

**KENSINGTON FIRE PROTECTION DISTRICT
NOTICE OF A MEETING OF A STANDING COMMITTEE**

FINANCE COMMITTEE

Date of Meeting: June 6, 2017
Time of Meeting: 5:30 p.m.
Place of Meeting: Kensington Public Safety Building
Conference Room
217 Arlington Avenue, Kensington, CA 94707

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office Administrator, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Finance Committee Members: Janice Kosel and Don Dommer
Staff: Chief Lance Maples, Deborah Russell CPA,
Brenda Navellier, Manager

AGENDA

1. Call To Order
2. Public Comment
3. Approval of February 2, 2016 Committee Minutes
4. El Cerrito Contract Fee Proposal for FY 2017-2018
5. FY 2016-2017 Auditor Proposal/Recommendation
6. Review and Recommend Draft FY 2017-2018 Budget
7. Review District Investments
8. Adjourn

For time and date of the next meeting of the Kensington Fire Protection District Finance Committee, contact the District office, 217 Arlington Avenue, Kensington, CA 94707, 510/527-8395.

**MINUTES OF THE FEBRUARY 2, 2017 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Janice Kosel and Don Dommer
 Staff: Manager Brenda Navellier, Fire Chief Lance Maples

CALL TO ORDER:

Director Kosel called the meeting to order at 4:00 p.m. and noted the Committee members and staff that were present. There were two members of the public in attendance.

ORAL COMMUNICATIONS:

None.

APPROVAL OF MAY 31, 2016 COMMITTEE MINUTES:

Director Kosel explained that this was the last time that the Finance Committee had met and that they typically meet twice a year. The Committee agreed by consensus to accept the minutes as submitted.

MID-YEAR BUDGET vs. ACTUAL REVIEW:

Director Kosel noted that under budget revenue for FY17-18, interest income is lower due to the possible building project. The lease agreement with the KPPCSD expires on 6/30/17 and there is no agreement at this time so it is temporarily budgeted at "0". Total revenue for FY16-17 is budgeted at \$3.9M and total expenses are about \$3.2M with the capital outlay. The total surplus is being contributed to the building renovation/replacement fund. By the end of FY16-17, there will be about \$1.8M saved for the building. Construction would not start for another 12 to 18 months, probably in FY18-19. By that point, the District should have \$3.7M saved. KFPD has established a \$10M project cost cap and that would include KPPCSD paying back their share of the building. Construction costs are currently escalating at approximately 6% per year. Dommer expects to present three different building options in approximately May of 2017 to the public. Dommer said he has met with the KPPCSD President and Vice President and asked them to allow letting KFPD develop a building scheme at the park site. KPPCSD is supposed to consider that at their March meeting. Under Operating Expense, Kosel proposed a revision under DFSC Matching Grants to increase it to \$8,000 instead of \$5,000 based on Kensington resident donations. Kosel explained that staff appreciation is up this year due to a staff photo project. Dommer proposed a revision to the Needs Assessment/Feasibility Study to increase by an additional \$15,000 to \$140,000. The planning budget FY17-18 for the study will remain at zero at this time. Kosel then gave an explanation of the engine replacement fund and the attached schedule. The Type III engine will be replaced in FY18-19. The District will have about \$560,000 available cash at the end of FY16-17. Navellier distributed a cash flow sheet to everyone present which Kosel reviewed. Cash flow is always low in the fall/early winter. The cashflow can be correlated with the District's investments which are laddered over a 5-year term outside of LAIF but still held by the County. Two CDs matured last week and both were renewed until July 2017 which was the best rate available. The CDs are fixed rates. Kosel does not anticipate dramatic volatility during the 3-1/2 year time period the District has investments. David Spath asked if the 4% interest for the engine replacement funds has held to be true on the purchase price? Chief Maples responded that the projections have held true. Interest income has will continue to grow until funds are expended on the proposed construction project. In summary two changes to the current budget will be proposed at the February Board meeting: Increasing DFSC Matching Grants to \$8,000 and increasing the Needs Assessment/Feasibility Study to \$140,000. Numbers to watch in the future are the lease and the construction projection for FY17-18.

