UKIAH VALLEY FIRE DISTRICT
Special Meeting
AGENDA

(to be held both at the physical and virtual locations below)

Civic Center Council Chambers ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate, go to the following link: https://us06we.zoom.us/j/97717635120
To view the meeting (without participating) go to: http://www.cityofukiah.com/meetings/

- ***Call (toll-free) 1-669-444-9171***
- ***Enter the access code: 977 1763 5120***
- ***To Raise your hand: Enter *9***
- ***To Speak after being recognized: Enter *6 to unmute yourself***

Or One Tap Mobile (for easy connection on Smartphones)
US: +16699009128..97717635120# or +12532158782..97717635120#

June 18, 2024
6:00 PM

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1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Ukiah Valley Fire District Board, you may do so at this time. Please limit your comments to 3 minutes per person and a total of 10 minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. APPROVAL OF MINUTES

5.a. Approval of the Minutes of April 09, 2024, a Regular Meeting.

Recommended Action: Approve the Minutes of April 09, 2024, a Regualar Meeting.

Attachments:
1. April 09, 2024, Regular Meeting Minutes

5.b. Approval of the Minutes of May 14, 2024, a Special Meeting

Recommended Action: Approve the Minutes of May 14, 2024, a Special Meeting

Attachments:
1. May 14, 2024, Special Meeting Minutes

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

6.a. Discussion and Adoption of the Preliminary Fiscal Year 2024-25 Budget for Ukiah Valley Fire District/Fire Authority and the year 2024-25 GANN Limit Resolution

Recommended Action: Adopt the Fiscal Year 2024-25 Budget for Ukiah Valley Fire District/Fire Authority and the GANN Limit Resolution

Attachments:
1. Gann Limit Resolution 2024-25
2. UVFD Preliminary Budget, FY 2024-25

7. NEW BUSINESS - DISCUSSION/ACTION

7.a. Discussion and Possible Action to Engage NBS Inc. to Evaluate the District's Parcel Taxes Measures J and B and Possibly Submit an Update or New Proposal for The November 2024 General Election, in an Amount not to Exceed $48,000.00.

Recommended Action: Approve the agreement with NBS Inc. for services to update or replace the District's parcel taxes Measures J and B.

Attachments:
1. NBS_Ukiah_Parcel Tax Formation_May 2024

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

8.a. April 24, 2024, County of Mendocino; Katrina Bartolomie; Assessor, County Clerk-Recorder, Registrar of Voters; 501 Low Gap Rd., Room 1020; Ukiah CA 95482; Notice of Elective Offices to be Filed.

Recommended Action: Discussion regarding the November 5, 2024, Elections. Discuss what each Candidate needs to do before elections.

Attachments:
1. April 24, 2024 Letter from Co. Registrar of Voters

8.b. Mendocino LAFCo; Larkyn Feiler, Analyst; 200 S. School St.; Ukiah, CA 95482; eo@mendolafco.org; Resolution and Annexation Map updated for 2024 Elections.

Recommended Action:

Attachments:
1. 2023-04-24 LAFCo Resolution & Map - Annexation

9. DIRECTOR'S REPORT

10. CHIEFS REPORTS

11. ADJOURNMENT

Please be advised that the Ukiah Valley Fire District complies with ADA requirements and needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire District after distribution of the Agenda Packet are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: Ukiah Valley Fire District Office - 1500 South State Street; Ukiah, California; and online not less than 72 hours prior to the meeting set forth on this agenda. To view the meeting, click on the name of the meeting at: www.cityofukiah.com/meetings.

Stephanie Abba, Clerk of the Board
Dated: June 13, 2024

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

Kevin Jennings - MICHAEL GRAHAM – PETE BUSHBY – DAVID B. HAAS

REGULAR MEETING MINUTES

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
Zoom Link https://us06web.zoom.us/j/97717635120

April 9, 2024
6:00 P.M.

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1. CALL TO ORDER and ROLL CALL

The Ukiah Valley Fire District Board of Directors met on October 10, 2023, having been legally noticed on October 06, 2023. President Haas called the meeting to order at 6:02 P.M. with the following **Directors Present:** Kevin Jennings, Michael Graham, Pete Bushby, and David Haas. **Directors Absent:** None. **Staff Present:** Douglas Hutchison, Fire Chief; Eric Singleton, Battalion Chief; and Stephanie Abba, Clerk of the Board.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Bushby.

3. ANNOUNCEMENTS

No Announcements

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

No Public Comment

5. APPROVAL OF MINUTES

a. Approval of the Minutes of February 13, 2024, a Regular Meeting, as submitted.

Motion/Second: Jennings/Bushby to approve the Minutes of February 13, 2024, as submitted. Motion **carried** by the following votes: AYES: Jennings, Graham, Bushby, and Haas.

6. UNFINISHED BUSINESS

No unfinished business was agendized.

7. NEW BUSINESS

7a. Tax Appeal Hearing for C&M Investments.
PRESENTER: Eric Singleton, Battalion Chief

PUBLIC COMMENT: Ted Mayfield, owner of C&M Self Storage; James Sobbizadeh, Owner of Red-Carpet Mini Storage; Kerri Vau, Owner of C&M Self Storage.
Motion/Second: Jennings/Bushby to table this agenda item until May 14, 2024, the Ukiah Valley Fire District Special Meeting. The Board requests that Legal Counsel attend the meeting. Motion **carried** by the following roll call votes AYES: Jennings, Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

8. COMMUNICATIONS RECEIVED AND FILED – INFORMATION

No Communications Received

DRAFT

9. DIRECTOR'S REPORT

Director Kevin Jennings – In 2025 – Ukiah Fire Department 150-year Anniversary for the Eagle Fire Department. A group of retired and current Fire Personnel are Organizing the historical documents, and old photos. Kevin would like to share the information and photos at the meetings in 2025.

10. CHIEF'S REPORT

Report Received.

11. ADJOURNMENT

There being no further business, the meeting adjourned at 7:14 p.m.

_____
David B. Haas, Board President

_____
Stephanie Abba, Clerk of the Board

DRAFT

UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

MICHAEL GRAHAM – PETE BUSHBY – DAVID B. HAAS

SPECIAL MEETING MINUTES

Civic Center Council Chamber
300 Seminary Avenue ♦ Ukiah, CA 95482
Zoom Link https://us06web.zoom.us/j/97717635120

May 14, 2024
6:00 P.M.

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1. CALL TO ORDER and ROLL CALL

The Ukiah Valley Fire District Board of Directors met on May 14, 2024, having been legally noticed on May 10, 2024. President Haas called the meeting to order at 6:00 P.M. with the following **Directors Present** Michael Graham, Pete Bushby, and David Haas. **Directors Absent:** None. **Staff Present:** Douglas Hutchison, Fire Chief; Justin Buckingham, Battalion Chief; Eric Singleton, Battalion Chief; Olga Keough, CPA, Controller; Mary Horger, Financial Services Manager; Diana Ramos, Assistant Accountant; and Stephanie Abba, Clerk of the Board.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Bushby.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment.

4. UNFINISHED BUSINESS

4.a. Review of the Tax Appeal for C&M Investments and CVH Investments tabled on April 09, 2024, Ukiah Valley Fire District Board Meeting.
PRESENTER: Doug Hutchison, Fire Chief

Motion/Second: Bushby/Graham to change back to the way property was assessed in 1997, (Property Assessments for Tax Purposes to be assessed by Parcel and not by Building). Motion **carried** by the following roll call votes AYES: Graham, Bushby, and Haas. NOES: None. ABSENT: None. ABSTAIN: None.

5. NEW BUSINESS

5.a. Discussion of the 2024-25 fiscal year Ukiah Valley Fire District and Ukiah Valley Fire Authority budget.
PRESENTER: Doug Hutchison, Fire Chief

6. ADJOURNMENT

There being no further business, the meeting adjourned at 6:45 p.m.

_____
David B. Haas, Board President

_____
Stephanie Abba, Clerk of the Board

DRAFT

Agenda Item No: 6.a.

MEETING DATE/TIME: 6/18/2024

AGENDA SUMMARY REPORT

SUBJECT: Discussion and Adoption of the Preliminary Fiscal Year 2024-25 Budget for Ukiah Valley Fire District/Fire Authority and the year 2024-25 GANN Limit Resolution

DEPARTMENT: Fire

PREPARED BY: Dan Buffalo, Finance Director

PRESENTER: Dan Buffalo, Finance Director

ATTACHMENTS:

1. Gann Limit Resolution 2024-25
2. UVFD Preliminary Budget, FY 2024-25

Summary: The Board will consider for approval and adoption the Ukiah Valley Fire District/Fire Authority budget for the 2024-25 fiscal year, and the GANN Limit for the 2024-25 fiscal year.

