

MENLO PARK FIRE PROTECTION DISTRICT DISTRICT BUDGET & CA-TF3 US&R BUDGET

FISCAL YEAR 2016-2017

MENLO PARK, CALIFORNIA



100 Years of Service



FIRE CHIEF

HAROLD SCHAPELHOUMAN

ADMINISTRATIVE SERVICES MANAGER

KATHLEEN JACKSON

BOARD OF DIRECTORS

ROB SILANO

PETER CARPENTER

REX IANSON

VIRGINIA CHANG KIRALY

CHUCK BERNSTEIN



100 Years of Service

Mission Statement

**To protect and preserve life and property from the impact of
fire, disaster, injury and illness.**



100 Years of Service

Menlo Park Fire Protection District



100 Years of Service

District Officials

Board of Directors

Rob Silano, President

Peter Carpenter, Vice-President

Rex Ianson, Director

Virginia Chang Kiraly, Director

Chuck Bernstein, Director

Fire District Staff

Harold Schapelhouman, Fire Chief

Donald Long, Deputy Fire Chief

Manny Navarro, Division Chief - Operations

James Stevens, Division Chief - Emergency Management And
Support Services

Ben Marra, Battalion Chief

Mike Shaffer, Battalion Chief

Dan Coyle, Battalion Chief

Tom Calvert, Battalion Chief

Jon Johnston, Fire Marshall

Kathleen Jackson, Administrative Services Manager

Ben Cheng, Information Technology Manger

Brenna Rowe, Human Resources Manager



100 Years of Service

MENLO PARK FIRE PROTECTION DISTRICT ORGANIZATIONAL CHART





100 Years of Service

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Menlo Park Fire Protection District

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Fire Chief
Harold Schapelhouman

Board of Directors
Robert J. Silano
Peter Carpenter
Chuck Bernstein
Rex Ianson
Virginia Chang Kiraly

June 28, 2016

Honorable Board of Directors
Menlo Park Fire Protection District

FISCAL YEAR 2016-17 PROPOSED OPERATING BUDGET

Honorable Board President and Members of the Board of Directors:

We are pleased to present for your consideration a structurally balanced Proposed Operating Budget, based on Finance Committee and Board of Director input at the first public hearing on May 17, 2016. The Proposed Budget is being presented again at the second public hearing on June 28, 2016 and formal adoption of the budget is scheduled after the public hearing. This memo summarizes the Annual Fiscal Year 2016-17 Proposed Budget.

INTRODUCTION

The Fire District is celebrating its 100th Anniversary this year starting on June 27th, 2016. From its humble beginnings in 1916, the District has grown from 1000 residents to a daytime population of over 100,000 residents and local employees where some travel from great distances just to work at Facebook, Stanford Research Institute (SRI), United Geological Survey (USGS), venture capital firms, life science companies, start-ups and hundreds of other larger and smaller business that support the community and a high tech and information boom.

From the quiet streets of yesteryear when a small group of 17 volunteer firefighters first responded with a horse drawn hose wagon and minimal equipment, today's fire services are comprised of seven strategically located fire stations, nine front line apparatus and over 117 dedicated and well trained personnel in suppression, prevention, code enforcement, public education, support services, urban search and rescue and administration.

From an original property valuation of \$3,583,231 and a budget of \$7,500 in 1916, the Fire District has grown to an assessed valuation of over \$28 million with a projected budget of \$43 million in fiscal 2016/17 with a re-established bond rating of AA+.

The Fire District responded to 8547 emergency incidents in 2015 covering an area of 28.98 square miles of which 4 square miles is bay marshland, 8 square miles is open bay water, 16.6 square miles is land that encompasses the Town of Atherton, Cities of East Palo Alto and Menlo Park and portions of unincorporated San Mateo County such as North Fair Oaks, Sequoia Tract, West Menlo Park, Menlo Oaks and Stanford Weekend Acres along with a Fire and Emergency Services agreement to protect the roughly 1 square mile area of the Stanford Linear Accelerator (SLAC) Campus and contracts for specialized rescue services with the State and Federal Government.

The 2016/17 fiscal year budget will continue to allow us to build and plan for new fire stations, some of which are almost 70 years old, make our largest purchase of fleet assets ever that will both modernizes and expand our service capabilities. It will also continue to support competitive wages for employees with creative local living enhancements designed to keep our personnel within the region.

The Proposed operating budget allows us to continue to provide the highest level of service to all of our communities and residents by focusing on our core service delivery capabilities, expanding risk management and community preparedness and turning our focus to the opportunities of technological advancements such as drones and robots to better protect and serve the community and our first responders.

The Menlo Park Fire Protection District budget represents an ongoing commitment to prudent fiscal management and to providing the highest level of service to the community. Staff has presented this budget for your review, consistent with the District's mission, goals, and objectives. The District's core mission is to deliver essential, first-responders, and fire suppression services in response to land and structural fires and medical emergencies. The Fire District also provides fire prevention services and engages with the community in the areas of public education, emergency preparedness and natural disaster response.

The District is currently in a period of revenue growth after recovering from the greatest recession since the Great Depression. The District was able to minimize the negative impacts on our residents and customers, and continue to provide superior level services, and weathered those tough economic times while continuing to balance the General Fund as well as work towards increasing reserves for necessary Capital Improvement Projects, Apparatus replacement, Equipment replacement and PERS future impact from the losses PERS sustained during the worldwide economic disruption.

The District had begun to experience strong revenue growth within the last few years which is projected to continue through FY 2016-17. The primary source of revenue for the District is property taxes, which represents over 90 percent of the General Fund revenue budget. The local real estate market has been experiencing significant growth in the assessed property values within the District's jurisdictions, and there are signs that new development will continue through FY 2016-17.

The District's revenue from increased tax valuations and cost recovery fees for the coming fiscal year is well supported by local economic conditions. Many large housing projects, hotels, and office buildings are being Proposed and constructed in response to local market demand.

Chart 1 below depicts the history of assessed values in the District's jurisdiction since FY 2005-06 through FY 2015-16.

Chart 1 – Assessed Value History (\$)

Fiscal Year	Assessed Value	Inc/(Dec) \$	Inc/(Dec) %
2015-16	28,173,894,711	2,257,061,852	8.71%
2014-15	25,916,832,859	1,526,000,176	6.26%
2013-14	24,390,832,683	1,672,320,029	7.36%
2012-13	22,718,512,654	1,109,558,784	5.13%
2011-12	21,608,953,870	156,490,290	0.73%
2010-11	21,452,463,580	32,464,438	0.15%
2009-10	21,419,999,142	589,283,525	2.83%
2008-09	20,830,715,617	1,492,194,228	7.72%
2007-08	19,338,521,389	1,728,495,837	9.82%
2006-07	17,610,025,552	1,525,461,860	9.48%
2005-06	16,084,563,692	-	-

Personnel

The District, as a service provider, relies upon a well-trained and properly sized workforce. Consequently, the largest use of resources is personnel costs such as salaries and benefits.

In Fiscal Year 2015-2016, the District hired eight probationary Firefighters; one was an internal candidate. In December of 2015, four Captains and one Engineer retired from the District which resulted in the promotion of three Engineers to the classification of Captain in May 2016, so Captain Positions are now fully staffed. The District is completing the recruitment of three lateral Firefighters with anticipated hire date in June 2016, and recruiting six probationary Firefighters with an anticipated start date in September 2016.

In addition to the foregoing, a newly created Deputy Fire Marshal position and two Fire Inspector positions were filled, all with internal candidates. The District anticipates further safety employee retirements within the next few years. In response to the current and near future retirements, the District has been recruiting both entry level and lateral Firefighter positions to ensure adequate, fully trained staffing at all times. The fiscal impact of retirements will be to decrease personnel costs by filling higher paid vacated positions with lower paid personnel.

For Fiscal Year 2016-17 the District will be increasing Full Time Employees (FTEs) by 8.7 which include, six Firefighter positions, one Administrative Assistant in the Suppression Training program to provide administrative assistance to the Battalion Chief – Training, one Accounting/Payroll Technician in Administrative Services - Finance program, and a part time Administrative Assistant in Human Resources.

CalPERS Funding

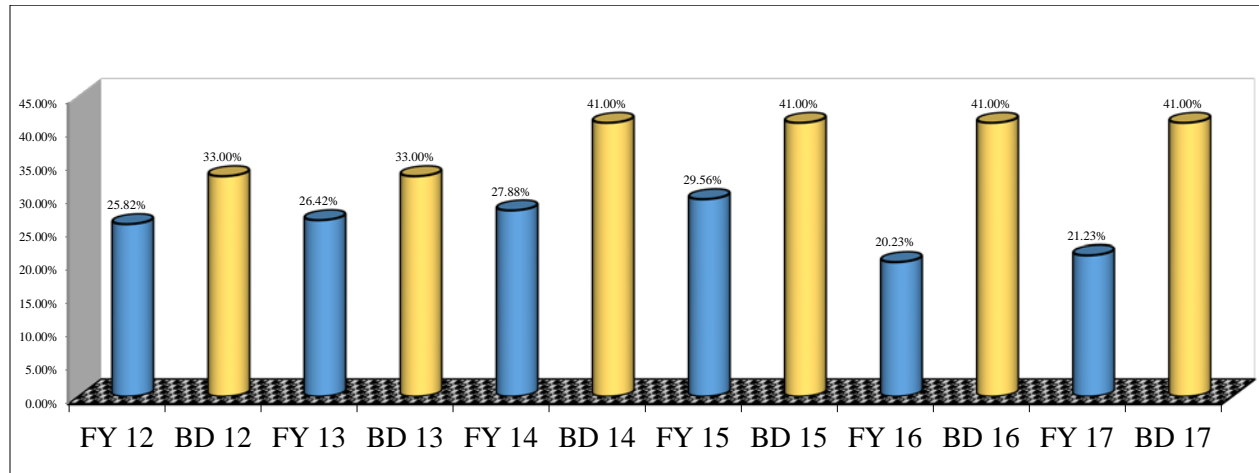
Along with many other local agencies, the District contracts with the California Public Employees Retirement System (CalPERS) for the defined benefit retirement plan, which covers all regular/permanent employees. Even before most District employees received a wage increase, labor costs had continued to rise. The labor cost increases in FY 2016-17 are partially due to the rising cost of pension and health care benefits. Chart 2, below, shows a history of the District's CalPERS employer contribution rates. The significant decline in FY 2010-11 reflects the District's payoff of the CalPERS Safety Side Fund obligation in 2010 and 2011 in the amount of \$12,501,969. The decline in FY 2015-16 is due to the \$12 million payment made in March 2015, authorized by Resolution #1779-2015, towards the District's CalPERS unfunded actuarial liability (UAL) paid using funds set aside in the PERS Rate Stabilization reserve.

Chart 2 - Employer Contribution Rate History



CalPERS experienced significant investment losses in FY 2008-09 and consequently the employer rates have been increasing. In FY 2007-08, the Board of Directors approved setting aside funds in a reserve to mitigate the impact of CalPERS employer rate fluctuations on the General Fund. In FY 2010-11, the Finance Committee recommended a new budgeting structure to better manage and plan for employer rate fluctuations. The budgeted employer rate was set at a higher rate than the actual rate and the difference was allocated to the reserve fund. As illustrated below, the budgeted amounts (shown in purple) ranged from 33 percent to 41 percent. The District will continue to budget at the higher rate to pay off the UAL in the future.

Chart 3 - Safety Contribution Rates History - Actual vs Budget



The most recent actuarial valuations received from CalPERS indicate that the Miscellaneous Plan is 82 percent funded and the Safety Plan is 80 percent funded based on the Market Value of Assets.

This document includes the Proposed Budget for all District funds and includes a structurally balanced General Operating Fund budget for Fiscal Year 2016-17. The budget establishes a guideline for the anticipated revenue and operating expenditures to ensure that inflows of resources will be adequate to support the delivery of services based on established priorities. It provides a logical structure to organize various program costs, projects and other expenses, as well as a sound system for control of the District's revenues and expenditures. State law requires that the District adopt a budget prior to the beginning of each fiscal year. The budget is prepared in accordance with generally accepted accounting principles (GAAP) and conforms to Governmental Accounting Standard Board (GASB) guidelines.

The Fiscal Year 2016-17 Proposed Budget document is divided into six sections:

1. General Operating Fund Revenue forecast for Fiscal Year 2016-17;
2. Fiscal Year 2016-17 General Fund Proposed Expenditures Overview;
 - a. Fiscal Year 2016-17 Proposed expenditures by Division and Program;
3. Capital Improvement Project 5-year Budget;
4. Debt Service Fund Budget;
5. Urban Search and Rescue, Task Force 3 Fiscal Year 2016-17 Budget; presented and approved at the May 17, 2016 Board meeting;
6. Miscellaneous information – includes Resolutions, Fund Balance Policy, Full Time Employee (FTE) listing for Fiscal Year 2015-16 vs Fiscal Year 2016-17, debt amortization schedules

This budget has been prepared in accordance with the State Constitutional limit on the proceeds of taxes, and all applicable regulations.

FISCAL YEAR 2016-17 BUDGET OVERVIEW

The Proposed Budget for Fiscal Year 2016-17 totals \$43.6 million in revenues and \$50.2 million in expenditures. Expenditures are greater than revenues as some expenditures, such as Capital Improvement Projects and Apparatus and Equipment, are funded from existing available resources such as Reserve Funds.

The following table displays a summary of the FY 2016-17 Proposed Budgets for all funds, as well as transfers in and out of the general fund reserve funds all Revenues and Expenditures for the District.

Funds	Estimated Fund Balance as of 7/1/2016	Estimated Revenues	Estimated Expenditures	Transfer In/(Out)	PERS Stabilization Reserve	Apparatus and Equipment Reserve	Estimated Fund Balance @ 6/30/2017
General Fund	\$ -	\$ 43,215,400	\$ 45,065,300	\$ (3,450,100)	\$ -	\$ 5,300,000	\$ -
Fund Balances*	43,657,600	-	-	-	2,500,000	(5,300,000)	40,857,600
Debt Service	2,525,957	209,900	999,100	950,100	-	-	2,686,857
CIP	22,629,824	-	4,081,000	2,500,000	-	-	21,048,824
TOTAL	\$ 68,813,381	\$ 43,425,300	\$ 50,145,400	\$ -	\$ 2,500,000	\$ -	\$ 64,593,281

*Notes: Committed and Assigned Fund Balances increase by \$2.5 million due to the anticipated reclassification of the estimated retirement savings (41 percent vs 21.23 percent) at the end of the fiscal year. In addition, \$5.3 million will be transferred from the Apparatus and Equipment Reserve to General Fund operating cash to purchase new apparatus and equipment. The definition of committed and assigned fund balances are provided in the Fund Balances and Reporting Policy and reviewed on an annual basis.

The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with GASB. The District's major funds are the General Fund, FEMA Special Revenue Fund, Capital Improvement Project (CIP) Fund, and Debt Service Fund. The FEMA Special Revenue Fund, which accounts for funds received and disbursed separately, will not be discussed at this stage of the budget overview. The related budget will be presented to the Board of Directors at a future meeting.

The General Fund essentially receives all sources of revenue for the District. Reserves, Capital Improvement Projects, and Debt Service Obligations are all interdependent on the General Fund.

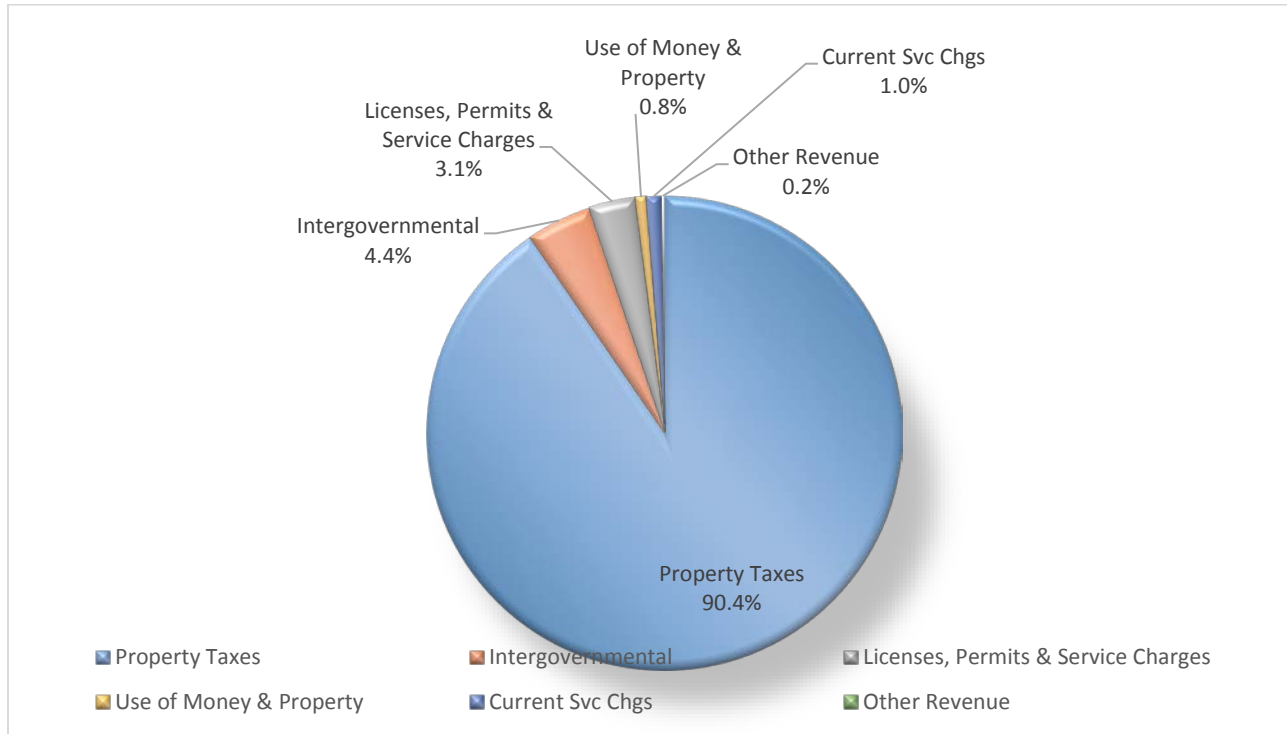
The table below shows the Proposed General Fund budget and the current year's Proposed and adjusted budgets. The Proposed revenue of \$48,565,200 (includes the \$5.3 million transfer from Apparatus and Equipment Reserve), expenditures of \$48,565,200 (includes \$3,450,100 transfer from General Fund to Debt Service and CIP Funds) would result in a balanced budget for FY 16-17.

