

# COASTSIDE FIRE PROTECTION DISTRICT

## FINAL BUDGET



FISCAL YEAR 2012/2013

SEPTEMBER 26, 2012



# Coastside Fire Protection District

## STAFF REPORT

**TO:** Honorable Board of Directors **FROM:** Paul Cole, Assistant Chief  
**SUBJECT:** Final Budget FY 12/13 **DATE:** September 26, 2012

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### Staff Recommendation

1. The Board of Directors accepts this report as presented.
2. The Board of Directors review and approve the Preliminary Budget for FY 2012/13

### Background

The 2012-2013 Final Budget submitted to you is conservatively prepared with due regard to continued economic conditions. It has a fund balance of \$2,230,799 for the current fiscal year (2011-12). Please note this includes the non-budgeted FY11/12 ERAF Rebate of \$637,673. Staff was advised by the Board President to use the projected fund balance (FY11/12 Revenue less Expenditures) towards the following District general fund obligation:

Account # 4200 Costs/Salaries – Transitional Organization - \$2,230,799

The proposed budget continues to fully support the Internal Service Funds for Apparatus replacement, and Equipment and Tools replacement. The funds are transferred from General Operating funds into the aforementioned designated reserves held in the Local Agency Investment Fund (LAIF). A projected ERAF rebate of \$600,000 is included in the FY 2012/13 budgeted revenue projections.

In addition, the OPEB PARS Trust Fund continues to receive sufficient funding for FY 2012/13 (\$304,000).

### Budget Summary:

	<u>2011-2012 Fiscal Year</u>		<u>2012-2013 Fiscal Year</u>
	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>
Total Revenues	\$ 8,099,611	\$ 8,891,949 *	\$ 8,745,845
Operating Expenditure	7,670,391	6,661,150	9,986,780
Capital Outlay	336,000	241,487	381,000
Transfer Out		2,230,799	
Revenue Over (Under)		2,230,799	
Int. Serv. Fund Contributions	1,843,000	1,843,000	839,715
Debt Service Contributions	492,293 ***	529,193	304,000 **

- \* Includes Property Taxes, Special Assessments, Contracts and non-budgeted ERAF rebate (\$637,673).  
 \*\* OPEB PARS Trust contribution  
 \*\*\* Includes OPEB Trust Payment and CalPERS Retirement Inactive Risk Pool contribution

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

**2011-12 budget year performance:**

Revenue: Remained relatively flat due to current economic conditions. The increase in the budget projection for FY11/12 was primarily due to the non-budgeted ERAF rebate (\$637,673). We saw a slight decrease (\$50K) in the secured property tax rolls for the month of April from the previous year. Total revenue (including ERAF Refund) was down \$28,021 from the previous fiscal year (10/11).

Expenditure: There is a fund balance of approximately \$1,009,102 in the operating expenditure budget. This comes from the combination of reductions in Cal Fire contract personnel costs (\$445,151), services, supplies and the pending schedule of capital improvement projects.

**2012-13 Budget:**

Revenue: The property tax revenue estimates are based on the assumption the secured taxes will remain flat (0%) with a slight reduction in the unsecured taxes from the previous year (5%). The ERAF rebate estimate (\$600,000) has been included in the budget.

Expenditures: There is an operating budget increase of approximately \$2,316,529 from the previous fiscal year. This is primarily attributed to increases in costs (Transitional Organization \$2,230,799), Cal Fire contract (\$81,542), and increases to services and supplies. Projected Internal Service Fund expenses will total approximately \$815,000 for the year (Rescue Replacement - \$500,000), (Equipment and Tools - \$115,000) and (Land and Buildings - \$200,000).

**Fund Balance Summary:**

Projected Balance as of June 30, 2013

Petty Cash	\$	350
Apparatus Replacement		1,024,593
Structure Improvement		2,640,100
Equipment and Tools		323,824
Operating Reserve		1,000,000
General Reserve		1,692,127
Weed Abatement Reserve		25,907
Cash for Dry Period		1,550,000
CalPERS Pension Reserve		300,000
Legal		50,000
Special Projects		50,000
OPEB PARS Trust		2,089,223

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

In conclusion the proposed budget remains conservatively estimated and utilizes FY 11/12 Fund Balance to contribute to the Structure Improvement Internal Service Fund.