Background:

Discussion:

Recommended Action: Adopt the Fiscal Year 2024-25 Budget for Ukiah Valley Fire District/Fire Authority and the GANN Limit Resolution

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

RESOLUTION NO. 2024-

A RESOLUTION OF THE UKIAH VALLEY FIRE DISTRICT ESTABLISHING THE FISCAL YEAR 2024-25 APPROPRIATIONS LIMIT FOR THE UKIAH VALLEY FIRE DISTRICT

WHEREAS, pursuant to *Government Code* Section 7910, the District Board must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the Ukiah Valley Fire District for the 2024-25 Fiscal Year shall be four million, nine hundred eighty-nine thousand, six hundred ninety dollars ($4,989,690). The appropriations subject to this limit are estimated to be three million, five hundred sixty thousand, five hundred dollars ($3,560,500).

This resolution was adopted by the Board of Directors of the Ukiah Valley Fire District at a regular meeting thereof on the day of June 18, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____

David B. Haas, UVFD President

ATTEST:

_____

Stephanie Abba, Clerk of the Board

EXHIBIT B

ATTACHMENT 1

Gann Limit Calculation

FY 2024-25

Per Capita Cost of Living Change =	3.62 percent		
Population Change(1) =	-0.08 percent		
Per Capita Cost of Living converted to a ratio:	3.62 + 100 / 100	= 1.0362	**(a)**
Population converted to a ratio:	-0.08 + 100 / 100	= 0.9992	**(b)**
Calculation of factor for FY 2023-24:	(a) x (b)	= 1.0354	**(c)**
Appropriations Limit, Fiscal Year 2023-24:	$ 4,819,229		**(d)**
Appropriations Limit, Fiscal Year 2024-25: [(c) x (d)]	**$ 4,989,690**		

FY 2024-25 appropriations subject to

Gann Limit

Tax Revenue	**Budget Estimates**
Property tax	$ 407,500
Measure J	1,505,000
Measure B	305,000
Measure D&E	35,000
Measure P	1,308,000
	$ 3,560,500

Percentage Use of Appropriations Limit 71.36%

(1) When calculating its appropriation limit, the District may use either the change in population for the jurisdiction or Mendocino County as a whole.

UKIAH VALLEY FIRE PROTECTION DISTRICT (UVFD)

PRELIMINARY BUDGET DRAFT

FISCAL YEAR 2024-25

Objectives and Accomplishments
Department: Fire
Division: City Fire (212) & UVFD Fire (214)

	Year-Sequence	Objectives	Status	Related Initiatives: General Plan	Related Initiatives: Climate		Related Initiatives: DEI	Department Comments
NEAR-TERM	**2021-1**	Increase total suppression & E.M.S. shift personnel.	In Progress	Safety	10a – Protect from dangerous emission by preventing fires.		Goal 3 – Recruit, retain and advance a community of staff that reflects, values, and celebrates the diversity of the community we serve.	Over the past three years, UVFA has been able to fill all our current FTE positions for fire and ambulance. Staff is establishing a hiring list to fill future vacancies if a position becomes open. Additionally, staff has developed a part-time list for the ambulance positions to help curb fatigue and overtime costs. Due to the ambulance shortage for the Ukiah area and the County of Mendocino, staff has been developing current and future staffing plans/needs (including contingency plans). Though UVFA has increased its total FTE positions, it is still well below the National Fire Protection Association (NFPA) and International City and County Managers Association (ICMA) guidelines for staffing. Service level demands will require increases in staffing to cover fire, prevention, and E.M.S. services. Continued efforts to enhance revenue will be necessary.
	2021-2	Complete a Fire Mitigation Nexus study for the City & Ukiah Valley Fire District.	Completed	Safety			Goal 6 – Ensure accountability in the implementation of goals and assessment of progress toward outcomes.	The Nexus study is essential to ensure that the current Fire Mitigation Fees are adequate and accurate for UVFA's response area. The Nexus study was delayed initially due to the Covid-19 pandemic. The study was completed in the fiscal year 2023-24, along with a corresponding increase in Fire Mitigation Fees, bringing them up to account for our current Consumer Price Index (CPI).
	2021-3	Identify alternative funding sources & enhance revenue for continued UVFA operations.	In Progress	Economic Development	10a – Protect from dangerous emission by preventing fires.			Through LAFCO, UVFA secured an overlay of the district property tax on the city through an annexation process. This process brought approximately one million dollars in additional funding to the fire district and increased the overall budget of the combined district/city fire authority. Additionally, Measure P (a tax measure through the County of Mendocino) was passed in 2022 and is expected to bring a significant revenue increase to the district over the next ten years. UVFA will continually be looking for all avenues for additional funding options. Other areas include, but are not limited to, indexing existing property tax measures, new taxes (sales/property), and grant funding to reduce the costs of specific items. With increased costs and demand for services, this will be an ongoing process to provide a stable and sustainable fire service into the future.
	2021-5	Develop a Fleet Replacement Master Plan.	Completed	Mobility	10a – Protect from dangerous emission by preventing fires.			Staff and the City of Ukiah Fleet Manager completed the Fleet Replacement Master Plan. This document includes the current fleet's future needs and replacements for the department based on the useful life of the vehicles.
	2021-6	Partner with allied agencies on mitigation for Wildland fires.	In Progress	Safety	10a – Protect from dangerous emission by preventing fires.	4b – Maintain wild lands.		UVFA has been working closely with Cal Fire to reduce the risk of Wildland fires in the surrounding urban interface areas of the Ukiah Valley. A fuel reduction program is in place through Cal Fire to reduce the fuel load and create fire breaks on the eastern and western hills surrounding Ukiah. This has been an ongoing process and will be for the foreseeable future. Strategies for the future include working with federal agencies and the Bureau of Land Management (B.L.M.) to further reduce the risk to the Ukiah Valley.
	2021-7	Improve the Central Station training facility/grounds.	In Progress	Public Facilities, Services and Infrastructure				The process has begun to improve the training grounds, training props, and the training tower to provide team members with up-to-date training in a positive and safe learning environment. This project will be phased-based over the next few years. Improvements on the training grounds began three years ago; there have been significant delays in the project due to fiscal budget constraints and issues with identifying a suitable location. This project will be ongoing for the foreseeable future.
	2021-8	Re-negotiate the fire dispatch agreement.	In Progress	Public Facilities, Services and Infrastructure				This process is ongoing with Cal Fire, the County of Mendocino, and the City of Ukiah. Cal Fire provides services under two separate contracts with the City and County.
	2021-9	Represent UVFA's interests in the development & implementation of the County E.M.S. System.	In Progress	Public Facilities, Services and Infrastructure			Goal 1 – Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.	There has been a constant increase in demand for emergency medical services in the Ukiah Valley. In contrast, the UVFA has been supplementing/augmenting the private ambulance industry by shutting down engine companies to cross-staff ambulances to keep up with service demand. It has been an ongoing process; the UVFA began dual staffing roles (cross-staffing ambulances) due to ambulance shortages. UVFA staffs one full-time ambulance, but is still looking into alternative options (staffing additional ambulances) to minimize down-staffing fire engines to keep up with the demand and shortfalls while providing a safe and sustainable future for the Ukiah Valley. UVFA has been in constant communication with fellow public providers and our local EMS Agency on how to enhance and stabilize emergency medical services.

	2025-1	Develop UVFA Fuels Crew	In Progress	Environment and Sustainability				UVFA was awarded a grant of $7.2 million for dangerous fuel reduction in urban areas. This new fuels reduction crew will work throughout the Ukiah Valley, creating fuel breaks and reducing the risk of wildland fires. Staff is currently waiting for contractual documents to begin staffing and purchasing the equipment needed for the project.
INTERMEDIATE-TERM	**2021-10**	Develop a facilities enhancement plan.	In Progress	Safety	10a – Protect from dangerous emission by preventing fires.		Goal 1 – Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.	Staff is developing this document to include current needs for our team members and operations and looking at the Department's future needs. Additionally, staff has been looking into funding options, including grants.
	2021-12	Develop a Strategic Master Plan.	In Progress	Safety	10a – Protect from dangerous emission by preventing fires.		Goal 1 – Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.	Staff is currently looking at and developing a Strategic Plan with a ten-year outlook. Last year, UVFA had 6,941 responses to 4,633 incidents. Call volume has consistently increased by approximately 300 incidents per year. This plan will lay the foundation for the future, looking at all aspects of fire and emergency medical services (responses, staffing, apparatus, equipment, stations, funding, etc.) throughout the Ukiah Valley.
	2022-1	Index fire-specific revenue sources, including special property taxes, to adjust to inflationary changes annually.	In Progress	Safety	10a – Protect from dangerous emission by preventing fires.			This is necessary to ensure that revenue sources meant to support a certain level of fire services are adjusted to match inflation and remain adequate to support those services as costs change. With significant inflationary pressures on operating and capital costs, this objective has become even more important to complete as soon as possible. The Fire Authority will be partnering with the Finance Department to develop and execute a strategy which will include the development of a ballot measure to update Measures J & B.
LONG-TERM	**2021-14**	Provide all California Fire Service Training and Education System (CFSTES) certification training internally.	In Progress	Safety				This will be a continual process as UVFA strives to complete all CFSTES certifications internally. We have begun by certifying staff as instructors in a multitude of classes, with more to come in the subsequent years.
	2021-15	Complete the Center for Public Safety Excellence (CPSE) accreditation process.	In Progress	Safety				The Center for Public Safety Excellence (CPSE) accreditation was delayed during pandemic. UVFA plans to start the accreditation process this year.

