



KENSINGTON FIRE PROTECTION DISTRICT

DATE: August 27, 2024
TO: Finance Committee
RE: FY 2024-2025 Final Budget
SUBMITTED BY: Mary A. Morris-Mayorga, Consultant

Recommended Action

This item is provided for review, discussion, and for any staff direction prior to presenting to the Board of Directors.

Background

As discussed with the Finance Committee on June 10th, the preliminary budget was developed in conjunction with an updated long-term financial forecast. Staff worked with Bill Zenoni in updating and confirming the financial forecast including assumptions. Staff walked through the financial forecast first and then the budget document. In addition, the public safety building budget was reviewed with an update on projected costs at this point.

At that meeting, the committee also received a presentation of the El Cerrito fire services contract fee schedule and inquired about as well as discussed components of this which resulted in some follow-up items. The updated fee schedule was received, confirmed, and was incorporated into the budget along with submitted for approval at the Board of Directors meeting on June 19, 2024. The update resulted in a reduction of the original proposed fee.

With the final budget scheduled for adoption at the September 18th Board of Directors meeting, any updates since the approval of the preliminary budget are included for discussion and to determine if there are others to be considered or as requested by the committee.

Fiscal Impact

The Fiscal Year 2024-25 Budget demonstrates there is adequate funding for District operations and capital projects.

Attachments: Fiscal Year 2024-25 Final Budget Line-Item Detail (Draft)

KENSINGTON FIRE PROTECTION DISTRICT
FIVE YEAR FINANCIAL FORECAST - Line Item Detail

August 27, 2024

	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected	FY 2028-29 Projected
BEGINNING BALANCE							
Risk Management Insurance	21,697	21,697	23,866	26,253	28,878	31,766	34,943
LAFCO Fees	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Legal Fees	15,600	15,600	12,000	12,360	12,731	13,113	13,506
Operational Consultant	20,000	20,000	71,130	5,000	5,000	5,000	5,000
Fiscal Analysis Consultant	25,000	5,248	19,752	-	-	-	-
Recruitment	14,925	14,925	-	-	-	-	-
Temporary Services	-	-	5,000	-	-	-	-
Water System Improvements	10,000	10,000	-	-	-	-	-
Website Development/Maintenance	3,600	3,600	3,600	3,600	3,600	3,600	3,600
Wildland Vegetation Maintenance	7,828	7,828	8,063	8,305	8,554	8,810	9,075
Other Outside Professional Services	-	-	-	-	-	-	-
Emergency Preparedness Coordinator	107,704	107,704	110,935	114,263	117,691	121,222	124,858
Grant Writer/Coordinator	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Nixle (Everbridge) Fees	3,200	3,200	3,296	3,395	3,497	3,602	3,710
Long-Term Financial Planner/Disclosure	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Total Outside Professional Services	\$ 4,588,676	\$ 4,568,924	\$ 4,685,797	\$ 5,070,543	\$ 5,456,908	\$ 5,868,168	\$ 6,317,711
<u>Community Service Activities</u>							
Public Education	20,000	20,000	15,000	15,000	15,000	15,000	15,000
EP Coordinator Expense Account	1,000	-	-	-	-	-	-
Community Pharmaceutical Drop-Off	2,500	2,500	2,500	2,500	2,500	2,500	2,500
CERT Emergency Kits/Sheds/Prep	4,120	4,120	4,244	4,371	4,502	4,637	4,776
Open Houses	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Community Shredder	5,500	5,500	5,500	5,500	5,500	5,500	5,500
DFSC Matching Grants	-	-	-	-	-	-	-
Firesafe Planting Grants	25,000	10,000	10,000	10,000	10,000	10,000	10,000
Demonstration Garden	-	-	-	-	-	-	-
Community Sandbags	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Volunteer Appreciation	500	500	500	500	500	500	500
Community Service - Other	500	500	500	500	500	500	500
Total Community Service Activities	\$ 64,620	\$ 48,620	\$ 43,744	\$ 43,871	\$ 44,002	\$ 44,137	\$ 44,276
<u>District Activities</u>							
Equipment	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	-	-
Professional Development	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Election	-	-	-	-	6,151	-	6,459
Firefighter's Apparel & PPE	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Firefighter's Expenses	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Staff Appreciation	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Memberships	9,500	9,500	9,500	9,500	9,500	9,500	9,500
Total District Activities	\$ 23,500	\$ 23,500	\$ 23,500	\$ 23,500	\$ 29,651	\$ 23,500	\$ 29,959
<u>Office</u>							
Office Expenses	6,000	6,000	4,000	4,120	4,244	4,371	4,502

