

# COASTSIDE FIRE PROTECTION DISTRICT

## “PRELIMINARY BUDGET”



**FISCAL YEAR 2018/2019**

**JUNE 27, 2018**



## Coastside Fire Protection District STAFF REPORT

**TO:** Honorable Board of Directors                      **FROM:** Paul Cole, Assistant Chief  
**SUBJECT:** Preliminary Budget FY18/19                      **DATE:** June 27, 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 Preliminary Budget submitted to you is prepared with due regard to current economic conditions. It has a projected fund balance of approximately \$3,000,000 from the previous fiscal year (2017-18), with an additional \$1,139,598 designated from the FY18/19 budget (Revenue less Expenditures) for a total fund balance of \$4,139,598. 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 -	\$139,598
Internal Service Fund Contribution – Structure/Land Improvements -	<u>\$4,000,000</u>
<b>Total</b>	<b>\$4,139,598</b>

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>Estimated</u>	<u>Preliminary</u>
Total Revenues	\$ 10,856,300	\$ 11,572,604 *	\$ 11,614,518 *
Operating Expenditure	9,537,344	8,447,338	10,474,920
Capital Outlay	629,000	143,717	556,000
Transfer Out		3,000,000	
Revenue Over (Under)		716,304	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 Estimated Budget Year Performance:**

**Revenue:** We anticipate an increase of approximately \$716,304 in total revenue from the \$10,856,300 final budget estimate. The primary account categories effected are Secured Property Tax (\$194,034), Unsecured Property Tax (\$40,249), ERAF Rebate (\$97,713) and Miscellaneous Reimbursements (\$280,357).

**Expenditure:** There is an estimated savings of approximately \$1,090,006 in the expenditure budget. The savings comes from the combination of reductions in total salaries/benefits (\$409,577), services and supplies (\$28,008), special district expenses (\$3,183), maintenance (\$105,421), rents/leases (\$1,820), public education and training (\$46,636), capital improvements projects (\$44,325) and capital equipment (\$485,283).

**2018-19 Preliminary Budget:**

**Revenue:** The preliminary budget property tax revenue estimates are based on the assumption secured and unsecured taxes will remain relatively flat from the previous fiscal year. Estimates will be re-evaluated during the final budget projections.

**Expenditures:** There is a projected cooperative agreement increase of approximately (\$679,169). 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 Preliminary Budget**

		2018-2019	2018-2019	2017-2018	2017-2018	2017-2018
		Final	Estimated	Actual	\$ Variance	% Change
<b>REVENUE</b>						
1021	Property Tax -- Secured Curr Yr	\$	\$ 8,804,034	\$		
1031	Property Tax -- Unsecured Curr Yr		475,000			
1033	Property Tax - Prior Unsecured		1			
1041	Property Tax -- SB816 Sec. Supp. Curr Yr		269,000			
1042	Property Tax -- SB813 Unsec. Supp. Curr Yr		0			
1043	Property Tax - Prior Secured SB 813		0			
1046	Property Tax - ERAF Refund		898,000			
1831	H.O.P.T.R		38,000			
	<b>Sub total - Property Taxes</b>	<b>\$ 0</b>	<b>\$ 10,484,035</b>	<b>\$ 0</b>	<b>0</b>	<b>0.00%</b>
1521	Interest	\$	\$ 35,000	\$		
1661	Highway Property Rental		1			
1868	Timber Yield Tax Guarantee		0			
2124	Plan Review / Reports		73,000			
2422	PTM Benefit Assessment		73,000			
2433-1	Contracts-Martins Beach		1			
2433-3	Contracts-Pillar Point AFB		1			
2433-4	Taxes - Special (CFD's)		90,000			
2433-6	AMR Lease - Sta 40		42,000			
2434	Weed Abatement		22,000			
2439	HLF Benefit Assessment		270,000			
2647	Reimbursements		403,480			
2647-2	Strike Team Reimbursement		0			
2658-1	Alarm Reports		0			
2658-2	Mis.Income - General Fund		5,000			
2658-5	Misc. Income - Grants		0			
2658-7	JPA		117,000			
	<b>TOTAL REVENUE</b>	<b>\$ 0</b>	<b>\$ 11,614,518</b>	<b>\$ 0</b>	<b>0</b>	<b>0.00%</b>

