



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 8, 2023
TO: Finance Committee
 Kensington Fire Protection District
RE: **FY 2022-2023 MID-YEAR BUDGET REVIEW**
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is provided for review, discussion, and potential recommendation of taking this item to the Board of Directors for approval.

Background

The District's budget versus actual performance is better than the original budget due to higher than anticipated revenues combined with some reductions in expenditures:

REVENUES		
Property Taxes	372,728	Higher than originally projected
Investment Income	230,000	Higher performing investments
Total Revenues Amendment	602,728	
EXPENDITURES (Operations)		
Regular Wages	-61	Projected based on staffing change
Vacation/Holiday/Sick Wages	-18,495	Projected based on staffing change
Medical/dental ins compensation	-6,000	Fixed \$1,000 per month (6 months)
Payroll Taxes	-312	Projected based on staffing change
Workers Compensation/Life Ins	1,110	
Payroll Processing	-28	
PERS Medical	-21,050	Based on current and projected billings
Delta Dental	-2,183	Based on current and projected billings
Vision Care	-223	Based on current and projected billings
Risk Management Insurance	2,258	Based on actual
Operational Consultant	19,000	BZ (BOD appr \$14k/Grant Writer); BH Nov BOD appr-transitor
Recruitment	10,110	BHI -Interim General Manager
Other Outside Professional Services	29,500	BHI - General Manager Recruitment -approved by BOD
Grant Writer/Coordinator	-19,000	Grant writer (\$14k BZ, \$5K BH - Operational Consultant)
Community Sandbags	1,062	Major storm season
Memberships	505	Based on actual
Office Expense	-189	
Office Supplies	-1,000	
Office - Equipment	1,189	
Miscellaneous Maint.	365	Only for costs pre-construction
Bldg Utilities/Services - Other	2,123	Refuse - temp facil
Total Expenditures Amendment	-1,318	
Net Operating Budget Amendment	604,046	

With the relocation of the Temporary Fire Station largely complete with exception of minor punch list items, the capital budget can be adjusted between categories with no net change in the overall construction budget of the Public Safety Building:

EXPENDITURES (Capital)		
Capital Outlay (PSB Renovation Soft Costs)	116,501	50% of remaining Design/Eng/Permits for FY22-23
Capital Outlay (Temp Facilities Hard Costs)	73,772	Site Work, Mod Inst, Carport, Gates
Capital Outlay (Temp Facilities Relocation)	-185,266	Moving and associated expenses estimate
Capital Outlay (Temp Facilities Contingency)	-5,007	10% of FY22-23 Temp Facilities expenses
Total Expenditures (Capital) Amendment	0	

Fiscal Impact

The proposed budget amendments would result in a net increase of \$604,046 in the operating fund balance.

