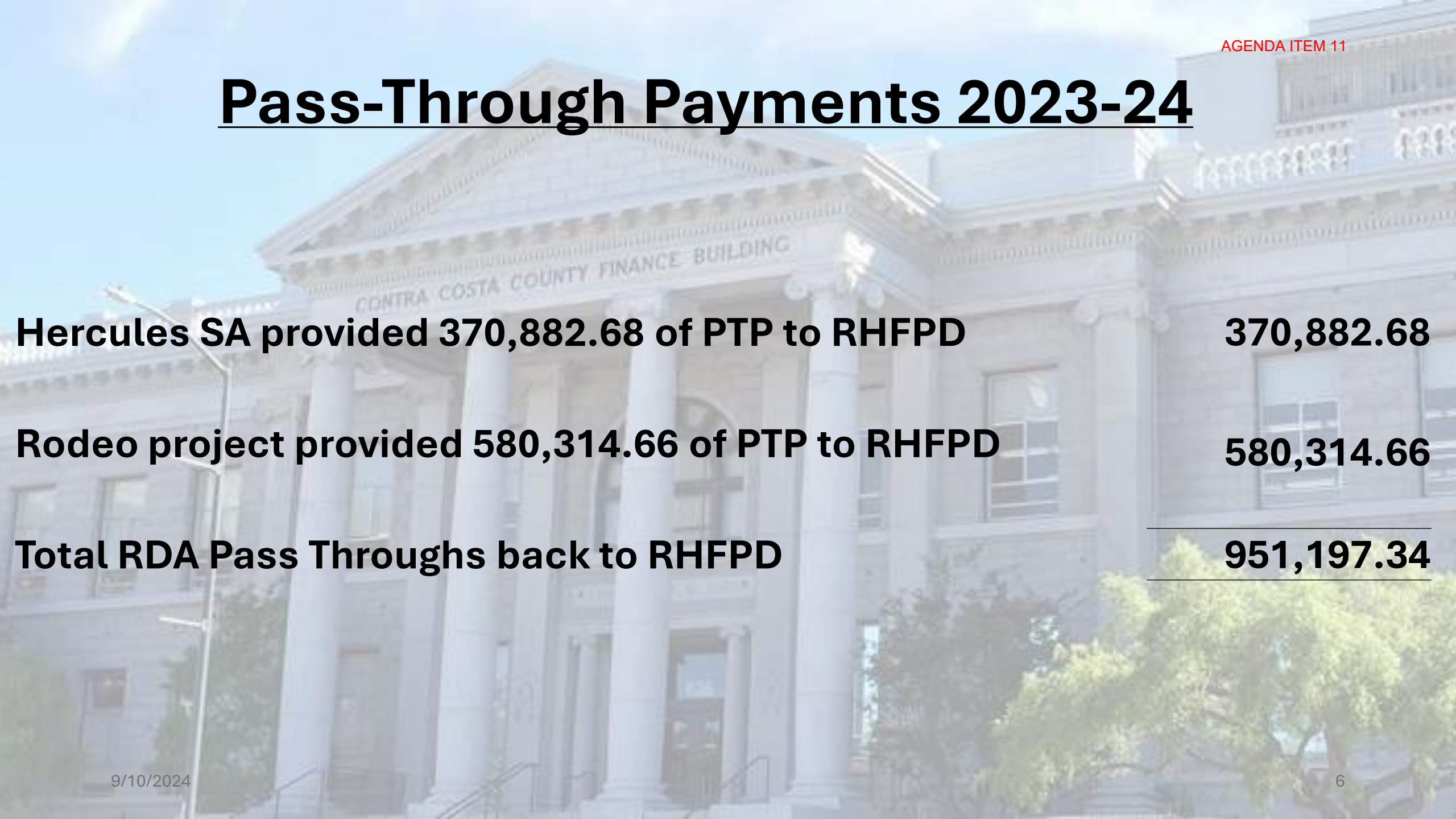
Hercules
Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail
July 1, 2024 through June 30, 2025

A	B	C	D	E	F	G	H	I	J	K	N	O	P	Q	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 24-25 Total	ROPS 24-25A (Jul - Dec)			24-25A Total	ROPS 24-25B (Jan - Jun)		24-25B Total
											Fund Sources				Fund Sources		
											Other Funds	RPTTF	Admin RPTTF		RPTTF	Admin RPTTF	
								\$226,345,512		\$8,630,873	\$43,719	\$3,500,804	\$81,281	\$3,625,804	\$4,880,069	\$125,000	\$5,005,069
5	Catellus/Hercules LLC	OPA/DDA/ Construction	01/01/ 2009	02/15/2044	Catellus	Settlement Agreement	All	10,556,200	N	\$2,013,119	-	1,163,119	-	\$1,163,119	850,000	-	\$850,000
10	OPA (Owner Participation Agreement)	OPA/DDA/ Construction	11/15/ 1996	11/15/2041	Hercules Senior Housing/ Bridge	OPA for Senior Housing	All	2,210,000	N	\$130,000	-	65,000	-	\$65,000	65,000	-	\$65,000
16	Co-operation Agreement: Loan Repayment Agreement for Cash Advances	Miscellaneous	02/09/ 1983	12/31/2099	City of Hercules	Hercules Resolution 83-18 dated 02/09/1983	All	50,496,029	N	\$-	-	-	-	\$-	-	-	\$-
20	Bank and Trustee Fees	Fees	08/01/ 2005	12/31/2044	Various	Bank and trustee fees for Redevelopment bond and bank accounts	All	108,000	N	\$-	-	-	-	\$-	-	-	\$-
21	SERAF	SERAF/ERAF	07/01/ 2009	06/30/2011	State of California	NONE	All	6,020,951	N	\$-	-	-	-	\$-	-	-	\$-

Redevelopment Agency Tax Increment 2023-24

4716 – Hercules Dynamite - 849,776.06	849,776.06
4717 – Hercules RDA Project #2 - 638,137.09	638,137.09
4718 – Hercules Merged Dynamite and Project #2 – 1,203.17	1,203.17
	<hr/>
	1,489,116.32
	<hr/>
4785 – Rodeo RDA Project – 553,371.64	553,371.64
	<hr/>
Total RDA Revenue from RHFPD	2,042,487.96
	<hr/>

Pass-Through Payments 2023-24



Hercules SA provided 370,882.68 of PTP to RHFPD	370,882.68
Rodeo project provided 580,314.66 of PTP to RHFPD	580,314.66
Total RDA Pass Throughs back to RHFPD	951,197.34

Residual Funds 2023-24

Hercules SA provided 456,611.72 of residual to RHFPD

456,611.72

Rodeo project provided 307,826.86 of residual to RHFPD

307,826.86

Total RDA Residual back to RHFPD

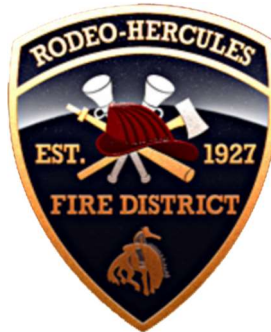
764,438.58

Net RDA Impact 2023-24

Hercules SA provided 370,882.68 of PTP to RHFPD	370,882.68
Rodeo project provided 580,314.66 of PTP to RHFPD	580,314.66
Total RDA Pass Throughs back to RHFPD	951,197.34
Hercules SA provided 456,611.72 of residual to RHFPD	456,611.72
Rodeo project provided 307,826.86 of residual to RHFPD	307,826.86
Total RDA Residual back to RHFPD	764,438.58
Grand total all RDA Revenues Returned to RHFPD	1,715,635.92
RHFPD Net Loss through the RDA Dissolution Process	326,852.04

CONTRA COSTA COUNTY FINANCE BUILDING

Questions?



**FISCAL REVIEW OF THE RODEO-
HERCULES FIRE PROTECTION DISTRICT
REVENUES
&
DISCUSSION REGARDING FUTURE
REVENUES AND EXPENDITURES**



Prepared by
Mike Oliver, Strategic Advisory Services
Tom Sinclair, Management Advisory Services
September 5, 2024

Rodeo-Hercules Fire Protection District Financial Review

Executive Summary

Rodeo Hercules Fire Protection District engaged Strategic Advisory Services (SAS) to review the District's current finances, focusing on the District's revenue sources and examining the assumptions in the Fiscal Year 2024-2025 budget.

The review of the District's Fiscal Year 2024-2025 revenue sources and confirmation of their accuracy and completeness is included in this report. The review details the District's revenue sources and confirms the District's budget projections, with several minor clarifications and proposed changes. It also includes comments regarding the potential reduction of one significant revenue source in the future.

The District also requested a review of several issues that have affected the District's current financial condition and may potentially affect the District's future financial condition. Our report includes background information and updated information, data and analyses on those issues.

The review of the financial areas affecting the District's current and future financial position is included in this report. These areas include:

- Any future revenue increases from the 1996 annexation by the District of portions of the Phillips 66 refinery. Our evaluation concluded that it is unlikely that the District will be successful in pursuing additional allocations from the Phillips 66 property taxes.
- Any future revenue increases that may result from the City of Hercules Successor Agency extinguishing portions of the debt it is committed to servicing was also examined. Our evaluation concluded that the Successor Agency bond debt service payments will not decrease in the foreseeable future, and in fact bond debt service payments will increase in future years. This may result in reductions of the pass-through payments and residual tax increment payments remanded to the District in the future, as detailed in this report.

We compliment the District staff for interpreting and analyzing complex revenue sources and providing sound revenue estimates—recognizing that several sources are variable and subject to the bond indebtedness and other debts payable by another agency. Our analysis leads us to conclude that although the current revenue sources are generally stable, they will not increase at a rate adequate to support the District's ongoing operations—due to inflationary increases in expenditures. Moreover, if the consolidation is not completed the District will face increasing costs and inadequate revenues and operate at a deficit for the foreseeable future, drawing heavily upon fund balance reserves.

Rodeo-Hercules Fire Protection District Financial Review

Revenue Analysis**I. INTRODUCTION**

The Rodeo-Hercules Fire Protection District (RHFPD) adopts an annual budget to appropriate funds to support the organization's fire and medical service levels for the fiscal year. The budget includes estimates of revenue expected to be received during the fiscal year to support RHFPD services.

A Fiscal Year 2024-2025 Preliminary Budget was prepared and presented to the Board of Directors at a regular meeting conducted in June 2024. The Final Budget will be considered by the Board of Directors in September 2024.

RHFPD requested Strategic Advisory Services to prepare an analysis of the estimates of revenue expected to be received in FY 2024-2025, and to prepare this report. Specifically, this report explains each revenue source, analyzes recent years' trends and current conditions, and recommends an estimate for each revenue source contained in the Fiscal Year 2024-2025 Budget. The report covers current revenues that support operating expenses. Existing fund balances from prior years and revenues that may support one-time capital expenditures are not within the scope of this analysis. However, it is noted that the audited restricted, assigned and unassigned fund balance for all Governmental Funds was \$7,227,742 as of June 30, 2023. The Fiscal Year 2023-2024 audit and confirmation of fund balances have not been completed at the time of this report.

The methodology used to meet the RHFPD goals for the report included a review of source documents, review and analysis of current and prior years' general ledger revenue accounts, review of prior years' audits, review of post-redevelopment agency documents, review of RHFPD assessment districts and Measure O documents, and consultation with Contra Costa County Auditor's Office staff, City of Hercules redevelopment Successor Agency consultants and RHFPD staff.

Based on the information gathered and analyses conducted, recommended revenue estimates are summarized in the following section of this report. Attached to this report is the detailed historical data, analysis of each revenue source and recommended estimate for FY 2024-25.

Rodeo-Hercules Fire Protection District Financial Review

II. OVERVIEW OF PROPERTY TAX REVENUE AND FORMER REDEVELOPMENT AGENCY TAX INCREMENT REVENUE

Property Tax Revenue

Ad valorem property taxes in California are based on the assessed value of “secured” real property (land and attached improvements) and the value of “unsecured” movable personal property (business equipment, fixtures, boats and airplanes). Property taxes are determined by multiplying the assessed value by the Proposition 13 one-percent rate. Property tax proceeds are distributed to the public agencies providing services within each distinct tax rate area based on their percentage of property taxes received pre-Proposition 13.

Assessed values can change as a result of a sale of property, in which case the sales price establishes the new increased or decreased assessed value. Absent a sale, assessed values may increase by up to two percent per year.

Former Redevelopment Agency Tax Increment Revenue

The City of Hercules created the Hercules Redevelopment Agency and Contra Costa County established the Rodeo redevelopment project area through the Contra Costa County Redevelopment Agency, both overlapping or within the RHFPD boundaries.

A Redevelopment Agency (RDA) receives “tax increment” property taxes, which are the taxes resulting from increases in assessed value in an RDA project area occurring after the base year in which an RDA was established. Affected agencies that provide services within the RDA project area (such as RHFPD) continue to receive their “base” pre-RDA property taxes, but not the “tax increment” property taxes resulting from subsequent increases in assessed value. Affected agencies may receive “pass-through” payments from the RDA to partially offset the loss of tax increment property taxes.

RDAs were officially dissolved by the State of California in 2012. Former RDAs were replaced by “Successor Agencies” at the local level to facilitate the wind-down process, dispose of RDA assets, and determine the existing enforceable obligations payable to other parties. The City of Hercules and Contra Costa County prepare an annual Recognized Obligation Payment Schedule (ROPS) based on the enforceable obligations of their former RDA’s.

Former RDA tax increment revenues are now deposited into a Redevelopment Property Tax Trust Fund (RPTTF), administered by the County Auditor’s Office. Enforceable obligations (based on the ROPS), administrative fees and pass-through payments are disbursed from the RPTTF. In any year in which the tax increment revenue exceeds these obligations, the “residual” amount is disbursed to the affected agencies.

This brief description is provided because RHFPD budgets include pass-through payments and residual payments, which have historically been combined with “current secured” property taxes. This analysis segregates these revenue sources, for reasons described below.

Rodeo-Hercules Fire Protection District Financial Review

III. ANALYSIS OF REVENUE SOURCES

RHFPD receives revenues to support operations from a variety of sources. Each revenue source is described in this section of the report. Analyses of past receipts, current conditions and other factors are provided, resulting in recommended FY 2024-2025 budget amounts for each revenue source. A table is provided in this report, identifying recent fiscal years' actual revenue amounts, the FY 2024-2025 Preliminary Budget revenue amounts and the recommended FY 2024-2025 budget amounts for all revenue sources.

Property Tax Revenue*Property Taxes - Current Secured*

Current year secured property taxes are based on RHFPD's portion of property taxes levied on secured real property within the District boundaries during the current fiscal year. On June 28, 2024, the Contra Costa County Office of the Assessor reported a 3.43% increase in City of Hercules secured assessed value in FY 2024-2025 over FY 2023-2024. Rodeo assessed values are not separately reported, but the Office of the Assessor reported a 5.78% increase in unincorporated West County assessed value in FY 2024-2025 over FY 2023-2024. Because approximately eighty percent of the RHFPD population base is in Hercules, this analysis assumes a 3.43% average RHFPD-wide increase in FY 2024-2025 over FY 2023-2024 current secured property tax revenue, totaling \$3,935,387.

RDA Pass-Through

As referenced above, RHFPD has historically combined "RDA Pass-Through" property tax revenue with current secured property tax revenue. The "RDA Pass-Through" payments are based on the pass-through agreement negotiated by and between the County and RHFPD in 1990 when the Rodeo redevelopment project area was created. The intent of the 1990 agreement was to ensure that the RHFPD future property tax revenue would not be affected by the creation of the Rodeo redevelopment project area. The payments are disbursed from the RPTTF.

The analysis assumes the same 3.43% increase in Rodeo Successor Agency pass-through revenue in FY 2024-2025 over FY 2023-2024, totaling \$383,604.

RPTTF Residual Distribution

"Residual Distribution" amounts to affected agencies depend on the amount of tax increment revenue deposited from Successor Agencies into the RPTTF and the higher priority enforceable obligations, such as bond debt service payments paid out of the RPTTF. Historically, RHFPD has combined residual distributions with current secured property tax revenue. In this analysis, residual distributions are segregated from current secured property taxes, because they are impacted by many different factors, in addition to assessed values. Residual amounts paid to RHFPD from the RPTTF have been variable in recent years, ranging from \$278,544 in FY 2022-2023 to \$764,439 in FY 2023-2024 (unaudited). The analysis assumes the average of the three prior years, totaling \$454,568.

Property Taxes – Supplemental

If a property is sold or substantially improved during a fiscal year, supplemental taxes are collected based upon the increase in assessed value, prorated to the end of the fiscal year. Supplemental revenues have been variable in recent years, ranging from \$185,917 in FY 2022-2023 to \$126,665 in FY 2023-2024. The analysis assumes an average of the prior three years, totaling \$158,664.

Rodeo-Hercules Fire Protection District Financial Review

Property Taxes - Unitary

The State Board of Equalization assesses all assets owned by utility and railroad companies, known as unitary values. Revenues from taxes on unitary values are apportioned among public agencies in the same manner as they are for locally assessed properties. Revenue increases in recent years have averaged 4.3% per year. The analysis assumes a 4.3% percent increase in property taxes from unitary assessed values in FY 2024-2025 over FY 2023-2024, totaling \$89,451.

Property Taxes – Current Unsecured

The Contra Costa County Assessor Office reports an 8.84% increase in City of Hercules unsecured assessed value in FY 2024-2025 over FY 2023-2024. Rodeo assessed values are not separately reported. The analysis assumes a 5% increase in property taxes from unsecured property in FY 2024-2025 over FY 2023-2024, totaling \$197,971.

Property Taxes – Prior Secured

Prior year taxes reflect unpaid or refunded taxes and are typically a negative number. The analysis assumes the same amount as in FY 2023-2024, totaling negative \$25,136.

Property Taxes – Prior Supplemental

Prior year supplemental taxes reflect unpaid or refunded taxes and are typically a negative number. The analysis assumes the same amount as in FY 2023-2024, totaling negative \$12,039.

Property Taxes – Prior Unsecured

Prior year unsecured taxes reflect previously unpaid or refunded taxes. The analysis assumes the same amount as in FY 2023-2024, totaling \$387.

Benefit Districts

RHFPD has established two “benefit assessment districts”.

Ordinance 87-1, adopted in 1987, created a Fire Suppression Fee levied on real property based upon a parcel’s “risk factor”, which is correlated with fire suppression risk factors of incident frequency, fire flow requirements, life hazard, process hazard, exposure hazard and mitigation factors. Each risk unit is charged a fee of \$52.00.

Ordinance 98-1, adopted in 1998, created a Supplemental Assessment Fee based on the same factors as the 1987 fee. Each risk unit is charged a fee of \$59.00.

Combined, RHFPD received \$1,363,968 in benefit assessments in FY 2023-2024. With no change in the rate per unit, the analysis assumes the same revenue in FY 2024-25, totaling \$1,363,968.

Intergovernmental Revenue*H/O Property Tax Relief*

The State of California allows a \$7,000 reduction in assessed value for owner-occupied homes. The State is required to reimburse local governments for property tax revenue lost due to this exemption. The analysis assumes the same revenue as in FY 2023-2024, totaling \$27,102.

Other In-Lieu Taxes

The analysis assumes the same revenue as in FY 2023-2024, totaling \$182.

Rodeo-Hercules Fire Protection District Financial Review

RDA Non-Property Tax Pass Through

This revenue source includes the pass-through payments from the Hercules Successor Agency. RHFPD receives these payments from the RPTTF. The analysis assumes a 3.43% increase in FY 2024-2025 over FY 2023-2024, similar to the increase in the current property tax revenue, totaling \$600,219.

Because the County and RHFPD general ledger characterizes this revenue source as “non-property tax” this report continues that nomenclature, although the source is indeed property taxes.

Earnings on Investments

RHFPD invests cash in the Contra Costa County pooled investment fund and in the State’s Local Agency Investment Fund. With interest rates in decline, the analysis assumes a slight reduction from the FY 2023-2024 investment earnings in FY 2024-2025, totaling \$80,000.

Fire Prevention Plan Review

RHFPD estimates revenue from plan reviews to be \$60,000 based upon increased plan review and other RHFPD fee-based services. The analysis assumes this amount.

Miscellaneous Current Services

RHFPD estimates revenues from miscellaneous sources to be \$15,000. The analysis assumes this amount.

Measure H

The Board of Supervisors established a County Service Area (CSA) for Emergency Medical Services (EMS) after Advisory Measure H was passed by 71.6% of the voters on the November 1988 countywide ballot. The CSA enabled the Board of Supervisors to place annual assessments on real property (the EMS benefit assessment) to fund the cost of improvements in the emergency medical services system. The EMS benefit assessment finances improvements in county-wide paramedic coverage, medical communication and medical dispatcher training; medical equipment supplies; and firefighter training for a specialized program of advanced cardiac care (defibrillation). The EMS benefit assessment proceeds are shared among first-responder agencies. RHFPD share for FY 2024-2025 is expected to be \$86,328, according to the disbursing agency, the Contra Costa Health Department.

Measure O

In 2016, Measure O was approved by 78% of the votes in the District, establishing a special tax to finance fire protection and emergency services. The rate for FY 2024-2025, as established by the RHFPD Board of Directors, is \$251 per parcel. After deducting for exemptions for senior households, RHFPD estimates the revenue to be approximately \$2,725,107. The analysis assumes this amount.

Other Revenue*Grant Funds*

Phillips 66 has provided an annual grant of funds to RHFPD for the past several years. While not contractual, RHFPD expects to receive \$99,625 in FY 2024-2025. The analysis assumes this amount.

Rodeo-Hercules Fire Protection District Financial Review

IV. SUMMARY AND CONCLUSION – REVENUE ANALYSIS

The analysis of RHFPD FY 2024-2025 estimated revenues indicates that while this report recommends somewhat different estimates for some specific revenue sources, the overall estimate of total revenues is \$10,240,389 as compared to the Preliminary Budget estimate of \$10,180,371.

A significant factor in this analysis is the Redevelopment Property Tax Trust Fund, and in particular, the former Hercules Redevelopment Agency/Successor Agency’s ability to generate enough tax increment to pay for enforceable obligations including bond debt service, other enforceable obligations, pass-through amounts and any residual distributions.

The Hercules Successor Agency’s bond debt service has a higher priority (under State law) than pass-through payments from the RPTTF. As referenced above, RPTTF residual distributions to affected agencies occur after all other obligations are paid.

As more completely described later in this report, the debt service payments on the Hercules Successor Agency’s 2022 Tax Allocation Refunding Bonds are currently “interest only”. In 2025, principal payments will begin, and debt service payments will increase substantially in the next few years, and then level off after 2026:

2024	\$3,635,371
2025	\$4,082,754
2026	\$7,853,290

We did not identify any sources of current or future years’ revenue that would positively affect the RHFPD resources for FY 2024-2025 or thereafter.



Rodeo-Hercules Fire Protection District Financial Review

Future Financial Impacts Affecting the District

As outlined in the Executive Summary we reviewed several areas of financial uncertainty which may affect the District's financial position if the consolidation does not occur. The areas include the Phillips 66 annexation revenue and potential future revenue from former redevelopment entities, in particular, the Hercules Successor Agency.

I. POTENTIAL RENEGOTIATION OF THE PROPERTY TAX SHARING AGREEMENT WITH CONTRA COSTA COUNTY FOR THE PHILLIPS 66 REFINERY

SAS was requested to evaluate the terms of the tax sharing agreement between the District and Contra Costa County to determine whether the District should pursue renegotiation of the Annexation agreement. In October 1996, the Contra Costa County Local Agency Formation Commission (LAFCO) approved annexation of approximately 433 acres of land adjacent to the District's service area. At that time, the refinery on the property was owned by the Unocal Corporation. The purpose of the annexation was to improve the first responder services to the Unocal Refinery and to improve emergency services to the facility.

