

# **KENTFIELD FIRE DISTRICT**

## **MEASURE G – THE EMERGENCY MEDICAL RESPONSE AND FIRE PROTECTION SERVICES MEASURE**

### **TAX REPORT**

FISCAL YEAR 2016-17

SEPTEMBER 2017

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**KENTFIELD FIRE DISTRICT**

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**BOARD OF DIRECTORS**

Ronald T. Naso	Chairman
Barry Evergettis	Vice-Chairman
Bruce Corbet	Secretary
Michael Murray	Director
Steve Gerbsman	Director

**FIRE CHIEF**

Mark Pomi

**DISTRICT ADMINISTRATIVE ASSISTANT**

Sharon Mulkeen

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## INTRODUCTION

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On November 5, 2013, registered voters in the Kentfield Fire District ("District") voted to approve a special tax ("Measure G") that received 75.49% support. The purpose of this special tax is to ensure that the community continues to receive a high level of fire protection and emergency medical response services, that local control over fire protection and emergency response is kept in Greenbrae and Kentfield, that rapid emergency response times are maintained to save lives, that the District has the ability to pay for current costs and services with current dollars, that both the high property values and high quality of life in this community is sustained, that the current fire risk rating is maintained to prevent increases in fire and home insurance costs, and to raise additional revenue to fund operating and maintenance expenses. The full text of Measure G is included in page 9 of this report.

The Kentfield Fire District encompasses an area that includes the unincorporated communities of Greenbrae and Kentfield in Marin County. The District boundaries are displayed on page 13 of this report. The District covers an area of 2.9 square miles of land and included approximately 6,485 residents at the time Measure G was balloted. The District is responsible for providing the following services to the community:

- Emergency medical calls
- Structure, wildland, and vehicle fire suppression
- Fire prevention services
- Urban-wildland interface monitoring
- Community evacuation planning and disaster preparedness
- Traffic collisions, entrapments, and rescues
- Industrial accidents and hazardous materials incidents
- Community education including school life safety programs

The District is governed by a Board of Directors that oversees the operations of the Kentfield Fire District pursuant to the State of California Health and Safety Code, Fire Protection District Law of 1987. The Kentfield Fire District Board of Directors meets monthly on the third Wednesday of the month.

Measure G special tax was collected for the first time in fiscal year 2014-15. This Report summarizes the purpose of the special tax, the fiscal year 2016-17 special tax, the projected fiscal year 2017-18 special tax, the method of apportionment, and other related data as required by Government Code Section 50075.1 et seq.

The Measure G special tax will continue to be collected, and its revenue will continue to be used to provide for costs and expenditures of the Kentfield Fire District as outlined in this report for as long as the Board of Directors for the District deems it necessary or unless the voters of the District repeal it.

## RATE AND SPECIAL TAX METHOD OF APPORTIONMENT

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The special tax will be levied each year on each taxable parcel of land within the boundaries of the Kentfield Fire District at the annual rates listed below:

### Figure 1 - Measure G Special Tax Rate

Land Use	Rate	Unit
Improved Parcels - Total building area	\$ 0.07	per square foot
Unimproved Parcels - 1st through 5th acre inclusive	\$ 20.00	per acre
Unimproved Parcels - 6th through 25th acre inclusive	\$ 15.00	per acre
Unimproved Parcels -26th acre and any additional acres	\$ 10.00	per acre

The passage of Measure G by the voters in November 5, 2013, authorized the District to levy the Special Tax for fiscal year 2016-17 at the rates listed above.