ALL FUNDS

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

41 TAXES & FRANCHISES	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
TOTAL 41 TAXES & FRANCHISES	-2,136,606.00	-2,350,783.00	-2,322,500.00	-2,322,500.00	-2,322,500.00	.00
TOTAL 44 CHARGES FOR SERVICE	-342,100.00	-391,313.00	-234,600.00	-234,600.00	-234,600.00	.00
TOTAL 45 INTERGOVERNMENTAL	-69,918.00	-581,164.00	-1,128,535.00	-1,343,000.00	-1,343,000.00	.00
TOTAL 47 CONTRIBUTIONS	1,774,241.00	2,813,169.00	3,203,624.00	3,141,703.00	3,141,703.00	.00
TOTAL 48 OTHER	-7,000.00	.00	-2,500.00	-2,500.00	-2,500.00	.00
TOTAL 49 INTEREST EARNINGS	-2,300.00	.00	-5,195.00	-15,585.00	-2,607.00	.00
TOTAL 51 PERSONNEL	191,748.00	99,888.00	248,957.00	249,285.00	249,285.00	.00
TOTAL 52 OTHER OPERATING	78,675.00	133,875.00	58,000.00	79,400.00	79,400.00	.00
TOTAL 60 INTERNAL SERVICE US	2,035.00	.00	.00	3,756.00	4,234.00	.00
TOTAL 62 ADMIN AND OVERHEAD	2,656.00	2,752.00	.00	6,604.00	6,705.00	.00
TOTAL 70 DEBT SERVICE	323,082.37	81,079.43	81,080.00	81,080.00	81,080.00	.00
TOTAL 80 CAPITAL OUTLAY	107,546.00	254,528.84	85,800.00	95,000.00	95,000.00	.00
TOTAL 82 OTHER SOURCES	-255,250.00	.00	.00	.00	.00	.00
TOTAL REVENUE	-2,858,174.00	-3,323,260.00	-3,693,330.00	-3,918,185.00	-3,905,207.00	.00
TOTAL EXPENSE	2,524,983.37	3,385,292.27	3,677,461.00	3,656,828.00	3,657,407.00	.00
GRAND TOTAL	-333,190.63	62,032.27	-15,869.00	-261,357.00	-247,800.00	.00

** END OF REPORT - Generated by Daniel Buffalo **

INDIVIDUAL FUNDS Summaries

The District operates out of 4 discrete funds. They are as follows:

915: UVFD GENERAL FUND

916: UVFD PROP 172

917: UVFD MEASURE B

918: UVFD MITIGATION FEES

FISCAL YEAR 2024-25

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
41 TAXES & FRANCHISES	-1,816,000.00	-1,940,128.00	-1,912,500.00	-1,912,500.00	-1,912,500.00	.00
44 CHARGES FOR SERVICE	-247,100.00	-259,113.00	-169,600.00	-169,600.00	-169,600.00	.00
45 INTERGOVERNMENTAL	-69,918.00	-581,164.00	-1,128,535.00	-1,343,000.00	-1,343,000.00	.00
47 CONTRIBUTIONS	1,432,799.00	2,420,285.00	2,848,624.00	2,916,703.00	2,916,703.00	.00
48 OTHER	-7,000.00	.00	-2,500.00	-2,500.00	-2,500.00	.00
49 INTEREST EARNINGS	.00	.00	-869.00	-2,607.00	-2,607.00	.00
51 PERSONNEL	191,748.00	99,888.00	248,957.00	249,285.00	249,285.00	.00
52 OTHER OPERATING	28,675.00	56,875.00	51,000.00	73,900.00	73,900.00	.00
60 INTERNAL SERVICE US	1,177.00	.00	.00	3,691.00	4,168.00	.00
62 ADMIN AND OVERHEAD	2,171.00	2,249.00	.00	5,640.00	5,735.00	.00
70 DEBT SERVICE	81,481.22	8,880.12	8,880.30	8,880.30	8,880.30	.00
82 OTHER SOURCES	-76,575.00	.00	.00	.00	.00	.00
TOTAL 915 UKIAH VALLEY FIRE	-478,541.78	-192,227.88	-56,542.70	-172,107.70	-171,535.70	.00

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NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

916 UVFD PROP 172	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
41 TAXES & FRANCHISES	-50,606.00	-105,000.00	-105,000.00	-105,000.00	-105,000.00	.00
47 CONTRIBUTIONS	19,442.00	104,884.00	105,000.00	105,000.00	105,000.00	.00
49 INTEREST EARNINGS	-400.00	.00	-416.00	-1,248.00	.00	.00
62 ADMIN AND OVERHEAD	102.00	106.00	.00	71.00	71.00	.00
TOTAL 916 UVFD PROP 172	-31,462.00	-10.00	-416.00	-1,177.00	71.00	.00

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

917 UVFD MEASURE B	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
41 TAXES & FRANCHISES	-270,000.00	-305,655.00	-305,000.00	-305,000.00	-305,000.00	.00
44 CHARGES FOR SERVICE	-30,000.00	-67,200.00	.00	.00	.00	.00
47 CONTRIBUTIONS	240,000.00	225,000.00	250,000.00	.00	.00	.00
49 INTEREST EARNINGS	-1,500.00	.00	-2,944.00	-8,832.00	.00	.00
52 OTHER OPERATING	.00	77,000.00	7,000.00	5,500.00	5,500.00	.00
60 INTERNAL SERVICE US	858.00	.00	.00	65.00	66.00	.00
62 ADMIN AND OVERHEAD	383.00	397.00	.00	893.00	899.00	.00
70 DEBT SERVICE	51,479.01	51,479.01	51,479.01	51,479.01	51,479.01	.00
80 CAPITAL OUTLAY	107,546.00	229,528.84	60,800.00	95,000.00	95,000.00	.00
TOTAL 917 UVFD MEASURE B	98,766.01	210,549.85	61,335.01	-160,894.99	-152,055.99	.00

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

918 UVFD MITIGATION FEES	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
44 CHARGES FOR SERVICE	-65,000.00	-65,000.00	-65,000.00	-65,000.00	-65,000.00	.00
47 CONTRIBUTIONS	82,000.00	63,000.00	.00	120,000.00	120,000.00	.00
49 INTEREST EARNINGS	-400.00	.00	-966.00	-2,898.00	.00	.00
52 OTHER OPERATING	50,000.00	.00	.00	.00	.00	.00
70 DEBT SERVICE	190,122.14	20,720.30	20,720.69	20,720.69	20,720.69	.00
80 CAPITAL OUTLAY	.00	25,000.00	25,000.00	.00	.00	.00
82 OTHER SOURCES	-178,675.00	.00	.00	.00	.00	.00
TOTAL 918 UVFD MITIGATION FE	78,047.14	43,720.30	-20,245.31	72,822.69	75,720.69	.00
TOTAL REVENUE	-2,858,174.00	-3,323,260.00	-3,693,330.00	-3,918,185.00	-3,905,207.00	.00
TOTAL EXPENSE	2,524,983.37	3,385,292.27	3,677,461.00	3,656,828.00	3,657,407.00	.00
GRAND TOTAL	-333,190.63	62,032.27	-15,869.00	-261,357.00	-247,800.00	.00

** END OF REPORT - Generated by Daniel Buffalo **

INDIVIDUAL FUNDS Details

The District operates out of 4 discrete funds. They are as follows:

915: UVFD GENERAL FUND

916: UVFD PROP 172

917: UVFD MEASURE B

918: UVFD MITIGATION FEES

FISCAL YEAR 2024-25

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
41 41 TAXES & FRANCHISES						
41110 SECURED PROPERTY	-365,000.00	-388,753.00	-390,000.00	-390,000.00	-390,000.00	.00
41120 UNSECURED PROPER	-10,000.00	-10,000.00	-11,000.00	-11,000.00	-11,000.00	.00
41130 SUPPLEMENTAL PRO	-3,000.00	.00	-3,500.00	-3,500.00	-3,500.00	.00
41452 SPECIAL PROPERTY	-1,435,000.00	-1,538,375.00	-1,505,000.00	-1,505,000.00	-1,505,000.00	.00
43130 HOME OWNERS PROP	-3,000.00	-3,000.00	-3,000.00	-3,000.00	-3,000.00	.00
41 TAXES & FRANCHISES	-1,816,000.00	-1,940,128.00	-1,912,500.00	-1,912,500.00	-1,912,500.00	.00
44 44 CHARGES FOR SERVICE						
44170 PLAN CHECK FEES	-100,000.00	-241,013.00	-169,500.00	-169,500.00	-169,500.00	.00
44521 SALE OF FIRE REP	-100.00	-100.00	-100.00	-100.00	-100.00	.00
44540 FIRE PREVENTION	-30,000.00	.00	.00	.00	.00	.00
44542 INSPECTIONS	-50,000.00	.00	.00	.00	.00	.00
44543 STATE INSPECTION	-60,000.00	.00	.00	.00	.00	.00
44544 RE-INSPECTION	-7,000.00	.00	.00	.00	.00	.00
44830 REIMBURSABLE JOB	.00	-18,000.00	.00	.00	.00	.00
44 CHARGES FOR SERVICE	-247,100.00	-259,113.00	-169,600.00	-169,600.00	-169,600.00	.00
45 45 INTERGOVERNMENTAL						
41454 2020 MEASURE D&E	-35,000.00	-33,793.00	-33,793.00	-35,000.00	-35,000.00	.00
41455 CANNABIS TAX	-34,918.00	.00	.00	.00	.00	.00
45105 COUNTY MEAS P (2	.00	-547,371.00	-1,094,742.00	-1,308,000.00	-1,308,000.00	.00
45 INTERGOVERNMENTAL	-69,918.00	-581,164.00	-1,128,535.00	-1,343,000.00	-1,343,000.00	.00
47 47 CONTRIBUTIONS						

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
47110 CONTRIBUTIONS &	-45,000.00	.00	.00	.00	.00	.00
59105 CONTRIBUTIONS TO	1,477,799.00	2,420,285.00	2,848,624.00	2,916,703.00	2,916,703.00	.00
47 CONTRIBUTIONS	1,432,799.00	2,420,285.00	2,848,624.00	2,916,703.00	2,916,703.00	.00
48 48 OTHER						
48110 MISCELLANEOUS RE	-7,000.00	.00	-2,500.00	-2,500.00	-2,500.00	.00
48 OTHER	-7,000.00	.00	-2,500.00	-2,500.00	-2,500.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	.00	.00	-869.00	-2,607.00	-2,607.00	.00
49 INTEREST EARNINGS	.00	.00	-869.00	-2,607.00	-2,607.00	.00
51 51 PERSONNEL						
51211 PERS UNFUNDED LI	189,948.00	99,888.00	245,157.00	245,485.00	245,485.00	.00
51265 UVFD SDI	.00	.00	1,800.00	1,800.00	1,800.00	.00
52533 UVFA RETIREE HEA	1,800.00	.00	2,000.00	2,000.00	2,000.00	.00
51 PERSONNEL	191,748.00	99,888.00	248,957.00	249,285.00	249,285.00	.00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	6,370.57	9,275.00	9,400.00	39,400.00	39,400.00	.00
52154 ELECTION EXPENSE	2,000.00	.00	2,000.00	2,000.00	2,000.00	.00
52304 LAFCO FEES AND P	4,501.55	.00	4,600.00	.00	.00	.00
59101 FEES	15,802.88	47,600.00	35,000.00	32,500.00	32,500.00	.00
52 OTHER OPERATING	28,675.00	56,875.00	51,000.00	73,900.00	73,900.00	.00
60 60 INTERNAL SERVICE USE						

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
61200 PURCHASING ALLOC	1,013.00	.00	.00	2,778.00	3,240.00	.00
61500 INSURANCE ALLOCA	164.00	.00	.00	913.00	928.00	.00
60 INTERNAL SERVICE US	1,177.00	.00	.00	3,691.00	4,168.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	2,171.00	2,249.00	.00	5,640.00	5,735.00	.00
62 ADMIN AND OVERHEAD	2,171.00	2,249.00	.00	5,640.00	5,735.00	.00
70 70 DEBT SERVICE						
70103 LOAN INTEREST	3,059.12	2,188.23	1,983.30	1,983.30	1,983.30	.00
70201 LOAN PRINCIPAL P	78,422.10	6,691.89	6,897.00	6,897.00	6,897.00	.00
70 DEBT SERVICE	81,481.22	8,880.12	8,880.30	8,880.30	8,880.30	.00
82 82 OTHER SOURCES						
90100 LOAN PROCEEDS	-76,575.00	.00	.00	.00	.00	.00
82 OTHER SOURCES	-76,575.00	.00	.00	.00	.00	.00
TOTAL 915 UKIAH VALLEY FIRE	-478,541.78	-192,227.88	-56,542.70	-172,107.70	-171,535.70	.00

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

916 UVFD PROP 172	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
41 41 TAXES & FRANCHISES						
41230 PROP. 172 PUBLIC	-50,606.00	-105,000.00	-105,000.00	-105,000.00	-105,000.00	.00
41 TAXES & FRANCHISES	-50,606.00	-105,000.00	-105,000.00	-105,000.00	-105,000.00	.00
47 47 CONTRIBUTIONS						
59105 CONTRIBUTIONS TO	19,442.00	104,884.00	105,000.00	105,000.00	105,000.00	.00
47 CONTRIBUTIONS	19,442.00	104,884.00	105,000.00	105,000.00	105,000.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	-400.00	.00	-416.00	-1,248.00	.00	.00
49 INTEREST EARNINGS	-400.00	.00	-416.00	-1,248.00	.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	102.00	106.00	.00	71.00	71.00	.00
62 ADMIN AND OVERHEAD	102.00	106.00	.00	71.00	71.00	.00
TOTAL 916 UVFD PROP 172	-31,462.00	-10.00	-416.00	-1,177.00	71.00	.00

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

917 UVFD MEASURE B	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
41 41 TAXES & FRANCHISES						
41451 MEASURE B SPECIA	-270,000.00	-305,655.00	-305,000.00	-305,000.00	-305,000.00	.00
41 TAXES & FRANCHISES	-270,000.00	-305,655.00	-305,000.00	-305,000.00	-305,000.00	.00
44 44 CHARGES FOR SERVICE						
44560 OES RESPONSE REI	-30,000.00	-60,000.00	.00	.00	.00	.00
44830 REIMBURSABLE JOB	.00	-7,200.00	.00	.00	.00	.00
44 CHARGES FOR SERVICE	-30,000.00	-67,200.00	.00	.00	.00	.00
47 47 CONTRIBUTIONS						
59105 CONTRIBUTIONS TO	240,000.00	225,000.00	250,000.00	.00	.00	.00
47 CONTRIBUTIONS	240,000.00	225,000.00	250,000.00	.00	.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	-1,500.00	.00	-2,944.00	-8,832.00	.00	.00
49 INTEREST EARNINGS	-1,500.00	.00	-2,944.00	-8,832.00	.00	.00
52 52 OTHER OPERATING						
57100 LEARNING AND DEV	.00	70,000.00	.00	.00	.00	.00
59101 FEES	.00	7,000.00	7,000.00	5,500.00	5,500.00	.00
52 OTHER OPERATING	.00	77,000.00	7,000.00	5,500.00	5,500.00	.00
60 60 INTERNAL SERVICE USE						
61300 BILLING & COLLEC	858.00	.00	.00	.00	.00	.00

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

917 UVFD MEASURE B	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
61500 INSURANCE ALLOCA	.00	.00	.00	65.00	66.00	.00
60 INTERNAL SERVICE US	858.00	.00	.00	65.00	66.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	383.00	397.00	.00	893.00	899.00	.00
62 ADMIN AND OVERHEAD	383.00	397.00	.00	893.00	899.00	.00
70 70 DEBT SERVICE						
74500 CAPITAL LEASE PR	46,152.05	46,152.05	49,638.30	49,638.30	49,638.30	.00
74501 CAPITAL LEASE IN	5,326.96	5,326.96	1,840.71	1,840.71	1,840.71	.00
70 DEBT SERVICE	51,479.01	51,479.01	51,479.01	51,479.01	51,479.01	.00
80 80 CAPITAL OUTLAY						
80100 MACHINERY & EQUI	107,546.00	229,528.84	.00	.00	.00	.00
80220 BUILDING IMPROVE	.00	.00	60,800.00	95,000.00	95,000.00	.00
80 CAPITAL OUTLAY	107,546.00	229,528.84	60,800.00	95,000.00	95,000.00	.00
TOTAL 917 UVFD MEASURE B	98,766.01	210,549.85	61,335.01	-160,894.99	-152,055.99	.00