The LAFCO annexation process included requirements for agreements between the District and Unocal and the District and the County to qualify for consideration and approval. The District Board approved the Property Tax Transfer Agreement between the District and Contra Costa County. The Agreement contains a formula for the distribution of the proceeds of property taxes from the facility that was developed by the County Auditor-Controller. The formula listed in the Agreement establishes the basis for the tax allocations between the applicable taxing agencies. The Property Tax Transfer Agreement was based on the Master Property Tax Agreement between the County and a number of other special districts in the County beginning in 1981.

The formula provides the annexing District to receive its proportionate share of the incremental property taxes, equivalent to that District's share in the surrounding tax rate areas. At that time, the District was receiving 14% of the property taxes for the areas it served. Under the agreed-upon formula, the District would receive approximately 10% of the incremental property taxes. It is important to recognize that the reallocation of the proportional share of the incremental property taxes to the District resulted in a reduction of the funds received by the County and did not affect the base allocation to the other taxing agencies.

It is also important to note that the 10% of the property tax the District would receive was not based on the full amount of taxes collected; rather it is based only on the increment generated on a 'going forward' basis. The District does not receive any portion of the "base" property tax amounts; that is, no portion of the amount paid by property owners prior to annexation.

See the California Revenue & Taxation Statute excerpt from Section 99.01. below (highlighting added).

(a) For the purposes of Section 99, in the case of a jurisdictional change that will result in a special district providing one or more services to an area where those services have not been previously provided by any local agency, the following shall apply:

Rodeo-Hercules Fire Protection District Financial Review

(1) The special district referred to in this subdivision and each local agency that receives an apportionment of property tax revenue from the area shall be considered local agencies whose service area or service responsibility will be altered by the jurisdictional change.

(2) The exchange of property tax among those local agencies shall be limited to property tax revenue from the annual tax increment generated in the area subject to the jurisdictional change and attributable to those local agencies.

The implementation of this section effectively includes the District at the 10% rate on a going forward basis— it is only applicable to the increase in property taxes resulting from increases in the assessed value of property in the annexed area, in accordance with the County’s property tax sharing formula, to which the District agreed.

If the District wishes to pursue an increased portion of the funds generated and allocated from the Phillips 66 annexed property it would need to contact the County and determine which tax rate area the facility is located in and then review the calculations made by the County Assessor’s Office. At that time, the District could request the County to adjust the allocation—which would require reducing funds received by the County.

We believe that the District receives small fraction of the funds generated from the facility due to the State statute-based allocation formula and based upon the master property tax. Based on the formulas for distribution of the property taxes in the area, we believe the District is receiving the full amount pursuant to the formulas. Parenthetically, Phillips 66 and other refineries in Contra Costa have historically protested their assessed valuation resulting in multi-year litigations.

If the District were to request a modification to the existing tax sharing to increase its share of the property taxes from the annexed area, the County would not be required to agree to modify the agreement to expand the District’s share of the property taxes. Given the long-standing nature of the formula contained in the master agreement, the number of agencies receiving revenue from the property, and the County’s history in the area of property tax sharing, we cannot conclude that the District would have a significant opportunity for improving its share of the base tax or increment tax.

Rodeo-Hercules Fire Protection District Financial Review

II. EVALUATION OF AVAILABILITY OF REDEVELOPMENT PASS-THROUGH FUNDING FROM THE HERCULES SUCCESSOR AGENCY*Prior Years' Pass-Through Obligations*

State Law historically permitted cities and counties to create Redevelopment Agencies (RDAs) to combat blight in their communities. The Redevelopment Agency was permitted to utilize a significant portion of the property taxes generated in the redevelopment project area to fund improvements and development in the designated area. The redistribution of these revenues to the redevelopment agency would often be mitigated for the other affected taxing agencies through the use of pass-through agreements between the redevelopment agency and the affected taxing entities. State law further defined the pass-through amounts prior to the demise of redevelopment agencies.

The City of Hercules designated a significant amount of its area as a redevelopment project area and pursued aggressive redevelopment activities, largely through the sale of bonds to finance improvements, projects and other activities. When the State Supreme Court confirmed the State Legislature's ability to dissolve redevelopment agencies, legislation was in place to "unwind" the agencies, satisfy their debt obligations and ultimately extinguish their share of the property taxes. The pass-through due the City of Hercules was approximately \$841,000 for 2011; it was subordinated to bonded indebtedness and was frozen and redirected to assist the Hercules RDA in addressing its obligations.

The Fire District requested SAS to evaluate the status of the pass-through funding and the potential for the District to recover those funds. In dissolving the RDAs, the State prescribed the method of the "wind down" to ensure that bona fide debt holders and other designated creditors would be paid before the agency could be extinguished. State law created successor agencies to replace each redevelopment agency—and the successor agency's purpose was to develop a list of "Enforceable Obligations" (debt, etc.) that the agency is responsible for, obtaining State Department of Finance approval of the list, and then preparing a Recognized Obligation Payment Schedule (ROPS), which contains a list and accounting of the Successor Agency's obligations.

The Successor Agency for the Hercules Redevelopment Agency has an approved ROPS schedule, which it must update every six months and seek approval from the State. The County Auditor Controller also reviews the ROPS.

Based on our research and conversations with the Hercules Successor Agency consultants and Contra Costa County Auditor's Office staff, and our review of the ROPS, we conclude that the Hercules Successor Agency is "caught up" with all prior years' pass-through payments, distributed through the RPTTF, which is now distributing the pass-through payments to the District.

Current and Future Years' Pass-Through Payments and Residual Payments

In 2022, the Successor Agency issued "refunding bonds" to refinance prior outstanding bonds. The Successor Agency's Recognized Obligation Payment Schedule for FY 2024-2025 reports total outstanding debt service (principal and interest) obligations of \$112,704,324. Currently debt service payments are "interest only". In 2025 principal payments will begin and debt service payments will increase substantially in the next few years, and then level off after FY 2026-27.

The FY 2024-2025 Hercules Successor Agency ROPS lists \$226,345,512 in "Total Outstanding Obligations" as of July 1, 2024. The Hercules Successor Agency's Enforceable Obligations include the 2022 Tax Allocation Refunding Bond debt service, Catellus Settlement Agreement obligations and Hercules Senior

Rodeo-Hercules Fire Protection District Financial Review

Housing/Bridge obligations. Those obligations require ongoing payments until satisfied. Due to the extremely high debt and other obligations of the Hercules Successor Agency, it is unlikely that the ROPS obligations will be satisfied in the foreseeable future.

As mentioned in our revenue analysis, the Successor Agency's debt obligations will continue for many years. The Hercules Successor Agency's ROPS for FY 2024-2025 reports total outstanding debt service (principal and interest) obligations of \$112,704,324. The Successor Agency's debt service obligations for 2025 and 2026 will increase to more than double the 2024 obligation:

- \$3.6 million interest in 2024.
- \$4.1 million principal and interest in 2025.
- \$7.8 million principal and interest in 2026.

This 116% increase in debt service over the next two years may significantly affect the funds available in the RPTTF to make pass-through payments to the District. Moreover, the increasing debt service payments will limit the amount of "residual" distributions available after all other obligations are paid. We expect that these factors will most likely reduce the revenue the District will receive from residual distributions, and potentially, pass-through payments.

The Contra Costa County Successor Agency ROPS includes all of the County's former RDA areas, and the Rodeo project area is not separately reported. The County Successor Agency's FY 2024-2025 ROPS reports total outstanding obligations of \$114,596,374, including \$71,800,075 in bonded indebtedness. Here, pass-through payments are not subordinate to bond debt service payments. Our research and analysis did not identify any known risk to pass-through payments pursuant to the former County Rodeo project area.

Rodeo-Hercules Fire Protection District Financial Review

III. CONCLUSION

Our involvement with the Rodeo-Hercules Fire Protection District began in 2016 when we were engaged by the Contra Costa County Local Agency Formation Commission (LAFCO) to evaluate the services, finances, operations and financial viability of the Rodeo-Hercules and East Contra Costa Fire Districts. At that time both agencies were struggling financially and not providing full services to the communities they served because of their revenue shortfalls. In our Municipal Service Review one of our recommendations was that the District pursue a special tax measure to raise revenue to open the second station and improve the District's financial stability.

Following the completion of the Municipal Service Review, working with NHA Advisors we were engaged to complete a detailed examination of the District's financial situation—the *Rodeo-Hercules Fire District Fiscal Analysis and Stabilization Report*. The report examined all aspects of the District's financial situation and recommended the District pursue a special tax measure to offset the loss of the earlier measure and add stability to the District's finances.

The District also requested we conduct a detailed review of both the City of Hercules Redevelopment Agency's financial position and debt obligations and the 1996 Phillips 66 Annexation as potential revenue sources. We recommended the District pursue either consolidation with another District or seek additional funds from the community. The District successfully proposed a tax measure to increase revenue—Measure O has been in place since 2017.

- Regarding renegotiation of the Phillips 66 annexation agreement our 2016 report concluded: *If the District were to request a modification to the current Tax Sharing Agreement to increase its share of the property taxes from the annexed area, the County would not be required to agree to modify the agreement to expand the District's share of the property taxes. Given the long-standing nature of the formula contained in the Property Tax Sharing Agreement, the number of agencies receiving revenue from the property, and the County's history in the area of Property Tax sharing, we cannot conclude that the District would have a significant opportunity for improving its share of the increment.*

- Regarding the availability of additional revenue from the Hercules Successor Agency we concluded: *"...we do not believe that the Rodeo Hercules Fire District or the other affected taxing agencies should anticipate payment in any form for many years."*

We do not foresee significant potential additional revenue for the District from the Hercules Successor Agency for many years. We believe the Phillips 66 Annexation agreement has very little likelihood of successful renegotiation. The County's historical use of its tax sharing agreement formula has been accepted by many agencies and been a foundation document for service annexations for many years.

DESCRIPTION	GL CODE	FISCAL YEAR ACTUAL REVENUE			RHFPD PRELIMINARY BUDGET	RECOMMENDED
		FY 2021-22	FY 2022-23	FY 2023-24 Unaudited	FY 2024-25	FY 2024-25
		Property Tax - Current Secured	9010	3,190,716	3,466,167	3,804,880
RDA Pass Through (Rodeo RDA)	9010	344,063	356,297	370,883		383,604
RPTTF Residual Distribution	9010	320,721	278,544	764,439		454,568
Property Tax - Supplemental	9011	163,410	185,917	126,665	187,004	158,664
Property Tax - Unitary	9013	78,900	83,712	85,763	88,336	89,451
Property Tax - Current Unsecured	9020	130,339	148,524	188,544	181,794	197,971
Property Tax - Prior Secured	9030	(14,285)	(17,614)	(25,136)	(25,136)	(25,136)
Property Tax - Prior Supplemental	9031	(5,860)	(10,406)	(12,039)	(12,039)	(12,039)
Property Tax - Unsecured	9035	1,643	(442)	387	(816)	387
Total Property Taxes		4,209,647	4,490,699	5,304,385	4,864,663	5,182,857
Benefit Districts	9066	1,362,081	1,361,582	1,363,968	1,363,968	1,363,968
H/O Property Tax Relief	9385	27,760	26,693	27,102	29,000	27,102
Other In Lieu Taxes	9580	171	183	182	183	182
RDA Non-Property Tax Pass Through (Hercules RDA)	9591	523,503	555,796	580,315	935,000	600,219
Earnings on Investment	9181	5,679	37,150	83,091	80,000	80,000
Fire Prevention Plan Review	9741	17,311	14,468	9,687	60,000	60,000
Misc. Current Services	9980	22,041		18,685	15,000	15,000
Other Revenue/Measure H	9895	85,504	86,388	86,328	86,388	86,328
Total Intergovernmental Revenue		681,969	720,678	805,390	1,205,571	868,831
Measure O	9066	2,513,864	2,584,327	2,647,187	2,646,544	2,725,107
Grant Funds	9980	100,000	129,211	99,627	99,625	99,625
Miscellaneous Revenue	9975	6,405	3,987	(1,926)		
Misc. State Aid	9435	276,087		35,835		
Development Impact Fee	9980	14,706		7,938		
Total Other Revenue		397,198	133,198	141,474	99,625	99,625
Total Revenue		9,164,759	9,290,484	10,262,404	10,180,371	10,240,389

RODEO HERCULES FIRE PROTECTION DISTRICT BOARD MEETING SEPTEMBER 11, 2024

Strategic Advisory Services Financial Analysis Project Report



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

Project Overview

Strategic Advisory Services was tasked with completing:

- A review of RHFPD revenues, confirming their accuracy and reporting on their future reliability.
- A review of revenues generated by the Phillips 66 annexation area and the Hercules Successor Agency, and an analysis of their potential as future sources of revenue for the District.
- Our report is based on original source documents, extensive discussions with County staff, District staff and City of Hercules representatives.



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

- **Revenue Analysis**

The revenue analysis included all of the District's revenues, generally grouped, with each source described in detail.

These groupings included:

- Property Tax Revenue – nine sub-accounts
- Benefit Districts
- Intergovernmental Revenue
- Measure O tax measure revenue
- Other revenue

The Analysis of Revenue Sources section of the Report includes detailed descriptions of each revenue source, prior years' amounts, and our estimate of the FY 2024-25 revenue the District may receive.



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

The Analysis of Revenue Sources includes the following:

Property Tax

- Property Tax—current secured taxes
- RDA Pass-Through—from the County/Rodeo Successor Agency
- RPTTF Residual Distribution—(residual property tax increment revenue after all other former RDA obligations are paid)
- Property Taxes—Supplemental
- Property Taxes—Unitary
- Property Taxes—Unsecured
- Property Taxes—Prior Secured
- Property Taxes—Prior Supplemental



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

The Analysis of Revenue Sources includes the following:

Benefit Districts—the District has two Benefit Districts:

- *Fire Suppression Fee—adopted in 1987—creates “risk factors” which are applied based on six fire safety components. Each risk factor is charged \$52 per year*
- *A Supplemental Assessment Fee - adopted in 1998 - which created a benefit assessment district based on the same risk factors as the 1987 fee. Each risk unit is charged \$59 per year*



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

The Analysis of Revenue Sources--continued:

Intergovernmental Revenue

- H/O Property Tax Relief
- Other In-lieu fees
- RDA Non-Property Tax Pass Through—pass through revenue from the Hercules Successor Agency
- Earnings on Investments
- Fire Prevention Plan Review
- Miscellaneous Current Services
- Measure H—a County Service Area created to improve emergency medical services



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

The Analysis of Revenue Sources--continued:

- *Measure O—Measure O was approved by the voters in the District which approved a special tax to finance fire protection and emergency services. The rate for 2024-2025 has been established as \$251.00 per parcel, with exemptions for senior households.*
- *Other Revenue—Grant Funds. Phillips 66 has provides \$99,000.00 per year recognizing the District's provision of services to the refinery.*



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

Revenue Analysis--Summary & Conclusions

- The analysis of the District's revenues for FY 2024-25 recommends different estimates for some specific revenue sources—but the estimate of total revenues of \$10,240,389 does not differ substantially from the Preliminary Budget estimate of \$10,180,317.
- Revenues from the Redevelopment Property Tax Trust Fund (RPTTF) will vary from year to year based on the funds available after Hercules bond payments are satisfied each year. The Hercules Successor Agency's current enforceable obligations are listed as \$226,345,512, including bond debt service of \$112,704,324. The debt service for 2024 will increase from \$3,635,371 to \$7,853,290 in 2026, potentially affecting the pass-through payments and available residual payments to the District.
- No other sources of current year revenue were found that would positively affect the RHFPD resources for FY2024-25.



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

- **Potential Renegotiation of the Property Tax Sharing Agreement with Contra Costa County for the 1996 Annexation of the Phillips 66 Refinery**
- The annexation was conducted in accordance with State Law and LAFCO requirements
- The annexation required:
 - An agreement between the District and Unocal for fire services
 - An agreement between the District and Contra Costa County for annexation of the property to the District
 - The agreement included provision for the District to receive the *incremental increase* in the property tax annexed over the base year
 - The agreement also included distribution of that increment based on the County's Master Property Tax Sharing Agreement which was used for other annexing agencies



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

- The annexation agreements have been followed since the annexation became effective.
- The County includes the revenue generated from the annexed area in the annual property tax allocated to the District.
- The County aggregates the various property taxes due the District and reports them as a lump sum.
- If the District were to request a modification to the existing tax sharing arrangement the County, the District would first be required to complete a detailed analysis of the allocations and prepare a proposed reallocation plan for County consideration.
- There is no requirement that the County would be required to modify the current agreements or allocations of those funds.
- In addition, we are not aware of instances where the County's Master Tax Sharing Agreement terms have been renegotiated.



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

- **Evaluation of the Availability of Redevelopment Pass-Through Funding from the Hercules Successor Agency**
- Our revenue analysis concluded that the Hercules Redevelopment Successor Agency has “caught up” and paid all past pass-through obligations to the District through the RPTTF.
- Future pass-through payments from the RPTTF may vary from year to year, depending on the funds remaining after higher priority enforceable obligations, such as bond debt service, are satisfied.
- The County then distributes any “residual” amounts remaining in the RPTTF to the affected agencies based on their existing tax increment allocations.
- Allocations are subject to the Successor Agency receiving approval from the State for the enforceable obligations.



Rodeo Hercules Fire Protection District
September 11, 2024 Meeting
Strategic Advisory Services

- **Evaluation of the Availability of Redevelopment Pass-Through Funding from the Hercules Successor Agency**
- Based on the Hercules Successor Agency's increasing debt service obligations and the tax increment revenue available, future pass-through payments and "residual payments" may be at risk. We do not foresee a substantial increase in these revenue sources.



RODEO-HERCULES FIRE PROTECTION DISTRICT**MEMORANDUM**

TO: Board of Directors, RODEO-HERCULES FIRE DISTRICT

FROM: Rebecca Ramirez, Interim Fire Chief

DATE: September 11, 2024

SUBJECT: Fiscal Year 2024-25 Final Budget

BACKGROUND:

CA H&S §13890 requires that on or before October 1st of each year, a district board shall adopt a final budget which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with §1031.1) of, and Article 1 (commencing with §1121) of Subchapter 4 of, Chapter 2 of Division 2 of Title 2 of the California Code of Regulations. If the board cannot adopt a budget before that deadline, the previous fiscal year budget will remain until a budget is adopted.

The Rodeo-Hercules Fire Protection District (RHFD) is an autonomous special district under CA H&S §13800. Revenue to the Fire District is primarily derived from ad valorem property tax, property-based special benefit assessment, a supplemental benefit assessment, and one tax measure.

At present, the fiscal year 2024-25 proposed revenues are expected to be \$10,240,388 and expenditures are anticipated to be \$10,523,265. The result is a deficit of -\$282,877.^[1] As of July 1, 2024, the estimated fund balance was \$7,133,869. Pending audit results (due in January 2025), this number may change.

This budget is forecasted by planning for moderate to low level of expenditures and only a mildly conservative mindset when planning for revenues. Despite the efforts of staff and dedication of this Board, the Budget for FY 2024-25 places the district in a position of deficit spending. If the deficit is realized, the fund balance will need to be accessed. However, previous years have consistently shown expenditures to be less than budgeted and revenues to exceed projections. If this same trend continues, the actual budget impact may be reduced, and the budget deficit may not be fully realized. Additionally, reserve funds will be required if capital projects and purchases are to be accomplished.

IMPACTS OF ANNEXATION:

On July 31, 2024, the Board approved a resolution of application to the Contra Costa Local Area Formation Commission (LAFCo) requesting dissolution of the Rodeo-Hercules Fire Protection District (RFFPD) and annexation into Contra Costa County Fire Protection District (CCCFPD). This action will lead to significant efficiencies and economies of scale, part of which are expected to be realized as the year continues. It is expected that mid-year modifications will be needed as the impacts of annexation become clear. In anticipation of the annexation, this budget does not include significant additional expenditures for previously identified administrative and training support staff that would be recommended for providing adequate service to the residents should the District remain independent.

^[1] This figure does not include fund balances carried over from prior years and excludes Capital expenditures.

Budget Goals for Fiscal Year 2024-25:

In preparing the Budget, staff have developed a budget that recognizes the Fire District's current obligations and provides accurate information on the fiscal realities faced by the Fire District. The Fire District will continue its efforts to secure additional revenue sources, remain good fiscal stewards, and provide for the health and safety of the community and firefighters. Some key areas for 24-25 focus are outlined below:

Compensation and benefits: Ensure personnel costs are adequately forecasted for potential yet reasonable levels of exposure and retirement obligations. The Fire District enjoys a cooperative relationship with the United Professional Firefighters of Contra Costa County. The current MOU with District represented employees expires June 30, 2025, and pending annexation will not need to be renegotiated.

Training: Increase budget for training and training related overtime to improve firefighter and civilian safety. Placeholder amounts have been added both in overtime and training budgets to account for some limited additional training for fire investigation, firefighter, engineer, and officer development. It is anticipated that as the annexation nears these training opportunities may increase, and future adjustments may be requested.

Operations/Capital: Repair/replace communication equipment (grant submitted), computers, and cardiac monitors (grant submitted), Thermal Imaging Cameras (TIC, grant submitted). Repair/maintain apparatus and, execute a contract for purchase for a new Type 3 Brush apparatus (in coordination with CCCFPD pending annexation). Continue to apply for Phillips 66/Rodeo Renewable Fuels for annual grant for Q76.

Facilities/Capital: Repair facilities to create a healthy and positive living environment for fire personnel. Complete projects to renovate both stations kitchens and the training room/EOC. Air conditioning unit at station 75 and multiple desk top computers to be replaced.

Fire Prevention: To become more consistent with inspections and mandated reporting, increase cost recovery, capacity and resilience, and better serve the community, an extension to the outsourced contract for service was executed with CSG Consultants. To account for weed abatement, an increase in inspections, and the coverage to backfill the recently vacated part time fire prevention position (which will not be filled in anticipation of annexation) both an increase and a transfer from Personnel to Professional Services have been included within the final budget.

Financial Stabilization: Continue to pursue cost recovery and grant opportunities. Continue to increase fund stabilization allotment to account for salary increase (four-month stabilization fund).

The Fire District will continue to work with its Battalion 7 partners to provide service to the community regarding emergency operations.

FINAL BUDGET:

The staff has prepared the budget based on fiscal forecasting, revenue projections, and unaudited fund balances.

Revenue

To more comprehensively assess all revenue sources and the accuracy of projected revenue further analysis by Strategic Advisory Services (SAS) was conducted. The analysis of RHFPD FY 2024-25 estimated revenues indicates that while their report recommends somewhat different estimates for some specific revenue sources, the overall estimate of total revenues of \$ 10,240,388 do not differ substantially from the Preliminary Budget estimate of \$10,180,371.

The FY 2024-25 budget projects a total revenue of \$10,240,388 with an increase of 3.4% in secured red44

property taxes from the prior-year actual received revenue (as of August 2024) prior to completion of audit. A change in audited figures would affect the calculations. The budget revenue projections are only mildly conservative. The budget is not built to absorb the impact of a negative swing in market assumptions such as a recession.

Property taxes, the benefit assessment, and Measure O equal 90% of the revenues received annually, while miscellaneous/other revenues equal 10% of total revenue:

• Property taxes	\$5,182,857	51%
• Benefit Assessment	\$1,363,968	13%
• Measure O	\$2,725,107	27%
• Miscellaneous other	<u>\$ 968,456</u>	<u>9%</u>
	\$10,240,388	100%

Expenditures

The budget includes the following assumptions and significant expenditures:

- Regular and routine increases to compensation and benefits as agreed upon in the MOU with Local 1230, along with matching increases to administrative compensation and benefits
- Contra Costa County Employees' Retirement Agency (CCCERA) retirement system costs for current employees' ongoing payments and the unfunded liabilities (UAAL) incurred for the pensions for current and retired employees.
- Increase of overtime for backfill, training, and FSLA
- Medical benefits costs for current and retired employees
- Workers Compensation
- Apparatus lease purchase
- Apparatus Maintenance
- Professional Services for Fire Prevention
- Capital projects
- Four months of salary for Financial Stabilization Fund

Total regular and recurring operational expenditures for fiscal year 2023-24 are \$10,523,265.

