



Schell Vista Fire Protection District

22950 Broadway Sonoma, Ca. 95476

Ph. (707) 938-2633 / Fax. (707) 935-9681

www.schellvistafire.org / e-mail: info@schellvistafire.org

MEETING AGENDA Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, May 1, 2024
Time: 7:00 PM
Location: 22950 Broadway-Station #1

(This agenda is posted in accordance with the Ralph M. Brown Act, California Government Code Section 54950)

1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

2. PUBLIC COMMENT PERIOD

(At this time, members of the public may comment on any item not appearing on the agenda. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors)

3. AGENDA ADJUSTMENTS AND CONSENT

4. CONSENT CALENDAR

- a. Approval of minutes from the April 3, 2024, Regular Meeting- **Discussion and Action**
- b. Review of the May 2024, Accountant's Report- **Discussion and Action**

5. CHIEFS' REPORT

Chief Ray Mulas will report on District operations and activities.

6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

- a. Reports-**Discussions & Possible Actions**
 1. Facilities Committee (Neves)
 2. Budget Committee (Kruljac)
 3. Legislative Committee (Finn)
 4. Outreach Committee (Loveless)
 1. Newsletter Update

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

- a. Solar Update Station 1 Status- **Review**
- b. Cell Tower- **Review**
 1. Update on Station 2
 2. Update Tower at Station 1



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- c. Initiative 1935-**Discussion**
- d. Fire Services Working Group Update-**Continuing Discussion**
- e. Tax Measure Ordinance Updates-**Review**
- f. Calendar Review (Robin)

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate

March-Notice of Public Hearing

April/May-Conduct Public Hearing

May/June-Allow time for property owner appeals of the tax levy.

June-Approval of the District Preliminary Budget

July-Approval of the District Tax Roll and Appropriations Limit

July/August- At the end of the Fiscal year, The District Board of Directors will be presented the *Fiscal Year-End Report* containing information regarding the amount of special tax revenue collected and expended as well as the status of projects funded with proceeds of the special tax. (Ord. Section VII)

August/September-Tax Roll and Appropriations Limit Resolution sent to the County.

-Calendar Review General Business

April-Set up Budget Committee meeting to prepare preliminary budget for June meeting.

June-Preliminary Budget review and approval.

July 15-August 9 Board Members file for re-election with the Registrar of Voters.
(2024- Ken Finn, Ernie Loveless, and Hal Stober term end 12/2024)

August-Budget Committee meet to prepare final budget for Board approval in September.

September-Final Budget review and approval.

Nov-Nomination of Officers of the Board (Every 2 years. Next election 2025)

Dec-Election of Officers of the Board for January 1 start date. (Every 2 Years. Next election 2025)

7. ANNOUNCEMENTS/GOOD of the ORDER

8. CLOSED SESSION

Conference with Board Labor Negotiators (Government Code section 54957.6)

Agency designated representatives: Robert Kruljac and Ernie Loveless regarding Represented

Employees: IAFF Local 1401, Sonoma County Professional Firefighters

9. ADJOURNMENT

Next scheduled meeting is June 5, 2024

If applicable, Board meeting documents are available to review prior to the meeting on the District Website, www.schellvistafire.org or at the SVFPD, Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment



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MEETING MINUTES

Schell-Vista Fire Protection District Board of Directors Regular Meeting

Date: Wednesday, April 3, 2024
Time: 7:00 PM
Location: 22950 Broadway-Station #1

1. CALL TO ORDER / ROLL CALL AND ESTABLISHMENT OF A QUORUM

Director Ken Finn called the meeting to order at 7:00 PM. Directors Bob Kruljac, Ernie Loveless, Hal Stober, and Mindy Neves were present. A quorum was met. Also present were Assistant Chief Mike Mulas, District Account Stacie McCambridge, Clerk of the Board Robin Woods, firefighters Chanton Em, Lincoln Reiter, Mickey Breem, Matt Garner, Humberto Botello, George Norton, Mike Medeiros, and Johnny Valesquez. Chief Ray Mulas was absent.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. AGENDA ADJUSTMENTS AND CONSENT

There were no adjustments to the agenda.

4. CONSENT CALENDAR

a. Approval of minutes from the March 6, 2024, Regular Meeting- **Discussion and Action**

Director Finn introduced the March 6, 2024, minutes and opened the floor for questions, discussion, and public comments. No public comments were made.

Director Kruljac made a motion to approve the minutes of the March 6, 2024, meeting.

Director Stober seconded the motion. The motion passed, and the Minutes were approved by the following vote:

Ayes- 5 Noes - 0 Absent-0

b. Review of the April 2024 Accountant's Report- **Discussion and Action**

Director Finn introduced the Accountant's Report and opened the floor to discussion and public comment. There were no public comments. Director Neves made the motion to accept the Financial Report for April 2024, as presented. Director Kruljac seconded the motion. The motion passed, and the Financial Reports were approved by the following vote:

Ayes- 5 Noes - 0 Absent- 0



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5. CHIEFS' REPORT

In Chief Ray Mulas absence, Assistant Chief Mike Mulas presented the following District activities report to the Board:

- ❖ Crews will be starting address validation on business starting in May starting on 8th street. This is the start of us doing inspections. We need to gather the basic information first.
- ❖ In April will be having a drill at the raceway involving an MCI for the two major events.
- ❖ This year's race dates are June 7-9 for NASCAR and July 26th -28th for NHRA.
- ❖ If any board members would like a tour of the raceway let me know
- ❖ This is the time of year that the main engines go in for service.
- ❖ Polenta Feed is on the 25th. A donation was made by Elite for \$2500. The BBQ is July 13th. a Saturday this year with music.
- ❖ Grants have been submitted by Jim, Matt & Kevin. Fire public safety for \$5000, AFG grant for PPE for \$150,000, Water grant for pallets of water, Safer grant for 1.3 million and the Volunteer Wildland grant for PPE.
- ❖ With the suggestion from Captain Garner, I will be putting together a list of old radios to get a quote on for sale.
- ❖ Call volume is up by about 10 percent.

Assistant Chief Mulas also presented the Board with a handout of information about the Fire Services Sales Tax.

Chief Mulas called in to update the Board on the status of the District's Insurance. He explained the new policy and rates. The new policy goes into effect April 1, 2024.

Chief Mulas gave the Board an update on the new engine. The projected date of delivery will be January 2025.

