

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
October 1, 2013

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*Financial Reports*

ITEM G.4

Review/Approval of Revised Budget for FY13/14

The budget for this current fiscal year was approved on June 25th with total expenses of \$991,040.00, pending an adjustment to the Securitas annual service contract. The business was carried over to the July meeting so Securitas could calculate the change necessary to account for the postponement of the Federal Government mandate for employee health care. The result was a large decrease in the proposed contract.

After agreeing to the downward adjustment the Board then agreed to consider a pay raise for Securitas staff.

The pay raise was approved by way of a polling of the Directors and since the August meeting was cancelled, the final official approval of the revised budget has yet to be made.

The revised budget is provided on the following three pages with circled items to show where adjustments were made. You will see that the bottom line of \$991,040.00 remains unchanged from the June 25<sup>th</sup> Board approval.

The "Reserve Contribution" on page 3 had to be adjusted in order to maintain the budget bottom line and account for the other two revisions.

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

**ITEM NO. G.4**

Revised Aug 28th, 2013

|                            | 2014 ANNUAL<br>BUDGET       | BUDGET<br>MONTHLY          | BUDGET<br>PER UNIT      |
|----------------------------|-----------------------------|----------------------------|-------------------------|
| <b>INCOME</b>              |                             |                            |                         |
| 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                    |
| <b>TOTAL INCOME</b>        | <b><u>\$ 991,040.00</u></b> | <b><u>\$ 82,586.67</u></b> | <b><u>\$ 423.52</u></b> |

**EXPENSES**

**GENERAL & ADMINISTRATIVE:**

|   |                          |                         |                      |
|---|--------------------------|-------------------------|----------------------|
| Annual Financial Audit  | 10,600.00                | 883.33                  | 4.53                 |
| * Administrative Expenses ~ Webb <i>(New item added)</i>          | <u>4,715.00</u>          | 392.92                  | 2.01                 |
| 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                 |
| Legal Expense   | 10,000.00                | 833.33                  | 4.27                 |
| Memberships (CA Special Dist/LAFCO/etc)                           | 3,290.00                 | 274.17                  | 1.41                 |
| MHTL Survey / LCP Committee                                       | 6,000.00                 | 500.00                  | 2.56                 |
| 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 ~ Board Mtg Rm Rental (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)                          | 650.00                   | 54.17                   | 0.28                 |
| 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 <i>(was \$ 359,845.00)</i> | <u>352,725.00</u>        | 29,393.75               | 150.74               |
| 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                 |
| <b>Total General &amp; Administrative</b>                         | <b><u>521,385.00</u></b> | <b><u>43,448.75</u></b> | <b><u>222.81</u></b> |

**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 ~ (Matt's portion)           | 3,187.00          | 265.58           | 1.36         |
| Salary ~ Auto Allowance for Mgr (\$4,000)         |                   | -                | -            |
| Salary ~ Dental Allowance for Mgr (\$2,075)       |                   | -                | -            |
| Salary ~ Manager (Base Salary \$79,203)           | 95,456.00         | 7,954.67         | 40.79        |
| Salary ~ Retirement Allowance for Mgr (\$1,500)   |                   | -                | -            |
| Salary ~ Payroll Tax Exp for Mgr (\$8,678)        |                   | -                | -            |
| Salary ~ Police Officer (Part-Time)               | 29,950.00         | 2,495.83         | 12.80        |
| <b>Total Employee Development:</b>                | <b>156,353.00</b> | <b>13,029.42</b> | <b>66.82</b> |

**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        |
| <b>Total Landscape Maintenance</b>     | <b>21,000.00</b> | <b>1,750.00</b> | <b>8.97</b> |

**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.)                 | 8,900.00         | 741.67          | 3.80         |
| 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 & Vector 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         |
| <b>Total General Repairs &amp; Maintenance</b>            | <b>68,870.00</b> | <b>5,739.17</b> | <b>29.43</b> |

**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         |
| <b>Total Utilities</b>                           | <b>75,560.00</b> | <b>6,296.67</b> | <b>32.29</b> |

**RESERVES:**

*(was \$68,332.00)*

|  |    |                          |    |                         |    |                      |
|--|----|--------------------------|----|-------------------------|----|----------------------|
| * Reserve Contribution (Goal Amt \$8115/month) | \$ | <u>70,737.00</u>         | \$ | 5,894.75                | \$ | 30.23                |
| Guard Shack Rennovations                       | \$ | 11,635.00                |    | 969.58                  |    | 4.97                 |
| 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                |
| <b>Total Reserve Allocations</b>               |    | <b>147,872.00</b>        |    | <b>12,322.67</b>        |    | <b>63.19</b>         |
| <br>   |    |                          |    |                         |    |                      |
| <b>TOTAL EXPENSES</b>                          | \$ | <u><b>991,040.00</b></u> | \$ | <u><b>82,586.67</b></u> | \$ | <u><b>423.52</b></u> |
| <br>   |    |                          |    |                         |    |                      |
| <b>NET OPERATING INCOME</b>                    |    | <u><b>\$0.00</b></u>     |    | <u><b>\$0.00</b></u>    |    | <u><b>\$0.00</b></u> |