NEXT YEAR BUDGET LEVELS REPORT

PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

918 UVFD MITIGATION FEES	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
44 44 CHARGES FOR SERVICE						
44170 PLAN CHECK FEES	-65,000.00	-65,000.00	-65,000.00	-65,000.00	-65,000.00	.00
44 CHARGES FOR SERVICE	-65,000.00	-65,000.00	-65,000.00	-65,000.00	-65,000.00	.00
47 47 CONTRIBUTIONS						
59105 CONTRIBUTIONS TO	82,000.00	63,000.00	.00	120,000.00	120,000.00	.00
47 CONTRIBUTIONS	82,000.00	63,000.00	.00	120,000.00	120,000.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	-400.00	.00	-966.00	-2,898.00	.00	.00
49 INTEREST EARNINGS	-400.00	.00	-966.00	-2,898.00	.00	.00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	50,000.00	.00	.00	.00	.00	.00
52 OTHER OPERATING	50,000.00	.00	.00	.00	.00	.00
70 70 DEBT SERVICE						
70103 LOAN INTEREST	7,137.24	5,105.87	4,627.70	4,627.70	4,627.70	.00
70201 LOAN PRINCIPAL P	182,984.90	15,614.43	16,092.99	16,092.99	16,092.99	.00
70 DEBT SERVICE	190,122.14	20,720.30	20,720.69	20,720.69	20,720.69	.00
80 80 CAPITAL OUTLAY						
80100 MACHINERY & EQUI	.00	25,000.00	25,000.00	.00	.00	.00
80 CAPITAL OUTLAY	.00	25,000.00	25,000.00	.00	.00	.00
82 82 OTHER SOURCES						
90100 LOAN PROCEEDS	-178,675.00	.00	.00	.00	.00	.00
82 OTHER SOURCES	-178,675.00	.00	.00	.00	.00	.00

NEXT YEAR BUDGET LEVELS REPORT

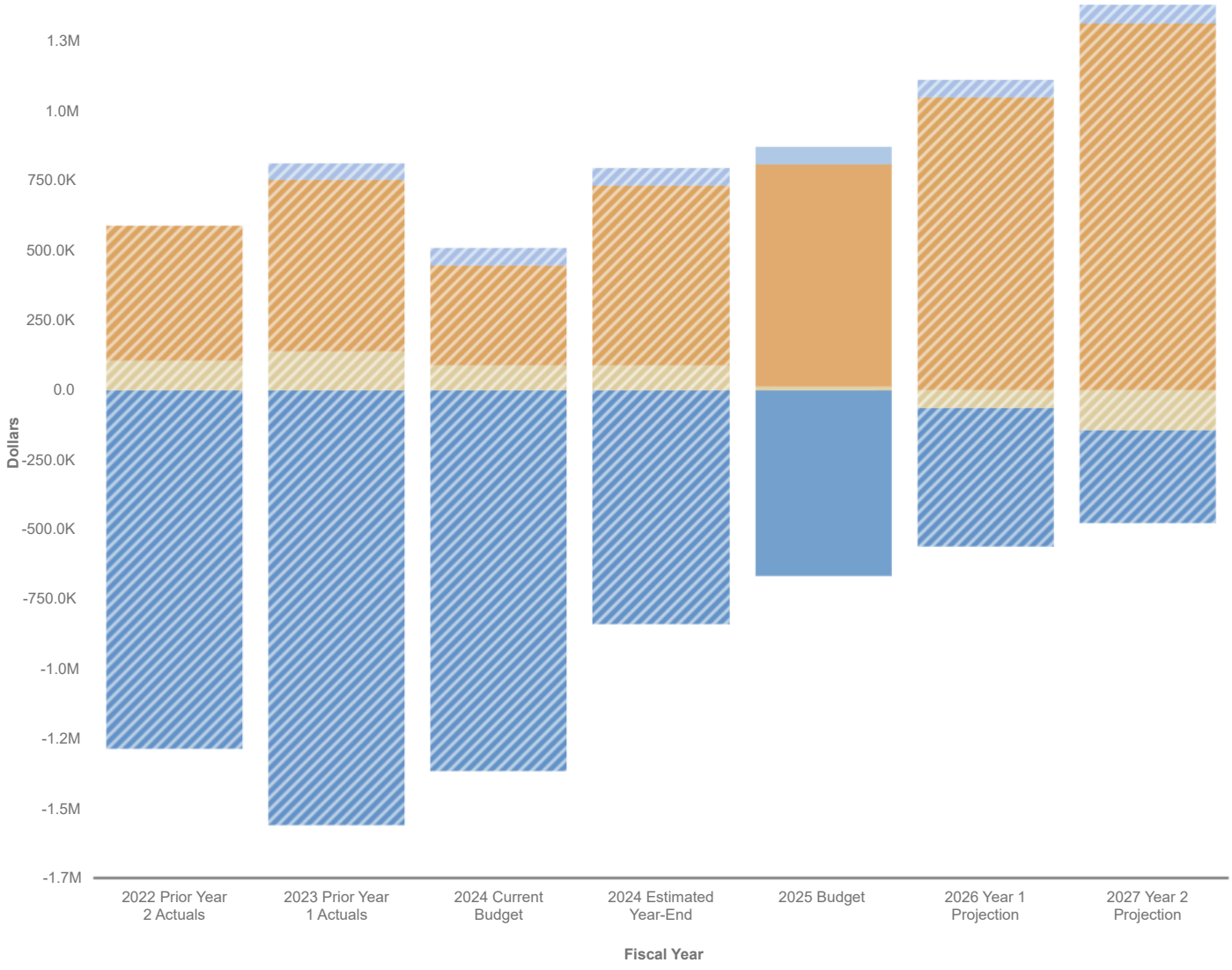
PROJECTION: 20251 FY2025 Budget FOR PERIOD 99

918 UVFD MITIGATION FEES	2023 REVISED BUD	2024 REVISED BUD	2025 DEPT REQ	2025 BUDGET REV	2025 CITY MGR	2025 COUNCIL
TOTAL 918 UVFD MITIGATION FE	78,047.14	43,720.30	-20,245.31	72,822.69	75,720.69	.00
TOTAL REVENUE	-2,858,174.00	-3,323,260.00	-3,693,330.00	-3,918,185.00	-3,905,207.00	.00
TOTAL EXPENSE	2,524,983.37	3,385,292.27	3,677,461.00	3,656,828.00	3,657,407.00	.00
GRAND TOTAL	-333,190.63	62,032.27	-15,869.00	-261,357.00	-247,800.00	.00

** END OF REPORT - Generated by Daniel Buffalo **

UVFD Fund Balance

Visualization



	2022 Prior Year 2 Actuals	2023 Prior Year 1 Actuals	2024 Current Budget	2024 Estimated Year-End	2025 Budget	2026 Year 1
UVFD GENERAL FUND	$ -1,283,818	$ -1,556,181	$ -1,363,953	$ -836,910	$ -665,374	
UVFD PROP 172	30	62,347	62,357	62,798	62,727	
UVFD MEASURE B	484,767	613,741	356,178	642,497	794,553	
UVFD MITIGATION FEES	106,944	139,406	91,696	91,652	15,931	
Total	$ -692,078	$ -740,687	$ -853,722	$ -39,963	$ 207,837	

Data filtered by UKIAH VALLEY FIRE DISTRICT, FUND BALANCE/WORKING CAPITAL and exported on June 13, 2024. Created with OpenGov

INDIVIDUAL FUNDS
Appendix

1. Fire Authority Cost Share

FISCAL YEAR 2024-25

Ukiah
Budget 2025: Budget in Brief>City-Wide - Funds
Download generated on 06/04/2024

Departments Filter	BUSINESS-TYPES	21 - FIRE AUTHORITY
Expenses Filter	DIRECT	INDIRECT

RECONCILIATION TO TOTAL CONTRIBUTION SHARE

	Prior Year 2 Actuals	Prior Year 1 Actuals	2023-24 Current Budget	2023-24 Estimated Year-End	2024-25 Budget	Year 1 Projection	Year 2 Projection
	2022	**2023**	**2024**	**2024**	**2025**	**2026**	**2027**
GENERAL FUND	$ 4,115,100	$ 6,422,165	$ 3,766,862	$ 3,988,530	$ 3,541,593	$ 3,447,373	$ 3,550,794
CITY PROP 172	36,729	-	14,481	14,481	-	-	-
UVFD GENERAL FUND	1,611,127	2,312,869	2,588,177	2,574,578	3,258,671	3,361,111	3,466,871
UVFD PROP 172	167,146	38,986	104,990	104,990	105,071	108,223	111,470
UVFD MEASURE B	67,491	220,838	630,418	284,843	152,944	58,138	58,338
UVFD MITIGATION FEES	16,341	26,789	112,710	83,720	140,721	144,321	148,029
Total	$ 6,013,934	$ 9,021,647	$ 7,217,638	$ 7,051,144	$ 7,199,000	$ 7,119,165	$ 7,335,501
Share:							
City	69.04%	71.19%	52.39%	56.77%	49.20%	48.42%	48.41%
UVFD	30.96%	28.81%	47.61%	43.23%	50.80%	51.58%	51.59%

Agenda Item No: 7.a.