6. COMMITTEE REPORTS/BUSINESS (Directors to report on Committee activities)

a. Reports:

1. Facilities Committee (Neves)

Director Neves and Captain Garner updated the Board on the repair of the fire pump. Foothill Fire is troubleshooting the issue and submitting a quote.

Landscaping has started as planned for the second quarter.

Steve Lanning has the materials for station 2 upgrades. Installation will be forthcoming.

2. Budget Committee (Kruljac)

Director Kruljac advised the Board that the actual expenses are in line with the Budget. Nothing else to report.



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3. Legislative Committee (Finn)

Direct Finn had nothing to report.

4. Outreach Committee (Loveless)

1. Newsletter Update

Director Loveless advised the board that the newsletter is in progress. He received a quote for development and postage. The final estimate is \$7,500 for 4,420 mailings. He expects the final in May to be reviewed and the newsletters to be mailed in May.

7. NEW BUSINESS AND CONTINUE UNFINISHED BUSINESS

a. Solar Update Station 1 Status- **Review**

Director Kruljac advised the Board that he reviewed the insurance requirements with our agent, and we have the proper insurance. He let SolarCraft know that they can proceed.

b. Cell Tower-

1. Update on Station 2

On Air is in the final discussion with Verizon negotiation.

2. Update Tower at Station 1

On Air is in discussion with Verizon and they may be possibly ready to start building the tower this summer.

c. Fire Services Working Group Update-**Continuing Discussion**

No updates at this time.

d. Tax Measure Ordinance Updates

Discussed possible dates for public meeting. July Board meeting is the proposed date.

e. Calendar Review (Robin)

January -Determine the Preliminary Tax Rate

February-Request the Parcel Report from the county using the preliminary rate

March-Notice of Public Hearing

April/May-Conduct Public Hearing

May/June-Allow time for property owner appeals of the tax levy.

June-Approval of the District Preliminary Budget

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Nov-Nomination of Officers of the Board (Every 2 years. Next election 2025)

Dec-Election of Officers of the Board for January 1 start date. (Every 2 Years. Next election 2025)

7. ANNOUNCEMENTS/GOOD of the ORDER

Assistant Chief Mike Mulas updated the Board on the Highway 37 closures, 12th-16th west, and the 19th -22nd East.

8. CLOSED SESSION

Conference with Board Labor Negotiators (Government Code section 54957.6)

Agency designated representatives: Robert Kruljac and Ernie Loveless regarding Represented Employees: IAFF Local 1401, Sonoma County Professional Firefighters

Director Finn Called for a closed meeting at 7:45PM.

Director Finn resumed the open meeting at 8:30PM.

Director Finn stated there was nothing to report.

9. ADJOURNMENT

Director Kruljac made a motion to Adjourn the meeting at 8:30PM. Director Loveless seconded the motion. The motion passed by unanimous vote, and the meeting was adjourned.

Next scheduled meeting is May 1, 2024.

If applicable, Board meeting documents are available to review at the SVFPD, Station 1, 22950 Broadway, Sonoma Ca. 95476. Please call (707) 938-2633 for an appointment



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DISTRICT ACCOUNTANT'S REPORT TO THE BOARD OF DIRECTORS

May 1, 2024

STANDARD MONTHLY REPORTING

1. District Financials:

a) Expense Statements.

b) Copies of the Bank Statements reflecting the reconciliation with the Financial Statements.

c) Copies of the Accounts Payable Report reconciled to the Balance Sheet.

d) List of all Cash transactions by Bank account attached to the bank statement (Detail of all monies in and out.)

e) Fiscal Summary:

Payables submitted to the Chief and Directors for approval for the month of March 2024:

- Payables/Checks in the amount of \$39,820.09.
- Payroll Expenses in the amount of \$134,063.

Bank Account Balances as of March 2024:

- Exchange Bank Checking Account \$40,412.69.
- Exchange Bank Money Market Account \$3,022,311.94.
- Exchange Bank Payroll Account \$134,211.67.

Schell-Vista Fire Protection District

Balance Sheet

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
723005 Exch Bank Chk 1140052562	40,412.69
723010 Exchange Money Mkt 2554	3,022,311.94
723012 Exch Bank Payroll 45810	134,211.67
723015 Operating	0.00
723106 Building Fund	0.00
723200 West America Payroll Acc	0.00
Total Bank Accounts	\$3,196,936.30
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1250 A/R Due from Other Gov't	20,000.00
1333 DUE FROM STAFF TO DISTRICT	0.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$20,000.00
Total Current Assets	\$3,216,936.30
Fixed Assets	
1500 Fixed Assets	
1505 Land	283,505.00
1510 Building	4,740,607.95
1520 Equipment	2,999,933.26
1570 Accumulated Depreciation	-4,730,833.32
999 Undistribute	0.00
Total 1500 Fixed Assets	3,293,212.89
Total Fixed Assets	\$3,293,212.89
Other Assets	
1900 Deferred Outflow	280,410.00
Total Other Assets	\$280,410.00
TOTAL ASSETS	\$6,790,559.19

Schell-Vista Fire Protection District

Balance Sheet

As of March 31, 2024

	TOTAL
<hr/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	24,483.93
Total Accounts Payable	\$24,483.93
Other Current Liabilities	
2100 Payroll Liabilities	45,747.17
2105 Payroll Tax Liability	0.00
2200 Due to Calpers	3,987.78
2220 Due to 401K	0.00
2225 Child Support	136.69
2230 Due to IRS Garnishment	0.00
2240 Union Dues	390.00
2250 Due to FR TX BD Ganshment	0.00
Total 2100 Payroll Liabilities	50,261.64
2200 Compensated Absences	168,117.34
2275 Due to Bond Account	0.00
2285 Depo Fees paid Dist in Err	275.00
2300 Capital Leases	0.00
Total Other Current Liabilities	\$218,653.98
Total Current Liabilities	\$243,137.91
Long-Term Liabilities	
2800 Net Pension Liability	271,955.00
2900 Deferred Inflow	161,866.00
Total Long-Term Liabilities	\$433,821.00
Total Liabilities	\$676,958.91
Equity	
3000 Opening Bal Equity	187,387.00
3050 Net InvesCapital Assets	4,032,591.00
3900 Fund Balance Unreserved	1,894,642.22
Net Income	-1,019.94
Total Equity	\$6,113,600.28
TOTAL LIABILITIES AND EQUITY	\$6,790,559.19
<hr/>	



