



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** June 21, 2023  
**TO:** Board of Directors  
**RE:** FY 2023-2024 PRELIMINARY BUDGET  
**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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### **Recommended Action**

Staff recommends that the Board takes the following action(s):

- approve Resolution 2023-07 adopting the preliminary combined revenue, operating expense, and capital improvement budget for Fiscal Year 2023-2024; and
- provide staff direction as needed for continuing and/or negotiating a contract renewal for the Emergency Preparedness Coordinator contract (expires June 30, 2023).

### **Background**

As discussed with the Finance Committee in February, the draft budget has been developed based on the Guiding Principles which are listed on Page 3 of the budget document. An updated long-term financial forecast serves as the financial foundation of the budget with information tables incorporated into the document.

The budget document was reviewed with the Finance Committee on June 6, 2023 in conjunction with the updated financial forecast. Feedback received from that meeting has been incorporated into the budget as it is presented in the packet.

Most expenditure items are recurring so are included in the budget using appropriate escalation factors as discussed in the financial forecast. Staff is seeking Board direction on the Emergency Preparedness Coordinator contract as it currently expires on June 30, 2023. This contract was added in recent years, so has been included in the proposed budget to continue. The General Manager has authority to contract for budgeted items; however, I would like to confirm whether the Board has any feedback or additional considerations for this.

### **Fiscal Impact**

The Fiscal Year 2023-24 Budget demonstrates there is adequate funding for District operations and capital projects.

### **Attachments:**

1. Resolution 2023-07 Adopting The Preliminary Combined Revenue, Operating Expense, And Capital Improvement Budget For Fiscal Year 2023-2024
2. Fiscal Year 2023-24 Preliminary Budget



**RESOLUTION 2023-07**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2023-2024; and

**WHEREAS**, the preliminary combined budget was reviewed by the Finance Committee at the June 6, 2023 public meeting; and

**WHEREAS**, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2023;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2023-2024 which is attached to and made part of this resolution.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 21<sup>st</sup> day of June 2023 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Julie Stein, President**

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**Larry Nagel, Secretary**



# **Kensington Fire Protection District Fiscal Year 2023-2024 Preliminary Budget**



Presented by  
Mary A. Morris-Mayorga, Interim General Manager  
to  
KFPD Finance Committee on June 6, 2023  
and  
KFPD Board of Directors on June 21, 2023



## Kensington Fire Protection District Fiscal Year 2023-2024 Preliminary Budget

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## Budget Message

June 21, 2023

To: Board of Directors,  
Kensington Fire Protection District

Members of the Board:

It is my pleasure to present to you the Kensington Fire Protection District ("KFPD") Preliminary Budget for Fiscal Year 2023-2024. This budget serves as the foundation for KFPD's commitment to serving the Kensington community in protecting the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

KFPD has continued to make significant improvements in service delivery over the past fiscal year, including:

- Updated long-term financial forecast for operational, emergency, and capital reserves;
- Embarking on the Public Safety Building Seismic Renovation Project and completion of the Temporary Fire Station 65;
- Broadening emergency preparedness with establishment of subcommittees that focus on public outreach and volunteering;
- Returning to in-person meetings and Implementing hybrid meeting options in accordance with the Brown Act; and
- Continuing the cooperative administrative relationship between the KFPD and KPPCSD.

To further expand on those achievements, the FY 2023-24 Preliminary Budget will enable further improvements while providing responsible stewardship of the district's resources. The budget is developed in accordance with the Guiding Principles which were developed several years ago which are listed on Page 8.

I would like to express my appreciation to the Board for their continued support and tireless leadership of such a critical organization. As always, we welcome and encourage public input and feedback on the budget to ensure that it is reader-friendly and provides useful information on the District's programs and services.

Respectfully submitted,

Mary A. Morris-Mayorga  
Interim General Manager

## Elected and Appointed Officials

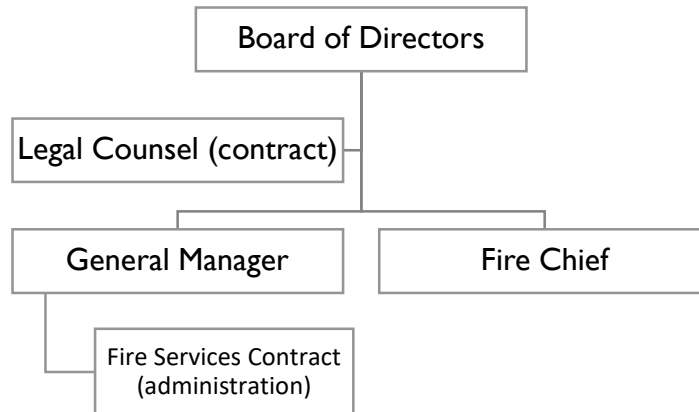
### Board of Directors

	<u>Term Expires</u>
Julie Stein, President	December 2027
Daniel Levine, Vice President	December 2027
Larry Nagel, Secretary	December 2024
Don Dommer	December 2024
Jim Watt	December 2027

