

COASTSIDE FIRE PROTECTION DISTRICT

“FINAL BUDGET”



FISCAL YEAR 2018/2019

SEPTEMBER 26, 2018



Coastside Fire Protection District STAFF REPORT

TO: Honorable Board of Directors **FROM:** Ian Larkin, Unit Chief
SUBJECT: Final Budget FY18/19 **DATE:** September 26, 2018

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 2018/19.

Background

The 2018-2019 Final Budget submitted to you is prepared with due regard to current economic conditions. It has a projected fund balance of approximately \$3,050,976 from the previous fiscal year (2017-18), with an additional \$1,138,954 designated from the FY18/19 budget (Revenue less Expenditures) for a total fund balance of \$4,190,576. Staff recommends to the Board it use the projected fund balance towards the following District internal service fund obligations:

Internal Service Fund Contribution – Apparatus Replacement -	\$190,576
Internal Service Fund Contribution – Structure/Land Improvements -	<u>\$4,000,000</u>
Total	\$4,190,576

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>2017-18 Fiscal Year</u>		<u>2018-2019 Fiscal Year</u>
	<u>Budget</u>	<u>Actual</u>	<u>Final</u>
Total Revenues	\$ 10,856,300	\$ 11,605,197 *	\$ 11,614,520 *
Operating Expenditure	9,537,344	8,554,221	10,474,920
Capital Outlay	679,000	242,717	556,000
Transfer Out		3,050,326	
Revenue Over (Under)		1,318,954	1,139,598
Int. Serv. Fund Contributions	1,318,974	0	1,139,598
Debt Service Contributions**	0	0	0**

* 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.

2017-18 Actual Budget Year Performance:

Revenue: We received an increase of approximately \$748,899 in total revenue from the \$10,856,300 final budget estimate. The primary account categories effected are Secured Property Tax (\$181,746), Unsecured Property Tax (\$40,249), ERAF Rebate (\$102,713) and Miscellaneous Reimbursements (\$280,357).

Expenditure: There was a savings of approximately \$983,123 in the expenditure budget. The savings comes from the combination of reductions in total salaries/benefits (\$410,541), services and supplies (\$25,703), special district expenses (\$2,208), maintenance (\$102,563), rents/leases (\$1,740), public education and training (\$47,522), capital improvements projects (\$51,500) and capital equipment (\$340,849).

2018-19 Final Budget:

Revenue: The Final budget property tax revenue estimates are based on the assumption secured and unsecured taxes will remain relatively flat (2.6%) from the previous fiscal year. This estimate is equal to the 2.6% increase from the previous fiscal year (FY17/18)

Expenditures: There is a projected cooperative agreement increase of approximately (\$682,469). This is attributed to an increase in salary and benefits from the previous fiscal year. In addition, we anticipate a marked increase in the CalPERS retirement contribution (\$1,108,182).

Projected Internal Service Fund contributions will total approximately \$1,139,598 for new Fire Station 41.

Estimated Fund Balance Summary:

Balance as of June 30, 2019

Apparatus Replacement	\$	1,144,129
New Fire Station 41		14,881,837
New Fire Station 44		500,000
Equipment and Tools		1,281,556
Weed Abatement Reserve		25,907
Interest Income		33,483
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Total in LAIF		17,866,912
General Reserve		1,882,000
OPEB PARS Trust		4,088,930
Petty Cash		350