GENERAL FUND					Increase / (Decrease)
SUMMARY	Actual 2014-15	Adopted 2015-16	Estimated 2015-16	Projected 2016-17	\$
Use of Fund Balance PERS Stabization Reserve Fund	\$ 12,000,000				
REVENUES:					-
Property Taxes	\$ 35,960,363	\$ 34,510,114	\$ 40,023,115	\$ 39,095,100	\$ 2,061,529
Other Revenues	4,523,628	2,833,700	3,848,838	4,120,300	(2,718,083)
TOTAL REVENUES	\$ 40,483,991	\$ 37,343,814	\$ 43,871,953	\$ 43,215,400	\$ (656,554)
EXPENDITURES:					
Compensation	\$ 23,083,109	\$ 25,204,600	\$ 27,995,660	\$ 33,916,254	\$ 5,968,325
Other Expenditures	\$ 6,144,347	\$ 7,825,500	\$ 7,525,014	\$ 11,149,046	3,624,032
TOTAL EXPENDITURES	\$ 29,227,456	\$ 33,030,100	\$ 35,520,674	\$ 45,065,300	\$ 9,544,626
Transfers In				\$ 5,300,000	
Transfer Out	6,623,700	3,450,100	6,150,100	3,450,100	
EXTRA-ORDINARY EXPENDITURES *					
CalPERS Unfunded Liability (UAL)	\$ 12,000,000	\$ -	\$ -	\$ -	
GENERAL FUND TOTAL SURPLUS / (DEFICIT)	\$ 4,632,835	\$ 863,614	\$ 2,201,179	\$ -	

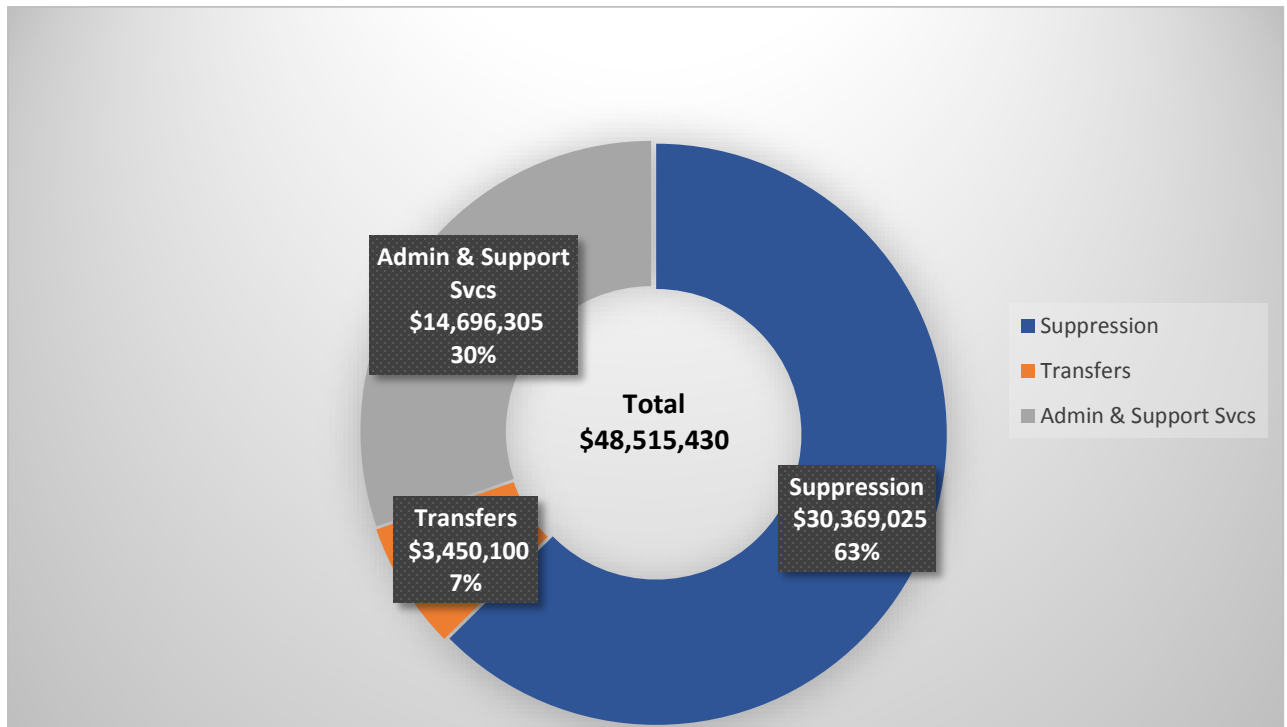
*Note, the FY 2014-15 Actual budget includes a \$12 million payment from the PERS Stabilization reserve, which was authorized by the Board of Directors to pay down the UAL for the Safety group. By the end of FY 2016-17, it is anticipated that \$2.5 million will be added to the reserve. For the sake of simplicity and clarity, the CalPERS UAL payment has been presented under "Extra-Ordinary Expenditures."

Total Proposed Revenues and Expenditures are as follows:

The chart below shows Revenues as a percent by Category.



The following Chart shows Expenditures by Divisions.



CLOSING REMARKS

The Board of Directors places a high priority on closely monitoring the impact of local economic conditions on the District's finances, and upon the District's ability to maintain current service levels, meet infrastructure needs, and to build and maintain healthy reserve balances. The budget preparation and adoption process is guided by several fundamental fiscal tenets:

- Ongoing operating expenditures are to be paid with ongoing operating revenues.
- Services provided by District Staff that have a cost recovery element should be as close to 100% cost recovery as is feasible.
- Alternate revenue sources such as grants are encouraged with the caveat that the associated expenditures have a limited life equal to that of the revenue source.
- Paid time off balances, such as annual leave, will be funded at 100% pay out values per Memorandum(s) of Understanding and compensation and benefit plans effective at the end of each fiscal year.

The District has incorporated these tenets into its fiscal strategies and uses them to set fiscally responsible short and long-term goals. The District also continues to provide a high level of reliable service to the public. Despite the recent difficult economic conditions, the District's reserves are healthy and its long-term financial outlook is strong. No fire stations were closed and no fire engines were taken out of service. Employees have not been laid off or furloughed and service levels have been maintained. Effective leadership and prudent fiscal practices continue to ensure that the community the District serves will receive the service level that it has come to expect.

Respectfully Submitted,

Harold Schapelhouman
Fire Chief

Kathleen Jackson
Administrative Services Manager



100 Years of Service

Menlo Park Fire Protection District

General Fund Revenue Section



Adopted by the Board of Directors on 6-28-2016 Resolution
#1857-2016



100 Years of Service

General Fund Revenues

The Fire District's revenue comes from a variety of sources, some of which are restricted to specific uses by law. Certain revenues, such as those collected by the Fire Prevention Division, are for a specific service. Other revenues come from state and federal agencies, which the District has virtually no control over how much is received. In addition, a number of the District's revenue sources are subject to the Gann Limit, a Proposition based restriction on the amount of revenue the State and other governmental entities can collect. District sources subject to the Gann Limit include property taxes, interest income, and revenue from the Homeowner Property Tax Relief (HOPTR) provision. The following is a brief overview of the District's various General Fund revenue sources, by significant category, as defined by the Office of the California State Controller.

Taxes

(Subject to Gann Appropriation Limit)

Secured Property Taxes: Secured taxes are calculated based upon the value of real property, land, and personal property, such as structures, located upon real property. Secured property is taxed at a general rate of one percent of the assessed value. Additional, voter approved charges may apply depending upon the location of the property. These taxes make up the majority of the District's revenue each fiscal year. The District receives an incremental portion of these taxes.

Unsecured Property Taxes: Unsecured taxes are assessed against movable personal property such as business equipment, boats, and airplanes. The tax is considered unsecured because any tax not paid results in a lien filed against the owner of the property, not the property itself.

Supplemental SB 813 Tax Revenue: SB 813, also known as the Hughes-Hart Educational Reform Act of 1983, originally was designed to close a perceived loophole in Proposition 13 and generate much needed additional funding for schools. The new law established a "floating lien date" and prevented property owners from delaying the taxation of their properties at higher value assessments. After the first year, the revenue generated by SB 813 is distributed to all local governments that receive property tax revenues.

Unitary Property Taxes: Unitary taxes cover such entities as railroads, electric, gas, telephone, and automobile companies. The State Board of Equalization assesses the value of these companies' operations and establishes a countywide tax rate system.

ERAF Shift: One of the most significant fiscal shifts in property tax revenue from the District by legislative action is the ERAF shift. The State passed into law two tax shifts, ERAF I (FY 1992-93) and ERAF II (FY 1993-94) which shift local AB8 property tax revenues from counties, cities, special districts, and redevelopment agencies to K-12 schools and community colleges.

ERAF Rebate: In October of 2003, the San Mateo County Controller announced that there would be a refund to local tax receiving agencies from excess funds in the ERAF trust fund. These refunds are primarily a result of the local tax base increasing at a rate faster than the increase in the funding limits of the Schools and Community Colleges. Based on a recommendation from San Mateo County, the revenue projections do not include the ERAF Rebate as a source of on-going revenue to the District.

Licenses and Permits
(Not Subject to Gann Appropriation Limit)

Licenses and Permits: A number of permits are required under the District's Fire Prevention Code and were adopted under the State Fire Protection District Act of 1987 and the California Fire Code. The District charges fees to cover a portion of the costs of issuing permits, providing fire prevention services, and enforcing the Fire Code. The District charges annual and per project cost recovery fees to authorize the storage of certain hazardous and flammable materials. There is also a permit fee to review plans for new buildings and improvements. Fees are charged to review the installation of automatic fire sprinkler systems and fire alarms, and to operate certain types of businesses, such as apartment buildings, motels, dry cleaning plants, and automobile wrecking yards.

Current Service Charges
(Not Subject to Gann Appropriation Limit)

Weed Abatement Assessments: On an annual basis, the Fire Protection Division inventories all parcels within the District's boundaries that have weeds (combustible vegetation) visible from the street. The property owners are given until June 1, to abate the fire hazard, by cutting down, plowing, or any other safe means of removing the fire hazard. After such time the District hires a contractor to abate the fire hazard, the cost for the contractor and administration fees are submitted to the San Mateo County Tax Assessor's Office for inclusion on the tax rolls. The District receives this assessment directly from San Mateo County.

Use of Money & Property

Rents and Concessions: The District generates additional revenue by providing a number of rental services. A cellular telephone company pays a fee to place transmission towers on District property and an ambulance service company rents space in the District's garages. (Not Subject to Gann Appropriation Limit)

Interest Income: Most of the District's cash balances are held with the State of California Local Agency Investment Fund (LAIF). The District earns income from these holdings, which varies depending upon market interest rates. The investment funds are conservative in nature and are designed to generate a consistently positive return while maintaining the preservation of capital. (Subject to Gann Appropriation Limit)

Inter-Governmental

Governmental Agencies: The District also receives revenue from other governmental agencies, such as the State Office of Emergency Services (OES) for forestry and wild fire services. (Not Subject to Gann Appropriation Limit)

Annually, the District received revenue from the Redevelopment Agencies (RDA) of the City of Menlo Park, and the City of East Palo Alto. However, by ABX1 26 the RDA's were dissolved as of February 1, 2012. Upon dissolution of an RDA, all assets and liabilities of the RDA revert to the "Successor Agency," usually sponsored by the city which originally formed the RDA. An Oversight Board was required to be created for every RDA to oversee the actions of the Successor Agencies. The State Department of Finance has the power to overturn any action by any Oversight Board. Each Oversight Board of a Successor Agency has seven members: two appointed by the County Board of Supervisors, one by the Mayor, one by the largest Special District taxing entity in the former RDA, one by the County school Superintendent, one by the local Community College Chancellor, and one former RDA employee appointed by the Mayor/Board of Supervisors. As the largest Special District in both

the Menlo Park and East Palo Alto RDA communities, the Menlo Park Fire Protection District is authorized to appoint one member to each of the RDA Successor Agencies' Oversight Boards. The Successor Agencies of RDA's in East Palo Alto and Menlo Park have been selling the assets of the agencies since fiscal year 2013. (Subject to Gann Appropriation Limit)

These revenues may also include general or categorical support called subventions, as well as grants for specific projects, and reimbursements. The funds related to the Cooperative Agreements for Task Force Three are not included in the General Fund. (Not Subject to Gann Appropriation Limit)

The Homeowner Property Tax Relief: HOPTR provides a \$7,000 exemption on the value of owner occupied homes. The tax revenue lost from this exemption is made up in part from other sources and the District receives a share of this funding. The amount received by the District is less than one percent of all property tax revenue received. (Subject to Gann Appropriation Limit)

Other Revenue

(Not Subject to Gann Appropriation Limit)

Gifts and Donations: Members of the community and organizations, at times, give the District gifts or donate material or products useful to the District. Most of the recent personal donations were spent on the care of the task force search teams' search and rescue dogs. Currently all donations are directed to the Philanthropic Ventures Foundation which is one of the charitable organizations that have supported Task Force 3 since April of 2008. This foundation has developed a designated fund within its 501(c) (3) structure to receive and process donations on behalf of the Task Force, and to provide donors with acknowledgement letters for their contributions of \$250 or more as allowed by various tax codes. The Philanthropic Ventures Foundation charges an administrative fee of two percent of contributions and thereafter two percent per annum for this service, see the staff report of March 18, 2008.

Summary Presentation of Revenue Sources

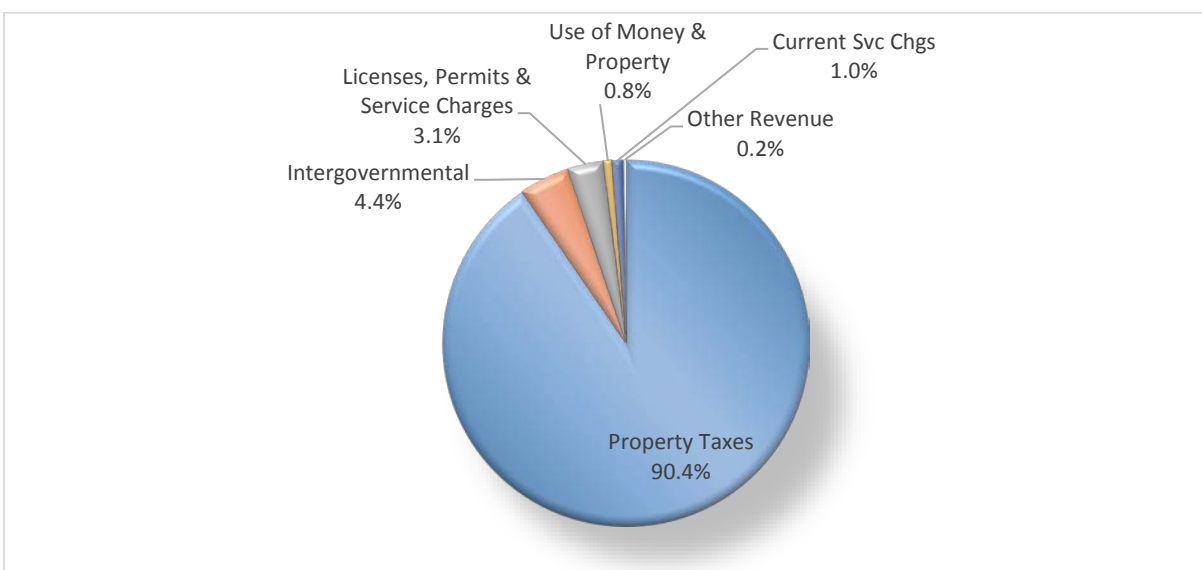
The District receives revenue from several sources, but primarily from secured property taxes. Fees for services provided and all other non-tax related sources comprise less than 10 percent of total revenue. For the coming fiscal year, the District's budgeted revenues have increased compared to the prior year's budget. The ERAF Rebate revenue is categorized as a one-time source upon receipt. The table below summarizes the actual, adopted budget, adjusted budget, and the adopted revenue by significant categories. The decrease in the FY 2016-17 budgeted revenue from the FY 2015-16 adjusted budget is due to the omission of the ERAF Rebate revenue.

Summary of General Fund Revenue by Category

Category	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Ongoing Property Taxes	\$ 32,786,744	\$ 34,510,114	\$ 37,033,571	\$ 39,095,100
ERAF Rebate (Non-ongoing)	3,173,619	-	2,989,544	-
Licenses & Permits	1,107,989	925,000	1,302,613	1,354,718
Current Service Charges	420,753	10,800	418,800	418,800
Use of Money & Property	275,546	206,400	206,400	331,100
Intergovernmental	2,327,510	1,601,500	1,831,025	1,922,102
Other Revenue	391,830	90,000	90,000	93,600
Other Financing Sources:				
Grand Total	\$ 40,483,991	\$ 37,343,814	\$ 43,871,953	\$ 43,215,419
<i>FY 2016-17 vs FY 2015-16 ADOPTED BUDGET</i>			*	
YOY Increase \$				\$ 5,871,605
YOY Increase %				15.72%
<i>FY 2016-17 vs FY 2015-16 ADJUSTED BUDGET</i>				
Yrly Decrease \$				\$ (656,534)
Yrly Decrease %				-1.50%

The following chart shows the District's dependency on property taxes.

**FY 2016-17
General Fund Revenues
By Significant Revenue Category**



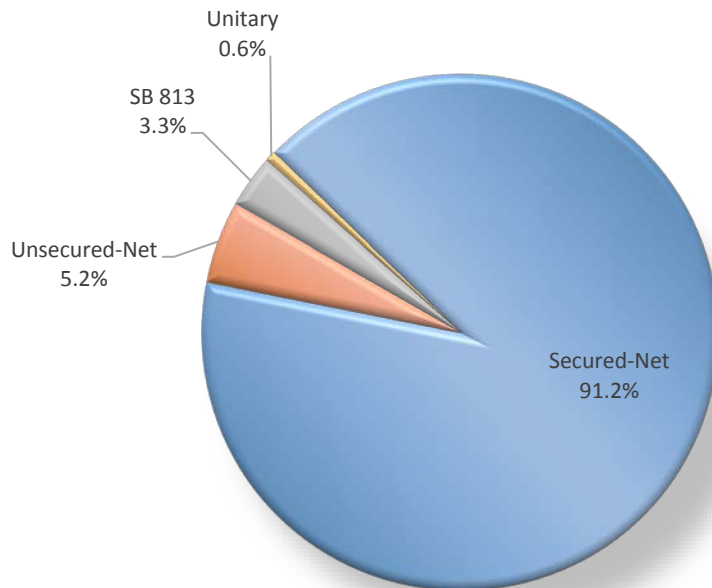
Tax Revenues by Significant Category

The following table and chart provide an overview of the components of property tax revenues received by the District. Within the pie chart, the applicable revenue sources are net of the ERAF Shift. The San Mateo County Controller discussed the ERAF Rebate at the San Mateo County Finance Officers (SAMFOG) meetings for several years and concluded that the ERAF Rebate should not be a component of ongoing revenues. Since FY 2013-14, the ERAF Rebate has not been included in the ongoing operating revenues.