### Appointed

General Manager (Interim) Mary Morris-Mayorga  
Fire Chief Eric Saylor

## Organization Chart



## Committees

### Emergency Preparedness Committee:

Directors: Larry Nagel and Don Dommer  
Public Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath

### Finance Committee:

Directors: Julie Stein and Jim Watt

## Mission

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

## District Profile

The unincorporated town of Kensington began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. The district is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the district entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the district's only current employee is its Interim General Manager (GM), Mary Morris-Mayorga while the search is in progress for a permanent General Manager. Salary information for the District's GM can be found at: [www.publicpay.ca.gov](http://www.publicpay.ca.gov)

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on the Arlington. The current public safety building, owned by the district, was constructed in 1970 and substantially renovated in 1999 and 2004. The district owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years the district embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community. The district initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

The district is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines.

The district operates a Community Emergency Response Team Training (CERT) program. For more information on CERT, see our "CERT Training" tab or at: [www.el-cerrito.org/index.aspx?nid=133](http://www.el-cerrito.org/index.aspx?nid=133)

Funding for District expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980.

## District Services (update in progress)

Kensington Fire Protection District provides emergency medical, fire education, prevention and suppression services to the town of Kensington, California.

### Training 2020:

- *Medical - EMS* = 864 Hours
- *Operations* = 10,583 Hours
- *Physical Fitness* = 1,325 Hours
- *Internet-Based Safety Training* = 2,452 Hours

### Fire Prevention and Public Education 2020:

- *Fire Inspections (Fire Company)* = 48
- *Mandatory (Schools/Jails/Convalescent)* = 02
- *Self Inspections* = 10
- *Vegetation Management Inspections* = 1,254
- *Vegetation Management Re-Inspections* = 82
- *Construction Plan Checks* = 05
- *Construction Inspections* = 11

### Certifications Currently Held:

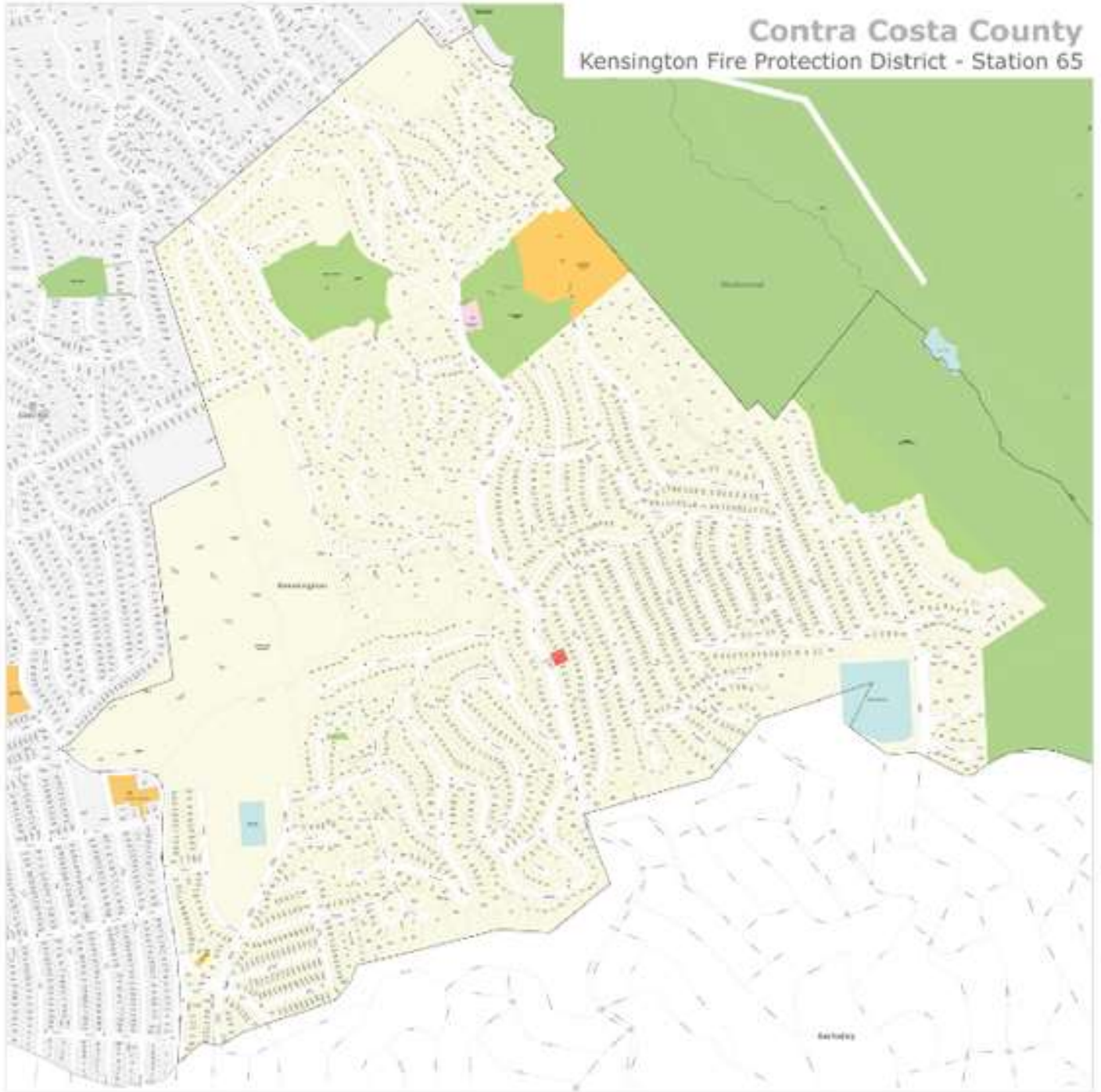
- *Chief Officers* = 02
- *Fire Officers* = 19
- *Firefighter II* = 32
- *Firefighter I* = 36
- *Driver Operator* = 32
- *Rescue Systems* = 35
- *Paramedic* = 19
- *Technical Rescue* = 14
- *CERT Instructors* = 08