**COASTSIDE FIRE PROTECTION DISTRICT**  
**Fiscal Year 2012-2013 Final Budget**

		2012-2013	2011-2012	2011-2012	2011-2012	2011-2012
		Final	Estimated	Actual	\$ Variance	% Change
<b>REVENUE</b>						
1021	Property Tax – Secured Curr Yr	\$ 6,778,000	\$ 6,700,000	\$ 6,754,257	\$ 54,257	0.81%
1031	Property Tax – Unsecured Curr Yr	394,000	380,000	393,885	13,885	3.65%
1033	Property Tax - Prior Unsecured	0	0	14,428	14,428	
1041	Property Tax – SB816 Sec. Supp. Curr Yr	90,000	82,266	100,085	17,819	21.66%
1042	Property Tax – SB813 Unsec. Supp. Curr Yr	0	3,500	3,984	484	13.83%
1043	Property Tax - Prior Secured SB 813	0	10,000	5,226	(4,774)	-47.74%
1046	Property Tax - ERAF Refund	600,000	0	637,673	637,673	
1831	H.O.P.T.R	46,000	47,000	47,402	402	0.86%
	<b>Sub total - Property Taxes</b>	<b>\$ 7,908,000</b>	<b>\$ 7,222,766</b>	<b>\$ 7,956,940</b>	<b>\$ 734,174</b>	<b>10.16%</b>
1521	Interest	\$ 37,000	\$ 50,000	\$ 28,929	\$ (21,071)	-42.14%
1661	Highway Property Rental	0	0	2,573	2,573	
1868	Timber Yield Tax Guarantee	0	0	29	29	
2124	Plan Review / Reports	38,000	31,000	46,307	15,307	49.38%
2422	PTM Benefit Assessment	260,000	280,000	256,203	(23,797)	-8.50%
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)	22,000	45,000	23,420	(21,580)	-47.96%
2433-5	Harbor Village Project	54,632	54,632	89,832	35,200	64.43%
2433-6	AMR Lease - Sta 40	30,000	30,000	30,000	0	0.00%
2434	Weed Abatement	20,000	20,000	23,095	3,095	15.48%
2439	HLF Benefit Assessment	268,000	260,000	264,797	4,797	1.85%
2622	Employee Loan Repayment - Computer Loans	0	0	603	603	
2647	Reimbursements	5,000	5,000	20,903	15,903	318.06%
2647-2	Strike Team Reimbursement	0	0	786	786	
7658-1	Alarm Reports	0	0	175	175	
2658-2	Misc. Income	5,000	6,000	13,132	7,132	118.87%
2658-5	Misc. Income - Grants	0	0	20,407	20,407	
2658-7	JPA	93,000	90,000	93,981	3,981	4.42%
2658-8	Bad Debt Recovery/Lehman Recovery	0	0	14,624	14,624	
	<b>TOTAL REVENUE</b>	<b>\$ 8,745,845</b>	<b>\$ 8,099,611</b>	<b>\$ 8,891,949</b>	<b>\$ 792,338</b>	<b>9.78%</b>