Capital

Two Assistance for Firefighting Grants (AFG) have been submitted to replace failing communication equipment and cardiac monitors that have reached the end of their useful life. The required matching funds have been included in the budget. If unsuccessful in obtaining alternative funding, additional capital funding during the 24-25 budget may be sought. (Annexation with CCCFPD may negate need for mid-year request). Continued plans to further improve the facilities and address deferred maintenance in both stations 75 and 76 are included. Additional bids will be needed and will require adjustment once obtained. Replacement of desktop computers is included within this budget as have some improvements to the training facilities. A change since the mid-year budget included the addition of an air conditioning unit for Station 75. The total request for Capital improvements in 2024-25 budget is \$373,000

RECOMMENDATION:

Staff recommends approval of the final operating budget of \$10,523,265 and capital budget of \$373,000. Changes identified by the Board of Directors during the budget presentation(s), if any, will be reflected in the published final budget.

Rodeo-Hercules Fire Protection District

Fiscal Year 2024-25


Final Budget

September 11, 2024



2023/24 ACCOMPLISHMENTS

- ✓ Update of 2022-27 Strategic Plan and Business Plan
- ✓ Adoption of Fire Prevention Fee Schedule
- ✓ Adoption of Weed Abatement Plan
- ✓ Completion and reporting of all state mandated fire prevention inspections
- ✓ Installation of new alerting system in stations 75 and 76
- ✓ Completion of bathroom renovations in all bathrooms at Stations 75 and 76




RODEO-HERCULES FIRE PROTECTION DISTRICT
FIRE PREVENTION BUREAU

SUBJECT:

ENGINEERING/PLAN REVIEW - FEE SCHEDULE

Exhibit 'A'

Review Number	PLAN REVIEW	Fee
	Preliminary	
	In-Office Design	
1.1		
	Out-Office Design	
1.2		
	Major	
2.1		
2.1a		
16.1		
17.1		
	Minor	
2.2		
2.2a		
16.1		
17.1		
	Single	
2.3	Fee includes 1/2-hour	
2.3a		
16.1		
17.1		
	Waiver	
3.1		



RODEO-HERCULES FIRE DISTRICT
STRATEGIC PLAN

2022 - 2027 WWW.RHFD.ORG

EXECUTIVE SUMMARY

The 2023 Strategic Plan is the second long range planning document to be developed for the Rodeo Hercules Fire District. (Note in highlighted text)

This document has been created from feedback provided by members of the District representing all ranks, labor, management, sworn and non-sworn, the Strategic Plan Community Group, residents of Rodeo and Hercules and Fitch and Associates, consultants to the Rodeo Hercules Fire District Board.

The plan is a 5 year guide for the development of our district. It will serve to inform District members, policy makers and the public about our future while at the same time serve as a fiscal planning.

This document will be reviewed, revised as required. It will serve as the District's appropriation justification process.

The Mission, Vision and Values will be revised, as necessary to reflect the direction of the Rodeo Hercules Fire District for five years and beyond.

The plan provides historical information and demographic details for the response areas which are currently in use.


The plan provides an overview of the District's functions: Administration, Operations, and Fire Prevention.

Specific goals are included for each response area.

Between 2020-2022 the District's Strategic Plan was updated.

TABLE OF CONTENTS

- Executive Summary
- Mission and Values
- Office of the Fire Chief / FAOs
- History
- RHFD Tomorrow / Vision
- Administration
- Operations
- Fire Prevention
- Accomplishments / Goals
- Appendices



RODEO-HERCULES FIRE PROTECTION DISTRICT

NOTICE TO ABATE FLAMMABLE VEGETATION & RUBBISH

Completion Deadline: June 3, 2024

PLEASE READ THIS NOTICE COMPLETELY, INCLUDING THE FIRE DISTRICT'S **MINIMUM WEED ABATEMENT STANDARDS** INCLUDED WITH THIS NOTICE.

This notice is mailed to all property owners where a flammable vegetation or rubbish hazard may exist during the fire season. **ALL** property owners shall adhere to the minimum weed abatement standards included with this notice based on the parcel size. If abatement is not completed in accordance with the **Minimum Weed Abatement Standards** by the completion deadline on this notice, a **NOTICE TO COMPLY** order will be issued.

On or after June 3, 2024 the parcel will be inspected for compliance with the minimum weed abatement standards. If the parcel is found to be non-compliant, the parcel will be added to the District's Weed Abatement List for SEASONAL and RECURRING NUISANCES. A public hearing will take place at the Board Meeting on July 8, 2024, any challenges to the inspection findings.

RHFD47

This notice is sent in accordance with California Health and Safety Code, Division 12, P.

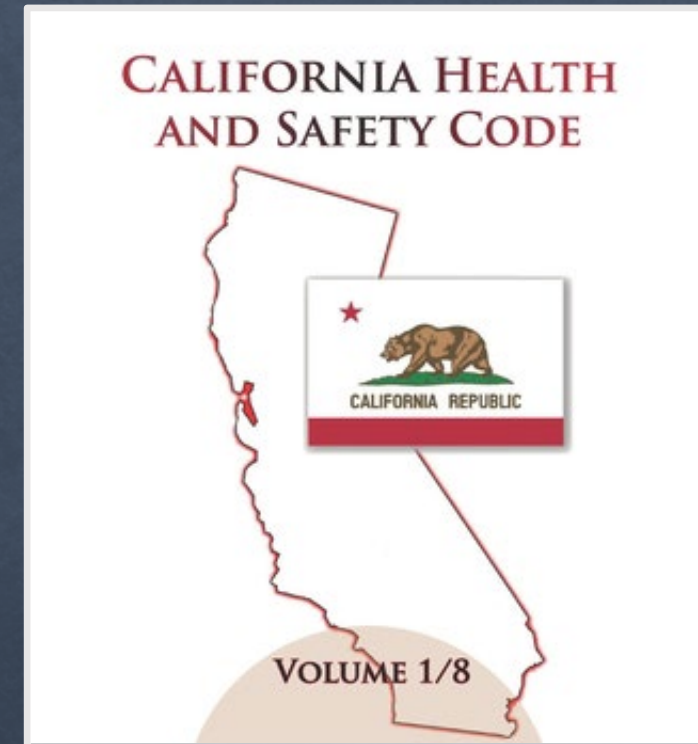
2023/24 ACCOMPLISHMENTS

- ✓ Execution of multiple contracts for service to fill service gaps including fire prevention, financial assistance, grant writing, and EMS training support.
- ✓ Promotional process which culminated in the promotion of a Captain, two Engineers, and the hiring of a new Firefighter.
- ✓ Completion of an Area Operating Agreement with CalFire and an Automatic Aid agreement with Crockett-Carquinez Fire Protection District

CALIFORNIA HEALTH & SAFETY CODE

§13890

- Requires a District Board to adopt a Preliminary Budget on or before June 30 of each year
- Requires a District Board to adopt a Final Budget on or before October 1 of each year, after making any changes in the Preliminary Budget



MAJOR EXPENDITURES

- Step and 5% salary increases
- Retirement
- Overtime and FLSA
- Lease payment
- Capital expenditures
- Professional services



PERSONNEL - 2 STATIONS FULLY STAFFED



Station 75

- 3 Captains
- 3 Engineers
- 3 Firefighters



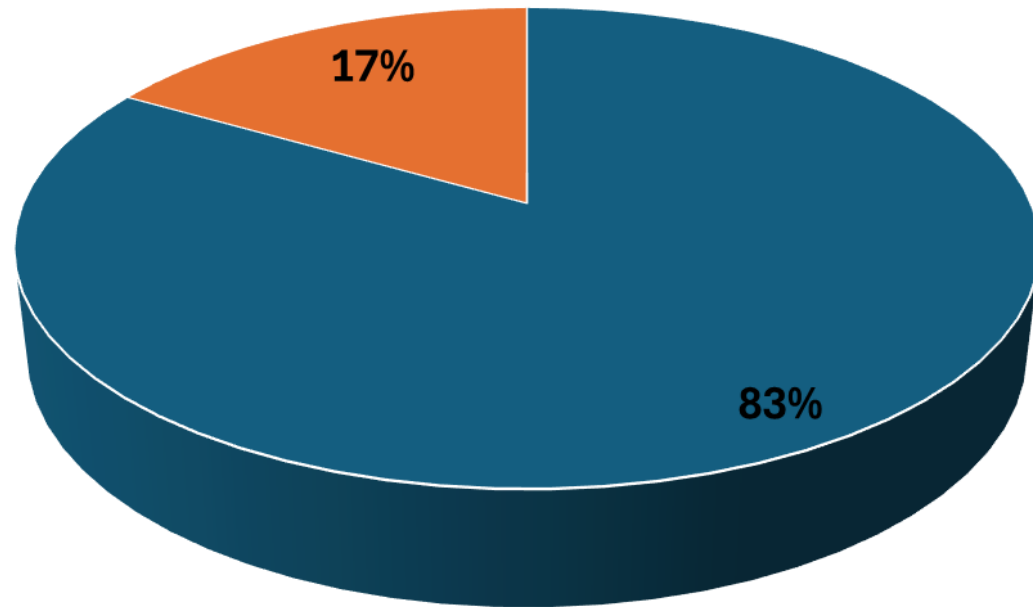
Station 76

- 3 Captains
- 3 Engineers
- 3 Firefighters

Administration

- Fire Chief
- Battalion Chief
- Fire Inspector (vacant, consultant services)
- Administrative Services Officer
- Administrative Assistant

SALARIES & BENEFITS VS. SUPPLIES & SERVICES



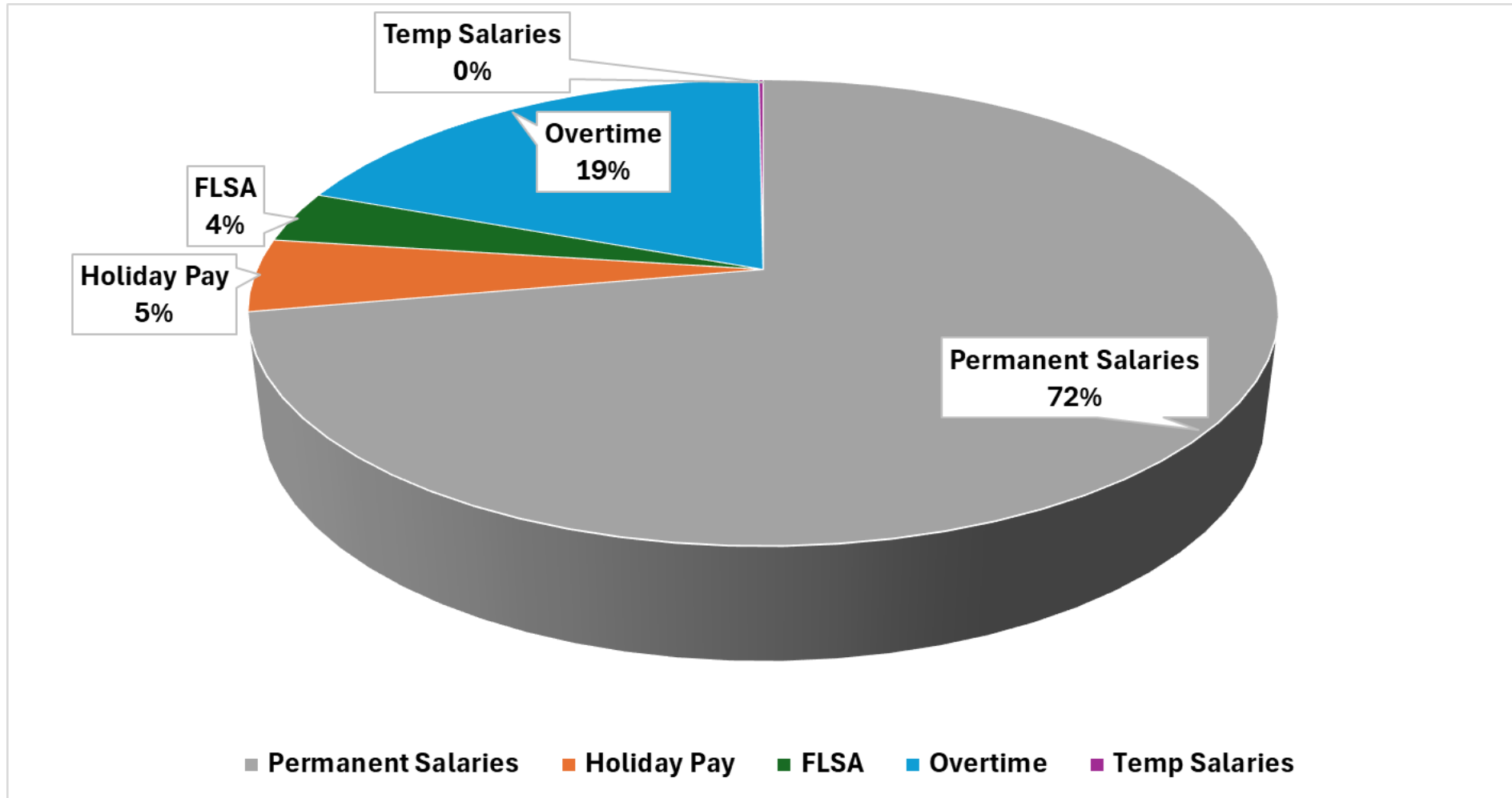
■ Salaries & Benefits ■ Supplies & Services

Salaries & Benefits: \$8,767,033

Supplies & Services: \$1,756,232

Total Expenses: \$10,523,265

COMPENSATION DISTRIBUTION



SALARIES & BENEFITS

DESCRIPTION	23-24 REVISED BUDGET	23-24 UNAUDITED 06/30	PRELIMINARY 2024-25	PROPOSED FINAL	VARIANCE INC/(DEC)
Holiday Pay	218,393	215,333	228,065	228,065	4.43%
Permanent Salaries	3,063,138	2,970,030	3,252,517	3,252,517	6.18%
Strike Team Reimbursement	-				
Drill/Temporary Salaries	49,000	44,480	49,000	7,280	-85.14%
Overtime	-			-	
FLSA	137,277	141,765	161,902	161,902	17.94%
Backfill/Ancillary	681,363	812,483	862,300	862,300	26.56%
Strike Team	-	92,218			
Strike Team-FLSA	-	7,920			
Strike Team Reimbursement	-	(160,548)			
BC Coverage Reimbursement				35,000	
Deferred Compensation	14,400	12,900	14,400	14,400	0.00%
FICA	58,000	69,023	66,030	65,932	13.68%
Retirement	2,824,156	2,784,591	2,747,178	2,747,178	-2.73%
Group Insurance	660,757	543,860	620,453	616,459	-6.70%
Group Insurance-Retiree	360,000	313,574	360,000	355,000	-1.39%
Unemployment Insurance	1,000	-	1,000	1,000	0.00%
Worker's Compensation Ins.	441,129	441,129	470,000	420,000	-4.79%
TOTAL SALARIES AND BENEFITS	8,508,613	8,288,758	8,832,845	8,767,033	3.04%

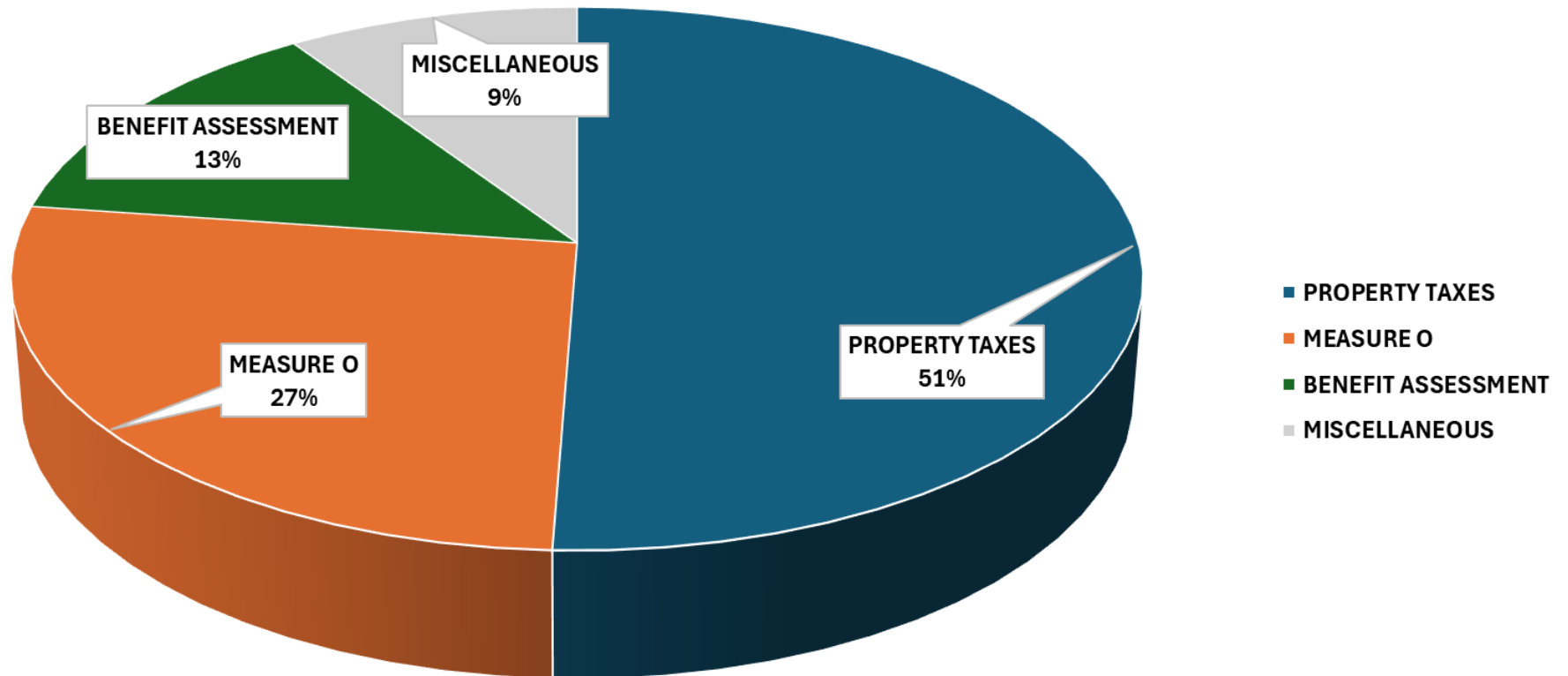
SERVICES & SUPPLIES

AGENDA ITEM 13

DESCRIPTION	23-24 REVISED BUDGET	23-24 UNAUDITED 06/30	PRELIMINARY 2024-25	PROPOSED FINAL	VARIANCE INC/(DEC)
Office Expenses	34,750	28,360	37,646	37,646	8.33%
Books/periodicals/subscriptions	4,000	3,173	4,000	4,000	0.00%
Communications	217,915	221,660	231,476	231,476	6.22%
Utilities	41,495	52,942	49,000	55,000	32.55%
Small Tools and Equipment	10,500	2,827	9,500	8,500	-19.05%
Medical supplies	26,500	7,337	27,800	27,800	4.91%
Food	4,420	4,594	4,420	5,000	13.12%
Clothing & personal supplies	13,440	13,515	13,680	13,680	1.79%
Household expenses	9,100	22,788	9,100	9,100	0.00%
Publications and legal notices	1,300	617	1,300	1,300	0.00%
Memberships	13,482	13,210	9,482	9,482	-29.67%
Rents and leases	203,660	201,233	203,660	203,660	0.00%
Repair & service equipment	41,920	15,242	41,220	41,220	-1.67%
Vehicle repair services	100,000	83,301	90,000	90,000	-10.00%
Reimbursements		(42,118)			
Gas & oil supplies	32,100	13,560	17,100	17,100	-46.73%
Vehicle maintenance-tires	15,000	15,682	15,000	15,000	0.00%
Maint. Radio & electrical equip.	7,380	8,176	7,380	7,380	0.00%
Maintenance building & grounds	36,500	32,227	36,500	36,500	0.00%
Employee travel expenses	5,400	2,349	5,400	5,400	0.00%
Professional/Specialized services	440,864	510,627	541,843	617,642	40.10%
Data processing service	4,200	14,238	18,324	18,324	336.29%
Data processing supplies	323	-		-	-100.00%
Information security	4,620	395	4,620	4,620	0.00%
Insurance	97,509	100,096	123,283	123,283	26.43%
Firefighting supplies	98,458	43,640	96,940	96,940	-1.54%
Recreation/Physical Fitness	2,600	1,114	2,600	2,600	0.00%
Educational Supplies & Courses	32,763	15,704	41,039	41,039	25.26%
Other Special Departmental Expenses	4,270	10,902	8,540	8,540	100.00%
Interest on Notes & Warrants	1,000		1,000	1,000	0.00%
Tax Assessments	23,000	19,455	23,000	23,000	0.00%
Total Services & Supplies Expenses	1,528,469	1,416,847	1,674,853	1,756,232	14.90%

Rafael

REVENUE SOURCES



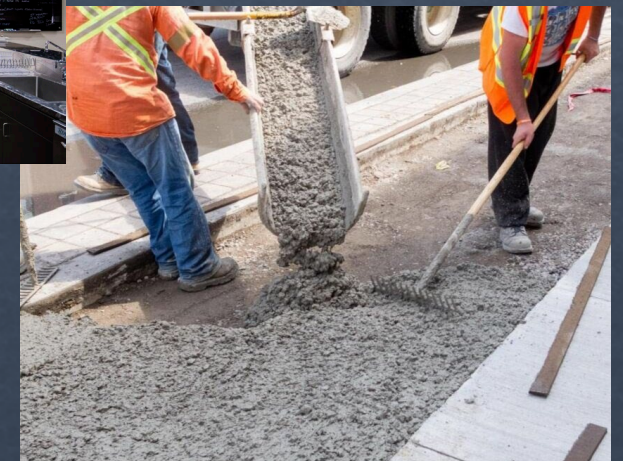
REVENUE SOURCES

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2023-2024	PROJECTED 6/30/2024 2023-24	ACTUAL UNAUDITED 06/30	% REC'D	PRELIMINARY 2024-25	FINAL BUDGET 2024-25
Prop. Taxes-Current secured	9010	4,224,038	4,316,039	4,175,762	99%	4,445,520	3,935,387
RDA Pass Through	9010			764,436			383,604
RPTTF Residual Distribution	9010						454,568
Prop. Tax-Supplemental	9011	181,557	181,557	126,665	70%	187,004	158,664
Prop. Tax-Unitary	9013	84,000	85,763	85,763	102%	88,336	89,451
Prop. Tax-Current Unsecured	9020	135,000	175,646	188,544	140%	181,794	197,971
Prop Tax-Prior-Secured	9030	(17,614)	(25,136)	(25,136)	143%	(25,136)	(25,136)
Prop Tax-Prior-Supplemental	9031	(10,406)	(12,039)	(12,039)	116%	(12,039)	(12,039)
Prop Tax-Prior-Unsecured	9035	(816)	(816)	387	-47%	(816)	387
TOTAL PROPERTY TAXES		4,595,759	4,721,014	5,304,382	115%	4,864,663	5,182,857
Benefit District	9066	1,361,582	1,363,968	1,363,968	100%	1,363,968	1,363,968
TOTAL BENEFIT DISTRICT		1,361,582	1,363,968	1,363,968	100%	1,363,968	1,363,968
H/O Prop Tax Relief	9385	29,000	29,000	27,102	93%	29,000	27,102
Other In Lieu Taxes	9580	183	183	182	99%	183	182
RDA NonProp-Tax Pass Thru	9591	639,165	748,000	580,314	91%	935,000	600,219
Earnings on Investment	9181	35,374	80,263	83,092	235%	80,000	80,000
Fire Prevention Plan Review	9741	11,887	11,887	9,687	81%	60,000	60,000
Misc. Current Services	9980	15,000	10,000	18,688	125%	15,000	15,000
Other Revenue/Measure H	9895	86,388	86,328	86,328	100%	86,388	86,328
TOTAL INTERGOVERNMENTAL		816,997	965,721	805,393	99%	1,205,571	868,831
Measure O	9066	2,645,510	2,647,187	2,647,187	100%	2,646,544	2,725,107
TOTAL MEASURE O		2,645,510	2,647,187	2,647,187	100%	2,646,544	2,725,107
Grant Funds	9980	99,750	99,625	99,625	100%	99,625	99,625
Stale Dated Check	9975	0	(1,925)	(1,925)		-	
Misc. State Aid	9435	0	35,835	35,835		-	
Indemnifying Proceeds	9969	0	-			-	
Development Impact Fee	9980	0	7,938	7,938		-	
TOTAL OTHER REVENUE		99,750	141,473	141,473	142%	99,625	99,625
TOTAL REVENUE		9,519,598	9,839,363	10,262,403	108%	10,180,371	10,240,388