### Community Programs (NOTE: Some postponed due to COVID-19):

- *Car Seat Installation Program*
- *CERT (Community Emergency Response Team)*
- *CPR / First Aid Training*
- *Free Smoke Detectors for Elderly, Disabled and Low-Income Resident*
- *Parking Flyer for Neighbors*
- *Pharmaceutical Drop Off Program*
- *School Tours*
- *Shredding Event (semi-annual)*



# Service Area Map



## Strategic Planning and Goals

The District's last goal setting session was held on January 20, 2021 as part of establishing the goals and objectives for the first year with the new General Manager. Prior to that, at a strategy planning session held on May 6, 2015, the following objectives were identified:

1. *Reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;*
2. *Helping members of the community reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;*
3. *Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on City, private and other agencies' property; and*
4. *Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.*

Long-term goals are contained within *Policy 0010 – Goals*:

- Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years.
- Maintain a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.
- Maintain enhanced personnel skill levels in wildland firefighting and incident command by continued participation in area-wide wildland fire response training exercises.
- Maintain Fire Station No. 65's functional adequacy and seismic structural integrity.
- Manage and implement capital projects to provide adequate fire flow throughout Kensington.
- Provide a comprehensive maintenance and certification test program to ensure readiness of complex fire apparatus and equipment.
- Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.
- Maintain the earthquake and disaster preparedness program by supporting the Community Emergency Response Team (CERT).
- Continuously update disaster planning by utilizing support from the City of El Cerrito and their planning process.
- Continued implementation of upgraded computer-based systems for records and reports.
- Continuously improve access to and utilization of fire service weather information network.
- Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.
- Maintain a program to identify and obtain grant funding to support and enhance the District's fire protection services.
- Prudently manage District funds.

## Fund Structure

District financial activities are recorded in three major governmental funds:

*General Fund - Operating fund of the district; Used for all financial resources except those required to be accounted for in another fund.*

*Special Revenue Fund - Accounts for the special tax authorized by Section 53978 of the Government Code and approved by the district’s electorate on April 8, 1980.*

*Capital Project Fund - Used to account for financial resources in the acquisition, construction, or rehabilitation of major capital facilities and inventory.*

## Budget Development

### Guiding Principles

1. Open and transparent – all components of the budget are available to the public with reporting that supports and enhances.
2. Strategic – delivery of District services and programs aligns with the mission and strategic goals and priorities.
3. Sustainable – a ten-year long-term financial plan demonstrates availability of resources for service delivery.
4. Resilience – future fiscal contingencies and risks are identified, assessed and prudently planned for through reserves or other measures.
5. Realistic – budget amounts are based upon the best information available.
6. Integrity and quality – budgetary forecasts and actual results are subject to quality assurance including independent audit.
7. Performance – evaluation of services and programs will be integral to the budget process.