REVIEW DISTRICT INVESTMENTS:

Both cashflow and the investment summary were handed out earlier in the meeting and discussed above.

Kosel said consideration of hiring a new auditor will be included in the Committee's next meeting agenda. KFPD reviews its auditors about every five years and will get fee proposals and sample audit reports from potential auditors. During the last review, KFPD chose to stay with their current auditor as they had the most intelligible

report. Potential auditors can be pulled from CSDA. Dommer added that if the District doesn't want to change auditors, it should at least change personnel within the audit firm every five years. Discussion followed.

Linda Spath asked who does the District pay for the pharmaceutical disposal? The Committee answered, Stericycle. Spath wondered if it makes sense in the future to be a drop off site sponsored by EBMUD. Chief Maples explained that is an option but narcotics cannot be disposed of in that format. KFPD has researched this option in the past. It is worth considering for the future with a new building. Ms. Spath also asked how the shredding event works to which the Committee replied. The cost is the fee that the vendor charges and the shredding takes place on site. David Spath asked about combining the pharmaceutical drop off with the EBMUD program so that there is a convenience for residents instead of twice a year.

ADJOURNMENT: The meeting was adjourned at 4:45 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of June 6, 2017.

Attest:

Finance Committee Member

FIRE DEPARTMENT

The Fire Department's mission is to enhance community safety by 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. The Department achieves this mission by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.

DEPARTMENT OVERVIEW

The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The Department receives payment from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30% of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District, the City of Albany Fire Department, and the City of Berkeley Fire Department. These active partnerships utilize the combined resources of all four agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self sufficient in the event of an emergency. The Department also conducts outreach and educational opportunities to residents,

businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

Training/EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness component of the Department's public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

Operations Division

Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

Support Services Division

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department's staff level work assignments.

Chart 6-1 provides an organizational overview of the Fire Department:

Chart 6-1
Fire Department Organization Chart

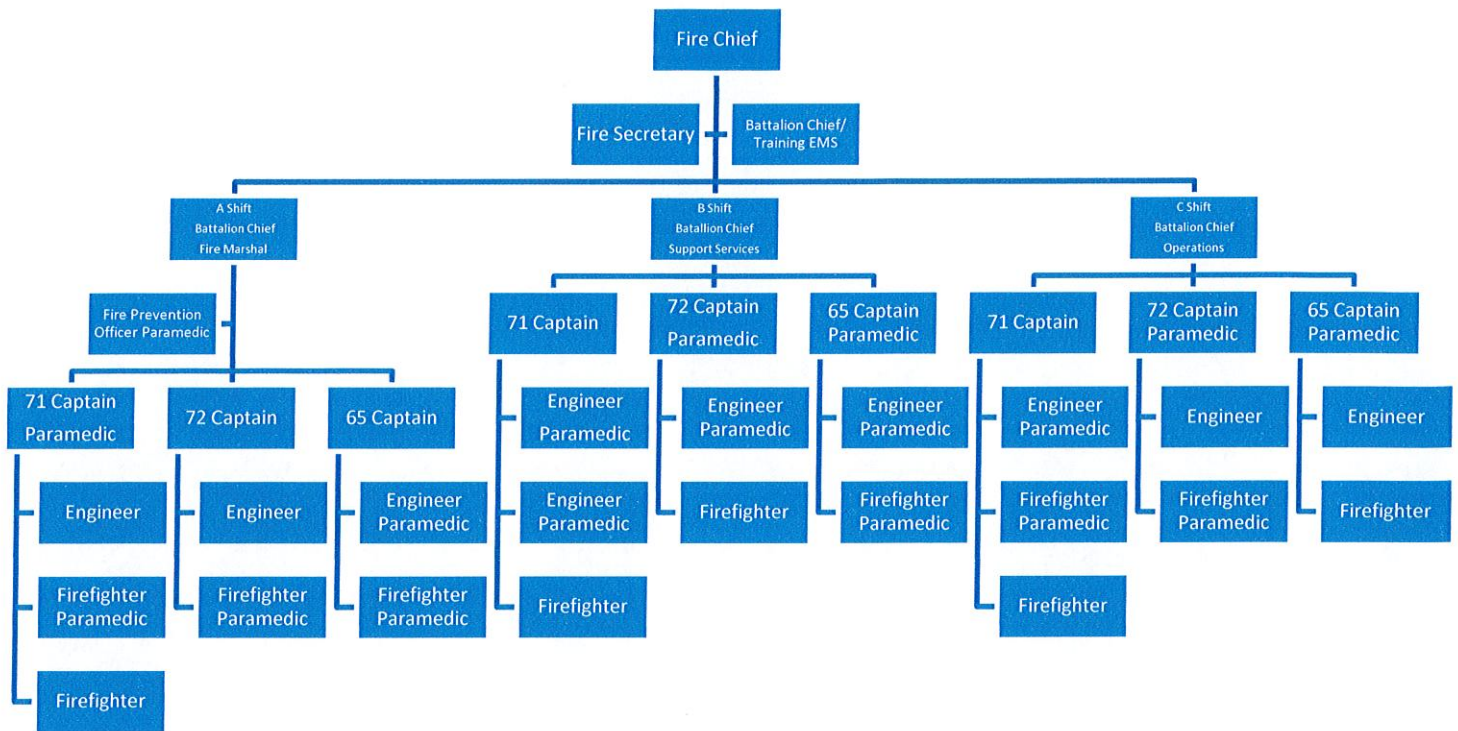


Table 6-1 shows the adopted personnel authorization for the Department. In FY 2017-18, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

Table 6-1
Fire Department Position Listing

FIRE DEPARTMENT	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Battalion Chief	3	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1	1
Fire Captain	4	4	4	2	2
Fire Captain/Paramedic	5	5	5	7	7
Fire Captain/Paramedic/FPO	1	1	1	1	1
Fire Chief	1	1	1	1	1
Fire Engineer	4	4	3	3	3
Fire Engineer/Paramedic	8	8	9	9	9
Fire Secretary	1	1	1	1	1
Firefighter	5	5	5	5	6
Firefighter/Paramedic	4	4	4	4	3
FIRE DEPARTMENT TOTAL	37	37	37	37	37

Strategic Plan Alignment

Table 6-2 shows the services performed by the Fire Department as aligned to the City's Strategic Plan.

Table 6-2
Fire Department Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Disaster Preparedness - CERT Program	Public Health & Safety	City	Ongoing
Disaster Preparedness - Emergency Plan Review and Exercise	Public Health & Safety	Federal	Ongoing
Emergency Response - All Risk and EMS Response	Public Health & Safety	City	Ongoing
Emergency Response - Automatic Aid Agreements	Public Health & Safety	City	Ongoing
Fire Prevention - Code Development and Enforcement; Construction Plan Check & Inspection; Fire inspections	Public Health & Safety	State	Ongoing
Fire Prevention - Vegetation Management Program	Public Health & Safety	State	Ongoing
Fire/EMS Training - Staff Development	Public Health & Safety	State	Ongoing
Operations - Continued Evaluation and Adjustment of Programs to Maximize Organizational Effectiveness	Public Health & Safety	No	Ongoing
Support Service - Facility and Equipment Maintenance	Public Health & Safety	State	Ongoing
Support Service - Grant Writing & Management	Financial Sustainability	No	Ongoing
Support Service - Apparatus and Equipment Maintenance	Public Health & Safety	State	Ongoing
Support Service - Wellness/Fitness Program	Exemplary Services	No	Ongoing
Public education: tours, school/comm. Presentations, Tri-City Safety Day, other events	Public Health & Safety	No	Ongoing
Administer Contract to provide fire service to Kensington	Financial Stability	City	Ongoing

Service Indicators

Based on a review of Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2017-18 with current staffing levels as shown in the Adopted budget.

