

COASTSIDE FIRE PROTECTION DISTRICT

“FINAL BUDGET”



FISCAL YEAR 2013/2014

SEPTEMBER 25, 2013



Coastside Fire Protection District STAFF REPORT

TO: Honorable Board of Directors **FROM:** Paul Cole, Assistant Chief
SUBJECT: Final Budget FY13/14 **DATE:** September 25, 2013

Staff Recommendation

1. The Board of Directors accepts this report as presented.
2. The Board of Directors review and approve the Final Budget for FY 2013/14

Background

The 2013-2014 Final Budget submitted to you is conservatively prepared with due regard to continued economic conditions. It has a fund balance of \$3,738,215 for the current fiscal year (2012-13). Staff recommends to the Board that it use the projected fund balance (FY 12/13 Revenue less Expenditures) towards the following District general fund and internal service fund obligations:

CalPERS Miscellaneous Retirement Plan Unfunded Liability for FY 13/14 -	\$143,599
Station 40 Phase II Lot Improvements -	\$700,000
Internal Service Fund Contribution – Apparatus Replacement-	\$492,616
Internal Service Fund Contribution – Equipment and Tools -	\$402,000
Internal Service Fund Contribution – Structure/Land Improvements -	<u>\$2,000,000</u>
Total	\$3,738,215

The proposed budget continues to fully support the Internal Service Funds for Apparatus replacement, Equipment and Tools replacement. The assets allocated are transferred from General Operating funds into the aforementioned Internal Service Fund reserves held in the Local Agency Investment Fund (LAIF).

Budget Summary:

	<u>2012-13 Fiscal Year</u>		<u>2013-2014 Fiscal Year</u>
	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>
Total Revenues	\$ 8,745,845	\$ 9,382,207 *	\$ 9,128,384 *
Operating Expenditure	10,136,929	7,035,070	8,450,669
Capital Outlay	346,000	122,996	254,814
Transfer Out		3,738,215	
Revenue Over (Under)		3,738,215	
Int. Serv. Fund Contributions	840,575	840,575	4,790,231
Debt Service Contributions	304,000	304,000 **	

* Includes Property Taxes, Special Assessments, Contracts and ERAF rebate.

** OPEB PARS Trust contribution

The detail of the above summary can be seen in the attached budget documents.

2012-13 budget year performance:

Revenue: Increased \$636,356 over budget estimates. The increase is attributed to a 3% growth in property taxes (\$220,260), increase to the ERAF refund estimate (\$163,044), Lehman Debt recovery (\$21,430),

increase to Community Facility Districts (\$37,720), and early debt service pay off of the Harbor Village project (\$195,820).

Expenditure: There is a savings of approximately \$3,101,859 in expenditure budget. The savings comes from the combination of reductions in Cal Fire contract personnel costs (\$327,638), reallocation of transitional organization funds (\$2,230,799), services and supplies (\$37,545), special district expense (\$4,230), maintenance (\$128,417), rents (\$544), utilities (\$14,336), training and education (\$71,617), and capital improvements projects (\$250,904). Note: The aforementioned fund balances were in large part a result of the organizational uncertainty associated with the organizational model; contract with Cal FIRE vs. reorganization. As a result the District expended approximately \$685,953 in a rejected attempt to establish a standalone department

2013-14 Budget:

Revenue: The property tax revenue estimates are based on the assumption the secured taxes will increase by 2.4%. The District will also see a reduction in revenues received from the Harbor Village project (\$54,632) as the contract obligation has been paid in full.

Expenditures: There is a cooperative agreement increase of approximately (\$927,129). This increase is attributed to the addition in minimum daily staffing (2-person ALS Squad), and elimination of the mandatory Personal Leave Program resulting in a 4.75% increase to personnel costs. Projected Internal Service Fund expenses will total approximately \$806,000 for the year (Apparatus Replacement and Equipment and Tools)

Fund Balance Summary:

Projected Balance as of June 30, 2014

Petty Cash	\$	350
Apparatus Replacement		1,785,349
Structure Improvement		6,000,000
Equipment and Tools		802,834
General Reserve		2,882,227
Legal		50,000
Special Projects		50,000
OPEB PARS Trust		2,355,667

The detail of the above summary can be seen in the attached budget documents.