### Budget Schedule

In general, the annual budget schedule is as follows:

Action	When
<i>Strategic Plan</i>	<i>As determined by the BOD</i>
<i>Long-Term Financial Plan (update)</i>	<i>April</i>
<i>Review with Finance Committee</i>	<i>May</i>
<i>Presentation to BOD</i>	<i>June</i>
<i>Approval</i>	<i>June</i>
<i>Adoption</i>	<i>September</i>
<i>Mid-Year Review</i>	<i>February</i>
<i>Monitoring</i>	<i>Ongoing</i>

## Budget Detail

	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Projected	FY 2023-24 Budget
<b><u>REVENUE</u></b>				
Property Taxes	4,783,334	4,739,500	5,112,228	5,316,717
Special Taxes	204,418	200,752	200,752	201,000
Other Taxes (HOPTR)	24,612	24,000	24,000	25,000
Lease Income	36,603	3,050	3,050	3,050
Investment Income	14,188	20,000	250,000	200,979
CERBT Disbursement	40,282	80,000	80,000	68,000
Other Revenue	388,159	-	-	2,000
Grant Revenue	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 5,491,596</b>	<b>\$ 5,067,302</b>	<b>\$ 5,670,030</b>	<b>\$ 5,816,746</b>
<b><u>EXPENDITURES</u></b>				
<b><u>SALARIES AND BENEFITS</u></b>				
<b><u>Office Wages &amp; Related</u></b>				
Regular Wages	139,936	144,416	144,355	148,686
Vacation/Holiday/Sick Leave	9,182	23,182	4,687	5,000
Medical/Dental Insurance	13,000	12,000	6,000	6,180
Payroll Taxes	11,990	13,304	12,992	13,382
Workers Compensation/Life Insurance	759	650	1,760	1,813
Payroll Processing	1,971	2,500	2,472	2,545
<b>Total Office Wages &amp; Related Costs</b>	<b>176,838</b>	<b>196,052</b>	<b>172,266</b>	<b>177,606</b>
<b><u>Retiree Medical Benefits</u></b>				
PERS Medical	54,507	72,500	51,450	52,000
CalPERS Settlement	18,090	-	-	-
Delta Dental	11,385	14,000	11,817	12,000
Vision Care	3,877	4,100	3,877	4,000
<b>Total Retiree Medical Benefits</b>	<b>87,859</b>	<b>90,600</b>	<b>67,144</b>	<b>68,000</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$ 264,697</b>	<b>\$ 286,652</b>	<b>\$ 239,410</b>	<b>\$ 245,606</b>
<b><u>Outside Professional Services</u></b>				
Accounting	37,045	36,000	36,000	37,080
Actuarial Valuation	3,000	5,600	5,600	2,800
Audit	16,000	16,000	16,000	16,800
Bank Fees	37	25	25	50
Contra Costa County Expenses	53,644	38,000	38,000	39,520
El Cerrito Contract Fees	3,525,871	3,843,483	3,843,483	4,146,968
El Cerrito Reconciliation	204,642	123,165	123,165	77,554
IT Services and Equipment	723	15,000	15,000	2,500
Fire Abatement Contract	-	5,000	5,000	5,250
Fire Engineer Plan Review	688	3,000	3,000	3,000
Risk Management Insurance	1,159	19,000	21,258	23,384
LAFCO Fees	2,078	5,000	2,100	2,100
Legal Fees	10,595	20,000	20,000	20,600
Operational Consultant	-	-	19,000	5,000
Recruitment	-	-	23,975	14,925
Temporary Services	-	-	-	-
Water System Improvements	-	10,000	-	-
Website Development/Maintenance	3,227	4,500	3,500	3,120
Wildland Vegetation Maintenance	4,000	7,600	7,600	7,828
Other Outside Professional Services	-	-	-	-
Emergency Preparedness Coordinator	100,000	105,200	105,200	108,356
Grant Writer/Coordinator	6,548	50,000	31,000	15,000
Nixle (Everbridge) Fees	3,183	4,000	4,000	4,120
Long-Term Financial Planner	29,194	5,000	5,000	2,500
<b>Total Outside Professional Services</b>	<b>\$ 4,001,634</b>	<b>\$ 4,315,573</b>	<b>\$ 4,327,906</b>	<b>\$ 4,538,455</b>