**COASTSIDE FIRE PROTECTION DISTRICT**  
**Fiscal Year 2012-2013 Final Budget**

	2012-2013	2011-2012	2011-2012	2011-2012	2011-2012
	Final	Estimated	Actual	\$ Variance	% Change
<b>EXPENSES</b>					
5876 Salaries	\$ 5,634,693	\$ 5,553,151	\$ 5,108,000	\$ (445,151)	-8.02%
4111 Part Time Employee Salary (HR/Fire Mar.)	62,000	62,000	24,881	(37,119)	-59.87%
4200 Salaries/Costs - Transitional Organization	2,230,799				
4192 Directors Compensation	15,000	13,000	10,794	(2,206)	-16.97%
4312 Medical/Hospital Tax (Medicare)	3,000	1,300	2,723	1,423	109.46%
4321 PERS Contribution	196,000	330,000	183,193	(146,807)	-44.49%
4413 Health Insurance - Retirees	420,000	351,000	331,033	(19,967)	-5.69%
4422 Dental - Retirees	9,300	7,800	7,512	(288)	-3.69%
4441 Life/Disability Insurance	7,200	7,100	22,697	15,597	219.68%
4511 Workers Compensation Insurance	9,000	15,000	6,548	(8,452)	-56.35%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 8,586,992</b>	<b>\$ 6,340,351</b>	<b>\$ 5,697,381</b>	<b>\$ (642,970)</b>	<b>-10.14%</b>
5111 Agriculture Weed Abatement	\$ 15,000	\$ 15,540	\$ 10,885	\$ (4,655)	-29.95%
5121 Clothing and Uniforms	2,000	2,700	4,035	1,335	49.44%
5132 Communications/Telephone	29,500	25,000	28,093	3,093	12.37%
5156 Household Expenses	21,500	22,500	21,487	(1,013)	-4.50%
5164 Medical Equip. < \$500	3,000	3,000	0	(3,000)	-100.00%
5165 Medical Supplies	3,000	2,500	93	(2,407)	-96.28%
5193 General Office Expense	13,900	19,400	10,546	(8,854)	-45.64%
5195 Subscriptions & Periodicals	1,500	1,500	2,108	608	40.53%
5197 Postage/Mailing	5,500	5,000	4,827	(173)	-3.46%
5211 Computer Software	18,000	12,000	17,183	5,183	43.19%
5212 Computer Supplies	15,000	18,000	1,170	(16,830)	-93.50%
5213 Computer < \$5,000	15,000	15,000	3,972	(11,028)	-73.52%
5231 Small Tools & Equipment	14,000	60,000	11,350	(48,650)	-81.08%
<b>Subtotal Services &amp; Supplies</b>	<b>\$ 156,900</b>	<b>\$ 202,140</b>	<b>\$ 115,749</b>	<b>\$ (86,391)</b>	<b>-42.74%</b>
5331 Membership/Association Dues	7,700	7,000	7,229	229	3.27%
5341 Publications/Legal Notices	4,500	5,000	995	(4,005)	-80.10%
5351 Special District Expense	14,900	10,000	11,408	1,408	14.08%
<b>Subtotal Special District Expenses</b>	<b>\$ 27,100</b>	<b>\$ 22,000</b>	<b>\$ 19,632</b>	<b>\$ (2,368)</b>	<b>-10.76%</b>
5413 Vehicle Maintenance and Repair - Labor	\$ 35,000	\$ 35,000	\$ 11,518	\$ (23,482)	-67.09%
5416 Fuel & Petroleum Products	72,000	70,000	56,884	(13,116)	-18.74%
5417 Vehicle Repair - Parts	100,000	100,000	28,873	(71,127)	-71.13%
5419 Medical Equip. Maint.	1,000	1,000	0	(1,000)	-100.00%

**COASTSIDE FIRE PROTECTION DISTRICT**  
**Fiscal Year 2012-2013 Final Budget**

	<b>2012-2013</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2011-2012</b>
	<b>Final</b>	<b>Estimated</b>	<b>Actual</b>	<b>\$ Variance</b>	<b>% Change</b>
5422 Annual Ladder Service Check	2,000	2,200	280	(1,920)	-87.27%
5424 Radio - Telecom Maint.	3,000	3,000	1,625	(1,375)	-45.83%
5428 Misc. Equipment Maintenance	22,000	14,200	16,889	2,689	18.94%
5438 Hydrant Maintenance	1,500	800	0	(800)	-100.00%
5455 Maintenance of Facilities	23,000	30,000	16,431	(13,569)	-45.23%
5459 SCBA Maintenance	5,000	10,000	2,618	(7,382)	-73.82%
5478 Contract Maintenance	21,550	15,000	16,617	1,617	10.78%
5483 Custodial Services	1,500	2,000	1,320	(680)	-34.00%
<b>Subtotal Maintenance</b>	<b>\$ 287,550</b>	<b>\$ 283,200</b>	<b>\$ 153,055</b>	<b>\$ (22,420)</b>	<b>-7.92%</b>
5521 Rents & Leases	\$ 16,001	\$ 15,000	\$ 14,435	\$ (565)	-3.77%
<b>Subtotal Rents</b>	<b>\$ 16,001</b>	<b>\$ 15,000</b>	<b>\$ 14,435</b>	<b>\$ (565)</b>	<b>-3.77%</b>
5611 Insurance	\$ 60,000	\$ 65,000	\$ 49,613	\$ (15,387)	-23.67%
5631 Utilities-(40, 41, 44)	47,000	40,000	41,422	1,422	3.56%
<b>Subtotal Insurance/Utilities</b>	<b>\$ 107,000</b>	<b>\$ 105,000</b>	<b>\$ 91,035</b>	<b>\$ (13,965)</b>	<b>-13.30%</b>
5731 Training & Educational Expense	\$ 31,800	\$ 30,000	\$ 13,670	\$ (16,330)	-54.43%
5732 Outside Trainer	60,000	46,500	30,800	(15,700)	-33.76%
5733 Training Materials & Supplies	8,000	5,000	4,237	(763)	-15.26%
5737 Public Education	10,000	10,000	2,424	(7,576)	-75.76%
<b>Subtotal Training &amp; Pub Ed</b>	<b>\$ 109,800</b>	<b>\$ 91,500</b>	<b>\$ 51,131</b>	<b>\$ (40,369)</b>	<b>-44.12%</b>