CAPITAL EXPENSES

Alerting system	\$10,000
Matching Funds Radios	\$26,000
Matching Funds Cardiac Monitors	\$22,000
Station 76 Paint Interior	\$15,000
Concrete Floor Rehab 76	\$9,000
Concrete Floor Rehab 75	\$9,000
Station 76-Kitchen remodel	\$90,000
Station 75-Kitchen remodel	\$75,000
Computer Replacement	\$35,000
Modular Facilities	\$30,000
Air Conditioning Station 75	\$17,000
Cost overrun	<u>\$35,000</u>

Total \$373,000



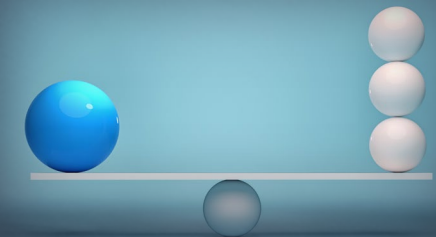
If grant funding unsuccessful, may seek mid year request

24/25 REVENUES VS. ALL REGULAR AND RECURRING EXPENDITURES

Revenues		Expenditures
\$10,240,388		\$10,523,265

Budget projects a deficit of \$282,877

FUND BALANCES



	7800 GENERAL FUND	7801 CAPITAL	7812 MEASURE O	7822 HERCULES DIF	8514 RDO DIF	TOTAL
FUND BALANCE 7/1/2023	\$ 5,936,839	\$ 117,125	\$ 968,133	\$ 185,033	\$ 20,612	\$ 7,227,742
REVENUES*						
Property Taxes	\$ 5,304,382					
Benefit Assessment	\$ 1,363,968					
Intergovernmental	\$ 797,452			\$ 7,938		
Measure O			\$ 2,647,187			
Other	\$ 137,502	\$ 3,971				
EXPENDITURES*						
Salaries & Benefits	\$ (6,513,146)		\$ (1,775,613)			
Services & Supplies	\$ (1,029,040)		\$ (407,826)	\$ (33,310)		
Capital Improvements		\$ (1,145)	\$ (321,492)			
Committed Expenditures	\$ (274,701)					
FUND BALANCE 07/01/2024	\$ 5,723,256	\$ 119,951	\$ 1,110,389	\$ 159,661	\$ 20,612	\$ 7,133,869

*UNAUDITED

PLANNING FOR THE FUTURE

- Use incremental and intentional approach to transition to CCCFPD
- Reduce professional services contracts
- Reduce and blend equipment cache
- Coordinate capital purchases and projects
- Take advantage of increased training opportunities
- Import of policies and procedures
- Remain flexible for annexation costs and opportunities
- Anticipate mid-year adjustment



24/25 FINAL BUDGET CONCLUSION

- Questions
- Comments
- Public Comment



RODEO-HERCULES FIRE PROTECTION DISTRICT



2024-25 BUDGET

I. MISSION STATEMENT

Rodeo-Hercules Fire Protection District

Mission Statement

This organization's mission is to provide the highest level of service to the community; mitigate the devastating effects of fires and other disasters, deliver emergency medical services; educate the public, and maintain a constant state of readiness.

Core Values

To that end, we value:

Service to the Community

Public Trust

Professionalism

Educated Work Force

Compassion

Teamwork

Safety, Health & Welfare of the Organization

Board of Directors

The Board of Directors is the elected policy-making body for the Rodeo-Hercules Fire Protection District. The Directors provide financial oversight and strategic policy direction to maximize the public value of Fire District services

Delano Doss (Board Chair)

Marie Bowman (Vice Chair)

Steve Hill

Charles Davidson

Robyn Mikel

Interim Fire Chief

Rebecca Ramirez

The Fire Chief is the Chief Executive Officer of the Fire District. In collaboration with the Board of Directors and partnership with all members of the organization, the Fire Chief provides direction, protection, and leadership to the Fire District.

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II. Executive Summary

A. Transmittal Letter

September 11, 2024

Board of Directors
Rodeo-Hercules Fire Protection District
1680 Refugio Valley Road
Hercules, CA 94547

Members of the Board of Directors:

As your Interim Fire Chief, I am pleased to present the Fiscal Year 2024-25 Budget for the Rodeo-Hercules Fire Protection District. The creation of this budget wouldn't have been possible without the support of the Fire District Board of Directors. Its continued leadership has allowed the Fire District to provide a budget with complete financial transparency. With the assistance of the Board of Directors, budget ad hoc committee, the firefighters, administrative staff, and the Fire District's financial advisor (Strategic Advisory Services), District staff present this budget for your approval.

The budget is developed based upon the needs and priorities of the Fire District with consideration of historical spending, trend analysis, present and forecasted needs and staff capacity. The development, approval, and implementation of the budget are critical to properly manage the district's finances.

Under Board direction, significant progress to identify and address the challenges before the District have been made. While some of the challenges will be addressed within this document, let's take a moment to identify and celebrate the significant accomplishments which have taken place during the 2023-24 FY:

- ✓ Update of the 2022-2027 Strategic Plan and Business Plan
- ✓ Adoption of updated Fire Prevention Fees Schedule
- ✓ Adoption of the Weed Abatement Plan
- ✓ Completion and reporting of all state mandated fire prevention inspections
- ✓ Installation of new alerting system in stations 75 and 76
- ✓ Completion of bathroom renovations in all bathrooms at Stations 75 and 76
- ✓ Execution of multiple contracts for service to fill service gaps including fire prevention, financial assistance, grant writing, and EMS training support.
- ✓ Promotional process which culminated in the promotion of a Captain, two Engineers, and the hiring of a new Firefighter.
- ✓ Completion of an Area Operating Agreement with CalFire and an Automatic Aid agreement with Crockett-Carquinez Fire Protection District

These accomplishments would not have been possible without the tireless efforts of personnel and staff and the support of our Board and community.

Background

In spring of 2022 and at the direction of the Fire District Board of Directors, staff entered into a contract with Fitch & Associates to update their Strategic Plan (SP) and conduct a Management/Administrative Assessment plan (MAP) to help identify challenges to the District and help provide a roadmap for the future.

To ensure the process was community driven, the team of consultants, led by retired fire chief Micheal Despain, in collaboration with staff, met with stakeholders for several months to gather information. The plans were completed and received by the Board in fall of 2022 and accepted as to findings. At the direction of the Board, staff began developing and implementing portions of the plans that were achievable within the constraints of the 2023-24 budget and the capacity of staff. An update to the Strategic Plan and corresponding Business Plan was completed and accepted by the Board in early 2024. The findings, recommendations, goals, and objective in the aforementioned documents have collectively served to inform the budget recommendations contained within this document.

The Board, staff, and Mr. Despain worked collaboratively to provide options to achieve improved levels of service to fill identified gaps. To address the ongoing issue of providing effective, sufficient, and sustainable services three options were identified to include an option for bolstering staff capacity through additional positions, a contract for service, and an annexation.

At the direction of the Board, a Request for Proposal was developed and issued yielding no responsive bidders. Subsequently staff were directed to explore annexation, develop a plan for annexation, and conduct community outreach through Town Hall style meetings. After completion of Town Hall meetings, staff was directed to coordinate another meeting to review the findings and, with Board support, vote on a resolution to annex. On July 31, 2024, the Board approved a resolution of application to the Contra Costa Local Area Formation Commission (LAFCo) requesting dissolution of the Rodeo-Hercules Fire Protection District (RFFPD) and annexation into Contra Costa County Fire Protection District (CCCFPD). The impacts the annexation will have on the budget are not yet fully known. It is expected that mid-year modifications will be needed as those impacts become clear.

Several areas of near-term challenges which will be addressed in this budget document have been identified including funding of personnel overtime and capital expenditures. In anticipation of the forthcoming annexation, the budget does not include significant additional expenditures for administrative and training support staff that are recommended for providing adequate service and safety to the residents should the District remain independent.

Personnel

83% of the overall budget is allocated to personnel cost with very limited flexibility. Much of the budget is set by outside parties and formulas are inserted, i.e. health care costs set by CalPERS, retirement calculations recommended by CCCERA, payroll taxes, workers compensation rates, and personnel compensation as dictated by the Memorandum of Understanding (MOU). The MOU Based on the “constant staffing” model that the RHFD has employed, every time a line employee takes time off from a regularly assigned shift, it necessitates backfill overtime, which accounts for a significant portion of the personnel budget.

The methodology by which the personnel budget lines have been developed to ensure personnel staffing, compensation, and benefit allocations align with expected costs has been evaluated and adjustments have been made as needed. Three distinct areas are worthy of more discussion: salary, overtime, and retirement.

The MOU with Local 1230 expired on July 1, 2024, and a new one-year MOU was approved and adopted, equating to a 5% increase for all represented personnel and administrative staff. Some assumptions related to the likelihood of exposure to overtime overages along with an increase for training related overtime have been included. Retirement benefits are formula-based calculations provided by Contra Costa County Employee Retirement Association (CCCERA) and are based upon current salaries and present and future retirees. An additional financial consultant was retained to better understand, evaluate and forecast retirement costs. As forecasted, a decrease for FY 24-25 is anticipated. While administrative staff capacity required to support operations remains limited, pending the annexation, no additional positions have been included within the budget

Facilities

In previous years budgeting for capital expenditures, including facilities, has been inadequate as to funding and staff capacity. While staff capacity remains challenged, significant progress has occurred in 2023-24 and is envisioned for 2024-25. However, the District continues to rely heavily upon line staff to address these overarching needs in a manner that is not consistent with their roles and places undue burden on the firefighters to complete large projects between other duties or on their off-duty days, all of which cause further delays and an increase to overtime. Continued plans to further improve the facilities and address deferred maintenance in both stations 75 and 76 are included.

Equipment

The department Apparatus Committee has evaluated all apparatus and updated the apparatus replacement spreadsheet which assesses condition and identifies expected replacement needs. The committee identified two heavy apparatus, Quint 76A, which is recommended to be decommissioned and Brush Engine 375 which is in need of replacement as it moves into reserve status. The replacement of a Type 3 engine has been included within the Capital budget as a forecasted expense for 2025-26. While a request to execute a contract to purchase the Type 3

Brush Engine in 2024-25 is anticipated, no expenditure will be realized until fall of 2025. This request may be modified as the annexation moves forward.

Should Assistance for Firefighting (AFG) grant applications for radios and cardiac monitors be successful, matching funds will be required and are included in the budget. An additional expenditure for desktop computers and an air conditioning unit have been included in the final budget as a capital expenditure.

Fire Prevention

In order to become more consistent with inspections and mandated reporting, increase cost recovery, capacity and resilience, and better serve the community, an outsourced contract for service was executed with CSG Consultants. To account for weed abatement and an increase in inspections, and the coverage to backfill the recently vacated part time fire prevention position (which will not be filled in anticipation of annexation) both a transfer from Personnel to Professional services and an increase in costs and revenues has been included within the budget.

Summary

This budget is forecasted by planning for moderate to low level of expenditures and a mildly conservative mindset when planning for revenues. Despite the efforts of staff and dedication of this Board, and in particular the Budget Ad Hoc Committee, the Budget for FY 2024-25 places the district in a position of deficit spending. If the deficit is realized, the fund balance will need to be accessed. However, previous years have consistently shown expenditures to be less than budgeted and revenues to exceed projections. If this same trend continues, the actual budget impact may be reduced, and the budget deficit may not be fully realized.

This budget is built to manage mild fluctuations in both staffing and market assumptions. The budget is not built to absorb the negative impact significant changes in present staffing (unforeseen vacancies and/or injuries and illness) or a negative swing in market assumptions such as a recession. The budget is status quo for staffing. It will be important to maintain budget flexibility for both the reduction in expenditures as well as the additional expenditures that will likely occur as a result of the annexation.

As of July 1, 2024, the unaudited fund balance was approximately \$7,133,869.

During this budget preparation process, we have continued to review existing practices and identify and implement cost saving opportunities while seeking to expand high demand services. As always, the District will continue to be diligent and good fiscal stewards. This budget will enable the District to maintain high-quality fire and emergency response while maintaining a top

priority on the health and safety of the public and our personnel. In summary, I would like to express appreciation to the Board of Directors for their continued support, direction, and dedication to public safety.

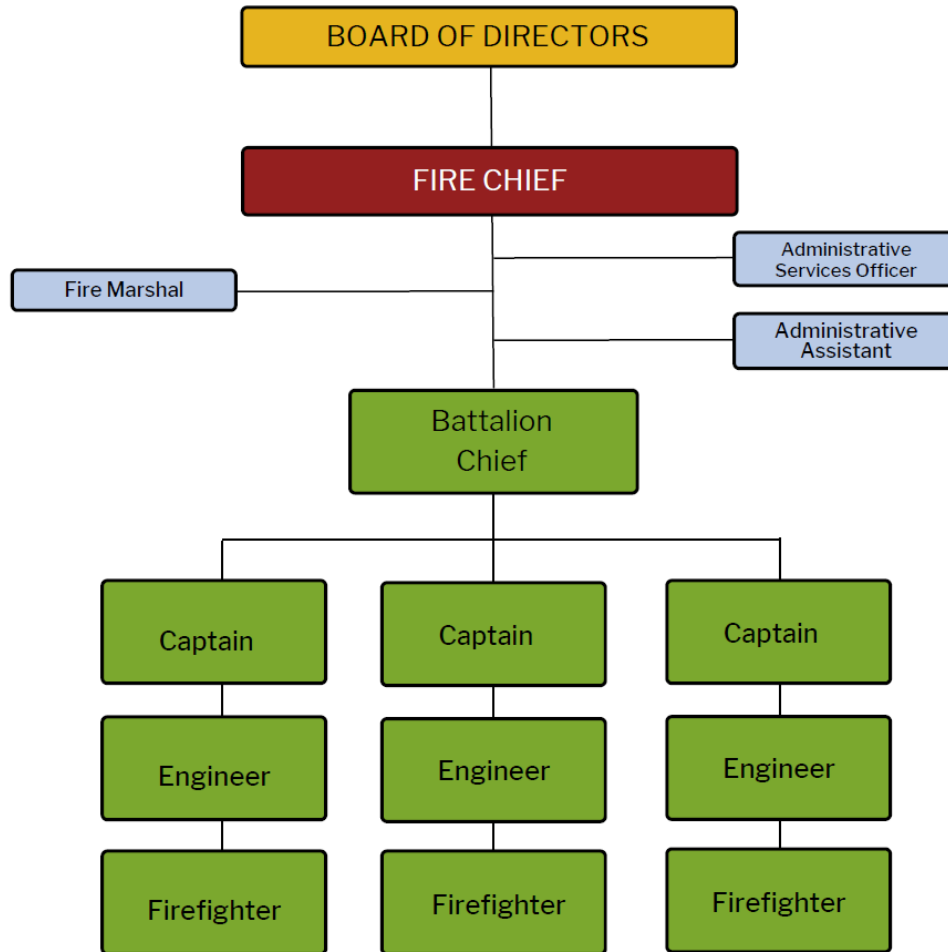
In continued dedicated service,



Rebecca Ramirez
Interim Fire Chief

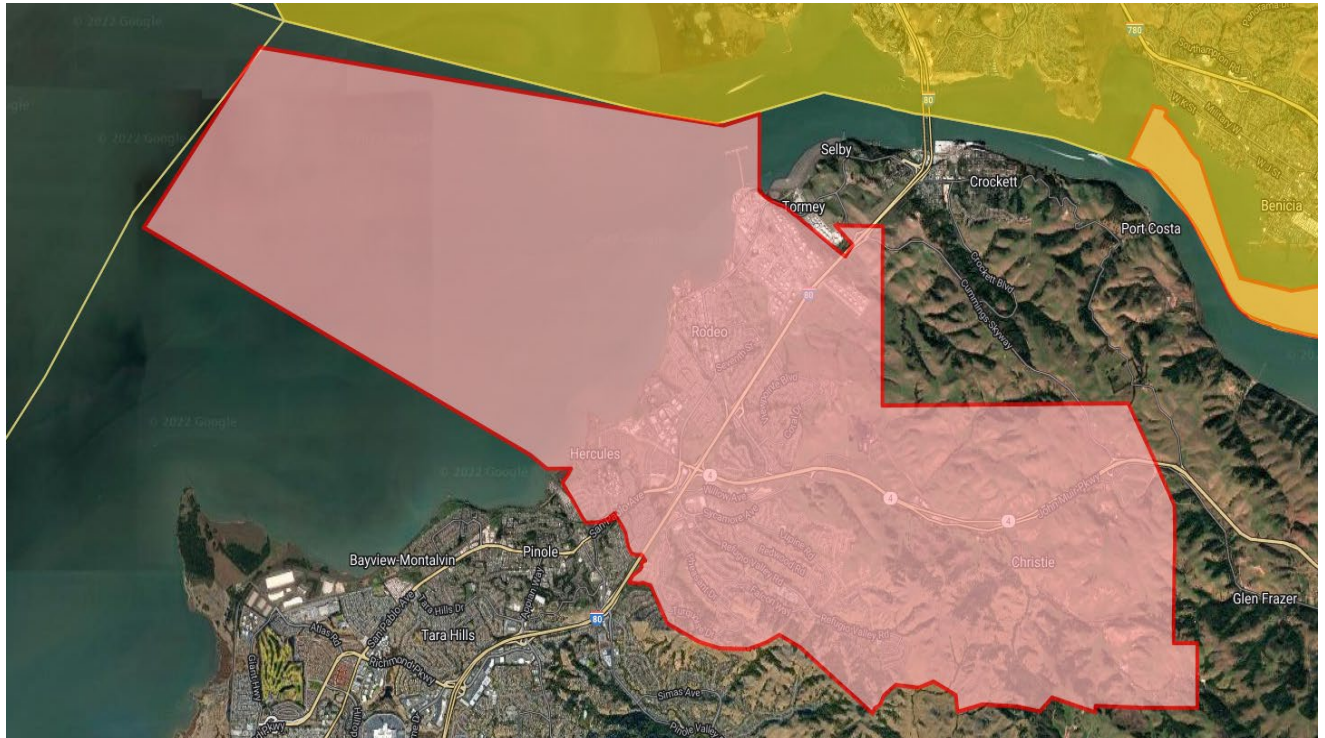
B. District Overview

Organizational Chart



***Part Time Fire Marshal Position Presently vacant**

District Boundaries



II. FIRE OPERATIONS

Rodeo-Hercules Fire Protection District is a two-station all-risk department operating individual fire companies specially trained to respond to residential and commercial fires, refinery and industry-related incidents, wildland fires, vehicle extrication, technical rescue, and hazard materials first responder duties. Engine companies are also tasked with determining the origin and cause of fires and providing rescue and advanced life support services. The Fire District provides a minimum of one advanced life support paramedic on duty 365 days a year in the Town of Rodeo and the City of Hercules.

Rodeo-Hercules Fire Protection Fire District operates within Battalion 7, a jointly operated Battalion with Contra Costa County Fire Protection Fire District. RHFDP provides one participating Battalion Chief and Contra Costa Fire Protection District (ConFire) provides two Battalion Chiefs to ensure the consistent establishment of incident command, firefighter safety, and judicious resource management at emergencies. The Battalion also serves the outlying communities of Rodeo-Hercules, including Pinole, Tara Hills, Bayview, Montalvan Manor, Montara Bay, East Richmond Heights, San Pablo, El Sobrante, unincorporated Contra Costa County, and Martinez. Each of these areas presents a unique set of complex hazards, and the rapid establishment of fire ground command is essential to the successful resolution of an array of calls for service.

The Fire District also responds to automatic aid (additional unit response on a call regardless of

jurisdictional boundaries) and mutual aid (request for additional resources for large incidents or due to multiple simultaneous incidents). Citizens of participating communities benefit from this sharing of resources and a regionalized approach. These extended responses have included the Contra Costa County Fire Protection Fire District, Crockett-Carquinez Fire Protection Fire District, Richmond Fire Department, El Cerrito Fire Department, Moraga/Orinda Fire Protection Fire District, and in mutual threat zones, CalFire. This aid is reciprocity based.

The Fire District also participates in the California Fire Assistance Agreement (CFAA) for the State of California and Federal Fire Agencies. This agreement, which the Office of Emergency Services manages, has called upon RHFPD to provide Mutual Aid resources throughout California, Oregon, and Nevada. The CFAA aid is cost recovery based.

Fire Prevention:

The District's single part time Fire Marshal has retired. As a result, all prevention services including construction plan review and compliance with Fire District, local and state requirements, meetings with developers and contractors, weed abatement, code enforcement, and public education for prevention activities will be handled through a contract for service with Fire Prevention Consultant CSG.

A contract for weed abatement has yet to be executed.

In order to continue community risk reduction efforts, and backfill for the vacancy in fire prevention, the contract with CSG has increased. It is anticipated that cost recovery will also grow as a result of the increased inspections.

Apparatus:

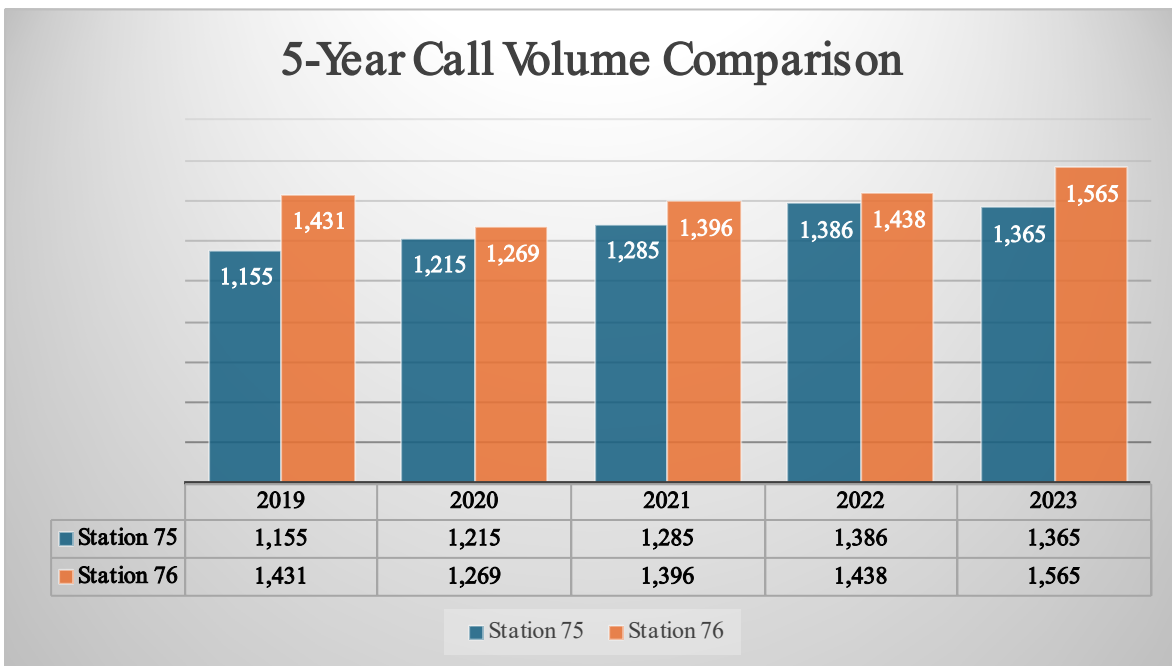
The Fire District operates a variety of Fire Apparatus* including:

- One 100-foot Quint Ladder Truck
- One Type 1 Rescue Pumper
- Two Type 3 Wild Land Engines (replacement of one Type 3 is recommended in 2024-25)
- One Type 1 Rescue Pumper (Reserve)
- One 75-foot Quint Ladder Truck (Reserve recommended for decommission)

**Fire apparatus is identified into standard category typing within the Incident Command System to organize multiagency resources through the National Interagency Fire Center and the Office of Emergency Services.*

The Fire District maintains a variety of fire apparatus and equipment to meet the public safety needs of our service area, including major highways and streets, undeveloped wildland, developed urban residential, and refinery/industrial areas.