Budget Detail (cont'd)

	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Projected
<u>Community Service Activities</u>			
Public Education	17,762	30,000	20,000
EP Coordinator Expense Account	-	1,000	1,000
Community Pharmaceutical Drop-Off	-	2,500	2,500
CERT Emergency Kits/Sheds/Prep	-	4,000	4,000
Open Houses	-	1,800	1,800
Community Shredder	5,608	5,000	5,000
DFSC Matching Grants	-	-	-
Firesafe Planting Grants	1,360	25,000	25,000
Demonstration Garden	-	-	-
Community Sandbags	1,729	1,900	2,962
Volunteer Appreciation	450	500	500
Community Service - Other	-	500	500
<b>Total Community Service Activities</b>	<b>\$ 26,909</b>	<b>\$ 72,200</b>	<b>\$ 63,262</b>
<u>District Activities</u>			
Equipment	1,697	-	-
Vehicle Maintenance	5,501	-	-
Professional Development	3,324	10,000	10,000
Election	-	7,500	5,600
Firefighter's Apparel & PPE	-	2,000	2,000
Firefighter's Expenses	9,141	30,000	30,000
Staff Appreciation	93	3,000	3,000
Memberships	7,615	9,000	9,505
<b>Total District Activities</b>	<b>\$ 27,371</b>	<b>\$ 61,500</b>	<b>\$ 60,105</b>
<u>Office</u>			
Office Expenses	3,846	5,000	4,811
Office Supplies	694	2,000	1,000
Telephones	8,720	8,000	8,000
Office - Other	-	500	500
Office - Equipment	-	-	1,189
<b>Total Office</b>	<b>\$ 13,260</b>	<b>\$ 15,500</b>	<b>\$ 15,500</b>
<u>Building Maintenance</u>			
Gardening Services	2,275	4,000	500
Building Alarm	1,264	1,500	1,500
Medical Waste Disposal	2,141	7,500	7,500
Janitorial Services	2,208	2,000	800
Miscellaneous Maintenance	6,592	9,000	9,365
<b>Total Building Maintenance</b>	<b>\$ 14,480</b>	<b>\$ 24,000</b>	<b>\$ 19,665</b>
<u>Building Utilities/Service</u>			
Gas and Electric	11,852	13,000	13,000
Water/Sewer	4,118	4,000	4,000
Building Utilities/Services - Other	-	-	2,123
<b>Total Building Utilities/Service</b>	<b>\$ 15,970</b>	<b>\$ 17,000</b>	<b>\$ 19,123</b>
<b>Contingency</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 4,364,321</b>	<b>\$ 4,817,425</b>	<b>\$ 4,769,971</b>
<b>NET OPERATING SURPLUS/(SHORTFALL)</b>	<b>\$ 1,127,275</b>	<b>\$ 249,877</b>	<b>\$ 900,059</b>

**Budget Detail (cont'd)**

	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Projected	FY 2023-24 Budget
<b>CAPITAL EXPENDITURES</b>				
Rolling Stock Set-aside (Transfer from General Fund to Capital Budget)		-	202,800	210,912
Equipment and Furniture	315	-	-	-
PSB - Temporary Facilities	91,853	848,607	828,934	-
PSB Renovation	459,433	2,757,833	1,833,122	4,711,658
<b>Total Capital Expenditures</b>	<b>\$ 551,601</b>	<b>\$ 3,606,440</b>	<b>\$ 2,864,856</b>	<b>\$ 4,922,570</b>
<b>DEBT SERVICE*</b>	<b>\$ (19,994)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,912</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,895,928</b>		<b>\$ 7,634,827</b>	<b>\$ 9,977,708</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$ 595,668</b>	<b>\$ (3,356,563)</b>	<b>\$ (1,964,797)</b>	<b>\$ (4,160,962)</b>
Building Loan Drawdown	-	-	1,926,120	-
<b>ENDING FUND BALANCE</b>	<b>10,003,964</b>		<b>9,965,287</b>	<b>5,804,325</b>

Debt Service - FY 2019-20, 2020-21, 2021-22 - CalPERS Repayment; Beginning FY 2022-23 Debt Service = Facility Loan Repayment (\$2,160,000 25 year term @ 4.07%)