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

	2018-2019 Final	2018-2019 Estimated	2017-2018 Actual	2017-2018 \$ Variance	2017-2018 % Change
<b>EXPENSES</b>					
5876 Salaries	\$	\$ 7,675,312	\$		
4111 Part Time Employee Salary (Admin Assist/Custodial)		0			
4192 Directors Compensation		11,000			
4312 Medical/Hospital Tax (Medicare)		1,000			
4321 PERS Contribution		1,108,182			
4413 Health Insurance - Retirees		0			
4422 Dental - Retirees		726			
4441 Life/Disability Insurance		7,500			
4511 Workers Compensation Insurance		6,500			
<b>Total Salaries &amp; Benefits</b>	\$	\$ 8,810,220	\$	\$ 0	
5111 Agriculture Weed Abatement	\$	\$ 13,000	\$		
5121 Clothing and Uniforms		1,000			
5132 Communications/Telephone		72,000			
5156 Household Expenses		25,000			
5164 Medical Equip. < \$500		2,000			
5165 Medical Supplies		2,000			
5193 General Office Expense		15,000			
5195 Subscriptions & Periodicals		8,000			
5197 Postage/Mailing		4,000			
5211 Computer Software		15,000			
5212 Computer Supplies		1,000			
5213 Computer < \$5,000		10,000			
5231 Small Tools & Equipment		10,000			
<b>Subtotal Services &amp; Supplies</b>	\$	\$ 178,000	\$	\$ 0	0.00%
5331 Membership/Association Dues		11,000			
5341 Publications/Legal Notices		3,500			
5351 Special District Expense		13,000			
<b>Subtotal Special District Expenses</b>	\$	\$ 27,500	\$		
5413 Vehicle Maintenance and Repair - Labor	\$	\$ 110,000	\$		
5416 Fuel & Petroleum Products		70,000			
5417 Vehicle Repair - Parts		30,000			
5419 Medical Equip. Maint.		1,000			
5422 Annual Ladder Service Check		3,000			

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

	<b>2018-2019 Final</b>	<b>2018-2019 Estimated</b>	<b>2017-2018 Actual</b>	<b>2017-2018 \$ Variance</b>	<b>2017-2018 % Change</b>
5424 Radio - Telecom Maint.		3,600			
5426 Office Equipment - Maint.		500			
5428 Misc. Equipment Maintenance		15,500			
5438 Hydrant Maintenance		1,500			
5455 Maintenance of Facilities		42,000			
5459 SCBA Maintenance		10,000			
5478 Contract Maintenance		27,000			
5483 Custodial Services		3,000			
<b>Subtotal Maintenance</b>	<b>\$ 0</b>	<b>\$ 317,100</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>
5521 Rents & Leases	\$ 0	\$ 15,500			
<b>Subtotal Rents</b>	<b>\$ 0</b>	<b>\$ 15,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>
5611 Insurance	\$ 0	\$ 65,000			
5631 Utilities-(40, 41, 44)		54,000			
<b>Subtotal Insurance/Utilities</b>	<b>\$ 0</b>	<b>\$ 119,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>
5731 Training & Educational Expense	\$ 0	\$ 33,000			
5732 Outside Trainer		37,000			
5733 Training Materials & Supplies		10,000			
5737 Public Education		2,000			
<b>Subtotal Training &amp; Pub Ed</b>	<b>\$ 0</b>	<b>\$ 82,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.00%</b>

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

	2018-2019 Final	2018-2019 Estimated	2017-2018 Actual	2017-2018 \$ Variance	2017-2018 % Change
5815 Fire Net Six (Dispatching)	\$	\$ 19,000	\$		
5834 Legal Services		80,000			
5842 Audit & CPA Services		15,000			
5856 Mapping Project		5,000			
5858 Other Professional Contracts		25,000			
5865 Medical Exams		1,000			
5874 S.M. Co. Tax Collector		4,300			
5876 Professional Services		220,300			
<b>Subtotal Contract Services</b>	\$	\$ 369,600	\$ 0	\$ 0	0.00%
5961 Facility Improvement	\$	\$ 50,000	\$		
<b>Subtotal Cap Improvement &lt;\$5,000</b>	\$	\$ 50,000	\$ 0	\$ 0	0.00%
5971 Furniture, Equipment and Tools <\$5,000	\$	\$ 246,000	\$		
<b>Subtotal Cap Equipment&lt;\$5,000</b>	\$	\$ 246,000	\$ 0	\$ 0	0.00%
7211 Capital Improvements >\$5,000	\$	\$ 60,000	\$		
<b>Subtotal Cap Improvement&gt;\$5,000</b>	\$	\$ 60,000	\$ 0	\$ 0	0.00%
7311 Capital Equipment >\$5,000	\$	\$ 200,000	\$		
<b>Subtotal Cap Equipment&gt;\$5,000</b>	\$	\$ 200,000	\$ 0	\$ 0	0.00%
<b>TOTAL OPERATING &amp; CAPITAL BUDGET</b>	\$	\$ 10,474,920	\$ 0	\$	
<b>SUB TOTAL REVENUE OVER/(UNDER) EXPENDITURE</b>	\$	\$ 1,139,598	\$ 0	\$ 0	0.00%
<b>Transfer In- Fund Balance FY 17/18</b>	\$	3,000,000			
<b>TOTAL REVENUE OVER/(UNDER) EXPENDITURE</b>	\$	<u>4,139,598</u>			
<b>Transfer Out - Trust Fund (PARS)</b>	\$				
<b>Transfer Out - Apparatus Int. Serv. Fund</b>	\$	139,598			
<b>Transfer Out - Equip. Int. Serv. Fund</b>	\$				
<b>Transfer Out - Structures. Int. Serv. Fund</b>	\$	4,000,000			
<b>Transfer Total</b>	\$	4,139,598			
<b>FINAL REVENUE OVER/(UNDER) EXPENDITURE</b>	\$	<u>0</u>			