CALL VOLUME-2023			
Incident Type	Number of Calls		Total
	Station 75	Station 76	
Alarm	37	51	88
EMS	1113	1242	2355
EXCLUDE		1	1
Fire-Other	30	23	53
Fire-Structure	9	9	18
Fire-Vegetation	5	7	12
Fire-Vehicle	2		2
MVA	54	71	125
Other	101	142	243
Rescue	14	19	33
TOTALS	1365	1565	2930



A. Budget Overview and Summary

Structure for Budgeting and Accounting:

As a single-purpose fire authority, the Fire District maintains one governmental account. Within this single account are five separate funds. They are the General Fund, Measure O Fund, Capital Fund, Hercules Developer Impact Fund, and the Rodeo Developer Impact Fund. The Fire District reports the majority of its financial activities in the General Fund. Revenues and expenditures are reported in accordance with government accounting standards. Government funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when funds are available if the revenues are collected within 60 days after year-end; expenditures are recorded when the related liability is incurred.

Budget Control and Amendments:

The Fire Chief is responsible for ensuring expenses are within program allocations and shall adopt budget policies necessary to carry out that responsibility within his/her authority. Except in prescribed emergencies, no expenditure of funds shall be authorized unless enough funds have been appropriated by the Board of Directors as outlined in this budget. The Fire District has three distinct formal budgetary review and approval cycles within a given fiscal year: Preliminary, Final, and Mid-Year (Amended) Budget if needed. The final budget is approved after holding a public hearing and formal adoption by the Fire District Board of Directors. The Board reviews total budgeted appropriations and any necessary amendments throughout the year. Formal budgetary integration at the fund level is employed as a management control device to monitor budget-to-actual performance throughout the fiscal year. Quarterly budget reports are also provided to the Board and are available to the general public. The Fire District's Budget is adopted on a basis consistent with the Governmental Accounting Standards Board method (GASB).

Budget Goals for Fiscal Year 2024-25:

In preparing the Budget, Fire District staff has developed a budget that recognizes the Fire District's current obligations and provides accurate information on the fiscal realities and the global economic impacts faced by the Fire District. The Fire District will continue its efforts to secure additional revenue sources to stabilize its financial future and provide for the health and safety of the community and firefighters.

Compensation and benefits: Ensure personnel costs are adequately forecasted for potential yet reasonable levels of exposure and retirement obligations.

Training: Increase budget for training and training related overtime to improve firefighter and civilian safety.

Operations/Capital: Repair/replace communication equipment (grant submitted), computers, and cardiac monitors (grant submitted). Repair and maintain apparatus and, in coordination with CCCFPD, execute a contract for purchase for a new Type 3 Brush apparatus.

Facilities/Capital: Repair facilities to create a healthy and positive living environment for fire personnel.

Fire Prevention: Reduce risk to the community by completing 100% of mandated and high hazard inspections, improving cost recovery and proactive fuel management.

Financial Stabilization: Continue to pursue cost recovery and grant opportunities. Continue to increase fund stabilization allotment to account for salary increase (four-month stabilization fund).

Projected Revenues:

- The methodology utilizes actual received revenues from which to base future forecasts. The FY 2024-25 budget projects a total revenue of \$10,240,388, a decrease of .021% from the prior year actual received revenues. (as of July 1, 2024) prior to completion of audit. A change in audit would effect the calculations. This revenue projection is based on the following assumptions: \$5,182,857 in Property Tax revenues, \$2,725,107 in Measure O revenue, \$1,363,968 in Benefit Assessment revenue, and \$968,456 in Intergovernmental Revenue. The budget revenue projections are only mildly conservative. The budget is not built to absorb the impact of negative swing in market assumptions such as an economic downturn.

Fiscal Year 2024-25 Projected Expenditures

Budget expenditures include full staffing for two stations. Full staffing compliment for FY 2024-25 includes:

- One Fire Chief
- One Battalion Chief
- Six Captains
- Six Engineers
- Six Firefighters
- One Part-Time Fire Inspector/Fire Marshal (vacant/consultant)
- One full-time Administrative Services Officer
- One full-time Administrative Assistant

The constant staffing configuration which the Fire District employs provides for permanent employees to staff the two-station configuration. However, this model can lead to an increase in firefighter fatigue, injuries, and burn out which may, in turn, lead to higher workers compensation costs as well as an increase in overtime. A review of actual overtime usage along with an adjustment for present full staffing complement was considered. Additionally, an increase to overtime for training of new Firefighters, Engineers, and Captains has been included. Training is essential to provide for the safety of

our personnel and our citizens. Because the RHFHD has no dedicated training personnel it should be noted that partnerships with aid partners or new contracts for service will likely be required for fire investigation, firefighter, engineer, and officer development. Placeholder amounts have been added both in overtime and training budget to account for some limited additional training. It is anticipated that as the annexation nears these training opportunities may increase and future adjustments may be requested. The increase in the overtime line to include the back fill and training is an additional \$180,937 in overtime exposure for 24-25. Should significant unforeseen injuries or illness occur additional funds may be required to maintain present service levels. It is important to note that backfilling for vacancies is not included in the overtime projections as they are typically offset by the salary savings created by the vacancy.

The MOU with Local 1230 expired on July 1, 2024, and a new one-year MOU was agreed upon and adopted equating to a 5% increase for all represented/line personnel and administrative staff. The FY2024-25 budget includes the 5% increase.

The District struggles to complete fire investigations beyond regular and routine fires. The District has become reliant upon automatic aid partner, CCCFPD to assist. If that assistance were to discontinue additional training for personnel and/or a combination of outsourcing would be needed. Some limited additional funding for Fire Investigation classes have been included in the this budget.

Fire District Financial Position

Fully funding two fire stations and providing uninterrupted emergency service is the continued primary focus when creating the budget. The development, implementation, and establishment of an industry-standard budgeting and accounting system have streamlined processes and built a budget based on actual revenue and expenses. The future financial projection forecast increased reliance on the reserve fund to meet the capital needs and growing costs of compensation and benefits for both present and retired employees. Fire District expenditures are beginning to outpace the revenue it collects. Unless significant growth or development occurs in Rodeo-Hercules development area, or the financial impact created by the dissolution of Redevelopment Agency is (the debt created by the City of Hercules) minimized, the trend will continue. The annexation to CCCFPD will eliminate the forecasted structural deficit and provide fiscally sustainable fire and emergency services to the communities of Rodeo and Hercules.

Forecasted Future Financial Issues

Most of the financial constraints faced by the Fire District originate externally and are difficult or impossible to control. A number of these involve actions by outside agencies or result from past economic conditions outside the Board's control.

These issues include the following:

- Inflation has outpaced revenues in general, and Measure O specifically. Additionally, senior exemptions have grown year over year causing a further reduction in growth, despite Board approval of the maximum allowable CPI increases.

- High-density rental development within the City of Hercules is causing service demands without corresponding revenue. Multi-story high-density residential and commercial projects require additional equipment and resources to protect. Although the Fire District was successful in increasing its Fire Facilities Impact Fee schedule, it was not to the full extent necessary to provide adequate funding to acquire all additional equipment needed to provide suitable fire and emergency response to these areas.
- Rising payroll will continue to impact CCCERA and OPEB costs and are largely out of the District's control. Additionally, market fluctuations and changes in assumptions can either decrease or increase contributions.
- Addressing previously identified training and administrative staffing shortages and reducing reliance upon automatic aid partners for core services.

III. Statement of Unfunded Liabilities: CCCERA & OPEB UAALS

The Fire District provides two benefit programs to employees that require ongoing contributions to be sustainable. These are: (1) the pension benefits provided through contracts with the Contra Costa County Employees' Retirement Association (CCCERA) and (2) "other post-employment benefits" (medical insurance) for qualifying retirees (OPEB program).

In the latest valuation dated December 31, 2022, that was completed last fall, the forecast shows UAAL amortization annual payment projected going down for FY 2024-25. This will help reduce the UAAL rates for FY 2024-25. Each year, a payment is made against the UAAL including the amortization of payments and interest. The amount is expected to rebound with another likely increase in FY 2025-26 and pending changes in assumptions and salary variances compared to actuals, become somewhat more consistent afterward. Therefore, unless sufficient contributions are made the UAAL will continue to be a financial burden to the Fire District. The unfunded liability as of June 30, 2022, was \$12.6 million.

The Fire District's Other Post Employment Benefit (OPEB) Program funds retiree medical insurance. The Fire District pays the cost of qualifying retiree medical insurance based on an agreement with the employees. The Fire District is currently paying the full cost of that coverage to retirees—the 'normal' costs of the OPEB program. For FY 2024-25, \$355,000 is budgeted for this program. The CERBT Fund is a Section 115 trust fund dedicated to pre-funding Other Post-Employment Benefits (OPEB) for all eligible California public agencies. By joining this trust fund, California public agencies can help finance future costs from investment earnings provided by CalPERS. As of June 30, 2024, the District's balance in the CERBT Fund is \$3,172,940.

While unfunded liability for pension and retiree healthcare are significant obligations of the District, we continue to manage these liabilities in accordance with Board direction.

IV. BUDGET POLICIES

The following Budget policies were adopted by the Board of Directors during the FY 2017-2018 budget adoption and currently remain in place with no additions or deletions.

A. Policy for Reserves and Fund Balances and Goals for Reserves and Fund Balance

Maintenance

Fund Balance and Reserve Policy

A Fund Balance is defined as the Fire District's balance sheet assets less liabilities, which equals a Fund Balance. There are varieties of defined fund balances that are based on the extent to which the Fire District is bound to honor specific spending constraints.

The Rodeo-Hercules Fire Protection Fire District utilizes the following definitions for its Budgetary Practices:

Committed Fund Balance

A **Committed Fund Balance** is defined as funds that can only be used for a specific purpose, as determined by formal action of the Fire District's Board of Directors.

Assigned Fund Balance

An **Assigned Fund Balance** is intended to be used by the Fire District for a specific purpose; however, the activity does not meet the criteria to be classified as restricted or committed.

Unassigned Fund Balance

An **Unassigned Fund Balance** is defined as any Fund Balance amounts not classified as a Restricted Fund Balance, Committed Fund Balance, or an Assigned Fund Balance.

Restricted Fund Balance

A **Restricted Fund Balance** is defined as funds that can only be spent for specific purposes for which the funds were intended. These typically include expenditures controlled by outside agencies such as the State and Federal Government, employee retirement, medical and other funds, as well as funds required for surety for debt obligations.

The establishment and maintenance of the Fire District's financial stability and sustainability are of primary importance to the Board of Directors. The Board has established the following policies for the Fire District to implement:

Financial Stabilization Fund —the key financial stabilization objective is to build the District's Reserve. The reserve is to provide the Fire District with the needed flexibility to provide for unanticipated

changes in revenues or expenditures and to assure the provision of stable services to the Fire District's residents and businesses.

In 2023-24 the Board established the goal of having funds for four months of operations as Unassigned Fund Balance for economic uncertainty. The initial contribution for four months of salary fully loaded was approximately \$1.3 million. Based upon expected increase in salary, this amount will need to be increased to \$1,365,000 and is included within this budget under the financial stabilization fund.

General Fund Committed Fund Balance—The General Fund will be utilized for the regular and routine day to day operational expenditures.

Assigned Fund Balance—included in the assigned fund balance are funds for specific program activities that benefit from a protected source of funding. These are generally specific programs that include high-cost items that last for many years. Fire apparatus, equipment, and buildings are examples.

Capital Facilities (buildings and facilities) maintenance is a major Fire District obligation that includes higher cost periodic funding. These are expenditures that are less frequent and require planning to accomplish. The budget does include a capital replacement reserve to handle expected capital expenditures outlined as follows:

CAPITAL EXPENDITURE LIST

TASK	ESTIMATED COST	PRIORITY LEVEL	PROJECTED COMPLETION DATE
ALERTING SYSTEM 75/76	\$ 10,000	1	FY 24-25
MATCHING FUNDS-RADIOS	\$ 26,000	1	FY 24-25
MATCHING FUNDS-CARDIAC MONITORS	\$ 22,000	1	FY 24-25
STATION 76 PAINT INTERIOR	\$ 15,000	2	FY 24-25
CONCRETE FLOOR REHAB 75	\$ 9,000	2	FY 24-25
CONCRETE FLOOR REHAB 76	\$ 9,000	2	FY 24-25
STATION 76 KITCHEN REMODEL	\$ 90,000	2	FY 24-25
STATION 75 KITCHEN REMODEL	\$ 75,000	2	FY 24-25
COMPUTER REPLACEMENT	\$ 35,000	3	FY 24-25
MODULAR/FACILITIES	\$ 30,000	3	FY 24-25
STATION 75 HVAC	\$ 17,000	1	FY24-25
COST OVERRUN	\$ 35,000		
FY 2024-25 COSTS:	\$ 373,000		
VEHICLE REPLACEMENT ALLOCATION	\$ 100,000	1	FY25-26
PARKING LOT REPAIR	\$ 100,000	2	FY 25-26
STATION 76 APP BAY PAINTING	\$ 12,000	3	FY 25-26

*City of Hercules and RHFD shared responsibility

Replacement of Fire District equipment is another major Fire District obligation. The Fire District owns several pieces of equipment that have a replacement cost of more than \$5,000 per unit. These expenditures are less frequent and require planning to accomplish. Two Assistance for Firefighting Grants (AFG) have been submitted to replace failing communication equipment and cardiac monitors that have reached the end of their useful life. The required matching funds have been included in the budget. A pre-existing request for Measure X funds for the communication equipment is also still pending. If unsuccessful in obtaining alternative funding, additional capital funding during the 24-25 budget and over the next two fiscal cycles would be requested in order to achieve full replacement over a three-year period. With annexation, the additional expenditure for radios and cardiac monitors, beyond grant funding, will not likely be necessary.

Continued plans to further improve the facilities and address deferred maintenance in both station 75 and 76 are included within this budget. Preliminary bids have been obtained for some projects and are contained within the budget. Additional bids will be needed and will require adjustment once obtained. Based upon the existing lease, the City of Hercules and the District will likely share responsibility for the parking lot repair which is slated for FY25-26 and is included in the budget for forecasting purposes. Pending annexation will negate future year capital needs.

At least two heavy apparatus, Quint 76A and Brush Engine 375 are recommended to be replaced. Quint 76A will be decommissioned and Brush 375 will be placed into reserve status. The replacement of a Type 3 engine to replace Brush 375 has been included within the Capital budget as a forecasted expense for 2025-26. While a request to execute a contract to purchase the Type 3 Brush Engine in 2024-25 is anticipated, no expenditure will be realized until fall of 2025. It should be noted that supply chain issues and inflation have led to 2-3 year build times and significant cost increases all of which are being taken into consideration. The pending annexation may cause this request to be eliminated or modified (CCCFPD has committed within the service plan a pending purchase of a Type 3 and a Type 6 fire apparatus). The cost of a Type 3 Fire apparatus without equipment and not factoring financing costs is approximately \$550,000.

V. FIRE DISTRICT REVENUES, EXPENDITURES & FUND BALANCES

A. Fire District Revenues

The Fire District has historically received most of its revenue from property taxes generated within its service boundary. There are several components to the property tax income, but the largest source of that category has been the Fire District's share of the ad valorem (1% of assessed value) property tax collected by the County and distributed to qualifying agencies.

The Fire District historically received a "pass-through" of 100% of the ad valorem property tax received by the County in the Rodeo redevelopment project area and a portion in the City of Hercules redevelopment project areas. The dissolution of the Redevelopment Agency has reduced the pass-through.

Other revenue sources are generated through voter-approved special taxes, including two long-standing fire district benefit assessments and the 2016 Measure O parcel tax that became effective on July 1, 2017.

Property taxes, the Benefit Assessment, and Measure O equal 91% of the revenues received annually, Miscellaneous/other revenues equal 9% of total revenue:

REVENUE SOURCES

Property Taxes	\$ 5,182,857	51%
Measure O	\$ 2,725,107	27%
Benefit Assessment	\$ 1,363,968	13%
Miscellaneous other	\$ 968,456	9%
	<u>\$ 10,240,388</u>	100%

Property tax and Fire District Benefit Assessment revenues have been in place since the Fire District incorporated, and the voters approved the Measure O funding in 2016. These three sources of revenue provide a stable, but inflation lagging, long-term revenue stream for the Fire District. While the Fire District Benefit Assessment and Measure O revenues are based on set annual amounts, the property tax is "ad valorem" based on commercial property and residential dwellings. The annual revenue from property tax varies year to year, depending on the general economic conditions and assessed value of the real property. Total proposed revenues for all funds in FY2024-25 are \$10,240,388.

**RODEO HERCULES FIRE PROTECTION DISTRICT
REVENUE ALL FUNDS
FY2024-25**

DESCRIPTION	GL CODE	ADOPTED BUDGET FY2023-2024	ACTUAL UNAUDITED 06/30	% REC'D	PRELIMINARY 2024-25	FINAL BUDGET 2024-25
Prop. Taxes-Current secured	9010	4,224,038	4,175,762	99%	4,445,520	3,935,387
RDA Pass Through	9010		764,436			383,604
RPTTF Residual Distribution	9010					454,568
Prop. Tax-Supplemental	9011	181,557	126,665	70%	187,004	158,664
Prop. Tax-Unitary	9013	84,000	85,763	102%	88,336	89,451
Prop. Tax-Current Unsecured	9020	135,000	188,544	140%	181,794	197,971
Prop Tax-Prior-Secured	9030	(17,614)	(25,136)	143%	(25,136)	(25,136)
Prop Tax-Prior-Supplemental	9031	(10,406)	(12,039)	116%	(12,039)	(12,039)
Prop Tax-Prior-Unsecured	9035	(816)	387	-47%	(816)	387
TOTAL PROPERTY TAXES		4,595,759	5,304,382	115%	4,864,663	5,182,857
Benefit District	9066	1,361,582	1,363,968	100%	1,363,968	1,363,968
TOTAL BENEFIT DISTRICT		1,361,582	1,363,968	100%	1,363,968	1,363,968
H/O Prop Tax Relief	9385	29,000	27,102	93%	29,000	27,102
Other In Lieu Taxes	9580	183	182	99%	183	182
RDA NonProp-Tax Pass Thru	9591	639,165	580,314	91%	935,000	600,219
Earnings on Investment	9181	35,374	83,092	235%	80,000	80,000
Fire Prevention Plan Review	9741	11,887	9,687	81%	60,000	60,000
Misc. Current Services	9980	15,000	18,688	125%	15,000	15,000
Other Revenue/Measure H	9895	86,388	86,328	100%	86,388	86,328
TOTAL INTERGOVERNMENTAL		816,997	805,393	99%	1,205,571	868,831
Measure O	9066	2,645,510	2,647,187	100%	2,646,544	2,725,107
TOTAL MEASURE O		2,645,510	2,647,187	100%	2,646,544	2,725,107
Grant Funds	9980	99,750	99,625	100%	99,625	99,625
Stale Dated Check	9975	0	(1,925)		-	
Misc. State Aid	9435	0	35,835		-	
Indemnifying Proceeds	9969	0			-	
Development Impact Fee	9980	0	7,938		-	
TOTAL OTHER REVENUE		99,750	141,473	142%	99,625	99,625
TOTAL REVENUE		9,519,598	10,262,403	108%	10,180,371	10,240,388

B. Measure O

The Fire Chief met with the Measure O Oversight Committee and Legal Counsel to better understand the legal parameters by which the Measure O funds can be utilized and worked collaboratively with the Board and the Measure O Oversight Committee to stay within the scope of those parameters. Allocations for Measure O funds as listed are reflective of the changes.