**COASTSIDE FIRE PROTECTION DISTRICT**  
**Fiscal Year 2012-2013 Final Budget**

	2012-2013 Final	2011-2012 Estimated	2011-2012 Actual	2011-2012 \$ Variance	2011-2012 % Change
5815 Fire Net Six (Dispatching)	\$ 20,000	\$ 25,000	\$ 16,051	\$ (8,949)	-35.80%
5834 Legal Services and Labor Relations - Liebert Cassidy	100,000	50,000	86,954	36,954	73.91%
5842 Audit & CPA Services	15,000	15,000	15,000	0	0.00%
5856 Mapping Project	15,000	15,000	0	(15,000)	-100.00%
5858 Other Professional Contracts	25,000	25,000	12,668	(12,332)	-49.33%
5865 Medical Exams	9,000	15,000	3,787	(11,213)	-74.75%
5874 S.M. Co. Tax Collector	3,100	3,000	2,108	(892)	-29.73%
5876 Professional Services	277,486	97,200	98,862	1,662	1.71%
<b>Subtotal Contract Services</b>	<b>\$ 464,586</b>	<b>\$ 245,200</b>	<b>\$ 235,430</b>	<b>\$ (9,770)</b>	<b>-3.98%</b>
5961 Facility Improvement	\$ 35,000	\$ 36,000	\$ 43,406	\$ 7,406	20.57%
<b>Subtotal Cap Improvement &lt;\$5,000</b>	<b>\$ 35,000</b>	<b>\$ 36,000</b>	<b>\$ 43,406</b>	<b>\$ 7,406</b>	<b>20.57%</b>
5971 Furniture, Equipment and Tools <\$5,000	\$ 86,000	\$ 65,000	\$ 60,706	\$ (4,294)	-6.61%
<b>Subtotal Cap Equipment&lt;\$5,000</b>	<b>\$ 86,000</b>	<b>\$ 65,000</b>	<b>\$ 60,706</b>	<b>\$ (4,294)</b>	<b>-6.61%</b>
7211 Capital Improvements >\$5,000	\$ 130,000	\$ 130,000	\$ 36,535	\$ (93,465)	-71.90%
<b>Subtotal Cap Improvement&gt;\$5,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 36,535</b>	<b>\$ (93,465)</b>	<b>-71.90%</b>
7311 Capital Equipment >\$5,000	\$ 130,000	\$ 135,000	\$ 142,655	\$ 7,655	5.67%
<b>Subtotal Cap Equipment&gt;\$5,000</b>	<b>\$ 130,000</b>	<b>\$ 135,000</b>	<b>\$ 142,655</b>	<b>\$ 7,655</b>	<b>5.67%</b>
8611 Appropriation for Contingencies	0				
<b>TOTAL OPERATING &amp; CAPITAL BUDGET</b>	<b>\$ 10,136,929</b>	<b>\$ 7,670,391</b>	<b>\$ 6,661,150</b>	<b>\$ (901,516)</b>	<b>-11.75%</b>
<b>SUB TOTAL REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$ (1,391,084)</b>	<b>\$ 429,220</b>	<b>\$ 2,230,799</b>	<b>\$ 1,693,854</b>	<b>394.64%</b>
<b>Transfer In- Fund Balance FY 11/12</b>	<b>\$ 2,230,799</b>				
<b>TOTAL REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$ 839,715</b>				
<b>Transfer Out - Trust Fund (PARS)</b>	<b>\$ 304,000</b>				
<b>Transfer Out - Apparatus Int. Serv. Fund</b>	<b>\$ 428,000</b>				
<b>Transfer Out - Equip. Int. Serv. Fund</b>	<b>\$ 107,715</b>				
<b>Transfer Out - Structures. Int. Serv. Fund</b>	<b>\$</b>				
<b>Transfer Total</b>	<b>\$ 839,715</b>				
<b>FINAL REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$ 0</b>				