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

COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2018-2019 Final Budget

		2018-2019	2017-2018	2017-2018	2017-2018	2017-2018
		Final	Estimated	Actual	\$ Variance	% Change
REVENUE						
1021	Property Tax – Secured Curr Yr	\$ 8,804,034	\$ 8,610,000	\$ 8,791,746	181,746	2.11%
1031	Property Tax – Unsecured Curr Yr	475,000	435,000	475,249	40,249	9.25%
1033	Property Tax - Prior Unsecured	1	1	(531)	-532	-53200.00%
1041	Property Tax – SB816 Sec. Supp. Curr Yr	269,000	271,000	277,230	6,230	2.30%
1042	Property Tax – SB813 Unsec. Supp. Curr Yr	0	1	3,852	3,851	385100.00%
1043	Property Tax - Prior Secured SB 813	0	3,500	4,591	1,091	31.17%
1045	Property Tax - Prior Unsecured SB 813	1	1	926	925	92500.00%
1046	Property Tax - ERAF Refund	898,000	796,000	898,713	102,713	12.90%
1831	H.O.P.T.R	38,000	20,000	38,512	18,512	92.56%
	Sub total - Property Taxes	\$ 10,484,036	\$ 10,135,503	\$ 10,490,288	\$ 354,785	3.50%
1521	Interest	\$ 35,000	\$ 18,000	\$ 61,166	43,166	239.81%
1661	Highway Property Rental	1	1	3,040	3,039	303900.00%
1868	Timber Yield Tax Guarantee	0	1	42	41	4100.00%
2124	Plan Review / Reports	73,000	50,000	72,286	22,286	44.57%
2422	PTM Benefit Assessment	73,000	70,000	74,290	4,290	6.13%
2433-1	Contracts-Martins Beach	1	1	1,545	1,544	154400.00%
2433-3	Contracts-Pillar Point AFB	1	1	0	-1	-100.00%
2433-4	Taxes - Special (CFD's)	90,000	80,000	82,146	2,146	2.68%
2433-6	AMR Lease - Sta 40	42,000	42,000	42,793	793	1.89%
2434	Weed Abatement	22,000	15,000	21,300	6,300	42.00%
2439	HLF Benefit Assessment	270,000	264,000	268,143	4,143	1.57%
2647	Reimbursements	403,480	40,000	320,357	280,357	700.89%
2647-2	Strike Team Reimbursement	0	1	34,088	34,087	3408700%
2658-1	Alarm Reports	0	1	0	-1	-100.00%
2658-2	Mis.Income - General Fund	5,000	20,000	12,336	-7,664	-38.32%
2658-7	JPA	117,000	121,788	119,452	-2,336	-1.92%
2658-8	Misc Income - Training Classes	1	1	1,925	1,924	192400.00%
	TOTAL REVENUE	\$ 11,614,520	\$ 10,856,298	\$ 11,605,197	\$ 748,899	6.90%

**COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2018-2019 Final Budget**

	2018-2019	2017-2018	2017-2018	2017-2018	2017-2018
	Final	Estimated	Actual	\$ Variance	% Change
EXPENSES					
5876 Salaries	\$ 7,675,312	\$ 6,992,843	\$ 6,589,363	-403,480	-5.77%
4111 Part Time Employee Salary (Admin Assist/Custodial.)	0	3,300	0	-3,300	-100.00%
4192 Directors Compensation	11,000	11,000	7,750	-3,250	-29.55%
4312 Medical/Hospital Tax (Medicare)	1,000	1,000	594	-406	-40.60%
4321 PERS Contribution	1,108,182	856,156	870,387	14,231	1.66%
4422 Dental - Retirees	726	5,000	676	(4,324)	-86.48%
4441 Life/Disability Insurance	7,500	7,500	0	(7,500)	-100.00%
4511 Workers Compensation Insurance	6,500	9,000	6,488	(2,512)	-27.91%
Total Salaries & Benefits	\$ 8,810,220	\$ 7,885,799	\$ 7,475,258	\$ (410,541)	-5.21%
5111 Agriculture Weed Abatement	\$ 13,000	\$ 13,300	\$ 10,875	(2,425)	-18.23%
5121 Clothing and Uniforms	1,000	1,000	264	(736)	-73.60%
5132 Communications/Telephone	72,000	39,400	73,695	34,295	87.04%
5156 Household Expenses	25,000	22,500	22,464	(36)	-0.16%
5164 Medical Equip. < \$500	2,000	3,000	75	(2,925)	-97.50%
5165 Medical Supplies	2,000	3,000	90	(2,910)	-97.00%
5193 General Office Expense	15,000	17,000	12,376	(4,624)	-27.20%
5195 Subscriptions & Periodicals	8,000	10,000	3,502	(6,498)	-64.98%
5197 Postage/Mailing	4,000	4,000	3,105	(895)	-22.38%
5211 Computer Software	15,000	21,000	12,954	(8,046)	-38.31%
5212 Computer Supplies	1,000	1,000	279	(721)	-72.10%
5213 Computer < \$5,000	10,000	23,000	6,581	(16,419)	-71.39%
5231 Small Tools & Equipment	10,000	19,000	5,237	(13,763)	-72.44%
Subtotal Services & Supplies	\$ 178,000	\$ 177,200	\$ 151,497	\$ (25,703)	-14.51%
5331 Membership/Association Dues	11,000	11,000	8,313	(2,687)	-24.43%
5341 Publications/Legal Notices	3,500	5,200	5,465	265	5.10%
5351 Special District Expense	13,000	11,000	11,214	214	0
Subtotal Special District Expenses	\$ 27,500	\$ 27,200	\$ 24,992	(2,208)	-8.12%
5413 Vehicle Maintenance and Repair - Labor	\$ 110,000	\$ 110,000	\$ 57,885	(52,115)	-47.38%
5416 Fuel & Petroleum Products	70,000	70,000	49,132	(20,868)	-29.81%
5417 Vehicle Repair - Parts	30,000	30,000	23,016	(6,984)	-23.28%
5419 Medical Equip. Maint.	1,000	1,000	0	(1,000)	-100.00%
5422 Annual Ladder Service Check	3,000	3,000	1,759	(1,241)	-41.37%
5424 Radio - Telecom Maint.	3,600	3,600	1,351	(2,249)	-62.47%
5426 Office Equipment - Maint.	500	500	0	(500)	-100.00%
5428 Misc. Equipment Maintenance	15,500	15,500	2,827	(12,673)	-81.76%

**COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2018-2019 Final Budget**

	2018-2019 Final	2017-2018 Estimated	2017-2018 Actual	2017-2018 \$ Variance	2017-2018 % Change
5438 Hydrant Maintenance	1,500	1,500	300	(1,200)	-80.00%
5455 Maintenance of Facilities	42,000	32,000	34,913	2,913	9.10%
5459 SCBA Maintenance	10,000	10,000	2,517	(7,483)	-74.83%
5478 Contract Maintenance	27,000	20,000	21,097	1,097	5.49%
5483 Custodial Services	3,000	2,100	1,840	(260)	-12.38%
Subtotal Maintenance	\$ 317,100	\$ 299,200	\$ 196,637	\$ (102,563)	-34.28%
5521 Rents & Leases	\$ 15,500	\$ 15,500	\$ 13,760	(1,740)	-11.23%
Subtotal Rents	\$ 15,500	\$ 15,500	\$ 13,760	\$ (1,740)	-11.23%
5611 Insurance	\$ 65,000	\$ 54,945	\$ 60,529	5,584	10.16%
5631 Utilities-(40, 41, 44)	54,000	52,000	42,611	(9,389)	-18.06%
Subtotal Insurance/Utilities	\$ 119,000	\$ 106,945	\$ 103,140	\$ (3,805)	-3.56%
5731 Training & Educational Expense	\$ 33,000	\$ 33,000	\$ 11,545	(21,455)	-65.02%
5732 Outside Trainer	37,000	46,000	27,300	(18,700)	-40.65%
5733 Training Materials & Supplies	10,000	10,000	4,297	(5,703)	-57.03%
5737 Public Education	2,000	2,000	336	(1,664)	-83.20%
Subtotal Training & Pub Ed	\$ 82,000	\$ 91,000	\$ 43,478	\$ (47,522)	-52.22%

**COASTSIDE FIRE PROTECTION DISTRICT
Fiscal Year 2018-2019 Final Budget**

	2018-2019 Final	2017-2018 Estimated	2017-2018 Actual	2017-2018 \$ Variance	2017-2018 % Change
5815 Fire Net Six (Dispatching)	\$ 19,000	\$ 18,000	\$ 16,750	(1,250)	-6.94%
5834 Legal Services	80,000	80,000	62,437	(17,563)	-21.95%
5842 Audit & CPA Services	15,000	15,000	9,185	(5,815)	-38.77%
5856 Mapping Project	5,000	5,000	0	(5,000)	-100.00%
5858 Other Professional Contracts	25,000	45,000	11,639	(33,361)	-74.14%
5865 Medical Exams	1,000	1,000	80	(920)	-92.00%
5874 S.M. Co. Tax Collector	4,300	4,000	4,199	199	4.98%
5876 Professional Services	220,300	87,500	198,843	111,343	127.25%
Subtotal Contract Services	\$ 369,600	\$ 255,500	\$ 303,133	\$ 47,633	18.64%
5961 Facility Improvement	\$ 50,000	\$ 50,000	\$ 5,675	(44,325)	-88.65%
Subtotal Cap Improvement <\$5,000	\$ 50,000	\$ 50,000	\$ 5,675	\$ (44,325)	-88.65%
5971 Furniture, Equipment and Tools <\$5,000	\$ 246,000	\$ 309,000	\$ 216,118	(92,882)	-30.06%
Subtotal Cap Equipment<\$5,000	\$ 246,000	\$ 309,000	\$ 216,118	\$ (92,882)	-30.06%
7211 Capital Improvements >\$5,000	\$ 60,000	\$ 60,000	\$ 8,500	(51,500)	-85.83%
Subtotal Cap Improvement>\$5,000	\$ 60,000	\$ 60,000	\$ 8,500	\$ (51,500)	-85.83%
7311 Capital Equipment >\$5,000	\$ 200,000	\$ 260,000	\$ 12,033	(247,967)	-95.37%
Subtotal Cap Equipment>\$5,000	\$ 200,000	\$ 260,000	\$ 12,033	\$ (247,967)	-95.37%
TOTAL OPERATING & CAPITAL BUDGET	\$ 10,474,920	\$ 9,537,344	\$ 8,554,221	\$ (983,123)	-10.31%
SUB TOTAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 1,139,600	\$ 1,318,954	\$ 3,050,976		
Transfer In- Fund Balance FY 17/18	\$ 3,050,976				
TOTAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 4,190,576				
Transfer Out - Trust Fund (PARS)	\$				
Transfer Out - Apparatus Int. Serv. Fund	\$ 190,576				
Transfer Out - Equip. Int. Serv. Fund	\$				
Transfer Out - Structures. Int. Serv. Fund	\$ 4,000,000				
Transfer Total	\$ 4,190,576				
FINAL REVENUE OVER/(UNDER) EXPENDITURE	\$ 0				