Summary of General Fund Revenue in the Category of Taxes

Category	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Taxes:				
Net Property Tax Secured	\$ 33,388,700	\$ 31,620,500	\$ 36,687,700	\$ 35,541,600
Net Property Tax Unsecured	1,558,400	1,657,900	1,870,800	2,014,600
Property Tax SB 813	806,900	1,014,414	1,222,282	1,286,900
Unitary Tax	206,312	217,300	242,275	252,000
Total Taxes	\$ 35,960,312	\$ 34,510,114	\$ 40,023,057	\$ 39,095,100
<i>FY 2016-17 vs FY 2015-16 ADOPTED BUDGET</i>				
Yrly Increase \$				\$ 4,584,986
Yrly Increase %				13.3%
<i>FY 2016-17 vs FY 2015-16 ADJUSTED BUDGET</i>				
Yrly Increase \$				\$ (927,957)
Yrly Increase %				-2.3%

FY 2016-17 Property Tax Revenues Net of ERAF Shift



General Fund Revenue by Category by Type

The following table provides an overview of the District's General Fund Revenues. Included in the table is a Gann Appropriation indicator:

- Y = subject to the Appropriations Limit
- E = exempt from the Appropriations Limit

Category & Description		2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Total Taxes	Y	\$ 35,960,363	\$ 34,510,114	\$ 40,023,115	\$ 39,095,100
<u>Licenses & Permits :</u>					
Fire Prevention Program	E	\$ 1,107,989	\$ 925,000	\$ 1,302,613	\$ 1,354,718
Total License & Permits		\$ 1,107,989	\$ 925,000	\$ 1,302,613	\$ 1,354,718
<u>Current Service Charges:</u>					
SLAC	E	\$ 408,000	\$ -	\$ 408,000	\$ 408,000
Weed Abatement	E	12,753	10,800	10,800	10,800
Total Service Charges		\$ 420,753	\$ 10,800	\$ 418,800	\$ 418,800
<u>Use of Money & Property:</u>					
Interest Earnings	Y	\$ 129,653	\$ 124,800	\$ 124,800	\$ 249,500
Rent-IEC & Red Cross, Rescue Site	E	32,004	40,600	40,600	40,600
Cell Sites	E	113,889	41,000	41,000	41,000
Total Use of Money		\$ 275,546	\$ 206,400	\$ 206,400	\$ 331,100
<u>Intergovernmental:</u>					
HPTR	Y	\$ 221,214	\$ 236,100	\$ 257,667	\$ 267,974
HOPTR ERAF Shift	Y	(35,622)	(45,200)	(35,600)	(45,900)
Successor Agency - East Palo Alto	Y	708,925	520,000	520,000	810,282
Successor Agency - Menlo Park	Y	705,356	623,600	753,658	697,034
Grants-Federal/State	E	159,600	-	-	-
JPA	E	249,432	267,000	185,300	192,712
FEMA-Co-Op Agreement	E	318,605	-	150,000	-
Total Intergovernmental		\$ 2,327,510	\$ 1,601,500	\$ 1,831,025	\$ 1,922,102
<u>Other Revenues:</u>					
Misc. Revenue	E	\$ 365,330	\$ 90,000	\$ 90,000	\$ 93,600
Donations	E	26,500	-	-	-
Total Other Revenue		\$ 391,830	\$ 90,000	\$ 90,000	\$ 93,600
Grand Total		\$ 40,483,991	\$ 37,343,814	\$ 43,871,953	\$ 43,215,419

General Fund Revenue Detail Disclosure Worksheets

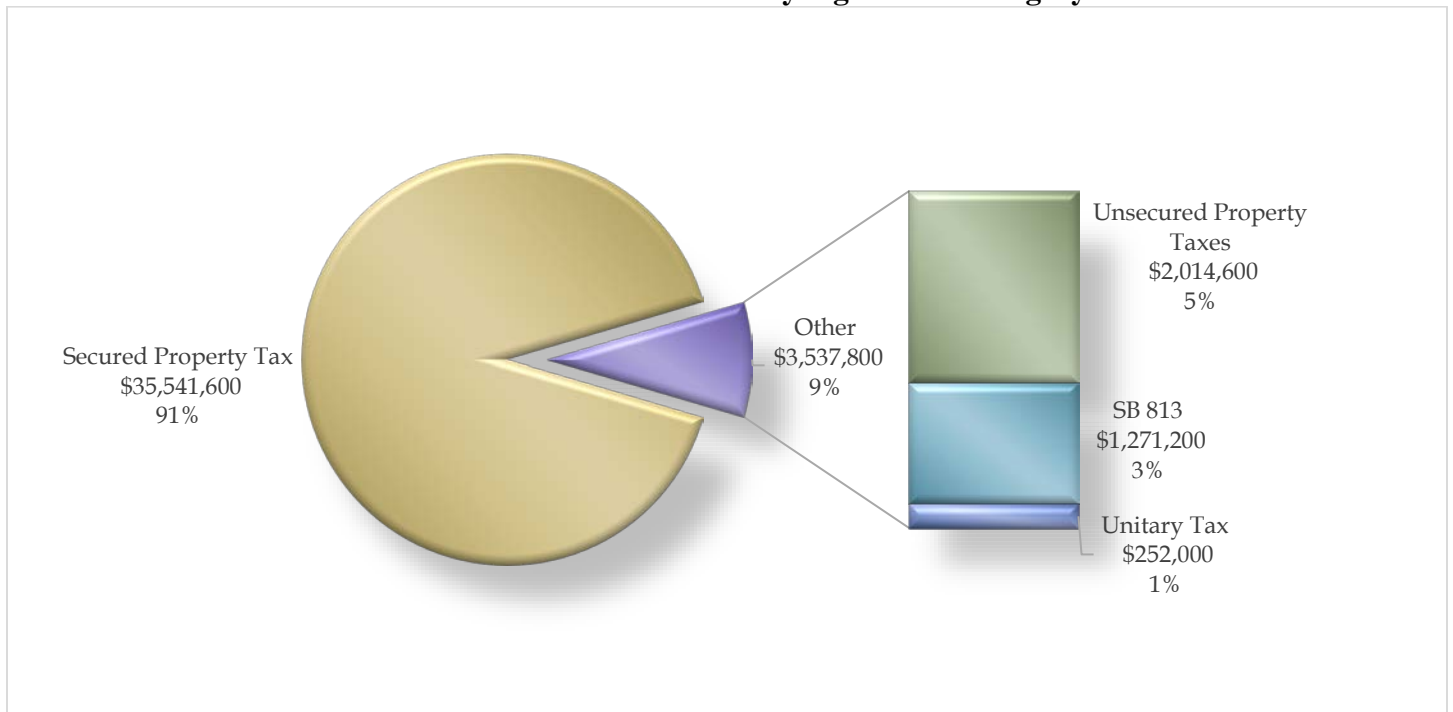
In this document, staff has implemented the addition of revenue analysis worksheets and data sheets. In each case there is a brief description of the revenue source, a multiyear analysis, disclosure of the methodology used for the current year budget, and an estimate for the next fiscal year.

Detailed worksheets follow for the General Fund revenue categories listed below:

- Gann Appropriation Limit
- Secured Property Tax Revenue
- Unsecured Property Tax Revenue
- Senate Bill 813 Supplemental Tax Revenue
- Education Revenue Augmentation Fund (ERAF) Shift
- Education Revenue Augmentation Fund (ERAF) Rebate
- Licenses & Permits
- Interest Income

The significant revenue categories covering 91 percent of the operating budget are presented with a detailed analytical worksheet and are highlighted in the following chart.

FY 2016-17
General Fund Tax Revenues by Significant Category



Gann Appropriation Limit

Proposition 4, co-sponsored by Proposition 13 author Paul Gann and commonly known as the GANN Initiative, was passed by California voters in 1979. It established Article XIII B of the State Constitution and set limits on the growth of most appropriations from tax sources made by the State and affected local governmental entities. Most local governments and districts are subject to the limit. Starting in the 1980-81 fiscal year, Article XIII B limited the annual growth of applicable appropriation levels to calculated percentages, above the previous year's level.

Types of revenue subject to the Article XIII B limit included tax revenues, interest earnings on invested tax revenues, and proceeds from regulatory and service licenses, fees and charges that exceed costs to cover administration and services provided. Appropriations for debt service and compliance with court orders and federal mandates were exempt from the limit. Voters within a jurisdiction were allowed to authorize an increase in the limit; however, any increase approved could only be in effect for a maximum of four years. After four years, voters could approve another increase, otherwise the limit would return to the level it would have been without the first increase.

In 1988, Proposition 98 allowed excess appropriations to be transferred to K-14 schools, up to 4 percent of the schools minimum funding base. Proposition 99, also passed in 1988, increased taxes on cigarette and tobacco products and made these tax revenues exempt from the Article XIII B limit.

More comprehensive changes were implemented in 1990 with the approval of Proposition 111. One of the most significant changes under 111 was to extend the appropriations limit restriction to a two-year period. Excess revenues received in one year could be carried over to the following year, preventing a rebate if the revenues fell below the limit in the second year. The effect was to create a two year average, allowing the State and local entities more flexibility in managing appropriations and expenditures. In addition, Proposition 111 covered a gap in previous legislation that left the State and local governments open to spending limits that could prevent adequate funding of multi-year capital outlays and sufficient response to emergencies such as natural disasters. Subsequently, costs associated with recovery from natural disasters and for qualified capital outlays were exempt from the Article XIII B limits.

The net effect of the three propositions was to soften the appropriations limit, adding new exemptions, allowing for a two-year average against the limit and increasing the funding available to schools. However, the State and each affected local governmental entity, must plan and budget against the Gann limit as it remains a binding constraint on governmental appropriations.

Each year the District is required to calculate the annual appropriation limit for budgeted expenditures and have the District's Board of Directors approve by resolution. Under Section 10.5 of Article XIII B, for fiscal years beginning on or after July, 1990, the appropriations limit is required to be calculated based on the limit for the fiscal year 1986-87.

The District first identified that something was "wrong" in 2007/08 when comparing the limit to other local and regional Fire Districts whose limits were double the property tax that they received. In 2013 the District began to request previous year's data from the County in an attempt to historically locate what it thought was an error in years past.

After several years of accumulating previous year's data, all of the pieces fell together in 2015 when the County provided the final historical documents from 1998/99 and with the assistance of Municipal Services Group (Muni-services) helped the District understand the Tax Rate Area (TRA) process that was being used and what potentially elements could have been calculated in-correctly as far back as 1986/87.

During FY15-16, the District staff hired the Pun Group, LLP, and provided them with all of the information given to us by the County of San Mateo, which allowed them to correctly recalculate the appropriation limit for the years ended June 30, 1987 to 2016.

Recalculation of the Appropriation Limit by the Auditor:

The Pun Group, or auditors, obtained the Price and Population Factors Used for Appropriation Limits for the years FY1987 to 2016 from the California Department of Finance. They also obtained District Assessed Values Reports for the Tax Year 1998-1999 to 2014-2015 and the increase in Assessed Valuation due to new Non-Residential Construction Report for the Tax Year 1998 to 2015 for the Menlo Park Fire Protection District to recalculate the GANN Limit for the years ended June 30, 1987 to 2016.

The Auditor presented two GANN limit based of two different criteria:

1. Based on the computation for the years ended June 30, 1987 to 2016 using factors that had been used by the district, the GANN limit for FY2015-16 amounted to \$37,912,005.
2. Based on the computation for the years ended June 30, 1987 to 2016 using the most beneficial factors from the documentation provided by San Mateo County, the GANN limit for FY2015-16 amounted to \$107,360,002.

The main contributing factor which lead to the much higher GANN limit calculated under Criteria #2 was due to the percentage increase used. A California governmental agency may use as its factor either the annual percentage change in the 4th quarter per capita personal income (which percentage is supplied by the State Department of Finance) or the percentage change in the local assessment roll from the preceding year due to the change of local non-residential construction. The calculation under Criteria #2 was using the higher of annual percentage of the per capita personal income or the percentage change in the local assessment roll from the preceding year due to the change of local nonresidential construction.

In prior years, due to the incorrect use of the lower of the allowed criteria, the District's calculated appropriation limit fell well below actual revenues received subject to the appropriations limit. The District had gone to the voters to increase the appropriations limit allowing the District to continue to provide the excellent service its residents deserve. In November of 2015, the District went to the voters who passed Measure "Y" to increase the appropriations limit to \$50 million for the next 4 years. Staff recommends the Board adopt the limit of \$112,575,766 recalculated by the Auditor under the most beneficial criteria. The District shall treat the voter-approved limit as a floor, with the calculations based on statute and the "Agreed upon Procedures" as a ceiling. Going forward, the limit will be adjusted annually using the statutory and "Agreed upon Procedures" approach, so the District should not have to go back to the voters to increase the appropriations limit.

A California government agency may be required to adjust its GANN limit when certain events occur, such as the transfer of responsibility for municipal services to, or from, another government agency or private entity. The District had no such adjustments for the years ended June 30, 1987 to 2016.

As the increased appropriation limit to \$50 million was passed last year by the voters through FY19-20, there is no Fiscal Impact due to the recalculation.

By no longer going to the voters for approval, the Fire District saves the cost paying election fees which have been as high as \$100k.

The following table summarizes the General Fund revenue that is subject to the Gann Limit and compares the District's recalculated appropriations limit.

Gann Analysis	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
General Fund Revenue Subject to Limit	\$ 37,689,889	\$ 35,969,414	\$ 41,643,640	\$ 41,073,990
Adjustments to Limit	(2,942,757)		(3,907,644)	2,141,430
Total Adjusted Appropriations Subject to Limit	\$ 34,747,132	\$ 35,969,414	\$ 37,735,996	\$ 43,215,419
<i>Voter Apprvd Limit-through 15-16 Recalculated 16-17</i>	40,000,000	40,000,000	40,000,000	112,575,766
Under Limit	\$ 5,252,868	\$ 4,030,586	\$ 2,264,004	\$ 69,360,347
% Under Limit	13%	10%	6%	62%

The Resolution approving the FY 2016-17 Appropriation Limit is provided in the Miscellaneous Section Resolution No. 1856-2016.

Secured Property Tax

Description: Property tax is an ad valorem (value-based) tax imposed on real property and tangible personal property. California Constitution Article XIII A (Prop 13) limits the property tax to a maximum one percent of assessed value, not including voter-approved rates to fund debt. The assessed value of the property is capped at the 1975-76 base year plus inflation, or two percent per year, whichever is less. Property that declines in value may be reassessed at the lower market value. Property is re-assessed to current full value upon change in ownership. Secured Property Taxes are assessed on real property, both land and improvements. These taxes make up the majority or about 90 percent of the District's total tax revenue each fiscal year. Property Tax is distributed by the San Mateo County Controller to the District as follows:

Analysis: According to the data provided by the County for FY 2006-07 to FY 2011-12, the average annual growth in secured property tax was 7.7 percent. Each year as staff begins the process of preparing the next fiscal year's budget, the District Finance Committee together with staff discuss and recommend a proposed percent increase in revenues to be used to estimate the revenues for the following year budget. The Finance Committee's recommendation is taken to the Board for adoption. On March 3rd of 2016, the Finance Committee recommended a four percent increase in projected revenues for Fiscal Year 2016-17. At the March 15, 2016 Board meeting the four percent growth rate for FY 2016-17 was unanimously approved by the Board of Directors. The growth rate was applied to the "2015-16 Adjusted."

	Actual FY 2014-15	Adopted FY 15-16	Estimated FY 15-16	Proposed FY 16-17
% of Growth as Recommended by Finance Committee				4.00%
Secured	\$ 34,454,470	\$ 36,039,100	\$ 38,323,828	\$ 39,856,800
Prior Year	21,000	-	-	-
County Refunds	(158,800)	(165,200)	(165,200)	-
Total Secured	\$ 34,316,670	\$ 35,873,900	\$ 38,158,628	\$ 39,856,800
Total Growth	\$ 2,170,070	\$ 1,557,230	\$ 3,841,958	\$ 1,698,172
Growth Trend as %	7.17%	4.54%	11.20%	4.00%
Admin Fee	\$ 232,900	\$ 287,500	\$ 300,600	\$ 358,700
% of Tax	0.68%	0.80%	0.78%	0.90%

Unsecured Property Tax Revenue

Description: Unsecured property taxes are assessed on business or personal property such as boats, aircraft, and servers. Unsecured property tax revenue, unlike secured tax revenue, is not subject to the Teeter Plan, which requires the County to disburse funds based upon the amount billed, not on the amount collected. Therefore, if the County is unable to collect the full amount billed, the District still receives its portion of the total billed.

Analysis: According to data collected from FY 2006-07 to FY 2011-12, the average annual growth rate in unsecured property tax was 3.7 percent. A negative 2.78 percent growth rate for FY 2011-12, a one percent growth rate for FY 2012-13, 1.02 percent growth rate for FY 2013-14 and a four percent growth rate was applied for FY 2015-16. For FY 2016-17 a four percent growth rate is applied. The same rate used for secured property taxes is applied to unsecured property taxes. The growth rate is calculated based on the "2015-16 Adjusted" budget. The table on the next page shows the FY 2016-17 Proposed Unsecured property tax and prior years.

	Actual FY 2014-15	Adopted FY 15-16	Estimated FY 15-16	Proposed FY 16-17
				4.00%
Unsecured	\$ 1,842,177	\$ 1,881,800	\$ 2,155,486	\$ 2,241,700
Prior Year	(67,870)	-		-
Total Unsecured	\$ 1,774,307	\$ 1,881,800	\$ 2,155,486	\$ 2,241,700
Growth	\$ 104,707	\$ 107,493	\$ 381,179	\$ 86,214
Growth Trend as %	7.17%	6.06%	21.48%	4.00%

Senate Bill 813 Tax Revenue

Description: Supplemental Senate Bill (SB) 813, also known as the Hughes-Hart Educational Reform Act of 1983, originally was designed to close a perceived loophole in Proposition 13 and generate much needed additional funding for schools. The new law established a “floating lien date” and prevented property owners from delaying the taxation of their properties at higher value assessments. After the first year, the revenue generated by SB 813 is distributed to all local governments that receive property tax revenues.

State law requires the Assessor to reappraise property upon change in ownership or completion of new construction. The supplemental assessment reflects the difference between the new value and the old value. The Auditor-Controller calculates the supplemental property tax, and prorates it, based upon the number of months remaining in the fiscal year in which the event occurred. The fiscal year runs from July 1 through June 30.

A change in ownership or new construction completion which occurs between January 1 and May 31 results in two supplemental assessments and two supplemental tax bills. The first supplemental bill is for the remainder of the fiscal year in which the event occurred. The second supplemental bill is for the subsequent fiscal year.

Analysis: District staff began tracking SB813 revenues in FY 2007-08. For fiscal year 2015-16, the estimated revenue is expected to increase by more than 50 percent. For July 2014 through February 2015, \$468,000 in SB813 revenue was collected, and based on the past three years revenue trend, it is expected that the District will receive an additional \$300,000. While the SB813 revenues increased sharply in FY 2013-14 and continued upwards by approximately 18% in FY 2014-15, FY 2015-16 has not experienced the exponential growth of the prior two years. FY 2016-17 revenue growth projection is four percent, the same rate used for secured and unsecured property taxes and is calculated based on the “2015-16 Adjusted” budget.

	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimated 2015-16	Proposed 2016-17
% of Growth as Recommended by Finance Committee					4.00%
SB 813	\$841,300.00	\$806,900.00	\$999,318.00	\$1,207,186.00	\$1,255,500.00
Prior Year	\$20,500.00	\$0.00	\$15,096.00	\$15,096.00	\$15,699.84
Total SB 813	\$861,800	\$806,900	\$1,014,414	\$1,222,282	\$1,271,200
Growth	\$437,400.00	(\$54,900.00)	\$207,514.00	\$415,382.00	\$48,917.84
Growth Trend as %	103.2%	-6%	26%	51%	4%

Education Revenue Augmentation Fund (ERAF) Shift

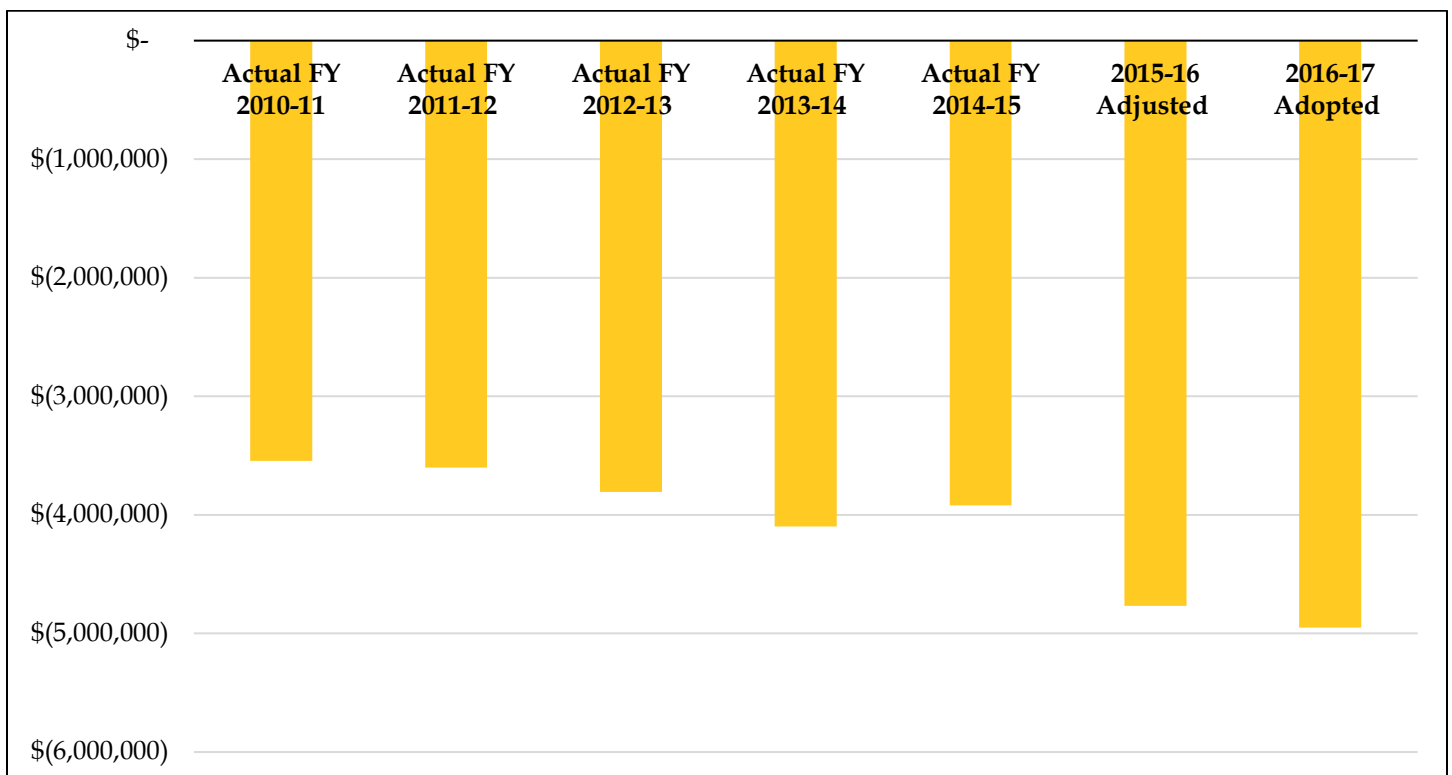
Description: The most significant shifts in property tax revenue from the District by legislative action is the Education Revenue Augmentation Fund (ERAF) shift. The State passed into law two tax shifts, ERAF I (FY 1992-93) and ERAF II (FY 1993-94) which shifted local AB8 property tax revenues from counties, cities, special districts, and redevelopment agencies to K-12 schools and community colleges. The base ERAF I and II tax shifts were specified by the State using population and other factors, and are adjusted yearly per the incremental growth rate in assessed property values. ERAF III was an additional tax shift implemented by the State for FY 2004-05 and FY 2005-06. The District was not subject to this last shift; however, the continuing trend towards the allocation of more tax revenue to schools and other state specified entities is a precedent setting event.

