

COASTSIDE FIRE PROTECTION DISTRICT

“FINAL BUDGET”



FISCAL YEAR 2015/2016

SEPTEMBER 23, 2015



Coastside Fire Protection District STAFF REPORT

TO: Honorable Board of Directors **FROM:** Paul Cole, Assistant Chief
SUBJECT: Final Budget FY15/16 **DATE:** September 25, 2015

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 2015/16

Background

The 2015-2016 Final Budget submitted to you is conservatively prepared with due regard to current economic conditions. It has a projected fund balance of \$2,020,811 for the current fiscal year (2014-15). Staff recommends to the Board that it use the projected FY14/15 fund balance (Revenue less Expenditures) towards the following District internal service fund obligations:

Internal Service Fund Contribution – Training Prop	\$1,000,000
Internal Service Fund Contribution – Structure/Land Improvements	<u>\$1,020,811</u>
Total	\$2,020,811

The proposed 2015/16 Final budget partially supports Internal Service Fund FY15/16 contributions for Apparatus Replacement (\$400K), Tools and Equipment (\$149K) and an OPEB PARS Contribution (\$264K). 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>2014-15 Fiscal Year</u>		<u>2015-2016 Fiscal Year</u>
	<u>Budget</u>	<u>Actual</u>	<u>Proposed</u>
Total Revenues	\$ 9,390,250	\$ 9,929,834 *	\$ 10,542,525 *
Operating Expenditure	9,107,830	7,909,023	8,796,255
Capital Outlay	368,000	88,606	452,000
Transfer Out		2,020,811	
Revenue Over (Under)		2,020,811	1,746,270
Int. Serv. Fund Contributions	2,853,271	2,905,281	3,502,998
Debt Service Contributions**			264,083

* 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.

2014-15 Final budget year performance:

Revenue: Final increase of \$539,578 over budget estimates. The increase is attributed to overall tax growth (\$450,392), increases to the ERAF refund estimate (\$55,295), Community Facility Districts (\$8,737) and claimed funds attributed to the Lehman Debt recovery (\$6,384).

Expenditure: There is a projected savings of approximately \$1,185,403 in expenditure budget. The savings comes from the combination of reductions in salary and benefits (\$471,291), services and supplies (\$63,523), special district expenses (\$11,625), maintenance (\$148,472), rents and leases (\$1,618), insurance (\$12,347), utilities (\$11,654), training and education (\$64,489), contract services (\$142,019), capital improvements projects (\$155,091) and equipment/apparatus (\$126,624).

Internal Service Fund expenditures included the Station 41 Land Purchase (\$848,143), Station 40 Lot Improvement Project (\$643,000), Station 41 Architect (\$435,000) and Heavy Rescue Vehicle (\$679,000).

2015-16 Final Budget:

Revenue: The property tax revenue estimates are based on the assumption the secured taxes will increase by approximately 6%.

Expenditures: Budget expenditures reflect the capital replacement of two staff vehicles (\$80,000) and tools and equipment allocated for the heavy rescue vehicle (\$143,000).

Internal Service Fund expenditures will reflect the purchase of the training prop/facility (\$998,000) and the contract payment for the Station 41EIR consultants (\$127,000). In addition, the training prop/facility will require a CEQA study to be conducted by Placeworks. Final estimates for the study are approximately \$45,000.

Debt Service: There will be an additional OPEB PARS contribution in the amount of \$259,000.

Fund Balance Summary:

Projected Balance as of June 30, 2016

Petty Cash	\$	350
Apparatus Replacement		1,984,531
Structure Improvement		8,990,417
Equipment and Tools		1,242,112
General Reserve		1,882,127
Legal		50,000
Special Projects		50,000
OPEB PARS Trust		3,000,000
Weed Abatement Reserve		25,907
CalPERS Pension Reserve		300,000
Training Prop/Facility		145,794

