

CAPISTRANO BAY DISTRICT
 DRAFT ANNUAL BUDGET
 FOR THE YEAR ENDING JUNE 30, 2014

DRAFT

ITEM NO. G.3 6/21/2013

	2014 ANNUAL BUDGET	BUDGET MONTHLY	BUDGET PER UNIT
INCOME			
User Fee Revenue	\$ 226,000.00	\$ 18,833.33	\$ 96.58
Property Tax Revenue	701,360.00	58,446.67	299.73
Transponder Fee	1,500.00	125.00	0.64
RR Parking Revenue	39,400.00	3,283.33	16.84
Annual Fee for County Gate	4,000.00	333.33	1.71
Development Impact Fee	15,000.00	1,250.00	6.41
Summer Trash Program	3,540.00	295.00	1.51
Late Fees	240.00	20.00	0.10
TOTAL INCOME	\$ 991,040.00	\$ 82,586.67	\$ 423.52

EXPENSES

GENERAL & ADMINISTRATIVE:

Annual Financial Audit	10,600.00	883.33	4.53
Bank Charges	145.00	12.08	0.06
Communications ~ Telephone/Fax/Internet	3,780.00	315.00	1.62
Contribution to CBRA for Annual Summer Mtg	1,500.00	125.00	0.64
Contribution to Pacific Legal Foundation	5,000.00	416.67	2.14
Equipment Lease ~ Copy Machine	2,880.00	240.00	1.23
Equipment ~ Copy Machine County Tax	1,685.00	140.42	0.72
Insurance ~ Liability	13,600.00	1,133.33	5.81
LCP Committee (Local Coastal Plan Committee)	6,000.00	500.00	2.56
Legal Expense	10,000.00	833.33	4.27
Memberships (CA Special Dist/LAFCO/etc)	3,290.00	274.17	1.41
Miscellaneous Fees	200.00	16.67	0.09
Office Equipment Purchase	1,400.00	116.67	0.60
Office Supplies	10,000.00	833.33	4.27
Photo Copying ~ Webb	700.00	58.33	0.30
Postage ~ Webb	650.00	54.17	0.28
Property Management Contract ~ Webb	21,600.00	1,800.00	9.23
Rent ~ Meeting Space (United Methodist Church)	1,400.00	116.67	0.60
Rent ~ Doc/Misc Storage	2,520.00	210.00	1.08
Reserve Study Update (last done 6/30/11)	-	-	-
RR Parking Expense ~ OCTA	37,500.00	3,125.00	16.03
Security ~ Allowance for 4th of July	4,500.00	375.00	1.92
Security ~ Bonuses for Staff	1,725.00	143.75	0.74
Security ~ Dwelling Live Annual License Fee	6,615.00	551.25	2.83
Security ~ Dwelling Live Blank Guest Passes	2,100.00	175.00	0.90
Security ~ Radar Certification	175.00	14.58	0.07
Security ~ Securitas Annual Contract	359,845.00	29,987.08	153.78
Security ~ Transponders (allowance for 200 add'l trans.)	3,600.00	300.00	1.54
Tax ~ Apportionment Fees	9,300.00	775.00	3.97
Website Hosting	830.00	69.17	0.35
Total General & Administrative	523,140.00	43,595.00	223.56

EMPLOYEE DEVELOPMENT:

Conferences/Seminars/Training/Travel/Meals ~ Mgr.	2,500.00	208.33	1.07
Insurance ~ Health	19,700.00	1,641.67	8.42
Insurance ~ Worker's Comp	4,000.00	333.33	1.71
Payroll Processing Fees	1,560.00	130.00	0.67
Payroll Tax Expenses	11,865.00	988.75	5.07
Salary ~ Auto Allowance for Manager	4,000.00	333.33	1.71
Salary ~ Dental Allowance for Manager	2,075.00	172.92	0.89
Salary ~ Manager (Base Salary)	84,720.00	7,060.00	36.21
Salary ~ Retirement Allowance for Manager	1,500.00	125.00	0.64
Salary ~ Police Officer (Part-Time)	29,950.00	2,495.83	12.80
Total Employee Development:	161,870.00	13,489.17	69.18

LANDSCAPE MAINTENANCE:

Irrigation Repairs	\$ 360.00	\$ 30.00	\$ 0.15
Landscape Maintenance ~ Bemus Contract	11,340.00	945.00	4.85
Landscape Extras	5,500.00	458.33	2.35
Palm Tree Trimming	3,800.00	316.67	1.62
Total Landscape Maintenance	21,000.00	1,750.00	8.97

GENERAL REPAIRS & MAINTENANCE:

Beach Cleanup Expense	\$ 15,000.00	\$ 1,250.00	\$ 6.41
Block Wall & Fence Repair	3,000.00	250.00	1.28
Catch Basin Filters (Drain Filter Maint.)	5,000.00	416.67	2.14
Computer Consultant	300.00	25.00	0.13
Driveway Pressure Washing	2,820.00	235.00	1.21
Electrical Repair	500.00	41.67	0.21
Fire Extinguisher Refills	150.00	12.50	0.06
Lighting Maintenance for LS	300.00	25.00	0.13
Lighting/Holiday at Gate Entry	3,000.00	250.00	1.28
Miscellaneous Maintenance	3,000.00	250.00	1.28
Mutt Mitt Disposable Doggie Bags & Dispensers	300.00	25.00	0.13
Painting ~ ReOiling Woodwork @ Entry	3,500.00	291.67	1.50
Patrol Vehicle Maintenance	900.00	75.00	0.38
Pavement Consultant (\$2500) (Not this year)	-	-	-
Pest Control ~ Termite Inspection/Rat Control/Bee Removal	1,400.00	116.67	0.60
Plumbing Repair	500.00	41.67	0.21
Roof Repair	500.00	41.67	0.21
Sand Grading & Vactor Service	3,500.00	291.67	1.50
Security Gates Mechanical Repairs	2,100.00	175.00	0.90
Small Tools & Equipment	1,400.00	116.67	0.60
Street Sweeping	7,800.00	650.00	3.33
Traffic Engineering Consultant (every 5 yrs ~ 2017)	-	-	-
Winter Flood Cleanup	10,000.00	833.33	4.27
Total General Repairs & Maintenance	64,970.00	5,414.17	27.76

UTILITIES:

Electricity (incl'd's st lighting & LS)	\$ 10,560.00	\$ 880.00	\$ 4.51
Gas	3,800.00	316.67	1.62
Trash Services (CR&R Trash)	54,500.00	4,541.67	23.29
Water (Irrigation & Sewer Fees)	6,600.00	550.00	2.82
Hydrant Meter Water Use Fee (for street cleanup)	100.00	8.33	0.04
Total Utilities	75,560.00	6,296.67	32.29

RESERVES:

Reserve Contribution (\$8115/month)	\$ 79,000.00	\$ 6,583.33	\$ 33.76
District Admin Office Exterior Improvements	25,000.00	2,083.33	10.68
Seal Coating of the Road Surface	40,500.00	3,375.00	17.31
Total Reserve Allocations	144,500.00	12,041.67	61.75

TOTAL EXPENSES \$ 991,040.00 \$ 82,586.67 \$ 423.52

NET OPERATING INCOME \$0.00 \$0.00 \$0.00