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**CONSENT  
ITEMS**

# **NEW BUSINESS**



# San Ramon Valley Fire Protection District

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Date: November 19, 2014

To: Board of Directors

From: Christina Kiefer, Division Chief

Subject: Purchasing Ordinance Establishing New Policies and Procedures for District Contracts for Goods and Services

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## Background:

The San Ramon Valley Fire Protection District ("District") is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*) to contract for goods and services needed to perform its authorized functions, consistent with the public bidding provisions set forth in the California Public Contract Code.

Since September 22, 2004, the District's purchasing and contracting procedures have been governed by District Ordinance No. 20. Due to changes in the laws establishing the thresholds for which the District is required to engage in formal bidding prior to awarding a contract, Ordinance No. 20 has become outdated and the time has come to update the District's purchasing policies and procedures.

A new Ordinance No. 31, has been prepared to streamline and simplify the District's purchasing procedures. Ordinance No. 31 repeals and replaces Ordinance No. 20, and provides a uniform and comprehensive approach to the District's purchasing and contracting procedures.

The proposed Ordinance establishes the thresholds for which public bidding is required for certain types of specialized services, as well as the procedures to be utilized for accepting and considering public bids. The proposed Ordinance also specifies which District personnel have authority to act on behalf of the District in negotiating and agreeing to various types of contracts.

Major substantive changes in the new Ordinance No. 31 include the following:

1. Section 3.6, "Special Services Contracts" has been modified to reflect a change in Public Contract Code section 20812 which increased the threshold amount above which the Formal Bidding procedure must be utilized from \$10,000 to \$25,000.
2. Section 8, "Use of District Form Contracts Required" increases the threshold above which the District must utilize a Form Contract prepared by District Counsel from \$500 to \$5,000.

All other redlined changes are minor, editorial or typographical in nature.

The proposed Ordinance has been reviewed and approved to form by District Counsel and there are no identified costs associated with its adoption.

**Recommended Board Action:**

1. Open the public hearing, introduce and conduct the first reading in title only, of Ordinance No. 31, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance No. 20 and Setting Forth Purchasing and Contracting Procedures and Authorities.
2. Schedule a public hearing and second reading of the Ordinance for the December 17, 2014 regular Board Meeting.

**Financial Impacts:**

No fiscal impacts are expected by the adoption of the proposed Ordinance.

**Environmental Determination:**

The adoption of the proposed Ordinance is not a "Project" and has no potential for causing a significant physical impact on the environment and therefore is not subject to review under the California Environmental Quality Act ("CEQA," Public Resources Code Section 21000 *et seq.*). In addition, the proposed Ordinance is exempt under the definition of a "project" in Section 15378(b)(2) of the regulations implementing CEQA (the "CEQA Guidelines," Title 14 of the California Code of Regulations, Sections 15000 *et seq.*) in that the proposed Ordinance concerns the District's administrative activities and general policy and procedure making.

**Attachments:**

1. Ordinance No. 31, an Ordinance of the San Ramon Valley Fire Protection District Repealing Ordinance 20 and Setting Forth Purchasing and Contracting Procedures and Authorities.
2. Proposed Ordinance No. 31 with underlined and deleted text.

**ORDINANCE NO. 31**

**AN ORDINANCE OF THE SAN RAMON VALLEY  
FIRE PROTECTION DISTRICT REPEALING  
ORDINANCE 20 AND SETTING FORTH  
PURCHASING AND CONTRACTING PROCEDURES  
AND AUTHORITIES**

The Board of Directors (the "Board") of the San Ramon Valley Fire Protection District (the "District") ordains as follows:

**WHEREAS**, on September 22, 2004, the District adopted Ordinance No. 20 establishing purchasing and contracting procedures and authorities, and the District now desires to revise those procedures and authorities; and,

**WHEREAS**, the District is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 *et seq.*, the "Act") to contract for goods and services needed to perform its authorized functions which includes the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public; and,

**WHEREAS**, Public Contract Code section 20812(b) requires that the District must follow the contracting procedures of Public Contract Code section 20812(c), or the procedures of Contra Costa County; and,

**WHEREAS**, the District has created several form contracts which can be amended for distinct but similar situations.

**NOW THEREFORE BE IT RESOLVED**, as of the effective date of this Ordinance, Ordinance No. 20 is hereby repealed and replaced, in its entirety, with the provisions of this Ordinance. The District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

## SECTION 1. ADMINISTRATION.

- 1.1 **General.** The purpose of this Ordinance is to provide a single resource of information for the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public.

The intent of the Ordinance is to seek the best use of public funds to purchase Tangible Personal Property and services at a standard consistent with the required levels of quality.

For those purchases of Tangible Personal Property and services that do not require the informal or formal bidding process, staff is encouraged to research, evaluate, and assure that the best price is obtained for the items.

## SECTION 2. DEFINITIONS.

- 2.1 **General.** The following words and phrases have the following meanings:

2.1.1 **Formal Bidding** shall be used primarily for large dollar purchases and requires the use of competitive bidding under the Public Contract Code, with the exceptions as outlined in the Ordinance.

2.1.2 **General Services** shall mean all services which are not Special Services, including the following:

- (a) Maintenance or nonstructural repair of District buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control;
- (b) Repair, modification, and maintenance of District equipment and software;
- (c) Analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, and equipment; or other District Tangible Personal Property.
- (d) Replanting, care or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;
- (e) Provide temporary personnel services;
- (f) Provide other miscellaneous services to facilitate District operations;
- (g) Perform repair, demolition or other work required to abate nuisances;
- (h) Licensing software;
- (i) Leasing or renting of Tangible Personal Property for use by the District.

2.1.3 **Informal Bidding** shall mean a cost-effective competitive process for

canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

- 2.1.4 **Lowest Responsible Bidder** shall mean a bidder that is deemed responsible by the District and has demanded the least compensation from the District. When determining whether a bidder is responsible, the District shall consider one or more of the following factors as appropriate:
- (a) The ability, capacity, and skill of the bidder;
  - (b) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
  - (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - (d) The bidder's record of performance of previous contracts;
  - (e) Previous and existing compliance by the bidder with laws and ordinances relating to the contract;
  - (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
  - (g) The available insurance held by the bidder;
  - (h) The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
  - (i) The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
  - (j) The number and scope of conditions attached to the bid;
  - (k) Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
  - (l) For Public Projects, the bidder's promise to comply with the requirements of Government Code section 4303 which requires Public Projects to use only:
    - (i) unmanufactured materials produced in the United States, and
    - (ii) manufactured materials which were made in the United States and substantially all of which were from materials produced in the United States.
  - (m) For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer

within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

- 2.1.5 **Open Market Purchases** shall mean off-the-shelf purchases of items or services.
- 2.1.6 **Professional Services** shall mean all services provided by private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as described in Government Code section 4526 and the retention of counsel as described in the Act. Professional Services are exempt from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
- 2.1.7 **Public Project** shall have the same meaning set forth in California Public Contract Code section 20161 which defines "Public Project" as:
- (a) A project for the erection, improvement, painting, or repair of public buildings and works;
  - (b) Work in or about streams, bays, waterfronts, embankments or other work for protection against overflow;
  - (c) Street or sewer work except maintenance or repair;
  - (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.
- 2.1.8 **Purchasing and Contracting Authority** shall mean the representative or representatives of the District, whether members of its staff or its Board, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.
- 2.1.9 **Request for Proposal** shall mean a written description of the goods and services the District desires to purchase, and which is used to solicit bids from appropriate bidders.
- 2.1.10 **Special Services** shall have the same meaning set forth in Public Contract Code section 20812, which includes only "the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District."
- 2.1.11 **Tangible Personal Property** shall mean goods, material, supplies,



vehicles, machinery, furnishings, equipment and any other tangible article; Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit, or insurance.

### **SECTION 3. BIDDING AND PURCHASING PROCEDURES.**

- 3.1 **Open Market Purchases** do not involve any formal or informal solicitation and evaluation of competitive bids, but rather relies on the experience and judgment of the Purchasing and Contracting Authority to quickly and efficiently make the best decision among purchase sources, based on the same criteria used to determine the Lowest Responsible Bidder. This purchase is typically utilized for small, frequent retail items necessary for the District's day- to-day operations, particularly when convenience and immediate availability are critical.
- 3.2 **Informal Bidding** procedures require the Purchasing and Contracting Authority to solicit written, faxed, electronic or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above. As used in this Section, an "electronic" quotation may mean a transmission via the Internet, including, but not limited to e-mail and secure Internet purchasing system.
- 3.3 **Formal Bidding** procedures require compliance with the following:
- 3.3.1 **Plans and Specifications:** The District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.
- 3.3.2 **Notice:** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least ten (10) days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three (3) public places in the District.
- 3.3.3 **Posting Bonds:** Subject to the provisions of Chapter 7 (commencing with section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, the District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.

- 3.3.4 **Time Stamping Bids:** Bids received shall be time-stamped by the Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.
- 3.3.5 **Tendering Bids:** Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The District shall apply the amount of the lowest bidder's forfeited security to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.
- 3.3.6 **Cost Records:** Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with section 4000) of Division 5 of Title 1 of the Government Code.
- 3.3.7 **Sealed Bids – Submittal and Opening:** Bids, including bids for construction contracts, shall be submitted to the District via the District's approved secure online purchasing system, or on paper submitted in a sealed envelope, from a minimum of three (3) vendors. Bids submitted on paper shall be delivered to the District Clerk and shall be identified as a sealed bid on the envelope containing the same. Sealed bids shall not be opened prior to the time specified in the public notice and must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- 3.3.8 **Award of Bid:** If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance. In its discretion, the Board may reject any or all bids presented pursuant to the provisions of this Ordinance and the Public Contract Code, and re-advertise for bids.
- 3.3.9 **Tie bids:** Pursuant to Public Contract Code sections 20812 and 20813, if two (2) or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the Lowest Responsible Bidders. The Purchasing and Contracting Authority may also accept one of the tie bids, or may negotiate with the tie bidders for a lower price and make its selection based upon price as the ultimate criterion.

- 3.3.10 **Rejection of bids:** The Purchasing and Contracting Authority may reject any bid. If the District Board rejects all bids, it may either re-advertise or adopt a resolution, by two-thirds vote, declaring the service can be performed more economically by District employees or obtained at a lower price in the open market. Upon adoption of the resolution, the District Board may undertake the service contract without further complying with this section.
- 3.3.11 **Contractor Requirements:** Contracts authorized by the Board shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.
- 3.4 **General Service Contracts** involve the following procedures:
  - 3.4.1 For all General Service contracts under \$5,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.
  - 3.4.2 For all General Service contracts of \$5,000 or more, the Informal Bidding Procedure shall be utilized. Formal Bidding shall not be required for contracts or purchase orders for General Services.
- 3.5 **Professional Service Contracts** involve the following procedures: Consistent with the Act and Government Code section 4526, Professional Service contracts shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The factors listed in section 2.1.4 to determine whether a bidder is "responsible" shall be utilized when making this determination. Consistent with the Act and Government Code section 4528, the Chief and/or his or her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief and/or his or her designee determines is fair and reasonable.
- 3.6 **Special Services Contracts** involve the following procedures:
  - 3.6.1 Consistent with Public Contract Code section 20812, for all Special Service Contracts under \$25,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.
  - 3.6.2 For all Special Service contracts above \$25,000, the Formal Bidding Procedure shall be utilized.
- 3.7 **Public Projects** involve the following procedures:

- 3.7.1 For all Public Projects under \$5,000, no comparison-shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.
- 3.7.2 For all Public Projects of at least \$5,000 and less than \$10,000, the Informal Bidding Procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.
- 3.7.3 Pursuant to Public Contract Code section 20813, for all contracts for Public Projects of \$10,000 or more, the Formal Bidding procedure and all other applicable procedures required by the Public Contract Code shall be utilized.
- 3.7.4 **Prevailing Wage Requirements.** For Public Projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on Public Projects with the exception of work carried out by a public agency's own forces pursuant to Labor Code section 1771.

**3.8 Purchases of Tangible Personal Property** involve the following procedures:

- 3.8.1 For all purchases of Tangible Personal Property under \$5,000, no comparison shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.
- 3.8.2 For all purchases of Tangible Personal Property over \$5,000 but under \$25,000, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.
- 3.8.3 For all purchases of Tangible Personal Property over \$25,000, the Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.
- 3.8.4 Notwithstanding section 3.8.1, for purchases of gasoline or other automotive fuel, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

**SECTION 4. EXCEPTIONS TO THE BIDDING PROCESS.**

- 4.1 Notwithstanding the amount of the proposed contract or purchase, the Open Market procedure may be utilized in the following circumstances:
  - (a) When a patented proprietary item is being purchased; or
  - (b) The purchase is made under the circumstances of an Emergency, as defined in

the Public Contract Code section 1102 which is a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, environment or essential public services;" or

- (c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or
- (d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or
- (e) Purchases of investment instruments.
- (f) Consistent with Public Contract Code sections 10298 and 10299, when a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

## **SECTION 5. PURCHASING AND CONTRACTING AUTHORITIES.**

**5.1 General.** This section identifies the Purchasing and Contracting Authority for different types of purchases. The funding included in the annual budget approved by the Board for the purchase of Tangible Personal Property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of Tangible Personal Property up to the amounts listed in section 5.4, below. All such purchases shall meet the requirements, if any, of the Informal or Formal Bidding requirements prior to purchase and the contracting limits as specified in section 5.4 below.

**5.2 Public Projects:** For Public Projects of \$10,000 or more, the District Board shall be the only Purchasing and Contracting Authority.

**5.3 Professional Services:** The Fire Chief or his or her designee shall be the contracting authority, consistent with Section 3.5 of this Ordinance.

**5.4 All Other Contracts and Purchases:** For all other types of purchases and contracts, each of the following persons shall be authorized to be a District Purchasing and Contracting Authority:

Any amount more than \$25,000:	District Board of Directors
Any amount less than \$25,000:	District Fire Chief
Any amount less than \$10,000:	Deputy Fire Chief

Assistant Fire Chief  
Chief Financial Officer or Controller  
Division Chief/Fire Marshal

All contracts, purchase orders, terminations, amendments and change orders shall be in a form approved by District Counsel.

**SECTION 6. PROHIBITED ACTS.**

- 6.1 In no event shall any Purchasing and Contracting Authority allow any unlawful activity including, but not limited to, rebates, kickbacks or other unlawful consideration in fulfilling the requirements of this Ordinance nor shall any individual participate in the selection process when he or she has a financial interest as defined in Government Code section 87100, *et seq.* with a person or business entity seeking a contract.

**SECTION 7. SUFFICIENT FUNDS REQUIRED.**

- 7.1 Nothing in this Ordinance shall be interpreted to allow any purchase or contract for which insufficient District funds have been appropriated.

**SECTION 8. USE OF DISTRICT FORM CONTRACTS REQUIRED.**

- 8.1 **Form Of Contract For Purchase Of Services.** The District shall utilize a form contract provided by the District and approved by District Counsel ("Form Contract") to memorialize agreements for provision of General Services, Special Services, or Professional Services whenever the District is agreeing to pay \$5,000.00 or more. If the agreement will require the District to expend \$4,999.99 or less, the District may utilize a Form Contract. The Form Contract shall contain insurance requirements for each specific District engagement.
- 8.2 **Form Of Contract For Purchase Of Tangible Personal Property.** For any purchase of Tangible Personal Property, the District may utilize a Form Contract.

**SECTION 9. PROTEST PROCEDURE.**

- 9.1 After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the Purchasing and Contracting Authority. The protest must set forth the reasons for the challenge and must be filed within ten (10) days of the award of the contract. The Purchasing and Contracting Authority shall review the protest and provide a written reply in an expeditious manner. The decision of the Purchasing and Contracting Authority with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the selection procedure or the award of a contract. Notice of this procedure shall be included in any formal or informal District solicitation for the purchase of supplies,

materials, equipment or the performance of services.

**SECTION 10. SPLITTING ORDERS PROHIBITED.**

10.1 Consistent with Public Contract Code sections 20116, 20123.5, 20150.11, and 22033, it shall be unlawful to split or separate purchases, orders or contracts for services into smaller quantities or amounts for the purpose of avoiding the competitive bidding provisions or the Purchasing and Contracting Authority provisions of this Ordinance.

**SECTION 11. INSPECTION AND TESTING.**

11.1 The Purchasing and Contracting Authority shall have the power to inspect all supplies, materials and equipment delivered pursuant to any District purchase or any service provided by District contract to determine their conformance with the specifications for the involved supplies, materials, equipment or service. The Purchasing and Contracting Authority shall also have the power to require chemical and physical tests of samples submitted with bids and samples of deliveries, as necessary to determine their quality and conformance with specifications and applicable law.