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

<b>Fund Balance</b>	<b>Projected Balance June 30, 2018</b>	<b>Budget Activity FY 2018-2019 Transfer In</b>	<b>Budget Activity FY 2018-2019 Less Expense</b>	<b>Budget Activity FY 2018-2019 Transfer Out</b>	<b>Projected Balance June 30, 2019</b>
Reserved for:					
Petty Cash	\$ 350	350			350
<b>Total Reserve:</b>	<b>\$ 350</b>				<b>350</b>
Internal Service Funds:					
Apparatus Replacement	1,004,531	139,598			1,144,129
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	4,088,930				4,088,930
Fund Balance FY 17/18 (Rev less Exp)	3,000,000			3,000,000	
ISF Contribution FY 18/19 Budget	4,139,598				
<b>Total Designated</b>	<b>\$ 26,804,359</b>	<b>4,139,598</b>	<b>-</b>	<b>3,000,000</b>	<b>29,804,359</b>
<b>Total Fund Balance</b>	<b>\$ 26,804,709</b>				
<b>Detail</b>					
Fund Balance FY 17/18 (Rev less Exp)	3,000,000				
FY18/19 Budget Rev.Over/(Under) Exp	1,139,598				
Sub Total	4,139,598				
ISF Contribution FY 18/19 Budget	4,000,000	Transfer to New Fire Station 41 Fund			
	139,598	Transfer to Apparatus Replacement Internal Service Fund			
Sub Total	4,139,598				
	-	Transfer to PARS Trust Fund			
Total	4,139,598				



**COASTSIDE FIRE PROTECTION DISTRICT  
Internal Service Funds, OPEB Trust Fund  
2018-19 Preliminary 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		139,598
	<b>TOTAL REVENUE</b>	\$	<u><u>1,144,129</u></u>
<u>EXPENDITURE</u>			
7311	Vehicle Replacement -	\$	<u><u>-</u></u>
	<b>TOTAL CAPITAL EXPENDITURE</b>	\$	<u><u>-</u></u>
	<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	\$	<u><u>1,144,129</u></u>
	<b>ENDING FUND BALANCE</b>	\$	<u><u>1,144,129</u></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		-
<b>TOTAL REVENUE</b>	<b>\$</b>	<b><u>1,281,556</u></b>
<u>EXPENDITURE</u>		
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$</b>	<b><u>-</u></b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$</b>	<b><u>1,281,556</u></b>
<b>ENDING FUND BALANCE</b>	<b>\$</b>	<b><u>1,281,556</u></b>

**OPEB Trust Fund (PARS)**

	<u>REVENUE</u>	<u>PRELIMINARY BUDGET</u>
2701	Account Balance as of 4/30/18	4,088,930
	Operating Transfer In:	-
	<b>TOTAL REVENUE</b>	<b>\$ 4,088,930</b>
	<u>EXPENDITURE</u>	
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$ -</b>
	<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 4,088,930</b>

**New Fire Station 41**

<u>REVENUE</u>		<u>PRELIMINARY</u>
		<u>BUDGET</u>
	Account Balance in Local Agency Investment Fund (LAIF)	\$ 10,881,837
2701	Operating Transfer In	4,000,000
	<b>TOTAL REVENUE</b>	<u>\$ 14,881,837</u>
	<u>EXPENDITURE</u>	
	<b>TOTAL CAPITAL EXPENDITURE</b>	<u>\$ -</u>
	<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<u>\$ 14,881,837</u>
	<b>ENDING FUND BALANCE</b>	<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
<b>TOTAL REVENUE</b>	<b>\$</b>	<b><u>500,000</u></b>
<b><u>EXPENDITURE</u></b>		
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$</b>	<b><u>-</u></b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>\$</b>	<b><u>500,000</u></b>
<b>ENDING FUND BALANCE</b>	<b>\$</b>	<b><u>500,000</u></b>