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

00016801-0038635-0001-0002-MIMR8010390331241755

SCHELL-VISTA FIRE PROTECTION DISTRICT
22950 BROADWAY
SONOMA CA 95476

Last statement: February 29, 2024
This statement: March 31, 2024
Total days in statement period: 31

Page 1 of 2
XXXXXX2562
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX2562	Beginning balance	\$177,898.91
Avg collected balance	\$150,667	Total additions	3,012.98
Interest paid year to date	\$62.27	Total subtractions	66,056.69
		Ending balance	\$114,855.20

outstanding \hookrightarrow 26,776.66
28,078.54

CHECKS

Number	Date	Amount	Number	Date	Amount
9681	03-18	21,511.20	9704 *	03-15	641.84
9682	03-05	693.42	9705	03-11	1,476.00
9683	03-04	364.65	9706	03-29	223.64
9684	03-06	155.72	9707	03-25	1,178.58
9685	03-05	72.37	9708	03-26	417.49
9686	03-05	517.67	9709	03-26	41.75
9694 *	03-15	691.30	9710	03-26	1,256.68
9695	03-13	321.90	9711	03-25	4,447.74
9696	03-12	211.00	9712	03-26	300.00
9697	03-14	137.87	9714 *	03-25	1,645.00
9698	03-08	17.56	9715	03-21	11.97
9699	03-12	856.25	9716	03-26	12,023.31
9700	03-15	473.15	9717	03-22	75.00
9701	03-13	3,812.89	9718	03-25	357.50
9702	03-12	537.72			

12,334.15 voided checks
40,412.69

* Skip in check sequence

DEBITS

Date	Description	Subtractions
03-06	ACH Withdrawal HARLAND CLARKE CHK ORDER 240306 SCHELL-VISTA FIRE PROT	340.46

MISSING
9687 -
9693 -
All mailed
2/28

Voided checks = \$12,334.15



Schell-Vista Fire Protection District
Transaction Report

March 1-31, 2024

723005 Exch Bank Chk 1140052562	Date	Transaction type	Num	Name	Memo/Description	Amount
	03/02/2024	Bill Payment (Check)	EFT	John Hancock 401K	--	-3,132.20
	03/02/2024	Bill Payment (Check)	EFT	CALPERS	2286538681	-8,112.86
	03/05/2024	Bill Payment (Check)	9696	California State Disbursement Unit	H Botello/FL-19-014867 Case 200000000841588	-211.00
	03/05/2024	Bill Payment (Check)	9697	Corncast		-137.87
	03/05/2024	Bill Payment (Check)	9698	Friedman's Home Improvement	0006465	-17.56
	03/05/2024	Bill Payment (Check)	9699	Marin IT, Inc		-856.25
	03/05/2024	Bill Payment (Check)	9700	Munoz Payroll Services		-473.15
	03/05/2024	Bill Payment (Check)	9701	PG&E	9836214944-9	-3,812.89
	03/05/2024	Bill Payment (Check)	9702	Recology Sonoma Marin		-537.72
	03/05/2024	Bill Payment (Check)	9703	Sonoma County Fire Chief's Assn		-400.00
	03/05/2024	Bill Payment (Check)	9704	USBank (Cal Cards)	4866 9145 5551 1051	-641.84
	03/05/2024	Bill Payment (Check)	9705	William L Adams PC		-1,476.00
	03/06/2024	Journal Entry	18		checks	-340.46
	03/16/2024	Bill Payment (Check)	9706	Bonneau's	27667	-223.64
	03/16/2024	Bill Payment (Check)	9707	CA Refrigeration & Food Equipment	C065558	-1,178.58
	03/16/2024	Bill Payment (Check)	9708	Choice Builder	B08253	-417.49
	03/16/2024	Bill Payment (Check)	9709	City of Sonoma	006676-000	-41.75
	03/16/2024	Bill Payment (Check)	9710	Comcast		-1,256.68
	03/16/2024	Bill Payment (Check)	9711	Faustino Enterprises, Inc.		-4,447.74
	03/16/2024	Bill Payment (Check)	9712	FDAC		-300.00
	03/16/2024	Bill Payment (Check)	9713	Fernandez, Arturo		-2,200.00
	03/16/2024	Bill Payment (Check)	9714	Foothill Fire Protection, Inc.		-1,645.00
	03/16/2024	Bill Payment (Check)	9715	Friedman's Home Improvement		-1,197.00
	03/16/2024	Bill Payment (Check)	9716	FRMS	0006465	-12,023.31
	03/16/2024	Bill Payment (Check)	9717	Jerry & Don's Yeager Pump Well Service	SCH001 52 - Schell-Vista Fire Protection District	-75.00
	03/16/2024	Bill Payment (Check)	9718	Marin IT, Inc		-357.50
	03/16/2024	Bill Payment (Check)	9719	U. S. Postmaster		-136.00
	03/23/2024	Bill Payment (Check)	9720	AT&T		-693.52
	03/23/2024	Bill Payment (Check)	9721	Batteries & Bulbs	707-938-2633	-293.35
	03/23/2024	Bill Payment (Check)	9722	Calumet Branded Products	104634	-279.14
	03/23/2024	Bill Payment (Check)	9723	Cintas Corporation	10042026	-101.46
	03/23/2024	Bill Payment (Check)	9724	Exchange Bank (Ray's Card)	4796 5100 6859 1904	-1,189.26
	03/23/2024	Bill Payment (Check)	9725	Faustino Enterprises, Inc.		-3,555.29
	03/23/2024	Bill Payment (Check)	9726	FRMS	SCH001 52 - Schell-Vista Fire Protection District	-33,846.25
	03/23/2024	Bill Payment (Check)	9727	Marin IT, Inc		-49.87
	03/23/2024	Bill Payment (Check)	9728	Rich USA Inc. TX	1328999-1028154USC	-282.98
	03/23/2024	Bill Payment (Check)	9729	Verizon Wireless	571618481-00001	-517.65
	03/27/2024	Bill Payment (Check)	9730	Calwen Inc		-13,000.00
	03/27/2024	Bill Payment (Check)	9731	Eighteen Wheel Mobile Truck Alignment		-735.00
	03/27/2024	Bill Payment (Check)	9732	Kevin Plume		-1,560.00
	03/27/2024	Bill Payment (Check)	9733	Lincoln Reiter Vendor		-350.00
	03/31/2024	Deposit	INTEREST		Interest Earned	12.98
Total for 723005 Exch Bank Chk 1140052562						-\$ 100,905.25