MEETING DATE/TIME: 6/18/2024

AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Action to Engage NBS Inc. to Evaluate the District's Parcel Taxes Measures J and B and Possibly Submit an Update or New Proposal for The November 2024 General Election, in an Amount not to Exceed $48,000.00.

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. NBS_Ukiah_Parcel Tax Formation_May 2024

Summary: The Board of Directors will consider entering an agreement with NBS Inc. for updates to the parcel tax Measures J and B.

Background: The Fire District's primary source of revenue are Measures J and B. Each Measure uses an identical 'Benefit Unit' table to assess taxes on parcels based on their usage. Measure J was passed in 1997, and Measure B was passed in 2004 with the limitation that its revenue can only be used for training and equipment.

Discussion: Both Measure J and B were passed as flat taxes based on the number of 'benefit units' per parcel. Neither measure had any inflationary factor, such as the Consumer Price Index (CPI), included in their ballot language. As such, the Fire District receives the same amount of revenue from both measures as the year they were passed, with the only exception being any new construction. The cost of providing quality Fire and Emergency Medical Services has clearly risen since the measures were passed, and they no longer provide sufficient revenue to continue the same level of service.
NBS Inc. has a long history of assisting public agencies with updating existing, or drafting new, parcel taxes and other revenue sources to insure ongoing delivery of the quality services expected by the public. Attachment 1 outlines the services to be provided, and the Fire District's obligation would be to pay for 50%.

Recommended Action: Approve the agreement with NBS Inc. for services to update or replace the District's parcel taxes Measures J and B.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: $0

PROPOSED BUDGET AMOUNT: $24,000.00

FINANCING SOURCE: TBD

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Doug Hutchison

Approved:

Doug Hutchison, Fire Chief

870 Market Street, Suite 1223
San Francisco, CA 94102
Toll free: 800.434.8349

www.nbsgov.com

May 20, 2024

Doug Hutchison
Fire Chief
Ukiah Valley Fire Authority
1500 S. State Street
Ukiah, CA 95482

RE: Proposal for Parcel Tax Formation

Dear Mr. Hutchison,

Thank you for the opportunity to address the Authority's needs for Parcel Tax Formation, including optional Public Engagement services. As discussed, NBS has work with several other agencies to implement funding mechanisms to support the provision of fire services and we look forward to assisting the Authority with the same. If you have any questions regarding the scope of services or fees presented below, please let me know.

***

SCOPE OF SERVICES

The following describes the proposed Work Plan for completion of this Scope of Services:

KICK-OFF MEETING, PROJECT SCHEDULE

NBS will meet with County staff, consultants, and other interested parties, proceeding on a brisk timeline. The goals are to:

- Establish lines of communication.
- Clarify the specific project goals and criteria that will meet the team's preference.
- Identify and resolve any special circumstances regarding the use of the funding mechanisms.
- Establish meeting dates consistent with the schedule to achieve project milestones.

DATA COLLECTION

NBS will gather and review data relevant to the project goals. Data will be obtained from various sources, including County records, Assessor's parcel maps, County Assessor information. NBS may utilize GIS mapping to assist with the process.

COST ESTIMATE

NBS will work with the District to develop an estimate of projected costs to calculate adequate financing or funding scenarios.

RATE MODELING

NBS will, using the parcel data and cost estimate, model parcel tax rates on both a lot square footage and building square footage basis.

MEETINGS AND PRESENTATIONS

NBS will provide support to staff to review the feasibility study throughout the project. We have the tools to accomplish all aspects of the project's work plan remotely from NBS offices. We utilize video conferencing, email, and telephone to coordinate on the project and review deliverables in an effective manner.

OUTREACH COORDINATION

NBS will coordinate with any polling and outreach consultants to ensure they have the data they need to effectively engage with the community.

RESOLUTION COORDINATION

NBS will coordinate with legal counsel and the District as appropriate to ensure that the parcel tax methodology is detailed appropriately in the resolution call for the measure.

OPTIONAL PUBLIC ENGAGEMENT SERVICES

The Authority may wish to include the following optional services that could enhance the project's results.

SUMMARY OF APPROACH

NBS will communicate with the Authority staff throughout the duration of the project to clarify the Authority's goals, identify any special circumstances, and develop a realistic project schedule. The following Work Plans detail the steps needed to put the Authority in the best position to propose a viable local funding ballot measure for the November 2024 election.

ISSUE RESEARCH, AND POLLING

Develop Stakeholder Outreach and Public Engagement Messaging: NBS will work with staff, elected officials and stakeholders to develop agreed-upon messaging that will ensure the sharing of consistent ideas and concepts with the community during Phase One services such as polling. Standard messaging will provide clarity to community members and prevent confusion.

NBS will partner with the Authority's Fire Chief, and community team, to provide the research needed for the Authority to understand its most viable revenue measure options.

Voter Poll: Working with NBS and the Authority's team, GBA will draft a survey questionnaire for Authority approval, and conduct a poll among likely voters within Ukiah that will achieve the following objectives:

- Explore the current image of the Ukiah Valley Fire Authority, voters' attitudes towards the Authority, and their assessments of the strengths and weaknesses of local government;
- Determine voter perceptions of the needs of the Authority and the priorities that voters set for those needs;
- Determine voter attitudes towards various revenue measures for the Authority, and the optimum amount to place before the voters;
- Evaluate voters' top priorities for money raised in order to design a measure that best addresses the desires of the community;
- Determine the most effective and important reasons for your voters to support a ballot measure;
- Develop a demographic profile of the Authority's voters, including how various demographic groups differ in their opinions and attitudes towards a possible ballot measure.

Polling Methodology: Our subconsultant, GBA, will select the survey sample from highly sophisticated and up-to-date voter registration files. This information, when combined with the answers to our survey questions, is essential as we identify voters who are most likely to vote in general, primary, municipal, special, or mail-only elections. It is critical to remember that any survey must interview only likely voters. Being a registered voter is not enough. Those likely to vote will have demonstrated their interest in voting through their history in previous elections.

The sample will be drawn from lists of registered voters which have been matched with telephone directories and other lists to maximize the quantity of available telephone numbers. Based on the size of the authority, we would expect that a smaller sample of voters will be adequate, even if it is no more than 100 completed interviews.

GBA believes that it is of the utmost importance to go beyond simple questions and simple answers. For example, you will never see us ask if a problem is serious or not serious. We require differentiation between those with strong opinions and those with weaker opinions, those who say the problem is "extremely serious," or "very serious" rather than those who say it is only "somewhat serious" or "not too serious." Therefore, virtually all questions in our polls will delve into the intensity of feeling that voters bring to an issue. Only in this way can we separate those voters with a general opinion on an issue from those who are moved to take action because of that same issue (even if the "action" is just voting "yes" or "no").

Telephone interviews are conducted by a regularly employed staff of full-time professional interviewers who specialize in conducting interviews for public opinion surveys. GBA supervises the interviewing process and verifies that interviews are conducted according to specifications. Supervisory procedures include continuous on-site and telephone monitoring of interviews. GBA follows established industry standards for call backs of busy or "not-at-home" numbers designed specifically to maintain the randomness of interviewee selection and the validity of the survey. A regularly employed staff of full-time professional interviewers conducts interviews in English, Spanish, Vietnamese, Cantonese, Mandarin, and other languages.