- Fire: Structure fire, fire in mobile property, wildland fire
- Emergency Medical Service/Rescue: Rescue, medical assistance, vehicle accident
- Hazardous Condition: Toxic condition, electrical arcing, flammable gas or liquid condition
- Service Call: Person(s) in distress, water problem, odor problem, unauthorized burning
- Good Intent: Hazardous material investigation/no hazard found, EMS call/ patient self transported
- False Calls: Unintentional alarm, system malfunction, malicious, bomb scare; no hazard

Table 6-3
Emergency Response Workload

Response Type	2011	2012	2013	2014	2015	2016
Fires	113	112	113	160	140	145
EMS/Rescues	1,529	1,537	1,572	1,582	1,747	1,777
Hazardous Conditions	69	69	56	88	77	100
Service Calls	256	251	292	256	280	294
Good Intent	693	835	736	758	897	862
False Calls	160	172	187	174	185	199

Table 6-4 shows that the Department responds to approximately 3,000 calls per year. Fire loss over this five-year period averages \$238,656 per year. Fire loss averages remain very low compared to cities with similar demographics. The Department anticipates that requests for service will remain flat over the next calendar year.

Table 6-4
Total Responses, by Year

Year	Number	Dollar Loss
2012	2,976	\$428,250
2013	2,956	131,755
2014	3,018	196,725
2015	3,326	112,715
2016	3,377	323,835
Average	3,130	\$238,656

Tables 6-5 through 6-8 illustrate the Department's commitment to continued training and education and public outreach:

Table 6-5
Training Hours

Type	2012	2013	2014	2015	2016
Medical – EMS	760	690	729	948	785
Operations	12,172	12,510	11,952	13,652	13,592
Physical Fitness	979	1,004	582	1,404	1,034
Online	826	1,043	1,266	1,075	1,071
Total	14,737	15,247	14,529	17,079	16,482

Table 6-6
Fire Prevention Activities

Inspection Type	2012	2013	2014	2015	2016
Fire Inspections (Fire Company)	471	602	521	518	518
Mandatory (Schools/Jails/Convalescents)	23	20	24	24	24
Self-Inspection	254	149	94	97	97
Construction Plan Checks	64	48	72	89	77
Construction Inspections	200	53	39	64	142
Vegetation Management Inspections	14,270	14,270	14,270	14,270	14,270
Vegetation Management Re-inspections	283	113	289	199	498
Total	15,565	15,255	15,309	15,261	15,626

Table 6-7
Current Certifications Held

Type	2012	2013	2014	2015	2016
Chief Officer	1	1	1	1	1
Fire Officer	21	21	23	21	23
Firefighter II	33	31	31	28	30
Firefighter I	33	33	31	31	33
Driver Operator I	31	31	31	30	32
CERT Instructors	8	8	8	8	8
Rescue Systems I	27	26	28	27	33
Rescue Systems II	10	10	12	12	12
EMT	12	15	15	15	16
Paramedic	18	18	18	18	17
Total	194	194	198	191	205

Table 6-8
Public Education Contacts

Contact Type	2012	2013	2014	2015	2016
Station Tours	177	245	265	247	255
Preschool-K Programs	493	430	325	662	679
Open Houses	147	400	137	194	129
School Age Programs 1-6	606	350	550	417	428
School Age Programs 7-12	497	205	334	463	522
Senior Programs	63	29	193	155	162
First Aid/ CPR	169	60	100	100	100
Car Seats	49	70	49	55	48
Total	2,201	1,781	1,953	2,293	2,323