Analysis: Using data provided by San Mateo County, the District's ERAF shift can be calculated as approximately 11 percent of each of the applicable property tax revenues: Secured, Unsecured, and Home Owners Property Tax Exemption (HOPTR). The 11 percent rate has been used for the budget estimates.

The following table provides a summary of the property tax revenues and the amount of the gross ERAF shift, for the categories of taxes and inter-governmental (HOPTR).

	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Actual FY 2014-15	2015-16 Estimated	2016-17 Proposed
Secured	\$ 29,065,900	\$ 30,834,500	\$ 34,454,470	\$ 36,039,100	\$ 34,490,578	\$ 38,323,828	\$ 39,856,800
Unsecured	1,724,800	1,470,100	1,842,177	1,881,800	1,774,307	2,155,486	2,241,700
HOPTR	221,700	220,500	272,600	227,300	247,757	257,667	267,974
Sub-Total	31,012,400	32,525,100	36,569,247	38,148,200	36,512,642	40,736,981	42,366,474
Shift	\$ (3,543,200)	\$ (3,601,000)	\$ (3,805,500)	\$ (4,097,000)	\$ (3,921,300)	\$ (4,768,350)	\$ (4,588,200)
%	11%	11%	10%	11%	11%	12%	11%

ERAF Shift



Education Revenue Augmentation Funds (ERAF) Rebate

Description: In October of 2003, the San Mateo County Controller announced that there would be a refund to local tax receiving agencies from excess funds in the ERAF trust fund. These refunds are primarily a result of the local tax base increasing at a rate faster than the increase in the funding limits of the Schools and Community Colleges. Appropriations to ERAF are based on amounts set by the State in FY 1992-93 and FY 1993-94, adjusted each year by increases in assessed values of properties in respective taxing jurisdictions. Under the current law, excess ERAF funds cannot be used for purposes other than to refund back to taxing jurisdictions that contributed to ERAF. Historically the State has revised data affecting the calculation of the excess ERAF for up to three years. Past adjustments have resulted in a 5 percent to 10 percent change in reported shifts. To ensure funding for these potential adjustments, the Controller reserves 10 percent of each year's excess until the three year period has passed.

Analysis: In January of each fiscal year, the District receives notification from the County of San Mateo Controller's Office regarding the amount of ERAF refund to be distributed to each tax receiving agency in that month. The refund is primarily made up of three components:

1. 45 percent of the projected excess for the current fiscal year.
2. 45 percent of the remaining balance due for the prior fiscal year, net of reserves.
3. 10 percent of the residual reserve balance in the 10 percent contingency fund.

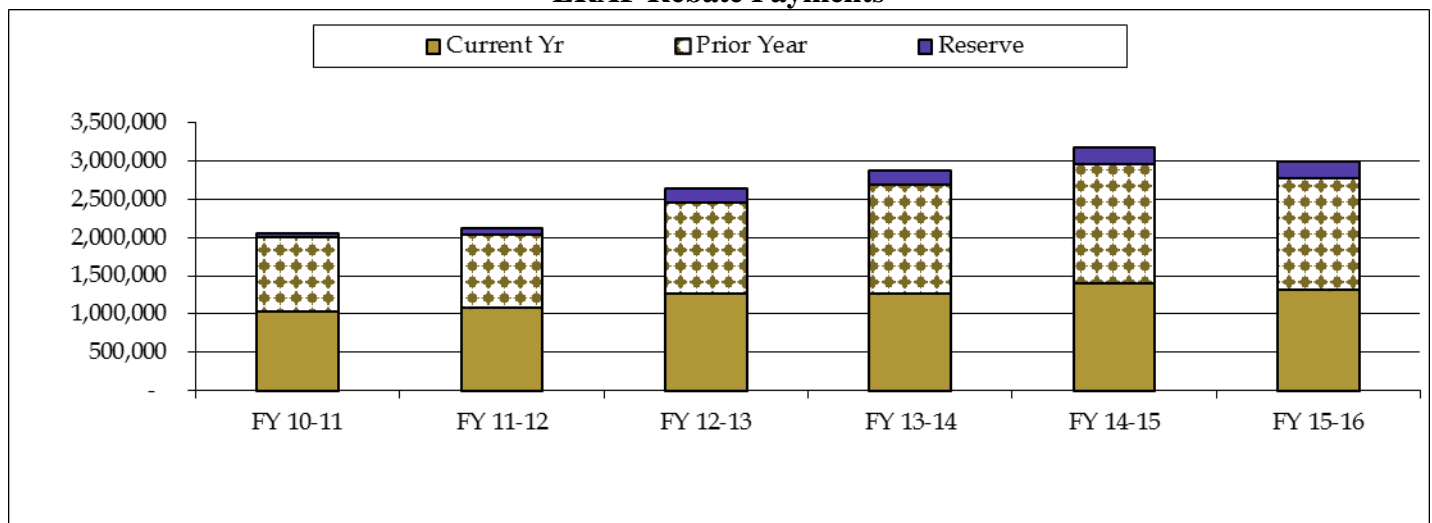
San Mateo County calculates ERAF refunds based on the taxing jurisdictions participating in ERAF Shifts.

At its meeting of February 7, 2012, the Finance Committee reviewed the recommendation provided by the San Mateo County Controller at the November 18, 2011 SAMFOG meeting and concluded that the ERAF rebate should not be a component of budgeted ongoing revenues. This recommendation was again stated by the County Controller in 2013 and 2014 meetings. The ERAF rebate payments have been utilized to fund the OPEB and construction of stations. Future rebates will be used for funding of station construction.

The following table provides a history of the composition of the ERAF funds received by the District and the budget estimates:

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Actual FY 2014-15	FY2015-16 Adjusted	FY2016-17 Proposed
Growth % Current Year	5%	12%	6%	10%	-6%	
Current Year @ 45%	\$ 1,077,400	\$ 1,202,200	\$ 1,273,300	\$ 1,400,630	\$ 1,316,590	\$ -
Prior Year @ 45% Net	961,500	1,185,200	1,416,800	1,558,480	1,465,970	-
Residual Reserve Balance	80,700	190,500	194,300	214,509	206,984	-
Sub-total	\$ 2,119,600	\$ 2,577,900	\$ 2,884,400	\$ 3,173,619	\$ 2,989,544	\$ -
% Change	2.96%	21.62%	11.89%	10.03%	-5.80%	

ERAF Rebate Payments



Licenses & Permits

Description: The District charges fees to assist covering the costs of issuing permits, providing fire prevention services and enforcing the District's Fire Code. A number of permits, adopted under the State Fire Protection District Act of 1987 and the California Fire Code, are required by the District. Service and enforcement charges include annual and per project cost recovery fees to authorize the storage or use of certain hazardous and flammable materials, plan reviews for new buildings and improvements, and reviews of automatic fire sprinkler system and fire alarm system installations. Additionally, fees are charged to owners who operate certain types of businesses, such as motels, dry cleaning plants, and automobile repair shops. The District's Fire Prevention Code provides more detailed information about fire safety guidelines and service and permit fees.

Analysis: The two most significant sources of revenue for the Prevention Division are annual permits and fees for construction plan checks/inspections.

- *Annual Permits:* Typically the number of annual permits issued does not fluctuate unless businesses open or close down. For FY 2016-17 it is anticipated that the number of annual permits will remain the same.
- *Construction Permits:* Construction permits are subject to volatility and the number of submittals can fluctuate month to month. However, the amount of revenue project fees is anticipated to increase along with the increase in property values by. The projected increase used is 4% for FY 2016-17.

The average number of annual permits received between FY 2012-13 and FY 2015-16 has not fluctuated. It is anticipated that there will again be no change in the number of annual permits issued for FY 2016-17.

Annual Permits	July - Dec	Jan - June	Total	Inc/Dec	Inc/Dec%
FY 2012-13	238	68	306		
FY 2013-14	251	49	300	(6)	-2%
FY 2014-15	251	56	307	7	2%
FY 2015-16	251	56	307	-	
FY 2016-17	251	56	307	-	

The FY 2016-17 projected Fire Prevention revenue budget is forecasted to increase by 4 percent \$1,354,718.

Fee Category	FY 2016-17 Projected Revenue Budget
Annual Permits	\$ 175,000
Construction Permits	1,159,718
Event Permits	20,000
Total	\$ 1,354,718

Interest Income

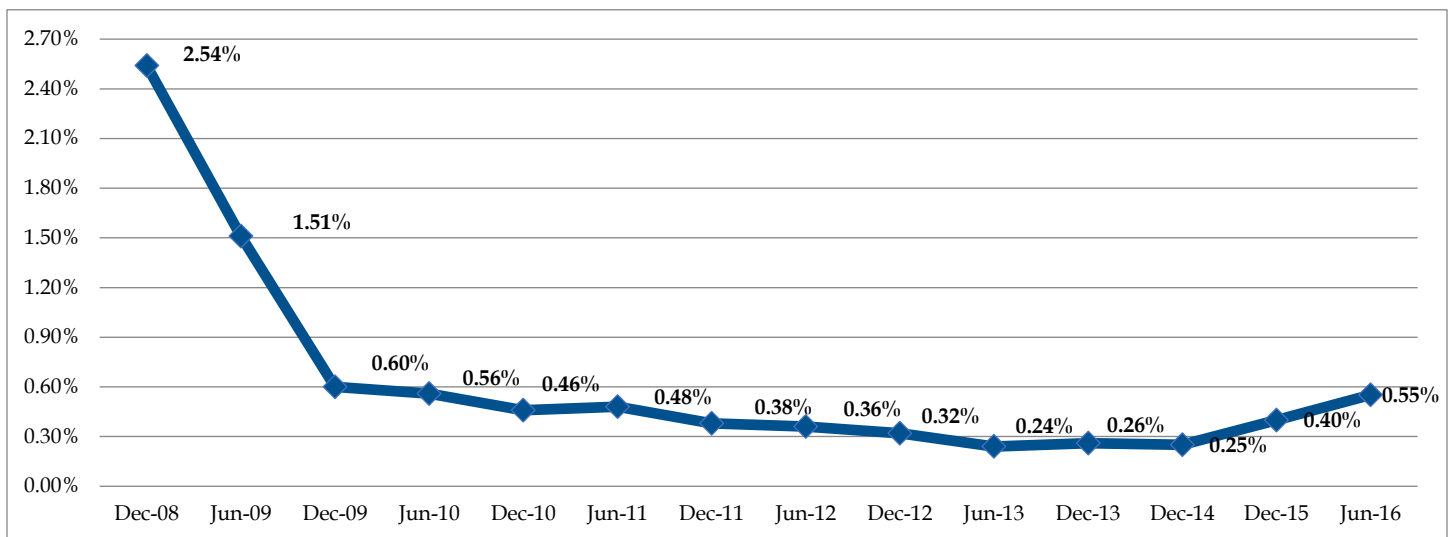
Description: At the Board meeting held March 20, 2007, the Board of Directors established the position of District Treasurer by Resolution #1146. Additionally, the Board of Directors authorized staff to open an account with the State of California Local Agency Investment Fund (LAIF). LAIF created by statute, began in 1977 as an investment alternative for California's local governments and special districts. Interest earnings are recorded by LAIF on a quarterly basis.

Analysis: As of July 1, 2007 all interest earnings are recorded in the General Fund. The following chart provides LAIF rates of return from December 2008 to December 2015.

An estimated LAIF interest rate of 0.26 percent was used to construct the budget for FY 2015-16. This rate was chosen to reflect the continuing historically low short term market interest rates.

Interest income for FY 2016-17 was estimated using a LAIF interest rate of 0.50 percent.

Semi-Annual Rate of Return



Menlo Park Fire Protection District General Fund Expenditure Section



Adopted by the Board of Directors on 6-28-16
Resolution #1857-2016

General Fund Expenditures

FY 2016-17 General Fund Operating Expenditure Budget

The FY 2016-17 operating budget meets the Board of Director's policies, and is balanced with ongoing revenues fully funding ongoing expenditures. For FY 2016-17, the General Fund Operating Expenditure Budget has increased by approximately \$9.6 million from the FY 2015-16 Estimated Budget. The table below compares the General Fund expenditures for FY 2014-15 Actual, FY 2015-16 Adopted, Estimated FY 2015-16 and FY 2016-17 Proposed Budget. The major increases proposed for FY 2016-17 compared to Estimated FY 2015-16 are in Compensation and Capital Outlay for Apparatus and Equipment.

The Fire District provides vital fire and emergency services to protect the people and property in Menlo Park, Atherton, East Palo Alto and unincorporated areas of San Mateo County. The valuable resources necessary to ensure the superior delivery of these services are the highly trained and skilled personnel as well as the exceptional quality of its apparatus and equipment. The Increase/Decrease column shown in the table below compare FY 2015-16 Estimated Budget to FY 2016-17 Proposed Budget.

GENERAL FUND SUMMARY	Actual 2014-15	Adopted 2015-16	Estimated 2015-16	Proposed Budget 2016-17	Increase / (Decrease) \$
EXPENDITURES:					
Compensation	\$ 21,170,315	\$ 22,347,500	23,896,360	30,726,779	\$ 6,830,419
Payment of Unfunded Liability	-	871,700	801,800	1,175,216	373,416
Overtime	1,912,794	1,985,400	3,249,500	2,014,289	(1,235,211)
Operating Expenditures	5,085,047	4,847,600	5,377,414	5,425,145	47,731
Apparatus and Equipment	1,059,300	2,977,900	2,147,600	5,723,901	3,576,301
Total Expenditures	\$ 29,227,456	\$ 33,030,100	35,472,674	45,065,330	\$ 9,592,656
TRANSFERS OUT:					
To Debt Service Fund	\$ 950,100	\$ 950,100	\$ 950,100	\$ 950,100	-
To Capital Improvement Projects	7,335,400	2,500,000	2,500,000	2,500,000	-
Total Transfers	\$ 8,285,500	\$ 3,450,100	\$ 3,450,100	\$ 3,450,100	\$ -
Extra-Ordinary Expenditures:					
CalPERS Unfunded Liability (UAL)	\$ 12,000,000		\$ -	\$ -	\$ -
TOTAL	\$ 49,512,956	\$ 36,480,200	\$ 38,922,774	\$ 48,515,430	\$ 9,592,656

Wages and Benefits

The following table provides the proposed expenditure detail for the Wages and Benefits section of the operating budget.

GENERAL FUND WAGES AND BENEFITS	Adopted Budget 2015-16	Estimated Budget 2015-16	Proposed Budget 2016-17	Increase / (Decrease) \$	% Change FY 2015-16 Est. vs FY 2016-17
Wages, Stipends & Compensated Absence	\$ 14,567,400	\$ 14,755,289	\$ 20,430,691	\$ 5,675,402	38%
Overtime	1,985,400	3,249,000	2,014,289	(1,234,711)	-38%
Retirement plus annual UAL	5,956,200	6,215,600	7,942,795	1,727,195	28%
Health & Welfare	2,412,900	2,549,822	3,528,509	978,687	38%
Total Wages & Benefit	\$ 24,921,900	\$ 26,769,711	\$ 33,916,284	\$ 7,146,573	27%

Wages, Stipends & Compensated Absences

The Proposed Wages and Benefits budget for FY 2016-17 has increased by approximately \$7.1 million over the FY 2015-16 Estimated Budget. The increase mainly attributed to all employees falling under a new MOU or Compensation Plan.

During the Financial crisis of 2008 through approximately 2013 and longer, employees were required to forgo annual increases in wages or benefits in order to allow the District to continue to provide the same excellent level of service to its constituents. When the economic outlook turned the corner and was looking far better with lower unemployment and housing and building picking up, the District was able to review and update the compensation plans.

In addition to wage and benefit increases, the District has found the need to increase the Firefighter Full Time Equivalents (FTE). In the past year and upcoming years, the District anticipates higher than average retirements. Many personnel as in many professions held off retirement until the economy became stronger and they were able to regain some of the financial losses experienced because of the elongated recession. With this in mind planning has been moving forward and working to build up our Safety personnel to be able to fill the vacant positions with well trained staff ready to fill the openings. As this cycle continues, higher cost employees will be replaced by new personnel with a lower cost of benefits. With increased suppression staff, the need to increase support positions becomes necessary as well. In FY 2016-17 the District's Proposed FTE level has increased by 8.7 FTEs from 113.80 to 122.5.80. The detail of the FTE schedule is provided later in this document, however a summary of the changes is shown below.

FTE Classification	FY 2015-16	FY 2016-17	Change
Accounting/Payroll Technician	1.00	2.00	1.00
Half-time Admin. Assistant	-	0.50	0.50
Emergency Services Specialist	0.80	1.00	0.20
Firefighter	9.00	20.00	11.00
Firefighter/Engineer	51.00	46.00	(5.00)
Admin Assistant-Suppression Train	0	1.00	1.00
Total Increase FTE	61.80	70.50	8.70

Overtime

The FY 2016-17 proposed overtime budget decreased by 7.0 percent from the FY 2015-16 estimated budget. With the increase in Firefighter FTEs overtime should experience a decline from the prior year.

Retirement

FY 2016-17 proposed budgeted retirement increased by 28 percent which is in line with the increase in positions and salaries. There have been two significant changes in the last couple years that offset the cost to the District. The employer contribution amount has decreased due to the amended MOU for the AFSCME represented Group. The employee contribution (EPMC) rate of eight percent has been reverted back and is paid by the employees. The CalPERS budgeted employer contribution rate for the Safety group remains at 41 percent rather than the actual rate to allow for excess budgeted funds over the actual rate to be added to the PERS Rate Stabilization Fund to help pay down the unfunded liability. In addition, the safety IAFF members are now contributing 3 percent of the employer's portion due to the IAFF MOU.

Other Operating Expenditures

The following table provides the expenditure detail for the Other Operating Expenditures section of the FY 2016-17 Proposed Budget. Other Operating Expenditures include supplies, contract services and equipment.