**SECTION 12. PURCHASING MATRIX.**

12.1 The District Purchasing Matrix is attached as Exhibit A and incorporated herein by this reference.

**SECTION 13. SEVERABILITY.**

13.1 If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

**SECTION 14. PUBLICATION AND EFFECTIVE DATE.**

14.1 The Clerk of the Board shall cause a summary of this Ordinance to be published twice in a newspaper of general circulation within the District within fifteen (15) days after its adoption. The Ordinance shall become effective thirty (30) days after its adoption.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Glenn W. Umont, President

ATTEST:

APPROVED AS TO FORM

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Paige Meyer, District Chief

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William D. Ross, District Counsel



CATEGORIES	EXAMPLES OF PURCHASES	BIDDING REQUIREMENTS	AWARDING AUTHORITY	GLOBAL DEFINITIONS & EXCEPTIONS FROM BIDDING
<p><b>Professional Services</b> (Gov't Code § 4526)</p>	<p>Private architectural, landscape architectural, engineering environmental, surveying or construction project management firms.</p>	<p><b>Professional services are exempt</b> from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.</p>	<p>The Chief or his/her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief or his/her designee determines is fair and reasonable</p>	<p><b>Form Contract:</b> The District shall utilize a form contract provided by the District and approved by District Counsel for payments of \$5,000 or more.</p> <p><b>Insurance Requirements:</b> Insurance shall be required for each purchase/contract category in the amount and manner specified in the corresponding Form Contract</p>
<p><b>Special Services</b> (Public Contracts Code § 20812)</p>	<p>Accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District</p>	<p><b>Special Service Contracts Under \$25,000:</b> No comparison shopping or bidding shall be required and the Purchasing Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.</p> <p><b>For all Special Service Contracts above \$25,000,</b> the Formal Bidding Procedure shall be utilized.</p>	<p><b>Any amount Less than \$10,000:</b> Fire Chief's designee Deputy Fire Chief, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p><b>Informal bidding</b> means soliciting at least 3 quotations from vendors. Solicitations may be made by phone, fax, email, or mail. The quotes do not need to be sealed or secured.</p> <p><b>Formal Bidding</b> requires sealed bids, either electronically or on paper, and shall be awarded to the Lowest Responsible Bidder. Notice of the solicitation shall be published at least twice, not less than 5 days apart, beginning at least 10 days before opening the bids, in a newspaper of general circulation in the District, or if there is none, posted in at least 3 public places in the District.</p>
<p><b>General Services</b> (All services that are not "Special Services")</p>	<p>All services that are not "Special Services," such as: Maintenance or nonstructural repair of buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control; Repair, modification, maintenance of District equipment and software; analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, equipment or other tangible personal property; Replanting, care or maintenance of public grounds, including but not limited to trees, flowers, lawns; Providing temporary personnel services; Other misc. services to facilitate District operations; Perform repair to abate nuisances; licensing software; leasing or renting of personal property to District.</p>	<p><b>General Services under \$5,000:</b> No comparison shopping or bidding is required and the Purchasing and Contracting Authority shall utilize the Open Market process and his or her own discretion when selecting the most appropriate vendor to provide the service.</p> <p><b>General Services of \$5,000 or more:</b> The Informal Bidding Procedure shall be utilized. Formal bidding shall <u>not</u> be required for contracts or purchase orders for General Services.</p>	<p><b>Any amount Less than \$10,000:</b> Fire Chief's designee Deputy Fire Chief, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p><b>Exceptions to the Bidding Process:</b> Regardless of the amount of the proposed contract or purchase, the open market procedure may be used in the following instances: (a) When a patented proprietary item is being purchased; or</p>

<p><b>Tangible Personal Property</b></p>	<p>Goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article. Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit or insurance.</p>	<p><b>Tangible Personal Property under \$5,000:</b> No comparison shopping or bidding shall be required, and the Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b>Tangible Personal Property over \$5,000 but under \$25,000:</b> the Informal Bidding Procedure shall be required, along with applicable procedures required by the Public Contract Code.</p> <p><b>Tangible Personal Property over \$25,000:</b> the Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.</p>	<p><b>Any amount less than \$10,000:</b> Fire Chief's designee Deputy Fire Chief, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal</p> <p><b>Any amount less than \$25,000:</b> District Fire Chief</p> <p><b>Any amount more than \$25,000:</b> Board of Directors</p>	<p>(b) The purchase is made in an emergency (as defined by Public Contract Code § 1102)</p> <p>(c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, Subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or,</p> <p>(d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or,</p> <p>(e) Purchases of investment instruments; or,</p> <p>(f) Consistent with Public Contract Code §§ 10298 and 10299, when a purchase is made via a master agreement, multiple award schedule or cooperative agreement with a state or local agency where the original agreement was properly awarded via the appropriate public bid process.</p>
<p><b>Public Works Projects</b> (Public Contracts Code § 1101).</p>	<p>The erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.</p>	<p><b>Public Works Projects under \$5,000:</b> No comparison shopping/bidding is required. The Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b>Public Works Projects over \$5,000 but less than \$10,000:</b> the Informal Bidding Procedure is required.</p> <p><b>Contracts for Public Works Projects of \$10,000 or more:</b> The Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.</p>	<p>For all Public Projects of \$10,000 or more, the District Board of Directors shall be the only Purchasing Authority.</p> <p><b>Prevailing Wage Requirements:</b> For Public Works projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on public works, with the exception of work carried out by a public agency's own forces. (Labor Code § 1771)</p>	<p>(b) The purchase is made in an emergency (as defined by Public Contract Code § 1102)</p> <p>(c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, Subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or,</p> <p>(d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or,</p> <p>(e) Purchases of investment instruments; or,</p> <p>(f) Consistent with Public Contract Code §§ 10298 and 10299, when a purchase is made via a master agreement, multiple award schedule or cooperative agreement with a state or local agency where the original agreement was properly awarded via the appropriate public bid process.</p>

ORDINANCE NO. 31

AN ORDINANCE OF THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT REPEALING ORDINANCE 20 AND SETTING FORTH PURCHASING AND CONTRACTING PROCEDURES AND AUTHORITIES

The Board of Directors (the "Board") of the San Ramon Valley Fire Protection District (the "District") ordains as follows:

WHEREAS, on September 22, 2004, the District adopted Ordinance No. 20 establishing purchasing and contracting procedures and authorities, and the District now desires to revise those procedures and authorities; and,

WHEREAS, the District is authorized by the Fire Protection District Law of 1987 (Health & Safety Code section 13800 et seq., the "Act") to contract for goods and services needed to perform its authorized functions which includes the purchase of all equipment, material, supplies and the securing of services to be utilized by the District in meeting its mission in providing fire and emergency services to the public; and,

WHEREAS, Public Contract Code section 20812(b) requires that the District must follow the contracting procedures of Public Contract Code section 20812(c), or the procedures of Contra Costa County; and,

WHEREAS, the District has created several form contracts which can be amended for distinct but similar situations,

NOW THEREFORE BE IT RESOLVED, as of the effective date of this Ordinance, Ordinance No. 20 is hereby repealed and replaced, in its entirety, with the provisions of this Ordinance. The District establishes the following purchasing system for the purpose of setting forth efficient procedures for the purchase of supplies, materials, equipment and services; to secure for the District those supplies, materials, equipment and services at the lowest possible cost in an efficient manner without unnecessary delays; to exercise positive financial control over purchases; to clearly define the delegated authority for the purchasing and contracting functions; in compliance with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c); and to ensure the quality of the purchases and contracts for services accomplished by the District.

SECTION 1. ADMINISTRATION.

1.1 General. The purpose of this Ordinance is to provide a single resource of information for the purchase of all equipment, material, supplies and the securing of services to be utilized by

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¶ WHEREAS, the District desires to further this policy by providing responsible financial controls for all purchasing and contracting by the District; and,¶

¶ WHEREAS, the Board maintains the District should increase efficiency and minimize the delay when it becomes necessary for District personnel to purchase new supplies, materials, and equipment, and when contracting for services; and,¶

¶ WHEREAS, the Board maintains a single ordinance setting forth the District's purchasing and contracting policies to provide the most concise and clear guidance to ensure District personnel perform only those contracting and purchasing activities which they are authorized to perform; and,

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¶ WHEREAS, Public Contract Code section 20812(a) provides that a district board may contract for special services limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance labor relations, law, ... [1]

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the District in meeting its mission in providing fire and emergency services to the public.

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The intent of the Ordinance is to seek the best use of public funds to purchase Tangible Personal Property and services at a standard consistent with the required levels of quality.

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For those purchases of Tangible Personal Property and services that do not require the informal or formal bidding process, staff is encouraged to research, evaluate, and assure that the best price is obtained for the items.

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## SECTION 2. DEFINITIONS.

2.1 **General.** The following words and phrases have the following meanings:

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2.1.1 **Formal Bidding** shall be used primarily for large dollar purchases and requires the use of competitive bidding under the Public Contract Code, with the exceptions as outlined in the Ordinance.

2.1.2 **General Services** shall mean all services which are not Special Services, including the following:

(a) Maintenance or nonstructural repair of District buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control;

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(b) Repair, modification, and maintenance of District equipment and software;

(c) Analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, and equipment; or other District Tangible Personal Property.

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(d) Replanting, care or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;

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(e) Provide temporary personnel services;

(f) Provide other miscellaneous services to facilitate District operations;

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(g) Perform repair, demolition or other work required to abate nuisances;

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(h) Licensing software;

(i) Leasing or renting of Tangible Personal Property for use by the District.

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2.1.3 **Informal Bidding** shall mean a cost-effective competitive process for canvassing the marketplace to identify vendors most likely to provide appropriate supplies or services at a reasonable price and in an efficient manner.

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2.1.4 **Lowest Responsible Bidder** shall mean a bidder that is deemed responsible by the District and has demanded the least compensation from the District. When determining whether a bidder is responsible, the District shall consider one or more

of the following factors as appropriate:

- (a) The ability, capacity, and skill of the bidder;
- (b) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The bidder's record of performance of previous contracts;
- (e) Previous and existing compliance by the bidder with laws and ordinances relating to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
- (g) The available insurance held by the bidder;
- (h) The quality and availability of the supplies, equipment, or services purchased, and the adaptability of the above to the particular use required;
- (i) The ability of the bidder to provide future maintenance and service for the supplies, equipment, or services purchased;
- (j) The number and scope of conditions attached to the bid;
- (k) Any referrals or comments regarding the bidder made by knowledgeable persons familiar with the bidder and/or the bidder's business, industry or finances.
- (l) For Public Projects, the bidder's promise to comply with the requirements of Government Code section 4303 which requires Public Projects, to use only:
  - (i) unmanufactured materials produced in the United States, and (ii) manufactured materials which were made in the United States and substantially all of which were from materials produced in the United States.
- (m) For contracts for Professional Services, consistent with the Act, Government Code section 4526 and Public Contract Code section 20812(a) and (c), whether the business is (i) a "small business" within the definition of Government Code section 14837(d), which is "an independently owned and operated business which is not dominant in its field of operation, the principal office of which is located in California, the offices of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years," or (ii) a manufacturer within the meaning of Government Code section 14837(c) and has 100 or fewer employees.

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**2.1.5 Open Market Purchases** shall mean off-the-shelf purchases of items or services.

**2.1.6 Professional Services** shall mean all services provided by private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as described in Government Code section 4526 and the retention of counsel as described in the Act. Professional Services are exempt from the bidding process and selection shall be on the basis of demonstrated competence and on the professional

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qualifications necessary for the satisfactory performance of the services required.

**2.1.7 Public Project** shall have the same meaning set forth in California Public Contract Code section 20161 which defines "Public Project" as:

- (a) A project for the erection, improvement, painting, or repair of public buildings and works;
- (b) Work in or about streams, bays, waterfronts, embankments or other work for protection against overflow;
- (c) Street or sewer work except maintenance or repair;
- (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

**2.1.8 Purchasing and Contracting Authority** shall mean the representative or representatives of the District, whether members of its staff or its Board, who, depending on the size and type of transaction at issue, are authorized to approve a particular purchasing transaction or award a contract after completion of the applicable selection process.

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**2.1.9 Request for Proposal** shall mean a written description of the goods and services the District desires to purchase, and which is used to solicit bids from appropriate bidders.

**2.1.10 Special Services** shall have the same meaning set forth in Public Contract Code section 20812, which includes only "the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District."

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**2.1.11 Tangible Personal Property** shall mean goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article; Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit, or insurance.

### **SECTION 3. BIDDING AND PURCHASING PROCEDURES.**

**3.1 Open Market Purchases** do not involve any formal or informal solicitation and evaluation of competitive bids, but rather relies on the experience and judgment of the Purchasing and Contracting Authority to quickly and efficiently make the best decision among purchase sources, based on the same criteria used to determine the Lowest Responsible Bidder. This purchase is typically utilized for small, frequent retail items necessary for the District's day- to-day operations, particularly when convenience and immediate availability are critical.

3.2 **Informal Bidding** procedures require the Purchasing and Contracting Authority to solicit written, faxed, electronic, or verbal price quotations from a minimum of three (3) vendors. The solicitation may be either written or verbal, as dictated by the circumstances and judgment of the Purchasing and Contracting Authority. The bid shall be awarded to the Lowest Responsible Bidder as defined above. As used in this Section, an "electronic" quotation may mean a transmission via the Internet, including, but not limited to e-mail and secure Internet purchasing system.

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3.3 **Formal Bidding** procedures require compliance with the following:

3.3.1 **Plans and Specifications:** The District shall prepare plans and specifications providing adequate direction to enable any competent contractor or other builder to carry them out.

3.3.2 **Notice:** Notice requesting sealed bids shall set a date for the opening of sealed bids. The first publication or posting of the notice shall be at least ten (10) days before the date of opening the sealed bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation in the District, or if there is none, it shall be posted in at least three (3) public places in the District.

3.3.3 **Posting Bonds:** Subject to the provisions of Chapter 7 (commencing with section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, the District Board may require in the public notice for bids that the bidder provide bidder's security, insurance, and/or the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract. A surety insures the faithfulness of the bid and insures the performance of a contract. The intent is to protect the District from losses, damages, claims and liabilities in the event the vendor fails to execute a contract. For all Public Projects in excess of \$25,000, posting of a bond shall be required.

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3.3.4 **Time Stamping Bids:** Bids received shall be time-stamped by the Clerk and deposited unopened in the bid file. Any bid received subsequent to the time of closing as stated on the request for bid shall be time-stamped and returned to the bidder.

3.3.5 **Tendering Bids:** Bidders shall be entitled to the return of bid security, except that a successful bidder shall forfeit its bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award has been mailed, or a time agreed upon in writing by both the successful bidder and the District, unless the District is responsible for the delay. The Purchasing and Contracting Authority may, on refusal or failure of the successful bidder to execute the contract, award the contract to the next Lowest Responsible Bidder. The District shall apply the amount of the lowest bidder's forfeited security to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder. The successful bidder's check or bond will be held until submission of the performance bond.

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3.3.6 **Cost Records:** Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with section 4000) of Division 5 of Title 1 of the Government Code.

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3.3.7 **Sealed Bids – Submittal and Opening:** Bids, including bids for construction contracts, shall be submitted to the District via the District’s approved secure online purchasing system, or on paper submitted in a sealed envelope, from a minimum of three (3) vendors. Bids submitted on paper shall be delivered to the District Clerk and shall be identified as a sealed bid on the envelope containing the same. Sealed bids shall not be opened prior to the time specified in the public notice and must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.

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3.3.8 **Award of Bid:** If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this Ordinance. In its discretion, the Board may reject any or all bids presented pursuant to the provisions of this Ordinance and the Public Contract Code, and re-advertise for bids.

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Deleted: <#>Bid opening procedure: In the case of construction contracts, and pursuant to the Public Contract Code, sealed bids shall be submitted to the District and must be identified as a sealed bid on the envelope. Sealed bids must be opened only at the time and place stated in the public notice. A summation of all sealed bids received must be prepared by the Purchasing and Contracting Authority and must be made available for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening. The District shall not accept any bid unless it is in writing. ¶ <#>Award of bid: If any bid is awarded, it shall be awarded to the Lowest Responsible Bidder using the criteria defined within this ordinance. ¶

3.3.9 **Tie bids:** Pursuant to Public Contract Code sections 20812 and 20813, if two (2) or more bids are the same and the lowest, the Purchasing and Contracting Authority may accept the bid of any of the Lowest Responsible Bidders. The Purchasing and Contracting Authority may also accept one of the tie bids, or may negotiate with the tie bidders for a lower price and make its selection based upon price as the ultimate criterion.

3.3.10 **Rejection of bids:** The Purchasing and Contracting Authority may reject any bid. If the District Board rejects all bids, it may either re-advertise or adopt a resolution, by two-thirds vote, declaring the service can be performed more economically by District employees or obtained at a lower price in the open market. Upon adoption of the resolution, the District Board may undertake the service contract without further complying with this section.

3.3.11 **Contractor Requirements:** Contracts authorized by the Board shall be let only to a holder of a valid State Contractor's license unless such work is exempt from such licensing requirement by any other provision of law.

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3.4 **General Service Contracts** involve the following procedures:

3.4.1 For all General Service contracts under \$5,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.

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3.4.2 For all General Service contracts of \$5,000 or more, the Informal Bidding Procedure shall be utilized. Formal Bidding shall not be required for contracts or purchase orders for General Services.

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3.5 **Professional Service Contracts** involve the following procedures: Consistent with the Act and Government Code section 4526, Professional Service contracts shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The factors listed in section 2.1.4 to determine whether a bidder is "responsible" shall be utilized when making this determination. Consistent with the Act and Government Code section 4528, the Chief and/or his or her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief and/or his or her designee determines is fair and reasonable.

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3.6 **Special Services Contracts** involve the following procedures:

3.6.1 Consistent with Public Contract Code section 20812, for all Special Service Contracts under \$25,000, no comparison shopping or bidding shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.

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3.6.2, For all Special Service contracts above \$25,000, the Formal Bidding Procedure shall be utilized.

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3.7 **Public Projects** involve the following procedures:

3.7.1 For all Public Projects under \$5,000, no comparison-shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and his or her own discretion when selecting the Lowest Responsible Bidder.

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3.7.2 For all Public Projects of at least \$5,000 and less than \$10,000, the Informal Bidding Procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

3.7.3 Pursuant to Public Contract Code section 20813, for all contracts for Public Projects of \$10,000 or more, the Formal Bidding procedure and all other applicable procedures required by the Public Contract Code shall be utilized.

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3.7.4 **Prevailing Wage Requirements.** For Public Projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on Public Projects with the exception of work carried out by a public agency's own forces pursuant to Labor Code section 1771.

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3.8 **Purchases of Tangible Personal Property** involve the following procedures:

3.8.1 For all purchases of Tangible Personal Property under \$5,000, no comparison shopping or bidding process shall be required, and the Purchasing and Contracting Authority shall utilize the Open Market Purchase procedure and

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his or her own discretion when selecting the Lowest Responsible Bidder.

**3.8.2** For all purchases of Tangible Personal Property over \$5,000 but under \$25,000, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

**3.8.3** For all purchases of Tangible Personal Property over \$25,000, the Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.

**3.8.4** Notwithstanding section 3.8.1, for purchases of gasoline or other automotive fuel, the Informal Bidding procedure, and where applicable, all other procedures required by the Public Contract Code shall be utilized.