To summarize, we will provide to the Ukiah Valley Fire Authority:

- Random telephone and on-line survey of likely voters
- Consultation solely with principal of Gene Bregman & Associates
- Assistance in developing topic areas to be investigated
- Development of survey questionnaire
- Scientific sample selection to assure reaching an accurate representation of the voting population
- Pre-testing of questionnaire
- Conduct of field work from our central phone bank, as well as surveys completed from text and email contacts
- Editing, coding, and electronic data processing
- A full computer printout of all cross-tabulated data
- Analysis of survey results
- On-going strategy and consultation

Feasibility Analysis of Ballot Measure Options and Expenditure Plan: Incorporating polling data, NBS and GBA will make recommendations to the Authority team on a proposed ballot measure amount and ballot measure expenditure plan elements. If polling is favorable for a potential funding measure, this would be an optimal time to present polling data to the Board for discussion and recommendation to draft ballot measure language. This allows time for community outreach, input and consensus building among key stakeholders prior to finalizing the proposed ballot language and the resolutions Council must adopt to officially place a measure before voters.

MESSAGE TOOLKIT, STAKEHOLDER OUTREACH AND PUBLIC ENGAGEMENT

Outreach to key stakeholders (business, labor, and other community leaders) before a measure is officially proposed can be key to the success of its passage. This is where potential bumps in the road are uncovered, and ideally resolved. NBS will work with the Authority team to develop a Stakeholder Outreach Plan and strategy to help build community consensus around the need for a ballot measure to maintain the quality of life that Ukiah residents desire.

NBS will work with the Authority's team to create a Key Stakeholder Outreach Plan and a list of key stakeholders and media outlets, develop website content, and an Informational Toolkit (fact sheet, Q&A, PowerPoint presentation) that can be used to educate and engage leaders in the public and private sector, business community, and community-based organizations about the need for additional funding for essential public services.

Once the Board acts to place a measure on the ballot, the Authority may consider some informational outreach to educate residents on the proposal itself through online and news media communications and through the mail. Working with your staff and legal counsel, we can assist with crafting and implementing that communications program.

Finalize Ballot Measure Language and Ballot Argument

To place a ballot measure on the November 5, 2024 ballot, all election-related Board action and resolutions must be completed and noticed to the County by August 9, 2024, providing an important window of time for informing and engaging community members around the need for additional revenue before officially proposing and finalizing the ballot measure language.

NBS will work with the Authority's Fire Chief and Attorney to draft ballot measure language and accompanying resolutions for Board approval.

PROFESSIONAL FEES

Parcel Tax Formation $8,500

OPTIONAL SERVICES FEES

Issue Research, and Polling.....$20,000

Message Toolkit, Stakeholder Outreach and Public Engagement.....$19,500

TERMS

At no time will we invoice for charges in excess of the fee to which the Authority and NBS mutually agree. Should the Authority specifically request additional services beyond those described in this document, we will discuss those requests and associated costs at that later time and only invoice for additional fees upon separate written authorization from the Authority. NBS proposes to invoice the Authority on a monthly basis, following recorded consultant time on the project, paralleling our completion of the work.

***

Please feel free to reach out to me at any time with questions about our proposal or to move forward with a professional services agreement. I can be reached at 800.434.8349 or via smares@nbsgov.com. We would genuinely like to work on this project and help the Authority move forward successfully.

Sincerely,

Sara Mares
Director

Agenda Item No: 8.a.

MEETING DATE/TIME: 6/18/2024

ITEM NO: 2024-319

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: April 24, 2024, County of Mendocino; Katrina Bartolomie; Assessor, County Clerk-Recorder, Registrar of Voters; 501 Low Gap Rd., Room 1020; Ukiah CA 95482; Notice of Elective Offices to be Filed.

DEPARTMENT: Fire **PREPARED BY:** Stephanie Abba, Clerk of the Board

PRESENTER:

ATTACHMENTS:

1. April 24, 2024 Letter from Co. Registrar of Voters

Summary:

Background:

Discussion:

Recommended Action: Discussion regarding the November 5, 2024, Elections. Discuss what each Candidate needs to do before elections.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

KATRINA BARTOLOMIE
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS
COMMISSIONER OF
CIVIL MARRIAGES

COUNTY OF MENDOCINO

OFFICE OF ASSESSOR-COUNTY CLERK-RECORDE
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: acr@mendocinocounty.gov

TONYA MOUNTS
ASSISTANT ASSESSOR
(707) 234-6800
ASSESSOR FAX: (707) 463-6597

AMANDA WOLTER
ASSISTANT REGISTRAR OF VOTERS
ASSISTANT CLERK RECORDER
(707) 234-6819

Business Property (707) 234-6815
County Clerk: (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

April 24, 2024

Ukiah Valley Fire Protection District
ATTN: Stephanie Abba
1500 S. State St.
Ukiah, CA 95482

Your Special District Board Election will be conducted on Tuesday, November 5, 2024, in accordance with the provisions of your principal act. Accordingly, there are certain items that must be executed and filed with this office no later than 125 days (**July 3, 2024**) prior to the date of the election. These items are listed below:

- The attached "Notice of Elective Offices to be Filled" (form enclosed), which includes: Who is responsible for paying Candidate's Statement of Qualifications; and the list of officials whose terms expire in December 2024 (please indicate whether they were elected or appointed and if the office will be for a short term or a long term.

  AND

- A map showing the boundaries of the district and the boundaries of the division of the district, if any.

PLEASE NOTE: We need BOTH the Notice of Elective Offices to be Filled AND a map of the district to order your election.

Potential candidates may obtain their filing forms directly from our office (501 Low Gap Road, Room 1020, Ukiah, CA 95482). Forms will be available, and the filing period begins on July 15, 2024 and ends at 5:00pm on August 9, 2024.

Please feel free to contact this office if you have any questions.

Sincerely,

KATRINA BARTOLOMIE
Assessor-County Clerk-Recorder

Amanda Wolter

Amanda Wolter
Assistant Registrar of Voters

enclosure

MEMORANDUM

TO: KATRINA BARTOLOMIE, ASSESSOR-COUNTY CLERK-RECORDER

FROM: Ukiah Valley Fire DISTRICT

SUBJECT: **NOTICE OF ELECTIVE OFFICES TO BE FILLED, AND STATEMENT OF RESPONSIBILITY FOR STATEMENTS OF QUALIFICATIONS**

Notice is hereby given that, pursuant to Elections Code Section 10509 (which requires notification prior to the 125th day before the election (July 3, 2024), the following are the elected office holders of this district whose terms will expire in 2024, and whose successors will be required to be elected at the upcoming election to be held on November 5, 2024.

	OFFICE: -1	TO BE ELECTED AT LARGE or BY DIVISION -2	LENGTH OF TERM: (Commencing 12/06/2024)
1.	David B. Haas - Long Term	E	(4) YEARS
2.	Peter Bushby - Long Term	E	(4) YEARS
3.	Kevin Jennings		YEARS
4.	~~Vacant Seat~~ - Long Term	E	(4) YEARS
5.	Vacant Seat - Short Term	E	(2) YEARS

PLEASE MARK THE APPROPRIATE OPTIONS BELOW:

1. The length of Statement of Qualifications shall not exceed (select one):
   - [x] 200 words
   - [ ] 400 words *

*Please note: Estimated cost for printing 400 word statements are DOUBLE that of the 200 word statements and would apply to all Statements of Qualifications regardless of the number of words.

2. The costs incurred in the printing of the optional Statements of Qualifications (English & Spanish, if requested by the candidate) in the Sample Ballot is the responsibility of the (select one)
   - [x] District
   - [ ] Candidate

Multi-county districts please be advised that the estimated cost reflects only the Mendocino County portion of the cost.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND SUBMIT THIS STATEMENT IN COMPLIANCE WITH ELECTIONS CODE SECTIONS 10509 AND 13307.

SIGNED: Stephanie Abba DATE: June 5, 2024

-1 If candidates are to be nominated by division or unit, show the division or unit number. If the office has no division or unit, but is identified by number, show the office number.

-2 If a Fire Protection District or Public Utility District is to be elected by a territorial unit substitute "territorial unit" for "division".

RECEIVED
JUN 11 2024
KATRINA BARTOLOMIE
COUNTY CLERK-RECORDER

Agenda Item No: 8.b.

MEETING DATE/TIME: 6/18/2024

ITEM NO: 2024-320

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Mendocino LAFCo; Larkyn Feiler, Analyst; 200 S. School St.; Ukiah, CA 95482; eo@mendolafco.org; Resolution and Annexation Map updated for 2024 Elections.