Tuesday, April 23, 2024 Tuesday, April 23, 2024 03:05 AM GMTZ



P.O. Box 3788 | Santa Rosa CA 95402-3788
 Return Service Requested

00006732-0013463-0001-0001-MIMR8010390331241755

SCHELL-VISTA FIRE PROTECTION DISTRICT
 22950 BROADWAY
 SONOMA CA 95476

Last statement: February 29, 2024
 This statement: March 31, 2024
 Total days in statement period: 31

Page 1 of 1
 XXXXXX2554
 (0)

Direct inquiries to:
 707 524-3000

Exchange Bank
 P O Box 403
 Santa Rosa CA 95402

Public Funds Money Market

Account number	XXXXXX2554	Beginning balance	\$3,020,360.69
Avg collected balance	\$3,020,360	Total additions	1,951.25
Interest paid year to date	\$5,858.61	Total subtractions	0.00
		Ending balance	<u>\$3,022,311.94</u>

CREDITS

Date	Description	Additions
03-31	Interest Payment	1,951.25

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
02-29	3,020,360.69	03-31	3,022,311.94		

INTEREST INFORMATION

Annual percentage yield earned	0.77%
Interest-bearing days	31
Average balance for APY	\$3,020,360.69
Interest earned	\$1,951.25



Thank you for banking with Exchange Bank

Schell-Vista Fire Protection District

Transaction Report

March 1-31, 2024

	Date	Transaction type	Num	Memo/Description	Amount
723010 Exchange Money Mkt 2554					
	03/31/2024	Deposit		INTEREST Interest Earned	1,951.25
Total for 723010 Exchange Money Mkt 2554					\$ 1,951.25

Tuesday, April 23, 2024 Tuesday, April 23, 2024 03:08 AM GMTZ



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

00018178-0044143-0001-0002-MIMR8010390331241755

SCHELL-VISTA FIRE PROTECTION DISTRICT
PAYROLL
22950 BROADWAY
SONOMA CA 95476

Last statement: February 29, 2024
This statement: March 31, 2024
Total days in statement period: 31

Page 1 of 2
XXXXXX5810
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Interest Checking

Account number	XXXXXX5810	Beginning balance	\$203,866.78
Avg collected balance	\$157,307	Total additions	13.55
Interest paid year to date	\$40.85	Total subtractions	68,053.67
		Ending balance	\$135,826.66

outstanding 21796.937
8 134,029.73

CHECKS

Number	Date	Amount	Number	Date	Amount
12686	03-05	129.29	12713 *	03-22	400.80
12710 *	03-12	1,919.25			
12711	03-11	986.29			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
03-05	ACH Withdrawal SCHELL-VISTA FIR FEE 240305 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	178.60
03-05	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 240305 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	10,017.30
03-05	ACH Withdrawal SCHELL-VISTA FIR DDCOLLECT 240305 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	28,141.33
03-19	ACH Withdrawal SCHELL-VISTA FIR FEE 240319 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	99.70
03-19	ACH Withdrawal SCHELL-VISTA FIR TAXCOLLECT 240319 I.SCHELLV CHECK SCHELL-VISTA FIRE PROT	5,885.86



Schell-Vista Fire Protection District
Transaction Report

March 1-31, 2024

723012 Exch Bank Payroll 45810	Date	Transaction type	Num	Name	Memo/Description	Amount
	03/05/2024	Check	--	Innovative Business Solution:	3/6/24	-178.60
	03/05/2024	Check	--	Payroll Taxes	3/06/24	-10,017.30
	03/05/2024	Check	17212	Humberto Botello Jr.	3/06/24 Net	-99.74
	03/05/2024	Check	17213	Humberto Botello Jr.	3/06/24 Net	-949.06
	03/05/2024	Check	17214	John Bragg	03/06/24 Net	-3,412.04
	03/05/2024	Check	17215	Mr. Michael M. Breen	03/06/24 Net	-29.56
	03/05/2024	Check	17216	Mr. Michael M. Breen	03/06/24 Net	-204.09
	03/05/2024	Check	17217	David Cassetta	3/6/24 Net	-55.41
	03/05/2024	Check	17218	Robert Castillo	3/6/24 net	-288.13
	03/05/2024	Check	17219	Robert Castillo	3/6/24 net	-200.41
	03/05/2024	Check	12708	Hector Chavez Garcia	03/06/24 Net	-200.41
	03/05/2024	Check	17221	Brian Clementino	03/06/2024	-51.72
	03/05/2024	Check	17222	Justin DaSanMartino	03/06/24 Net	-48.03
	03/05/2024	Check	17223	Bufmaro Dominguez Farias	3/6/24 Net	-391.56
	03/05/2024	Check	17224	Dalton Drowne	3/6/24 Net	-147.76
	03/05/2024	Check	17225	Chanton Em	03/06/24 Net	-2,666.65
	03/05/2024	Check	17226	Jayden Filippi	03/06/2024 Net	-110.82
	03/05/2024	Check	17227	Bernard J. Fitzpatrick	3/6/24 Net	-129.29
	03/05/2024	Check	17228	James Galli	03/06/24 Net	-1,814.79
	03/05/2024	Check	17229	Mr. Matthew J. Garner	3/6/24 Net	-330.91
	03/05/2024	Check	17230	Christian Gorham	3/6/24 Net	-284.43
	03/05/2024	Check	17231	Nathan Gutierrez	3/6/24 Net	-55.41
	03/05/2024	Check	17232	John jahring	3/6/24 Net	-99.73
	03/05/2024	Check	17233	Martin Lalor	3/6/24 Net	-96.04
	03/05/2024	Check	17234	Martin Lalor	3/6/24 Net	-202.25
	03/05/2024	Check	17235	Jeremy H Lawson	3/6/24 Net	-138.52
	03/05/2024	Check	17236	Stacie R McCambridge	3/6/24 Net	-653.75
	03/05/2024	Check	17237	Michael T. Medeiros	3/6/24 Net	-1,359.50
	03/05/2024	Check	17238	Anthony Moll	3/6/24 Net	-155.14
	03/05/2024	Check	12709	Eduardo Mota Estrada	3/6/24 Net	-36.94
	03/05/2024	Check	17240	Mr. Anthony J. Mulias	3/6/24 Net	-114.51
	03/05/2024	Check	17241	Michael M. Mulias	3/6/24 Net	-2,266.46
	03/05/2024	Check	12710	Raymond M. Mulias	3/6/24 Net	-1,919.25
	03/05/2024	Check	17243	George Norton	3/6/24 Net	-55.41
	03/05/2024	Check	17244	George Norton	3/6/24 Net	-400.32
	03/05/2024	Check	17245	Jeff Paganini	3/6/24 Net	-184.70