RODEO-HERCULES FIRE PROTECTION DISTRICT
FY2024-25 BUDGET
MEASURE O

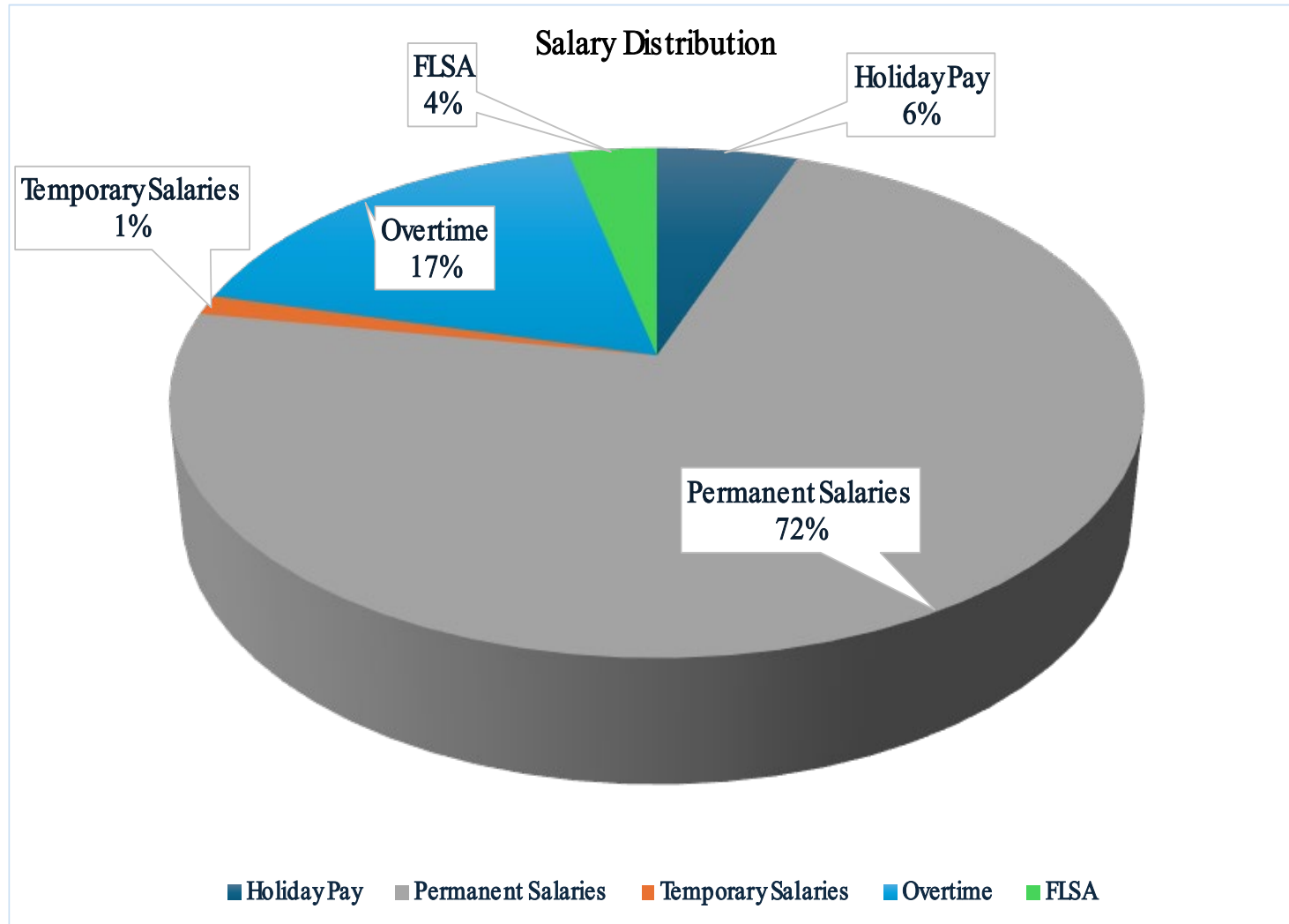
DESCRIPTION	GL CODE	ADOPTED BUDGET FY2022-23	AUDITED ACTUAL FY2022-23	ADOPTED BUDGET FY2023-24	UNAUDITED ACTUAL FY2023-24	PROPOSED FY2024-25
Opening Fund Balance 07/01/24					\$ 968,133	\$ 1,110,390
REVENUE	9066	\$ 2,584,204	\$ 2,584,327	\$ 2,645,510	\$ 2,647,187	\$ 2,725,107
EXPENSES						
Permanent Salaries	1011	\$ -	\$ -	\$ 1,574,451	\$ 1,576,876	\$ 1,574,451
CCCERA-UAAL Payment	1044	\$ 1,684,896	\$ 1,684,896	\$ -	\$ -	
Group Insurance-Active	1060	\$ 505,639	\$ 429,230	\$ 119,573	\$ 118,346	\$ 119,573
OPEB Matching Funds	1060	\$ -				
Group Insurance-Retiree	1061	\$ 360,000		\$ 83,500	\$ 80,391	\$ 83,500
CCCYPD Dispatch Services	2110			\$ 164,715	\$ 170,953	\$ 175,000
Apparatus Finance Payment	2250			\$ 100,000	\$ 100,000	\$ 100,000
Fire Prevention	2310			\$ 99,000	\$ 84,577	\$ 140,000
Alerting System for Stations	2474			\$ 220,000	\$ 210,597	
EMS Training for Personnel	2310			\$ 42,000	\$ 42,580	\$ 42,000
Bathroom Remodels					\$ 96,322	
Carpet Replacement					\$ 14,573	
Kitchen Remodels						\$ 165,000
Computer Replacement						\$ 35,000
AFG Matching Funds-Radios						\$ 26,000
AFG Cardiac Monitors						\$ 22,000
Modular Facilities/Training Room						\$ 30,000
Station 75 HVAC						\$ 17,000
Community Education & Engagement						\$ 20,000
County Collection Fee		\$ 10,000	\$ 9,537	\$ 10,000	\$ 9,716	\$ 10,000
TOTAL EXPENDITURES		\$ 2,560,535	\$ 2,123,663	\$ 2,413,239	\$ 2,504,930	\$ 2,559,524
FISCAL YEAR REMAINING BALANCE		\$ 23,669	\$ 460,664	\$ 232,271	\$ 142,257	\$ 165,583
PROJECTED FUND BALANCE MEASURE O 07/01/25					\$ 1,110,390	\$ 1,275,973

C. Fire District Expenditures

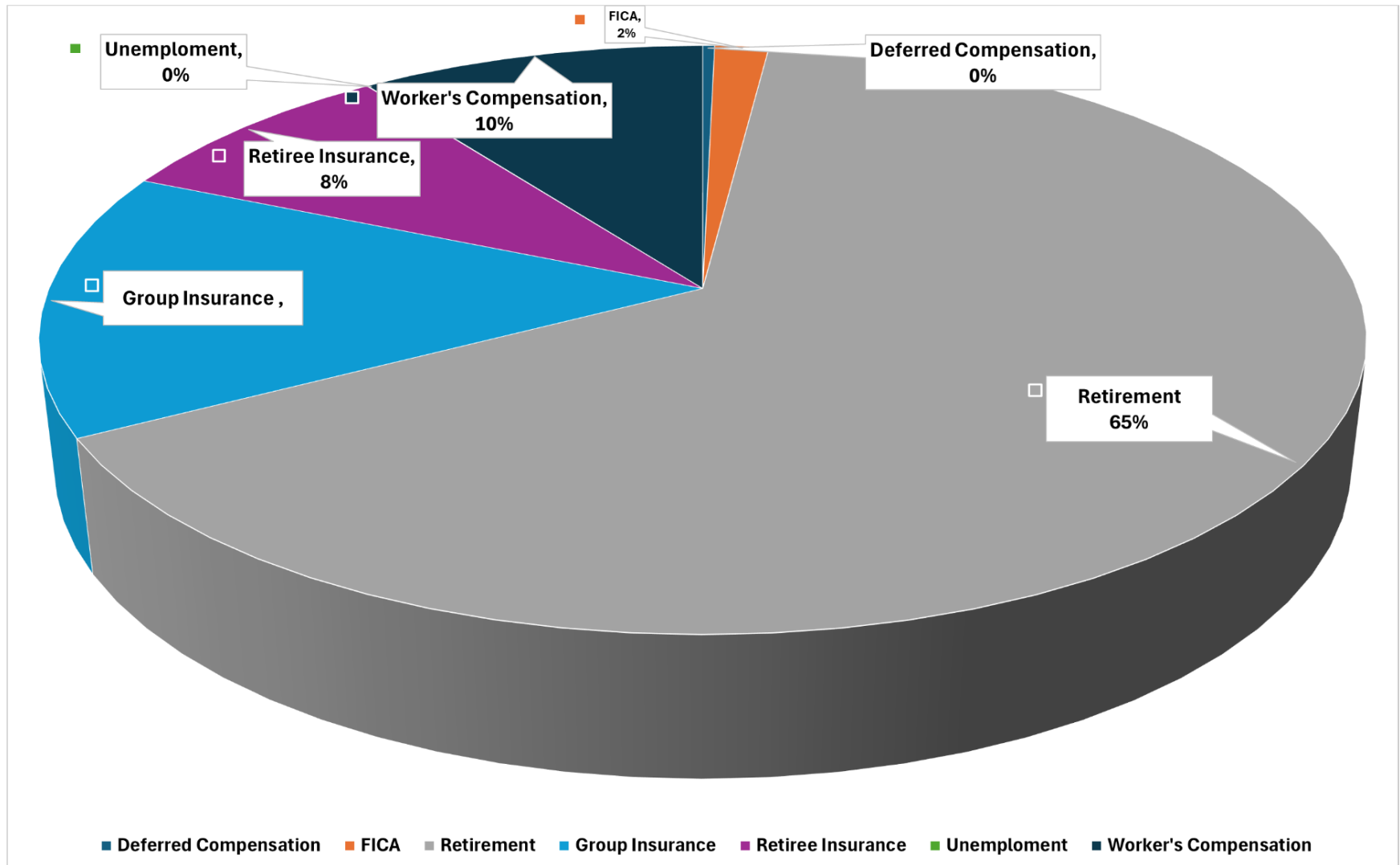
As discussed within this document, the Budget for FY 2024-25 is based on maintaining the Fire District's two station configuration, as fully staffed, and accounts for and a 5% increase in salaries and benefits. The total projected expenditures for FY 2024-25 are \$10,523,265

(continued on next page)

DESCRIPTION	23-24 REVISED BUDGET	23-24 UNAUDITED 06/30	PRELIMINARY 2024-25	PROPOSED FINAL	VARIANCE INC/(DEC)
Holiday Pay	218,393	215,333	228,065	228,065	4.43%
Permanent Salaries	3,063,138	2,970,030	3,252,517	3,252,517	6.18%
Strike Team Reimbursement	-				
Drill/Temporary Salaries	49,000	44,480	49,000	7,280	-85.14%
Overtime	-				
FLSA	137,277	141,765	161,902	161,902	17.94%
Backfill/Ancillary	681,363	812,483	862,300	862,300	26.56%
Strike Team	-	92,218			
Strike Team-FLSA	-	7,920			
Strike Team Reimbursement	-	(160,548)			
BC Coverage Reimbursement				35,000	
Deferred Compensation	14,400	12,900	14,400	14,400	0.00%
FICA	58,000	69,023	66,030	65,932	13.68%
Retirement	2,824,156	2,784,591	2,747,178	2,747,178	-2.73%
Group Insurance	660,757	543,860	620,453	616,459	-6.70%
Group Insurance-Retiree	360,000	313,574	360,000	355,000	-1.39%
Unemployment Insurance	1,000	-	1,000	1,000	0.00%
Worker's Compensation Ins.	441,129	441,129	470,000	420,000	-4.79%
TOTAL SALARIES AND BENEFITS	8,508,613	8,288,758	8,832,845	8,767,033	3.04%
Office Expenses	34,750	28,360	37,646	37,646	8.33%
Books/periodicals/subscriptions	4,000	3,173	4,000	4,000	0.00%
Communications	217,915	221,660	231,476	231,476	6.22%
Utilities	41,495	52,942	49,000	55,000	32.55%
Small Tools and Equipment	10,500	2,827	9,500	8,500	-19.05%
Medical supplies	26,500	7,337	27,800	27,800	4.91%
Food	4,420	4,594	4,420	5,000	13.12%
Clothing & personal supplies	13,440	13,515	13,680	13,680	1.79%
Household expenses	9,100	22,788	9,100	9,100	0.00%
Publications and legal notices	1,300	617	1,300	1,300	0.00%
Memberships	13,482	13,210	9,482	9,482	-29.67%
Rents and leases	203,660	201,233	203,660	203,660	0.00%
Repair & service equipment	41,920	15,242	41,220	41,220	-1.67%
Vehicle repair services	100,000	83,301	90,000	90,000	-10.00%
Reimbursements		(42,118)			
Gas & oil supplies	32,100	13,560	17,100	17,100	-46.73%
Vehicle maintenance-tires	15,000	15,682	15,000	15,000	0.00%
Maint. Radio & electrical equip.	7,380	8,176	7,380	7,380	0.00%
Maintenance building & grounds	36,500	32,227	36,500	36,500	0.00%
Employee travel expenses	5,400	2,349	5,400	5,400	0.00%
Professional/Specialized services	440,864	510,627	541,843	617,642	40.10%
Data processing service	4,200	14,238	18,324	18,324	336.29%
Data processing supplies	323	-			-100.00%
Information security	4,620	395	4,620	4,620	0.00%
Insurance	97,509	100,096	123,283	123,283	26.43%
Firefighting supplies	98,458	43,640	96,940	96,940	-1.54%
Recreation/Physical Fitness	2,600	1,114	2,600	2,600	0.00%
Educational Supplies & Courses	32,763	15,704	41,039	41,039	25.26%
Other Special Departmental Expenses	4,270	10,902	8,540	8,540	100.00%
Interest on Notes & Warrants	1,000		1,000	1,000	0.00%
Tax Assessments	23,000	19,455	23,000	23,000	0.00%
Total Services & Supplies Expenses	1,528,469	1,416,847	1,674,853	1,756,232	14.90%
Total Operational Expenses	\$ 10,037,082	\$ 9,705,605	10,507,698	\$ 10,523,265	4.84%



BENEFITS DISTRIBUTION



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D. Revenues vs. Expenditures

DESCRIPTION	PRELIMINARY BUDGET	FINAL BUDGET	INC/(DEC)
REVENUES	\$ 10,180,371	\$ 10,240,388	\$ 60,017
EXPENSES	\$ 10,507,698	\$ 10,523,265	\$ 15,567
Personnel	\$ 8,832,845	\$ 8,767,033	\$ (65,812)
Supplies and Services*	\$ 1,674,853	\$ 1,756,232	\$ 81,379
SURPLUS(DEFICIT)	\$ (327,327)	\$ (282,877)	

E. Fire District Fund Balances

	7800 GENERAL FUND	7801 CAPITAL	7812 MEASURE O	7822 HERCULES DIF	8514 RDO DIF	TOTAL
FUND BALANCE 7/1/2023	\$ 5,936,839	\$ 117,125	\$ 968,133	\$ 185,033	\$ 20,612	\$ 7,227,742
REVENUES*						
Property Taxes	\$ 5,304,382					
Benefit Assessment	\$ 1,363,968					
Intergovernmental	\$ 797,452			\$ 7,938		
Measure O			\$ 2,647,187			
Other	\$ 137,502	\$ 3,971				
EXPENDITURES*						
Salaries & Benefits	\$ (6,513,146)		\$ (1,775,613)			
Services & Supplies	\$ (1,029,040)		\$ (407,826)	\$ (33,310)		
Capital Improvements		\$ (1,145)	\$ (321,492)			
Committed Expenditures	\$ (274,701)					

FUND BALANCE 07/01/2024	\$ 5,723,256	\$ 119,951	\$ 1,110,389	\$ 159,661	\$ 20,612	\$ 7,133,869
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*UNAUDITED

If all projections are correct (including operating expenditures, capital, and revenues) the projected fund balance for all funds as of July 1, 2025 would be approximately \$6,477,992.

VI. GENERAL FUND EXPENDITURES

The Proposed Budget expenditures assume the Fire District is operating at full staffing. The Fire District is currently not at full staffing but does anticipate a full staffing complement to provide permanent employees to the two-station configuration for the majority of the 2024-25 fiscal year.

VIII. DEVELOPMENT IMPACT FEES:

A development impact fee is a monetary fee that a local government agency charges to an applicant in connection with the approval of a development project for defraying all or a portion of the cost to mitigate impacts created by new development adequately. The legal requirements for the enactment of the development impact fees program are outlined in Government Code §66000 under the Mitigation Fee Act. The City of Hercules and Contra Costa County Department of Conservation and Development currently collect fees on behalf of the Fire District. The Fire District's current adopted fee structure established by a Fire Facilities Impact Fee Study is as follows: Single Family Homes: \$1,817, Multi-Family Home: \$1120.00, Accessory Dwelling Unit: \$849.00, Commercial: \$0.91 per square foot, Office \$01.21 per square foot, Industrial \$0.52 per square foot and Hotel \$110.00 per room. Fees that are collected by the Fire District must be held in a separate account and accounted for in a different revenue and expense balance sheet.

Annual report: §66006 (b)(1) requires that once each year, within 180 days of the close of the fiscal year, the local agency must make available to the public the following information for each separate account established to receive impact fee revenues. No Developer fees are anticipated for the 2024-25 budget cycle. This may be adjusted if projects come to fruition earlier than anticipated. Some DIF fees remain within the fund balance and are anticipated to be utilized as shown on the following page.

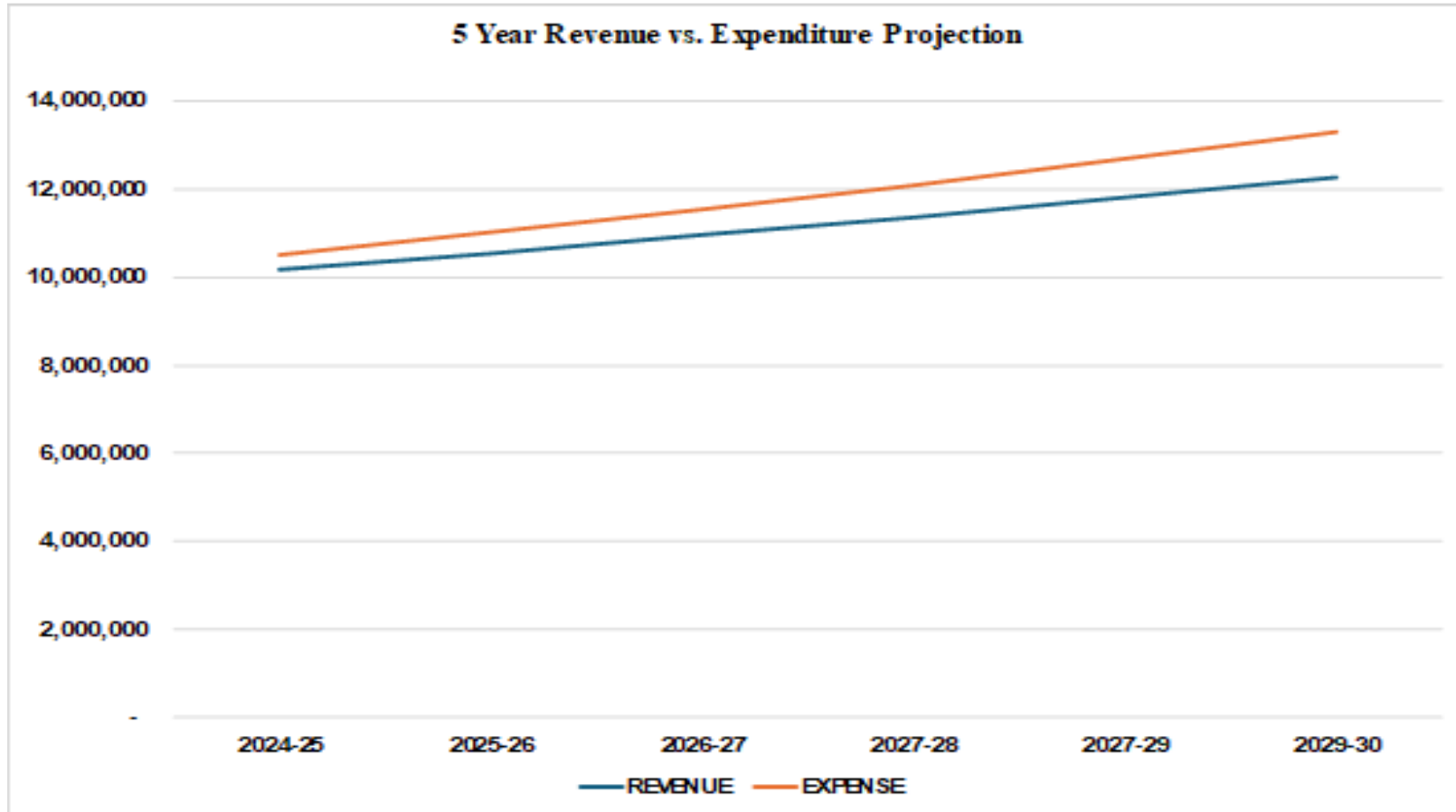
2024-2025 DEVELOPMENT IMPACT FEE EXPENDITURES

FY 2024-25 FIRE FACILITIES FEE REVENUES AND EXPENDITURES			
DESCRIPTION	ADOPTED BUDGET FY2023-24	PROJECTED ACTUAL FY2023-24	PRELIMINARY 2024-25
OPENING FUND BALANCE JULY 1, 2024			
Hercules DIF	199,815	\$ 7,938	
Rodeo DIF	20,612		
	<u>220,427</u>		
EXPENDITURES			
Outfitting of new emergency staff vehicle	50,000	33,310	
TOTAL	50,000	33,310	

IX. FIVE YEAR REVENUE & EXPENDITURE PROJECTIONS

Preparation of the Final Budget included creating Five-Year Revenue and Expenditure Projections to provide the Board and Staff with a roadmap for financial decisions and policy.

The district prepares a 5-year financial forecast which shall be updated from time to time with unexpected changes in economic conditions or other circumstances.



**RODEO-HERCULES FIRE PROTECTION DISTRICT
Five-Year Projections for Revenue and Expenditures**

	PROJECTED- FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30
Property taxes	5,182,857	5,442,000	5,714,100	5,999,805	6,299,795	6,614,785
Special Tax/Fire (Benefit Assessment)	1,363,968	1,363,968	1,362,081	1,362,081	1,362,081	1,362,081
Inter Gov. Revenue	868,831	912,273	957,886	1,005,780	1,056,070	1,108,873
Measure "O"	2,725,107	2,793,235	2,877,032	2,963,343	3,052,243	3,143,810
Other District Revenue	99,625	101,618	103,650	105,723	107,837	109,994
TOTAL GRAND REVENUE	10,240,388	10,613,093	11,014,749	11,436,732	11,878,026	12,339,543
Expenditures						
Salaries and Benefits	8,767,033	9,205,385	9,665,654	10,148,937	10,656,384	11,189,203
Services and Supplies Expenditures	1,756,232	1,826,481	1,899,540	1,975,522	2,054,543	2,136,724
TOTAL EXPENDITURES	10,523,265	11,031,866	11,565,194	12,124,459	12,710,926	13,325,927
Change in Revenue and Expenditures	(282,877)	(418,773)	(550,446)	(687,727)	(832,901)	(986,384)

Assumptions:

Property Tax Revenue for FY2024-2025 will increase by 3% and continue to increase by 5% going forward.
 Special Tax/Benefit Assessment will remain flat based on prior year experiences
 Measure "O" will increase by 2.5% for FY2025-26 and increases 3% subsequent years
 Salary and Benefit increases by 5% because of MOU change and other benefit increases
 Services and Supplies Increase by 4% in 2024-25, 3.1% 2025-26 and 3.1% in subsequent years (Source U.S Bureau Labor Statistic CPI)
 This schedule does not include the Capital Expenditures proposed in the FY2024-2025 budget.
 This schedule assumes the Philips grant will continue to subsidize the District budget for the next 5 years

Note:

If high inflation persists longer than expected or if the Federal Reserve policy causes greater pullback by business or individuals, the economy could tip into a mild recession. This could lead to steeper decline in the housing market which has negative effect in the districts major source of revenue which is the property tax.

RESOLUTION 2024-25**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RODEO HERCULES FIRE PROTECTION DISTRICT ADOPTING A BUDGET FOR THE 2024-25 FISCAL YEAR**

WHEREAS, the CA H&S §13895 requires that on or before October 1st of each year, a district board shall adopt a final budget which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with §1031.1) of, and Article 1 (commencing with §1121) of Subchapter 4 of Chapter 2 of Division 2 of Title 2 of the California Code of Regulations. If the Board is unable to adopt a budget before the deadline, the previous fiscal year budget will remain in place until a preliminary budget is adopted.

WHEREAS, the preliminary and final budget for the 2024-2025 fiscal year has been prepared in compliance with the Health and Safety Code of the State of California; and

WHEREAS, the preliminary and final budget cycles are hereby consolidated into a single final cycle and publication for the 2024-25 fiscal year; and midyear budgetary amendments will be brought to the Board in February 2025; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The Final Budget for the Rodeo Hercules Fire Protection District for the fiscal year beginning July 1, 2024 and ending June 30, 2025, is hereby adopted by the Board of Directors of the Rodeo Hercules Fire Protection District as set forth and shall serve as both the Preliminary and Final Budget.

IF ANY PART OF THE RESOLUTION OR ANY ATTACHMENTS TO IT are for any reason determined to be invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of this Resolution or its attachments, and the Board hereby declares that it would have adopted this Resolution, and each section, subsection, sentence, clause, and phrase hereof, irrespective of any one or more sections, subsections, sentences, clauses or phrases being declared invalid or unconstitutional. The foregoing Resolution was duly and regularly adopted at a regular meeting of the Rodeo-Hercules Fire Protection District Board of Directors meeting held on the 11th day of September 2024, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

Delano Doss, Chairperson

ATTEST:

Kimberly Corcoran, Clerk of the Board

TO: BOARD OF DIRECTORS
FROM: RICHARD D. PIO RODA, DISTRICT COUNSEL
BY: JULIET E. VAUGHN, ASSOCIATE
DATE: SEPTEMBER 11, 2024
RE: ADOPTION OF INFORMAL BIDDING PROCEDURES

I. RECOMMENDATION

Staff recommends the Board waive full reading and introduce an ordinance adopting informal bidding procedures in accordance with the Board's adoption of the Uniform Public Construction Cost Accounting Act.