**KENSINGTON FIRE PROTECTION DISTRICT
FIVE YEAR FINANCIAL FORECAST - Line Item Detail**

August 27, 2024

	FY 2023-24 Budget	FY 2023-24 Projected	FY 2024-25 Budget	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected	FY 2028-29 Projected
BEGINNING BALANCE							
Office Supplies	1,200	1,200	1,236	1,273	1,311	1,351	1,391
Telephones	1,000	1,000	1,030	1,061	1,093	1,126	1,159
Internet	4,000	4,000	4,120	4,244	4,371	4,502	4,637
Office - Other	515	515	530	546	563	580	597
Office - Equipment	2,500	2,500	500	-	-	-	-
Total Office	\$ 15,215	\$ 15,215	\$ 11,416	\$ 11,244	\$ 11,581	\$ 11,929	\$ 12,287
<u>Building Maintenance</u>							
Gardening Services	500	500	2,400	2,520	2,646	2,778	2,917
Building Alarm	1,500	1,500	1,500	1,575	1,654	1,736	1,823
Medical Waste Disposal	2,200	2,200	2,200	2,310	2,426	2,547	2,674
Janitorial Services	200	200	2,400	2,520	2,646	2,778	2,917
Miscellaneous Maintenance	2,500	2,500	5,000	5,250	5,513	5,788	6,078
Total Building Maintenance	\$ 6,900	\$ 6,900	\$ 13,500	\$ 14,175	\$ 14,884	\$ 15,628	\$ 16,409
<u>Building Utilities/Service</u>							
Gas and Electric	6,300	6,300	12,000	13,200	14,520	15,972	17,569
Water/Sewer	6,600	6,600	5,000	5,150	5,305	5,464	5,628
Refuse Collection	3,000	3,000	3,090	3,183	3,278	3,377	3,478
Building Utilities/Services - Other	3,940	3,940	1,000	1,030	1,061	1,093	1,126
Total Building Utilities/Service	\$ 19,840	\$ 19,840	\$ 21,090	\$ 22,563	\$ 24,164	\$ 25,905	\$ 27,800
Contingency	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL OPERATING EXPENDITURES	\$ 5,025,130	\$ 4,989,378	\$ 5,066,934	\$ 5,462,219	\$ 5,866,266	\$ 6,283,427	\$ 6,752,030
NET OPERATING SURPLUS/(SHORTFALL)	\$ 957,529	\$ 993,281	\$ 1,148,252	\$ 993,957	\$ 861,859	\$ 720,859	\$ 532,653
CAPITAL EXPENDITURES							
Rolling Stock Set-aside <i>(Transfer from General Fund to Capital Fund)</i>							
Equipment and Furniture	-	-	-	-	-	-	-
PSB - Temporary Facilities	-	-	-	-	-	-	-
PSB Renovation	5,881,093	5,881,093	700,000	-	-	-	-
Total Capital Expenditures	\$ 5,881,093	\$ 5,881,093	\$ 700,000	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE*	\$ -	\$ -	\$ 141,570	\$ 141,525	\$ 141,478	\$ 141,428	\$ 141,377
RESERVES							
Rolling Stock Set-aside <i>(Transfer from General Fund to Capital Fund)</i>	167,489	167,489	219,348	228,122	237,247	246,737	256,607
El Cerrito Contract Reserve			26,635	234,259	186,652	201,585	217,711
			-	-	-	-	-
			-	-	-	-	-
Total Reserve Funding	\$ 167,489	\$ 167,489	\$ 245,983	\$ 462,381	\$ 423,899	\$ 448,322	\$ 474,318
TOTAL EXPENDITURES AND RESERVES FUNDING	\$ 10,906,223	\$ 10,870,471	\$ 6,154,487	\$ 6,066,124	\$ 6,431,643	\$ 6,873,177	\$ 7,367,726

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BEGINNING BALANCE	FY 2023-24	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
	Budget	Projected	Budget	Projected	Projected	Projected	Projected
CHANGE IN FUND BALANCE	\$ (4,923,564)	\$ (4,887,812)	\$ 306,682	\$ 852,433	\$ 720,381	\$ 579,431	\$ 391,276
ENDING FUND BALANCE	-	-	-	-	-	-	-
GENERAL FUND/SPECIAL REVENUE FUND	4,907,519	4,775,782	2,719,468	3,571,901	4,292,282	4,871,713	5,262,989
GENERAL FUND/EL CERRITO CONTRACT RESERVE	2,112,261	2,112,261	2,138,896	2,138,896	2,138,896	2,138,896	2,138,896
CAPITAL/ROLLING STOCK FUND BALANCE	864,875	1,032,364	1,251,712	1,251,712	1,251,712	1,251,712	1,251,712
TOTAL	7,884,655	7,920,407	6,110,076	6,962,509	7,682,890	8,262,321	8,653,597

August 27, 2024

NET OPERATING SURPLUS/(SHORTFALL)	General Fund Operating Surplus	\$ 1,148,252	\$ 993,957	\$ 861,859	\$ 720,859	\$ 532,653
PSB Renovation	Capital Outlay	700,000	-	-	-	-
Rolling Stock Set-aside (Transfer from General Fund to Capital Fund)	Rolling Stock Set-aside	219,348	228,122	237,247	246,737	256,607
El Cerrito Contract Reserve	EC Contract Reserve	26,635	234,259	186,652	201,585	217,711
DEBT SERVICE*	Debt Service	141,570	141,525	141,478	141,428	141,377
Net Change in General Fund Balance	Available for Appropriation	\$ 60,699	\$ 390,052	\$ 296,482	\$ 131,109	\$ (83,042)