	03/05/2024	Check	17246	Mr. Kevin P. Plume	3/6/24 Net	-3,373.77
	03/05/2024	Check	12711	Lincoln Reiter	3/6/24 Net	-886.29
	03/05/2024	Check	12712	Jack S. Todeschini	3/6/24 Net	-92.35
	03/05/2024	Check	17249	Juan A Velasquez	3/6/24 Net	-2,362.80
	03/05/2024	Check	17250	David Volat	3/6/24 Net	-144.07
	03/05/2024	Check	17251	Sean Withereil	3/6/24 Net	-3,891.98
	03/05/2024	Check	17252	Robin Woods	3/6/24 Net	-1,295.00
	03/05/2024	Check	17253	Norman D. Yenni	3/6/24 Net	-77.57
	03/20/2024	Check	17264	Humberto Botello Jr.	3/20/24 Net	-806.64
	03/20/2024	Check	17265	John Bragg	3/20/24 Net	-3,412.04
	03/20/2024	Check	17266	Mr. Michael M. Breen	3/20/24 Net	-408.19
	03/20/2024	Check	17267	Chanton Em	3/20/24 Net	-2,666.65
	03/20/2024	Check	17268	Jayden Filippi	3/20/24 Net	-400.80
	03/20/2024	Check	17269	Mr. Matthew J. Garner	3/20/24 Net	-3,463.11
	03/20/2024	Check	17270	George Norton	3/20/24 Net	-200.40
	03/20/2024	Check	17271	Mr. Kevin P. Plume	3/20/24 Net	-2,528.31
	03/20/2024	Check	12713	Lincoln Reiter	3/20/24 Net	-400.80
	03/20/2024	Check	17273	Juan A Velasquez	3/20/24 Net	-2,479.28
	03/20/2024	Check	17274	David Volat	3/20/24 Net	-200.40
	03/20/2024	Check	17275	Sean Withereil	3/20/24 Net	-3,729.43
	03/20/2024	Check	--	Innovative Business Solution:	3/20/24	-99.70
	03/20/2024	Check	--	Payroll Taxes	3/20/24	-5,885.86
	03/31/2024	Deposit	INTEREST --	Interest Earned		13.55
Total for 723012 Exch Bank Payroll 45810						-\$ 68,240.53

Tuesday, April 23, 2024 Tuesday, April 23, 2024 03:09 AM GMTZ

Schell-Vista Fire Protection District
A/R Aging Summary
As of March 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL						\$ 0.00

This report contains no data.

Monday, Apr 22, 2024 08:11:43 PM GMT-7

Schell-Vista Fire Protection District

A/P Aging Summary

As of March 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Adaptive Pest Control, Inc.		235.00				235.00
Blomberg & Griffin			8,445.00			8,445.00
Bonneau's	68.39					68.39
CalPERS		8,112.86				8,112.86
Cintas Corporation		147.35				147.35
Comcast	314.92	137.87				452.79
Culligan Water Co		80.27				80.27
David Taussig & Associates, Inc.					407.00	407.00
First National Bank (Ray)		15.00	15.00			30.00
Fishman Supply Company/Brady IFS	589.54					589.54
Friedman's Home Improvement	31.20	31.45				62.65
L. N. Curtis & Sons			2,894.23		-5,546.89	-2,652.66
Marin IT, Inc	200.00					200.00
Munoz Payroll Services	423.34					423.34
Nick Barbieri Trucking			3,493.08			3,493.08
North Bay Web	500.00					500.00
PG&E	3,100.71					3,100.71
Recology Sonoma Marin	537.72					537.72
USBank (Cal Cards)	250.89					250.89
TOTAL	\$ 6,016.71	\$ 8,759.80	\$ 14,847.31	\$ 0.00	-\$ 5,139.89	\$ 24,483.93
Monday, Apr 22, 2024 08:12:30 PM GMT-7						

Payroll Overview

Payroll	Regular 04/05/2024
Pay Date	04/05/2024
# Employees	36
# Paid Employees	36
# Pay Statements	46
# Regular	46
# Pay Periods	1
EE's Paid More Than Once	10

Employee Payments

	#	EE's	\$ Amount
Checks	8	7	3,057.93
Direct Deposits Debited	38	29	32,295.13 ^D
Total			35,353.06
(D) Innovative Business Solutions, Inc. Admin Debit			-32,295.13
Your Remaining Bank Account Liability			3,057.93
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	68-0002675	14	4,955.18 ^D
FICA/ER	68-0002675	30	1,113.95 ^D
FICA/EE	68-0002675	30	1,113.95 ^D
MEDI/ER	68-0002675	36	701.71 ^D
MEDI/EE	68-0002675	36	701.71 ^D
SIT:CA/EE	698-1679-1	11	1,610.44 ^D
SUTA_SC:CA/ER (0.10%)	698-1679-1	27	10.95 ^D
SUTA:CA/ER (1.70%)	698-1679-1	27	186.22 ^D
Total			10,394.11
(D) Innovative Business Solutions, Inc. Admin Debit			-10,394.11
Your Remaining Tax Liability			0.00

Vendor Liabilities

No Data

Billing

Invoice Total	188.80
Innovative Business Solutions, Inc. Admin Debit	-188.80
Amount Due	0.00

Total

Total	45,935.97
Innovative Business Solutions, Inc. Admin Debit	-42,878.04
Total of Your Responsibility	3,057.93

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	04/04/2024	xxxxxx5810	188.80
Tax Payment	04/04/2024	xxxxxx5810	10,394.11
Empl. Dir. Dep. SPA	04/04/2024	xxxxxx5810	32,295.13
Total Debits			42,878.04