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2017 - 2018

**LINE ITEM DETAIL BUDGET EXPENDITURES
101 GENERAL FUND**


	Proposed Budget FY17-18		
5100 SALARIES & BENEFITS			
51110 Salaries	\$4,921,317.00	27.75%	\$1,365,665.47
51130 Temporary/Part-time Salaries	\$1,500.00	27.75%	\$416.25
51140 Overtime Pay	\$600,000.00	27.75%	\$166,500.00
51145 FLSA Overtime pay	\$103,348.00	27.75%	\$28,679.07
51146 Non Suppression Overtime pay	\$81,902.00	27.75%	\$22,727.81
51150 Special Pay	\$0.00	27.75%	\$0.00
51210 PERS Contributions	\$1,861,630.00	27.75%	\$516,602.33
51220 FICA/MEDICARE	\$78,242.00	27.75%	\$21,712.16
51230 Benefits & Insurance	\$996,993.00	27.75%	\$276,665.56
51240 Workers Compensation	\$141,525.00	27.75%	\$39,273.19
51990 Salary Savings	(\$612,717.00)	27.75%	(\$170,026.97)
TOTAL	\$8,173,740.00		\$2,268,212.85
5200 PROFESSIONAL SERVICES			
52190 Misc Professional Services	\$10,000.00	33.33%	\$3,333.00
52220 Medical Services	\$15,000.00	33.33%	\$4,999.50
TOTAL	\$25,000.00		\$8,332.50
5300 PROPERTY SERVICES			
53110 Utilities	\$12,651.00	0.00%	\$0.00
53230 Building Maintenance Services	\$15,000.00	33.33%	\$4,999.50
53240 Landscape/Park Maint Svcs	\$30,000.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$80,000.00	25.00%	\$20,000.00
53290 Misc R&M Svcs	\$190,000.00	33.33%	\$63,327.00
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330 Vehic Replcmt Rental Charge	\$161,532.00	18.83%	\$30,416.48
53910 Solid Waste Services	\$6,000.00	33.33%	\$1,999.80
TOTAL	\$495,183.00		\$120,742.78
5400 OTHER SERVICES			
54210 Telephone Expenses	\$15,000.00	20.00%	\$3,000.00
54220 Mobile/Wireless Expenses	\$12,000.00	20.00%	\$2,400.00
54310 Legal Notices & Advertisements	\$6,000.00	25.00%	\$1,500.00
54410 Printing and Binding	\$6,000.00	25.00%	\$1,500.00
54610 Travel & Training	\$30,000.00	25.00%	\$7,500.00
54910 Dues & Subscriptions	\$12,000.00	25.00%	\$3,000.00
54990 Other Administrative Services	\$15,000.00	25.00%	\$3,750.00
TOTAL	\$96,000.00		\$22,650.00
5500 SUPPLIES			
55110 General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120 Postage & Delivery	\$1,300.00	25.00%	\$325.00
55130 Photocopying Charges	\$3,000.00	25.00%	\$750.00
55210 Fuel	\$40,000.00	27.00%	\$10,800.00
55230 Medical Supplies	\$25,000.00	30.00%	\$7,500.00
55240 Clothing & Uniform Supplies	\$35,000.00	33.33%	\$11,665.50
55250 Vehicle & Equipmt Supplies	\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$7,000.00	25.00%	\$1,750.00
55520 Building Supplies	\$20,000.00	25.00%	\$5,000.00
TOTAL	\$137,300.00		\$37,466.50
5600 CAPITAL OUTLAY			
56310 Improvements, Not Buildings	\$25,000.00	0.00%	\$0.00
56710 Other Equipment < \$10K	\$20,000.00	0.00%	\$0.00
56720 Other Equipment > \$10K	\$0.00	0.00%	\$0.00
TOTAL	\$45,000.00		\$0.00
5800 OTHER CHARGES			
58220 Licenses & Permits	\$1,000.00	25.00%	\$250.00
TOTAL	\$1,000.00		\$250.00
GRAND TOTAL	\$8,973,223.00		\$2,467,653.63
OVERHEAD CHARGES (9% of Personnel)	\$735,836.60	27.75%	\$204,139.16
TOTAL COMPENSATION COST SHARE	\$114,614.00	50.00%	(\$57,307.00)
UNRECONCILED CONTRACT AMOUNT			\$2,604,485.78
RECONCILIATION 2015-2016 FY BUDGET TO ACTUAL			\$165,114.45
COMPENSATION COST SHARE RECONCILIATION FY 2015-16 BUDGET TO ACTUAL			(\$2,295.59)
PROPOSED EC CONTRACT FEE FY 2017-2018			\$2,767,304.64