**COASTSIDE FIRE PROTECTION DISTRICT**  
**2012-2013 Final Budget**  
**Fund Balance Projection - June 30, 2013**

<b>Fund Balance</b>	<b>Projected Balance June 30, 2012</b>	<b>Budget Activity FY 2012-2013 Transfer In</b>	<b>Budget Activity FY 2012-2013 Less Expense</b>	<b>Budget Activity FY 2012-2013 Transfer Out</b>	<b>Projected Balance June 30, 2013</b>
Reserved for:					
Petty Cash	\$ 350	350			350
<b>Total Reserve:</b>	<u>\$ 350</u>				<u>350</u>
Internal Service Funds:					
Apparatus Replacement	1,095,733	428,860	500,000		1,024,593
Land and Structures	2,640,100		200,000		2,440,100
Equipment and Tools	331,119	107,715	115,000		323,834
Operating Reserve	1,000,000				1,000,000
Designated for:					
General Reserves	1,692,127				1,692,127
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	25,907				25,907
Debt Service:					
OPEB PARS Trust	1,497,608	304,000			2,089,223
Fund Balance FY 11/12 (Rev less Exp)	2,230,799			2,230,799	
Total Designated	<u>\$ 12,463,393</u>	<u>840,575</u>	<u>815,000</u>	<u>2,230,799</u>	<u>10,545,784</u>
Total Fund Balance	<u>\$ 12,463,743</u>				
<b>Other Reserve Funds</b>					
HMB Trust Fund	\$ 14,639				14,639
<b>Detail</b>					
Fund Balance FY 11/12 (Rev less Exp)	2,230,799				
	(2,230,799)			Transfer to General Fund	<u>14,639</u>



**COASTSIDE FIRE PROTECTION DISTRICT**  
**Internal Service Funds, OPEB Trust Fund**  
**2012-13 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)	\$	1,095,733
2701 Operating Transfer In		428,860
<b>TOTAL REVENUE</b>	<b>\$</b>	<b><u>1,524,593</u></b>
<u>EXPENDITURE</u>		
7311 Vehicle Replacement (Rescue)		500,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$</b>	<b><u>500,000</u></b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$</b>	<b><u>1,024,593</u></b>
<b>ENDING FUND BALANCE</b>	<b>\$</b>	<b><u>1,024,593</u></b>

# Equipment and Tools Internal Service Fund

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
	Account Balance in Local Agency Investment Fund (LAIF)	\$ 331,119
2701	Operating Transfer In	107,715
	<b>TOTAL REVENUE</b>	<b><u>\$ 438,834</u></b>
	<u>EXPENDITURE</u>	
5971	Hose	15,000
5971	Life Pak 15	17,000
5971	Protective Clothing	25,000
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
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b><u>\$ 115,000</u></b>
	<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b><u>\$ 323,834</u></b>

**OPEB Trust Fund (PARS)**

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
2701	Operating Transfer In: Trust Fund Ending Balance as of 7/31/12	1,785,223
	<b>TOTAL REVENUE</b>	<b>\$ 1,785,223</b>
	<u>EXPENDITURE</u>	
	Annual Contribution FY 12/13	304,000
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$ 304,000</b>
	<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 2,089,223</b>

## 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		0
 <u>EXPENDITURE</u> 		
Paving of Station 40 Lot (Concrete)		200,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$</b>	<b><u>200,000</u></b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$</b>	<b><u>2,440,100</u></b>
<b>ENDING FUND BALANCE</b>	<b>\$</b>	<b><u>2,440,100</u></b>