

**SUISUN FIRE PROTECTION DISTRICT
BOARD OF COMMISSIONERS
445 JACKSON STREET
FAIRFIELD, CA 94533**

**Regular Scheduled Meeting
November 13, 2019 @ 9 A.M.**

MINUTES

CALL TO ORDER: Commissioner Lynn Lippstreu called the regular meeting to order at 925 a.m.

ROLL CALL: Present Commissioner Lynn Lippstreu, Commissioner Avery Greene, Commissioner Warren Sheldon, Commissioner Lee Vierling, Chief Ronald Glantz, Secretary Linda Feins

NOT PRESENT –

PUBLIC COMMENT – None

APPROVAL OF THE MINUTES: Minutes of October 9, 2019 were approved as written with no objection by President Lynn Lippstreu.

OLD BUSINESS:

- A. LAFCO DEPLOYMENT & FISCAL GOVERNANCE OPTIONS ANALYSIS –** Chief Glantz has completed the survey for the meeting tomorrow. LAFCO paid \$90,000 to the City Gate to develop the survey. Chief Glantz has offered the survey to the commissioners to read.
- B. IMPACT FEE NEXUS FIVE-YEAR FINDINGS REPORT –** This report is for the Solano Board of Supervisors to approve the continuation of the impact fee. Commissioner Warren Sheldon moved to approve the report. Commissioner Avery Greene seconded the motion. The motion was approved with a 4/0 vote.
- C. ROOF STRUCTURE AT STATION 32 –** The rafter and trusses have been repaired.

NEW BUSINESS:

- A. OCTOBER EXPENDITURES** – Commissioner Avery Greene moved to approve the October 2019 expenditures of \$26,901.03. Commissioner Warren Sheldon moved to second the motion. The motion was approved with a 4/0 vote.
- B. CALIFORNIA FIRE CODE 2019 EDITION WITH VARIOUS MODIFICATIONS, DELETIONS AND ADDITIONS TO SAID CODE, ORDINANCE NUMBER 2019-001 INTRODUCTION** – Commissioner Warren Sheldon moved to adopt as an ordinance. Commissioner Lee Viering seconded the motion. The motion was approved with a 4/0 vote.
- C. FAIRA JOINT POWERS LIABILITY RISK SHARING AGREEMENT** – Commissioner Warren Sheldon moved to continue to participate with the 6th amendment of the program listed as RE 2019-001. Commissioner Avery Greene second the motion. The motion was approved with a 4/0 vote.
- D. PROPERTY TAX PROJECTIONS 2019/20** – The Board of Commissioners were given the property tax projections for next year in the amount of \$378,497.00
- E. ANNUAL IMPACT FEE REPORT** – Commissioner Lee Viering moved to approve the Impact Fee Report in the amount of \$424,899.00. Commissioner Warren Sheldon seconded the motion. The motion was approved with a 4/0 vote.

CHIEF'S REPORT:

- A. DODINI FUNERAL** – Chief Glantz did a presentation for Ron Dodini at the Masonic funeral.
- B. CHRISTMAS PARTY AT STATION 32** – The potluck party will be at approximately 2 pm.
- C. SOLANO COUNTY FIREMAN'S ASSOCIATION DINNER** – The dinner will be held at the SFPD station on January 17th. Mike Kimmel will hold the office of President.
- D. AWARDS DINNER AT WOODEN VALLEY WINERY** – Next years dinner will be held at Wooden Valley Winery. Chief Glantz is working on a video presentation.
- E. REMODEL OF VALLEY STATION** – Chief Glantz is looking at adding a smaller portion to the existing building and then building a larger metal structure behind the original station to house the engines.

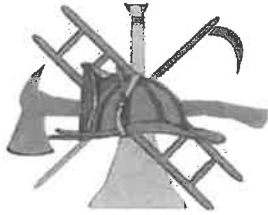
F. EXPLORERS – Kerri Gardner was introduced to the Commissioners during the course of the meeting. Commissioner Avery Greene offered a visitation of his Red Barn of antique cars as an outing for the Explorers.

ADJOURN -The meeting was adjourned. The next meeting will be held on Wednesday, December 11, 2019 at 9 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Linda Feins".

Linda Feins
Secretary



SUISUN FIRE PROTECTION DISTRICT

445 Jackson St
Fairfield, Ca 94533

In accordance with Government Code § 66006(b)(1) and (2), the Suisun Fire Protection District (the "District") provides the following information for fiscal year 2018-2019 for the District's fire impact development fee ("Reportable Fee").

A. A BRIEF DESCRIPTION OF THE TYPE OF FEE

The Reportable Fee will help maintain adequate levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in the District.

B. THE AMOUNT OF THE FEE

The Reportable Fee in effect at the end of fiscal year 2018-19 was based on the table below;

Land Use	Impact Fee
<i>Residential Development</i>	
Single Family Housing	\$1.45
Multi Family Housing	\$2.57
Mobile Home	\$2.07
<i>Nonresidential (per thousand building square feet)</i>	
Retail/Commercial	\$1.58
Office	\$2.15
Industrial	\$1.68
Agriculture	\$0.91
Warehouse/Distribution	\$1.01

The Reportable Fee was approved by the District Board of Directors ("Board") on September 9, 2013 by Resolution No. 2014-005 and adopted by the County Board of Supervisors on November 8, 2017.

C. THE BEGINNING AND ENDING BALANCE OF THE ACCOUNT OR FUND

The balance of the capital facilities fund at the beginning of fiscal year 2018 was \$299,124. At the end of fiscal year 2018-19, the balance of the capital facilities fund was \$395,792.