II. ANALYSIS

At the August 14, 2024 meeting, the Board of Directors approved a Procurement Policy adopting the Uniform Public Construction Cost Accounting Act (Act). The Act was created in 1983 as an alternative bidding procedure to the requirements of the California Public Contract Code and is designed to reduce costs, expedite the award process, reduce inefficiencies, and to streamline the administration of smaller public construction projects.

The Act provides for alternative bidding procedures when an agency performs public projects. For example, public projects of \$200,000 or less may be let to contract by the informal bidding procedures set forth in the Act. A public agency subject to the Act is required to adopt informal bidding procedures. The ordinance must include the following:

(a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2) below, or both.

(1) The District will maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list will be in accordance with the standard determined by the Uniform Public Construction Cost Accounting Act commission. All contractors on the list for the category of work being bid will be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to the ordinance must be completed not less than 10 calendar days before bids are due.

(2) The District may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in PCC Section 22036.

(b) The notice inviting informal bids must describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

Economic Impact: None applicable.

Environmental Considerations: The proposed actions are administrative and not subject to the California Environmental Quality Act (CEQA).

Attachments:

1. Proposed Ordinance adopting informal bidding procedures

ORDINANCE NO. 2024-02

**ORDINANCE ADOPTING PUBLIC PROJECTS—INFORMAL BIDDING
PROCEDURES TO THE RODEO HERCULES FIRE PROTECTION DISTRICT
ORDINANCE CODE TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER
THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

The Directors of the Rodeo Hercules Fire Protection District (“District”) find and determine as follows:

A. The District is authorized by the Fire Protection District Law of 1987 (Health & Safety Code §13800 et seq.) to provide public services and facilities related to the provision of fire protection and emergency services within the District's service area.

B. The Uniform Public Construction Cost Accounting Act (Public Contracting Code Section 22000 et seq.), establishes a uniform cost accounting standard for public project construction work performed or contracted by local public agencies.

C. On August 14, 2024, the District adopted a resolution to subject itself to the Uniform Public Construction Cost Accounting Act’s Procedures and desires to now adopt the necessary informal bidding procedures by ordinance as required by Public Contract Code Section 22034.

D. In order to take advantage of the informal bidding procedures set forth in the Uniform Public Construction Cost Accounting Act, Public Contract Code Section 22034 requires that the District adopt an ordinance establishing bidding procedures for public projects.

NOW, THEREFORE, the Board of Directors of the Rodeo-Hercules Fire Protection District does ORDAIN as follows:

SECTION 1

1.1 Informal Bid Procedures

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, *et seq.*, of the Public Contracting Code.

1.2 Contractors List

The District shall comply with the requirements of Public Contract Code Section 22034.

1.3 Notice Inviting Informal Bids

Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1.3.1 Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 1.2.

1.3.2 Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District when soliciting bids, provided however:

- (a) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

1.4 Award of Contract

The Fire Chief of the District is authorized to award informal contracts pursuant to this Section.

Section 2. Severability

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, unconstitutional or unenforceable, such holding shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases is for any reason held invalid, unconstitutional or unenforceable.

Section 3. CEQA

The Board finds this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act of 1970 ("CEQA") per CEQA Guidelines Section 15308, Actions by Regulatory Agencies for Protection of the Environment.

Section 4. Effective Date

This Ordinance shall take effect thirty (30) days after its adoption. The Secretary of the Board is directed to publish and/or post this Ordinance as required by law.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Ordinance No. 2024-02 was duly and regularly adopted by the Directors of the Rodeo Hercules Fire Protection District, at a regular meeting thereof, held on the 11th day of September 2024 by a ____ vote as follows:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

Delano Doss, Chair of the Board

ATTEST:

Kimberly Corcoran, Administrative Services
Rodeo Hercules Fire Protection District



RODEO-HERCULES FIRE PROTECTION DISTRICT

MEASURE O OVERSIGHT COMMITTEE MEMBERSHIP APPLICATION

COMMITTEE'S PURPOSE

The purpose of the Measure O Oversight Committee is to receive, review, and advise the Board upon the Annual Report.

APPLICATION INSTRUCTIONS

Please complete and submit this Membership Application with a current resume and a personal statement why you want to serve on the Oversight Committee and what special areas of expertise or experience you think would be helpful to the Committee. Please submit Membership Application and supporting documents to: Clerk of the Board, Kimberly Corcoran, Rodeo Hercules Fire Protection District, 1680 Refugio Valley Road, Hercules, CA 94547.

Name Tanya Little	Home Address [REDACTED]
Home Phone n/a	Mobile Phone [REDACTED]
Email [REDACTED]	

GENERAL MEMBERSHIP REQUIREMENTS	YES	NO
Do you live within the boundaries of RHFPD?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you an elected official?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you an employee or official of RHFPD? (No employee or official shall be appointed to the Oversight Committee)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a vendor, contractor or consultant of the RHFPD?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you serve a minimum of a two year term?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can you attend meetings that occur within the District?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you know of any reason such a potential conflict of interest, which would adversely affect your ability to serve on the Oversight Committee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SIGNATURE OF APPLICANT

By signature, the Membership Application answers, current resume, including experience, how you feel you would contribute to the Oversight Committee and personal statement are true and complete to the best of my knowledge.

NAME: Tanya Little

SIGNATURE: *Tanya Little*

DATE: August 16, 2024

Tanya Z Little

State of CA Executive, Retired

My goal is to use my 20+ years' experience in leadership roles to carry out the Measure O Committee mission set by Resolution 2016-04 for the Rodeo-Hercules Fire District.

Experience

2023 - Current

Trustees Chair *Downs Memorial United Methodist Church*

As a volunteer, manage, maintain, oversee, and protect all church property & equipment. Recently completed a \$38.5K water remediation and restoration project. Manage a volunteer team of seven trustees. Serve on behalf and with the Pastor, Church Council, and Finance Committee to carry forward the local and global church missions.

2022 – Current

Fitness Trainer *Hercules Senior Center*

Serve as a volunteer Fitness Trainer leading low impact exercise and Guang Ping Yang Taiji classes for seniors for up to 35 seniors with varying abilities.

2020 –Current

Social Justice Advocate *PHREED & Downs Church*

Cofounder of Pinole, Hercules Rodeo, El Sobrante for Equity & Diversity (PHREED). Organize community via Zoom meeting to engage local government and law enforcement regarding the optics of policing policies. Engage school districts and Phillips 66 on addressing the needs of the populations they serve. Social Justice Ministry Leader at Downs Memorial Church. Organize and coordinate with district and local church members to educate parishioners of state and local ballot measures.

Education

2020 – 2022

Fitness Trainer Certificate

Contra Costa College, San Pablo

2001 – 2007

B.A. Liberal Studies

California State University, Hayward

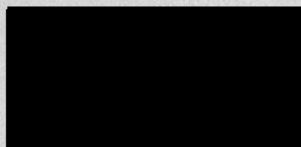
A.A. Liberal Studies

Contra Costa College, San Pablo

Skills

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

Contact



Tanya Z Little

State of CA Executive, Retired

Experience

2019 - Current

Officer *Friends of the Hercules Senior Center*

Manage a nonprofit founded to raise funds to provide support for city programs offered at the Hercules Senior Center. Manage a volunteer staff of 40 students and adults to host Breakfast with Santa, an annual community wide fundraiser.

2012 – Current

Officer *Bay Pointe at Refugio Valley HOA*

As a volunteer, oversee the management company responsible to manage, maintain, oversee, and protect property for a 267 condo/townhome complex where I reside.

1975 – 2019

Executive *Department of General Services & State Service*

Appointed by Governor Brown to business development program manager in 2014. I served as Assistant Chief for Office of Small Business & DVBE Services, and as Customer Service Manager of the telephone service center at the former Victim Compensation & Government Claims Board. I proudly served a 31-year career at the Department of Motor Vehicles. During my tenure, I rose through the ranks and ultimately managed the Oakland Claremont, El Cerrito, Pittsburg, and Concord offices. I began my supervisory career as a section supervisor at the San Francisco field office.

Contact



TANYA LITTLE

STATEMENT OF INTEREST MEASURE O OVERSIGHT COMMITTEE

August 19, 2024

Rodeo-Hercules Fire Protection District
Board of Directors
1680 Refugio Valley Road
Hercules, CA 94547

Dear Board of Directors,

I am writing to express my interest in Rodeo-Hercules Fire Protection District (District) Measure O Oversight Committee (Committee). It is important to me that the District have a Committee quorum to promote continuity during the annexation process. I believe my state government executive experience, academic qualifications, and ability to objectively evaluate facts and data position me as a strong candidate.

You will find my qualifications, experience, and discernment as added value to the District. I have led collaborative teams. I have participated in task forces and committees to implement long and short-term goals and strategies. At the state's Department of General Services, I retired as Governors' Brown's and Newsom's appointee to Small Business Development. As an executive in the Office of Small Business and DVBE Services, I developed regulations, policies, and procedures to enact statutes governing small business certification qualifications, compliance, and enforcement. I have managed first-line supervisors and staff. I oversaw building and grounds maintenance to ensure public safety in the Bay Area Department of Motor Vehicles (DMV) office locations under my authority. My DMV experience let to interacting with a wide variety of the public from various socio-economic levels in life. I currently volunteer for two nonprofit organizations in executive positions. I am also an active member of West County's senior community as a volunteer Tai Chi and Low Impact exercise instructor.

I have begun to familiarize myself with the Measure O Committee's bylaws, mission, and objectives. If selected, I will collaborate collectively with committee members using the bylaws to direct our activities. I will maintain communication with and will seek the support of the Fire Chief and Board Chair to ensure the committee achieves its mission. I, and the committee, will continue to ensure transparency about the Committee's evaluation of the District's Measure O Ordinance of November 2016 compliance.

If selected for this position, I believe you will welcome my leadership skills, professionalism, diplomacy, creativity, transparency, and purposeful attributes.

Sincerely,



Tanya Little
Hercules Resident

Great Organizations demand a high level of commitment by the people involved ~ Bill Gates



Redwood
Public Law

Measure O Oversight Committee

Role and Responsibilities

Juliet E. Vaughn | September 11, 2024



Redwood

Public Law

At a previous regular meeting of the Board of Directors, the Board requested a legal review and analysis of the Committee's role, responsibilities and authority as prescribed by the Measure O enacting ordinance and the Committee's Bylaws.

Authority Establishing Measure O Oversight Committee

Measure O was passed on November 6, 2016 (Ord. No 2016-1).

Section 4 of the Ordinance provides that the Board of Directors shall appoint members to an independent oversight committee (the “Committee”) to review and advise the Board on the Annual Report.



Committee Bylaws

- The Bylaws, which cannot be in conflict to the controlling law that is the Ordinance, were approved by resolution of the Board on July 10, 2019.
- Section II of the Bylaws states the Committee's mission is to independently review and inform the public and the Board about the expenditure of parcel tax revenues.
- The advice to the Board is through a public report on proper expenditures of the taxpayers' monies in accordance with the stated purposes of the Measure O parcel tax.
- The Committee is subject to the Brown Act and Robert's Rules of Order
 - Individual Committee members cannot speak on behalf of the Committee (unless authorized to do so by a majority vote of the Committee's members)



Committee Bylaws, Cont'd.

- Section V:
 - Advising the Board whether the District is in compliance with Measure O
 - Communicating with the Community on Measure O
 - Issuing an Annual Report of its activities to the Board, presented within 60 days of the Committee receiving the independent auditor's annual report and the Fire Chief's annual report required by Measure O
 - Preparing and approving other progress reports and recommendations regarding Measure O to the Fire Chief, Board, and the public



Duties and Responsibilities

Pursuant to the express terms of the Ordinance, the Committee's duties and responsibilities are limited to the review, recommendation, and public reporting on the proper expenditure of the taxpayers' monies in accordance with the stated purposes of the Measure O Parcel Tax.

The authority vested in the Committee is prescribed by the Ordinance and provides for no other authority over District business unrelated to Measure O.



Rodeo-Hercules Fire Protection District
MEMORANDUM

To: Board of Directors, Rodeo-Hercules Fire District
From: Rebecca Ramirez, Fire Chief
Subject: Fire Chief's Report
Date: September 11, 2024

Labor Relations /Personnel

We have concluded our firefighter recruitment and have a new Firefighter in the hiring process. We wish Fire Marshal Bill Lellis a happy retirement and thank him for his decades of dedicated service.

Reporting: Chief Ramirez

Operations

08/22 E75 responded to a vehicle fire in the Viewpoint area. Upon arrival crews found a fully involved car fire which was rapidly extinguished.

08/23 Q76 responded to Rodeo for an exterior fire ignited by a juvenile. The fire was quickly brought under control by Q76 and ConFire E73. A ConFire investigator sponsored the juvenile into the ConFire fire setters' program.

Reporting: Chief Ramirez

Training

Crews participated in a two-day course for professional development for company officers and one day multi-jurisdictional command and control class "Calm the Chaos." The training focused on how to safely and effectively command and control moderate to large level incidents. Training in El Sobrante search and rescue of downed Firefighter with ConFire and Richmond. ConFire hosted 75 and 76 crews in a multi company drill at an acquired building where crews simulated a large commercial structure fire with multiple rescues inside.

Reporting: Chief Ramirez

Facilities/Equipment

Sidewalk repair complete at station 76, courtesy of the City of Hercules. Kitchen and training room renovations are undergoing bidding process pending passage of procurement ordinance.

Reporting: Chief Ramirez

Fleet Management

All apparatus back in District. Q76 scheduled for aerial inspection and certification late Sept.

Reporting: Chief Ramirez

Grants/Reimbursements

A mini-grant application for bicycle helmets to be given away at the open house has been submitted to Supervisor Glovers' office for consideration. Two grants under the Assistance for Firefighting Grant (AFG) with FEMA have been submitted for cardiac monitors and portable radios. Award announcements have begun. Awards on previously submitted HSGP for Thermal Imaging Cameras (TIC) expected in December.

Reporting: Chief Ramirez

Community Risk Reduction and Fire Prevention

Weed abatement continues with the assistance of CSG Consultants. Over 20 letters were mailed with either a first notice or final notice to abate weeds. Many previously noticed property owners have complied by cutting weeds and removing other fire hazards. Inspectors continue to reinspect and update their records as the weeks progress. First Due software is being used for plan check and inspections and it will soon have the ability to accept credit card payments once the county completes setting up our new bank account. We continue to work with the developers and subcontractors at Owl Ranch as they move forward with building homes, and we are assisting an architect on a project at St. Patrick School.

Continue to coach and mentor the community through wildfire awareness and education measures. Significant success with two property owners on 7th Street abutting the Rodeo Citizens Association property, who made tremendous progress improving their properties. There is still work that can be done to improve conditions, but their accomplishments are very commendable. Staff continue to work with the community to gain Firewise neighborhood recognition. Focused efforts are 7th Street, Lilac, Violet, Mulberry, Victoria by the Bay, Foxboro Heights, Foxboro Downs and Chelsea areas.

Continue to work with Phillips 66 staff to develop a plan, prioritize and seek opportunities to make improvements on properties within the refinery and bordering the community. Some significant gains were made this year with fire trails and abatement along properties bordering California St., Springwood Ct., Viewpoint Blvd. and Donald Dr. Fire trails north Violet and east of Lilac have been significantly improved. Signage is being added to strategic locations to help clearing identify access points, which can help improve response times.

Continue to work with West Contra Costa School District to improve areas with dead standing trees at multiple school campuses.

Reporting: Chief Ramirez

Fiscal Stabilization/Budget

Defer to final budget presentations.

Reporting: Chief Ramirez

Community Activities/Meeting

The Chief attended Phillips CAP and the RMAC monthly meetings. Crews attended Victoria Greens Community School supply handout with HPD.

Reporting: Chief Ramirez



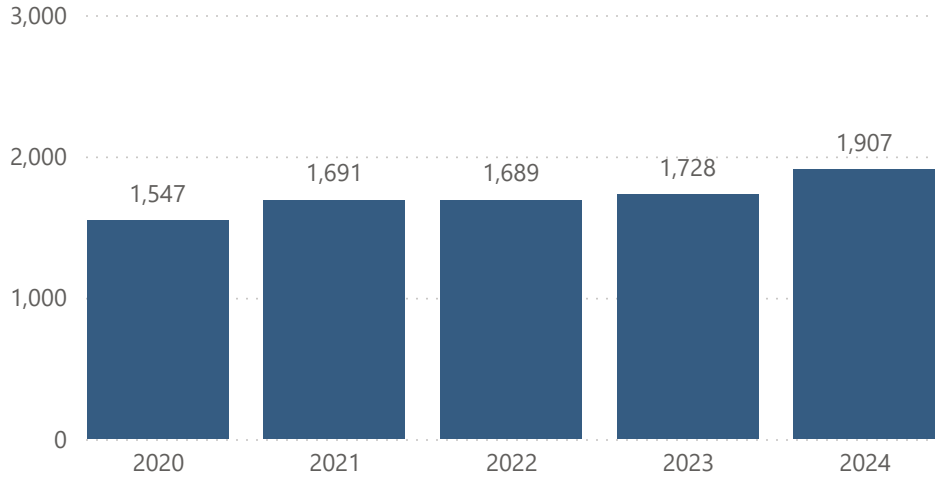
INCIDENT REPORT

JULY 2024

Rodeo Hercules Fire Department Incident Snapshot July 2024

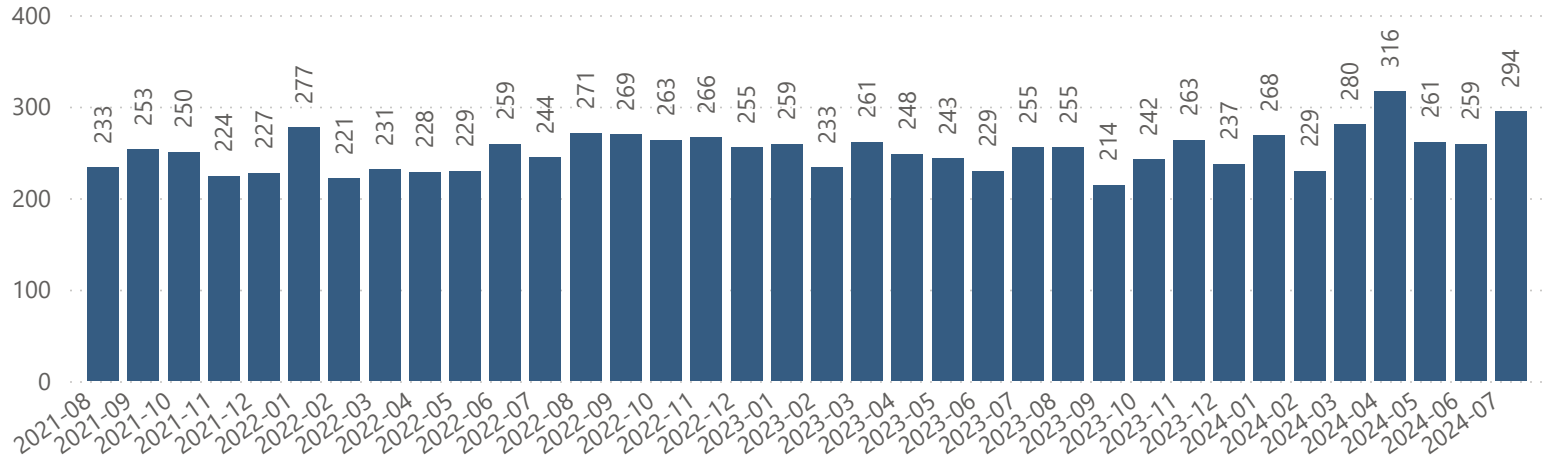
Number of Incidents Year to Date

Year Over Year - January to July



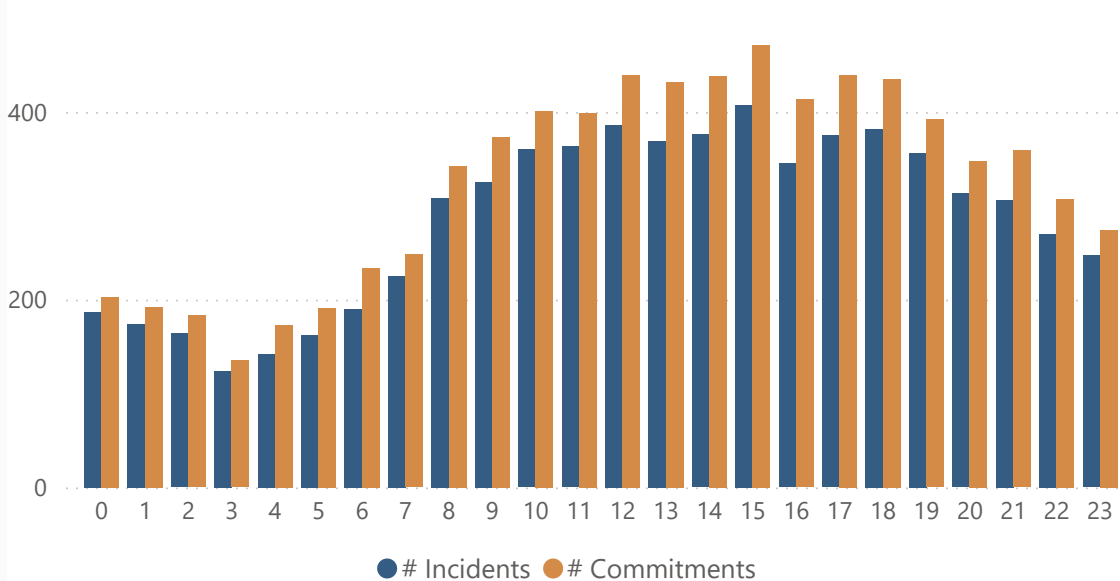
Number of Incidents by Month

Last 36 Months



Number of Incidents and Number of Engine and Truck Commitments

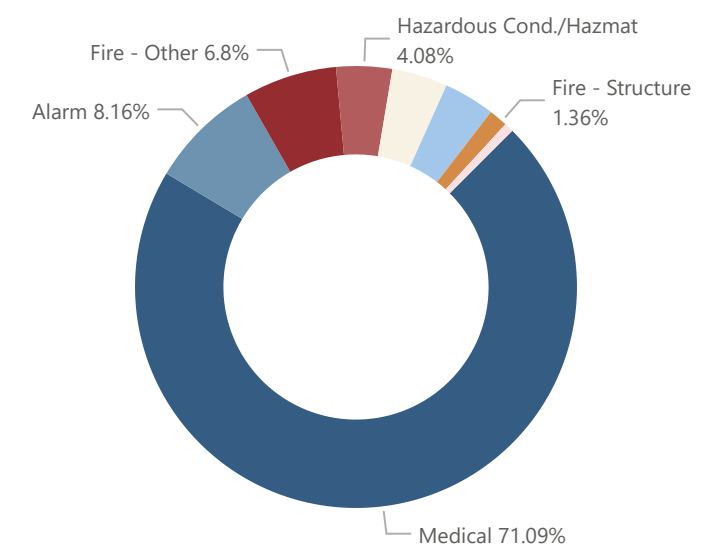
by Hour of Day Over 36 Months



Number of Incidents by Type

July 2024

Type	Incidents	Percentage (%)
Medical	209	71.09%
Alarm	24	8.16%
Fire - Other	20	6.80%
Hazardous Cond./Hazmat	12	4.08%
Vehicle Accident	12	4.08%
Assist/Service	11	3.74%
Fire - Structure	4	1.36%
Fire - Vegetation	2	0.68%
Total	294	100.00%