**SECTION 4. EXCEPTIONS TO THE BIDDING PROCESS.**

**4.1** Notwithstanding the amount of the proposed contract or purchase, the Open Market procedure may be utilized in the following circumstances:

- (a) When a patented proprietary item is being purchased; or
- (b) The purchase is made under the circumstances of an Emergency, as defined in the Public Contract Code section 1102 which is a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, environment or essential public services;" or
- (c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or
- (d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or
- (e) Purchases of investment instruments.
- (f) Consistent with Public Contract Code sections 10298 and 10299, when a purchase is made through a master agreement, multiple award schedule or cooperative agreement with any state or local agency wherein the original agreement was properly awarded through the appropriate public bid process.

**SECTION 5. PURCHASING AND CONTRACTING AUTHORITIES.**

**5.1 General.** This section identifies the Purchasing and Contracting Authority for different types of purchases. The funding included in the annual budget approved by the Board for the purchase of Tangible Personal Property shall constitute spending authority to the Fire Chief or Fire Chief's Designee for such items of Tangible Personal Property up to the amounts listed in section 5.4 below. All such purchases shall meet the requirements, if any, of the Informal or Formal Bidding requirements prior to purchase and the contracting

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limits as specified in section 5.4 below.

5.2 **Public Projects:** For Public Projects of \$10,000 or more, the District Board shall be the only Purchasing and Contracting Authority.

5.3 **Professional Services:** The Fire Chief or his or her designee shall be the contracting authority, consistent with Section 3.5 of this Ordinance.

5.4 **All Other Contracts and Purchases:** For all other types of purchases and contracts, each of the following persons shall be authorized to be a District Purchasing and Contracting Authority:

Any amount less than \$25,000: District Fire Chief

Any amount less than \$10,000: **Fire Chief's Designee**

Deputy Fire Chief, Assistant Fire Chief,

**Chief Financial Officer or Controller,**

**Division Chief/Fire Marshal**

All contracts, purchase orders, terminations, amendments and change orders shall be in a form approved by District Counsel.

**SECTION 6. PROHIBITED ACTS.**

6.1 In no event shall any Purchasing and Contracting Authority allow any unlawful activity including, but not limited to, rebates, kickbacks or other unlawful consideration in fulfilling the requirements of this Ordinance nor shall any individual participate in the selection process when he or she has a financial interest as defined in Government Code section 87100, *et seq.* with a person or business entity seeking a contract.

**SECTION 7. SUFFICIENT FUNDS REQUIRED.**

7.1 Nothing in this Ordinance shall be interpreted to allow any purchase or contract for which insufficient District funds have been appropriated.

**SECTION 8. USE OF DISTRICT FORM CONTRACTS REQUIRED.**

8.1 **Form Of Contract For Purchase Of Services.** The District shall utilize a form contract provided by the District and approved by District Counsel ("Form Contract") to memorialize agreements for provision of General Services, Special Services, or **Professional Services** whenever the District is agreeing to pay \$5,000.00 or more. **If the**

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- Deleted: Finance Director and/or designee
- Deleted: Battalion Chief.../ ... [32]
- Deleted: and/or designee.

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~~agreement will require the District to expend \$4,999.99 or less, the District may utilize a Form Contract. The Form Contract shall contain insurance requirements for each specific District engagement.~~

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8.2 **Form Of Contract For Purchase Of Tangible Personal Property.** For any purchase of Tangible Personal Property, the District may utilize a Form Contract.

**SECTION 9. PROTEST PROCEDURE.**

9.1 After the award of any contract, any unsuccessful bidder may challenge the bid procedure by filing a written protest with the Purchasing and Contracting Authority. The protest must set forth the reasons for the challenge and must be filed within ten (10) days of the award of the contract. The Purchasing and Contracting Authority shall review the protest and provide a written reply in an expeditious manner. The decision of the Purchasing and Contracting Authority with respect to the protest shall be final. Failure to file a timely protest shall be deemed a waiver of any challenge to the selection procedure or the award of a contract. Notice of this procedure shall be included in any formal or informal District solicitation for the purchase of supplies, materials, equipment or the performance of services.

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**SECTION 10. SPLITTING ORDERS PROHIBITED.**

10.1 Consistent with Public Contract Code sections 20116, 20123.5, 20150.11, and 22033, it shall be unlawful to split or separate purchases, orders or contracts for services into smaller quantities or amounts for the purpose of avoiding the competitive bidding provisions or the Purchasing and Contracting Authority provisions of this Ordinance.

**SECTION 11. INSPECTION AND TESTING.**

11.1 The Purchasing and Contracting Authority shall have the power to inspect all supplies, materials and equipment delivered pursuant to any District purchase or any service provided by District contract to determine their conformance with the specifications for the involved supplies, materials, equipment or service. The Purchasing and Contracting Authority shall also have the power to require chemical and physical tests of samples submitted with bids and samples of deliveries, as necessary to determine their quality and conformance with specifications and applicable law.

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**SECTION 12. PURCHASING MATRIX.**

12.1 The District Purchasing Matrix is attached as Exhibit A and incorporated herein by this reference.

**SECTION 13. SEVERABILITY.**

**13.1** If any section, subsection, subdivision, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining provisions of this Ordinance. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or word of this Ordinance regardless of the unconstitutionality or invalidity of any other section, subsection, subdivision, paragraph, sentence, clause, phrase or word herein.

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**SECTION 14. PUBLICATION AND EFFECTIVE DATE.**

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**14.1** The Clerk of the Board shall cause a summary of this Ordinance to be published twice in a newspaper of general circulation within the District within fifteen (15) days after its adoption. The Ordinance shall become effective thirty (30) days after its adoption.

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**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

Glenn W. Umont, President

**APPROVED AS TO FORM**

Paige Meyer, District Chief

William D. Ross, District Counsel

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<u>CATEGORIES</u>	<u>EXAMPLES OF PURCHASES</u>	<u>BIDDING REQUIREMENTS</u>	<u>AWARDING AUTHORITY</u>	<u>GLOBAL DEFINITIONS &amp; EXCEPTIONS FROM BIDDING</u>
<u>Professional Services</u> (Gov't Code § 4526)	Private architectural, landscape architectural, engineering, environmental, surveying or construction project management firms.	<u>Professional services are exempt</u> from the bidding process and selection shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.	The Chief or his/her designee shall negotiate with the best qualified firms until one of the firms agrees to an amount the Chief or his/her designee determines is fair and reasonable	<u>Form Contract:</u> The District shall utilize a form contract provided by the District and approved by District Counsel for payments of \$5,000 or more.  <u>Insurance Requirements:</u> Insurance shall be required for each purchase/contract category in the amount and manner specified in the corresponding Form Contract
<u>Special Services</u> (Public Contracts Code § 20812)	Accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the District	<u>Special Service Contracts Under \$25,000:</u> No comparison shopping or bidding shall be required and the Purchasing Authority shall utilize the Open Market Purchase process and his or her own discretion when selecting the most appropriate vendor to provide the service.  <u>For all Special Service Contracts above \$25,000,</u> the Formal Bidding Procedure shall be utilized.	<u>Any amount Less than \$10,000:</u> Fire Chief's designee Deputy Fire Chief, Assistant Fire Chief  Chief Financial Officer or Controller Division Chief/Fire Marshal  <u>Any amount less than \$25,000:</u> District Fire Chief  <u>Any amount more than \$25,000:</u> Board of Directors	<u>Informal bidding means</u> soliciting at least 3 quotations from vendors. Solicitations may be made by phone, fax, email, or mail. The quotes do not need to be sealed or secured.  <u>Formal Bidding</u> requires sealed bids, either electronically or on paper, and shall be awarded to the Lowest Responsible Bidder. Notice of the solicitation shall be published at least twice, not less than 5 days apart, beginning at least 10 days before opening the bids, in a newspaper of general circulation in the District, or if there is none, posted in at least 3 public places in the District.
<u>General Services</u> (All services that are not "Special Services")	All services that are not "Special Services," such as: Maintenance or nonstructural repair of buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, and pest control; Repair, modification, maintenance of District equipment and software; analysis, testing, moving, removal or disposal (other than by sale) of District materials, supplies, equipment or other tangible personal property; Replanting, care or maintenance of public grounds, including but not limited to trees, flowers, lawns; Providing temporary personnel services; Other misc. services to facilitate District operations; Perform repair to abate nuisances; licensing software; leasing or renting of personal property to District.	<u>General Services under \$5,000:</u> No comparison shopping or bidding is required and the Purchasing and Contracting Authority shall utilize the Open Market process and his or her own discretion when selecting the most appropriate vendor to provide the service.  <u>General Services of \$5,000 or more:</u> The Informal Bidding Procedure shall be utilized. Formal bidding shall not be required for contracts or purchase orders for General Services.	<u>Any amount Less than \$10,000:</u> Fire Chief's designee Deputy Fire Chief, Assistant Fire Chief Chief Financial Officer or Controller Division Chief/Fire Marshal  <u>Any amount less than \$25,000:</u> District Fire Chief  <u>Any amount more than \$25,000:</u> Board of Directors	<u>Exceptions to the Bidding Process:</u> Regardless of the amount of the proposed contract or purchase, the open market procedure may be used in the following instances:  (a) When a patented proprietary item is being purchased; or

<p><b><u>Tangible Personal Property</u></b></p>	<p><u>Goods, material, supplies, vehicles, machinery, furnishings, equipment and any other tangible article. Tangible Personal Property shall not include financial instruments including bonds, stocks, certificates of deposit or insurance.</u></p>	<p><b><u>Tangible Personal Property under \$5,000:</u></b> No comparison shopping or bidding shall be required, and the Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b><u>Tangible Personal Property over \$5,000 but under \$25,000:</u></b> the Informal Bidding Procedure shall be required, along with applicable procedures required by the Public Contract Code.</p> <p><b><u>Tangible Personal Property over \$25,000:</u></b> the Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.</p>	<p><b><u>Any amount less than \$10,000:</u></b>  <u>Fire Chief's designee</u>  <u>Deputy Fire Chief, Assistant Fire Chief</u>  <u>Chief Financial Officer or Controller</u>  <u>Division Chief/Fire Marshal</u></p> <p><b><u>Any amount less than \$25,000:</u></b>  <u>District Fire Chief</u></p> <p><b><u>Any amount more than \$25,000:</u></b>  <u>Board of Directors</u></p>	<p><u>(b) The purchase is made in an emergency (as defined by Public Contract Code § 1102)</u></p> <p><u>(c) When the following types of personal property or services are being acquired, obtained, rented or leased: (i) advertising; (ii) books, recordings, films, Subscriptions; (iii) election supplies; (iv) insurance; (v) public utility services; (vi) travel services; (vii) property or services provided by or through other governmental agencies; or obtainable from suppliers which have in force a current contract with another governmental agency for the same item or service; or (viii) property or services the price of which is fixed by law; or,</u></p> <p><u>(d) The supplies, materials, services or equipment are produced only by one manufacturer or are available from only one source; or,</u></p> <p><u>(e) Purchases of investment instruments; or,</u></p> <p><u>(f) Consistent with Public Contract Code §§ 10298 and 10299, when a purchase is made via a master agreement, multiple award schedule or cooperative agreement with a state or local agency where the original agreement was properly awarded via the appropriate public bid process.</u></p>
<p><b><u>Public Works Projects</u></b>  (Public Contracts Code § 1101).</p>	<p><u>The erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.</u></p>	<p><b><u>Public Works Projects under \$5,000:</u></b> No comparison shopping/bidding is required. The Purchasing Authority shall utilize the Open Market Purchase Procedure and his/her own discretion when selecting the Lowest Responsible Bidder.</p> <p><b><u>Public Works Projects over \$5,000 but less than \$10,000:</u></b> the Informal Bidding Procedure is required.</p> <p><b><u>Contracts for Public Works Projects of \$10,000 or more:</u></b> The Formal Bidding Procedure is required, along with applicable procedures required by the Public Contract Code.</p>	<p><u>For all Public Projects of \$10,000 or more, the District Board of Directors shall be the only Purchasing Authority.</u></p> <p><b><u>Prevailing Wage Requirements:</u></b>  For Public Works projects over \$1,000, not less than the general prevailing rate of per diem wages for work of a similar character in the locality where the work is performed shall be paid to all workers employed on public works, with the exception of work carried out by a public agency's own forces. (Labor Code § 1771)</p>	



## San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 19, 2014

To: Board of Directors

From: Ken Campo, Financial Consultant/Interim CFO

Subject: Approval of a Use Tax Sharing Agreement with the City of San Ramon

---

### Background:

The San Ramon Valley Fire Protection District ("District") purchases certain equipment and supplies from vendors outside of California for which it is responsible for the payment of the State *use tax*. By the District obtaining a *Use Tax Direct Payment Permit* and remitting the use tax directly to the California State Board of Equalization ("SBOE"), a larger share of the local portion of the use tax (1% of the purchase price) would be directed to the City. In exchange for the District taking on this responsibility, the City would share the added use tax revenue on a 50/50 basis with the District.

The use tax is imposed on goods acquired from out-of-state vendors. It is similar (i.e., same rate) to the sales tax paid on goods purchased within the State and must be paid either directly to the out-of-state seller from whom the physical merchandise was purchased or directly to the SBOE if the purchaser qualifies for and obtains a *Use Tax Direct Payment Permit*.

When remitting use tax directly to the SBOE, the local share is allocated to the jurisdiction of "first use." The SBOE has construed this to be the jurisdiction where the goods and/or equipment are delivered. By directing delivery of goods and equipment acquired from out-of-state vendors to a location within San Ramon, the City would be the jurisdiction receiving the local share of the use tax.

Currently, the City receives only a minor portion of the use tax the District pays on out-of-state purchases. The use tax received from out-of-state vendors it is first allocated by the SBOE to the local countywide sales and use tax pool and subsequently distributed among all jurisdictions in the County that receive sales tax. By the District paying the use tax directly to the SBOE, the City stands to receive the full local share of the use tax.

### Recommended Board Action:

Staff recommends the Board approve a Use Tax Sharing Agreement with the City of San Ramon ("City") and authorize the Fire Chief to execute the agreement.

### Financial Impacts:

The amount of additional revenue to the District will vary from year to year and is dependent on the dollar amount of out-of-state purchases made by the District.



## USE TAX SHARING AGREEMENT

THIS AGREEMENT is made and entered into as of this 25<sup>th</sup> day of November, 2014, between the CITY OF SAN RAMON, a municipal corporation of the State of California (hereinafter referred to as "CITY"), and THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT, a special district of the State organized and existing under the Fire Protection District Law of 1987 (Health & Safety Code Section 13800 et seq.) of California (hereinafter referred to as "DISTRICT").

### RECITALS

WHEREAS, during its normal course of operations the DISTRICT purchases certain equipment and supplies from vendors outside the State of California; and

WHEREAS, the DISTRICT is responsible for the payment of California use tax on such out-of-state purchases which must be paid either directly to the seller from whom the physical merchandise was purchased or directly to the California State Board of Equalization (hereinafter referred to as "SBOE") if the retailer is not required to collect and report California tax; and

WHEREAS, CITY receives an allocation of sales and use taxes under the *Bradley-Burns Uniform Local Sales and use Tax Law*; and

WHEREAS, the DISTRICT may, at its sole discretion, apply for a *Use Tax Direct Payment Permit* that will allow the DISTRICT to self-accrue use tax on out-of-state purchases for direct remittance to the SBOE; and

WHEREAS, for those out-of-state purchases by the DISTRICT for which the CITY is the jurisdiction of "first use," as defined by the SBOE, the CITY would receive a larger allocation of use tax under the *Bradley-Burns Uniform Local Sales and use Tax Law*; and

WHEREAS, in an effort to generate additional sales and use tax revenue, the CITY is willing to share a portion of the additional use tax revenue attributable to DISTRICT out-of-state purchases as an inducement for the DISTRICT to self-accrue use tax for the benefit of the CITY; and

WHEREAS, CITY and DISTRICT desire to enter into this AGREEMENT on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties hereto agree as follows:

I. USE TAX DIRECT PAYMENT PERMIT

The DISTRICT will secure a *Use Tax Direct Payment Permit* that will allow the DISTRICT to self-accrue use tax on out-of-state purchases and directly remit such use tax to the SBOE.

II. TAX SHARING

CITY agrees to share 50% of the additional use tax generated from DISTRICT out-of-state purchases. The use tax revenue tax sharing payment from CITY to DISTRICT shall be net of the amount CITY would have otherwise received from the Contra Costa County pool allocation for the respective quarter absent self-reporting by the DISTRICT. The payment from CITY to DISTRICT shall be further conditioned upon the following events:

- CITY's actual receipt of additional use tax generated from DISTRICT; which is expected to occur in the quarter following submission a use tax return by the DISTRICT;
- DISTRICT providing CITY with a copy of the use tax return filed for the quarter for which the use tax pertains;
- CITY confirmation of receipt of additional use tax generated by DISTRICT.

Once the above conditions have been satisfied, CITY shall remit the use tax revenue sharing payment to DISTRICT within 30 days.

III. TERM AND TERMINATION

This AGREEMENT shall continue in full force and effect until terminated by either party by giving written notice 30 days prior to the termination date.

Upon termination by either party, CITY shall make a final quarterly payment for the calendar quarter during which the AGREEMENT is terminated.

IV. REFUND OF TAX SHARING PAYMENT

The CITY and the DISTRICT understand and agree that this AGREEMENT is based on existing law, and that such law may be substantially amended in the future. In the event that state law is amended, and/or regulations of the SBOE are amended, which renders this AGREEMENT void and requires that the CITY refund or return any funds to the State which was received by the CITY as a result of out of state

purchases by the DISTRICT then, unless otherwise mutually agreed to in writing, the DISTRICT shall immediately refund to the CITY those tax revenue sharing payments.

V. MUTUAL DEFENSE OF AGREEMENT

If the validity of this AGREEMENT, or any of its terms, is challenged in any legal, judicial, or administrative action by a party other than CITY or DISTRICT, the parties agree to defend jointly against the legal challenge. Each party will share equally in the costs related to such defense, including attorneys' fees, legal costs, expert fees and such other costs associated with the action. Each party shall have the equal right to control the defense of the action, including but not limited to the equal right to select counsel, and develop and/or approve defense strategies or courses of action. Further, the parties agree to share equally any award of damages, fees, assessments, attorneys' fees, costs or consequential or incidental damages or costs awarded against the parties or either of them.