**Capital Outlay – Public Safety Building**

<u>PSB Renovation Cost Category</u>	<u>Original Budget</u>	<u>As Amended for COs</u>	<u>FY 2022-2023 (projected)</u>	<u>FY 2023-2024 Budget</u>
PSB Renovation Construction	\$ 5,475,000	\$ 5,746,231	\$ 1,025,484	\$ 4,720,747
Temp Fire Station Construction	740,000	590,749	590,749	-
PSB Renovation Design/Engineer	600,000	1,100,325	807,638	292,687
Temp Fire Station Design/Engineering	90,000	205,675	205,675	-
Relocation/FFE/Etc Estimate	300,000	32,510	32,510	-
Sub-Total	<u>\$ 7,205,000</u>	<u>\$ 7,675,489</u>	<u>\$ 2,662,056</u>	<u>\$ 5,013,433</u>
Project Contingency Allowance	720,000	249,511	-	249,511
Total Project Cost	<u>\$ 7,925,000</u>	<u>\$ 7,925,000</u>	<u>\$ 2,662,056</u>	<u>\$ 5,262,944</u>

## Five-Year Financial Forecast

	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
	Actual	Budget	Projected	Budget	Projected	Projected	Projected	Projected
<b>REVENUE</b>								
Property Taxes	\$ 4,783,334	\$ 4,739,500	\$ 5,112,228	\$ 5,316,717	\$ 5,529,386	\$ 5,750,561	\$ 5,980,584	\$ 6,219,807
Special Taxes	204,418	200,752	200,752	201,000	201,000	201,000	201,000	201,000
Other Taxes (HOPTR)	24,612	24,000	24,000	25,000	25,000	25,000	25,000	25,000
Lease Income	36,603	3,050	3,050	3,050	-	-	-	-
Investment Income	14,188	20,000	250,000	200,979	145,108	152,875	156,868	156,061
CERBT Disbursement	40,282	80,000	80,000	68,000	68,000	68,000	68,000	68,000
Other Revenue	388,159	-	-	2,000	2,000	2,000	2,000	2,000
Grant Revenue	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 5,491,596</b>	<b>\$ 5,067,302</b>	<b>\$ 5,670,030</b>	<b>\$ 5,816,746</b>	<b>\$ 5,970,494</b>	<b>\$ 6,199,437</b>	<b>\$ 6,433,451</b>	<b>\$ 6,671,868</b>
<b>EXPENDITURES</b>								
<u>Salaries and Benefits</u>								
Office Wages and Related Costs	176,838	196,052	172,266	177,606	189,810	197,403	205,299	213,511
Retiree Medical Benefits	87,859	90,600	67,144	68,000	68,000	68,000	68,000	68,000
Total Salaries and Benefits	\$ 264,697	\$ 286,652	\$ 239,410	\$ 245,606	\$ 257,810	\$ 265,403	\$ 273,299	\$ 281,511
<u>Outside Professional Services</u>								
El Cerrito Contract Fees	3,525,871	3,843,483	3,843,483	4,146,968	4,478,725	4,837,023	5,223,985	5,641,904
El Cerrito Reconciliation	204,642	123,165	123,165	77,554	125,000	125,000	125,000	125,000
Other Outside Professional Services	271,121	348,925	361,258	313,933	301,800	309,492	322,159	330,896
Total Outside Professional Services	\$ 4,001,634	\$ 4,315,573	\$ 4,327,906	\$ 4,538,455	\$ 4,905,525	\$ 5,271,515	\$ 5,671,145	\$ 6,097,800
Community Service Activities	\$ 26,909	\$ 72,200	\$ 63,262	\$ 38,120	\$ 33,294	\$ 33,521	\$ 33,702	\$ 33,912
District Activities	\$ 27,371	\$ 61,500	\$ 60,105	\$ 23,500	\$ 29,380	\$ 24,500	\$ 30,674	\$ 25,000
Office Expenses	\$ 13,260	\$ 15,500	\$ 15,500	\$ 72,785	\$ 15,279	\$ 15,737	\$ 16,209	\$ 16,695
Building Maintenance	\$ 14,480	\$ 24,000	\$ 19,665	\$ 6,400	\$ 13,685	\$ 13,805	\$ 14,495	\$ 14,495
Building Utilities/Service	\$ 15,970	\$ 17,000	\$ 19,123	\$ 22,360	\$ 23,914	\$ 25,614	\$ 27,475	\$ 29,514
Contingency	\$ -	\$ 25,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 4,364,321</b>	<b>\$ 4,817,425</b>	<b>\$ 4,769,971</b>	<b>\$ 4,967,226</b>	<b>\$ 5,298,886</b>	<b>\$ 5,670,095</b>	<b>\$ 6,086,999</b>	<b>\$ 6,518,927</b>
<b>NET OPERATING SURPLUS/(SHORTFALL)</b>	<b>\$ 1,127,275</b>	<b>\$ 249,877</b>	<b>\$ 900,059</b>	<b>\$ 849,520</b>	<b>\$ 671,608</b>	<b>\$ 529,342</b>	<b>\$ 346,452</b>	<b>\$ 152,941</b>
Capital Expenditures - Rolling Stock Set-aside	\$ -	\$ -	\$ 202,800	\$ 210,912	\$ 219,348	\$ 228,122	\$ 237,247	\$ 246,737
Capital Expenditures - Equip/Furniture	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures - Public Safety Building	\$ 551,286	\$ 3,606,440	\$ 2,662,056	\$ 4,711,658				
Debt Service	\$ (19,994)	\$ -	\$ -	\$ 87,912	\$ 141,570	\$ 141,525	\$ 141,478	\$ 141,428
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,895,928</b>	<b>\$ 8,423,865</b>	<b>\$ 7,634,827</b>	<b>\$ 9,977,708</b>	<b>\$ 5,659,805</b>	<b>\$ 6,039,741</b>	<b>\$ 6,465,724</b>	<b>\$ 6,907,092</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$ 595,668</b>	<b>\$ (3,356,563)</b>	<b>\$ (1,964,797)</b>	<b>\$ (4,160,962)</b>	<b>\$ 310,689</b>	<b>\$ 159,695</b>	<b>\$ (32,272)</b>	<b>\$ (235,224)</b>
Building Loan Drawdown	-	-	1,926,120	-	-	-	-	-
<b>FUND BALANCE (June 30)</b>	<b>\$ 10,003,964</b>	<b>\$ -</b>	<b>\$ 9,965,287</b>	<b>\$ 5,804,325</b>	<b>\$ 6,115,015</b>	<b>\$ 6,274,710</b>	<b>\$ 6,242,438</b>	<b>\$ 6,007,214</b>