--More--

Recap - Continued

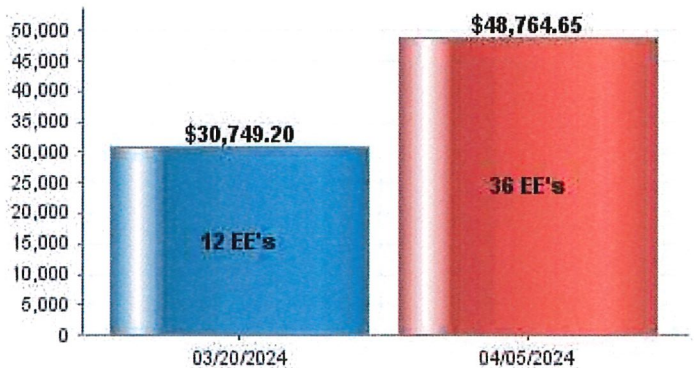
Cash Requirements: xxxxxx5810

	\$ Amount
Billing	188.80
Tax Payment	10,394.11
Empl. Checks	3,057.93
Empl. Dir. Dep. SPA	32,295.13
Total	45,935.97

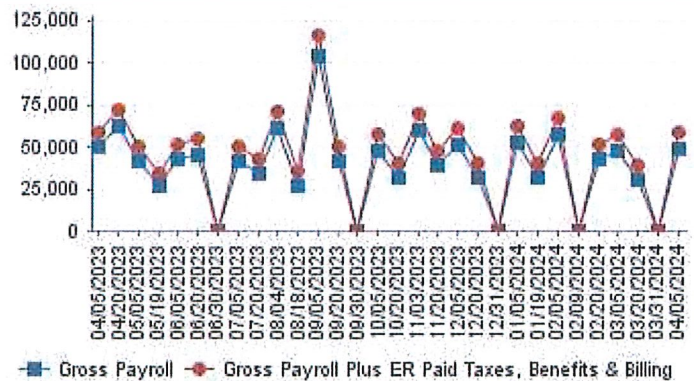
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	48,764.65	
ER Deduction	7,843.37	
Workers Comp Carrier DR	3,842.84	
ER Tax (Offset)	2,012.83	
Invoice	188.80	
Invoice		188.80
ER Tax		2,012.83
Check		3,057.93
Workers Comp Carrier CR		3,842.84
Deduction		5,030.31
ER Deduction (Offset)		7,843.37
Tax		8,381.28
Direct Deposit		32,295.13
	62,652.49	62,652.49

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Grouped By: None
Sorted By: None
Filtered By: None

EE \$ 8,381.28
ER \$ 2,012.83

Innovative Business Solutions, Inc.
P: (707)586-4300, F: (877)586-4303
innovative.notification@SaaShr.co
Schell-Vista Fire Protection District



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Page 1 of 1

\$ 45,747.17

Schell-Vista Fire Protection District

Revenue & Expense

March 2024

	Mar 2024	Total
Income		
44000 Interest		0.00
44003 Interest Earned Bank Acc	1,977.78	1,977.78
Total 44000 Interest	\$ 1,977.78	\$ 1,977.78
Total Income	\$ 1,977.78	\$ 1,977.78
Gross Profit	\$ 1,977.78	\$ 1,977.78
Expenses		
50000 Salaries & Employee Bene		0.00
50010 Career Pay	49,720.45	49,720.45
50020 Career OT	3,017.29	3,017.29
50030 Holiday Pay	2,447.54	2,447.54
50040 Volunteer Stipend Pay	15,117.00	15,117.00
50050 Fire Call & Drills	1,504.00	1,504.00
50052 Educational Incentive	1,581.86	1,581.86
50054 FLSA	1,456.16	1,456.16
50055 Special Project Manager	2,000.00	2,000.00
50056 Administrative Staff	1,740.67	1,740.67
50058 Longevity Pay	928.88	928.88
50060 CalPERS Retire Employer	8,106.86	8,106.86
50070 Employee Health Insuranc	9,656.25	9,656.25
51000 Payroll Taxes Employer	2,661.57	2,661.57
51010 Retirement Expense (UFP)		0.00
51018 CalPERS Costs		0.00
51020 Payroll Service Fees	278.30	278.30
52000 Workers' Compensation Ins	33,846.25	33,846.25
Total 50000 Salaries & Employee Bene	\$ 134,063.08	\$ 134,063.08
60000 Services & Supplies		0.00
60050 Safety Gear (Wildland&Uni	218.98	218.98
60070 Fire Equipment & Supplies	13,000.00	13,000.00
60100 Communications	2,605.72	2,605.72
60200 Household Contracts	2,280.27	2,280.27
60400 Maintenance - Equipment		0.00
60418 Maint 3861	1,687.06	1,687.06
60425 Maint 3874	2,235.73	2,235.73
60435 Maint 3882	4,815.24	4,815.24
60475 Maintenance - Other Equip	1,645.00	1,645.00
Total 60400 Maintenance - Equipment	\$ 10,383.03	\$ 10,383.03
60600 Maintenance Building		0.00
60610 Maint Bldg Station 1	1,935.76	1,935.76

Total 60600 Maintenance Building	\$	1,935.76	\$	1,935.76
60675 Medical Supplies		394.81		394.81
60680 Membrshp/Occupat Trackng		16.26		16.26
60700 Office Supplies		340.46		340.46
60750 Office Equip & Software		49.87		49.87
60775 Postage & Freight		136.00		136.00
60800 Professional Services				0.00
60805 Prof Serv-Website/Network		1,713.75		1,713.75
60840 Prof Services - Consultin		896.49		896.49
Total 60800 Professional Services	\$	2,610.24	\$	2,610.24
61020 Internet Based Program		1,188.00		1,188.00
61090 Equipment Rentals/Lease		282.98		282.98
61200 Training		350.00		350.00
61300 Fuel/Oil		347.53		347.53
61400 Utilities/Garbage				0.00
61410 Utilities Station 1		2,950.68		2,950.68
61420 Utilities Station 2		191.78		191.78
61430 Garbage Station 1		537.72		537.72
Total 61400 Utilities/Garbage	\$	3,680.18	\$	3,680.18
Total 60000 Services & Supplies	\$	39,820.09	\$	39,820.09

SAMPLE RESOLUTION TO OPPOSE INITIATIVE 1935 (FORMERLY 21-0042A1)

WHEREAS, an association representing California’s wealthiest corporations is spending millions of dollars to promote a deceptive proposition currently eligible for the November 2024 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 1935 (formerly 21-0042A1), has received the official title: “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT”; and

WHEREAS, the measure would revise the Constitution to allow corporations to more easily sue public agencies, costing residents and taxpayers millions of dollars and disrupting essential services; and

WHEREAS, the measure would retroactively invalidate billions of dollars in local government funding for essential services and infrastructure, including [SPECIFIC SERVICES PROVIDED BY DISTRICT/ORGANIZATION], as well as to schools, fire and emergency response, law enforcement, public health, parks, libraries, housing, services to address homelessness and support mental health, and more; and

[WHEREAS, IF AVAILABLE, PLEASE CITE ANY POTENTIAL SPECIFIC FISCAL AND SERVICE IMPACTS TO YOUR COMMUNITY THAT COULD RESULT FROM THIS INITIATIVE.]