VI. MODIFICATION

The provisions of this AGREEMENT and all of the covenants and conditions set forth herein may be modified or amended only in writing which shall be duly authorized and executed by both the CITY and DISTRICT.

VII. ENTIRE AGREEMENT

With respect to the subject matter hereof only, this AGREEMENT supersedes any and all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever between CITY and DISTRICT except as otherwise provided herein. This AGREEMENT contains all of the agreements and understandings between the parties. In the event that any term or provision of this AGREEMENT is found to be invalid or unenforceable, such a finding shall not affect the validity and enforceability of the remaining provisions of this AGREEMENT.

VIII. ATTORNEYS' FEES

Should any legal action be brought by either party for breach of the AGREEMENT, or any term or provision of the AGREEMENT, or to enforce any provision of the AGREEMENT, the prevailing party shall be entitled to an award of all attorneys' fees and legal costs incurred by that party in bringing or defending such action.

IX. VENUE

Venue for actions and proceedings between the parties related to this AGREEMENT shall be in the Northern District of California for any federal action and, unless



San Ramon Valley Fire Protection District  
"DISTRICT"

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name of Signatory

Fire Chief  
\_\_\_\_\_  
Title of Signatory

APPROVED AS TO FORM:

\_\_\_\_\_  
William D. Ross Date  
District Counsel

ATTEST:

\_\_\_\_\_  
Susan Brooks Date  
District Clerk



## San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 19, 2014

To: Board of Directors  
Fire Chief

From: Ken Campo, Financial Consultant/Interim CFO

Subject: Resolution Authorizing the Initiation of Proceedings to Refinance Outstanding 2006  
Certificates of Participation and to Finance Additional Fire Station Improvements

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### Background:

The 2006 COPs were originally issued on March 28, 2006, in the par amount of \$9,485,000 with level debt service of approximately \$593,000 per year through August 1, 2036. There are 22 years of debt service remaining on the COPs. The proceeds were used to finance the acquisition of land, the design and construction of three new fire stations, and the construction of an apparatus storage building.

The 2006 COPs are first callable on August 1, 2016, at par (without a prepayment penalty) and thereafter on any interest payment date (August 1 and February 1). Interest rates on the remaining 2006 COPs range from 4.00% in 2015 to 5.00% in their final maturity of 2036.

The District has acquired land and undertaken certain site improvements and preliminary design work for a new fire station to replace Station 32 on Stone Valley Road in Alamo. The actual construction cost of the fire station and remaining site work once plans are finalized (anticipated to take place in mid to late 2015) is not expected to exceed \$5 million.

Staff is recommending the District move forward with a new debt issuance to refinance the 2006 COPs and raise up to \$5 million of financing for new Station 32 construction; with the transaction structured in such a manner as to have minimal impact on the District's operating budget and projected cash flow over the 10-year projection horizon.

### Refinancing Structure & New Money Results:

Due to the current low interest rate environment, and the ability to advance refund the 2006 COPs, the District contacted Brandis Tallman to revisit the refinancing the 2006 COPs. (Brandis Tallman served as Placement Agent for the 2003 COP refinancing undertaken in 2013 and had previously looked into refinancing the 2006 COPs for the District.) Staff has determined that favorable economic results can be achieved by an advance refunding. The advance refunding

involves issuing debt currently (in this case at lower interest rates), with the proceeds placed into an escrow account to be used to call the 2006 COPS at par (without prepayment penalty) on August 1, 2016. Use of bond insurance in lieu of the typical bond proceed funded debt service reserve fund both reduces the overall size of the refunding issue and shortens the term by one year. The lower interest rates on the new debt issue (ranging from 2% in 2015 to 4% in 2035) results in savings of approximately \$55,000 per year over the remaining term which would end August 1, 2035.

The current low interest rate environment also makes borrowing for the construction of a new Station 32 a very attractive option; especially when combined with the refunding of the 2006 COPS. As proposed, the new debt issue would generate \$5 million of new money for Station 32 construction that would be repaid over 21 years (final maturity of August 1, 2035). By combining the two debt issues, the District can lock in low cost financing for Station 32 at today's rates and save approximately \$115,000 in issuance costs (costs for bond counsel, disclosure counsel, trustee fees, etc.).

The new debt transaction is structured so as to have minimal impact on the District's operating budget. Overall debt service for the District would remain the same through 2019, and then increase by roughly \$382,000 in 2020 after the District's other two debt obligations are fully retired. The projected net present value savings from the refinancing of the 2006 COPS is approximately \$750,000. A portion of the savings is used to defer payment on the new money for Station 32 until 2020, resulting in a projected net present value savings for the combined transaction of \$640,000.

The resolution before the Board would initiate the combined refinancing and new money transaction and direct the necessary financing documents be prepared and presented to the Board for approval at a future meeting (likely the December 17, 2014 meeting). The resolution also appoints Brandis Tallman LLC as underwriter for the new COPS and Jones Hall as bond counsel and disclosure counsel for the transaction.

**Recommended Board Action:**

Staff recommends the Board approve the attached resolution initiating proceedings to refinance outstanding 2006 certificates of participation and to finance additional fire station improvements, and authorizing execution of agreements with Brandis Tallman LLC as underwriter, and the firm of Jones Hall as bond counsel and disclosure counsel.

**Financial Impacts:**

By undertaking this transaction, the District will lock in long-term financing for the replacement of Station 32 at current low interest rates and reduce annual debt service on the existing 2006 COPS by \$55,000 per year, and reduce the term by one year.

Debt service summary, refinancing calculations and savings summary attached.

RESOLUTION NO. 2014-14

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN RAMON  
VALLEY FIRE PROTECTION DISTRICT AUTHORIZING THE INITIATION OF  
PROCEEDINGS TO REFINANCE OUTSTANDING 2006 CERTIFICATES OF  
PARTICIPATION AND TO FINANCE ADDITIONAL FIRE STATION  
IMPROVEMENTS

WHEREAS, in order to provide financing for various fire station improvements, the San Ramon Valley Fire Protection District (the "District") has previously entered into a Lease Agreement with the SRVFPD Financing Corporation, dated as of March 1, 2006 (the "2006 Lease Agreement") under which the District is obligated to pay lease payments which are represented by Certificates of Participation (2006 Capital Improvement Financing Project) which have been issued in the aggregate principal amount of \$9,485,000 (the "2006 Certificates"); and

WHEREAS, the 2006 Certificates are subject to prepayment on August 1, 2016, and in order to realize interest rate savings the Board of Directors of the District (the "Board") wishes to authorize the initiation of proceedings to refinance the 2006 Certificates at this time; and

WHEREAS, the Board has further determined to authorize the initiation of proceedings to provide financing for additional fire station improvements, and wishes to consolidate such financing with the refinancing of the 2006 Certificates in order to realize cost savings and efficiencies from a combined financing;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the San Ramon Valley Fire Protection District as follows:

**Section 1. Initiation of Financing Proceedings.** The Board hereby approves the initiation of financing proceedings for the purpose of refinancing the obligations of the District in respect of the 2006 Certificates, and for the purpose of providing funds to construct additional fire station improvements. The financing shall be structured using Certificates of Participation which are secured by an amendment and restatement of the 2006 Lease Agreement, and the Board hereby authorizes the inclusion of additional leased property as may be required to provide sufficient value for the lease payments which are payable by the District thereunder.

**Section 2. Direction to Staff.** The Fire Chief, the Chief Financial Officer and other officers of the District are hereby directed to cause the necessary financing documents to be prepared and presented to the Board at a future meeting of the Board for the purpose of implementing the financing proceedings described in Section 1.

**Section 3. Engagement of Professional Services.** The Board hereby approves the engagement of Brandis Tallman LLC, as underwriter, and the firm of Jones Hall, A Professional Law Corporation, as bond counsel and disclosure counsel to the District, in connection with the



financing proceedings described in this Resolution. The Fire Chief is hereby authorized and directed to execute and deliver an agreement with each of said firms in the respective forms on file with the District Clerk.

**Section 4. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

I hereby certify that the foregoing Resolution was passed and adopted by the Board of Directors of the San Ramon Valley Fire Protection District, at a regular meeting thereof duly held on the 19th day of November, 2014, by a majority vote of all of its members.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

By \_\_\_\_\_  
Glenn W. Umont, Board President

ADOPTED by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William D. Ross, District Counsel

**ATTEST:**

\_\_\_\_\_  
Susan F. Brooks, District Clerk

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Paige Meyer, Fire Chief

SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
 2014 Advance Refunding of 2006 COPs with \$5 Million in New Money  
 COMBINED DISTRICT DEBT SERVICE  
 For Discussion Purposes - 10/2/14

Fiscal Year <u>Ending</u>	[1] 2011 Lease <u>Purchase</u>	[2] 2013 <u>Refunding COPs</u>	[3] 2014 Ref COP <u>&amp; \$5M New \$\$</u>	<u>Total</u>
2015	\$ 534,011	\$ 667,102		\$ 1,201,113
2016	\$ 534,011	672,004	\$ 602,427	\$ 1,808,442
2017	\$ 534,011	669,002	603,259	\$ 1,806,272
2018	\$ 534,011	669,888	604,299	\$ 1,808,198
2019		668,648	605,259	\$ 1,273,907
2020			978,031	\$ 978,031
2021			978,094	\$ 978,094
2022			976,369	\$ 976,369
2023			974,194	\$ 974,194
2024			978,394	\$ 978,394
2025			978,694	\$ 978,694
2026			973,094	\$ 973,094
2027			971,594	\$ 971,594
2028			973,994	\$ 973,994
2029			975,194	\$ 975,194
2030			973,144	\$ 973,144
2031			976,969	\$ 976,969
2032			973,372	\$ 973,372
2033			971,700	\$ 971,700
2034			972,200	\$ 972,200
2035			971,300	\$ 971,300
2036			969,000	\$ 969,000
2037				\$ -
<b>Total</b>	<b>\$ 2,136,044</b>	<b>\$ 3,346,644</b>	<b>\$ 18,980,578</b>	<b>\$ 24,463,265</b>

[1] Equipment lease.

[2] Issued in 2013 to refinance the 2003 COPs. Annual savings of about \$55,000 were achieved and the term was shortened by one year.

[3] Combined debt service for advance refunding of the 2006 COPs and \$5 million of new money. The term is shortened by one year due to the application of the reserve fund to the final maturity of the 2006 COPs.

Sources and Uses of Funds  
 San Ramon Valley Fire Protection District  
 2014 Refunding Certificates of Participation, Series 2005 \$5 Mil New Money IPO - Adv Refunding.

Sources:		
Bond Proceeds:		
	Par Amount	12,738,000.00
	Net Premium	452,872.96
		<u>13,200,872.96</u>
Other Sources of Funds:		
	Prior Reserve Fund	504,250.00
	Debt Service Due 2-1-15	191,045.63
		<u>795,295.63</u>
		<u>13,996,168.59</u>
Uses:		
Project Fund Deposits:		
	New Money	5,000,000.00
Refunding Escrow Deposits:		
	Cash Deposit	0.38
	SLGS Purchases	8,708,363.00
		<u>8,708,363.38</u>
Delivery Date Expenses:		
	Cost of Issuance	143,422.50
	Underwriter's Discount	76,428.00
	Surety	39,147.75
	Bond Insurance	27,796.12
		<u>286,794.37</u>
Other Uses of Funds:		
	Additional Proceeds	1,010.34
		<u>13,996,168.59</u>

Cost of Issuance  
San Ramon Valley Fire Protection District  
2014 Refunding Certificates of Participation, Series 2006 \$5 Mil. New Money PO - Aas Refunding

Cost of Issuance	Amount
Bond Counsel	60,000.00
Disclosure Counsel	25,000.00
Trustee	5,000.00
Title	15,922.51
Rating Fee	25,000.00
Verification	2,500.00
Printing Misc./Contingency	10,000.00
	<u>143,422.51</u>

Bond Summary Statistics  
 San Ramon Valley Fire Protection District

2014 Refunding Certificates of Participation, Series 2006 \$5 Mill New Money (PO - Adv. Refunding)

Dated Date	12/30/2014
Delivery Date	12/30/2014
Last Maturity	3/1/2035
Arbitrage Yield	3.422551%
True Interest Cost (TIC)	3.459432%
Net Interest Cost (NIC)	3.543075%
All-In TIC	3.621141%
Average Coupon	3.775882%
Weighted Average Maturity (years)	13.822
Par Amount	12,738,000.00
Bond Proceeds	13,200,872.96
Total Interest	6,242,577.71
Net Interest	5,356,132.75
Total Debt Service	18,980,577.71
Maximum Annual Debt Service	978,693.76
Average Annual Debt Service	922,008.90
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	6.000000
Total Underwriter's Discount	6.000000
Bid Price	103.033796

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	6,048,000.00	107.695	3.651%	8.216
Bond Component #2	3,100,000.00	100.726	3.583%	15.130
2036 Term	3,590,000.00	99.303	4.000%	19.135
	12,738,000.00			12.976

	TIC	All-in TIC	Arbitrage Yield
Par Value	12,738,000.00	12,738,000.00	12,738,000.00
+ Accrued Interest			
+ Premium (Discount)	462,872.96	462,872.96	462,872.96
- Underwriter's Discount	(76,428.00)	(76,428.00)	
- Cost of Issuance Expense		(143,422.50)	
- Other Amounts		(66,943.87)	(27,796.12)
Target Value	13,124,444.96	12,914,078.59	13,173,076.84
Target Date	12/30/2014	12/30/2014	12/30/2014
Yield	3.459432%	3.621141%	3.422551%

Bond Pricing  
 San Ramon Valley Fire Protection District  
 2014 Refunding Certificates of Participation, Series 2006 \$5 Mil New Money (PO - Am) Refunding

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity
Bond Component:						
	8/1/2015	103,000	2.000%	0.350%	100.965	
	8/1/2016	146,000	2.000%	0.570%	102.254	
	8/1/2017	150,000	2.000%	0.850%	102.935	
	8/1/2018	154,000	2.000%	1.130%	103.543	
	8/1/2019	535,000	2.500%	1.430%	104.732	
	8/1/2020	550,000	3.000%	1.750%	106.568	
	8/1/2021	565,000	3.000%	2.020%	108.014	
	8/1/2022	580,000	3.000%	2.270%	109.059	
	8/1/2023	605,000	4.000%	2.480%	111.583	
	8/1/2024	630,000	4.000%	2.610%	111.719	
	8/1/2025	650,000	4.000%	2.760%	110.379 C	2.857%
	8/1/2026	675,000	4.000%	2.930%	108.884 C	3.032%
	8/1/2027	705,000	4.000%	3.050%	107.842 C	3.236%
		6,048,000				
Bond Component #2:						
	8/1/2028	735,000	4.000%	3.160%	106.898 C	3.363%
	8/1/2029	760,000	3.250%	3.260%	99.882	
	8/1/2030	790,000	3.500%	3.680%	97.877	
	8/1/2031	815,000	3.625%	3.730%	98.707	
		3,100,000				
2036 Term:						
	8/1/2035	3,590,000	4.000%	4.050%	99.303	
		12,738,000				

Dated Date	12/30/2014	
Delivery Date	12/30/2014	
First Coupon	8/1/2015	
Par Amount	12,738,000.00	
Premium	462,872.96	
Production	13,200,872.96	103.633796%
Underwriter's Discount	(76,428.00)	(0.600000)
Purchase Price	13,124,444.96	103.033796%
Accrued Interest		
Net Proceeds	13,124,444.96	

Savings  
 San Ramon Valley Fire Protection District  
 2014 Refunding Certificates of Participation, Series 2006 55 Mil New Money (PO - Adv Refunding)