## Fund Balance Projection

	Revenue	Expenditures	Transfers In/ (Transfers Out)	Financing Sources	Change in Fund Balance	Beginning Fund Balance	Ending Fund Balance
<b><u>FY 2021-22</u></b>							
General Fund	5,285,728	4,379,134	400,000	-	1,306,594	5,176,904	6,483,498
Special Tax Fund	200,962	2,211	(400,000)	-	(201,249)	409,440	208,191
Capital Fund	4,906	514,583	-	-	(509,677)	3,821,952	3,312,275
<b>Total</b>	<b>5,491,596</b>	<b>4,895,928</b>	<b>-</b>	<b>-</b>	<b>595,668</b>	<b>9,408,296</b>	<b>10,003,964</b>
<b><u>FY 2022-23 (Projected)</u></b>							
General Fund	5,469,278	4,972,771	206,143	-	702,650	6,483,498	7,186,148
Special Tax Fund	200,752	-	(408,943)	-	(208,191)	208,191	-
Capital Fund - PSB	-	2,662,056	202,800	1,926,120	(533,136)	3,312,275	2,779,139
<b>Total</b>	<b>5,670,030</b>	<b>7,634,827</b>	<b>-</b>	<b>1,926,120</b>	<b>(38,677)</b>	<b>10,003,964</b>	<b>9,965,287</b>
<b><u>FY 2023-24 (Budget)</u></b>							
General Fund - Operating	5,615,746	8,063,463	(9,912)	-	(2,457,629)	7,186,148	4,728,519
General Fund - PSB	-	2,797,413	-	-	-	-	-
Special Tax Fund	201,000	-	(201,000)	-	-	-	-
Capital Fund - PSB	-	1,914,245	210,912	-	(1,703,333)	2,779,139	1,075,806
<b>Total</b>	<b>5,816,746</b>	<b>12,775,121</b>	<b>-</b>	<b>-</b>	<b>(4,160,962)</b>	<b>2,779,139</b>	<b>5,804,325</b>
<b><u>FY 2024-25 (Projected)</u></b>							
General Fund	5,769,494	5,659,805	(18,348)	-	91,341	4,728,519	4,819,861
Special Tax Fund	201,000	-	(201,000)	-	-	-	-
Capital Fund	-	-	219,348	-	219,348	1,075,806	1,295,154
<b>Total</b>	<b>5,970,494</b>	<b>5,659,805</b>	<b>-</b>	<b>-</b>	<b>310,689</b>	<b>5,804,325</b>	<b>6,115,015</b>
<b><u>FY 2025-26 (Projected)</u></b>							
General Fund	5,998,437	6,039,741	(27,122)	-	(68,427)	4,819,861	4,751,434
Special Tax Fund	201,000	-	(201,000)	-	-	-	-
Capital Fund	-	-	228,122	-	228,122	1,295,154	1,523,276
<b>Total</b>	<b>6,199,437</b>	<b>6,039,741</b>	<b>-</b>	<b>-</b>	<b>159,695</b>	<b>6,115,015</b>	<b>6,274,710</b>
<b><u>FY 2026-27 (Projected)</u></b>							
General Fund	6,232,451	6,465,724	(36,247)	-	(269,519)	4,751,434	4,481,915
Special Tax Fund	201,000	-	(201,000)	-	-	-	-
Capital Fund	-	-	237,247	-	237,247	1,523,276	1,760,523
<b>Total</b>	<b>6,433,451</b>	<b>6,465,724</b>	<b>-</b>	<b>-</b>	<b>(32,272)</b>	<b>6,274,710</b>	<b>6,242,438</b>
<b><u>FY 2027-28 (Projected)</u></b>							
General Fund	6,470,868	6,907,092	(45,737)	-	(481,961)	4,481,915	3,999,954
Special Tax Fund	201,000	-	(201,000)	-	-	-	-
Capital Fund	-	-	246,737	-	246,737	1,760,523	2,007,260
<b>Total</b>	<b>6,671,868</b>	<b>6,907,092</b>	<b>-</b>	<b>-</b>	<b>(235,224)</b>	<b>6,242,438</b>	<b>6,007,214</b>