WHEREAS, the measure limits voters’ rights, containing undemocratic provisions that would make it more difficult for local voters to pass measures to fund services, provisions that retroactively cancel measures recently passed by local voters, and provisions that prevent voters from passing advisory measures that provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure restricts the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure constrains state and local officials’ ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

WHEREAS, the measure is opposed by hundreds of local governments, firefighters and other first responders, healthcare providers, teachers, working families, and local elected officials.

THEREFORE, BE IT RESOLVED that the [DISTRICT/ORGANIZATION NAME] opposes Initiative 1935 (formerly 21-0042A1);

BE IT FURTHER RESOLVED, that the [DISTRICT/ORGANIZATION NAME] will join the No on Initiative 1935 (formerly 21-0042A1) coalition, a growing coalition of local government, public safety, labor, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at advocacy@cdda.net.

PASSED, APPROVED, AND ADOPTED this day ____ of ____, 2024.



SONOMA COUNTY

Clerk-Recorder-Assessor

www.sonoma-county.org/cra

REGISTRAR OF
VOTERS DIVISION

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

MEMORANDUM

TO: DISTRICT ADMINISTRATOR/SECRETARY

FROM: SONOMA COUNTY REGISTRAR OF VOTERS

DATE: APRIL 10, 2024

SUBJ: INFORMATION ON UPCOMING CONSOLIDATED ELECTIONS

The regular biennial election of your District Board Directors will take place on November 5, 2024. Nominations for offices in your district open on July 15, and close on August 9, 2024. If any incumbent fails to file during the nomination period, there will be a five-day extension through 5 p.m. on August 14, 2024, for anyone other than the incumbent officer. The Registrar of Voters Office would like to assist you in any way possible in meeting all of your filing deadlines. Enclosed is a sample Resolution form to request consolidation, a Notice of Offices to Be Filled and Statement of Responsibility for the Statement of Qualifications and a Notice of District Boundaries.

As a convenience to your candidates, we have enclosed forms for submitting Candidates' Statements of Qualifications. These forms may be provided to any candidate wishing to include a printed Statement of Qualifications in the Sonoma County Voter Information Guide. In addition, please find enclosed a timeline of the November 5, 2024, Election as well as the roster for your district. **Please review the roster and let us know of any discrepancies.**

If your district requires payment in advance for printing statements, candidates must secure a receipt from your office as proof of payment before a statement will be accepted for filing by our office. We will send out cost estimates via email as soon as they are available.

Statements of Qualifications must be filed at the same time all other nomination documents are filed in the office of the Registrar of Voters. Statements may be withdrawn but not changed during the nomination period or extended nomination period if applicable.

If you have any questions regarding this or any other election related matters, you may call our office at (707) 565-6800 or write us at P.O. Box 11485, Santa Rosa, CA 95406. Your continued cooperation and assistance in the conduct of elections is greatly appreciated.

Thank you,

A handwritten signature in blue ink that reads "T Kennedy".

Troy Kennedy

RESOLUTION NO. _____

DATED _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
_____ DISTRICT, COUNTY OF SONOMA
STATE OF CALIFORNIA, ORDERING AN ELECTION TO
BE HELD AND REQUESTING CONSOLIDATION
WITH THE NOVEMBER 5, 2024,
CONSOLIDATED DISTRICT ELECTION

WHEREAS, an election will be held on NOVEMBER 5, 2024, in the
_____ DISTRICT for the purpose of electing
District Directors to fill positions that will expire in 2028;

BE IT RESOLVED THAT, the District Directors of said district hereby request consolidation with any
election that may be held on the same day, in the same territory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director _____,
who moved its adoption, seconded by Director _____ and then adopted on
roll call by the following vote:

Director _____ Aye _____ No _____ Abstain _____
Director _____ Aye _____ No _____ Abstain _____
Director _____ Aye _____ No _____ Abstain _____
Director _____ Aye _____ No _____ Abstain _____
Director _____ Aye _____ No _____ Abstain _____

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED

District Administrator/Secretary

MEMORANDUM

TO: DEVA MARIE PROTO, COUNTY CLERK & REGISTRAR OF VOTERS

FROM: _____ DISTRICT

SUBJECT: NOTICE OF DISTRICT BOUNDARIES/STATEMENT IN LIEU OF MAP

DATE: _____

Pursuant to Elections Code Section 10522 (which requires notification prior to the 125th day before the election (July 3, 2024) regarding district boundaries in the above named district), we are hereby notifying the Registrar of Voters Office that:

- As of this date, there has been no change in the boundaries of this district since the date of the last election. A map of the district is already on file with your office; therefore this notice is in lieu of providing a duplicate map.
- A map of the above district, with all annexations and detachments shown thereon, is attached to this notification and incorporated for reference herein.
- There have been changes in the boundaries of this district since the date of the last election. A verified map of the above district containing all recent annexations and details shown thereon, is already on file with your office.

Submitted by _____
District Administrator/Secretary

SEAL

Simplified Timeline for November 5, 2024, General Election

Dates are based on information available as of mid-April 2023 and could still change if new legislation is enacted.

For most dates that fall on a Saturday, Sunday, or county holiday, use the next regular business day for transactions. County holidays during this period include July 4 (Independence Day), Sept. 2 (Labor Day), Nov. 11 (Veterans Day), Thanksgiving (Nov. 28), and Day After Thanksgiving (Nov. 29).