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/31/2014 @ 3.4223503%
2/1/2015	191,045.63	191,303.79	(260.16)		(260.16)	(260.16)	(259.40)
3/1/2015	411,045.63	1,510.63	409,534.00	373,067.55	36,467.45		35,749.27
2/1/2016	186,645.63	1,510.63	185,135.00	229,339.33	(44,204.33)	(7,756.93)	(42,634.32)
3/1/2016	416,645.63	1,510.63	415,135.00	375,359.33	39,775.67		37,691.37
2/1/2017	182,045.63	1,510.63	180,535.00	227,899.33	(47,364.33)	(7,388.79)	(44,127.20)
3/1/2017	422,045.63	1,510.63	420,535.00	377,899.33	42,635.67		39,053.32
2/1/2018	177,125.63	1,510.63	175,615.00	226,399.33	(50,784.33)	(8,148.74)	(48,734.76)
3/1/2018	422,125.63	1,510.63	420,615.00	380,399.33	40,215.67		34,607.34
2/1/2019	172,072.50	1,510.63	170,561.87	224,359.33	(54,297.51)	(14,081.89)	(47,266.09)
3/1/2019	432,072.50	1,510.63	430,561.87	379,859.33	(52,297.51)		(38,183.62)
2/1/2020	166,547.50	1,510.63	165,036.87	218,171.33	(53,134.46)	(582,432.52)	(44,711.54)
3/1/2020	436,547.50	1,510.63	435,036.87	368,171.33	(67,365.67)		(273,607.51)
2/1/2021	160,743.50	1,510.63	159,231.87	209,921.33	(50,689.46)	(383,823.02)	(41,231.02)
3/1/2021	440,743.50	1,510.63	439,231.87	374,921.33	(65,312.54)		(263,454.69)
2/1/2022	154,617.50	1,510.63	153,106.87	201,446.33	(48,340.46)	(384,030.02)	(38,007.58)
3/1/2022	444,617.50	1,510.63	443,106.87	361,446.33	(82,340.46)		(261,545.79)
2/1/2023	148,237.50	1,510.63	146,726.87	192,746.33	(46,020.46)	(384,360.02)	(34,976.15)
3/1/2023	458,237.50	1,510.63	456,726.87	357,746.33	(99,020.46)		(258,557.65)
2/1/2024	141,375.00	1,510.63	139,864.37	180,646.33	(40,782.51)	(386,802.52)	(29,961.33)
3/1/2024	461,375.00	1,510.63	459,864.37	340,646.33	(119,218.64)		(253,570.42)
2/1/2025	133,375.00	1,510.63	131,864.37	168,046.33	(36,182.51)	(386,965.02)	(25,694.94)
3/1/2025	468,375.00	1,510.63	466,864.37	318,046.33	(148,818.04)		(245,195.59)
2/1/2026	125,000.00	1,510.63	123,489.37	155,046.33	(31,557.51)	(382,740.02)	(21,662.74)
3/1/2026	475,000.00	1,510.63	473,489.37	330,046.33	(143,443.04)		(240,641.85)
2/1/2027	116,250.00	1,510.63	114,739.37	141,546.33	(26,807.51)	(383,365.02)	(17,788.07)
3/1/2027	486,250.00	1,510.63	484,739.37	346,546.33	(138,193.04)		(236,037.47)
2/1/2028	107,000.00	1,510.63	105,489.37	127,446.33	(21,957.51)	(383,765.02)	(14,983.72)
3/1/2028	497,000.00	1,510.63	495,489.37	362,446.33	(133,043.04)		(231,409.38)
2/1/2029	97,250.00	1,510.63	95,739.37	112,746.33	(17,007.51)	(383,965.02)	(10,544.76)
3/1/2029	502,250.00	1,510.63	500,739.37	372,746.33	(128,009.04)		(226,766.39)
2/1/2030	87,125.00	1,510.63	85,614.37	100,396.33	(14,782.51)	(386,790.02)	(8,359.44)
3/1/2030	517,125.00	1,510.63	515,614.37	386,396.33	(129,218.04)		(220,835.09)
2/1/2031	76,375.00	1,510.63	74,864.37	86,571.33	(11,707.51)	(385,490.02)	(6,782.41)
3/1/2031	526,375.00	1,510.63	524,864.37	401,571.33	(124,293.04)		(214,563.01)
2/1/2032	55,125.00	1,510.63	53,614.37	71,300.00	(16,685.63)	(384,893.14)	(4,583.38)
3/1/2032	535,125.00	1,510.63	533,614.37	416,800.00	(116,814.37)		(210,970.43)
2/1/2033	53,375.00	1,510.63	51,864.37	54,900.00	(3,035.63)	(386,221.26)	(1,643.21)
3/1/2033	548,375.00	1,510.63	546,864.37	434,900.00	(111,964.37)		(206,512.23)
2/1/2034	41,000.00	1,510.63	39,489.37	37,300.00	2,189.37	(385,846.26)	1,145.53
3/1/2034	561,000.00	1,510.63	559,489.37	452,300.00	(107,189.37)		(202,078.08)
2/1/2035	28,000.00	1,510.63	26,489.37	19,000.00	7,489.37	(385,321.26)	3,788.02
3/1/2035	573,000.00	1,510.63	571,489.37	469,000.00	(102,489.37)		(197,672.62)
2/1/2036	14,375.00	1,510.63	12,864.37		12,864.37	(384,646.26)	6,289.32
3/1/2036	589,375.00	605,769.63	(16,383.63)		(16,383.63)		(7,376.31)
2/1/2037						(16,383.63)	
	13,244,410.04	860,512.88	12,383,897.16	13,980,577.71	(6,596,680.55)	(6,596,680.55)	(4,361,149.89)

Savings

San Ramon Valley Fire Protection District

2014 Refunding Certificates of Participation, Series 2004 \$5,000 New Money, FD - Am. Refunding

Savings Summary

PV of savings from cash flow	4,351,149.89
Plus: Refunding funds on hand	5,001,010.84
	-----
Net P-1 Savings	952,860.95



Summary of Refunding Results  
 San Ramon Valley Fire Protection District  
 2014 Refunding Certificate of Participation, Series 2006 \$3 Mill New Money (PO - Ad) Refunding.

Dated Date	12/31/2014
Delivery Date	12/30/2014
Arbitrage yield	3.422551%
Escrow yield	3.322112%
Value of Negative Arbitrage	392,503.33
Bond Par Amount	12,738,000.00
True Interest Cost	3.459432%
Net Interest Cost	3.543075%
Average Coupon	3.776332%
Average Life	12.974
Par amount of refunded bonds	7,895,100.00
Average coupon of refunded bonds	4.925907%
Average life of refunded bonds	12.925
PV of prior debt to 12/30/2014 @ 3.422551%	9,338,712.84
Net PV Savings	639,860.95
Percentage savings of refunded bonds	8.003264%
Percentage savings of refunding bonds	5.023245%

# **CORRESPONDENCE**



ALAMEDA COUNTY  
Meals on Wheels

October 24, 2014

*Alameda County Meals on  
Wheels was incorporated in  
1987 under the laws of the State  
of California as a nonprofit, tax-  
exempt organization*

Paige Meyer, Fire Chief  
San Ramon Valley Fire Protection District  
1500 Bollinger Canyon Road  
San Ramon CA 94583

Dear Paige:

Please accept my heartfelt appreciation for San Ramon Valley Fire Protection District's assistance in making our 6th Annual Wheels for Meals Ride (WFMR) an enjoyable day for our riders and a huge success for Alameda County Meals on Wheels (ACMOW). Your gift of the provision of both equipment and personnel for event communications and logistics support was instrumental in keeping our cyclists safe. Knowing that our riders were being monitored and attended to by the capable hands of true professionals gave me peace of mind, and for that, I can't thank you enough!

Please convey my gratitude to everyone who assisted and let them know that because of their incredible support and the relentless efforts of our near 1000 riders, WFMR has brought in \$170,000 thus far. I'm also really delighted to say that this has been our best year ever!

The funds we raised enable our five local Meals on Wheels programs to deliver delicious and nutritious meals and perform safety checks on 2,100 of our homebound senior neighbors. For many, this may be the only meal they eat in a day and the only time they get to interact with another person. Together, we've given the gifts of friends and food, nourishment for the body and soul for our senior neighbors.

On behalf of the ACMOW Board, staff, volunteers, cyclists and the many clients you may never meet but whose lives you've indelibly touched, thank you so much for your hard work and commitment to doing good for local homebound seniors.

All the best,

Victoria Bruno  
Executive Director

*P.S. I have the utmost respect & gratitude for all fire fighters. Each day you go to work you risk your lives for total strangers. For that, we can never say Thank You enough. My brother-in-law has been a volunteer firefighter for 36 years in N.Y. I know it's true family you have, I'm delighted that he's in such good company with caring people like SRVFPD.*

*Thank You!  
Every Day  
Heroes*

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Tri-City Meals on Wheels*
- Rosemary Redly  
Alameda Meals on Wheels*

STAFF

- Victoria Bruno  
Executive Director*
- Jessica Albomco  
Project Coordinator*

Tax ID #: 94-2651065

Alameda County Meals on Wheels  
P. O. Box 14002  
Oakland, CA 94614

Phone: 510-777-9560  
eFax: 734-264-6195  
[www.feedingseniors.org](http://www.feedingseniors.org)

11-9-14

San Ramon Valley  
Fire Protection District  
Attn: Paige Meyer  
Fire Chief

Everything is well,  
since our last call  
and trip to the Emergency  
Dept at Kaiser Hospital  
with your unit and  
people, they were con-  
siderate, kind and  
most efficient.

Thank you to you  
and all others for  
being our local Fire  
Department. We are truly  
blessed.

Sincerely  
Kenneth & Dolores Hewlett



Sincere  
Greetings

# OPERATIONS



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

[www.firedepartment.org](http://www.firedepartment.org) | [info@firedepartment.org](mailto:info@firedepartment.org)

Date: November 19, 2014  
To: Board of Directors  
From: Lon Phares, Deputy Chief Operations  
Subject: Monthly Operations Report for October 2014

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## Operations & Training

1. Firefighter Mirchandani graduated on October 24<sup>th</sup> from the Richmond Firefighter Academy; currently assigned to Station 31 "B" shift
2. Engine Companies participated in school demonstrations throughout the District for Fire Prevention Month
3. Earthquake Disaster Assessment exercise completed
4. New hose load training completed
5. EBRCS radio training in progress
6. Probationary Captain and Engineer Task Book sign-offs in progress
7. Multi-Company Drills and Company Performance Standards in progress
8. Hose Management training class preparation
9. Accountability System training preparation

## Special Teams

### Hazardous Materials Team

1. Quarter 4 Training – Drug Laboratory Weapons and Explosive Training
2. Annual First Responder Operations Refresher for District Personnel

### Technical Rescue Team

1. Quarter 4 Training – Annual Confined Space Refresher

## Meetings

County Operations

County Chiefs

County Training Officers

CATF-4 Executive Committee

# Standards of Cover Policy Compliance Report

## October 1, 2014 - October 31, 2014

SOC Goal 1, 5, 6		SOC Goal 2, 5, 6		SOC Goal 3, 5, 6		SOC Goal 5, 6	
Urban (Count = 292)		Suburban (Count = 110)		Rural (Count = 1)		Wilderness (Count = 1)	
Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D
7:00	7:00	8:00	7:40	15:00	12:41	45:00	29:57
97%	100%	100%	100%	100%	100%	100%	100%

**First Unit Response**

SOC Goal 4							
Urban (Count = 1)				Wilderness (Count = 0)			
Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D
11:00	14:50	12:00	18:07	21:00	0:00	45:00	0:00
0%	25%	0%	0%	0%	0%	0%	0%

**ERF Fire Response**

SOC Goal 8							
Urban (Count = 97)				Wilderness (Count = 1)			
Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D	Goal	Y-T-D
9:00	9:33	10:00	9:25	21:00	14:43	45:00	35:34
91%	100%	100%	100%	0%	100%	100%	100%

**ERF Medical Response**

SOC Goal 7			
Call Processing Time		Turnout Time	
Goal	Y-T-D	Goal	Y-T-D
1:00	0:56	2:00	1:55
100%	100%	100%	100%

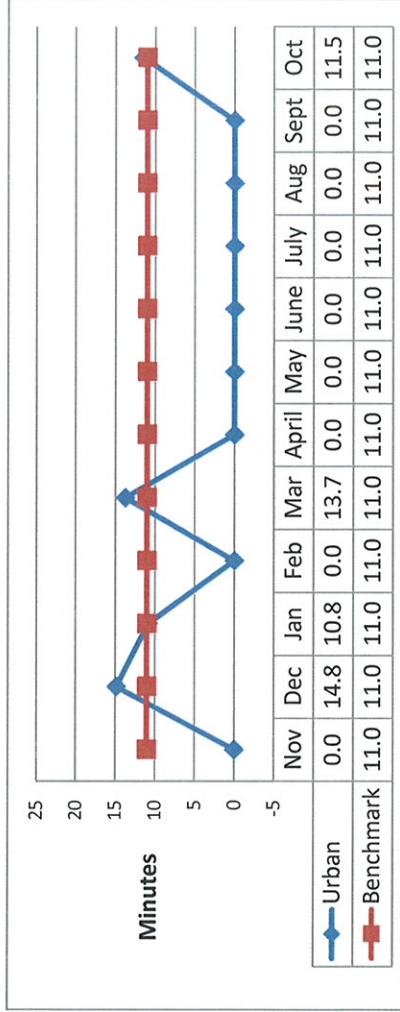






## ERF Fire Response

### Urban



#### Goal 1

*Distribution of Fire Stations for Built-up Urban Areas of Greater than 2,000 People per Square Mile*

To treat and transport medical patients and control small fires, the first-due unit should arrive within 7 minutes total response time, 90 percent of the time from the receipt of the call in fire dispatch. Total response time equates to 1 minute dispatch time, 2 minute crew turnout time and 4 minutes travel time spacing for single units.

#### Goal 2

*Distribution of Fire Stations for Suburban Areas of 1,000 to 2,000 People per Square Mile*

The first-due fire unit should arrive within 8 minutes total response time, 90 percent of the time.

#### Goal 3

*Distribution of Fire Stations for Rural Areas of Less than 1,000 People per Square Mile*

The first-due fire unit should arrive within 15 minutes total response time, 90 percent of the time.

**Goal 4**

***Effective Response Force (First Alarm) for Urban Areas of Greater than 2,000 People per Square Mile***

To confine fires near the room of origin, to stop wildfires less than 5 acres in size when noticed promptly, and to treat up to 5 medical patients at once, a multiple-unit response of at least 18 personnel should arrive within 11 minutes total response time from the time of 911 call receipt, 90 percent of the time. This equates to 1 minute dispatch time, 2 minutes crew turnout time and 8 minutes travel time spacing for multiple units. Suburban areas should receive the full first alarm within 12 minutes total response time, 90 percent of the time with the goal to limit the fire spread to the area already involved upon the arrival of the effective response force. For rural areas, this should be 21 minutes, 90 percent of the time. Outcome goals in these areas would be to confine fires to the building of origin, to care for medical patients upon arrival, and to initiate operations on serious wildland fires.

**Goal 5**

***Hazardous Materials Response***

Respond to hazardous materials emergencies with enough trained personnel to protect the community from the hazards associated with the release of hazardous and toxic materials. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California OSHA First Responder Operations (FRO) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Hazardous Materials Team and/or other appropriate resources.

**Goal 6**

***Technical Rescue***

Respond to technical rescue emergencies with enough trained personnel to facilitate a successful rescue. Achieve a total response time consistent with Goal 1, Goal 2 and Goal 3 with the first company capable of operating at the California Rescue System 1 (RS1) level. After size-up and scene evaluation is complete a determination will be made whether to request the on-duty District Rescue Team and/or other appropriate resources.

**Goal 7**

***Call processing and turnout times***

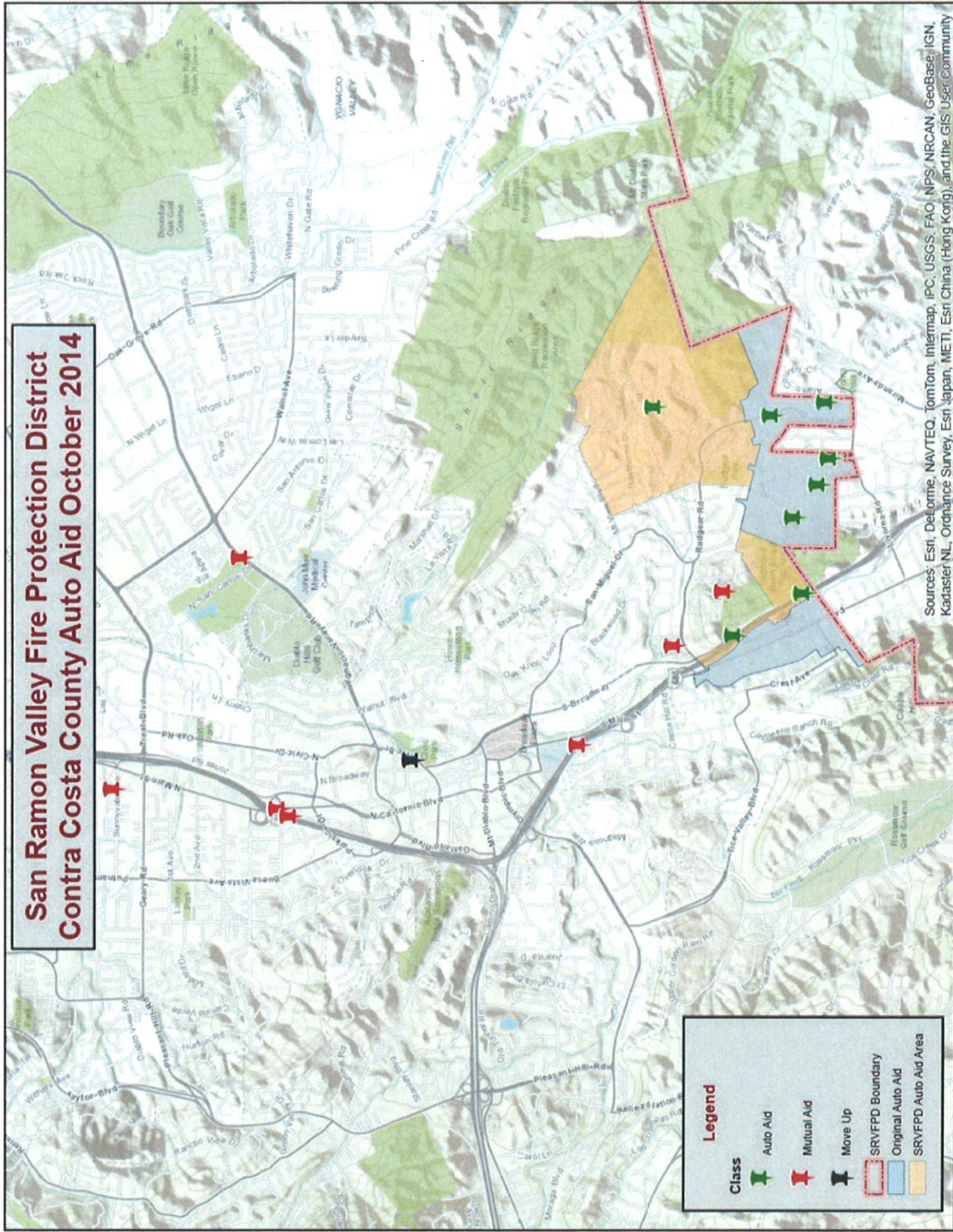
A concentrated focus will be placed on systems, training and feedback measures to crews to lower dispatch and turnout time reflex measures to national best practices of 1 minute for dispatch and 2 minutes for fire crew turnout, 90 percent of the time.

**Goal 8**

***Effective Response Force for Advanced Life Support (ALS) Medical Emergencies***

To treat medical patients requiring advanced procedures and skills (defined as Charlie, Delta or Echo), a two-unit response consisting of one paramedic-staffed ambulance and one additional paramedic-staffed unit for a response force of at least five personnel should arrive within 6 minutes travel time in urban areas and 7 minutes travel time in suburban areas, 90 percent of the time. For rural areas, excluding Mt. Diablo State Park, personnel should arrive within 18 minutes travel time 90 percent of the time.