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

COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2015-2016 Final Budget

		2015-2016	2014-2015	2014-2015	2014-2015	2014-2015
		Final	Estimated	Actual	\$ Variance	% Change
REVENUE						
1021	Property Tax – Secured Curr Yr	\$ 7,827,190	\$ 7,028,641	\$ 7,417,029	388,388	5.53%
1031	Property Tax – Unsecured Curr Yr	432,607	404,787	418,463	13,676	3.38%
1033	Property Tax - Prior Unsecured	1	1	(33,214)	(33,215)	-3321500.00%
1041	Property Tax – SB816 Sec. Supp. Curr Yr	226,223	183,518	226,223	42,705	23.27%
1042	Property Tax – SB813 Unsec. Supp. Curr Yr	4,491	4,315	4,491	176	4.08%
1043	Property Tax - Prior Secured SB 813	3,144	4,071	3,144	(927)	-22.77%
1045	Property Tax - Prior Unsecured SB 813	627	1	628	627	62700.00%
1046	Property Tax - ERAF Refund	870,335	815,040	870,335	55,295	6.78%
1831	H.O.P.T.R	27,729	44,062	27,729	(16,333)	-37.07%
	Sub total - Property Taxes	\$ 9,392,347	\$ 8,484,436	\$ 8,934,828	\$ 450,392	5.31%
1521	Interest	\$ 29,003	\$ 31,741	\$ 29,003	(2,738)	-8.63%
1661	Highway Property Rental	1	1	2,279	2,278	227800.00%
1868	Timber Yield Tax Guarantee	1	18	34	16	88.89%
2124	Plan Review / Reports	76,345	63,735	76,345	12,610	19.79%
2422	PTM Benefit Assessment	74,035	74,796	74,035	(761)	-1.02%
2433-1	Contracts-Martins Beach	1,545	1,545	0	(1,545)	-100.00%
2433-3	Contracts-Pillar Point AFB	3,668	3,668	0	(3,668)	-100.00%
2433-4	Taxes - Special (CFD's)	79,833	61,109	69,846	8737	14.30%
2433-6	AMR Lease - Sta 40	30,000	30,000	32,880	2880	9.60%
2434	Weed Abatement	27,643	22,285	27,643	5,358	24.04%
2644	Workers Compensation Insurance Refund	0	1	938	937	93700.00%
2439	HLF Benefit Assessment	264,903	262,664	264,903	2,239	0.85%
2647	Reimbursements	460,000	254,742	308,216	53,474	20.99%
2647-2	Strike Team Reimbursement	1,000	1,000	301	(699)	-69.90%
2658-1	Alarm Reports	1	100	0	(100)	-100.00%
2658-2	Mis.Income - General Fund	5,216	1	5,216	5,215	521500.00%
2658-7	JPA	96,983	98,413	96,983	(1,430)	-1.45%
2658-8	Bad Debt Recovery/Lehman Recovery	1	1	6,384	6,383	638300.00%
	TOTAL REVENUE	\$ 10,542,525	\$ 9,390,256	\$ 9,929,834	\$ 539,578	5.75%

COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2015-2016 Final Budget

	2015-2016 Final	2014-2015 Estimated	2014-2015 Actual	2014-2015 \$ Variance	2014-2015 % Change
EXPENSES					
5876 Salaries	\$ 6,520,094	\$ 6,975,756	\$ 6,547,676	(428,080)	-6.14%
4111 Part Time Employee Salary (Admin Assist/Custodial.)	3,300	3,500	3,041	(459)	-13.11%
4192 Directors Compensation	10,000	10,000	7,092	(2,908)	-29.08%
4312 Medical/Hospital Tax (Medicare)	1,000	1,300	786	(514)	-39.54%
4321 PERS Contribution	421,000	325,574	325,574	0	0.00%
4413 Health Insurance - Retirees	339,061	351,000	325,083	(25,917)	-7.38%
4422 Dental - Retirees	5,000	7,800	4,076	(3,724)	-47.74%
4441 Life/Disability Insurance	7,500	7,100	3,411	(3,689)	-51.96%
4511 Workers Compensation Insurance	9,000	15,000	9,000	(6,000)	-40.00%
Total Salaries & Benefits	\$ 7,315,955	\$ 7,697,030	\$ 7,225,739	\$ 139,664	1.81%
5111 Agriculture Weed Abatement	\$ 27,100	\$ 16,550	\$ 461	(16,089)	-97.21%
5121 Clothing and Uniforms	3,500	1,500	4,137	2,637	175.80%
5132 Communications/Telephone	35,000	34,400	32,937	(1,463)	-4.25%
5156 Household Expenses	25,000	25,350	20,971	(4,379)	-17.27%
5164 Medical Equip. < \$500	3,000	3,000	0	(3,000)	-100.00%
5165 Medical Supplies	3,000	3,000	0	(3,000)	-100.00%
5193 General Office Expense	15,000	15,000	12,620	(2,380)	-15.87%
5195 Subscriptions & Periodicals	4,800	4,800	737	(4,063)	-84.65%
5197 Postage/Mailing	5,000	5,000	3,601	(1,399)	-27.98%
5211 Computer Software	12,600	12,600	19,914	7,314	58.05%
5212 Computer Supplies	1,500	18,000	806	(17,194)	-95.52%
5213 Computer < \$5,000	23,000	23,000	0	(23,000)	-100.00%
5231 Small Tools & Equipment	14,000	10,000	12,493	2,493	24.93%
Subtotal Services & Supplies	\$ 172,500	\$ 172,200	\$ 108,677	\$ (63,523)	-36.89%
5331 Membership/Association Dues	8,400	7,800	7,335	(465)	-5.96%
5341 Publications/Legal Notices	5,000	8,900	4,001	(4,899)	-55.04%
5351 Special District Expense	6,000	10,000	3,739	(6,261)	-62.61%
Subtotal Special District Expenses	\$ 19,400	\$ 26,700	\$ 15,075	(11,625)	-43.54%
5413 Vehicle Maintenance and Repair - Labor	\$ 30,000	\$ 35,000	\$ 5,436	(29,564)	-84.47%
5416 Fuel & Petroleum Products	70,000	73,500	49,073	(24,427)	-33.23%
5417 Vehicle Repair - Parts	100,000	100,000	34,311	(65,689)	-65.69%
5419 Medical Equip. Maint.	1,000	1,000	0	(1,000)	-100.00%
5422 Annual Ladder Service Check	2,200	2,200	1,649	(551)	-25.05%

COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2015-2016 Final Budget

	2015-2016 Final	2014-2015 Estimated	2014-2015 Actual	2014-2015 \$ Variance	2014-2015 % Change
5424 Radio - Telecom Maint.	3,000	3,000	825	(2,175)	-72.50%
5426 Office Equipment - Maint.	500	500	0	(500)	-100.00%
5428 Misc. Equipment Maintenance	14,000	14,200	2,994	(11,206)	-78.92%
5438 Hydrant Maintenance	1,500	1,500	60	(1,440)	-96.00%
5455 Maintenance of Facilities	16,000	16,000	9,423	(6,577)	-41.11%
5459 SCBA Maintenance	10,000	10,000	3,923	(6,077)	-60.77%
5478 Contract Maintenance	18,500	14,000	17,414	3,414	24.39%
5483 Custodial Services	2,000	2,000	1,320	(680)	-34.00%
Subtotal Maintenance	\$ 268,700	\$ 272,900	\$ 126,428	\$ (146,472)	-53.67%
5521 Rents & Leases	\$ 15,000	\$ 15,000	\$ 13,382	(1,618)	-10.79%
Subtotal Rents	\$ 15,000	\$ 15,000	\$ 13,382	\$ (1,618)	-10.79%
5611 Insurance	\$ 65,000	\$ 65,000	\$ 52,653	(12,347)	-19.00%
5631 Utilities-(40, 41, 44)	50,000	50,000	38,346	(11,654)	-23.31%
Subtotal Insurance/Utilities	\$ 115,000	\$ 115,000	\$ 90,999	\$ (24,001)	-20.87%
5731 Training & Educational Expense	\$ 33,000	\$ 65,000	\$ 16,155	(48,845)	-75.15%
5732 Outside Trainer	32,000	32,000	29,095	(2,905)	-9.08%
5733 Training Materials & Supplies	5,000	5,000	2,261	(2,739)	-54.78%
5737 Public Education	10,000	10,000	0	(10,000)	-100.00%
Subtotal Training & Pub Ed	\$ 80,000	\$ 112,000	\$ 47,511	\$ (64,489)	-57.58%

COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2015-2016 Final Budget

	2015-2016 Final	2014-2015 Estimated	2014-2015 Actual	2014-2015 \$ Variance	2014-2015 % Change
5815 Fire Net Six (Dispatching)	\$ 18,000	\$ 25,000	\$ 14,308	(10,692)	-42.77%
5834 Legal Services	80,000	50,000	45,278	(4,722)	-9.44%
5842 Audit & CPA Services	15,000	15,000	9,975	(5,025)	-33.50%
5856 Mapping Project	5,000	15,000	0	(15,000)	-100.00%
5858 Other Professional Contracts	48,000	125,000	46,966	(78,034)	-62.43%
5865 Medical Exams	4,000	15,000	4,886	(10,114)	-67.43%
5874 S.M. Co. Tax Collector	3,000	3,000	2,751	(249)	-8.30%
5876 Professional Services	184,700	80,500	68,442	(12,058)	-14.98%
Subtotal Contract Services	\$ 357,700	\$ 328,500	\$ 192,606	\$ (135,894)	-41.37%
5961 Facility Improvement	\$ 30,000	\$ 36,000	\$ 0	(36,000)	-100.00%
Subtotal Cap Improvement <\$5,000	\$ 30,000	\$ 36,000	\$ 0	\$ (36,000)	-100.00%
5971 Furniture, Equipment and Tools <\$5,000	\$ 105,000	\$ 145,500	\$ 81,283	(64,217)	-44.14%
Subtotal Cap Equipment <\$5,000	\$ 105,000	\$ 145,500	\$ 81,283	\$ (64,217)	-44.14%
7211 Capital Improvements >\$5,000	\$ 60,000	\$ 60,000	\$ 6,947	(53,053)	-88.42%
Subtotal Cap Improvement >\$5,000	\$ 60,000	\$ 60,000	\$ 6,947	\$ (53,053)	-88.42%
7311 Capital Equipment >\$5,000	\$ 257,000	\$ 127,000	\$ 376	(126,624)	-99.70%
Subtotal Cap Equipment >\$5,000	\$ 257,000	\$ 127,000	\$ 376	\$ (126,624)	-99.70%
TOTAL OPERATING & CAPITAL BUDGET	\$ 8,796,255	\$ 9,107,830	\$ 7,909,023		
SUB TOTAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 1,746,270	\$ 282,426	\$ 2,020,811	\$ 539,578	191.05%
Transfer In- Fund Balance FY 14/15	\$ 2,020,811				
TOTAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 3,767,081				
Transfer Out - Trust Fund (PARS)	\$ 264,083				
Transfer Out - Apparatus Int. Serv. Fund	\$ 400,000				
Transfer Out - Equip. Int. Serv. Fund	\$ 149,278				
Transfer Out - Training Prop Fund	1,000,000				
Transfer Out - Structures. Int. Serv. Fund	\$ 1,953,720				
Transfer Total	\$ 3,767,081				
FINAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 0				

COASTSIDE FIRE PROTECTION DISTRICT
2015-2016 Final Budget - Fund Balance Projection - June 30, 2016