Reserves: Staff was directed by the Board President to reallocate the Dry Period Reserve (\$1,550,000) into the General Reserve (\$190,000) and Structures/Land Internal Service Fund (\$1,359,900). Additionally, the funds allocated in the LAIF Operating Reserve (\$1,000,000) were moved into the San Mateo County General Reserves.

**COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2013-2014 Final Budget**

		2013-2014	2012-2013	2012-2013	2012-2013	2012-2013
		Final	Estimated	Actual	\$ Variance	% Change
REVENUE						
1021	Property Tax – Secured Curr Yr	\$ 7,100,000	\$ 6,778,000	\$ 6,933,597	155,597	2.30%
1031	Property Tax – Unsecured Curr Yr	428,061	394,000	410,808	16,808	4.27%
1033	Property Tax - Prior Unsecured	0	1	(3,302)	(3,302)	0.00%
1041	Property Tax – SB816 Sec. Supp. Curr Yr	141,000	90,000	132,334	42,334	47.04%
1042	Property Tax – SB813 Unsec. Supp. Curr Yr	3,500	1	4,315	4,314	431400%
1043	Property Tax - Prior Secured SB 813	5,000	1	4,071	4,070	407000%
1046	Property Tax - ERAF Refund	763,000	600,000	763,044	163,044	27.17%
1831	H.O.P.T.R	47,000	46,000	46,440	440	0.96%
	Sub total - Property Taxes	\$ 8,487,561	\$ 7,908,003	\$ 8,291,307	\$ 383,305	4.85%
1521	Interest	\$ 50,000	\$ 37,000	\$ 31,992	(5,008)	-13.54%
1661	Highway Property Rental	0	1	1,893	1,892	189200.00%
1868	Timber Yield Tax Guarantee	18	1	19	18	1800.00%
2124	Plan Review / Reports	45,000	38,000	52,234	14,234	37.46%
2422	PTM Benefit Assessment	77,542	260,000	229,243	(30,757)	-11.83%
2433-1	Contracts-Martins Beach	1,545	1,545	1,545	0	0.00%
2433-3	Contracts-Pillar Point AFB	3,668	3,668	3,668	0	0.00%
2433-4	Taxes - Special (CFD's)	55,000	22,000	59,720	37,720	171.45%
2433-5	Harbor Village Project	0	54,632	250,452	195,820	358.43%
2433-6	AMR Lease - Sta 40	22,000	30,000	30,000	0	0.00%
2434	Weed Abatement	20,000	20,000	24,828	4,828	24.14%
2439	HLF Benefit Assessment	264,000	268,000	264,300	-3,700	-1.38%
2647	Reimbursements	6,000	5,000	6,958	1,958	39.16%
2647-2	Strike Team Reimbursement	0	0	0	0	0.00%
2658-1	Alarm Reports	50	1	54	53	5300.00%
2658-2	Misc. Income	6,000	5,000	13,624	8,624	172.48%
2658-5	Misc. Income - Grants	0	0	0	0	
2658-7	JPA	90,000	93,000	98,940	5,940	6.39%
2658-8	Bad Debt Recovery/Lehman Recovery	0	1	21,430	21,429	2142900.00%
	TOTAL REVENUE	\$ 9,128,384	\$ 8,745,852	\$ 9,382,207	\$ 636,356	7.28%

COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2013-2014 Final Budget

	2013-2014 Final	2012-2013 Estimated	2012-2013 Actual	2012-2013 \$ Variance	2012-2013 % Change
EXPENSES					
5876 Salaries	\$ 6,561,822	\$ 5,634,693	\$ 5,307,055	\$ (327,638)	-5.81%
4111 Part Time Employee Salary (Admin Assist/Custodial.)	62,000	62,000	8,862	(53,138)	-85.71%
4192 Directors Compensation	13,000	15,000	9,400	(5,600)	-37.33%
4200 Cost/Salaries - Transitional Organization	0	2,230,799	0	(2,230,799)	0.00%
4312 Medical/Hospital Tax (Medicare)	1,300	3,000	1,380	(1,620)	-54.00%
4321 PERS Contribution	232,693	196,000	195,555	(445)	-0.23%
4413 Health Insurance - Retirees	351,000	420,000	302,209	(117,791)	-28.05%
4422 Dental - Retirees	7,800	9,300	7,550	(1,750)	-18.82%
4441 Life/Disability Insurance	7,100	7,200	3,412	(3,788)	-52.61%
4511 Workers Compensation Insurance	15,000	9,000	7,761	(1,239)	-13.77%
Total Salaries & Benefits	\$ 7,251,715	\$ 8,586,992	\$ 5,843,184	\$ (2,743,808)	-31.95%
5111 Agriculture Weed Abatement	\$ 15,540	\$ 15,000	\$ 13,405	\$ (1,595)	-10.63%
5121 Clothing and Uniforms	2,700	2,000	3,537	1,537	76.85%
5132 Communications/Telephone	30,000	29,500	28,782	(718)	-2.43%
5156 Household Expenses	22,500	21,500	18,435	(3,065)	-14.26%
5164 Medical Equip. < \$500	3,000	3,000	91	(2,909)	-96.97%
5165 Medical Supplies	3,000	3,000	0	(3,000)	-100.00%
5193 General Office Expense	15,000	13,900	11,863	(2,037)	-14.65%
5195 Subscriptions & Periodicals	3,000	1,500	2,729	1,229	81.93%
5197 Postage/Mailing	5,000	5,500	4,220	(1,280)	-23.27%
5211 Computer Software	12,000	18,000	17,437	(563)	-3.13%
5212 Computer Supplies	18,000	15,000	438	(14,562)	-97.08%
5213 Computer < \$5,000	15,000	15,000	10,072	(4,928)	-32.85%
5231 Small Tools & Equipment	60,000	14,000	8,346	(5,654)	-40.39%
Subtotal Services & Supplies	\$ 204,740	\$ 156,900	\$ 119,355	\$ (37,545)	-23.93%
5331 Membership/Association Dues	7,000	7,700	6,909	(791)	-10.27%
5341 Publications/Legal Notices	5,000	4,500	2,720	(1,780)	-39.56%
5351 Special District Expense	10,000	14,900	13,241	(1,659)	-11.13%
Subtotal Special District Expenses	\$ 22,000	\$ 27,100	\$ 22,870	\$ (4,230)	-15.61%
5413 Vehicle Maintenance and Repair - Labor	\$ 35,000	\$ 35,000	\$ 1,738	\$ (33,262)	-95.03%
5416 Fuel & Petroleum Products	70,000	72,000	67,395	(4,605)	-6.40%
5417 Vehicle Repair - Parts	100,000	100,000	26,627	(73,373)	-73.37%
5419 Medical Equip. Maint.	1,000	1,000	0	(1,000)	-100.00%

**COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2013-2014 Final Budget**

	2013-2014	2012-2013	2012-2013	2012-2013	2012-2013
	Final	Estimated	Actual	\$ Variance	% Change
5422 Annual Ladder Service Check	2,200	2,000	1,678	(322)	-16.10%
5424 Radio - Telecom Maint.	3,000	3,000	5,154	2,154	71.80%
5428 Misc. Equipment Maintenance	14,200	22,000	10,772	(11,228)	-51.04%
5438 Hydrant Maintenance	800	1,500	0	(1,500)	-100.00%
5455 Maintenance of Facilities	30,000	23,000	16,492	(6,508)	-28.30%
5459 SCBA Maintenance	10,000	5,000	11,211	6,211	124.22%
5478 Contract Maintenance	15,000	21,550	16,506	(5,044)	-23.41%
5483 Custodial Services	2,000	1,500	1,560	60	4.00%
Subtotal Maintenance	\$ 283,200	\$ 287,550	\$ 159,133	\$ (128,417)	-44.66%
5521 Rents & Leases	\$ 15,000	\$ 16,001	\$ 15,457	\$ (544)	-3.40%
Subtotal Rents	\$ 15,000	\$ 16,001	\$ 15,457	\$ (544)	-3.40%
5611 Insurance	\$ 65,000	\$ 60,000	\$ 49,198	\$ (10,802)	-18.00%
5631 Utilities-(40, 41, 44)	40,000	47,000	43,466	(3,534)	-7.52%
Subtotal Insurance/Utilities	\$ 105,000	\$ 107,000	\$ 92,664	\$ (14,336)	-13.40%
5731 Training & Educational Expense	\$ 30,000	\$ 31,800	\$ 9,660	\$ (22,140)	-69.62%
5731-1 CalFIRE Company Officer Academy (COA)	52,000				
5732 Outside Trainer	60,000	60,000	26,400	(33,600)	-56.00%
5733 Training Materials & Supplies	5,000	8,000	332	(7,668)	-95.85%
5737 Public Education	10,000	10,000	1,791	(8,209)	-82.09%
Subtotal Training & Pub Ed	\$ 157,000	\$ 109,800	\$ 38,183	\$ (71,617)	-65.22%

**COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2013-2014 Final Budget**

	2013-2014 Final	2012-2013 Estimated	2012-2013 Actual	2012-2013 \$ Variance	2012-2013 % Change
5815 Fire Net Six (Dispatching)	\$ 25,000	\$ 20,000	\$ 9,614	\$ (10,386)	-51.93%
5834 Legal Services and Labor Relations - Liebert Cassidy	50,000	100,000	299,303	199,303	199.30%
5842 Audit & CPA Services	15,000	15,000	12,475	(2,525)	-16.83%
5856 Mapping Project	15,000	15,000	0	(15,000)	-100.00%
5858 Other Professional Contracts	25,000	25,000	14,527	(10,473)	-41.89%
5865 Medical Exams	15,000	9,000	8,698	(302)	-3.36%
5874 S.M. Co. Tax Collector	3,000	3,100	174,653	171,553	5533.97%
5876 Professional Services	97,200	277,486	94,848	(182,638)	-65.82%
Subtotal Contract Services	\$ 245,200	\$ 464,586	\$ 614,118	\$ 149,532	32.19%
5961 Facility Improvement	\$ 36,000	\$ 35,000	\$ 7,100	\$ (27,900)	-79.71%
Subtotal Cap Improvement <\$5,000	\$ 36,000	\$ 35,000	\$ 7,100	\$ (27,900)	-79.71%
5971 Furniture, Equipment and Tools <\$5,000	\$ 141,500	\$ 86,000	\$ 51,506	\$ (34,494)	-40.11%
Subtotal Cap Equipment<\$5,000	\$ 141,500	\$ 86,000	\$ 51,506	\$ (34,494)	-40.11%
7211 Capital Improvements >\$5,000	\$ 65,657	\$ 130,000	\$ 0	\$ (130,000)	-100.00%
Subtotal Cap Improvement>\$5,000	\$ 65,657	\$ 130,000	\$ 0	\$ (130,000)	-100.00%
7311 Capital Equipment >\$5,000	\$ 65,657	\$ 130,000	\$ 71,490	\$ (58,510)	-45.01%
Subtotal Cap Equipment>\$5,000	\$ 65,657	\$ 130,000	\$ 71,490	\$ (58,510)	-45.01%
TOTAL OPERATING & CAPITAL BUDGET	\$ 8,592,669	\$ 10,136,929	\$ 7,035,060	\$ (3,101,859)	-30.60%
SUB TOTAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 535,715	\$ (1,391,077)	\$ 2,347,147	\$ 3,738,215	-268.73%
Transfer In- Fund Balance FY 12/13	\$				
TOTAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 535,715				
Transfer Out - Trust Fund (PARS)	\$				
Transfer Out - Apparatus Int. Serv. Fund	\$ 428,000				
Transfer Out - Equip. Int. Serv. Fund	\$ 107,715				
Transfer Out - Structures. Int. Serv. Fund	\$				
Transfer Total	\$ 535,715				
FINAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 0				