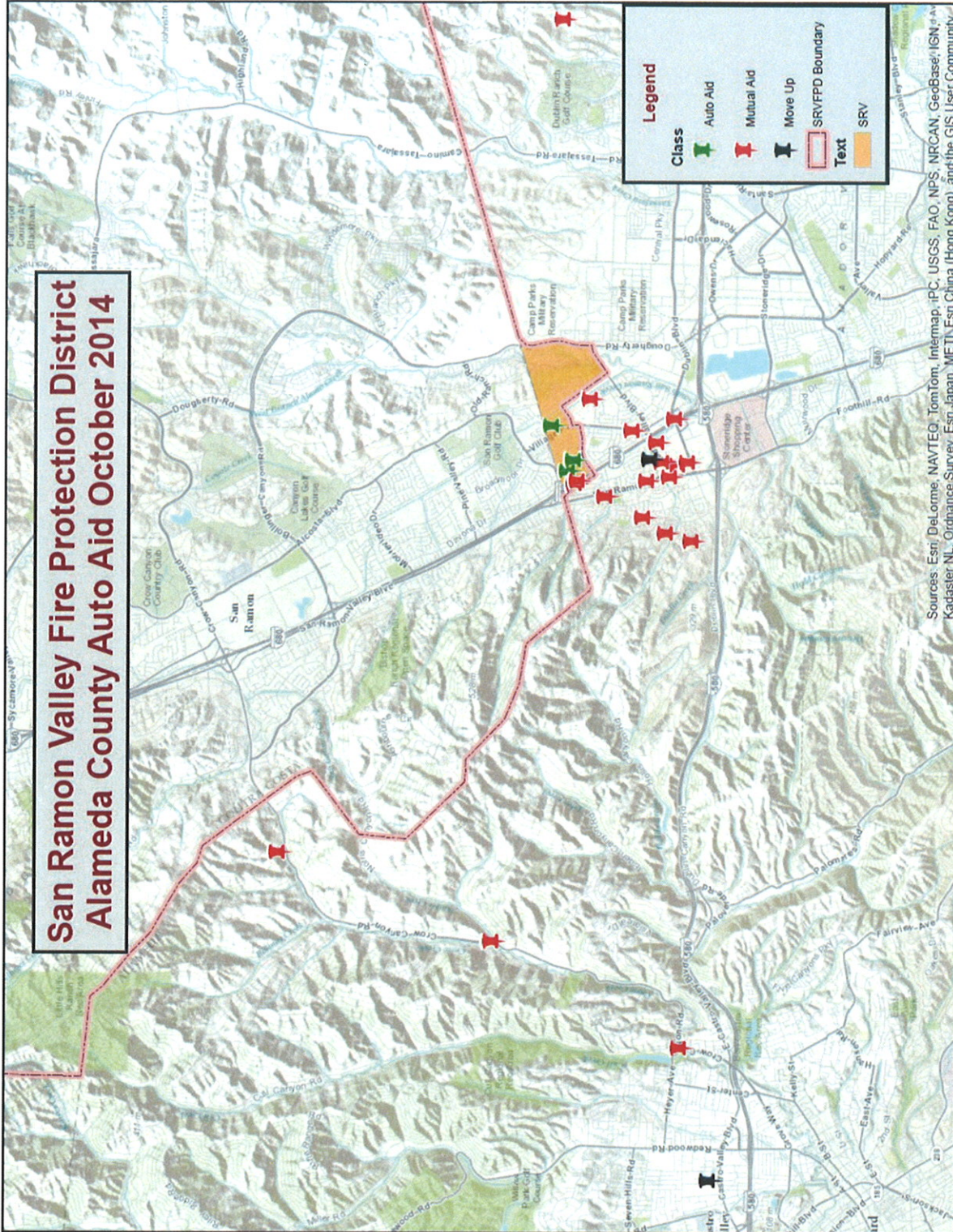
# San Ramon Valley Fire Protection District Contra Costa County Auto Aid October 2014



Sources: Esri, DeLorme, NAVTEO, TomTom, Intermap, IPC, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), and the GIS User Community

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
<b>Auto Aid Given</b>	7	5	5	3	5	3	4	2	10	7	6	8
<b>Mutual Aid Given</b>	2	3	5	2	1	0	3	7	1	2	1	7
<b>Mutual Aid Received</b>	1	0	0	0	2	3	0	1	0	0	0	0
<b>Move-up</b>	0	1	2	0	0	0	0	0	2	0	0	2

# San Ramon Valley Fire Protection District Alameda County Auto Aid October 2014



Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, iPC, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), and the GIS User Community

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
<b>Auto Aid Given</b>	6	5	8	11	12	8	11	16	10	15	13	4
<b>Mutual Aid Given</b>	14	13	9	11	11	6	19	10	11	22	24	20
<b>Mutual Aid Received</b>	0	0	0	0	0	1	1	1	0	0	0	0
<b>Move-up</b>	0	2	0	0	0	0	0	0	3	2	0	3

# **EMS/LOGISTICS**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

**Date:** November 19, 2014  
**To:** Board of Directors  
**From:** Derek Krause, Deputy Chief – EMS/Logistics  
**Subject:** Monthly EMS/Logistics Report for October 2014

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## EMS

1. Prepared for possible Ebola Virus Disease (EVD) response
2. Facilitated preventive maintenance/repairs/upgrades for biomedical equipment
3. Developed Continuing Education units for personnel
4. Conducted Hands Only CPR training for the Sycamore Valley Elementary School Faculty
5. Meetings attended:
  - a. EMS Committee meeting
  - b. Training workshop on how to annotate and create CPR QI reports
  - c. Resuscitation Summit sponsored by Contra Costa EMS and Physio Control
  - d. Contra Costa Medical Advisory Committee meeting
  - e. Medical Dispatch Review Committee
  - f. Contra Costa County Trauma Audit Committee
6. Ongoing:
  - a. Conducted reporting requirements, Quality Improvement, and personnel feedback for service optimization
  - b. Monitored personnel accreditation/certification requirements and facilitated recertification

## Facilities

1. Cabling has been run for fuel management system. Building database for software in production.
2. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain service

## Fleet

1. E509 motor rebuild at Cummins Pacific in progress. Following up on terms accountability
2. Commencing Smog Certification for 2014 (9 vehicles)
3. Ongoing:
  - a. Conducted preventive maintenance and repairs to effectively manage costs and maintain safety

### **Technology Systems**

1. Submitted response data for FY 2013-2014 Comprehensive Annual Financial Report (CAFR)
2. Updated CAD map with parcel data changes for the City of Dublin
3. Prepared video conferencing for CERT Response and Recovery tabletop exercise
4. Attended Medical Dispatch Review Committee (MDRC) meeting
5. Attended Regional Radio and District working group meetings

### **Communication Center**

1. The Communications Support Unit (CS131) activated for Mutual Aid request by Contra Costa County Fire
2. Developed Communications Center Procedures/Workflow to Emergency Infectious Diseases
3. Facilitated Medical Dispatch Review Committee (MDRC) Meeting
4. Facilitated Reserve Drills
5. Reserves Participated in the Annual Meals for Wheels Fundraiser
6. Attended EBRCS TAC working group meetings



**FIRE PREVENTION  
DIVISION**



# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Date: November 19, 2014  
To: Board of Directors  
From: Christina Kiefer, Fire Marshal  
Subject: October Report of Fire Prevention Activities

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## Activities

### Fire Prevention Activity Reports

Attached are the Fire Prevention Activity Reports for the month of October.

### Fire Prevention Coloring Contest

On October 29, six young artists were selected to Win a Ride to School in a Fire Truck. This is the sixth year the coloring contest has been held. The theme was "Working Smoke Alarms Save Lives". There were more than 800 entries from students in Kindergarten through 5th Grade. Fire Specialist French has done an excellent job again in coordinating all aspects of the event. Students will receive their rides in December. The winners are as follows; Kindergarten- Noor Gowra from Montevideo Elementary; first grade- Charvee Sekar from Coyote Creek Elementary, second grade- Simran Kavr from Live Oak Elementary, third-grade-Priya Gadhe from Montevideo Elementary, Aidan Tatlonghari from Tassajara Elementary and fifth grade- Jenny Lin from Bollinger Canyon Elementary.

### Residential Care Facility Evacuation Video—Update

Staff members Debbie Vanek and Joyce Castro have been invited to present a 90-minute session on "Residential Care Facility Evacuation Training" at the Fire and Life Safety Educators of Colorado annual conference in April. This event includes attendees from across the nation.

### State Responsibility Area- 2015 Five Year Review

Staff has been working with Cal Fire representatives in reviewing proposed changes to the District's SRA areas for possible re-designation to LRA. The changes have been identified by the development of several individual submittals. At this time, the review of proposed changes has been completed at the regional level. Some of the proposed areas have been deemed by the regional level committee "non-compliant" in meeting criteria for LRA and are not being recommended to the next level of review which will take place in Sacramento during the first quarter of 2015. In most cases the determination was made based on the density of development of the area submitted. The review of SRA/LRA designation is completed every 5 years and is scheduled to be completed and implemented by May 2015.

### International Code Council (ICC) - Committee Appointments

Several staff members were notified by ICC regarding appointments to the 2015-2017 ICC Committees as follows; Fire Marshal Kiefer, IBC -General (Chair), Plans Examiner Hardage, Admin, Code Compliance Officer Wendel, IFC (Alternate). Participation will be as part of the code development hearings for the development of the 2018 International Building, Fire and Administrative Codes.

### Upcoming Public Education Classes and Events Scheduled

Event	Location	Date/Time
7th Grade CPR Program	Pine Valley	September 29 (complete)
7th Grade CPR Program	Stone Valley	January
7th Grade CPR Program	Charlotte Wood	February
7th Grade CPR Program	Gale Ranch	February 19
7th Grade CPR Program	Diablo Vista	March 30
7th Grade CPR Program	Iron Horse	April 20
7th Grade CPR Program	Windermere Ranch	May 11
7th Grade CPR Program	Los Cerros	Not Scheduled Yet

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
FIRE PREVENTION DIVISION  
MONTHLY BOARD OF DIRECTORS ACTIVITY REPORT - October 2014**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>CODE COMPLIANCE</b>													
INSPECTIONS	114	174	82	102	90	26	143	142	129	161	0	0	1163
REINSPECTIONS	68	84	167	95	106	37	95	62	106	117	0	0	937
TOTAL *	182	258	249	197	196	63	238	204	235	278	0	0	2100

OCCUPANCY PERMITS	25	90	73	57	45	14	80	95	70	71	0	0	620
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**ANNUAL INSPECTION PROGRAM**

TOTAL INSPECTABLE OCCS	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399
TOTAL STARTED YTD †	77	97	103	83	74	30	134	108	127	229	0	0	1062
% STARTED YTD	5.50%	6.93%	7.36%	5.93%	5.29%	2.14%	9.58%	7.72%	9.08%	16.37%	0.00%	0.00%	75.91%
TOTAL COMPLETED YTD ‡	76	88	94	74	64	21	95	69	82	98	0	0	761
% COMPLETED YTD	5.43%	6.29%	6.72%	5.29%	4.57%	1.50%	6.79%	4.93%	5.86%	7.01%	0.00%	0.00%	54.40%

**CONSTRUCTION**

NEW PROJECTS	55	40	68	62	75	73	112	91	51	69	0	0	696
PLAN REVIEWS SUBMITTED	91	73	111	104	109	89	194	131	74	89	0	0	1065
PLAN REVIEWS COMPLETED	118	71	117	94	109	75	162	188	68	89	0	0	1091
INSPECTIONS	104	90	99	87	120	145	92	91	117	94	0	0	1039

\* Includes all code compliance inspections; Annual inspection program inspections, temporary tents, fireworks display, etc.

† Includes occupancies within annual inspection program that have had the initial inspection completed.

‡ Includes occupancies within annual inspection program that are in compliance and have no outstanding corrections needed.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**FIRE PREVENTION DIVISION**

**MONTHLY PLAN REVIEW INTAKE REPORT**

**October 2014**

PROJECT	PLAN REVIEW TYPE	SUBMITTAL	COMPLETED
California High School - Fireworks Display	After hours plan review and inspection	10/01/2014 16:47:02	10/01/2014 16:51:58
Round Table Pizza	Automatic fire-extinguishing systems	10/02/2014 09:15:45	10/13/2014 13:57:33
3 Tyler Ct - SD 9335 lot 5	Automatic fire-extinguishing systems	10/02/2014 09:44:27	10/15/2014 08:57:59
4555 Butterfly Creek Rd Iriana Lot 46 Plan 4	Automatic fire-extinguishing systems	10/02/2014 10:13:21	10/02/2014 16:59:17
4549 Butterfly Creek Rd	Automatic fire-extinguishing systems	10/02/2014 10:19:23	10/02/2014 17:00:04
Kozak Large Family Day Care	Planning and site development review	10/02/2014 11:40:22	10/02/2014 11:42:57
LUP 11-500-006 Genius Kids	Planning and site development review	10/02/2014 11:48:38	10/02/2014 11:53:20
DPA 14-300-006 (Concept Review) Wendy's Restaurant/Drive-thru	Planning and site development review	10/02/2014 12:26:43	10/02/2014 12:30:13
DP 14-300-007 (Concept Review) Grupe Senior Housing Project	Planning and site development review	10/02/2014 12:39:34	10/08/2014 16:11:56
MUP 14-501-021 AT&T Wireless Telecom Upgrade	Planning and site development review	10/02/2014 16:46:23	10/02/2014 16:52:21
MUP 14-501-022 Verizon Wireless Facility Upgrade	Planning and site development review	10/02/2014 17:11:51	10/02/2014 17:15:56
Jimmy Jones Restaurant Tenant Improvement	Construction, alteration, or renovation of a building	10/03/2014 09:07:17	10/03/2014 09:22:18
San Ramon High Fire Work Shoot	After hours plan review and inspection	10/03/2014 09:48:49	10/03/2014 09:53:58
San Ramon High Fire Work Shoot	After hours plan review and inspection	10/03/2014 10:03:07	10/03/2014 10:14:07
Steward New 2nd Dwelling Unit	Construction, alteration, or renovation of a building	10/03/2014 11:34:34	10/15/2014 08:26:22
LP 12-2008 addition of 9027 sq ft	Planning and site development review	10/03/2014 12:44:43	10/03/2014 12:48:10
New Residential Bldg #4 Danala Farms	Construction, alteration, or renovation of a building	10/03/2014 15:25:36	10/15/2014 09:01:03
2600 Camino Ramon AT&T 3B 4B West	After hours plan review and inspection	10/07/2014 12:29:23	10/14/2014 10:50:12
Mohan Asnani	Automatic fire-extinguishing systems	10/08/2014 15:28:24	10/17/2014 10:26:58
Husted Residence	Automatic fire-extinguishing systems	10/08/2014 15:36:52	10/09/2014 14:31:30
Christmas Tree Lot - 2017 SRV Blvd	Planning and site development review	10/08/2014 16:02:55	10/08/2014 16:06:09
Gemignant Residence Pool Equipment Setback Minor Exception	Planning and site development review	10/08/2014 16:21:05	10/08/2014 16:23:37
Whole Foods Hood & Duct	Automatic fire-extinguishing systems	10/09/2014 09:08:28	10/09/2014 09:15:47
Pumpkin & Christmas Tree Lot for Retail	Planning and site development review	10/09/2014 09:22:22	10/09/2014 09:24:36
Bridges Leasing Office	Fire alarm and detection systems and related equipment	10/09/2014 09:42:31	10/22/2014 10:22:21
Sadaghiani Residence Remodel	Construction, alteration, or renovation of a building	10/09/2014 14:38:46	10/22/2014 11:34:46
PG&E ADA Upgrade	Construction, alteration, or renovation of a building	10/09/2014 15:18:37	10/22/2014 12:01:45
Nelson Addition	Automatic fire-extinguishing systems	10/10/2014 08:56:08	10/13/2014 16:43:10
San Ramon Rotary Christmas Tree Lot	Planning and site development review	10/10/2014 16:22:04	10/10/2014 16:24:40
Tassajara Village Tenant Improvement	Automatic fire-extinguishing systems	10/13/2014 09:24:20	10/17/2014 09:24:55
Salyer Residence Remodel	Construction, alteration, or renovation of a building	10/13/2014 10:42:15	10/13/2014 09:09:57
Xtreme Health Center	Automatic fire-extinguishing systems	10/13/2014 10:52:22	10/22/2014 12:03:36
Emergency Fire Alarm Repair	Fire alarm and detection systems and related equipment	10/13/2014 13:42:36	10/23/2014 11:11:41
TROV Project - 347 Hartz Ave	Construction, alteration, or renovation of a building	10/14/2014 09:07:22	10/14/2014 09:11:46
Livermore Cyclery	Construction, alteration, or renovation of a building	10/14/2014 10:21:11	10/14/2014 10:38:07
Verizon Enode B Cabinet	Battery Systems	10/14/2014 11:42:17	10/23/2014 11:12:42
King Palace Restaurant	Automatic fire-extinguishing systems	10/14/2014 12:33:00	10/23/2014 11:15:50
3119 Ashbourne Circle Norris Canyon Lot 218 Los Altos	Automatic fire-extinguishing systems	10/14/2014 14:03:58	10/15/2014 08:59:55
Yonko Residence	Construction, alteration, or renovation of a building	10/14/2014 16:31:33	10/23/2014 11:17:50