GENERAL FUND OTHER EXPENDITURES	Actual 2014-15	Estimated 2015-16	Proposed 16-17	Increase / (Decrease) \$	% Change FY 2015-16 Est. vs FY 2016-17
Services and Supplies	\$ 5,085,047	\$ 5,377,414	\$ 5,425,145	\$ 47,731	1%
Equipment / Fixed Assets	1,059,300	2,147,600	5,723,901	3,576,301	167%
Total Other Expenditures	\$ 6,144,347	\$ 7,525,014	\$ 11,149,046	\$ 3,624,032	48%

Equipment/Fixed Assets

For FY 2016-17, the total budget increased by \$3.6 million over the FY 2015-16 estimated budget. This is predominately due to the planned replacement of equipment and apparatus. The District extended the useful lives of two Engines and other equipment and rolling stock to postpone expenditures during the recessionary years. This will be explained in greater detail in a later sections of this document.

Staffing Level Summary

		2015-16	2016-17	
	Group	Adopted FTE	Proposed FTE	Change
Board of Directors				
Clerk of the Board	Unrep	1.00	1.00	-
Total Board of Directors		1.00	1.00	-
Administration				
Fire Chief	Unrep	1.00	1.00	-
Deputy Chief	Unrep	0.50	0.50	-
Administrative Services Manager	Unrep	0.50	0.50	-
Senior Management Analyst	Unrep	1.00	1.00	-
Total Administration		3.00	3.00	-
Apparatus Maintenance				
Fleet Supervisor	AFSCME	1.00	1.00	-
Mechanic	AFSCME	1.00	1.00	-
Total Apparatus Maintenance		2.00	2.00	-
Community Disaster Preparedness				
Emergency Services Specialist	AFSCME	0.40	1.00	0.60
Total Community Disaster Preparedness		0.40	1.00	0.60
District Disaster Preparedness				
Disaster Response Manager	Unrep	0.50	0.50	-
Emergency Services Coordinator	AFSCME	0.50	-	(0.50)
Total District Disaster Preparedness		1.00	0.50	(0.50)
Financial Management				
Administrative Services Manager	Unrep	0.50	0.50	-
Senior Accountant	Unrep	1.00	1.00	-
Accounting Technician	Unrep	1.00	2.00	1.00
Total Financial Management		2.50	3.50	1.00
Fire Prevention				
Fire Marshal	Unrep	1.00	1.00	-
Senior Inspector	IAFF	2.95	-	(2.95)
Deputy Fire Marshall	IAFF	-	0.95	0.95
Fire Inspector I/II	IAFF	-	2.00	2.00
Plan Examiner	AFSCME	1.00	1.00	-
Fire Prevention Coordinator	AFSCME	-	1.00	1.00
Administrative Specialist	AFSCME	1.00	-	(1.00)
Total Fire Prevention		5.95	5.95	-
Human Resources & Risk Management				
Human Resources Manager	Unrep	1.00	1.00	-
Senior Human Resources Analyst	Unrep	1.00	1.00	-
Administrative Assistant	Unrep	-	0.50	0.50
Total Human Resources & Risk Mgt		2.00	2.50	0.50
Information Technology				
Information Technology Manager	Unrep	1.00	1.00	-
Senior Information Technology Analyst	Unrep	1.00	1.00	-
Information Technology Specialist	Unrep	1.00	1.00	-
Total Information Technology		3.00	3.00	-
Public Education				
Emergency Services Manager	Unrep	0.50	0.50	-
Public Education Officer	AFSCME	-	1.00	1.00
Emergency Services Coordinator	AFSCME	0.50	-	(0.50)
Emergency Services Specialist	AFSCME	0.40	-	(0.40)
Total Public Education		1.40	1.50	0.10
Weed Abatement				
Senior Inspector	IAFF	0.05	0.05	-
Total Weed Abatement		0.05	0.05	-
Emergency Medical Services				
Emergency Medical Services Manager	Unrep	1.00	1.00	-
Total Emergency Medical Services		1.00	1.00	-
Fire Suppression				
Deputy Chief	Unrep	0.50	0.50	-
Division Chief	Unrep	1.00	1.00	-
Battalion Chief	Unrep	3.00	3.00	-
Captain	IAFF	24.00	24.00	-
Engineer	IAFF	51.00	46.00	(5.00)
Firefighter	IAFF	9.00	20.00	11.00
Total Fire Suppression		88.50	94.50	6.00
Suppression Training				
Division Chief	Unrep	1.00	1.00	-
Battalion Chief	Unrep	1.00	1.00	-
Administrative Assistant	AFSCME	-	1.00	1.00
Total Suppression Training		2.00	3.00	1.00
Total FTE's by Program		113.80	122.50	8.70

Transfers to Other Funds

The General Fund essentially receives all sources of revenue for the District. Board Designated Reserves, Capital Improvement Projects and Debt Service Obligations are all dependent on the General Fund. In addition, funds transferred from Apparatus and Equipment Reserve must be approved by the Board of Directors. The following table provides a summary of the FY 2016-17 budgets for all funds. Note, the \$209,900 shown as revenue in the Debt Service fund is an IRS interest reimbursement and interest earnings on the funds held with the trustee.

Funds	Estimated Fund Balance as of 7/1/2016	Estimated Revenues	Estimated Expenditures	Transfer In/(Out)	PERS Stablization Reserve	Apparatus and Equipment Reserve	Estimated Fund Balance @ 6/30/2017
General Fund	\$ -	\$ 43,215,400	\$ 45,065,300	\$ (3,450,100)	\$ -	\$ 5,300,000	\$ -
Fund Balances	43,657,600	-	-	-	2,500,000	(5,300,000)	40,857,600
Debt Service	2,525,957	218,400	999,100	950,100	-	-	2,695,357
CIP	22,629,824	-	4,081,000	2,500,000	-	-	21,048,824
TOTAL	\$ 68,813,381	\$ 43,433,800	\$ 50,145,400	\$ -	\$ 2,500,000	\$ -	\$ 64,601,781

Committed and Assigned Fund Balances

The Estimated Fund Balance as of July 1, 2016 has increased by \$2.5 million due to the reclassification of the estimated retirement set aside (41 percent vs 20.23 percent) at the end of the fiscal year. After the year-end, all reserve funds will be reviewed and adjusted based on the District's established fund balance policy.

Transfers

The FY 2016-17 budget transfers for the Capital Improvement Projects Funds and the Debt Service Funds remain status quo: \$2.5 million to the CIP fund Station #4 and \$950,100 to the Debt Service Fund. In addition, \$5.3 million will be transferred from Committed Apparatus Reserve (\$3.8 million) and Assigned Equipment Replacement Reserve (\$1.5 million).

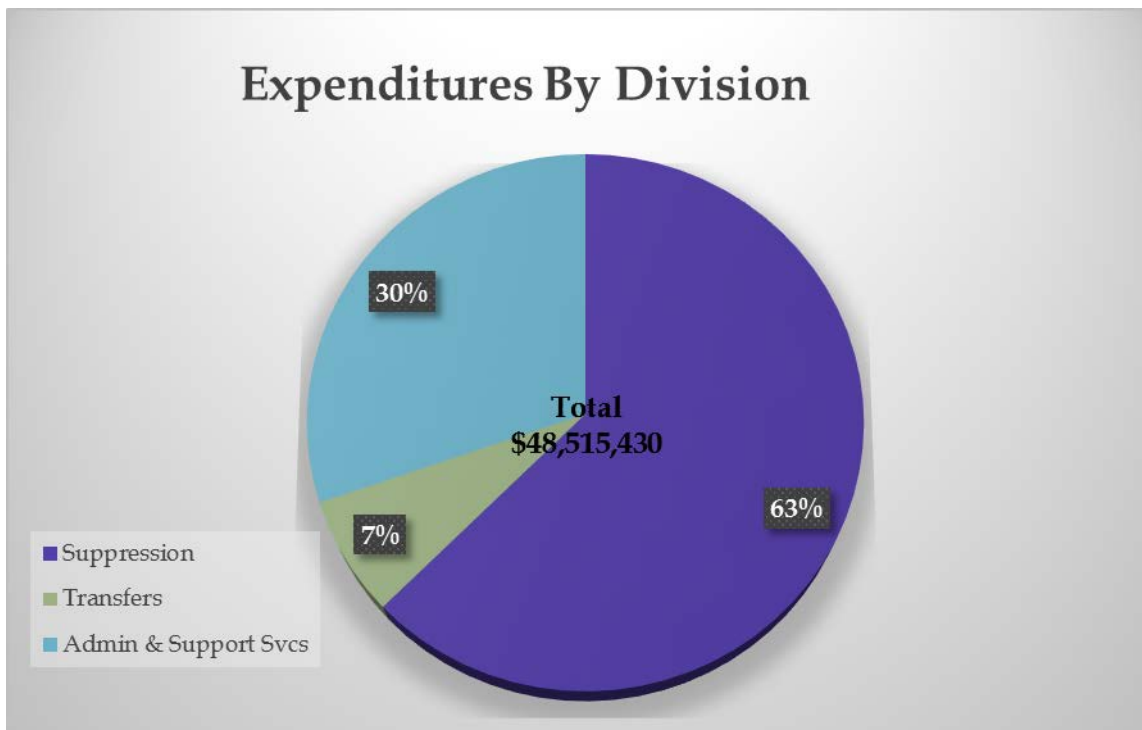
General Fund Expenditure Overview

In the development of the FY 2016-17 budget structure, the General Fund expenditures are divided into two Service Areas or Divisions: Administration and Support Services, and Suppression. The FY 2016-17 budget is approximately 24.5 percent higher than the prior fiscal year estimated budget. The increase is largely due to the \$5.3 million purchase of apparatus and equipment as well as the increase in compensation.

The following table provides a multi-year overview of the General Fund expenditure budget by Division.

General Fund				
Summary : Use of Funds by Division				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Division</u>				
Administration & Support Svcs	\$ 8,197,556	\$ 10,895,500	\$ 10,385,514	\$ 14,696,305
Suppression	33,029,900	22,134,600	25,135,160	30,369,025
Transfer Out - YTD	6,623,700	3,450,100	3,450,100	3,450,100
Total Division Budget	\$ 47,851,156	\$ 36,480,200	\$ 38,970,774	\$ 48,515,400
2016-17 Proposed				\$ 48,515,400
2015-16 Estimated				\$ 38,970,774
2016-17 Increase \$				\$ 9,544,626
2016-17 Increase %				24.49%

The following chart illustrates the funding level by Division or Service Areas.



General Fund Expenditures By Program

The General Fund operating budget is divided into two primary Divisions or Service Areas each containing assigned programs. The following table provides an overview of Expenditures by Program.

General Fund Summary : Use of Funds by Program

	2014-15 Actual	2015-16 Adopted	015-16 Estimated	2016-17 Proposed
<u>Administration & Support Svcs</u>				
Board of Directors	\$ 262,800	\$ 243,000	\$ 243,000	\$ 251,135
Administration	754,900	1,156,600	1,201,500	1,146,321
Apparatus Maintenance	763,500	3,178,600	2,401,700	5,763,850
Community Disaster Preparedness	107,400	124,000	124,000	250,743
Deployment - Local/State/Federal	271,045	-	-	-
District - Disaster Preparedness	175,500	310,500	310,500	275,307
District Counsel	237,400	187,400	237,700	187,400
Facilities	667,900	605,500	752,594	670,938
Financial Management	625,400	822,200	625,400	987,195
Fire Prevention	1,487,000	1,483,900	1,618,620	1,835,933
Human Resources & Risk Mgmt	1,831,600	1,753,000	1,785,300	2,009,993
Information Technology	824,400	836,100	906,400	997,765
Public Education	123,700	131,200	131,200	206,165
Regional Training Center	19,800	18,300	18,300	88,560
SLAC	-	-	6,800	-
US&R Support	-	-	-	-
Weed Abatement	22,500	22,500	22,500	25,000
Total	\$ 8,174,845	\$ 10,872,800	\$ 10,385,514	\$ 14,696,305
<u>Suppression</u>				
Cadets	\$ 6,800	\$ 11,800	\$ 11,800	\$ 30,175
Emergency Medical	412,800	374,600	344,200	395,478
Explorer	19,800	19,800	19,800	45,076
Fire Suppression	30,659,400	20,030,300	23,059,560	27,711,359
Gear & Supplies	843,300	283,100	283,100	396,565
Radios / Communications	83,800	264,300	264,300	136,877
Suppression Training	982,900	1,121,600	1,123,300	1,569,957
Water Rescue	21,100	29,100	29,100	83,538
Total	\$ 33,029,900	\$ 22,134,600	\$ 25,135,160	\$ 30,369,025
Transfer Out	6,623,700	3,450,100	3,450,100	3,450,100
Grand Total	\$ 47,828,445	\$ 36,457,500	\$ 38,970,774	\$ 48,515,430

Administration & Support Services

Division/Service Area Overview

Administration and Support Services provides support to all programs of the Fire District in areas of Administrative Services, Board of Directors, Board Clerk, Finance, Human Resources, Information Technology, and Legal Counsel. In addition, it is responsible for the maintenance, repair, and disposal of automotive and apparatus fleet vehicles as well as the maintenance and repair of the Fire Stations. Other essential responsibilities of this Service Area are to continue to educate the community, students, civic groups and vulnerable populations on the dangers of fire, as well as on being self-reliant during natural disasters. Staff works with the community and partner agencies to help build safe communities.

Budget Summary: The Administration and Support Services budget increased \$4,311,000 over the prior fiscal year estimated budget.

Increase in FTE and compensation expenditures are primarily due to:

- 1.0 FTE increase for an Accounting/Payroll Technician in Finance resulting in an increase of \$108,200.
- 0.5 FTE increase to include a half-time Administrative Assistant in Human Resources resulting in an increase of \$57,500.
- 0.2 FTE to increase the Emergency Services Specialist to a full time position resulting in a cost increase of \$14,154.

Increase in Apparatus and Equipment expenditures due to:

- Increase of \$3,312,000 in Apparatus/Maintenance for the purchase of Apparatus and Equipment. The Apparatus and Equipment purchases will be discussed in greater detail later in this document.
- Fiscal Year 2016-17 Proposed Expenditures for the purchase of Apparatus and Equipment will be funded using a transfer of \$3.8 million from the Apparatus Replacement Reserve; and \$1.5 million transfer from the Equipment Replacement Fund.

Administration & Support Services

The following table presents Fiscal Year 2016-17 Position totals comparison to FY 2015-16, and 2014-15.

Administration & Support Services				
Summary of FTE and Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Adjusted	2016-17 Proposed
<u>Total Staffing</u>				
Fire Chief / FTE	1.00	1.00	1.00	1.00
Deputy Chief / FTE	0.25	0.50	0.50	0.50
Division Chief / FTE	-	-	-	-
Fire Marshal / FTE	1.00	1.00	1.00	1.00
Admin. Svcs Manager / FTE	1.00	1.00	1.00	1.00
Human Resource Manager / FTE	1.00	1.00	1.00	1.00
IT Manager / FTE	1.00	1.00	1.00	1.00
Accountant / FTE	-	-	-	-
Accounting/Payroll Technician / FTE	1.00	1.00	1.00	2.00
Admin. Specialist / FTE	1.00	1.00	1.00	1.00
Clerk of the Board / FTE	1.00	1.00	1.00	1.00
Disaster Response Manager / FTE	1.00	1.50	1.50	1.00
Emergency Services Coord./FTE	-	0.90	0.90	-
Emergency Services Sp./FTE	0.80	0.40	0.40	1.00
Fleet Supervisor / FTE	1.00	1.00	1.00	1.00
Administrative Assistant - HR	-	-	-	0.50
IT Specialist / FTE	1.00	1.00	1.00	1.00
Mechanic / FTE	1.00	1.00	1.00	1.00
Plan Examiner / FTE	1.00	1.00	1.00	1.00
Public Education Officer	-	-	-	1.00
Sr. Accountant / FTE	1.00	1.00	1.00	1.00
Sr. Human Resources Analyst / FTE	1.00	1.00	1.00	1.00
Sr. IT Analyst / FTE	1.00	1.00	1.00	1.00
Sr. Inspectors / FTE	3.00	3.00	3.00	3.00
Sr. Management Analyst / FTE	1.00	1.00	1.00	1.00
FTE Budget	21.05	22.30	22.30	24.00

The following table presents an overview of the Support Services Service Area budget, additional detail is provided in this document at the program level.

Administration & Support Services				
Expenditures Overview				
	2014-15	2015-16	2015-16	2016-17
	Actual	Adopted	Estimated	Proposed
<u>Total Expenditure Budget</u>				
Compensation	\$ 3,502,015	\$ 4,109,700	\$ 4,016,700	\$ 4,456,977
Payment of Unfunded Liability		69,900	69,900	78,196
Overtime	241,894	124,600	135,500	158,397
Operating Expenditures	4,074,247	3,755,300	4,157,014	4,473,855
Equipment	379,400	2,836,000	2,006,400	5,528,880
Total Use of Funds	\$ 8,197,556	\$ 10,895,500	\$ 10,385,514	\$ 14,696,305

Administration & Support Services

Administration & Support Services Summary of Expenditures by Program				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Total Program Budget				
Board of Directors	\$ 262,800	\$ 243,000	\$ 243,000	\$ 251,135
Administration	754,900	1,156,600	1,201,500	1,146,321
Apparatus/ Maintenance	763,500	3,178,600	2,401,700	5,763,850
Community Disaster Preparedness	107,400	124,000	124,000	250,743
Deployment - Local/State/Federal	271,045	-	-	-
District - Disaster Preparedness	175,500	310,500	310,500	275,307
District Counsel	237,400	187,400	237,700	187,400
Facilities	667,900	605,500	752,594	670,938
Financial Management	625,400	822,200	625,400	987,195
Fire Prevention	1,487,000	1,483,900	1,618,620	1,835,933
Human Resources	1,831,600	1,753,000	1,785,300	2,009,993
Information Technology	824,400	836,100	906,400	997,765
Public Education	123,700	131,200	131,200	206,165
Regional Training Center	19,800	18,300	18,300	88,560
SLAC	-	-	6,800	-
US&R Support	-	-	-	-
Weed Abatement	22,500	22,500	22,500	25,000
Total Use of Funds	\$ 8,174,845	\$ 10,872,800	\$ 10,385,514	\$ 14,696,305



100 Years of Service

Administration & Support Services
Board of Directors Program
(# 100-1000)

Program Overview

The Fire District Board was established on January 3, 1916 by the San Mateo County Board of Supervisors. The Fire District is a California Special District, a local government agency with taxation authority as established on June 27, 1916. As such, Board Member compensation per meeting is capped at \$100, with a monthly \$400 maximum. The District Board recognizes that one of its major functions is to serve as the policy-making body of the Fire District, and to govern the activities and shape the future of the Fire District. At the same time, the Board preserves for the Fire Chief and the professional staff the responsibility of the day-to-day administration and operations of the District in a manner consistent with the policies and rules of the Board of Directors.

The District Board of Directors endorses a policy of providing strategic leadership, in a fiscally responsible and publicly transparent manner. In keeping with these principles, a current copy of the Board of Director's Policy and Procedures Manual is posted on the District's website at www.menlofire.org.

Elections are held every two years, on the years ending in an odd number. Any resident of the District can run for a Board seat. The Fire District Board has the following standing committees, with two Board members serving on each:

- Human Resource Committee – this committee addresses the functions, activities, operations, compensation, negotiations and welfare of Fire District personnel.
- Finance Committee – this committee addresses the financial management of the District, including the preliminary review of an annual budget, purchasing policies, annual audit, significant expenditures, and capital improvement projects.
- Strategic Planning Committee – this committee addresses multi-year planning and potential consolidation of services with other agencies.
- Emergency Preparedness Committee – this committee addresses emergency preparedness work with the jurisdictions on policy guidance and planning to ensure readiness in the event of an emergency.