Notification deadline for special districts	July 3, 2024
Specifications deadline for school districts	July 5, 2024
Nominations filing period	July 15, 2024 - Aug. 9, 2024
Consolidation deadline, measures	Aug. 9, 2024
Tax rate statement deadline, bond measures	Aug. 9, 2024
Measure letter assignments	Aug. 12, 2024
Extended nominations filing period	Aug. 12, 2024 - Aug. 14, 2024
Deadline to amend/withdraw measures	Aug. 14, 2024
Random alpha drawing	Aug. 15, 2024
Argument deadline	Aug. 16, 2024
Impartial analysis deadline	Aug. 16, 2024
Rebuttal deadline	Aug. 23, 2024
Write-in period	Sept. 9, 2024 - Oct. 22, 2024
Deadline to send ballots to currently registered UOCAVAs*	Sept. 21, 2024*
Target date to begin mailing County Voter Information Guides	Sept. 26, 2024
Voting by mail opens	Oct. 7, 2024
First day to process Vote-by-Mail ballots	Oct. 7, 2024
Official Ballot Drop Boxes are open 24/7 from Oct. 8 until 8 p.m. on Election Day	Oct. 8, 2024 - Nov. 5, 2024
Standard voter registration deadline	Oct. 21, 2024
Conditional (a.k.a. "same day") voter registration is available until 8 p.m. on Election Day	Oct. 22, 2024 - Nov. 5, 2024
11-Day Vote Centers are open daily from 9 a.m. to 5 p.m.	Oct. 26, 2024 - Nov. 4, 2024
Last day to request a ballot be mailed	Oct. 29, 2024
4-Day Vote Centers are open daily from 9 a.m. to 5 p.m.	Nov. 2, 2024 - Nov. 4, 2024
Election Day: ALL Vote Centers (both 11-Day & 4-Day) are open from 7 a.m. to 8 p.m.	Nov. 5, 2024
Last day Vote-by-Mail ballots postmarked on or before Election Day can be accepted	Nov. 12, 2024
Deadline to transmit election results for presidential electors to SOS	Dec. 3, 2024
Deadline to certify election results	Dec. 5, 2024

*Unlike most dates that fall on a weekend or county holiday, this one does **not** move to the next business day.

JURISDICTION: _____ CONTEST ID: _____ CANDIDATE ID: _____

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The governing body of your jurisdiction has determined that statements shall be limited to **200** words; the (**candidate / jurisdiction**) shall bear the cost of the statements and payment shall be required (**prior to / after**) the election. (Payments required in advance are to be made directly to the jurisdiction. Proof of payment will be required at the time the statement is filed). **The estimated cost of printing a 200 word statement for the office is between \$_____ and \$_____.**

Estimates are based upon two candidates sharing the cost of a single page. If the number of candidate statements submitted is not evenly divisible by two, and the statement cannot be printed with any others, the run charges and set up fees increase. The charges are prorated among the candidates submitting statements for a particular contest.

I hereby state that I prepared the following statement for printing and distribution in the County Voter Information Guide. I understand that per federal and state law requirements, my statement will be printed in English and Spanish.

DATE: _____ CANDIDATE SIGNATURE: _____

NAME: _____ AGE: _____

If left blank will not be printed.

OCCUPATION: _____

Not subject to the ballot designation limitations – if left blank will not be printed.

STATEMENT/WORD COUNT BEGINS HERE:

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate for elective office in any local agency, city, county or district may prepare a statement for mailing with County Voter Information Guides on a form provided by the Registrar of Voters. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words (unless increased to 400 words by the governing body), written in the first person (i.e., "I am running..." not "She is running..." or "Jane Doe is running...") of the candidate's own education and qualifications. The statement shall not include the party preference of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing if it is for a primary election or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election if it is for an election for which nomination papers are not required to be filed. Once filed, a statement may not be changed; however, the statement may be withdrawn during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

In addition to the restrictions set forth above, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement which the elections official determines is not so limited or which includes any such references.

Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. The local agency may estimate the total cost of printing, handling, translating and mailing the candidates' statements and may require that each candidate filing a statement pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement printed. A written statement of the regulation with respect to charges for handling, packaging and mailing shall be provided at the time the nomination papers are picked up. For these purposes, the board of supervisors shall be deemed the governing body of judicial elections.

INSTRUCTIONS FOR PREPARING YOUR STATEMENT OF QUALIFICATIONS

PROOFREAD YOUR STATEMENT. WE WILL NOT CORRECT SPELLING, GRAMMAR, OR PUNCTUATION. All statements should be typewritten in upper and lower case, with paragraphs clearly indicated. Your name, age and occupation are not included in the word count. If you leave your age or occupation blank, it will not be printed (we will not contact you to determine whether this was intentional). Your occupation is not subject to the same restrictions that apply to your ballot designation; however, reason must apply and occupations exceeding one line will be shortened. Statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations). Words in all capitals, indentations, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space allotted will be wrapped. This office will not be responsible for the accurate printing of any statement which must be reconfigured to comply with these guidelines. Although we prefer that the statement be submitted on our form, we do accept statements that are typewritten (or computer generated) and attached to our form. However, it is extremely important that all pertinent information be included. We will not attempt to clarify information that is missing and/or unclear due to the attachment of your own form.

WORD COUNT STANDARDS

- 1) Punctuation is not counted.
- 2) Each word shall be counted as one word except as specified.
- 3) All proper nouns/geographical names shall be counted as one word. (i.e., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
- 4) Each abbreviation for a word, phrase, or expression shall be counted as one word; (i.e., S.R.J.C.).
- 5) Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- 6) Dates shall be counted as one word.
- 7) Digital numbers shall be counted as one word (i.e., 100). Numbers which are written out are counted as one word each (i.e., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- 8) Telephone numbers shall be counted as one word.
- 9) Internet web site addresses shall be counted as one word.

ESTIMATED COSTS OF STATEMENTS OF QUALIFICATIONS

Statements of Qualifications are optional and, unless otherwise determined by the governing body, are printed at the expense of the candidate. Candidates who are required to prepay the estimated costs will either be billed for the additional costs or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements, including English and Spanish that are submitted for an individual office. If the number of candidate statements submitted is not evenly divisible by two, and the statement cannot be printed with any others, the run charges and set up fees are increased. These charges are prorated among the candidates for a particular contest. Candidates are required to submit a check with "not to exceed" the highest possible cost for 1, written under the amount line, (Elections Code §13307(c)). All checks will be held until after the final deadline to withdraw a candidate statement.

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STATEMENT OF WITHDRAWAL

In the event there is no opposition for this contest, please do not print this statement.

DATE: _____ CANDIDATE SIGNATURE: _____

I hereby withdraw my Statement of Qualifications pursuant to Elections Code Section 13307(a)(3). Statements may be withdrawn until 5:00 p.m. on the next working day following the close of the nomination period (extended nominations if applicable).

DATE: _____ CANDIDATE SIGNATURE: _____