Danville Music	Automatic fire-extinguishing systems	10/15/2014 10:03:37	10/17/2014 12:40:58
4526 Butterfly Creek Rd Iriana Lot 60 Plan 4	Automatic fire-extinguishing systems	10/15/2014 11:58:31	10/16/2014 12:05:39
4532 Butterfly Creek Rd Iriana Lot 61 Plan 3	Automatic fire-extinguishing systems	10/15/2014 13:13:01	10/16/2014 12:06:54
PG & E	After hours plan review and inspection	10/15/2014 16:11:22	10/22/2014 11:36:46
Alamo Springs	Automatic fire-extinguishing systems	10/16/2014 09:35:45	10/16/2014 12:03:53
San Ramon Sports	Construction, alteration, or renovation of a building	10/16/2014 12:02:34	10/16/2014 12:19:00
Las Trampas Shopping Center #8 Tenant Improvement	Construction, alteration, or renovation of a building	10/16/2014 13:54:20	10/23/2014 16:03:08
Rosicki Residence Remodel	Construction, alteration, or renovation of a building	10/17/2014 10:25:26	10/23/2014 16:03:30
Veronesi Residence Addition	Construction, alteration, or renovation of a building	10/17/2014 11:02:50	10/23/2014 16:03:47
DEV 14-0083 New commercial building Church & Railroad Ave	Planning and site development review	10/17/2014 16:02:05	10/17/2014 16:04:43
Nelson Residence	Automatic fire-extinguishing systems	10/20/2014 14:15:10	10/28/2014 16:04:08
Mullin Addition	Construction, alteration, or renovation of a building	10/21/2014 10:42:04	10/23/2014 11:18:49
Remodel	Construction, alteration, or renovation of a building	10/21/2014 11:04:11	10/21/2014 11:12:02
Lewis Jepson Residence	Construction, alteration, or renovation of a building	10/21/2014 13:03:44	10/28/2014 09:49:41
Subdivision 8969/9326	Fire apparatus access, site improvements and related equipment	10/22/2014 07:15:56	10/22/2014 09:25:08
Weymouth Residence	Construction, alteration, or renovation of a building	10/22/2014 10:27:29	10/22/2014 10:41:36
Sienna Hills HOA	Additional field inspection	10/22/2014 14:05:42	10/28/2014 09:36:56
Sienna Hills HOA	Additional field inspection	10/22/2014 14:09:00	10/28/2014 09:37:11
Sienna Hills HOA	Additional field inspection	10/22/2014 14:10:36	10/28/2014 09:37:28
Nelson Addition	Automatic fire-extinguishing systems	10/22/2014 14:30:01	10/23/2014 11:20:25
Dr Steinmetz Dental Office TI	Construction, alteration, or renovation of a building	10/22/2014 14:59:40	10/29/2014 13:58:29
Dr. Alan Chun	Compressed Gases	10/24/2014 10:02:38	
Yewell Residence	Construction, alteration, or renovation of a building	10/24/2014 11:46:23	10/29/2014 15:52:48
Yewell Residence	Automatic fire-extinguishing systems	10/24/2014 12:06:13	10/29/2014 15:53:45
Crow Canyon Country Club Renovation	Fire alarm and detection systems and related equipment	10/24/2014 12:57:28	10/29/2014 15:55:10
MS851-2014 - Minor Subdivision (3) Lot	Planning and site development review	10/24/2014 15:15:29	10/24/2014 15:21:29
1900 Peters Ranch Road - DEV14-0086	Planning and site development review	10/24/2014 15:34:04	10/24/2014 15:57:03
LP14-2018 Demo 3-existing classrooms construct new	Planning and site development review	10/24/2014 16:05:26	10/24/2014 16:10:20
DPA 14-310-003 - Crow Canyon Commons Trash Enclosure	Planning and site development review	10/24/2014 16:41:24	10/24/2014 16:43:02
MUP14-501-023 Verizon Wireless New Facility - Cal High	Planning and site development review	10/24/2014 16:52:55	10/24/2014 16:58:59
TUP14-502-D13 Tree Lot	Planning and site development review	10/24/2014 17:07:08	10/24/2014 17:10:23
Toyota Motor Credit Corporation	Construction, alteration, or renovation of a building	10/27/2014 14:57:45	
Toyota Motor Credit Corporation	Automatic fire-extinguishing systems	10/27/2014 15:00:42	
Toyota Motor Credit Corporation	Fire alarm and detection systems and related equipment	10/27/2014 15:00:47	
Sheet Metal Workers Local Union 104 Office Expansion	Construction, alteration, or renovation of a building	10/28/2014 10:02:09	10/28/2014 10:10:05
Tri-Valley Bank	Construction, alteration, or renovation of a building	10/28/2014 10:16:44	10/28/2014 10:33:29
Borman Residence Addition	Construction, alteration, or renovation of a building	10/28/2014 15:25:16	10/29/2014 08:13:35
Xtreme Health Center	Automatic fire-extinguishing systems	10/29/2014 08:57:10	
0	0		
MUP 14-501-024 Karumuri Large Family Day Care	Planning and site development review	10/29/2014 13:27:53	
Site Amenities @ Bel Air Apartments	Construction, alteration, or renovation of a building	10/29/2014 13:44:30	10/29/2014 14:51:11
Norris Canyon Lot 220 Plan	Automatic fire-extinguishing systems	10/29/2014 13:54:22	10/29/2014 15:24:24
4538 Butterfly Creek Rd Iriana Lot 62 Plan 5	Automatic fire-extinguishing systems	10/29/2014 14:49:40	
4544 Butterfly Creek Rd Iriana Lot 63 Plan 3	Automatic fire-extinguishing systems	10/29/2014 14:52:44	
VR14-7790 Variance for setbacks	Automatic fire-extinguishing systems	10/29/2014 14:55:09	
	Planning and site development review	10/29/2014 14:58:13	10/29/2014 15:02:54

All Fur Love Grooming Salon 714 SRV Blvd	Automatic fire-extinguishing systems	10/29/2014 15:49:00	10/29/2014 15:56:23
Yardley Room Addition	Automatic fire-extinguishing systems	10/30/2014 11:57:38	
The Solomon Property	Fire alarm and detection systems and related equipment	10/30/2014 12:46:54	
Central Area Phase 1	Construction, alteration, or renovation of a building	10/31/2014 09:38:28	
Nelson Residence	Automatic fire-extinguishing systems	10/31/2014 10:56:20	

# ADMINISTRATIVE SERVICES





# San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

**Date:** November 19, 2014

**To:** Board of Directors

**From:** Ken Campo, Interim CFO  
Martin Koran, Controller

**Subject:** Monthly Administrative Services Report for October 2014

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## Financials:

- Balance Sheet
- Revenues: Budget v. Actual (All Funds)
- General Fund Expenditures: Budget v. Actual (2011-2014)
- Monthly General Fund Revenue/Expense History (2009-2014)
- Capital, Debt Service, SRVF Community Fund Expenditures: Budget v. Actual (2011/12-2014/15)
- Employee Illness/Injury Report
- Monthly Overtime Analysis

## Meetings/Activities:

### Finance:

- Continued development of June 30, 2014, Comprehensive Annual Financial Report; financial statements, Management's Discussion and Analysis (MD&A), footnotes, required supplemental information and statistical section.
- Ongoing assistance and discussion with NBS Government Finance Group to update the District's Cost Allocation Plan and submit GEMT ("Ground Emergency Medical Transport") cost reports for additional Medicare reimbursement.

### Human Resources:

- Closed the CalPERS medical open enrollment period.
- Began tracking the CalPERS Dependent Eligibility Verification (DEV) project for District retirees.
- Completed the Office of Self Insurance Plans (Workers' Comp)) Public Self Insurer's Annual Report.
- Attended an FMLA Law Update workshop.
- Announced internal recruitment for the position of EMS Captain.
- Processed paperwork for 14 new District Reserve Volunteers.
- Coordinated interviews for the position of District Clerk.
- Coordinated interviews for the position of Human Resources Manager.

## Employee Illness/Injury Report (October 2014)

### ***Reportable Injuries – October 2014:***

#### **Indemnity (Lost Time)**

- October 18, 2014      DOI = 10/18/14 – An Engineer strained back while lifting access gate on trail during training. Missed 4 shifts.  
*Status:* Remained out at month end.
- October 23, 2014      DOI = 10/23/14 – A Captain was diagnosed with pneumonia. Missed 2 shifts.  
*Status:* Remained out at month end.

#### **Medical Only (No Lost Time)**

- October 9, 2014      DOI = 10/9/14 – An Engineer sustained a cut to the finger while preparing a meal at the station.  
*Status:* Medical Only – No lost time.

As of October 31 2014, there were four (4) employees absent from their regular work assignment. Total lost time due to injuries for the month of October equaled 88 calendar days.

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
COMBINED BALANCE SHEET OF ALL FUND TYPES  
October 31, 2014**

	GOVERNMENTAL FUND TYPES						AGENCY		ACCOUNT		GROUPS	
	General Fund - 100	Budget Stabilization - 110	Debt Service Fund - 200	Capital Projects Fund - 300	Federal Grant Capital Projects Fund - 310	Special Revenue Fund - 400	CERT PROGRAM Fund - 700	General Fixed Assets Fund - 800	General Long-Term Debt Fund - 900	Totals		
										(Memo Only)		
<b>ASSETS</b>												
Cash - Bank of the West	\$ (197,372)	\$ -	\$ -	\$ 3,497,410	\$ 5,168	\$ 471	\$ 20,081	\$ -	\$ -	\$ 3,325,757		
Cash - Bank of the West Money Market @ 0.29%	1,056,764									1,056,764		
Cash - Bank of the West Workers' Compensation	(53,761)									(53,761)		
Cash - Comerica Flexible Spending	10,714									10,714		
Petty Cash	1,250									1,250		
Investments - LAIF @ 0.26%	2,662,988	12,100,190				3,390				14,766,568		
Investments - LAIF Market Value Adjustment	8,981		599,505			1				8,982		
Cash with Fiscal Agent (Note #1)										599,505		
Accounts Receivable	25,316									25,316		
Interest Receivable												
Prepaid Expenses/Deposits	10,980,634		238,000							11,218,634		
Land										7,105,802		
Buildings & Improvements/Construction										28,076,383		
Equipment										26,828,971		
Accumulated Depreciation										(29,103,569)		
Amount to be Provided for General												
Long Term Debt												
<b>Total Assets</b>	<b>\$ 14,495,513</b>	<b>\$ 12,100,190</b>	<b>\$ 599,505</b>	<b>\$ 3,735,410</b>	<b>\$ 5,168</b>	<b>\$ 471</b>	<b>\$ 23,472</b>	<b>\$ 32,907,587</b>	<b>\$ 17,597,550</b>	<b>\$ 81,464,866</b>		
<b>LIABILITIES</b>												
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Accrued Expenses	1,896,377									1,896,377		
Deposits Payable	4,179				5,000					4,179		
Long Term Debt:												
(1) Certificates of Participation												
(2) Vehicle Lease												
Claims Payable	10,714									10,714		
Compensated Absences										3,642,000		
<b>Total Liabilities</b>	<b>1,911,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>17,597,550</b>	<b>17,597,550</b>	<b>19,513,820</b>		
<b>FUND EQUITY</b>												
Investment in General Fixed Assets										32,907,587		
Non-Spendable Fund Balance				238,000						238,000		
Restricted Fund Balance			599,505							599,505		
Committed Fund Balance:												
Dry Period Funding	12,503,024									12,503,024		
Budget Stabilization	-	11,100,190								11,100,190		
Workers' Compensation Claims	-	1,000,000								1,000,000		
Budget Stabilization	-											
Capital Projects				3,486,246						3,486,246		
Assigned Fund Balance:												
Other Assigned Fund Balance	81,219			11,164	168	471	23,472			93,022		
Unassigned Fund Balance	-									23,472		
<b>Total Fund Balance</b>	<b>12,584,243</b>	<b>12,100,190</b>	<b>599,505</b>	<b>3,735,410</b>	<b>168</b>	<b>471</b>	<b>23,472</b>	<b>32,907,587</b>	<b>-</b>	<b>61,951,046</b>		
<b>Total Liabilities and Fund Equity</b>	<b>\$ 14,495,513</b>	<b>\$ 12,100,190</b>	<b>\$ 599,505</b>	<b>\$ 3,735,410</b>	<b>\$ 5,168</b>	<b>\$ 471</b>	<b>\$ 23,472</b>	<b>\$ 32,907,587</b>	<b>\$ 17,597,550</b>	<b>\$ 81,464,866</b>		

Note 1 - US Bank:

Reserve Fund (COP 2003) Market Value \$29; Interest Rate 0.04% (Money Market Fund)

Lease Fund (COP 2003) Market Value \$8; Interest Rate 0.00% (Money Market Fund)

Reserve Fund (COP 2006) Market Value \$599,455; Interest Rate 0.04% (Money Market Fund)

Lease Fund (COP 2006) Market Value \$1; Interest Rate 0.00% (Money Market Fund)

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
REVENUE (ALL FUNDS)  
FISCAL YEAR 2014-2015  
July 1, 2014 - October 31, 2014**

GL CODE	FISCAL YEAR COMPLETED: 33.33%	2011/2012	2012/2013	2013/2014	2014/2015	2014/2015
	DESCRIPTION	ACTUAL REVENUE	ACTUAL REVENUE	ACTUAL REVENUE	ESTIMATED REVENUE	REALIZED REVENUE
<b>4100</b>	<b>TAXES</b>					
4110	PROPERTY TAXES - CURRENT SECURED	\$47,933,548	\$47,131,813	\$49,002,743	\$51,142,662	\$0
4120	PROPERTY TAXES - SUPPLEMENTAL	489,994	653,870	1,118,173	-	-
4130	PROPERTY TAXES - UTILITIES (Unitary)	959,401	937,596	978,438	998,007	-
4140	PROPERTY TAXES - CURRENT UNSECURED	1,841,275	1,867,991	1,988,210	1,973,494	1,825,725
4145	HOMEOWNERS PROPERTY TAX RELIEF	526,371	506,644	502,858	509,177	-
4150	LESS TAXES RETURNED TO COUNTY	(1,251,584)	(1,290,812)	630,673	193,532	-
4160	LESS COUNTY TAX ADMINISTRATION	(496,473)	(494,146)	(511,904)	(521,885)	-
4170	PROPERTY TAXES - PRIOR SECURED	(449,320)	(564,431)	(423,621)	-	-
4180	PROPERTY TAXES - PRIOR SUPPLEMENTAL	(187,054)	(126,731)	(132,498)	-	-
4190	PROPERTY TAXES - PRIOR UNSECURED	(37,026)	(114,527)	(13,349)	-	-
		<b>49,329,132</b>	<b>48,507,267</b>	<b>53,139,723</b>	<b>54,294,987</b>	<b>1,825,725</b>
<b>4200</b>	<b>INTERGOVERNMENTAL REVENUE</b>					
4220	MEASURE "H"	112,184	33,000	33,000	33,000	-
4230	SB-90 MANDATED COSTS	13,323	(92,152)	(14,248)	-	33,659
4240	MISCELLANEOUS STATE AID/GRANTS	91,609	172,140	284,555	-	60,695
4245	FEDERAL GRANT REVENUE	-	1,627,579	1,060,830	-	-
4250	OTHER INTERGOVERNMENTAL REVENUE	245,151	74,070	62,335	-	-
		<b>462,267</b>	<b>1,814,637</b>	<b>1,426,472</b>	<b>33,000</b>	<b>94,354</b>
<b>4300</b>	<b>CHARGES FOR SERVICE</b>					
4310	INSPECTION FEES	60,324	63,974	110,954	120,900	29,937
4315	PLAN REVIEW	248,626	355,214	524,155	562,600	226,555
4320	WEED ABATEMENT CHARGES	2,984	26,031	5,762	4,000	-
4325	ADMINISTRATIVE CITATION CHARGES	35,321	58,485	61,775	60,000	18,550
4330	AMBULANCE SERVICES	2,439,773	2,743,005	2,937,305	3,200,000	999,516
4340	CPR CLASSES	2,555	735	800	1,000	40
4350	REPORTS/PHOTOCOPIES	5,464	6,214	21,555	7,500	396
		<b>2,795,047</b>	<b>3,253,658</b>	<b>3,662,306</b>	<b>3,956,000</b>	<b>1,274,994</b>
<b>4400</b>	<b>USE OF MONEY &amp; PROPERTY</b>					
4410	INVESTMENT EARNINGS	98,835	58,257	80,076	80,964	16,410
		<b>98,835</b>	<b>58,257</b>	<b>\$80,076</b>	<b>80,964</b>	<b>16,410</b>
<b>4500</b>	<b>RENTS, ROYALTIES AND COMMISSIONS</b>					
4510	RENT ON REAL ESTATE	189,978	322,020	242,098	203,448	25,846
		<b>189,978</b>	<b>322,020</b>	<b>\$242,098</b>	<b>203,448</b>	<b>25,846</b>
<b>4600</b>	<b>OTHER REVENUE</b>					
4610	DONATIONS/CONTRIBUTIONS	7,355	575	974	500	-
4620	SALE OF PROPERTY	7,960	367,722	27,400	29,800	779,950
4640	MISCELLANEOUS REVENUE	45,769	50,818	97,560	80,000	77,844
		<b>61,084</b>	<b>419,115</b>	<b>125,934</b>	<b>110,300</b>	<b>857,794</b>
<b>4900</b>	<b>OTHER FINANCING SOURCES</b>					
4920	Debt proceeds	-	-	3,227,000	-	-
		<b>-</b>	<b>-</b>	<b>3,227,000</b>	<b>-</b>	<b>-</b>
	<b>REVENUE TOTAL</b>	<b>\$52,936,343</b>	<b>\$54,374,954</b>	<b>\$61,903,609</b>	<b>\$58,678,699</b>	<b>\$4,095,123</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**