DEPARTMENT: Fire **PREPARED BY:** Stephanie Abba, Clerk of the Board

PRESENTER:

ATTACHMENTS:

1. 2023-04-24 LAFCo Resolution & Map - Annexation

Summary:

Background:

Discussion:

Recommended Action:

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

Resolution No. 2021-22-03
of the Local Agency Formation Commission of Mendocino County

Approving the Ukiah Valley Fire District Change of Organization to Annex the City Limits of the City of Ukiah for Fire Services

WHEREAS, on May 18, 2021, the Ukiah Valley Fire District (UVFD or District) Board of Directors approved Resolution No. 2021-04 to initiate a proposed District annexation of the City of Ukiah City limits for fire services and concurrent amendment of the District's Sphere of Influence to be contiguous with the proposed new boundary; and

WHEREAS, on May 19, 2021, the City of Ukiah (City) City Council approved Resolution 2021-21 to support the District's proposed annexation and SOI amendment; and

WHEREAS, the application was receiving on June 29, 2021 and was referred to the County Assessor and Auditor for negotiation of a property tax exchange pursuant to Revenue and Tax Code Section 99 and Resolutions adopted by the County Board of Supervisors, City of Ukiah City Council, and UVFD Board of Directors has been received regarding the allocation of property tax within the annexation area; and

WHEREAS, a Certificate of Filing was issued on September 29, 2021 indicating receipt of a complete application pursuant to California Government Code Section 56658; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission by September 13, 2021 in the form and manner prescribed by law; and

WHEREAS, the Executive Officer's report and recommendations on the application were presented to the Commission on October 4, 2021 in the manner provided by law; and

WHEREAS, the Commission conducted a duly noticed public hearing on the application on October 4, 2021. At the hearing, all interested persons were given the opportunity to hear and be heard. At the conclusion of public testimony, the Commission closed the public hearing and considered and deliberated on all relevant oral and written testimony and evidence presented or filed, the Executive Officer's report, the applicant's plan for services and other application materials, and all the factors required under California Government Code Section 56668 and 56668.3; and

WHEREAS, the Commission has reviewed and considered this resolution and hereby finds that it accurately sets forth the intentions of the Commission with respect to the application.

NOW, THEREFORE, the Mendocino Local Agency Formation Commission does hereby RESOLVE, DETERMINE, and ORDER as follows:

1. The Commission, as Responsible Agency, agrees with the environmental determination of the Ukiah Valley Fire District, as Lead Agency, for the proposed annexation and sphere of influence amendment as found to be exempt from the California Environmental Quality Act in the Notice of Exemption recorded June 8, 2021 (Mendocino County Official Records 2021-E0033) pursuant to PRC §21065 and Title 14 CCR §15378(a), 15061(b)(3), 15261, 15301, and 15320, with no evidence presented of unusual circumstances (Title 14 CCR §15300.2(c)).
2. The Ukiah Valley Fire District Change of Organization to Annex the City Limits of the City of Ukiah for Fire Services (File No. A-2021-02) is approved.

3. The Annexation shall be subject to the following terms and conditions:
   a) The boundaries of the Annexation Area shall be defined by the map depicted in Exhibit "A", attached hereto and incorporate herein by reference.
   b) The Ukiah Valley Fire District parcel taxes Measures J and B shall be imposed and levied in the entire annexation area, more specifically the City Limits of the City of Ukiah.
   c) The Amended and Restated Agreement for Shared Management of Fire Department between the Ukiah Valley Fire District and City of Ukiah executed on June 17, 2020, and scheduled to be effective upon annexation approval, shall be implemented with proof of executed agreements provided to the Executive Officer.
   d) The City of Ukiah maintains all of its rights and obligations under Health and Safety Code Section 1797.201 for administering Emergency Medical Services (EMS) upon Ukiah Valley Fire District annexation of the City Limits of the City of Ukiah.
4. The application is assigned the following distinctive short-term designation: "UVFD Fire Services Annexation and Fire District Sphere Amendment".
5. The effective date of the annexation shall be the date of the filing of the Certificate of Completion for the application. The Certificate of Completion shall not be filed until all charges assessed and fees due to the Commission have been paid by the applicant(s) and all materials required by the Commission for final processing of the application have been submitted.
6. The affected territory is inhabited (contains more than twelve registered voters) pursuant to GOV §56046 and property owners within the affected territory have not consented in writing to the proposal. Conducting Authority proceedings, with a minimum 21-day public notice, will be scheduled pursuant to Government Code Section 57000 et seq.
7. The Clerk of the Commission is designated as the custodian of the documents and other materials that constitute the record of the proceedings upon which the Commission's decision herein is based. These documents may be found at the office of the Clerk of the Commission, 200 South School Street, Ukiah, CA 95482.

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 4th day of October 2021 by the following vote:

AYES (6): Mulheren, McGourty, Gonzalez, Ward, Ignacio, Orth.

NOES: (1) Froneberger

ABSTAIN:

ABSENT:

Charles A. Orth

CHARLES A. ORTH, Commission Chair

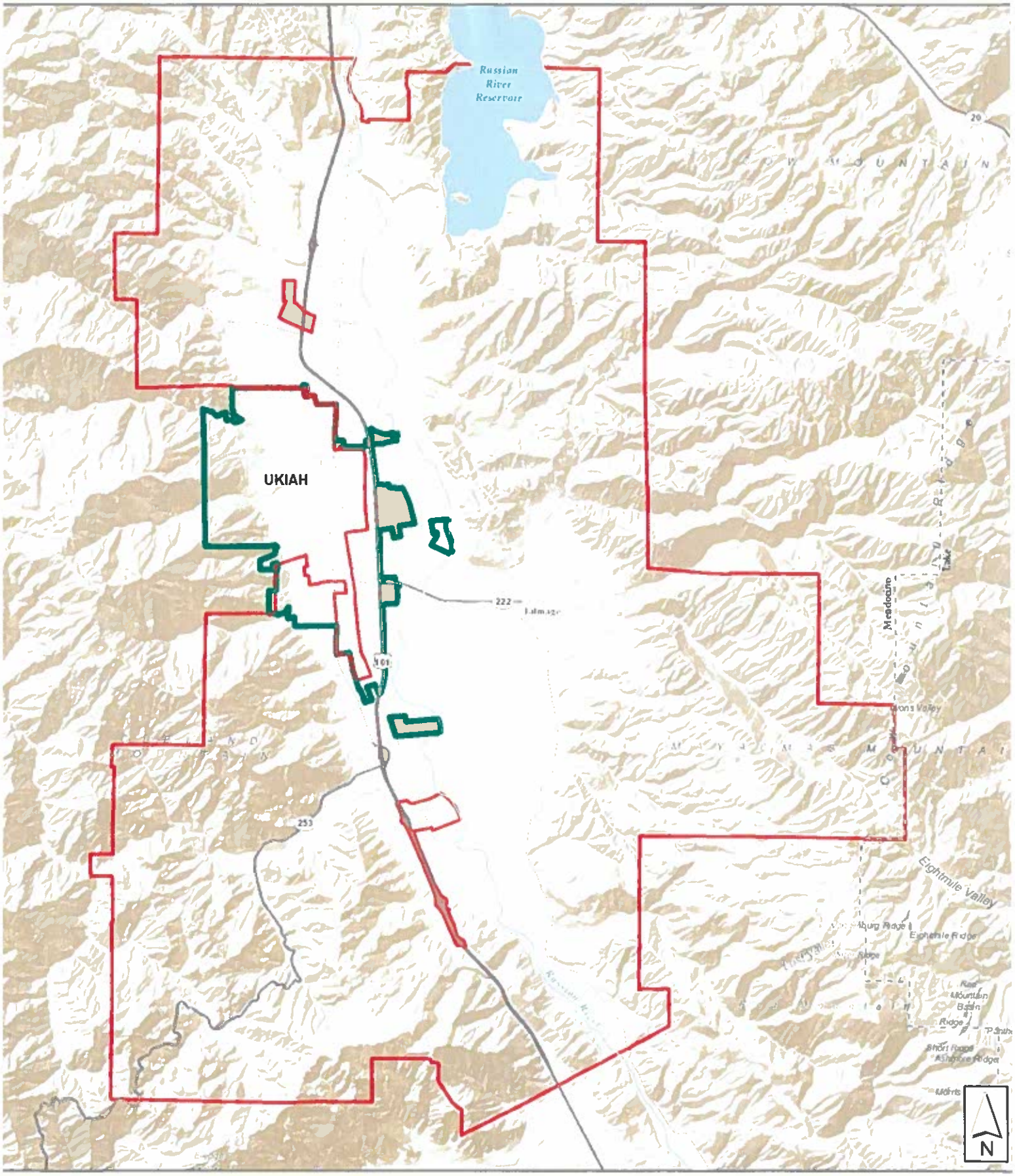
ATTEST:

UMA HINMAN, Executive Officer

EXHIBIT "A"

FIRE DISTRICT AND CITY LIMITS

ATTACHMENT 1



Fire District Boundary

Ukiah City Limits

0 6,000 12,000 Feet

his map is a guide. Every reasonable
ffort has been made to ensure the accuracy
f the map and data provided. Parcel lines
re not intended to represent surveyed data.