EL CERRITO CONTRACT COMPARISON

<u>FISCAL YEAR</u> <u>ENDING</u>	<u>EL CERRITO</u> <u>CONTRACT</u>	<u>ANNUAL</u> <u>% INCREASE</u>
6/30/1996	\$952,990	
6/30/1997	\$1,023,834	7.43%
6/30/1998	\$1,027,441	0.35%
6/30/1999	\$1,044,276	1.64%
6/30/2000	\$1,087,979	4.19%
6/30/2001	\$1,156,963	6.34%
6/30/2002	\$1,223,418	5.74%
6/30/2003	\$1,373,181	12.24%
6/30/2004	\$1,442,060	5.02%
6/30/2005	\$1,603,088	11.17%
6/30/2006	\$1,659,114	3.49%
6/30/2007	\$1,861,790	12.22%
6/30/2008	\$1,929,915	3.66%
6/30/2009	\$2,105,158	9.08%
6/30/2010	\$2,120,231	0.72%
6/30/2011	\$2,132,128	0.56%
6/30/2012	\$2,260,942	6.04%
6/30/2013	\$2,365,475	4.62%
6/30/2014	\$2,360,834	-0.20%
6/30/2015	\$2,415,339	2.31%
6/30/2016	\$2,369,530	-1.90%
6/30/2017	\$2,552,869	7.74%
6/30/2018	\$2,826,907	10.73%

June 1, 2017

To: KFPD Finance Committee

Fr:  Brenda Navellier
KFPD Manager

Re: Auditor Recommendation

At the Finance Committee's direction, I solicited proposals and sample audits from four firms that were listed on the CSDA website consultant consortium. The following firms were contacted:

Maze & Associates, Pleasant Hill
Blomberg & Griffin, Stockton
James Marta, Sacramento
Mann Urrutia Nelson CPAs (MUN), Sacramento

Out of the four firms contacted, Maze & Associates (\$13,493) and MUN CPAs (\$16,000) responded with proposals and sample audits. In addition, I solicited a proposal from our current auditor, Lamorena & Chang (\$13,500).

While we have been very pleased with our current auditor, Lamorena & Chang, we have used the firm for several years and decided to stay with them after reviewing audit proposals in 2013 because of their highly intelligible report format. However, in the interest of transparency and to get a fresh look at our books, we recommending changing auditing firms for the FY16-17 audit review.

On May 2nd, our accountant, Deborah Russell, and I conducted interviews with Maze & Associates and MUN CPAs. Both firms presented well and both Debbie and I felt we could work with the personnel that we met. I also followed up with several reference checks for both firms. Both firms received positive reviews though MUN CPAs outshined Maze & Associates. After reviewing the sample audits, we felt MUN CPAs was a slightly superior product to Maze & Associates. I am recommending MUN CPAs to the Finance Committee.