Administration & Support Services
Board of Directors Program
 (# 100-1000)

Program Budget Summary

Board of Directors Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Board Members	5.00	5.00	5.00	5.00
Clerk of The Board/FTE	1.00	1.00	1.00	1.00
FTE Budget	1.00	1.00	1.00	1.00
Compensation	\$ 173,200	\$ 187,200	\$ 187,200	\$ 195,335
Overtime	-	-	-	-
Sub-Total	\$ 173,200	\$ 187,200	\$ 187,200	\$ 195,335
<u>Operating Expenditures</u>				
Contracts	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Supplies	2,500	2,500	2,500	2,500
Discretionary Funds	60,000	20,000	20,000	20,000
LAFCo *	19,100	25,300	25,300	25,300
Sub-Total	\$ 89,600	\$ 55,800	\$ 55,800	\$ 55,800
Total Use of Funds	\$ 262,800	\$ 243,000	\$ 243,000	\$ 251,135

* LAFCo: Local Agency Formation Commission (LAFCO) is a State-mandated, independent agency with County-wide jurisdiction over changes in organization and boundaries of cities and special Districts, including annexations, detachments, incorporations and formations. Annual dues paid by the District are budgeted in this program.

Administration & Support Services

Administration

[#100-1010]

Program Purpose

The Fire Chief interacts with staff to prepare and manage the Operating, Capital Improvement Project, and Debt Service budgets, control and track expenditures, and direct all aspects of the day-to-day operations of the Fire District. The Administration program includes operation studies, nexus studies, legislative costs as well as the District's general insurance expenditures.

The decrease in the expenditures shown below is primarily due not having elections cost this Fiscal Year.

Program Budget Summary

Administrative Services Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Staffing				
Fire Chief / FTE	1.00	1.00	1.00	1.00
Deputy Chief / FTE	0.25	0.50	0.50	0.50
Admin. Svcs Manager / FTE	0.50	0.50	0.50	0.50
Sr. Management Analyst	1.00	1.00	1.00	1.00
FTE Budget	2.75	3.00	3.00	3.00
Compensation	\$ 558,400	\$ 755,200	\$ 825,100	\$ 841,625
Payment of Unfunded Liability		\$ 69,900	\$ 69,900	\$ 78,196
Overtime	-	-	-	-
Sub-Total	\$ 558,400	\$ 825,100	\$ 895,000	\$ 919,821
Operating Expenditures				
Contract Services	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Insurances (Auto, General Liability, Unemployment, Claims)	163,300	163,300	163,300	163,300
Election	-	115,000	90,000	-
Special Project (100-Year Anniversary)		20,000	20,000	30,000
Supplies	20,200	20,200	20,200	20,200
Sub-Total	\$ 196,500	\$ 331,500	\$ 306,500	\$ 226,500
Total Use of Funds	\$ 754,900	\$ 1,156,600	\$ 1,201,500	\$ 1,146,321



100 Years of Service

Administration & Support Services
Apparatus / Fleet Maintenance
[#100-4005]

Program Purpose

Apparatus/Fleet Maintenance is tasked with keeping all emergency and non-emergency response vehicles in the safest and most efficient working condition possible. This is accomplished through an aggressive preventative maintenance program and adherence to all applicable District policies and procedures, and local, state, and Federal laws. In addition, this program is continuously evaluating and planning for future needs of the District in order to purchase apparatus or vehicles that are identified in the District's strategic plan.

On March 3, 2016, the Fire Chief presented his resource deployment plan to the District Board of Directors. That plan was based on analytics presented in a standards of cover study completed in late 2015. The apparatus planned for purchase during the 2016/17 fiscal year are designed to fulfill the requirements of the Fire Chief's deployment plan.

When purchasing fire apparatus custom specifications are developed that best meet the needs of the District. The District then goes out to bid for the build out of the apparatus. Whenever possible the District uses government purchasing agreements to guarantee the best price.

Currently the District uses a combination of type 1 fire engines, aerial ladder trucks, and a heavy rescue unit to meet the needs of the community. In compliance with the Fire Chief's deployment plan the District has purchased a quint aerial ladder truck and is currently developing specifications for a tiller truck, two new type 1 engines, a new heavy rescue, new command vehicle, and a light rescue squad. Build out time for a type 1 engine is approximately twelve to fourteen months. A tiller truck build out is approximately fourteen to eighteen months. Build out for a heavy rescue is approximately twelve to fourteen months. Light rescue squads can often be purchased from manufacture stock, if not available then build out can be eight to ten months.

Purchases budgeted in FY 2016-17 are listed in the table below.

Description	Total Expenditure
Ladder Truck - Replacement for Truck 1	\$ 1,700,000
Engine - replacements (2) for E-2, E6	1,360,000
Squad - per SOC - Light Rescue	300,000
Heavy Rescue -per Deployment Plan	1,200,000
Airboat - Replacement for AB-1	165,000
Sububan 3/4 ton - Replacement for BC-1	110,000
Tahoe (2)- Replacement MNL11, MNL 3	80,000
Mechanic Truck - Replacement for MNL 20	60,000
FPB Vehicle for additional employee	40,000
Training Command Vehicle	80,000
Pool Vehicle - used by employees not assigned a vehicle	30,000
Total Apparatus and Equipment	\$ 5,125,000

Administration & Support Services
Apparatus / Fleet Maintenance
[#100-4005]

Program Budget Summary

Apparatus / Fleet Maintenance

Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Fleet Supervisor / FTE	1.00	1.00	1.00	1.00
Mechanic / FTE	1.00	1.00	1.00	1.00
FTE Budget	2.00	2.00	2.00	2.00
Compensation	\$ 281,900	\$ 312,600	\$ 310,000	\$ 313,810
Overtime	10,900	10,900	15,000	15,040
Sub-Total	\$ 292,800	\$ 323,500	\$ 325,000	\$ 328,850
<u>Operating Expenditures</u>				
Contract Services	\$ 99,400	\$ 34,100	\$ 99,400	\$ 78,500
Training			\$ 4,000	\$ 21,000
Fuel	125,000	125,000	100,000	125,000
Supplies - tires, vehicle/apparatus parts	60,300	56,000	60,300	85,500
Sub-Total	\$ 284,700	\$ 215,100	\$ 263,700	\$ 310,000
<u>Equipment</u>				
Air Boat	\$ -	\$ 80,000	\$ -	\$ 165,000
Engine - replacements (2) for E-2, E6	-	660,000	594,000	1,360,000
Squad - per SOC report				300,000
Heavy Rescue				1,200,000
Vehicles				400,000
Fire Truck/Quint	-	1,700,000	1,000,000	1,700,000
Fuel Card Reader	19,000		19,000	
Patrol Pumper	-	200,000	200,000	
Vehicles	104,500		-	
Vehicle Lifts	44,500	-	-	
Water Recycle Unit	18,000	-		
Sub-Total	\$ 186,000	\$ 2,640,000	\$ 1,813,000	\$ 5,125,000
Total Use of Funds	\$ 763,500	\$ 3,178,600	\$ 2,401,700	\$ 5,763,850

To fund the apparatus and equipment purchases \$1.5 million will be transferred from the Equipment Replacement Reserve; and \$3.8 million will be transferred from the Apparatus Replacement Reserve.

Administration & Support Services
Apparatus / Fleet Maintenance
 [#100-4005]

The table below lists the District's current inventory of Apparatus and Rolling Stock.

	Description	Note	VIN	Acquisition Year	Life Expectancy	Value
Vehicles^a						
	Pierce Arrow XT - 2015	E - 4	4P1BAAGF3GA015870	2016	15	\$700,000
	Pierce Dash - 2003	T - 1	4P1CT02S53A002903	2003	15	\$1,700,000
	Pierce Dash - 2005	E - 2	4P1CD01H75A004884	2005	15	\$700,000
	Pierce Dash - 2005	E - 6	4P1CD01H45A004955	2005	15	\$700,000
	Pierce Pumper -2007	E-3	4P1CD01H27A007324	2007	15	\$700,000
	Pierce Pumper -2007	E-5	4P1CDO1H47A007325	2007	15	\$700,000
	Pierce Velocity Engine - 2009	E-1	4P1CV01H19A009889	2009	15	\$700,000
	Pierce Velocity Engine - 2009	E-77	4P1CV01H19A009890	2009	15	\$700,000
						\$6,600,000
	Chevrolet Silverado Dually - 2008	MNL - 26	1GCJK33638F168272	2008	13	\$65,000
	Nissan Fork Lift - 1998	MNL - 3k	PJ02-9H0999	2005	10	\$30,000
	Air Boat - 2004	AB - 1	AMA00249F404	2004	15	\$80,000
	Chevy Silverado 1500 - 2011	MNL 6	1GCRCPEA6BZ386320	2011	13	\$35,000
	Chevy Silverado 1500 - 2011	MNL 7	1GCRCPEA9BZ382794	2011	13	\$35,000
	Chevy Silverado 1500 - 2011	MNL 8	1GCRCPEA3BZ383374	2011	13	\$35,000
	Chevy Silverado 1500 - 2011	MNL 14	1GCRCPEA5BZ382534	2011	13	\$35,000
	Ford F350 - 2001	MNL - 20	1FDSX35S01ED28048	2001	17	\$49,000
	Ford F350 - 2006	MNL - 23	1FDWW37Y36EA77331	2005	13	\$200,000
	Ford Expedition - 2006	MNL - 3	1FMPU16536LA93627	2006	13	\$42,000
	Ford Expedition - 2006	MNL - 11	1FMPU16516LA93626	2006	13	\$42,000
	Chevrolet Silverado 3500 HD Utility - 2008	MNL - 27	1GBHK39K28E172858	2008	12	\$65,000
	Chevrolet Tahoe Police - 2013	MNL - 1	1GNLC2E01DR212147	2013	13	\$46,000
	Putnam Chevy Suburban - 2009	MNL - 2	1GNGK46K09R254543	2010	8	\$110,000
	Ford Ranger - 1999	MNL - 12	1FTYR14V1XPB19133	1999	16	\$25,000
	Chevrolet Impalla - 2014	MNL-4	2G1125S38F9176711	2014	13	\$37,000
	Charmac Community Safety House - 2006	FPT	4RYC322065T110276	2006	17	\$70,000
	Chevrolet Silverado 2500 Crew Cab Pickup 4x4 - 2015	MNL - 15	1GC1KVEG3FF546914	2014	13	\$44,000
	Chevrolet Tahoe 4x4 Police Vehicle - 2015	MNL-16	1GNSK2EC7FR575919	2015	13	\$42,000
Total						\$1,087,000

Administration & Support Services
Community Disaster Preparedness
 [#100-4020]

Program Purpose

This program improves community disaster preparedness through training and education. This program provides residents with the basic skills necessary to react to emergencies. Under the Fire District's Community Emergency Response Team (CERT) program, emergency personnel train members of the Fire District's neighborhoods, community organizations, and workplaces in basic emergency response skills. The purpose of the program is to improve community preparedness in the event of a disaster. Training in earthquake preparedness, fire safety and hazardous materials, basic first aid, light search and rescue, incident command system and hands on exercises are provided.

The FTE budget has increased 0.20 to 1.0. The Community Disaster Preparedness Program compensation and operating expenditure budgets for FY 2016-17 have increased to support the Get Ready events, leadership meetings, refresher courses, block party meetings and exercises. The supply budget includes meeting supplies, and the purchase of three trailers and seven canopies. The increase in Contract Services is for a Marketing for EPREP programs (consultant) and delivery of a marketing plan.

Program Budget Summary

Community Disaster Preparedness
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Emergency Services Specialist/FTE	0.80	0.80	0.80	1.00
FTE Budget	0.80	0.80	0.80	1.00
Compensation	\$ 94,300	\$ 53,100	\$ 53,100	\$ 98,814
Overtime	-	46,900	46,900	12,929
Sub-Total	\$ 94,300	\$ 100,000	\$ 100,000	\$ 111,743
<u>Operating Expenditures</u>				
Contract Services	\$ 800	\$ -	\$ -	\$ 103,000
Training	\$ 12,000	\$ 23,500	\$ 23,500	\$ 1,000
Supplies	300	500	500	35,000
Sub-Total	\$ 13,100	\$ 24,000	\$ 24,000	\$ 139,000
Total Use of Funds	\$ 107,400	\$ 124,000	\$ 124,000	\$ 250,743

Administration & Support Services
Deployment – Local / State / Federal
[#100-3100]

Program Purpose

This program accounts for the District's response to wild land fires endangering structures, and the recovery of costs. The State's five-party agreement was created to provide local government fire suppression assistance to forest agencies. The five-party agreement includes:

1. California Governor's Emergency Management Agency
2. California Department of Forestry and Fire Protection
3. United States Forest Service
4. United States Bureau of Land Management
5. United States National Park Service

Personnel on deployment are deployed for a maximum of 14 days unless otherwise authorized. When the person or strike team returns from a deployment, the administration office will submit a reimbursement form (F-42) to the California Emergency Management Agency (CalEMA). CalEMA will review the claim and submit an invoice to the District to approve and send back to Cal EMA for payment. A reimbursement check will then be issued and mailed to the District. It usually takes 3-5 months once the process has begun to receive a reimbursement check for each deployment.

When a reimbursement check is received a budget revision to the General Fund's revenue and operating expenses will be approved by the Board of Directors. The revenue revision is for 100 percent of the reimbursement total; however, the expenditure revision is for the actual overtime costs.

Reimbursable expenditures include overtime, workers compensation, administration fees, and vehicle fuel/maintenance:

- Overtime is calculated by taking the average overtime rate per classification and multiplying it by the number of hours the person is deployed.
- Workers Compensation is reimbursed to the District at 33.13 percent of the total overtime reimbursement.
- Administration fees are calculated by taking the total claim and multiplying it by 10 percent. This percentage is provided by CalEMA.
- Vehicle reimbursement is based on the type of vehicle used, the owner of the vehicle (Private/District/Rental), and the number of miles driven

Program Budget Summary

Deployment - Local/State/Federal
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Compensation	\$ -	\$ -	\$ -	\$ -
Overtime	-	-	-	-
Sub-Total	\$ -	\$ -	\$ -	\$ -
<u>Operating Expenditures</u>				
Contract Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Utilities - Phone	-	-	-	-
Sub-Total	\$ -	\$ -	\$ -	\$ -
Total Use of Funds	\$ -	\$ -	\$ -	\$ -

Administration & Support Services

District Counsel

[#100-1030]

Program Purpose

The District Counsel represents the District as primary Counsel in all legal matters. To this end, the District Counsel provides legal analysis and advice on a variety of matters including understanding and complying with State and Federal laws and drafting various legal documents. Such documents would include agreements, settlements, and resolutions. Counsel provides analysis on impact fees and attends District Board meetings.

District Counsel: Since December 14, 2010 the District has employed the Law Offices of Meyers Nave as District's General Counsel. For FY 2016-17 the fee for attorney services is set at:

\$250 per hour for the General Counsel

\$220-\$340 per hour for the Special Services/Labor

\$355 per hour for the Principal

\$300 Associates

- Board Meetings: The budget is based on the legal counsel attending board meetings and closed sessions which includes preparation for meetings and legal advice.
- Research: Research on litigations, disputes, or operational issues.
- Special Projects: Review of the fees on the development of the new businesses to offset the additional public service costs.
- Contract Support: This budget is for the review of contracts.

Program Budget Summary

District Counsel

Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>District Counsel</u>				
Board Meetings	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Contract Support	20,000	20,000	20,000	20,000
Impact Fees	25,000	25,000	25,000	25,000
Research	15,000	15,000	15,000	15,000
Pending & Unanticipated	17,400	17,400	17,400	17,400
Sub-Total	\$ 117,400	\$ 117,400	\$ 117,400	\$ 117,400
<u>Personnel & Significant Legal Services</u>				
Legal-Labor Negotiations	\$ -	\$ 35,000	\$ -	\$ 35,000
Legal - Lawsuit	-	35,000	-	35,000
Legal - PERB Charge	120,000	-	120,300	-
Legal-Personnel	-	-	-	-
Settlement Agreement	-	-	-	-
Sub-Total	\$ 120,000	\$ 70,000	\$ 120,300	\$ 70,000
Total Use of Funds	\$ 237,400	\$ 187,400	\$ 237,700	\$ 187,400

Administration & Support Services
District Disaster Preparedness
 [#100-4015]

Program Purpose

The program maintains the District's responsibilities associated with local, state and federal regulations in conjunction with the California Emergency Service Act and HSPD-5. This program supports the three jurisdictions we serve: The Town of Atherton, City of East Palo Alto, and City of Menlo Park, and serves to maintain a constant state of operational readiness, disaster recovery capability, and emergency preparedness.

Program Budget Summary

District Disaster Preparedness
Program Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Source of Funds</u>				
Emergency Preparedness	29,600	50,000	50,000	50,000
<u>Staffing</u>				
Disaster Response Mgr/FTE	0.50	1.00	1.00	1.00
Emergency Svcs Coord./FTE	-	0.50	0.50	-
FTE Budget	0.50	1.50	1.50	1.00
Compensation	\$ 96,500	\$ 245,000	\$ 245,000	\$ 206,707
Overtime	-	-	-	-
Sub-Total	\$ 96,500	\$ 245,000	\$ 245,000	\$ 206,707
<u>Operating Expenditures</u>				
EOS supplies	\$ 19,500	\$ 19,500	\$ 19,500	\$ 58,600
Supplies	12,000	12,000	12,000	2,000
training	47,500	34,000	34,000	8,000
Sub-Total	\$ 79,000	\$ 65,500	\$ 65,500	\$ 68,600
Total Use of Funds	\$ 175,500	\$ 310,500	\$ 310,500	\$ 275,307
% of Cost Recovery	17%	16%	16%	18%

Administration & Support Services

Facilities

[#100-4030]

Program Purpose

The Facilities Program oversees the maintenance and repair of District facilities, providing a safe work environment in an efficient cost effective manner. Following is a listing of the seven stations and the Administration/Fire Prevention Office and their locations:

Admin/FP	Location: 170 Middlefield Road, in Menlo Park
Station # 1	Location: 300 Middlefield Road, in Menlo Park
Station # 2	Location: 2290 University Avenue, in East Palo Alto
Station # 3	Location: 32 Almedral Avenue, in Atherton
Station # 4	Location: 3322 Alameda De Las Pulgas, in the unincorporated area of Menlo Park
Station # 5	Location: 4101 Fair Oaks Avenue, in the unincorporated area of Menlo Park
Station # 6	Location: 700 Oak Grove Avenue, in Menlo Park
Station # 77	Location: 1467 Chilco Avenue, in the Bellhaven area of Menlo Park.

Program Budget Summary

Facility Maintenance				
Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Compensation	\$ -	\$ -	\$ -	\$ -
Overtime		-	-	15,514
Sub-Total	\$ -	\$ -	\$ -	\$ 15,514
<u>Operating Expenditures</u>				
Contract Services	\$ 95,000	\$ 95,000	\$ 95,000	\$ -
Supplies	246,600	83,000	300,000	70,000
Utilities- Water	23,000	27,900	27,000	25,000
Utilities- PG&E	115,000	138,000	120,000	145,000
Utilities- Sanitation	9,000	10,800	9,064	10,000
Utilities- Phones	70,000	84,000	92,230	115,000
Replacement of old equipment				24,544
Sub-Total	\$ 558,600	\$ 438,700	\$ 643,294	\$ 389,544
<u>Station Repairs & Capital Outlay</u>				
Appliance/Furnishings Replacement	\$ -	\$ -	\$ -	\$ 45,000
HVAC System	97,100	-	97,100	
Furnace	12,200	-	12,200	
Landscaping Services	-	166,800	-	
Testing, Maintenance and Repair	-	-	-	135,880
Furnishings for Sta. 1		-	-	85,000
Sub-Total	\$ 109,300	\$ 166,800	\$ 109,300	\$ 265,880
Total Use of Funds	\$ 667,900	\$ 605,500	\$ 752,594	\$ 670,938

Administration & Support Services
Financial Management
 [#100-1040]

Purpose

Financial management staff provides support to all District Service Areas and programs and ensures financial accountability to the public. Staff maintains a standard of excellence in financial reporting and oversight, and administers the Districts' funds and accounts. Staff directs the District's finance functions including accounts payable, accounts receivable, cash receipts, bank statement reconciliation, annual audit reporting, preparation of the District's budget, preparation of various financial and analytical reports, preparation of a monthly Treasurer's report, and analysis of fiscal impact.