Fund Balance	Projected Balance June 30, 2015	Budget Activity FY 2015-2016 Transfer In	Budget Activity FY 2015-2016 Less Expense	Budget Activity FY 2015-2016 Transfer Out	Projected Balance June 30, 2016
Reserved for:					
Petty Cash	\$ 350	350			350
Total Reserve:	\$ 350				350
Internal Service Funds:					
Apparatus Replacement	1,584,531	400,000			1,984,531
Land and Structures	9,200,000	1,953,720	2,053,303		9,100,417
Equipment and Tools	1,092,834	149,278			1,242,112
Training Prop/Facility	126,794	1,000,000	1,000,000		126,794
Designated for:					
General Reserves	1,882,127				1,882,127
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	2,735,917	264,083			3,000,000
Fund Balance FY 14/15 (Rev less Exp)	2,624,861			3,222,280	
ISF Contribution FY 15/16 Budget				2,963,804	
Total Designated	\$ 19,672,971	3,767,081	3,053,303	6,186,084	17,761,888
Total Fund Balance	\$ 19,673,321				
Other Reserve Funds					
HMB Trust Fund	\$ 14,662			14,662	-
	\$				-
Detail					
Fund Balance FY 14/15(Rev less Exp)	2,020,811				
FY15/16 Budget Rev.Over/(Under) Exp	1,746,270				
Sub Total	3,767,081				
ISF Contribution FY 15/16 Budget	1,953,720	Transfer to Structure/Land Internal Service Fund			
	400,000	Transfer to Appartus Replacement Internal Service Fund			
	149,278	Transfer to Equipment/Tools Internal Service Fund			
	1,000,000	Trabsfer to Traning Prop/Facility Inernal Service Fund			
Sub Total	3,502,998				
Dept Service OPEB PARS Trust	264,083	Transfer to PARS Trust Fund			
Total	3,767,081				

COASTSIDE FIRE PROTECTION DISTRICT
Internal Service Funds, OPEB Trust Fund
2015-16 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)		\$ 1,584,531
2701 Operating Transfer In		400,000
TOTAL REVENUE		\$ <u>1,984,531</u>
	<u>EXPENDITURE</u>	
7311 Vehicle Replacement -		
TOTAL CAPITAL EXPENDITURE		\$ <u>-</u>
REVENUE OVER/(UNDER) EXPENDITURE		\$ <u>1,984,531</u>
ENDING FUND BALANCE		\$ <u>1,984,531</u>

Equipment and Tools Internal Service Fund

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
Account Balance in Local Agency Investment Fund (LAIF)	\$	1,092,834
2701 Operating Transfer In		149,278
TOTAL REVENUE	\$	<u>1,242,112</u>
<u>EXPENDITURE</u>		
TOTAL CAPITAL EXPENDITURE	\$	<u>-</u>
REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>1,242,112</u>
ENDING FUND BALANCE	\$	<u>1,242,112</u>

OPEB Trust Fund (PARS)

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
2701	Account Balance as of 7/31/14	2,735,917
	Operating Transfer In:	264,083
	TOTAL REVENUE	\$ 3,000,000
	<u>EXPENDITURE</u>	
	TOTAL CAPITAL EXPENDITURE	-
	REVENUE OVER/(UNDER) EXPENDITURE	-
	ENDING FUND BALANCE	\$ 3,000,000

Structure/Land Improvement Fund

<u>REVENUE</u>		<u>FINAL BUDGET</u>
	Transfer in From General Fund Designated Fund Balance	\$ 9,200,000
2701	Operating Transfer In	1,953,720
	TOTAL REVENUE	\$ 11,153,720
<u>EXPENDITURE</u>		
	Station 40 Lot Improvement Project	\$643,000.00
	Station 41 Architect	\$435,000.00
	Station 41 Lot Purchase	\$848,143.00
	Placeworks - EIR Station 41 Project	\$127,160.00
	Placeworks - EIR Station Training Prop Project	\$50,000.00
	Kerry Burke/Neal Martin Consultants - Station 41 Project	\$40,000.00
	Kerry Burke/Neal Martin Consultants - Training Prop	\$20,000.00
	TOTAL CAPITAL EXPENDITURE	\$ 2,163,303
	REVENUE OVER/(UNDER) EXPENDITURE	\$ 8,990,417
	ENDING FUND BALANCE	\$ 8,990,417

Training Prop/Facility

	<u>REVENUE</u>	<u>FINAL BUDGET</u>
Transfer in From General Fund Designated Fund Balance	\$	126,794
2701 Operating Transfer In		1,000,000
TOTAL REVENUE	\$	<u>1,126,794</u>
<u>EXPENDITURE</u>		
Fire Facilities Training Prop		981,000
TOTAL CAPITAL EXPENDITURE	\$	<u>981,000</u>
REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>145,794</u>
ENDING FUND BALANCE	\$	<u>145,794</u>