## RATE ADJUSTMENT FOR INFLATION

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The passage of Measure G by the voters on November 5, 2013, authorized the District to adjust the base rate annually beginning in FY 2015-16 based upon changes in the San Francisco-Oakland-San Jose, CA Consumer Price Index (CPI). Below is a table showing the yearly CPI and rate changes for the Kentfield Fire District Emergency Medical Response and Fire Protection Services Measure:

**Figure 2 - Measure G CPI Adjustment**

CPI History for Given Year		Maximum Increase Available	CPI Used for Kentfield Fire District (CPI-U)		Cumulative Uncaptured Excess CPI	Historic Assessment per Square Foot	
			FY 2014-15	1st Year	0.00%	FY 2014-15	\$ 0.1000
Dec-2015	2.61%	2.61%	FY 2015-16	2.61%	0.00%	FY 2015-16	\$ 0.1026
Dec-2016	3.01%	3.00%	FY 2016-17	3.00%	0.00%	FY 2016-17	\$ 0.1057
Dec-2017			FY 2017-18			FY 2017-18	
Dec-2018			FY 2018-19			FY 2018-19	
Dec-2019			FY 2019-20			FY 2019-20	
Dec-2020			FY 2020-21			FY 2020-21	
Dec-2021			FY 2021-22			FY 2021-22	
Dec-2022			FY 2022-23			FY 2022-23	
Dec-2023			FY 2023-24			FY 2023-24	
Dec-2024			FY 2024-25			FY 2024-25	

The Board of Directors may annually, by resolution passed by a simple majority of the Board, adjust the rate by an amount based upon changes in the San Francisco-Oakland-San Jose, CA Consumer Price Index (CPI) or 3% WHICHEVER IS LESS. The District will consider changes using data provided by the United States Bureau of Labor Statistics, for the preceding calendar year (or, if discontinued, a comparable index), as of December of each succeeding year. Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being publicly noticed and placed on the agenda of the Kentfield Fire District Board of Director's regular meeting with an opportunity for public input and discussion.



## **SPECIAL TAX FISCAL YEAR 2016-17 AND FUTURE PROJECTS**

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Revenues from fiscal year 2016-17 property tax bill collections was used for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the District. It may be used to increase budgeted accounts for the purpose of meeting current and future financial obligations including, but not limited to, pension and other post-employment benefits.

The District's services provided comprise the following:

- Emergency medical calls
- Structure, wildland, and vehicle fires
- Traffic collisions, entrapments, and rescues
- Industrial accidents and hazardous materials incidents
- Fire prevention services
- Evacuation planning and disaster preparedness
- Community education including school life safety programs
- Urban-wildland interface monitoring

The Figure below displays the budget for the Kentfield Fire District for fiscal year 2016-17:

**Figure 3 - Budget for Fiscal Year 2016-17**

Reserves / Carry Over Revenues	
Measure G - Special Tax Fund	\$ (627,454)
Revenues	
Measure G - Special Tax Revenues FY 2016-17	<u>544,277</u>
	544,277
Expenses	
Unfunded liability - retirement	177,371
Unfunded liability - Other Post Employment Benefits	<u>275,000</u>
	<u>452,371</u>
Ending Balance	\$ (535,548)

**NOTES TO BUDGET FOR FISCAL YEAR 2016-17:**

Reserve / Carry Over Revenues:

- All Measure G Special Tax Fund monies spent in FY 2015-16.
- (For subsequent years: The Measure G Fund balance is the remaining special tax monies from fiscal year 2015-16).

Revenues:

- These are the fiscal year 2016-17 revenues from Measure G Special Tax.

Expenses:

- Include unfunded liability for retirement and other post-employment benefits. Ending balance represents expenses exceeding Measure G revenues. Shortfall covered by fund balance.

**SPECIAL TAX FISCAL YEAR 2017-18 – PROJECTED REVENUE**

Revenues from Measure G Special Tax for Fiscal Year 2016-17 and future years will continue to be utilized to fund the operating, maintenance, capital improvement, and capacity expansion expenditures, as well as any administrative cost associated with the administration of Measure G Special Tax, in the Kentfield Fire District.