D. THE AMOUNT OF THE FEES COLLECTED AND THE INTEREST EARNED

The net amount of Reportable Fee collected and interest earned during fiscal year 2018-19 was \$29,197. The County of Solano retains an administrative fee in the amount of 2% of total Reportable Fees collected.

E. IDENTIFICATION OF EACH PUBLIC IMPROVEMENT ON WHICH FEES WERE EXPENDED; THE AMOUNT OF THE EXPENDITURES FOR EACH IMPROVEMENT AND THE TOTAL PERCENTAGE OF THE COST OF THE PUBLIC IMPROVEMENT THAT WAS FUNDED WITH THE REPORTABLE FEE

No funds were expended during this period of time.

F. IDENTIFICATION OF INCOMPLETE PROJECTS

TABLE 2 – INCOMPLETE PROJECTS

Type	Estimated cost
Station 32 Expansion	\$440,000
1 Type 1 Engine	\$390,000

G. REFUNDS

There were no Reportable Fee refunds in fiscal year 2018-19. No other refunds are required under applicable law.

H. INTERFUND TRANSFERS

There were no interfund loans, refunds or reallocation of funds in lieu of refunds in fiscal year 2018-19.

Approved by the Board of Commissioners

Approved Lynn Lippstreu Date November 12, 2019

Board President, Lynn Lippstreu



SUISUN FIRE PROTECTION DISTRICT

FIRE IMPACT FEE PROGRAM FIVE-YEAR FINDINGS REPORT

**FISCAL YEAR ENDING
JUNE 30, 2019**

PREPARED FOR:

**BOARD OF SUPERVISORS
COUNTY OF SOLANO**

PREPARED BY:



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EXECUTIVE SUMMARY

INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report, every year and every fifth year, certain financial information regarding their development impact fee programs. These reporting requirements are applicable to the fire impact fee ("Reportable Fee") program of the Suisun Fire Protection District ("District") that became effective on February 9, 2015, upon adoption by the County of Solano ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's fire impact fee fund for fiscal year ending June 30, 2019.

BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

The District has prepared a timely Annual Report every fiscal year since fiscal year 2015-16 and the adoption of the new fire impact fee program.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years thereafter, to comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act of the states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

FIVE-YEAR FINDINGS REPORT (FISCAL YEAR ENDING JUNE 30, 2019)

In accordance with Government Code Section 66001(d)(1), the District affirmatively demonstrates that the District still needs the unexpended fire impact fee revenue to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

UNEXPENDED REPORTABLE FEE FUND BALANCE

The District's fire impact fee ("Reportable Fee") fund balance, as of June 30, 2019, was \$424,989.

PURPOSE OF THE REPORTABLE FEE FUND BALANCE

The purpose of the Reportable Fee imposed and collected on new development within the District is to fund the cost of new or expanded fire protection and emergency response facilities, apparatus, vehicles attributable to new development in order to maintain the District's existing level of service. Specifically, the District's unexpended Reportable Fee fund balance will partially fund the expansion of Station 32 (\$440,000) and the purchase of a new (added) Type 1 engine (\$390,000).

RELATIONSHIP BETWEEN UNEXPENDED REPORTABLE FEE BALANCE AND THE PURPOSE OF THE FEE

There is reasonable relationship between the unexpended Reportable Fee balance and the purpose of the Reportable Fee, by reason of the fact that the additional persons and structural area created by the development projects that paid the Reportable Fee created the need for new or expanded facilities, apparatus, vehicles, and equipment in order for the District to maintain their level of service. The District intends to use the unexpended Reportable Fee fund balance to partially fund the expansion of Station 32 and the purchase of a new (added) Type 1 engine to serve the District's growing persons (residents and employees) and structural area (living area or nonresidential building area) in which they live or work.

SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEE

The estimated cost of the District's incomplete improvements funded by the unexpended Reportable Fee and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements are shown in Figure 1 on Page 4.

APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

The approximate dates on which the funding anticipated to complete the financing of the District's incomplete improvements is expected to be deposited into the Reportable Fee fund is shown in Figure 2 on page 6.

FIGURE 1 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS

Incomplete Improvement	Anticipated Funding Amount						Estimated Cost
	Unexpended Reportable Fees ¹	Future Reportable Fees ²	General Fund Contribution ³	Donations ⁴	Grants ⁵	Other	
Expansion of Station 32	\$212,495	\$227,505	\$0	\$0	\$0	\$0	\$440,000
New (Added) Type 1 Engine	\$212,494	\$177,506	\$0	\$0	\$0	\$0	\$390,000
TOTAL	\$424,989	\$405,011	\$0	\$0	\$0	\$0	\$830,000

Source: Suisun Fire Protection District

Notes:

¹ Fire impact fees collected and unexpended as of June 30, 2019.

² Fire impact fees collected after June 30, 2019. The District has average approximately \$100,000 annually for the last four fiscal years.

³ Anticipated funding from the District General Budget that is funded through property taxes.

⁴ Anticipated donations dedicated to the projects indicated.

⁵ Anticipated grant proceeds dedicated to the projects indicated.

FIGURE 2 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

Incomplete Improvement	Anticipated Deposit Date of Funding						Construction / Purchase Completion Date
	Unexpended Reportable Fees	Future Reportable Fees	General Fund Contribution	Donations	Grants	Other	
Expansion of Station 32	Balance as of June 30, 2019	FY 2020 thru FY 2022	NA	NA	NA	NA	Fall 2023
New (Added) Type 1 Engine	Balance as of June 30, 2019	FY 2019 thru FY 2020	NA	NA	NA	NA	Fall 2021

Source: Suisun Fire Protection District

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