COASTSIDE FIRE PROTECTION DISTRICT

2013-2014 Final Budget

Fund Balance Projection - June 30, 2014

Fund Balance	Projected Balance June 30, 2013	Budget Activity FY 2013-2014 Transfer In	Budget Activity FY 2013-2014 Less Expense	Budget Activity FY 2013-2014 Transfer Out	Projected Balance June 30, 2014
Reserved for:					
Petty Cash	\$ 350	350			350
Total Reserve:	\$ 350				350
Internal Service Funds:					
Apparatus Replacement	1,524,733	920,616	660,000		1,785,349
Land and Structures	2,640,100	3,359,900			6,000,000
Equipment and Tools	439,119	509,715	146,000		802,834
Operating Reserve	1,000,000			1,000,000	-
Designated for:					
General Reserves	1,692,127	1,190,100			2,882,227
Cash Reserve for Dry Period	1,550,000			1,550,000	-
Legal	50,000				50,000
Special Projects	50,000				50,000
CalPERS Pension Reserve	300,000				300,000
Weed Abatement Reserve	24,828				24,828
Debt Service:					
OPEB PARS Trust	2,355,667				2,355,667
Fund Balance FY 12/13 (Rev less Exp)	3,738,215			3,738,215	
Total Designated	\$ 15,364,789	5,980,331	806,000	5,288,215	14,250,905
Total Fund Balance	\$ 15,365,139				
Other Reserve Funds					
HMB Trust Fund	\$ 14,654				14,654
Detail					
Fund Balance FY 12/13(Rev less Exp)	3,738,215				14,654
	(2,000,000)				
	(402,000)				
	(492,616)				
	(700,000)				
	(143,599)				
	(3,738,215)				
	Transfer to Structure/Land Internal Service Fund				
	Transfer to Equipment/Tools Internal Service Fund				
	Transfer to Apparatus Replacement Internal Service Fund				
	Station 40 Lot Developemnt				
	CalPERS Miscellaneous Retirement Plan Unfunded Liability for FY 13/14				

COASTSIDE FIRE PROTECTION DISTRICT
Internal Service Funds, OPEB Trust Fund
2013-14 Final Budget and Fund Balance

Apparatus Replacement Internal Service Fund

	<u>REVENUE</u>	<u>PRELIMINARY BUDGET</u>
Account Balance in Local Agency Investment Fund (LAIF)	\$	1,524,733
2701 Operating Transfer In		920,616
TOTAL REVENUE	\$	<u>2,445,349</u>
 <u>EXPENDITURE</u> 		
7311 Vehicle Replacement - Technical Rescue		600,000
Staff Vehicle		60,000
TOTAL CAPITAL EXPENDITURE	\$	<u>660,000</u>
REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>1,785,349</u>
ENDING FUND BALANCE	\$	<u>1,785,349</u>

Equipment and Tools Internal Service Fund

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
	Account Balance in Local Agency Investment Fund (LAIF)	\$ 439,119
2701	Operating Transfer In	509,715
	TOTAL REVENUE	<u>\$ 948,834</u>
	<u>EXPENDITURE</u>	
5971	Hose	15,000
5971	PortaCount Fit Tester	15,000
5971	Protective Clothing	58,000
5971	SCBA	25,000
5971	Hand Tools/Forcible Entry Equipment	5,000
5971	Water Rescue	3,000
5971	Wellness Equipment	10,000
5971	Cliff Rescue	10,000
7311	Equipment - EMS	5,000
	TOTAL CAPITAL EXPENDITURE	<u>\$ 146,000</u>
	REVENUE OVER/(UNDER) EXPENDITURE	<u>\$ 802,834</u>

OPEB Trust Fund (PARS)

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
2701	Operating Transfer In: Trust Fund Ending Balance as of 7/31/13	2,355,667
	TOTAL REVENUE	\$ <u>2,355,667</u>
	<u>EXPENDITURE</u>	
	Annual Contribution FY 13/14	-
	TOTAL CAPITAL EXPENDITURE	\$ <u>-</u>
	REVENUE OVER/(UNDER) EXPENDITURE	\$ <u>-</u>
	ENDING FUND BALANCE	\$ <u>2,355,667</u>

Structure/Land Improvement Fund

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
Transfer in From General Fund Designated Fund Balance	\$	2,640,100
2701 Operating Transfer In		3,359,900
<u>EXPENDITURE</u>		
FY 13/14 Expenditures		-
TOTAL CAPITAL EXPENDITURE	\$	-
REVENUE OVER/(UNDER) EXPENDITURE	\$	6,000,000
ENDING FUND BALANCE	\$	6,000,000