

CAPISTRANO BAY DISTRICT
AGENDA REPORT
October 27, 2020

Financial Report

ITEM 8b

Budget Revision to Account for New Shoreline Protection Project

This report is to consider a budget revision that doesn't increase the previously-approved budget total but rather, shifts a portion of the \$273,844.00 of surplus revenue from General Reserves (budget line item #8805) into two new expense line items for Shoreline Protection.

Without going into a lot of confusing detail at this time, it is necessary for the District to remain in compliance with the need for retaining certain reserve levels as per the annual Reserve Study Guidance that is reviewed annually for the District by Foresight Financial Inc.

To get the Shoreline Protection Project off and running, the following is a brief breakdown of what the District has to work with for the immediate future and a recommendation for creating two new expense items to fund the initial work proposed by the coastal engineer, TerraCosta Engineering:

New expense items: (in the non-operational section of the budget)

- #8810 - *Shoreline Protect. Consulting* (staff proposes \$50,000)

- #8815 - *Shoreline Protect. Engineering* (staff proposes \$75,000)

Total \$125,000 (with \$69,416 still available)

Expense Code Description

- *Engineering*: primarily the items described in the TerraCosta proposal and Guida Surveying
- *Consulting*: outside consultants and legal fees apart from the engineering proposal

*These proposed amounts are intended to cover initial expenses to launch the District's efforts in assisting homeowners with current Coastal Act violations/temporary permits and to begin the process that would ultimately result in some kind of permanent shore protection solutions for the Beach Road community, the costs of which could eventually be in the millions of dollars.

**CAPISTRANO BAY DISTRICT
BUDGET / CHART OF ACCOUNTS
FYE JUNE 30, 2021**

GL Code INCOME	Budget Names	Amount
4140	Annual Fee for County Gate	5,475
4110	Development Impact Fee Revenue	4,500
4150	Interest Income	4,700
4170	Late Fees / Misc. Revenue/Park. Cites	0
4160	Parking - Permits & OCTA Fees	45,310
4020	Property Tax Revenue	1,099,510
4190	Summer Trash Collection	3,000
4120	Transponder Revenue	4,000
4010	Special Benefit / User Fee Revenue	227,379
Total Income		\$ 1,393,874

EXPENSES General & Admin		
8020	Auditing Services (RAMS)	11,350
8015	Bank Charges	100
8420	Board Mtg Rm Rental / Stipend	4,500
8010	Communications - Ph/Internet/Fax	3,400
8045	Contribution - CBRA Annual Mtg	2,500
8050	Contribution - Pacific Legal	10,000
8110	Document Management	300
8060	Equipment - Copy Machine Lease	3,220
8055	Equipment - Copy Machine County Tax	40
8120	Legal Fees / Owen/Schwerdtfeger	25,000
8130	Liability Ins / EQ-Flood	19,800
8140	Memberships (LAFCO/Carb/CSDA)	7,700
8145	MHTL Survey / LCP Committee	6,000
8490	Misc General Expenses	400
8350	Notices to Community	1,500
8237	Office Equipment (computer, etc)	2,000
8240	Office Supplies	2,000
8230	Photo Copying	500
8210	Property Management Contract	25,500
8290	Railroad Parking Expense - OCTA	45,310
8310	Reserve Study Update (next in FY22)	0
7138	Security / Allowance for July 4th	5,000
7133	Security / Bonuses for Staff	1,800
7134	Security / Contingencies	1,500
7132	Security / DwellingLIVE Guest Pass	1,800
7131	Security / DwellingLIVE License Fee	7,440
7135	Security / Radar Cert/Radio Comm.	500
7130	Security / Allied Contract	527,325
7139	Security/Surveillance Camera Maint.	1,000
7136	Security / Transponders	3,000
7137	Security / Trans (Reader Service)	300
8410	Website Hosting	2,050
		\$ 722,835

Employee Expenses		
8265	Heath Insurance	27,600
8252	Payroll Processing Fees	2,710
8255	Payroll Tax Expense	11,260
8258	Salary / Wages (Manager) Don	91,000
8264	Salary / Wages (Admin Assistant)	34,320
8280	Training/Seminars/Travel/Meals	200
8135	Workers Comp Insurance	1,700
		\$ 168,790

GL Code	Landscape Maintenance	Amount
6050	Irrigation Repairs (Western)	2,000
6010	Landscape Contract (Western)	20,000
6020	Landscape Extras (Western)	2,400
6025	Landscape Misc (Luna & McGee)	2,000
6030	Palm Tree Trimming	4,200
6055	White Fly / Bamboo Trtmnt (RPW)	3,400
		\$ 34,000

General Repairs & Maintenance		
7060	Beach Cleanup	15,000
7055	Block Wall & Fence Repair	2,000
7070	Computer Consultant	1,000
7316	Drains / Catch Basin / Filter Maint.	4,400
7125	Driveway Pressure Washing	2,910
7030	Electrical Repair	600
7210	Fire Extinguisher Refills	170
7111	Gate Repairs / Maint. (ALL)	2,400
7020	Lighting / Holiday @ Gate Entry	4,500
7010	Lighting Maintenance for LS	400
7315	Misc Maintenance	3,000
7310	Mutt Mitt Disposable Bags	620
7035	Painting / Re-Oiling Woodwork	8,475
7140	Patrol Vehicle Maintenance	2,655
7330	Pavement Maintenance	5,000
7410	Pest Control	4,605
7040	Plumbing Repair	600
7050	Roof Repair	2,700
7320	Sand Grading / Tractor Service	2,000
7415	Signage	250
7420	Small Tools & Equipment	500
7120	Street Sweeping	15,420
7505	Traffic Engineer Consultant	0
7510	Winter Roadway Cleanup (flooding)	5,000
		\$ 84,205

Utilities		
5010	Electricity / LS & Guard Shack (5307)	3,600
5020	Electricity / Street Lights (3553/6358)	8,100
5030	Gas	3,900
5040	Trash Services	53,000
5070	Water & Sewer	6,900
		\$ 75,500

Planned Improvements		
7710	Block Wall Repairs	5,000
7720	District Admin Office Interior Work	3,000
7730	Guard Shack Rear Office Improvement	3,500
7780	Flaggates at 6 Drains	3,200
		\$ 14,700

Non Operational Items		
8805	Gen Rsrve Contrib (minimum \$79,428)	148,844
8810	Shoreline Protection Consultants	50,000
8815	Shoreline Protection Engineering	75,000
8820	Undergrounding Utilities	20,000
		\$ 293,844.00

Total Expenses \$ 1,393,874