COASTSIDE FIRE PROTECTION DISTRICT
2018-2019 Final Budget - Fund Balance Projection - June 30, 2019

Fund Balance	Projected Balance June 30, 2018	Budget Activity FY 2018-2019 Transfer In	Budget Activity FY 2018-2019 Less Expense	Budget Activity FY 2018-2019 Transfer Out	Projected Balance June 30, 2019
Reserved for:					
Petty Cash	\$ 350	350			350
Total Reserve:	\$ 350				350
Internal Service Funds:					
Apparatus Replacement	1,004,531	190,576			1,195,107
New Fire Station 41	10,881,837	4,000,000			14,881,837
New Fire Station 44	500,000				500,000
Equipment and Tools	1,281,556				1,281,556
Designated for:					
General Reserves	1,882,000				1,882,000
Weed Abatement Reserve	25,907				25,907
Debt Service:					
OPEB PARS Trust	4,131,420				4,131,420
Fund Balance FY 17/18 (Rev less Exp)	3,050,976			3,050,976	
ISF Contribution FY 18/19 Budget	4,139,598				
Total Designated	\$ 26,897,825	4,190,576	-	3,050,976	23,897,827
Total Fund Balance	\$ 26,898,175				
Detail					
Fund Balance FY 17/18 (Rev less Exp)	3,050,976				
FY18/19 Budget Rev.Over/(Under) Exp	1,139,600				
Sub Total	4,190,576				
ISF Contribution FY 18/19 Budget	4,000,000	Transfer to New Fire Station 41 Fund			
	190,576	Transfer to Apparatus Replacement Internal Service Fund			
Sub Total	4,190,576				
	-	Transfer to PARS Trust Fund			
Total	4,190,576				

**COASTSIDE FIRE PROTECTION DISTRICT
Internal Service Funds, OPEB Trust Fund
2018-19 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)	\$	1,004,531
2701	Operating Transfer In		190,576
	TOTAL REVENUE	\$	<u>1,195,107</u>
	<u>EXPENDITURE</u>		
7311	Vehicle Replacement -		
	TOTAL CAPITAL EXPENDITURE	\$	<u>-</u>
	REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>1,195,107</u>
	ENDING FUND BALANCE	\$	<u>1,195,107</u>

Equipment and Tools Internal Service Fund

	<u>REVENUE</u>	<u>PRELIMINARY BUDGET</u>
Account Balance in Local Agency Investment Fund (LAIF)	\$	1,281,556
2701 Operating Transfer In	-	
TOTAL REVENUE	\$	<u>1,281,556</u>
<u>EXPENDITURE</u>		
TOTAL CAPITAL EXPENDITURE	\$	<u>-</u>
REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>1,281,556</u>
ENDING FUND BALANCE	\$	<u>1,281,556</u>

OPEB Trust Fund (PARS)

	<u>REVENUE</u>	<u>PRELIMINARY BUDGET</u>
2701	Account Balance as of 7/31/18	4,131,420
	Operating Transfer In:	-
	TOTAL REVENUE	\$ 4,131,420
	<u>EXPENDITURE</u>	
	TOTAL CAPITAL EXPENDITURE	\$ -
	REVENUE OVER/(UNDER) EXPENDITURE	\$
	ENDING FUND BALANCE	\$ 4,131,420

New Fire Station 41

	<u>REVENUE</u>	<u>PRELIMINARY BUDGET</u>
Account Balance in Local Agency Investment Fund (LAIF)	\$	10,881,837
2701 Operating Transfer In		4,000,000
TOTAL REVENUE	\$	<u>14,881,837</u>
<u>EXPENDITURE</u>		
TOTAL CAPITAL EXPENDITURE	\$	<u>-</u>
REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>14,881,837</u>
ENDING FUND BALANCE	\$	<u>14,881,837</u>

New Fire Station 44

	<u>REVENUE</u>	<u>PRELIMINARY BUDGET</u>
Transfer in From General Fund Designated Fund Balance	\$	500,000
2701 Operating Transfer In		0
TOTAL REVENUE	\$	<u>500,000</u>
<u>EXPENDITURE</u>		
TOTAL CAPITAL EXPENDITURE	\$	<u>-</u>
REVENUE OVER/(UNDER) EXPENDITURE	\$	<u>500,000</u>
ENDING FUND BALANCE	\$	<u>500,000</u>