The Figure below displays an estimate of the Measure G revenues for the Kentfield Fire District for fiscal year 2017-18:

**Figure 4 - Preliminary Revenues for Fiscal Year 2017-18**

Parcels in District	Parcels Taxed by Square Foot	Tax Rate per Square Foot	Parcels Taxed by Acre	Tax Rate per Acre	Total Tax
2,332	2,322	\$ 0.07	10	\$ 20.00	\$ 546,022

## SUMMARY OF SPECIAL TAX REVENUES BY YEAR

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The special tax revenues for fiscal year 2016-17, as well as the annual increase in the number of tax units and tax amount from year to year, is summarized in Figure 5.

Figure 5 - Summary of Special Tax Revenues

Fiscal Year	Parcels in District	Parcels Taxed by Square Foot	Tax Rate per Square Foot	Parcels Taxed by Acre	Tax Rate per Acre	Total Annual Tax	Annual Change	
							Tax Units	Tax Amount
2014-15	2,345	2,326	\$ 0.07	19	\$ 20.00	\$ 539,934		
2015-16	2,343	2,324	\$ 0.07	19	\$ 20.00	\$ 543,032	(2)	\$ 3,098
2016-17	2,333	2,323	\$ 0.07	10	\$ 20.00	\$ 544,277	(10)	\$ 1,245

The amounts listed for fiscal year 2017-18 are preliminary. These amounts will be recalculated with the County of Marin Assessor's Lien Roll data as of June 30, 2017, which will be the final parcel data information for the upcoming fiscal. Therefore, the amounts for fiscal year 2017-18 may vary slightly from what is listed in the table above.

## ADMINISTRATION OF SPECIAL TAXES

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### GENERAL ADMINISTRATIVE REQUIREMENTS

The special tax levies are calculated for all parcels on the new fiscal year's assessor roll. This roll includes all parcels that are in existence prior to January 1 of the previous fiscal year. After the special tax levies have been computed, the levy data must be filed with the Marin County Auditor by August 10th of each year for inclusion on property tax bills.

After submission of the parcel tax levies, the final levies should be confirmed with the County Auditor prior to the preparation of tax bills, which typically occurs in October. The special tax is collected in two equal installments on the tax bills that are due on December 10 and April 10.

### USE OF PROCEEDS

All proceeds of the special tax levied and imposed shall be accounted for and paid into a special account designated for use of operations and maintenance of the District, pursuant to Government Code Section 50075.1(b) and (c).

The Board of Directors will hold every year an annual public meeting to set the special tax rate and allocations funded by the special tax. Each year there will be a public accounting of the use of funds during the past year, as required by Government Code Section 50075.3, and approval of the use of funds for the next year.

## MEASURE G – BALLOT TEXT

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### BALLOT QUESTION MEASURE "G"

#### KENTFIELD FIRE DISTRICT EMERGENCY MEDICAL RESPONSE & FIRE PROTECTION SERVICE MEASURE

To maintain rapid emergency medical response services, protect our homes and businesses from fire, keep property insurance rates manageable, and continue the District's long term fiscal well-being, shall the voters of Kentfield Fire District repeal the existing fire tax and replace it with a special tax of 10¢ per building square foot, retain the existing rate for vacant parcels, and increase the District's appropriations limit, with all revenue staying in our local community?

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### FULL TEXT MEASURE "G"

#### KENTFIELD FIRE DISTRICT EMERGENCY MEDICAL RESPONSE & FIRE PROTECTION SERVICE MEASURE

RESOLUTION NO. 4-2013

KENTFIELD FIRE DISTRICT  
1004 SIR FRANCIS DRAKE BLVD, KENTFIELD, CA 94904

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENTFIELD FIRE DISTRICT ADOPTING INTENDED BALLOT LANGUAGE AND CALLING AND PROVIDING FOR AN ELECTION TO BE HELD IN SAID DISTRICT ON NOVEMBER 5, 2013 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS THE QUESTION OF THE ADOPTION OF A SPECIAL FIRE TAX FOR EMERGENCY MEDICAL RESPONSE AND FIRE PROTECTION SERVICES, AND REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT

WHEREAS, The Kentfield Fire Board of Directors is authorized and charged to provide emergency response and fire protection services; and

WHEREAS, significant increases in fire protection and emergency medical service costs and community needs have occurred since the 1980 passage of the existing special fire tax known as Ordinance No. 1-80; and

WHEREAS, the Kentfield Fire District's (hereafter referred to as the District) current funding sources, including the current special fire tax are inadequate to fund the desired level of emergency medical and fire protection services; and

WHEREAS, the Board of the Kentfield Fire District (hereafter referred to as the Board) has determined that it is in the best interests of the District's citizens to ensure the ongoing and long-term fiscal integrity of the District while continuing to provide the appropriate levels of emergency medical response and fire protection services for the local community; and

WHEREAS, the Board desires to responsibly increase the funds available for fire protection and emergency medical response services by proposing a balloted special fire tax to the local community; and

WHEREAS, if approved by the voters, the proposed special fire tax will be used solely for the purpose of maintaining and improving the current level of public safety services within the District, with all funds staying in the Kentfield and Greenbrae local community.

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE KENTFIELD FIRE DISTRICT AS FOLLOWS:**

It is the determination of the District that the Uniform District Election to be held on the 5th day of November, 2013, at which election the issue to be presented to the voters shall be:

To maintain rapid emergency medical response services, protect our homes and businesses from fire, keep property insurance rates manageable, and continue the District's long term fiscal well-being, shall the voters of Kentfield Fire District repeal the existing fire tax and replace it with a special tax of 10¢ per building square foot, retain the existing rate for vacant parcels, and increase the District's appropriations limit, with all revenue staying in our local community?

1. Consolidation of Election. An election is hereby called for the purpose of submitting to the qualified voters within the District, the question of the adoption of a special tax for fire protection and prevention. This election shall be consolidated with the November 5, 2013 Uniform District Election in Marin County and with any other applicable election conducted on the same day.

2. Use of Funding. If approved by the voters, the special tax will be used solely for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the District.

3. Election Services and Canvassing. The District authorizes and directs the Elections Department, at District expense, to provide all necessary election services and to canvass the results of said election.

4. Election Costs. Pursuant to Elections Code Section 10002, the District shall reimburse Marin County in full for the services performed upon presentation of a bill to the District.

5. Repeal of the current special tax. The special tax currently imposed within the Kentfield Fire District, continually levied since 1980, is hereby repealed if Measure (Letter TBD) is approved by two-thirds of the voters of the Kentfield Fire District. The 1980 special tax is currently imposed in an amount not to exceed 6 cents (\$0.06) per square foot of improved floor area, as well as a graduated annual tax on unimproved parcels ranging from between \$10 and \$20 per acre for fire protection and emergency medical response.

6. Tax Imposed. An annual special tax on each parcel within the Kentfield Fire District is hereby imposed as follows:

Improved Parcels. In an amount not to exceed 10 cents (\$0.10) per square foot of total building area. The phrase "total building area" is hereby defined as total structural floor area including living area, garage, as well as any auxiliary structures on the parcel

Unimproved Parcels. Twenty dollars (\$20.00) per acre for 1st through 5th acre inclusive; fifteen dollars (\$15.00) per acre for 6th through 25th acre inclusive; and ten dollars (\$10.00) per acre for 26th acre and any additional acres.

7. Inflation Adjustment. The Board of Directors may annually, by resolution passed by a simple majority of the Board, adjust the rate by an amount based upon changes in the San Francisco-Oakland-San Jose, CA Consumer Price Index (CPI) or 3% WHICHEVER IS LESS. The District will consider changes using data provided by the United States Bureau of Labor Statistics, for the preceding calendar year (or, if discontinued, a comparable index), as of December of each succeeding year. Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being publicly noticed and placed on the agenda of the Kentfield Fire District Board of Director's regular meeting with an opportunity for public input and discussion.