KFPD COMBINED DRAFT REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2017-2018

	FY 2016-2017	FY 2016-2017	FY 2017-2018	FY 2018-2019
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	3,570,295	3,691,707	3,839,375	3,916,165
Special Taxes	200,287	200,287	200,287	200,290
Other tax income	26,000	25,500	26,000	26,000
Interest income	20,000	43,000	40,000	30,000
Lease agreement	1	1	35,470	36,535
Salary reimb agreement	54,600	53,064	59,603	57,322
Miscellaneous income	0	1,388	0	0
Gain on Sale of Engine	0	30,000	0	0
Total Revenue	3,871,184	4,044,947	4,200,735	4,266,312
	FY 2016-2017	FY 2016-2017	FY 2017-2018	FY2018-2019
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,000	4,500	5,250	5,500
Actuarial Valuation	0	0	5,500	2,900
Audit	13,000	13,000	13,650	14,000
CC County Expenses	33,350	31,800	32,500	33,000
EI Cerrito Contract	2,552,869	2,552,869	2,826,907	2,911,714
Fire Abatement Contract	8,000	265	8,000	8,000
Insurance - Risk Mgmt	12,110	12,943	14,000	15,000
LAFCO Fees	1,850	2,124	2,200	2,300
Legal Fees	30,000	35,000	35,000	35,000
Water System Improvements	20,000	0	20,000	20,000
Wildland Vegetation Mgmt	10,000	6,000	10,000	10,000
RETIREE MEDICAL BENEFITS*				
PERS Medical (OPEB cost)	36,850	36,850	0	0
Delta Dental	5,770	5,770	0	0
Vision Care	1,775	1,775	0	0
COMMUNITY SERVICE ACTIVITES				
Public Education	13,000	6,500	10,000	10,000
Community Pharmaceutical Drop-Off	5,000	1,500	4,000	4,000
Vial of Life Program	200	0	200	0
CERT Kits/Sheds/Preparedness	30,000	24,000	17,500	15,000
Open Houses	750	336	1,200	750
Community Shredder	3,500	2,350	2,750	3,000
DFSC Matching Grants	8,000	8,000	8,000	8,000
Firesafe Planting Grants	3,000	500	3,000	3,000
Demonstration Garden	10,000	3,000	30,000	2,500
Community Sandbags	6,000	3,103	5,000	5,000
DISTRICT ACTIVITIES				
Professional Development	5,000	2,900	5,000	5,000
District Office				
Office expense	3,500	1,700	3,000	3,000
Office supplies	2,500	1,400	2,500	2,500
Telephone	8,000	6,900	8,000	8,000
Election	1,000	300	0	1,000
Firefighter's Apparel & PPE	27,000	26,000	1,500	1,000
Firefighters' Expenses	10,000	10,000	10,000	10,000
Staff Appreciation	4,000	3,500	2,000	2,200
Memberships	7,675	7,176	7,535	8,100
P/S Building				
Needs Assessment/Feasibility Study	150,000	190,000	25,000	0
Gardening service	2,000	1,000	2,000	2,000
Building alarm	2,000	1,379	2,000	2,000
Medical waste disposal	3,500	4,073	5,000	5,500
Janitorial	1,500	1,260	1,500	1,500

KFPD COMBINED DRAFT REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2017-2018

Misc. Maint/Improvements	12,000	8,250	12,000	12,000
PG&E	7,500	6,650	7,500	8,000
Water/Sewer	1,900	1,940	2,040	2,140
Staff				
Wages	83,113	83,113	85,590	87,300
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,350	800	1,540	1,575
Vacation Wages Accrual Adjustment	766	-1,458	2,253	0
Medical/dental insurance compensation	8,190	8,190	8,190	8,250
Retirement Contribution	6,317	6,317	6,505	6,635
Payroll Taxes	7,493	7,406	7,725	7,865
Insurance - Workers Comp/Life	1,600	1,623	1,800	2,000
Processing	1,515	1,454	1,550	1,600
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,195,441	3,135,056	3,292,383	3,323,826
Capital Outlay				
Firefighter qtrs/equip	15,000	4,500	15,000	15,000
Office Furniture/Computers	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	20,000	4,500	20,000	20,000
TOTAL EXPENDITURES	3,215,441	3,139,556	3,312,383	3,343,826

Notes: The standard expenditure increase is 5% unless otherwise indicated or unless policy decisions mandated.

