

CAPISTRANO BAY DISTRICT
AGENDA REPORT
July 26, 2016

Financial Reports

ITEM 8b

Budget Revisions

- #8055 – Copy Machine Tax** - the County actually assesses a property tax on leased copiers. We just received the notice that the tax is going up from \$30 to \$70 (+ \$40).
- #8120 – Legal** – increased by \$2200 to cover the cost for legal notices on two new ordinances (+ \$2200)
- #8145 – MHTL Survey** - based on the fee charged for the last survey we are able to reduce this down from \$7250 to \$6400 (- \$850).
- #7131 - DwellingLIVE License Fee** – the annual fee was increased – I missed this when working on the budget for this year – up from \$6780 to \$6960 (+ \$180).
- #8252 – Payroll Processing Fee** – this year we’re separating out some of the administrative costs from Webb to show what the costs are attributed to – up from \$1900 to \$2200 (+ \$300).
- #6020 – Landscape Extras – (Optional item)** I just received a bid to replace all the dead grass with St. Augustine sod, from the bronze dolphins to the first parking space just south of the admin office. If the Board chooses to go with this solution, the cost for this item goes up from \$1300 to \$2800 (+ \$1500).
- #6030 - Palm Tree Trimming** – increased to cover the cost for cutting the blossom pods on the taller bird of paradise trees that can no longer be reached from the ground – up from \$2500 to \$2800 (+ \$300).
- #7125 – Driveway Pressure Washing** – based on prior year actuals – up from \$3000 to \$3200 (+ \$200).
- #7030 – Electrical Repairs** – the internet service to the admin office has been failing due to the wireless system finally succumbing to exposure – solution was to pull cable from the guard shack so the office internet is now hardwired. Additionally, the light for the flagpole was no longer functioning so I had the electrician fix this at the same time – had to pull new wire and convert all to low voltage with new fixture – up from \$500 to \$2700 (+ \$2200).
- #7035 – Painting/Oiling Woodwork** – at the Board’s request bids were solicited to oil the woodwork 3 times per year – best price so far is \$1900 per site move-on. This includes the guard shack, the gates, bench, wood sign posts, trim at lava columns, drinking fountain, admin office and guardrail. Also included is painting the three steel storage sheds. This item will increase from \$3600 to \$7200 (+ \$3600).
- #5010 – Electricity/LS & Guard Shack** – based on prior year actuals – up from \$6000 to \$6200 (+ \$200).
- #5040 - Trash Services** – based on prior year actuals – up from \$50,500 to \$51,500 (+ \$1000).
- General Reserve Contribution** - to balance the increases, this item is decreased from \$117,630 to \$104,560 – this reduces the Reserves by \$10,870.

Capistrano Bay District

FYE June 30, 2017
July 21, 2016
ITEM NO. 86

VMS Code

INCOME	Budget Names	Amount
4130	AD99-1 Bond Collections	46,000
4140	Annual Fee for County Gate	5,475
4160	Parking - Permits & OCTA Fees	38,200
4020	Property Tax Revenue	795,906
4010	User Fee Revenue	225,225
4190	Summer Trash Collection	4,320
4120	Transponder Revenue	3,750
4150	Interest Income	825
4110	Development Impact Fee Revenue	3,000
4170	Late Fees	0
Total Income		\$1,122,701