**GENERAL FUND EXPENDITURES**

**FISCAL YEAR 2014-2015**

**July 1, 2014 - October 31, 2014**

FISCAL YEAR COMPLETED - 33.33%								
DESCRIPTION	GL CODE	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
PERMANENT SALARIES	5110	\$21,231,690	\$20,138,426	\$18,998,580	\$20,187,110	\$6,258,052	\$13,929,058	31.00%
TEMPORARY SALARIES	5115	170,887	209,966	225,349	243,600	117,515	126,085	48.24%
PERMANENT OVERTIME	5120	5,943,633	6,533,121	5,926,335	4,976,844	2,358,306	2,618,538	47.39%
FICA/MEDICARE	5140	385,010	380,153	357,070	387,733	127,959	259,774	33.00%
RETIREMENT CONTRIBUTIONS	5150	11,131,763	11,797,439	11,282,351	15,995,698	4,987,139	11,008,559	31.18%
EMPLOYEE GROUP INSURANCE	5160	3,678,610	3,430,654	3,126,726	3,141,124	1,066,154	2,074,970	33.94%
RETIREE HEALTH INSURANCE	5170	1,571,813	1,816,302	1,818,859	2,076,046	617,566	1,458,480	29.75%
OPEB CONTRIBUTION	5175	-	-	520,469	1,000,000	1,000,000	-	100.00%
UNEMPLOYMENT INSURANCE	5180	118	8,351	15,600	20,000	821	19,179	4.11%
WORKERS' COMPENSATION INS.	5190	671,135	905,118	807,044	850,000	400,490	449,510	47.12%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5100</b>	<b>44,784,659</b>	<b>45,219,530</b>	<b>43,078,384</b>	<b>48,878,155</b>	<b>16,934,003</b>	<b>31,944,152</b>	<b>34.65%</b>
OFFICE SUPPLIES	5202	30,218	27,951	21,051	33,600	6,550	27,050	19.49%
POSTAGE	5204	17,385	11,142	15,305	17,450	2,082	15,368	11.93%
TELECOMMUNICATIONS	5206	183,636	184,732	166,049	184,300	47,228	137,072	25.63%
UTILITIES	5208	322,361	327,386	344,009	339,700	134,433	205,267	39.57%
SMALL TOOLS/EQUIPMENT	5210	84,094	62,521	62,256	110,850	26,760	84,090	24.14%
MISCELLANEOUS SUPPLIES	5212	126,724	107,157	125,845	135,170	32,360	102,810	23.94%
MEDICAL SUPPLIES	5213	120,175	115,735	107,396	111,000	28,747	82,253	25.90%
FIREFIGHTING SUPPLIES	5214	71,452	68,903	61,937	110,750	32,349	78,401	29.21%
PHARMACEUTICAL SUPPLIES	5216	36,286	34,955	24,849	30,000	4,152	25,848	13.84%
COMPUTER SUPPLIES	5218	11,859	33,330	33,962	7,500	6,156	1,344	82.07%
RADIO EQUIPMENT & SUPPLIES	5219	72,432	58,493	19,547	25,000	2,065	22,935	8.26%
FILM PROCESSING/SUPPLIES	5220	-	660	-	-	-	-	-
FOOD SUPPLIES	5222	18,748	27,387	16,473	25,150	4,796	20,354	19.07%
PPE INSPECTION & REPAIRS	5223	29,267	27,417	19,584	36,000	2,225	33,775	6.18%
SAFETY CLOTHING/SUPPLIES	5224	231,465	139,645	94,323	161,500	53,925	107,575	33.39%
CLASS A UNIFORMS & SUPPLIES	5225	720	3,763	3,775	6,000	3,832	2,168	63.87%
NON-SAFETY CLOTHING/SUPPLIES	5226	24,689	8,137	9,756	21,000	1,989	19,011	9.47%
CLASS B UNIFORMS & SUPPLIES	5227	2,161	21,686	25,044	28,000	11,403	16,597	40.72%
HOUSEHOLD SUPPLIES	5228	40,553	42,006	36,886	40,000	14,229	25,771	35.57%
CENTRAL GARAGE - REPAIRS	5230	121,634	78,235	89,512	100,000	38,239	61,761	38.24%
CENTRAL GARAGE - MAINTENANCE	5231	6,784	10,050	11,818	18,000	4,804	13,196	26.69%
CENTRAL GARAGE - GAS, DIESEL & OIL	5232	174,886	171,440	202,299	216,750	62,995	153,755	29.06%
CENTRAL GARAGE - TIRES	5234	58,875	42,139	34,419	45,000	13,081	31,919	29.07%
CENTRAL GARAGE - MANDATED INSP.	5235	9,330	5,281	7,315	9,500	179	9,321	1.88%
MAINT./REPAIRS - EQUIPMENT	5236	107,632	169,846	116,530	144,150	45,576	98,574	31.62%
MAINT./REPAIRS - RADIO & ELECTRON	5238	331,986	267,874	316,272	328,650	156,135	172,515	47.51%
MAINT./REPAIRS - BUILDINGS	5240	132,488	124,859	127,738	212,385	44,549	167,836	20.98%
MAINT./REPAIRS - GROUNDS	5242	33,700	31,834	37,647	38,500	18,540	19,960	48.16%
RENTS & LEASES-EQUIP./PROPERTY	5246	48,938	58,090	36,465	63,000	30,176	32,824	47.90%
PROFESSIONAL/SPECIALIZED SERVICES	5250	653,019	618,566	733,356	945,905	183,589	762,316	19.41%
RECRUITING COSTS	5251	101,946	78,347	44,598	87,800	21,188	66,612	24.13%
LEGAL SERVICES	5252	391,532	289,481	186,452	200,000	22,074	177,926	11.04%
INFO TECHNOLOGY SURCHARGE	5253	-	-	5,000	-	-	-	0.00%
MEDICAL SERVICES	5254	95,857	80,761	68,483	106,100	10,117	95,983	9.53%
COMMUNICATIONS SERVICES	5258	-	-	78,600	79,500	79,800	(300)	100.38%
ELECTION SERVICES	5262	-	105,565	-	110,000	-	110,000	-
INSURANCE SERVICES	5264	497,815	388,379	432,616	466,000	368,528	97,472	79.08%
PUBLICATION OF LEGAL NOTICES	5270	1,578	(73)	1,353	500	56	444	11.14%
SPECIALIZED PRINTING	5272	18,454	14,813	18,661	23,825	1,362	22,463	5.72%
MEMBERSHIPS	5274	48,575	57,710	54,704	65,425	33,197	32,228	50.74%
EDUCATIONAL COURSES/SUPPLIES	5276	52,091	39,463	33,911	61,500	13,252	48,248	21.55%
EDUCATIONAL ASSISTANCE	5277	22,051	24,037	15,982	15,000	345	14,655	2.30%
PUBLIC EDUCATIONAL SUPPLIES	5278	13,219	8,412	8,465	11,000	9,243	1,757	84.03%
BOOKS & PERIODICALS	5280	10,216	11,345	5,739	20,030	3,317	16,713	16.56%
RECOGNITION SUPPLIES	5282	3,364	2,909	1,163	4,000	548	3,452	13.69%
MEETINGS/TRAVEL EXPENSES	5284	39,734	23,885	19,687	29,900	9,273	20,627	31.01%
OTHER - CLAIMS EXPENSE	5286	-	-	9,182	-	-	-	-
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>5200</b>	<b>4,399,929</b>	<b>4,006,252</b>	<b>3,886,016</b>	<b>4,825,390</b>	<b>1,585,440</b>	<b>3,239,950</b>	<b>32.86%</b>
<b>TOTAL G/F OPERATING EXPENDITURES</b>		<b>\$49,184,588</b>	<b>\$49,225,782</b>	<b>\$46,964,400</b>	<b>\$53,703,545</b>	<b>\$18,519,444</b>	<b>\$35,184,101</b>	<b>34.48%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**CAPITAL PROJECTS, EQUIP/VEHICLES, DEBT SERVICE, SAN RAMON VALLEY FIRE COMMUNITY FUND**  
**FISCAL YEAR 2014-2015**  
**July 1, 2014 - October 31, 2014**

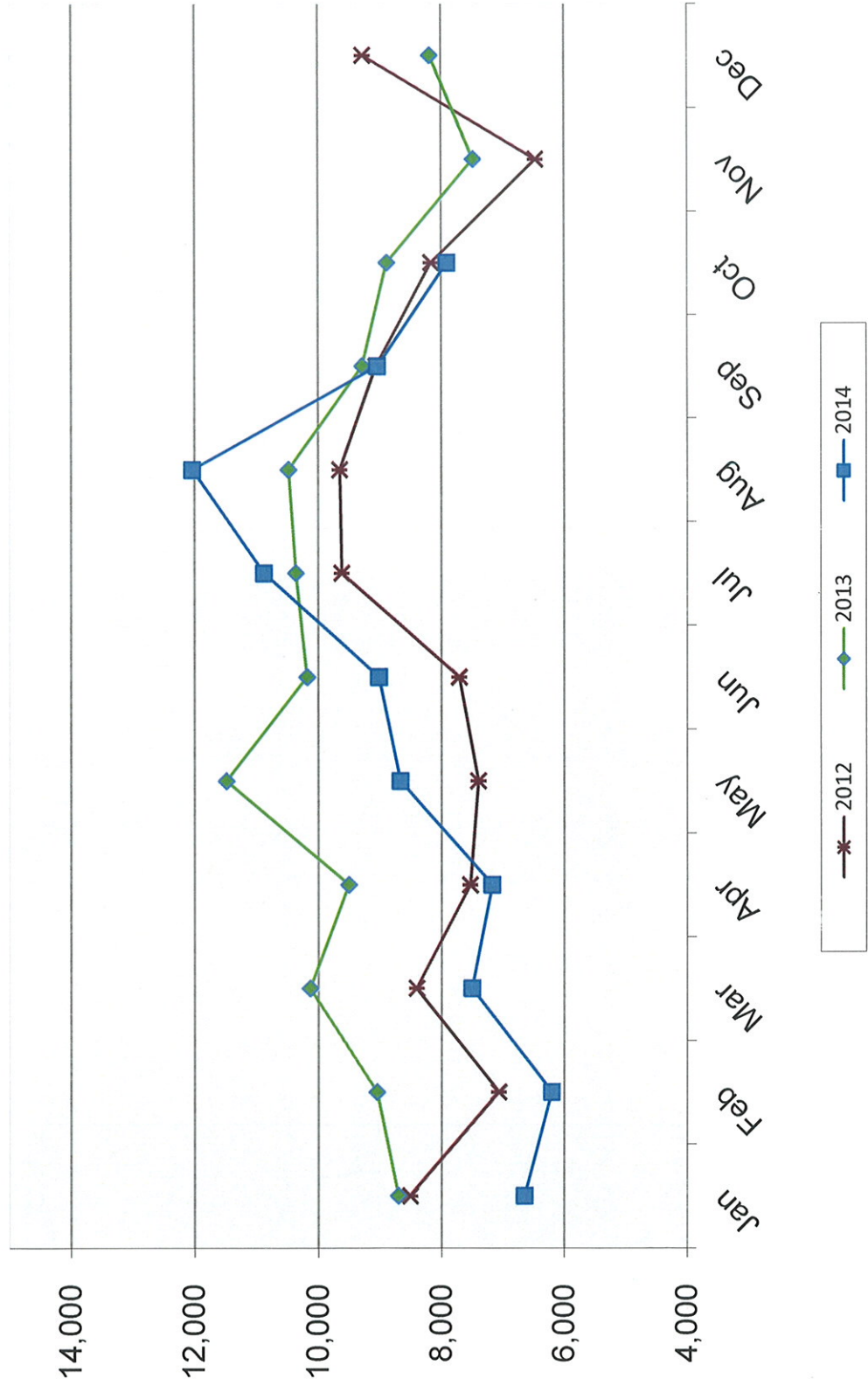
FISCAL YEAR COMPLETED -33.33%								
DESCRIPTION	GL CODE	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 ACTUAL	2014/2015 BUDGET	EXPENDITURES TO DATE	REMAINING BAL. TO DATE	PERCENT EXPENDED
RENTS & LEASES - PROPERTY	5246	\$12,500	\$12,500	\$0	\$12,500	\$0	\$12,500	
DESIGN/CONSTRUCTION	6105/6110	297,355	842,185	49,759	100,000	0	100,000	0%
VARIOUS IMPROVEMENTS	6120	46,018	70,000	61,583	225,000	20,960	204,040	9%
RADIO/ELECTRONIC EQUIPMENT	6230	0	0	0	0	11,285	-11,285	
<b>TOTAL CAPITAL PROJECTS (FUND 300)</b>		<b>355,873</b>	<b>924,685</b>	<b>111,342</b>	<b>337,500</b>	<b>32,245</b>	<b>316,540</b>	<b>10%</b>
PROFESSIONAL SERVICES	5250		0	0	0	0	0	
RADIO/ELECTRONIC EQUIPMENT	6230	0	2,021,167	347,510	0	0	0	
TOOLS & SUNDRY EQUIPMENT (SCBA's)	6240	0	0	1,267,374	0	0	0	
<b>TOTAL FEDERAL GRANT CAPITAL PROJECTS (FUND 310)</b>		<b>0</b>	<b>2,021,167</b>	<b>1,614,884</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
BOND REDEMPTION - 2003/2006/2013 COP	5310	1,328,630	1,324,708	5,289,519	1,263,393	1,054,105	209,288	83%
VEHICLE LEASE #2	5310	329,497	0	0	0	0	0	
VEHICLE LEASE #3	5310	756,033	0	0	0	0	0	
VEHICLE LEASE #4	5310	534,010	534,011	534,012	534,012	267,006	267,006	50%
<b>TOTAL DEBT SERVICE (FUND 200)</b>		<b>2,948,170</b>	<b>1,858,719</b>	<b>5,823,531</b>	<b>1,797,405</b>	<b>1,321,111</b>	<b>476,294</b>	<b>74%</b>
OTHER SPECIAL DISTRICT EXPENDITURES	5286	858	7,000	1,000	500	0	500	0%
<b>TOTAL SRVF COMMUNITY FUND (FUND 400)</b>		<b>858</b>	<b>7,000</b>	<b>1,000</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0%</b>
<b>TOTAL - CAPITAL, EQUIPMENT, DEBT SERVICE, SRVF COMMUNITY &amp; FEDERAL GRANT FUND</b>		<b>\$3,304,901</b>	<b>\$4,811,571</b>	<b>\$7,550,756</b>	<b>\$2,135,405</b>	<b>\$1,353,356</b>	<b>\$793,334</b>	<b>63%</b>

**SAN RAMON VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND**

**REVENUE/EXPENDITURE HISTORY**

Month	2010-11		2011-12		2012-13		2013-14		2014-15	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
July	\$166,735	\$4,749,257	\$186,793	\$4,351,134	\$327,098	\$4,374,370	\$303,039	\$4,253,760	\$399,328	\$5,808,943
August	\$215,809	\$4,025,589	\$265,453	\$4,513,204	\$319,178	\$4,123,666	\$393,566	\$4,035,499	\$390,930	\$4,376,310
September	\$204,485	\$3,953,342	\$312,278	\$3,893,321	\$309,945	\$3,903,613	\$230,997	\$4,049,136	\$317,832	\$4,176,216
October	\$1,892,126	\$3,970,955	\$2,046,255	\$3,735,522	\$2,331,797	\$4,132,784	\$2,205,383	\$3,879,765	\$2,247,021	\$4,157,975
November	\$220,473	\$4,450,015	\$188,594	\$4,535,275	\$360,982	\$4,246,986	\$343,280	\$4,023,813		
December	\$25,691,372	\$4,182,987	\$25,787,719	\$4,424,050	\$25,961,035	\$4,181,747	\$27,720,683	\$3,843,098		
January	\$213,894	\$4,015,505	\$265,253	\$3,990,074	\$628,896	\$4,061,102	\$529,393	\$3,767,912		
February	\$176,960	\$3,997,461	\$508,340	\$4,000,893	\$301,646	\$3,889,221	\$427,492	\$3,570,860		
March	\$266,513	\$4,225,922	\$268,932	\$4,016,648	\$184,995	\$4,115,245	\$360,312	\$3,799,189		
April	\$19,064,857	\$4,162,409	\$18,036,297	\$3,746,578	\$18,080,208	\$4,184,939	\$20,027,067	\$3,850,555		
May	\$270,777	\$4,149,354	\$344,774	\$3,770,965	\$332,777	\$3,999,974	\$324,465	\$3,752,225		
June	\$3,611,512	\$3,874,346	\$4,472,525	\$4,206,925	\$3,533,633	\$3,949,737	\$4,738,990	\$4,138,587		

# Total Overtime Hours by Month January 2012 - October 2014





San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

10/1/2014 Through 10/31/2014

<b>WORK CODE:</b>		<b>Time Paid</b>
1	STAFFING	<b>7,273.50</b>
2	TRAINING	<b>378.50</b>
3	ASSIGNMENTS	<b>245.50</b>
7	EMERGENCY	<b>11.25</b>
	<b>Report Grand Total:</b>	<b>7,908.75</b>

San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

10/1/2014 Through 10/31/2014

**WORK CODE: 1          STAFFING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
101      HOLD OVER FOR CALL	13.00	19.50
103      MISC. STAFFING COVE	7242.75	7242.75
107      LATE/STA. MOVE COVE	8.01	11.25
<b>Total All Assignments This Work Type:</b>	<u>7,263.76</u>	<u>7,273.50</u>

**WORK CODE: 2          TRAINING**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
201      OPERATIONS TRAINING	175.67	175.75
204      EMS TRNG/INSTRUCTIO	5.50	5.50
209      RESCUE TRAINING	36.50	36.50
210      HAZ-MAT TRAINING	154.50	154.75
214      PARAMEDIC - CONT ED	6.00	6.00
<b>Total All Assignments This Work Type:</b>	<u>378.17</u>	<u>378.50</u>

San Ramon Valley Fire Protection District - O/T and Comp Time Reporting System

10/1/2014 Through 10/31/2014

**WORK CODE: 3      ASSIGNMENTS**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
301      MEETINGS/PROJECT DE	8.83	9.00
302      OFC WORK/REPORT WR	7.75	8.25
308      STRIKE TEAM/OES ASSI	120.00	120.00
313      HONOR GUARD	2.00	2.00
314      RED FLAG DAY	12.00	12.00
317      RECRUITMENT EXTER	29.00	29.00
320      PUBLIC EVENTS	33.50	33.50
321      FP REIMBURSED OVER	13.25	13.25
340      PROJECT WORK	18.17	18.50
<b>Total All Assignments This Work Type:</b>	<b>244.50</b>	<b>245.50</b>

**WORK CODE: 7      EMERGENCY**

<b>ASSIGNMENT</b>	<b>Time Worked</b>	<b>Time Paid</b>
700      EMERGENCY RECALL	6.34	7.25
720      FIRE INVESTIGATION	3.83	4.00
<b>Total All Assignments This Work Type:</b>	<b>10.17</b>	<b>11.25</b>
<b>Report Grand Total:</b>	<b>7,896.60</b>	<b>7,908.75</b>