Program Budget Summary

Financial Management Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Admin. Svcs Manager / FTE	0.50	0.50	0.50	0.50
Sr. Accountant / FTE	1.00	1.00	1.00	1.00
Accountant / FTE	-	-	-	-
Accounting/Payroll Tech / FTE	1.00	1.00	1.00	2.00
FTE Budget	2.50	2.50	2.50	3.50
Compensation	\$ 212,000	\$ 382,000	\$ 212,000	\$ 494,095
Overtime	10,100	10,100	10,100	10,100
Sub-Total	\$ 222,100	\$ 392,100	\$ 222,100	\$ 504,195
<u>Operating Expenditures</u>				
Contract Services	\$ 398,600	\$ 425,400	\$ 398,600	\$ 471,700
Membership, Training, Supplies	4,700	4,700	4,700	11,300
Sub-Total	\$ 403,300	\$ 430,100	\$ 403,300	\$ 483,000
Total Use of Funds	\$ 625,400	\$ 822,200	\$ 625,400	\$ 987,195

Administration & Support Services
Fire Prevention
 [#100-5000]

Program Overview

This program directs its resources to provide effective service delivery in the areas of construction development, construction plan reviews, construction inspections, planning strategy, economic development, fire protection system installation and use, fire cause investigation, hazardous materials handling, use and storage permits, occupancy permits, code enforcement and weed abatement, state mandated inspections, licensing inspections, engine company resource and training, photovoltaic solar reviews and inspection, and code and standards development.

Program Budget Summary

Fire Prevention				
Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Source of Funds</u>				
License & Permits	\$ 1,168,000	\$ 925,000	\$ 1,168,000	\$ 1,354,718
<u>Staffing</u>				
Division Chief / FTE	-	-	-	-
Fire Marshal / FTE	1.00	1.00	1.00	1.00
Sr. Inspectors / FTE	2.95	2.95	2.95	2.95
Plan Examiner / FTE	1.00	1.00	1.00	1.00
Admin. Specialist / FTE	1.00	1.00	1.00	1.00
FTE Budget	5.95	5.95	5.95	5.95
Compensation	\$ 1,061,811	\$ 1,201,600	\$ 1,201,600	\$ 1,212,183
Overtime	22,700	22,700	22,700	22,700
Sub-Total	\$ 1,061,800	\$ 1,224,300	\$ 1,224,300	\$ 1,234,883
<u>Operating Expenditures</u>				
Contract Services	\$ 408,900	\$ 283,300	\$ 373,320	\$ 562,100
Training				\$ 5,205
Memberships & Supplies	16,300	21,000	21,000	33,745
Sub-Total	\$ 425,200	\$ 282,300	\$ 394,320	\$ 601,050
Total Use of Funds	\$ 1,487,000	\$ 1,483,900	\$ 1,618,620	\$ 1,835,933
% of Cost Recovery	79%	62%	72%	74%

Administration & Support Services
Human Resources & Risk Management Program
 (# 100-2020)

Purpose

Under the general direction of the Deputy Fire Chief, the Human Resources program seeks to foster a positive management/labor relationship within the organization and to promote transparency and accountability within the District. This program has oversight of labor relations, employee discipline, investigations, recruitment, workers compensation, and benefit programs for employees and retirees. This is accomplished through the development and implementation of policies and procedures, ensuring up-to-date classifications, and a competitive compensation program.

Program Budget Summary

Human Resources & Risk Management Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
	-	-	-	-
Administrative Assistant - HR	-	-	-	0.50
Human Resources Manager / FTE	1.00	1.00	1.00	1.00
Sr. Human Resources Analyst / FTE	1.00	1.00	1.00	1.00
FTE Budget	2.00	2.00	2.00	2.50
Compensation	\$ 330,000	\$ 330,000	\$ 330,000	\$ 405,143
Overtime	15,800	15,800	15,800	17,700
Sub-Total	\$ 345,800	\$ 345,800	\$ 345,800	\$ 422,843
<u>Operating Expenditures</u>				
Contract Services	\$ 188,200	\$ 155,400	\$ 188,200	\$ 267,650
Supplies & Membership	26,500	26,500	26,500	94,200
Education Reimb. For Safety EE's	-	-	-	-
Training	5,000	5,000	5,000	5,000
Sub-Total	\$ 219,700	\$ 186,900	\$ 219,700	\$ 366,850
<u>Retirees Supplemental Benefit</u>				
Benefit Administration	\$ 2,400	\$ -	\$ -	\$ -
OPEB Expenditure	-	-	-	-
PEMHCA - Retiree	97,400	100,500	100,500	100,500
Retirees -Medical - Represented	78,000	78,000	78,000	78,000
Retirees -Medical - Unrepresented	28,800	25,200	25,200	25,200
Sub-Total	\$ 206,600	\$ 203,700	\$ 203,700	\$ 203,700
<u>Workers' Compensation</u>				
Claims Management	\$ 131,000	\$ 135,000	\$ 135,000	\$ 135,000
Excess Liability	210,000	256,100	256,100	256,100
Self Insured - Safety	718,500	625,500	625,000	625,500
1st Aid Claims	-	-	-	-
Sub-Total	\$ 1,059,500	\$ 1,016,600	\$ 1,016,100	\$ 1,016,600
Total Use of Funds	\$ 1,831,600	\$ 1,753,000	\$ 1,785,300	\$ 2,009,993
Workers' Compensation Rate:				
Safety	34.40%	25.90%	34.40%	33.13%
Non-Safety	7.85%	5.42%	7.85%	7.77%

Administration & Support Services
Information Technology
 [#100-1050]

Program Purpose

The program provides support for the financial software applications, voicemail, timekeeping and wireless communications. It also provides desktop support, maintains the network infrastructure, and evaluates, recommends and implements upgrades to end-user workstations and the local area network serving all District employees. This program facilitates the implementation, training and upgrade of all District software as needed.

Program Budget Summary

Information Technology Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
IT Manager / FTE	1.00	1.00	1.00	1.00
IT Specialist / FTE	1.00	1.00	1.00	1.00
Sr. IT Analyst / FTE	1.00	1.00	1.00	1.00
FTE Budget	3.00	3.00	3.00	3.00
Compensation	\$ 527,600	\$ 517,900	\$ 527,600	\$ 555,965
Overtime	3,600	3,600	3,600	8,100
Sub-Total	\$ 531,200	\$ 521,500	\$ 531,200	\$ 564,065
<u>Operating Expenditures</u>				
Contract Services	\$ 137,100	\$ 221,300	\$ 221,300	\$ 189,400
IT Software and support	27,000	21,300	27,000	38,100
Supplies	45,000	42,800	42,800	68,200
Sub-Total	\$ 209,100	\$ 285,400	\$ 291,100	\$ 295,700
<u>Equipment</u>				
Servers High end servers for vm	\$ -	\$ 15,000	\$ -	\$ 36,000
Workstation	50,400	-	50,400	30,000
Toughbooks	-	-	-	5,000
Miscellaneous Equipment	33,700	14,200	33,700	67,000
Sub-Total	\$ 84,100	\$ 29,200	\$ 84,100	\$ 138,000
Total Use of Funds	\$ 824,400	\$ 836,100	\$ 906,400	\$ 997,765

Administration & Support Services

Public Education

[#100-4040]

Program Purpose

This program educates the public on general fire safety practices, both in the home and in the workplace. Programs offered to the public include home injury and fire prevention, fire extinguisher training, child car seat inspection and installation, senior car safety, smoke detector inspection and installation, and juvenile fire setter intervention.

Program Budget Summary

Public Education				
Summary of Expenditures by Significant Category				
	2014-15	2015-16	2015-16	2016-17
	Actual	Adopted	Estimated	Proposed
<u>Staffing</u>				
Disaster Response Mgr / FTE	0.50	0.50	0.50	-
Emergency Svcs Coord./FTE	-	0.40	0.40	-
Public Education Officer				1.00
FTE Budget	0.50	0.90	0.90	1.00
Compensation	\$ 96,500	\$ 115,800	\$ 115,800	\$ 121,500
Overtime	2,800	2,800	2,800	22,754
Sub-Total	\$ 99,300	\$ 118,600	\$ 118,600	\$ 144,254
<u>Operating Expenditures</u>				
Training				6,000
Contract Services	1,000	2,000	2,000	1,000
Supplies and equipment	23,400	10,600	10,600	60,911
Sub-Total	\$ 24,400	\$ 12,600	\$ 12,600	\$ 61,911
Total Use of Funds	\$ 123,700	\$ 131,200	\$ 131,200	\$ 206,165

Administration & Support Services
Regional Training Center
 [#100-4050]

Program Purpose

This program facilitates the maintenance and improvements at the Baylands Rescue Training Site and the 444 El Camino Real Training Site.

Program Budget Summary

Regional Training Center Summary of Expenditures by Significant Category							
	2014-15		2015-16		2015-16		2016-17
	Actual		Adopted		Estimated		Proposed
<u>Staffing</u>							
		-		-		-	-
Compensation	\$	-	\$	-	\$	-	\$ -
Overtime		11,800		11,800		11,800	33,560
Sub-Total	\$	11,800	\$	11,800	\$	11,800	\$ 33,560
<u>Operating Expenditures</u>							
Contract Services	\$	8,000	\$	6,500	\$	6,500	\$ 35,000
Supplies		-		-		-	20,000
Sub-Total	\$	8,000	\$	6,500	\$	6,500	\$ 55,000
Total Use of Funds	\$	19,800	\$	18,300	\$	18,300	\$ 88,560

Administration & Support Services
Stanford Linear Accelerator (SLAC)
 [#100-3170]

Program Purpose

To maintain records and cost recovery of emergency responses to the SLAC National Laboratory. These costs are over and beyond the agreement authorized by Resolution #1516-2012, which provided fire protection services to SLAC and was later amended by Resolution #1778-2015. Significant incidents lasting over two hours will be billed to SLAC using the F-42 State model and each agency's overtime rate.

Program Budget Summary

Stanford Linear Accelerator								
Summary of Expenditures by Significant Category								
	2014-15		2015-16		2015-16		2016-17	
	Actual		Adopted		Estimated		Proposed	
<u>Staffing</u>								
Compensation	\$	-	\$	-	\$	-	\$	-
Overtime		-		-		6,800		-
Sub-Total	\$	-	\$	-	\$	6,800	\$	-
<u>Operating Expenditures</u>								
Contract Services	\$	-	\$	-	\$	-	\$	-
Supplies		-		-		-		-
Sub-Total	\$	-	\$	-	\$	-	\$	-
Total Use of Funds	\$	-	\$	-	\$	6,800	\$	-

Administration & Support Services
US&R District Support
 [#100-3150]

Program Purpose

This program provides coordination and support for the FEMA Urban Search & Rescue Cooperative agreement. All grants and FEMA deployment costs, including personnel time and other expenditures, are paid and recorded in this program.

Expenses are not budgeted to this program. As a reimbursement program, expenditures are recorded as the events occur. At the time of reimbursement, a staff report is presented to the Board of Director's for a budget adjustment approval.

No FTE has been allocated to this program; it is staffed as needed during deployments.

Program Budget Summary

US&R CO-OP Agreement District Provided Support Summary of Expenditures by Significant Category							
<u>Staffing</u>							
Compensation	\$	-	\$	-	\$	-	\$ -
Overtime		-		-		-	-
Annual Leave (Internal Svc Funds)		-		-		-	-
Sub-Total	\$	-	\$	-	\$	-	\$ -
<u>Operating Expenditures</u>							
Contract Services	\$	-	\$	-	\$	-	\$ -
Supplies		-		-		-	-
Sub-Total	\$	-	\$	-	\$	-	\$ -
Total Use of Funds	\$	-	\$	-	\$	-	\$ -

Administration & Support Services
Weed Abatement
 [#100-5060]

Program Purpose

This program monitors and abates uncontrolled vegetation (weeds) on a seasonal schedule. Owners of the land parcels are notified in April, and given a May deadline to abate any fire hazard. If still not corrected by June 1, the Fire District hires a contractor to cut or disc the property as needed. The revenue budget of \$10,800 makes this approximately a 43% cost recovery program.

Cost recovery is conducted through the San Mateo County Tax Assessors Office. Charges for cost recovery must be delivered to the Tax Assessors Office prior to July 31. The fee for FY 2016-17 will remain at \$1.36 per parcel subject to:

- The total fee payable to the County shall not exceed 5% of the amount of the special tax or assessment charges collected by the County on the behalf of the District.
- The \$1.36 per parcel fee shall automatically increase or decrease each fiscal year in accordance with the annual change in the County Labor Service Charge rate which is announced each year by the County Manager's Office in connection with the County's budgeting process.

Program Budget Summary

Weed Abatement				
Summary of Expenditures by Significant Category				
	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Source of Funds</u>				
Weed Abatement Fees	10,800	10,800	10,800	10,800
<u>Staffing</u>				
Sr. Inspector/FTE	0.05	0.05	0.05	0.05
FTE Budget	0.05	0.05	0.05	0.05
Compensation	\$ 9,300	\$ 9,300	\$ 9,300	\$ 11,800
Overtime	-	-	-	-
Annual Leave (Internal Svc Funds)	-	-	-	-
Sub-Total	\$ 9,300	\$ 9,300	\$ 9,300	\$ 11,800
<u>Operating Expenditures</u>				
Contract Services	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Supplies	200	200	200	200
Sub-Total	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200
Total Use of Funds	\$ 22,500	\$ 22,500	\$ 22,500	\$ 25,000
% of Cost Recovery	48%	48%	48%	43%

Suppression Service Area

Service Area Overview

Suppression Service administers, manages and supervises the activities of the fire suppression and Water Rescue teams; it also equips apparatus and staff with proper gear. It also includes management of Cadet and Explorer Programs, Training, and Radios.

Budget Summary

The Suppression Services FY 2016-17 Proposed Budget includes an FTE increase of seven positions; One Administrative Assistant to support and assist the Suppression Service area and Training Battalion Chief. The Districts training is increasing its program through technology and other efficient solutions to provide continual training for Suppression personnel, essential to ensure the superior delivery of fire and emergency services that protect the people and property in Menlo Park, Atherton, East Palo Alto, and unincorporated areas of the County.

In addition, Suppression is adding six Firefighter FTEs to continue preparations for the anticipated retirements of Suppression personnel. The District will complete the hiring of six probationary and lateral firefighters in early FY 2016-17. In December of 2015 three senior level Captains retired. The District held the Captains Exam with all eligible internal candidates and three new Captains were promoted effective June 9, 2016. Because of the District's continuous training Suppression personnel have the opportunity to attain the skills needed to be promoted and move up to higher levels of responsibility.

Suppression Services FY 2016-17 Proposed Budget increased by approximately \$5.2 million from FY 2015-16. The increase was primarily due to the increase in compensation, as agreed upon by the IAFF Local 2400 MOU and adopted by the Board of Directors at the Board meeting on August 25, 2015. In addition to compensation, the cost of the additional seven FTEs increased the FY2016-17 Suppression Services Budget.

Suppression Service Area

The following table provides an overview of the Suppression Service Area budget, additional detail is provided at the program level.

Suppression Services				
Summary of FTE and Expenditures by Program and Significant Category				
	2014-15	2015-16	2015-16	2016-17
	Actual	Adopted	Estimated	Proposed
<u>Total Staffing</u>				
Deputy Chief	0.75	0.50	0.50	0.50
Division Chief / FTE	2.00	2.00	2.00	2.00
Battalion Chief / FTE	4.00	4.00	4.00	4.00
EMS Manager / FTE	1.00	1.00	1.00	1.00
Captain / FTE	24.00	24.00	24.00	24.00
Engineer / FTE	52.00	51.00	51.00	46.00
Firefighter / FTE	11.00	9.00	9.00	20.00
Administrative Assistant/FTE	-	-	-	1.00
FTE Budget	94.75	91.50	91.50	98.50
<u>Total Expenditure Budget</u>				
Compensation	17,668,300	18,237,800	19,857,760	26,269,802
Overtime	1,670,900	1,860,800	3,114,000	1,855,892
Payment of Unfunded Liability	12,000,000	801,800	801,800	1,097,020
Operating Expenditures	1,010,800	1,092,300	1,220,400	951,290
Equipment	679,900	141,900	141,200	195,021
Total	33,029,900	22,134,600	25,135,160	30,369,025
<u>Total Program Budget</u>				
Cadets	\$ 6,800	\$ 11,800	\$ 11,800	\$ 30,175
Emergency Medical	412,800	374,600	344,200	395,478
Explorer	19,800	19,800	19,800	45,076
Fire Suppression	30,659,400	20,030,300	23,059,560	27,711,359
Gear & Supplies	843,300	283,100	283,100	396,565
Radios / Communications	83,800	264,300	264,300	136,877
Suppression Training	982,900	1,121,600	1,123,300	1,569,957
Water Rescue	21,100	29,100	29,100	83,538
Total	33,029,900	22,134,600	25,135,160	30,369,025

Suppression Service Area

Cadets

[#100-3530]

Program Purpose

To prepare the cadets for careers in Fire Service in positions ranging from firefighters to mechanics, inspectors, and/or fire prevention. Candidates must be 18 years of age or older, high school graduates or the equivalent, have a current driver's license and a clean back ground check. The program operates in cooperation with the Community College in San Mateo, which has a Fire Science program, and through recommendations by current District employees and Board members. The Cadet Program attempts to mirror the population in the community that we serve. Approximately 45 of our active line personnel were Cadets in the San Mateo County cadet program; this is about 50 percent of our employees and includes 50 percent of our Battalion Chiefs.

This is a one year program that provides training to the District's future employees. It is a volunteer program that the California State Fire Marshal's office requires in order for a cadet to obtain Firefighter 1 certification. The certification requires training of six hours per month for ten months and twelve hours in the first and the last month.

The overtime budget was increased to include one Captain assigned to cadets' interviews, instruction, and orientation.

Program Budget Summary

Cadets Program 3530					
Summary of Expenditures by Significant Category					
	2014-15	2015-16	2015-16	2016-17	
	Actual	Adopted	Estimated	Proposed	
<u>Staffing</u>					
Compensation	\$ -	\$ -	\$ -	\$ -	
Overtime	6,800	9,400	9,400	27,040	
Sub-Total	\$ 6,800	\$ 9,400	\$ 9,400	\$ 27,040	
<u>Operating Expenditures</u>					
Training	\$ -	\$ -	\$ -	\$ -	1,306
Supplies	\$ -	\$ 2,400	\$ 2,400	\$ -	1,829
Sub-Total	\$ -	\$ 2,400	\$ 2,400	\$ -	3,135
Total Use of Funds	\$ 6,800	\$ 11,800	\$ 11,800	\$ 30,175	

Suppression Service Area
Emergency Medical Services
 [#100-3520]

Program Purpose

The main purpose of the Emergency Medical Services (EMS) program is to provide immediate medical care to residents of the Menlo Park Fire District suffering from illness, injury and/or trauma. Each Fire Engine and Fire Truck are staffed with First Responder Paramedics and Emergency Medical Technicians (EMTs), and all the necessary medical equipment required to treat victims suffering from minor medical problems and those suffering a cardiopulmonary arrest, heart attack, stroke, and any type of injury or traumatic event. The Menlo Park Fire District EMS personnel strives to provide the highest level of service to our citizens by maintaining a high level of clinical competency, adhering to San Mateo County EMS policies, procedures, and patient care protocols, and by adopting all safety standards applicable to patient care. Clinical competency is achieved through ongoing didactic and practical training in the latest medical practices for advanced pre-hospital patient care. The EMS program currently has 40 licensed paramedics and 38 certified EMTs.