	FY2023 Budget	FY2023 Jul - Dec	FY2023 Projected	Mid-Year Amendment	FY2023 Budget Notes:
REVENUES					
Property Taxes	4,739,500	5,112,228	5,112,228	372,728	Increase in anticipated revenue - payment received from CCC
Special Taxes	200,752	200,437	200,752		
Other Taxes (HOPTR)	24,000	12,133	24,000		
Lease Income	3,050	3,050	3,050		July '22 KPPCSD Rent
Investment Income	20,000	223,043	250,000	230,000	Higher performing investments
CERBT Disbursement	80,000	18,088	80,000		
Other Revenues	0	0	0		Covid State Funding FY2022 Only
Grant Revenue	0	0	0		
Total Revenues	5,067,302	5,568,979	5,670,031	602,728	
EXPENDITURES (Operations)					
Office Wages & Related					
Regular Wages	144,416	69,832	144,355	-61	Projected based on staffing change
Vacation/Holiday/Sick Wages	23,182	4,687	4,687	-18,495	Projected based on staffing change
Medical/dental ins compensation	12,000	6,000	6,000	-6,000	Fixed \$1,000 per month (6 months)
Payroll Taxes	13,304	5,180	12,992	-312	Projected based on staffing change
Workers Compensation/Life Ins	650	1,760	1,760	1,110	
Payroll Processing	2,500	1,236	2,472	-28	
Total Office Wages & Related	196,052	88,695	172,266	-23,786	
Retiree Medical Benefits					
PERS Medical	72,500	23,181	51,450	-21,050	Based on current and projected billings
Delta Dental	14,000	5,693	11,817	-2,183	Based on current and projected billings
Vision Care	4,100	1,292	3,877	-223	Based on current and projected billings
CalPERS Settlement	0	0	0		Final Payoff Complete
Total Retiree Medical Benefits	90,600	30,166	67,145		
Outside Professional Services					
Accounting	36,000	15,000	36,000		Negotiated max with Maze
Actuarial Valuation	5,600	0	5,600		
Audit	16,000	0	16,000		
Bank Fees	25	0	25		
Contra Costa County Expenses	38,000	23,773	38,000		
El Cerrito Contract Fee	3,843,483	1,921,742	3,843,483		See EC Fire Contract Proposal
El Cerrito Reconciliation(s)	123,165	61,583	123,165		See EC Fire Contract Proposal
IT Services and Equipment	15,000	2,119	15,000		System relocation; Hybrid Mtg Equip
Fire Abatement Contract	5,000	0	5,000		Pending property inspection results
Fire Engineer Plan Review	3,000	640	3,000		Pending fee schedule to reimburse
Risk Management Insurance	19,000	21,258	21,258	2,258	Based on actual
LAFCO Fees	5,000	0	5,000		
Legal Fees	20,000	10,045	20,000		Budget \$1.7K/mo. Avg
Professional Fees	0	0	0		
Operational Consultant	0	0	19,000	19,000	BZ (BOD appr \$14k/Grant Writer); BH Nov BOD appr-transition
Recruitment	0	10,110	10,110	10,110	BHI -Interim General Manager
Temporary Services	0	0	0		
Water System Improvements	10,000	0	10,000		Chief's Discretion
Website Development/Maintenance	4,500	1,560	4,500		

	FY2023 Budget	FY2023 Jul - Dec	FY2023 Projected	Mid-Year Amendment	FY2023 Budget Notes:
Wildland Vegetation Mgmt	7,600	2,500	7,600		Chief's Discretion
Other Outside Professional Services	0	0	29,500	29,500	BHI - General Manager Recruitment -approved by BOD
Emergency Preparedness Coordinator	105,200	52,600	105,200		Board Approved Proposal
Grant Writer/Coordinator	50,000	0	31,000	-19,000	Grant writer (\$14k moved to Operational Consultant)
Nixle (Everbridge) Fees	4,000	3,183	4,000		
Long-Term Financial Planner	5,000	3,163	5,000		For plan updates as needed
Total Outside Professional Services	4,315,573	2,129,276	4,357,441	41,868	
Community Service Activities					
Public Education (Emergency Prep)	30,000	7,228	30,000		
EP Coord Expense Account	1,000	0	1,000		
Comm. Pharmaceutical Drop-Off	2,500	0	2,500		
CERT Emerg Kits/Sheds/Prep	4,000	0	4,000		Replace expired emergency kits
Open Houses	1,800	719	1,800		
Community Shredder	5,000	4,461	5,000		
DFSC Matching Grants	0	0	0		DFSC not accepting matching grants
Firesafe Planting Grants	25,000	0	25,000		Board approved EPC amount
Demonstration Garden	0	0	0		
Community Sandbags	1,900	1,493	2,962	1,062	Major storm season
Volunteer Appreciation	500	0	500		
Community Service - Other	500	0	500		
Total Community Service Activities	72,200	13,901	73,262	1,062	
District Activities					
Professional Development	10,000	595	10,000		
Election	7,500	0	7,500		CCC to verify
Firefighter's Apparel & PPE	2,000	1,264	2,000		Chief's Discretion
Firefighters' Expenses	30,000	28,582	30,000		Chief's Discretion
Staff Appreciation	3,000	0	3,000		
Memberships	9,000	9,505	9,505	505	Based on actual
Total District Activities	61,500	39,946	62,005	505	
Office					
Office Expense	5,000	3,015	4,811	-189	Adjust based on projection
Office Supplies	2,000	0	1,000	-1,000	Adjust based on projection
Telephone	8,000	6,792	8,000		
Office- Other	500	0	500		
Office - Equipment	0	1,189	1,189	1,189	Adjust based on projection
Total Office	15,500	10,996	15,500	0	
Building Maintenance					
Gardening service	4,000	0	4,000		To be revised for rental/const costs
Building alarm	1,500	0	1,500		To be revised for rental/const costs
Medical Waste Disposal	7,500	0	7,500		To be revised for rental/const costs
Janitorial Service	2,000	806	2,000		
Miscellaneous Maint.	9,000	9,365	9,365	365	Only for costs pre-construction
Total Building Maintenance	24,000	10,171	24,365	365	
Building Utilities/Service					
Gas and Electric	13,000	6,436	13,000		
Water/Sewer	4,000	1,756	4,000		