EXPENSES General & Admin

8340	AD99-1 Bond Payments	46,000
8250	Administrative Expense - Webb	2,500
8020	Auditing Services (RAMS & CPA)	13,025
8025	Auditing Services (AD99-1)	2,400
8015	Bank Charges	200
8420	Board Mtg Rm Rental / Stipend	4,435
8010	Communications - Phone/Internet/Fax	2,880
8045	Contribution - CBRA Annual Mtg	1,500
8050	Contribution - Pacific Legal	10,000
8110	Document/Misc Storage	340
8060	Equipment - Copy Machine Lease	3,760
8055	Equipment - Copy Machine County Tax	70
8120	Legal Expense	8,200
8130	Liability Insurance	12,500
8140	Memberships (LAFCO/Carb/CSDA)	4,700
8145	MHTL Survey / LCP Committee	6,400
8490	Misc General Expenses	200
8350	Notices to Community	3,000
8237	Office Equipment (computer, etc)	2,600
8240	Office Supplies	3,500
8230	Photo Copying	600
8225	Police Uniforms / Laundry	500
8210	Property Management Contract	21,600
8290	Railroad Parking Expense - OCTA	37,600
7138	Security / Allowance for July 4th	5,500
7133	Security / Bonuses for Staff	1,800
7134	Security / Contingencies	800
7132	Security / DwellingLIVE Guest Pass	2,500
7131	Security / DwellingLIVE License Fee	6,960
7135	Security / Radar Certification	150
7130	Security / Securitas Contract	404,940
7136	Security / Transponders	4,375
7137	Security / Trans (Reader Service)	1,000
8410	Website Hosting	1,100
		\$ 617,635

Employee Expenses

8265	Health Insurance	21,006
8252	Payroll Processing Fees	2,200
8255	Payroll Tax Expense	15,920
8258	Salary / Wages (Manager) Don	90,000
8260	Salary / Wages (Security) Matt	34,840
8262	Salary / Wages (Security) Jim	34,320
8280	Training/Seminars/Travel/Meals	2,150
8135	Workers Comp Insurance	4,210
		\$ 204,646

VMS Code	Landscape Maintenance	Amount
6050	Irrigation Repairs (Western)	1,000
6010	Landscape Contract (Western)	14,400
6020	Landscape Extras (Western)	2,800
6025	Landscape Misc (Luna & McGee)	600
6030	Palm Tree Trimming	2,800
6055	White Fly Spray	1,000
		\$ 22,600

General Repairs & Maintenance

7060	Beach Cleanup	10,000
7055	Block Wall & Fence Repair	3,000
7070	Computer Consultant	700
7316	Drains / Catch Basin / Filter Maint.	5,000
7125	Driveway Pressure Washing	3,200
7030	Electrical Repair	2,700
7210	Fire Extinguisher Refills	150
7110	Gate Mech Repairs (NG & Lift Gate)	500
7111	Gate Mech Repairs (Wooden)	2,150
7020	Lighting / Holiday @ Gate Entry	3,000
7010	Lighting Maintenance for LS	500
7315	Misc Maintenance	3,800
7310	Mutt Mitt Disposable Bags	960
7035	Painting / Re-Oiling Woodwork	7,200
7140	Patrol Vehicle Maintenance	1,600
7330	Pavement Consultant	0
7410	Pest Control	1,000
7040	Plumbing Repair	800
7050	Roof Repair	500
7320	Sand Grading/Tractor Service	3,500
7415	Signage	500
7420	Small Tools & Equipment	400
7120	Street Sweeping	8,200
7505	Traffic Engineer Consultant	0
7510	Winter Roadway Cleanup (flooding)	10,000
		\$ 69,360

Utilities

5010	Electricity / LS & Guard Shack (3078)	6,200
5020	Electricity / Street Lights (3553/6358)	7,500
5030	Gas	3,300
5040	Trash Services	51,500
5070	Water & Sewer	3,800
		\$ 72,300

Capital Improvements

7710	Block Wall Repairs	15,000
7720	District Admin Office Interior Work	2,500
7730	Guard Shack Rear Office Improvement	3,500
7750	Pedestrian Sidewalk Repairs	3,000
7760	Rock Barrier Plates at 6 Drain Locations	1,500
7770	Seal Coating of NG Road	1,100
7780	Trench Drain Repair @ 35195	2,800
		\$ 29,400

Reserves

	General Reserve Contribution	106,760
8810	General Reserve Shoreline Protection	0
8820	General Reserve Undergrounding Utility	0
8310	Reserve Study Update	0
		\$ 106,760

Total Expenses \$ 1,122,701