* Due to new reporting rules under GASB 75 and the fact that our OPEB assets equal liabilities, the actuary stated preliminarily that we will have no OPEB expense beginning in FY 17/18.

Designated Funds (see attached schedules)

Engine Replacement Fund	117,874	117,874	117,874	117,874
Public Safety Building Fund	<u>1,089,786</u>	<u>1,089,786</u>	<u>931,377</u>	<u>968,632</u>
	1,207,660	1,207,660	1,049,251	1,086,506

	FY 2016-2017 <u>Budget</u>	FY 2016-2017 <u>Est. Actual</u>	FY 2017-2018 <u>Budget</u>	FY 2018-2019 <u>Planning</u>
Beginning Cash	6,596,372	4,838,560	5,882,753	6,771,105
Revenue	3,871,184	4,044,947	4,200,735	4,266,312
Operating Expenditures	-3,195,441	-3,135,056	-3,292,383	-3,323,826
Capital Expenditures	-20,000	0	-20,000	-20,000
<i>Accrual to Cash Adjustment</i>		134,302		
<u>ENDING CASH</u>	7,252,114	5,882,753	6,771,105	7,693,591
<i>Cumulative Designated Funds</i>				
Capital Replacement Funds	-2,418,425	-2,418,425	-3,467,676	-4,554,182
Prepaid CERBT - Retiree Trust	-1,004,837	-965,000	-965,000	-965,000
El Cerrito Contract 12 month set aside	-2,552,869	-2,552,869	-2,826,907	-2,911,714
<u>AVAILABLE CASH</u>	1,275,983	-53,541	-488,478	-737,305

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2017-2018

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle	Estimated Cost	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle	Estimated Cost	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
	15 yrs/4%					\$540,094			
					\$94,000		02-03		
					\$205,895		03-04		
							04-05	32,860	32,860
							05-06	32,860	65,720
							06-07	32,855	98,575
							07-08	36,793	135,368
							08-09	36,793	172,161
					adjust to	\$592,100	09-10	41,994	214,155
							10-11	41,994	256,149
							11-12	41,994	298,143
							12-13	41,994	340,137
							13-14	41,994	382,131
							14-15	41,994	424,125
632000	1,138,200	15-16					15-16	41,994	466,119
		16-17	75,880	75,880			16-17	41,994	508,113
		17-18	75,880	151,760			17-18	41,994	550,107
		18-19	75,880	227,640			18-19	41,994	592,101
		19-20	75,880	303,520				592,101	
		20-21	75,880	379,400					
		21-22	75,880	455,280					
		22-23	75,880	531,160					
		23-24	75,880	607,040					
		24-25	75,880	682,920					
		25-26	75,880	758,800					
		26-27	75,880	834,680					
		27-28	75,880	910,560					
		28-29	75,880	986,440					
		29-30	75,880	1,062,320					
		30-31	75,880	1,138,200					
			1,138,200						

KFPD COMBINED DRAFT REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2017-2018

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT

Adjusted for 4% <u>Inflation</u>	<u>Fiscal</u> <u>Year</u>	<u>Yearly</u> <u>Contribution</u>	<u>Accumulated</u> <u>Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	432,486	744,646
	16-17	1,089,786	1,834,432
	17-18	931,377	2,765,810
	18-19	968,632	3,734,442

* Based on historical building expenditures, KFPD will be setting aside \$100,000 per fiscal year to accumulate funds to be available for future building improvements/major repairs.

In preparation for a major building remodel/replacement, any surplus funding from each year will also be contributed to the building replacement fund at this time