	FY2023 Budget	FY2023 Jul - Dec	FY2023 Projected	Mid-Year Amendment	FY2023 Budget Notes:
Bldg Utilities/Services - Other		623	2,123	2,123	Refuse - temp facil (East Bay Sanitary)
Total Building Utilities/Service	17,000	8,815	19,123	2,123	
Contingency					
General	25,000	25,000	25,000		
Contingency - Other	0	0	0		
Total Contingency	25,000	25,000	25,000	0	
Total Expenditures (Operations)	4,817,425	2,356,966	4,816,107	-1,318	
REVENUE - EXPENDITURES (Operations)	249,877	3,212,013	853,923	604,046	

Note: Estimated Capital Expenditures and Fund Balances are listed on the following page.

EXPENDITURES (Capital)

Capital Outlay (PSB Renovation Soft Costs)	73,500	190,001	190,001	116,501	50% of remaining Design/Eng/Permits for FY22-23
Capital Outlay (PSB Renovation Hard Costs)	2,433,333	370,962	2,433,333		40% of Bid Award for FY22-23
Capital Outlay (PSB Renovation Contingency)	251,000	0	251,000		10% of FY22-23 PSB Renovation expenses
Capital Outlay (Temp Facilities Soft Costs)	65,000	64,546	65,000		Design/Eng/Permits/Inspections
Capital Outlay (Temp Facilities Hard Costs)	469,462	543,234	543,234	73,772	Site Work, Mod Inst, Carport, Gates
Capital Outlay (Temp Facilities Lot Rental)	13,650	6,000	13,650		Pkg Lot (\$1,300/mo x 10.5 months)
Capital Outlay (Temp Facilities Modular)	17,109	13,441	17,109		Modular (\$3,753/mo x 9 months)
Capital Outlay (Temp Facilities Admin Sublet)	24,386	12,193	24,386		KPPCSD Sublet (\$2,438.55/mo x 10 months)
Capital Outlay (Temp Facilities Relocation)	200,000	14,734	14,734	-185,266	Moving and associated expenses estimate
Capital Outlay (Temp Facilities Contingency)	59,000	0	53,993	-5,007	10% of FY22-23 Temp Facilities expenses
Capital Outlay (Equip & Furniture)	0	0	0		None planned for FY2022-2023
Capital Outlay (Rolling Stock)	0	0	0		None planned for FY2022-2023
Total Expenditures (Capital)	3,606,440	1,215,111	3,606,440	0	NOTE: Total financial planning for PSB renovation & temp facilities budgeted \$8.70M over multiple fiscal years.

EXPENDITURES (Annual Debt Service)	0	0	0	0	Debt Service starts in FY23-24 (pursuant to Financing Closing Memo)
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EXPENDITURES TOTAL (Ops + CIP + Debt)	8,423,864	3,572,077	8,422,547	-1,318	
				0	

FUND BALANCE INCREASE OR (DECREASE)	-3,356,562	1,996,902	-2,752,516	604,046	
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FUND BALANCES (End of Year):

	6/30/2023	6/30/2023	6/30/2023	
CC County Funds:				
General Fund 300700	3,126,936		3,730,982	EOY Balance pending audit
Fire Special Tax Fund 300900	208,191		208,191	EOY Balance pending audit
Capital Reserve Fund 303100	3,312,275		3,312,275	EOY Balance pending audit
CapitalOne Escrow Account	2,160,000	2,160,000	2,160,000	Bldg Loan Approved 07/13/2022
Mechanics Bank Checking Account	75,583		75,583	EOY Balance pending audit
TOTAL FUND BALANCE	8,882,985		9,487,031	Balances pending County EOY report