## Rolling Stock Reserve

Fiscal Year	Set-Asides				Outlays				Reserve			
	Command		Rolling Stock		Command		Rolling Stock		Command		Rolling Stock	
	Type I	Type III	Vehicle	Total	Type I	Type III	Vehicle	Outlays	Type I	Type III	Vehicle	Reserve
2021								\$0	\$440,730	\$0	\$26,363	\$467,094
2022	\$99,000	\$86,500	\$9,500	\$195,000				\$0	\$539,730	\$86,500	\$35,863	\$662,094
2023	\$102,960	\$89,960	\$9,880	\$202,800				\$0	\$642,690	\$176,460	\$45,743	\$864,894
2024	\$107,078	\$93,558	\$10,275	\$210,912				\$0	\$749,769	\$270,018	\$56,019	\$1,075,806
2025	\$111,362	\$97,301	\$10,686	\$219,348				\$0	\$861,130	\$367,319	\$66,705	\$1,295,154
2026	\$115,816	\$101,193	\$11,114	\$228,122				\$0	\$976,946	\$468,512	\$77,818	\$1,523,277
2027	\$120,449	\$105,240	\$11,558	\$237,247				\$0	\$1,097,395	\$573,752	\$89,377	\$1,760,524
2028	\$125,267	\$109,450	\$12,021	\$246,737			\$97,430	\$97,430	\$1,222,662	\$683,202	\$3,968	\$1,909,832
2029	\$130,277	\$113,828	\$12,501	\$256,607				\$0	\$1,352,939	\$797,031	\$16,469	\$2,166,438
2030	\$135,488	\$118,381	\$13,001	\$266,871				\$0	\$1,488,427	\$915,412	\$29,470	\$2,433,309
2031	\$140,908	\$123,116	\$13,521	\$277,546	\$1,622,575			\$1,622,575	\$6,760	\$1,038,528	\$42,992	\$1,088,280



### Fire Protection Contract

Fire protection is provided pursuant to the contract between the Kensington Fire Protection District and the City of El Cerrito, originally signed in 1995 with updates in 2005, 2009, 2019, and 2022. The full contract is available here: [Kensington-El Cerrito Fire Services Contract](#)

FY 2023-2024 Contract Amount (unreconciled)	\$ 4,146,968.14
FY 2022-2023 Budget to Actual Contract Reconciliation	<u>77,553.80</u>
FY 2023-2024 Proposed Contract Fee	<u>\$ 4,224,521.94</u>

Contract % Increase 7.90%

### Financial Plan

The district engaged NHA Advisors in October 2021 for strategic financial planning of the district's operational, capital, and emergency reserves. The final projection for the Public Safety Building Renovation Project, and associated costs, is attached.

### Code/Enabling Act

California Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law.

### Gann Limit

Fiscal Year 2022-2023 Limit	\$ 5,507,566
Per Capita Personal Income Ratio	1.0444
Population % Change Ratio	<u>0.9964</u>
Fiscal Year 2023-2024 Limit	<u>\$ 5,731,394</u>

### Resources

[KFPD District Policies](#)

[Districts Make the Difference](#)

[California Special Districts Association](#)