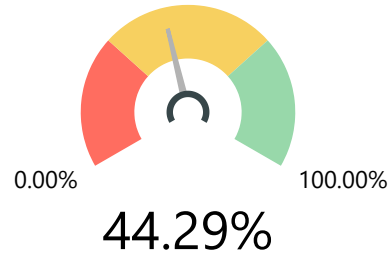


Rodeo Hercules Fire Department
Incident Snapshot July 2024

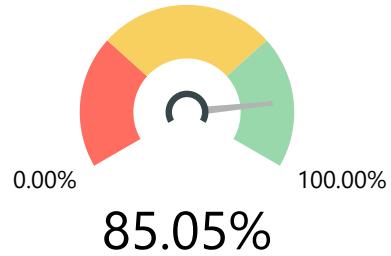
Compliance for Engines and Trucks Responding to Fire Emergencies in Rodeo Hercules When First On Scene

Last 12 Months

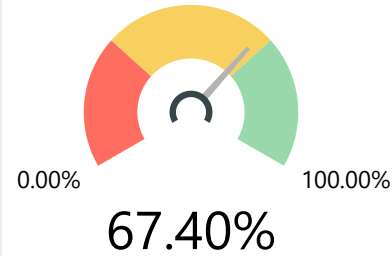
Call Processing
 Benchmark: 00:01:00



Turnout
 Benchmark: 00:02:20



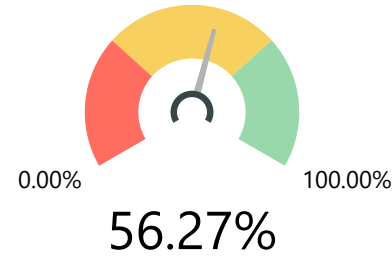
Total Reflex
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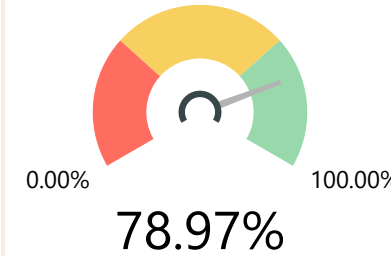
Compliance for Engines and Trucks Responding to EMS Emergencies in Rodeo Hercules When First On Scene

Last 12 Months

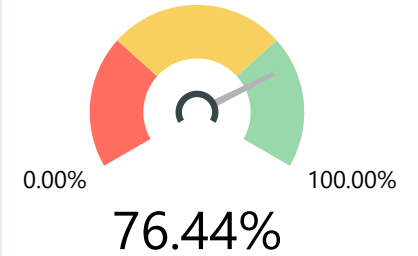
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Turnout
 Benchmark: 00:02:10



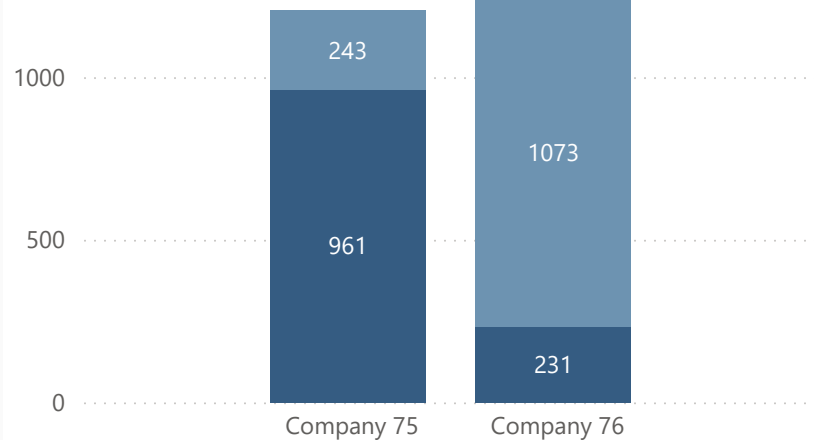
Total Reflex
 Benchmark: 00:09:00



Count of Runs by Rodeo-Hercules Units to Each Rodeo-Hercules Station Area

Last 12 Months

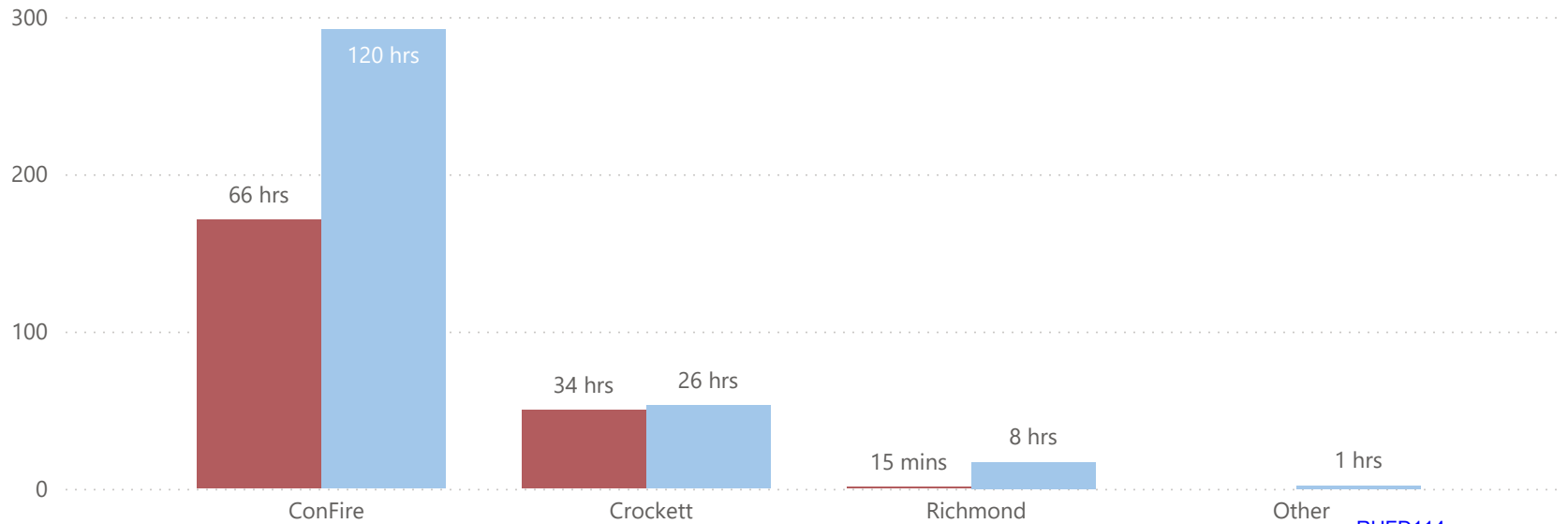
Station Area ● 75 ● 76



Auto aid Given and Received

Number of Unit Runs - Last 12 Months

● Given ● Received



BOARD ORIENTATION TABLE OF CONTENTS

TAB	DOCUMENTS INCLUDED
Welcome Letters	<ul style="list-style-type: none"> • Letter from Fire Chief with email address, contact info, invitation for a Station tour, ride along with crew, meeting with Fire Chief and current Board Chair • Letter from attorney outlining responsibilities and requirements
Board Responsibilities	<ul style="list-style-type: none"> • Memo re Board Responsibilities (with attorney input), to include training, Statement of Economic interests, contact, checking emails
Contact Sheets	<ul style="list-style-type: none"> • Contact information for Board and Administrative Staff • District website
Board Calendar	<ul style="list-style-type: none"> • 12-month Board meeting calendar • Agenda tracker
Organization Chart	<ul style="list-style-type: none"> • District org chart • Fire Department structure and operations 101
Brown Act	<ul style="list-style-type: none"> • Handbook detailing Brown Act rules
CSDA Board Member Handbook	<ul style="list-style-type: none"> • CSDA Handbook
Finance Overview	<ul style="list-style-type: none"> • Memo regarding District Finance, funds, procedures
Budget	<ul style="list-style-type: none"> • 3-4 page budget summary-full budget provided upon meeting with Fire Chief (per recommendation of CSDA)
Measure O	<ul style="list-style-type: none"> • Ordinance 2016-01, Resolution and Bylaws
Code of Ethics & Conduct	<ul style="list-style-type: none"> • Board of Directors Code of Ethics & Conduct
Fire Protection District Law of 1987	<ul style="list-style-type: none"> • FPD Law of 1987
Helpful Links	<ul style="list-style-type: none"> • Websites (including but not limited to rhfd.org, RMAC, LAFCO, City of Hercules, Board of Supervisors)
Glossary	<ul style="list-style-type: none"> • Acronym definitions • Ad hoc committees • Resolution • Ordinance • Fire Service terms

AGENDA ITEM 21

Meeting Date	Agenda Item Description	Priority (Legal or RHFD Required, Board Priority, Closed Session, Board Other, Staff Other)	Responsible Party (Board, Staff, Counsel, etc.)	Report (R), Presentation (P), Resolution (RES), Contract (C), RFP	Item Type (Action, Discussion, Receipt of Report, Information, Public Hearing, etc.)	Status (Completed, ongoing, etc.)	Comments (Requested by, Updates, etc.)
10/23/24	Job Descriptions		Staff		Information		Tentative
10/23/24	AFG Grant Submittal/Authorization to accept award	Board Priority, Staff	Staff	R,Res	Consent / Action		Agree to support previously submitted AFG grant
10/23/24	Possible Update on Waiver of Meas. O Parcel Late Fees	Legal	Staff, Counsel	R, P, RES	Discussion	continued	Follow-up from Aug. Board meeting. Moved from Oct. to Nov. because data needed from County. Resolution only if needed to support changes to Meas O.
09/11/24	Measure O Oversight roles & responsibility	Legal	Legal, Staff	R	Discussion & Possible Action	under developme	Coordinate with Board Ad Hoc for orientation of new
09/11/24	Final Budget Adoption	Board Priority	Staff	R,P	Action		Mike Oliver from SAS to assist.
09/11/24	Appropriations Limit	Board Priority	Staff		Action/consent		
09/11/24	ROPS/P66 taxes-Bob Campbell pesentation	Board	Staff		Discussion/Information		ROPS update and P66 taxes/ item may get split into two separate items
09/11/24	Public hearing on ordinanace for Procurement Policy	Legal	Legalq	R, Ord	Discussion & Action		adopt ordinance on procurement
09/11/24	Proclomation FM Lellis					tentative	
09/11/24	Upute to District Process for Onboarding Directors & Meas. O Committee Members	Board Priority	Orientation/Onboarding ad hoc & Staff	R	Information		requirements are met, individuals and Board are aware of when their term ends. Update moved to Feb
09/11/24	Public Hearing for Fire Prevention				Public Hearing, Action		
09/11/24	Special meeting budget workshop/presentation	Board	Staff	Workshop		planned seeking c	Mike Oliver SAS to assist .
08/14/24	Report back on P66 Revenues	Board	Bowman & Davdison				
08/14/24	Accept 2023 Annual Report	Staff	Staff	Report	Discussion/Information	Tentative	Provide annual report to the Board
08/14/24	Procurement Policy	Board	Staff	R	Discussion & Action		
08/14/24	CSG contract and prevention update				Action		
08/14/24	audit-contract for service or RFP				Discussion & Action		Harswal contract for one year. Could go to RFP if board chooses
08/14/24	BC MOU				Action		
08/14/24	Staff salary adjustment Minute Order				Action		
08/14/24	Support of Ballot Measure regarding Annexation				Discussion & Possible Action		
07/31/24	Resolution to Annex (Special Meeting)	Board Priority	Staff	RES	Action	tentative	Board direction to bring Resolution to Annex for consideration at a future date
07/10/24	Mayor Toms to Discuss Contract for Service with ConFire	Board	Bowman	P	Information/Discussion		Mayor Toms to discuss contract for service w.Confire 6:00
07/10/24	RHFD & City of Hercules participation in "Team up to clean up" project	Board	Bowman	N/A	Discussion		Discuss dates for RHFD sponsor day
07/10/24	MOU-Local 1230: Contract and Resolution	Staff	Staff	P, RES	Discussion & Action		
07/10/24	Amendment to Consulting Services Agreement with MED Enterprises	Staff	Staff	RES & R	Discussion & Action		
07/10/24	Phillips 66 Ad Valorem Property Taxes	Board	Bowman	R	Discussion & Action		
07/10/24	Emergency Procurement for HVAC Unit @75	Staff	Staff	RES & R	Discussion & Action		
07/10/24	Special Meeting re Annexation	Board	Staff	R	Discussion & Action		
06/12/24	RFP or Contract for Auditors & Legal	Board Priority	Staff		Discussion/direction		seek new auditor, discuss legal services
06/12/24	2024/25 FY Budget presentation and adoption	Board Priority	Staff, Financial consultant		Discussion and Possible Action		Board receive and adopt 24-25 FY budget

AGENDA ITEM 21

06/12/24	Election Resolution	RHFD Required	Staff	R	Consent / Action		
06/12/24	County Wildfire Mitigation Program Presentation	Board Priority, Staff	Michelle Rinehart	P	Information/Discussion		Presentation given by CCCFPD re: wildfire mitigation services and accessibility
06/12/24	Special Meeting: Budget 101; Actuarial Basics & Pension Information		Staff	P	Information		
05/15/24	Special Meeting-Con Fire	Board Priority	Staff, Despain, Broschard	presentation	Information/Possible Action		Receive presentation from M. Despain and Chief Broschard.
05/08/24	Measure O Oversight Committee Report to Board		Measure O	R	Discussion and possible action		Measure O Oversight committee annual report
05/08/24	Fire Fuel Breaks Contract		Staff	Contract	Consent/Action	Removed	Removed in favor of COnFire assistnace and Measure X assistnace
05/08/24	Weed Abatement	Board Priority	Staff	R,P	Discussion/possible action		Presentation of weed abatement program
05/08/24	Local Hazard Metigation Program Final and Public Coment period	Board Priority, Staff, Legal	Staff	P	Presentation		LHMP documents out on County website for public comment presentation only
05/08/24	Benefit Assessment Levy	RHFD Required	Staff	R	Consent / Action		
05/08/24	3rd Quarter Budget Review	Board Priority, Staff	Staff	R, P	Information/Discussion		3rd quarter review of the 2023/24 budget.
04/10/24	Report on state mandated fire prevention inspections	Board Priority	Staff, CSG Consultant	R,Res	Discussion and Possible Action	Completed	completion of annual state mandated fire prevention inspections.
04/10/24	Measure O CPI Increase Public Hearing	Board Priority, Legal	Legal	R, Res	Public Hearing, Discussion and Possible Action	Completed	approved
04/10/24	Cal Fire Area Operating Plan AOP	Staff	Staff	R, Res	Consent / Action	Completed/appro	Area Operating Plan for wildfires and large incidents.
03/27/24	Special Meeting CSDA Key Learnings	Board Priority	Consultant and Ad Hoc	Workshop	Discussion & Possible Action	Completed	Workshop facilitated by moderator who will assist Board in prioritizing and implementing key learnings. Moved from Feb. 21.
03/13/24	Public Hearing Fire Prevention Fees	Board, Legal, RHFD, State	Staff	R, P, RES	Public Hearing, Discussion and Pos	Completed	Done Board to hold public hearing and discus and adport updated fire prevention fees and corresponding ordinance. Completed adopted.
03/13/24	Receive 2022-2023 Annual Audit Report	Board, Legal, RHFD, State	Consultant, Staff	R, P	Board Recieves Report	Completed	DONE received
03/13/24	Receive 2022-2023 Measo O Annual Audit Report from Chief	Board, Legal, RHFD, State	Staff	R, P	Board Recieves Report	Completed	DONE Board Received
03/13/24	Agreement for services M.E.D. Enterprises	Board Priority	Board	Res	Discussion & Possible Action	Completed	DONE Consider and approve agreement for services and contract extension for M.E. D Enterprises Michael Despain Completed approved
03/13/24	Agreement for services Stratagic Advisory Services	Staff	Staff	R, Res	Discussion & Possible Action	Completed	DONE Consider and approve agreement for financial services SAS Completed approved
03/13/24	Agreement for services Redwood Public Law	Board Priority	Board/Staff/Legal	R, Res	Discussion & Possible Action	Completed	DONE.Consider and approve agreement for legal services Redwood Public Law Completed Approved
02/21/24	Special Meeting Stratific Plan RFP	Board Priority	Consultant and Ad Hoc	R, P	Discussion & Possible Action	Completed	Done CSDA workshop moved to Mar. 27
02/14/24	Receive Mid-Year Budget Report	Board, Legal, RHFD, State	Staff	R, P, RES	Informational	Completed	DONE. Update from Chief.
02/14/24	Firefighter of the year proclomation	Board	Staff	P	Proclomation	Completed	DONE. Proclomation of FFOTY by Board Chair
02/14/24	Local Hazard Mitigation Program	Board Priority, Staff, Legal	Staff	R	Discussion and Action.	Completed	DONE. District coordinating with City of Hercules. MJLHMP presented in draft and comments received for submission to the County.
02/14/24	Quarterly Report on Future Agenda Items	Board Priority, Staff	Staff and Chair	R	Info. & Discussion.	Completed	Quarterly report approved by Board. Chair to coordinate with Chief discuss moving it to monthly reporting.
02/14/24	Modification to agreement with M.E.D. Enterprises	Board,Staff, Legal	Board	N/A	Discussion poss act	no action	Discuss possible modifications to contract
02/14/24	Measure O Ordinance revisions	Board, Legal, RHFD, State	Board, AdHoc	N/A	Discussion poss act	no action	Discussion
02/14/24	CSDA Key Learning workshop	Board, AdHoc governance	Board, AdHoc	N/A	Discussion poss act	scheduled	Discussion
02/14/24	District EMS Responsibilities	Legal	Staff	P	Information	Completed	DONE. Board seeking clarification of District Responsibilities. Per Chief request move to Feb 2024.
02/14/24	Presentation of Fire Prevention fees	Board, Legal, RHFD, State	Staff	R, P, RES	Informational	Completed	DONE. Public Hearing in Feb. or Mar.
02/14/24	Auto Aid services agreement with Crockett-Carquinez Fire Protection District	Board, Staff, Legal	Staff	R,	Action	Completed	DONE. Approved by Board.

AGENDA ITEM 21

01/31/24	Special Meeting Strategic Plan	Board Priority	Consultant and Ad Hoc	R, P	Discussion & Possible Action	Completed	DONE. Meeting 6pm-8pm. Waiting direction from Mr. Pio Roda on whether a PH is required as Board is considering modifying OPS standards. PH requires 30 day public notice. No PH required.
01/10/24	Consideration of Meas. O Assessment to Unit vs. Parcel	Board Priority, RHFD	Director Davidson	R	Action	no action	DONE. Ad Hoc created for recommendation of a consultant to assist Board in analysis and feasibility.
01/10/24	Financial Stability Considerations for Special Districts	Board Priority	Board, RHFD	R, P, RES,	Action	no action	DONE. Gathering info. from State & National Chapters & Business Affiliates; they hire grant writing agencies. Board Alternate Funding Ad Hoc to present with Chief Agreement to hire a grant writing company to meet various District needs. Board approved hiring TPA.
01/10/24	District Reorganization	Legal, Board Priority	Board		Action		DONE. Selection of Chair and Vice-Chair
01/10/24	Annual Calendar	Board Priority	Board	Calendar	Informational	Completed	DONE. Annual Calendar prepared in coordination with Chief. Approved by Board at Oct meeting. To be included in Jan. Board packet
01/10/24	Bathroom Renovations and Additional Funding Request	Board Priority, RHFD	RHFD	R, Estimates	Action		DONE. Approved by Board.
01/10/24	CSDA Key Learnings Survey Report	Board Priority	Board	R	Informational	Completed	DONE. Ad Hoc will recommend moderator for Board workshop on Feb. 21.
01/10/24	Local Hazard Metigation Program	Board, Legal, RHFD, State	Staff	R, P, RES	Informational		DONE. District coordinating with City of Hercules. Presentation in January. Future updates TBD by Chief.
12/13/23	Special Meeting: Strategic Plan Workshop	Board Priority	Counselor Mike Despain	P	Discussion & Action	Completed	DONE. Hold date & time. Despain led workshop 6PM-8PM.
11/08/23	Update on Possible Meas O Waiver of Zero Value Parcels	Legal	Staff, Counsel	R, P, RES	Action	Completed	Moved from Oct. to Nov. because data needed from County. Resolution only if needed to support changes to Meas O. Follow-up from Aug. Board meeting. Completed-no changes. Staff to follow-up with County on waiver of late fees by county for the 178 parcels. Update TBD.
11/08/23	Review of Strategic Plan & Business Implementation Plan	Board Priority	Board	P	Action	Completed	DONE. Possible approval of brochures for distribution. Approved by Board. SP Ad Hoc to coordinated distribution with Chief.
11/08/23	Procurement of Station Alerting Systems	Board Priority, Legal	Staff, Counsel	R,RES,RFP, C	Action	Completed	DONE. Approved by Board. District did not receive Meas X funds for alerting system. Chief to move forward with purchase in Dec. Update at Jan Bd
11/08/23	District Process for Onboarding Directors & Meas. O Committee Members	Board Priority	Saff	R	Information	moved to August	Onboarding of Directors & Meas O committee members to ensure legal requirements are met, individuals and Board are aware of when their term ends. Update moved to April per Chief's request.
11/08/23	Role of General Counsel & Board Management of Interactions with Counsel	Board Other	Counsel	R	Information	Completed	DONE. Director's request.

AGENDA ITEM 21

11/08/23	Transcription of RHFD Minutes	Board Other	Davidson	R	Discussion & Action	completed	DONE. Info. on transcription of Board Mins. Software. Director Davidson to coordinate with Chief. Review with Mr. Pio Roda for legal compliance; he had no concerns. Directors Bowman and Davidsn met with Chief, Tammy and Kimberly to review options. Director Davidson and Tammy to review options and share with Chief, who will purchase the service (nominal fee) if requested and report out via Chief's report in Feb. Admin. will maintain existing process for preparation of minutes; will use free Zoom transcription options as needed. Board may request a Zoom summary or transcription by request.
11/08/23	Measure O Fire Service Parcel Tax for Bayfront High-Rise Apartments Re: "Leland Traiman v. Alameda Unified"	Board Other	Davidson	R	Discussion & Action	Completed	DONE. Mr. Pio Roda is reviewing the Courts ruling on Leland Traiman v. Alameda Unified and its possible applicability to Meas. O. Director Davidson will share Mr. Pio Roda's opinion & options for Board consideration in Jan. Ad Hoc created to review possible Meas. O ordinance options.
11/08/23	First Quarter Budget Review	Board Priority	Staff	R & P	Information	Completed	DONE. Supporting payroll documents from County available Oct. 16 as payroll info. not available till Oct. 12.
10/18/23	Chief's Performance Evaluation	Closed Session	Board, Counsel	N/A	N/A	Completed	DONE. Completed by Board Nov 8, Eval signed by Chief Dec 18
10/18/23	Prevention Fees	Legal	Staff	N/A	Discussion	Completed	No report, information and discussion only. Public Hearing for Fee Approval in March.
10/18/23	Benefit Assessment Protest	Legal	Staff	R	Public Hearing, Action	Completed	DONE. Assessment rates approved in May: RES NO. 2023-03
10/18/23	CPRA Minor Procedure Updates	Legal	Staff	R	Information	Completed	DONE. Procedure updates per Aug. Board meeting. Accepted by Board.
10/18/23	Emergency Bathroom & Renovations Stations 76 & 75 and Emergency Care Quality Assurance & Support Services Agreement	Board Priority & Legal	Staff, Counsel	R, RES, C	Action	Completed	DONE. Station 76 & 75 bathroom emergency repairs & renovations, EMS medical care quality assurance and support services. (Nurse Greg) Approved by Board.
10/18/23	Management of Agenda Items and 2024 Annual Calendar	Board Priority	Bowman	P	Discussion & Action	Completed	DONE. Future agenda items format, including quarterly presentation to Board and 2024 annual admin. calendar (Info.) approved by Board. Calendar to be in Jan Board packet and quarterly presentation beginning Feb.