8. Tax Rate. The Board of Directors shall determine annually, based on a budget recommended to the Board, whether the basic tax rate shall be revised to reflect changes in charges and costs. If the Board determines that the basic tax rate shall be revised at a rate lower than set forth in Section 6 and 7 hereof, it shall so revise said rate by resolution passed by a simple majority of the Board.

9. Increase of Appropriations Limit. Pursuant to Article VIII B of the California Constitution, the appropriations limit of the Kentfield Fire District shall be increased in the amount equal to the proceeds of the special tax.

10. Method of Collection. The special tax imposed by this ballot measure is due from each owner of record of a parcel within the Kentfield Fire District as reflected upon the rolls of the County Assessor at the same time ad valorem tax is due and is to be collected in the same manner. The Marin County Tax Collector shall collect the tax and any penalty or interest due hereunder. The full amount due under this special tax shall constitute a debt to the Kentfield Fire District.

11. Separate Accounting & Expenditure. The special tax revenues shall be deposited into a separate account held by the Marin County Treasurer, in accordance with Government Code Section 50075.1, and shall be

expended according to a budget developed annually by the District staff and approved and adopted by the District's Board of Directors.

12. Annual Reporting. The District will cause to be filed an annual report with its Board of Directors, which report shall include the amount of special tax revenues collected and expended, and which shall otherwise comply with the accountability measures established in Government Code Sections 50075.1 et seq.

13. Effective Date. This special tax shall be deemed established and shall be in effect as of the day following the election date of November 5, 2013, upon certification of the election results evidencing approval by at least two-thirds of the participating registered voters, and approved by the Board of Directors of the District.

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**KENTFIELD FIRE DISTRICT  
IMPARTIAL ANALYSIS BY COUNTY COUNSEL \*  
MEASURE "G"**

**KENTFIELD FIRE DISTRICT  
EMERGENCY MEDICAL RESPONSE & FIRE PROTECTION SERVICE MEASURE**

If this measure is approved by a two-thirds vote, the Kentfield Fire District will repeal the existing fire tax and replace it with a special tax of 10¢ per building square foot of total building area for improved parcels and twenty dollars (\$20.00) per acre for the 1st through 5th acre inclusive; fifteen dollars (\$15.00) per acre for the 6th through 25th acre inclusive; and ten dollars (\$10.00) per acre for the 26th acre and any additional acres for the unimproved parcels with the appropriations limits increased by the amount equal to the proceeds of the special tax.

\*Section 9313 of the California Elections Code requires the County Counsel to prepare an impartial analysis for each district measure appearing on the ballot.



## MEASURE G – BALLOT RESULTS

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The Measure G balloting was held at the November 5, 2013 General Election in Marin County, when all the registered voters in the Kentfield Fire District were given the opportunity to vote on this Fire Protection and Emergency Medical Response measure. The Official results of the election are listed below:

### County of Marin Uniform General Election

TUESDAY, NOVEMBER 5, 2013  
OFFICIAL FINAL RESULTS

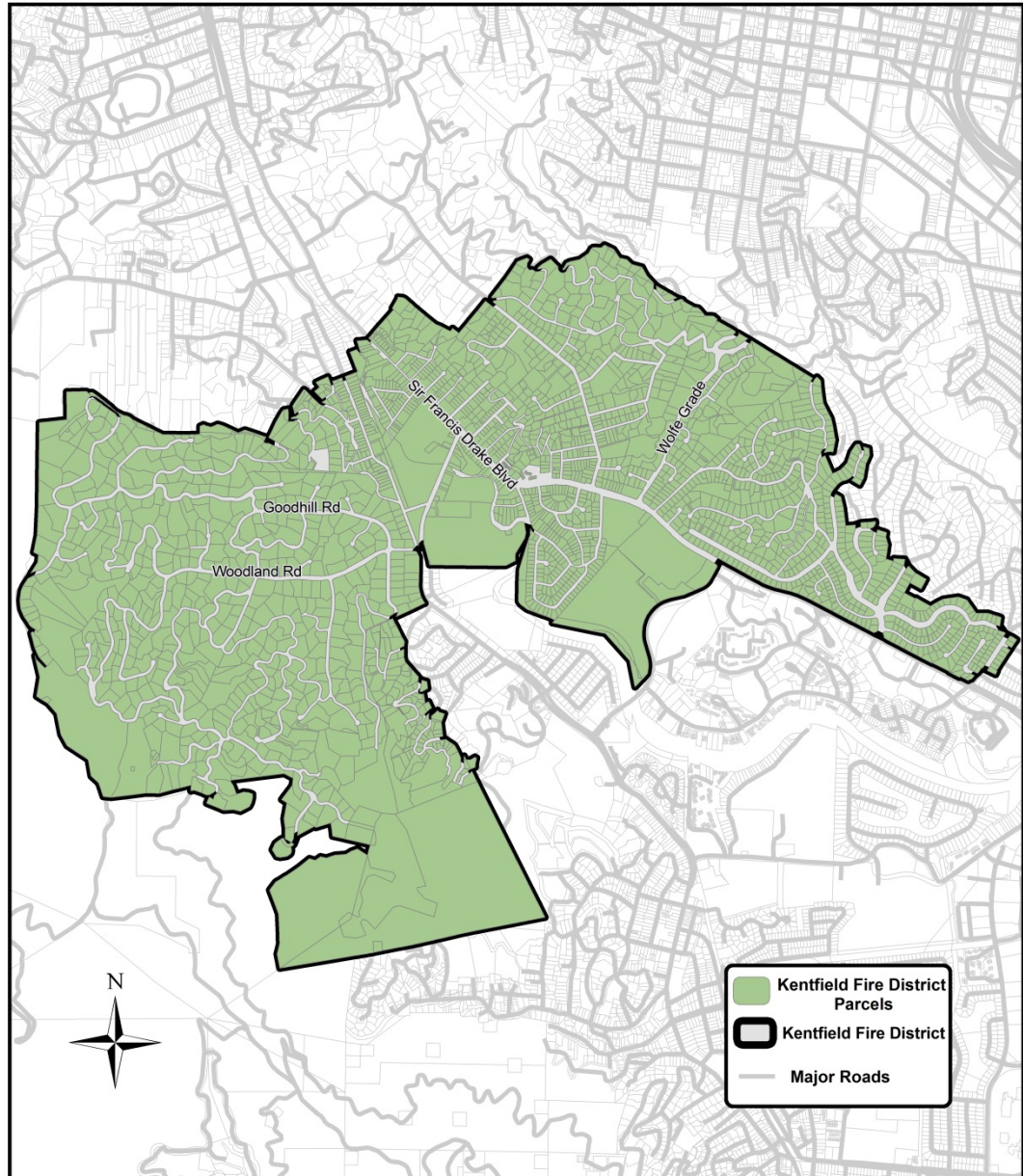
**Measure G - KENTFIELD FIRE DISTRICT EMERGENCY MEDICAL  
RESPONSE & FIRE PROTECTION SERVICE MEASURE (2/3 req)**

	Vote Count	Percent
<b>YES</b>	1470	75.42%
<b>NO</b>	479	24.58%
<b>TOTAL</b>	1949	100.00%

## DISTRICT BOUNDARY

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The following diagram displays the boundaries of the Kentfield Fire District.



## **SPECIAL TAX ROLL, FISCAL YEAR 2016-17**

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The tax roll listing the fiscal year 2016-17 Special Tax for all Assessor's Parcels of land within the boundaries of the Kentfield Fire District has been filed with the District and is included here. The tax attributed to each parcel was computed in accordance with the approved special tax methodology as summarized in Figure 1.