The FY 2016-17 budget includes the purchase of one Manikin for training and upgraded monitors to have CO monitoring.

Program Budget Summary

Emergency Medical Services
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
EMS Manager / FTE	1.00	1.00	1.00	1.00
Compensation	\$ 187,600	\$ 157,600	\$ 3,400	\$ 185,412
Overtime	41,000	56,500	56,500	109,680
Sub-Total	\$ 228,600	\$ 214,100	\$ 59,900	\$ 295,092
<u>Operating Expenditure</u>				
Tactical Medic	\$ -	\$ 6,000	\$ -	\$ -
Traning (FF EMS)				\$ 15,913
Contract Services	100,000	108,600	228,600	20,356
Supplies	33,500	36,000	46,500	33,217
Sub-Total	\$ 133,500	\$ 150,600	\$ 275,100	\$ 69,486
<u>Equipment</u>				
Defibrillators	41,500	-		-
Manikin and upgraded CO Monitors	9,200	9,900	9,200	30,900
Sub-Total	\$ 50,700	\$ 9,900	\$ 9,200	\$ 30,900
Total Use of Funds	\$ 412,800	\$ 374,600	\$ 344,200	\$ 395,478

Suppression Service Area
Explorer
 [#100-3550]

Program Purpose

The Menlo Park Fire Protection District Explorer Post #109 is a program dedicated to educating young adults about a career in fire service. Explorers gain hands-on knowledge of fire service skills through organized training at bi-weekly meetings. The short-term goal of the training is to provide the explorers with a basic understanding of the skills necessary to operate safely at a fire scene. The long-term goal is to expose explorers to the different career paths available within fire service.

Objectives

- Through a national charter with the Exploring Service Area of Learning for Life, provide a youth program that teaches young adults emergency skills, as well as leadership and responsibility.
- To teach young people fire and rescue, and emergency service skills that will be useful to themselves and to their community.

Events

Menlo Park Fire Protection District Explorer Post #109 has volunteered every year for the following events since being established in 2005.

- * Easter Egg Hunt
- * Pancake Breakfast
- * Sunset Festival
- * Menlo Park Connoisseurs Market
- * St. Anthony's Toy Drive
- * Victims for US&R Training Events
- * Other events as needed

Program Budget Summary

Explorer
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<i><u>Staffing</u></i>				
Compensation	\$ -	\$ -	\$ -	\$ -
Overtime	14,800	14,800	14,800	42,556
Sub-Total	\$ 14,800	\$ 14,800	\$ 14,800	\$ 42,556
<i><u>Operating Expenditures</u></i>				
Contract Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 2,000
Supplies	500	500	500	520
Sub-Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,520
Total Use of Funds	\$ 19,800	\$ 19,800	\$ 19,800	\$ 45,076

Suppression Service Area
Fire Suppression
 [#100-3070]

Program Purpose

This program is responsible for managing and coordinating all of the District's Fire Suppression activities. All Firefighters with the exception of the three platoon training officers are budgeted in this program. The platoon training officers are budgeted in the Suppression Training program.

Program Budget Summary

Fire Suppression
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Deputy Chief	0.50	0.50	0.50	0.50
Division Chief / FTE	1.00	1.00	1.00	1.00
Battalion Chief / FTE	4.00	3.00	3.00	3.00
Captain / FTE	24.00	24.00	24.00	23.00
Engineer / FTE	52.00	51.00	51.00	46.00
Firefighter / FTE	11.00	9.00	9.00	20.00
FTE Budget	92.50	88.50	88.50	93.50
Compensation	\$ 17,112,200	\$ 17,519,900	\$ 19,294,360	\$ 25,330,287
Payment of Unfunded Liability	\$ 12,000,000	\$ 801,800	801,800	\$ 1,097,020
Overtime	1,452,400	1,646,800	2,900,000	1,203,567
Sub-Total	\$ 30,564,600	\$ 19,968,500	\$ 22,996,160	\$ 27,630,874
<u>Operating Expenditures</u>				
Honor Guard *	\$ -	\$ 15,000	\$ 15,000	\$ -
Unmanned Aerial Systems (UAS)	\$ -	\$ 5,700	\$ 5,700	-
Contract Services	39,700	39,700	39,700	70,444
Supplies	55,100	1,400	3,000	10,041
Sub-Total	\$ 94,800	\$ 61,800	\$ 63,400	\$ 80,485
Total Use of Funds	\$ 30,659,400	\$ 20,030,300	\$ 23,059,560	\$ 27,711,359

***Honor Guard:** The planning, preparation and conducting of fire service funerals and memorial services are the purpose of this program.

Suppression Service Area
Gear & Supplies
[#100-3007]

Program Purpose

The purpose of this program is to purchase and maintain all fire and rescue related gear and supplies carried on front line apparatus.

Program Budget Summary

Fire Gear & Supplies
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Compensation	\$ -	\$ -	\$ -	\$ -
Overtime	7,200	11,400	11,400	67,802
Sub-Total	\$ 7,200	\$ 11,400	\$ 11,400	\$ 67,802
<u>Operating Expenditures</u>				
Training	\$ 4,000	\$ 7,000	\$ 7,000	\$ 30,518
Contract Services	47,500	50,500	50,500	
PPE - gear	-	6,500	6,500	30,677
Tactical Medic PPE	-	-	-	89,500
EMS Jackets	40,700	8,400	8,400	
Fire Helmets	12,000	6,000	6,000	
Rope Rescue Equipment	-	-	-	3,121
Supplies	110,300	137,300	137,300	
SCBA Gear	-	-	-	8,904
test & repair	6,000	6,000	6,000	83,922
Sub-Total	\$ 220,500	\$ 221,700	\$ 221,700	\$ 246,642
<u>Equipment</u>				
Wildland Gear	\$ -	\$ -	\$ -	\$ 5,000
Bench Tester for Scotts	-	-	-	-
Hose		-	-	43,200
Robotic Fire Equipment		50,000	50,000	
Tools and Equipment	615,600	-	-	27,327
Chainsaw and parts	-	-	-	6,594
Sub-Total	\$ 615,600	\$ 50,000	\$ 50,000	\$ 82,121
Total Use of Funds	\$ 843,300	\$ 283,100	\$ 283,100	\$ 396,565

Suppression Service Area
Radio Communications
 [#100-3006]

Program Purpose

The Radio / Communications program was established in the FY 2012-13 budget process and provides fiscal planning for the yearly operating costs associated with identified items assigned to Radio Communications. The replacement of communications equipment and traffic pre-emption devices are identified and supported by this fund.

Program Budget Summary

Radio Communications
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
<u>Staffing</u>				
Compensation	\$ -	\$ -	\$ -	\$ -
Overtime	200	1,300	1,300	8,320
Sub-Total	\$ 200	\$ 1,300	\$ 1,300	\$ 8,320
<u>Operating Expenditures</u>				
Contract Services	50,000	47,500	47,500	19,767
Battery Charger/Analyzer/Headsets	10,000	\$ -	\$ -	
Radios - Portable (50)		\$ 120,000	\$ 120,000	10,000
Supplies & Training	10,000	13,500	13,500	16,790
Sub-Total	\$ 70,000	\$ 181,000	\$ 181,000	\$ 46,557
<u>Equipment</u>				
Station Alerting System	-	-	-	
Traffic Pre-emption	-	82,000	82,000	82,000
Water Rescue Radios	13,600	-		
Sub-Total	\$ 13,600	\$ 82,000	\$ 82,000	\$ 82,000
Total Use of Funds	\$ 83,800	\$ 264,300	\$ 264,300	\$ 136,877

Suppression Service Area
Suppression Training
[#100-3510]

Program Purpose

This program sets a priority on providing line staff the knowledge, skills and abilities needed to respond safely and effectively to all emergencies. There is a focus on the high-risk, low frequency events because of the inherent danger related to the Firefighter job duties (combat firefighting, technical rescue, auto extrication, and emergency medical services). There are significant numbers of State and Federal mandates for annual training of fire personnel. Also the program offers and manages the Explorer program to pique the interest of high school students and young adults in the fire services career field and to provide hands-on training through bi-weekly meetings.

Included in the program are:

Technical Rescue Training: Training exercises include, but are not limited to: Rope Rescue, Trench Rescue, Confined Space, Water Rescue, Auto Extrication, Rescue System 1 & 2 and Machinery Extrication.

Live Fire Training: The District has one of the regions most used live fire training facilities located at the rescue site.

Structural Collapse Rubble Pile: This is a replicated and simulated large scale disaster pile consisting of concrete and debris. The 200'x100'x 30' foot debris pile is to simulate a large building or freeway collapse. Training at this location has proven to be valuable in simulating large scale disasters.

K-9 Dog Search & Training: The rescue site houses the bay area's most complete and diverse training facilities for Search Dog training and testing.

Ropes Repel Tower: At the rescue site we can train on a four story steel repel tower that is used for basic and advance rope operations techniques.

Driver Rodeo: The 444 El Camino Real site is used for a driver rodeo. Suppression staff are trained and tested for their Engine & Truck Company driving skills.

RIC & Search Building: One of the buildings at 444 El Camino Real will facilitate both RIC and Search Operations. An elaborate maze of obstacles and real life scenarios will prepare simulating search & rescue operations.

Suppression Service Area
Suppression Training
 [#100-3510]

The Suppression Training compensation budget has increased due to the additional FTE, Administrative Assistant, transfer of a Captain FTE to this program, and the compensation increase for FY 2016-17. The Overtime budget has increased due to anticipation of probationary firefighters training.

Program Budget Summary

Suppression Staff Training
Summary of Expenditures by Significant Category

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Staffing				
Deputy Chief / FTE	0.25	-	-	
Division Chief / FTE	1.00	1.00	1.00	1.00
Battalion Chief / FTE	-	1.00	1.00	1.00
Captain / FTE	-	-	-	1.00
Administrative Assistant/FTE				1.00
FTE Budget	1.25	2.00	2.00	4.00
Compensation	\$ 368,500	\$ 560,300	\$ 560,000	\$ 754,103
Overtime	134,400	106,500	106,500	345,027
Sub-Total	\$ 502,900	\$ 666,800	\$ 666,500	\$ 1,099,130
Operating Expenditures				
Contract Services	\$ 22,900	\$ 44,500	\$ 44,500	\$ 46,596
Supplies	26,100	34,300	34,300	36,681
Education Reimbursement	360,000	360,000	360,000	360,000
Supplies - Live Fire	65,000	5,000	5,000	11,911
Test and Repair	3,000	2,000	3,000	687
Training	3,000	2,000	3,000	12,694
Supplies- Operations AV program	-	7,000	7,000	2,258
Sub-Total	\$ 480,000	\$ 454,800	\$ 456,800	\$ 470,827
Total Use of Funds	\$ 982,900	\$ 1,121,600	\$ 1,123,300	\$ 1,569,957

Suppression Service Area
Water Rescue
 [#100-3040]

Program Purpose

To adequately train and equip a team of rescuers for aquatic emergency events. This program provides local water rescue resources and supports the Federal Office of Home Land Security.

Program Budget Summary

Water Rescue
Summary of Expenditures by Significant Category

	2014-15		2015-16		2015-16		2016-17	
	Actual		Adopted		Estimated		Proposed	
<u>Staffing</u>								
Compensation	\$	-	\$	-	\$	-	\$	-
Overtime		14,100		14,100		14,100		51,900
Sub-Total	\$	14,100	\$	14,100	\$	14,100	\$	51,900
<u>Operating Expenditures</u>								
Contract Services	\$	4,000	\$	12,000	\$	12,000	\$	3,470
Supplies		3,000		3,000		3,000		28,168
Sub-Total	\$	7,000	\$	15,000	\$	15,000	\$	31,638
Total Use of Funds	\$	21,100	\$	29,100	\$	29,100	\$	83,538

Menlo Park Fire Protection District

Debt Service Funds



Adopted by the Board of Directors on 6-28-2016
Resolution #1857-2016



100 Years of Service

Debt Service – Certificates

At its special meeting on December 1, 2009, the Board of Directors adopted Resolution No. 1347-2009 authorizing the issuance of lease financing of certain capital projects with the Public Property Financing Corporation of California. The lease financing provided funds to the District for acquisitions or construction improvement projects.

Bond proceeds of \$8,900,000 were designated for the reimbursement of capital improvement project costs associated with the purchase of sites for Stations #2 and #6, and the purchase and renovation of the new Administration and Fire Prevention office at 170 Middlefield Road. \$2,000,000 was used for Station #2 Phase II and III.

An analysis of the committed cash is as follows:

<u>Source of Funds :</u>				Series A	Series B
Principal Amount of Certificate				3,055,000	8,935,000
Original Issue Premium				225,165	-
Total Source of Funds				3,280,165	8,935,000
<u>Use of Funds:</u>					
Capital Improvement Projects				2,918,174	7,981,826
Reserve Fund				305,500	779,005
Cost of Issuance				32,051	102,689
Underwriter's Discount				24,440	71,480
Total Use of Funds				3,280,165	8,935,000
<u>Cash Flow Analysis:</u>					
Beginning Balance				2,918,174	7,981,826
Interest Earnings				3,387	
Sub - Total				2,921,561	7,981,826
<u>CIP - Completed:</u>					
Purchase @ 170 Middlefield				(918,174)	(2,742,190)
Purchase @ Station #2					(693,700)
Purchase @ Station #6					(1,558,269)
Improvement @ 170 Middlefield					(2,354,645)
Improvement @ Station #1					(102,591)
Improvement @ Station #2					(405,803)
Improvement @ Station #6					(124,628)
Station #2 - Phase II, III				(2,003,387)	
Balance Remaining				-	-

Debt Service – Certificates

The following table shows the capital improvement project expenditures of \$8,900,000 that were reimbursed by leased financing:

	FY 07-08	FY 08-09	FY 09-10	Total
Purchase Cost:				
Admin./Fire Prevention	3,662,500			3,662,500
Station #2 @ 2293 Capitol	693,700			693,700
Station #6 @ 1231 Hoover	114,100	1,444,100		1,558,200
Total Purchase Cost	4,470,300	1,444,100	-	5,914,400
Improvement Cost:				
Admin./Fire Prevention	51,600	324,300	1,978,800	2,354,700
Station #1 @ 300 Middlefield	9,400	64,100	29,100	102,600
Station #2 @ 2293 Capitol	188,000	27,700	190,000	405,700
Station #6 @ 1231 Hoover			124,600	124,600
	249,000	416,100	2,322,500	2,987,600
	4,719,300	1,860,200	2,322,500	8,902,000

The \$2,000,000 used for Station #2 Phase II and III was allocated as outlined in the following table.

Stations	Fiscal Year	Expenditures	Interest Earned	Balance Remaining
Fund Received	FY 2009-10			2,000,000
Station 2	FY 2009-10	(77,900)	3,400	1,925,500
Station 2	FY 2010-11	(137,000)	-	1,788,500
Station 2	FY 2011-12	(154,600)	2,900	1,636,800
Station 2	FY 2012-13	(1,636,800)		-

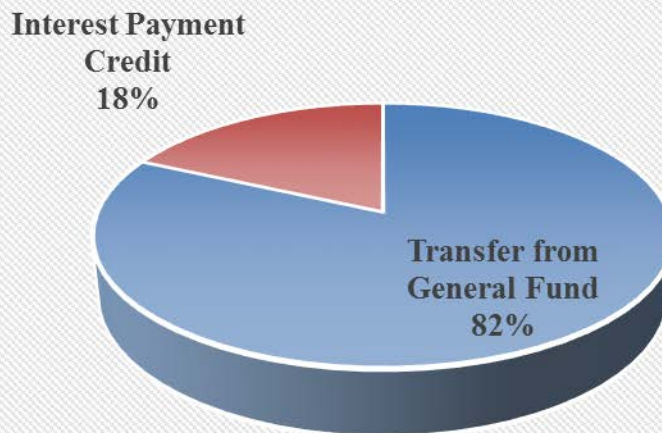
Summary Source & Use of Funds

The following tables provide an overview of the sources and uses of funds for the Debt Service Funds.

	2014-15 Actual	2015-16 Adopted	2015-16 Estimate	2016-17 Proposed
Source of Funds:				
Beginning Fund Balance	\$ 2,172,900	\$ 2,339,500	\$ 2,339,500	\$ 2,503,200
General Fund - Transfer	950,100	950,100	950,100	950,100
Interest Earned	-	8,500	8,500	8,500
IRS Interest Payment Credit	218,259	209,900	209,900	209,900
Total Sources	\$ 3,341,259	\$ 3,508,000	\$ 3,508,000	\$ 3,671,700
Use of Funds:				
Debt Service :				
Interest	\$ 754,300	\$ 746,800	\$ 746,800	\$ 739,100
Principal	245,000	255,000	255,000	260,000
Agent & Trustee Fees	2,500	3,000	3,000	3,000
Total Uses	\$ 1,001,800	\$ 1,004,800	\$ 1,004,800	\$ 1,002,100
Fund Balance @ 6/30	\$ 2,339,459	\$ 2,503,200	\$ 2,503,200	\$ 2,669,600
Unrestricted	\$ 1,246,059	\$ 1,409,800	\$ 1,409,800	\$ 1,576,200
Reserve Funds in BNY	\$ 1,093,400	\$ 1,093,400	\$ 1,093,400	\$ 1,093,400

Sources of funds are transfers from the General Fund, the reserve held by the trustee, which covers the final two payments, and interest refunds from the United States Treasury.

Sources of Funds



Debt Service – Series A Certificates

[# 392-3902]

A total principal amount of \$3,055,000 was issued under series A. The interest earned and paid to bond holders for Series A certificates is exempt from Federal income taxes. The detail of the debt obligation is provided in the Appendix. The table below provides the Series A debt amortization.

Payment Date	Coupon	Payment	Interest	Principal	Balance
2010-20-12	2.000%	258,983	258,983	-	3,055,000
8/1/2012	2.000%	296,500	61,500	235,000	2,820,000
2/1/2013	3.000%	59,150	59,150	-	2,820,000
8/1/2013	3.000%	299,150	59,150	240,000	2,580,000
2/1/2014	3.000%	55,550	55,550	-	2,580,000
8/1/2014	3.000%	300,550	55,550	245,000	2,335,000
2/1/2015	3.000%	51,875	51,875	-	2,335,000
8/1/2015	3.000%	306,875	51,875	255,000	2,080,000
2/1/2016	3.000%	48,050	48,050	-	2,080,000
8/1/2016	3.000%	308,050	48,050	260,000	1,820,000
2/1/2017	4.000%	44,150	44,150	-	1,820,000
8/1/2017	4.000%	314,150	44,150	270,000	1,550,000
2018-2022	5.000%	1,790,000	240,000	1,550,000	-

The following table shows a summary of the debt payments and the transfers from the General Fund to make those payments. The annual General Fund transfer of \$328,400 is based on the average total debt service payment of \$4,133,000, less the final two payments which are part of the reserve balance requirement.

Sources & Uses of Funds

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Source of Funds:				
Fund Balance @ 7/1	\$ 647,500	\$ 622,300	\$ 622,300	\$ 595,500
Interest Earned	-	1,200	1,200	1,200
Transfer In - General Fund	328,400	328,400	328,400	328,400
Total Sources	\$ 975,900	\$ 951,900	\$ 951,900	\$ 925,100
Use of Funds:				
Debt Service :				
Interest	\$ 107,400	\$ 99,900	\$ 99,900	\$ 92,200
Principal	245,000	255,000	255,000	260,000
Agent & Trustee Fees	1,200	1,500	1,500	1,500
Total Uses	\$ 353,600	\$ 356,400	\$ 356,400	\$ 353,700
Ending Fund Balance/Reserve	\$ 622,300	\$ 595,500	\$ 595,500	\$ 571,400
Unrestricted	\$ 315,600	\$ 288,800	\$ 288,800	\$ 264,700
Reserve Funds in BNY	\$ 306,700	\$ 306,700	\$ 306,700	\$ 306,700

Debt Service – Series B Certificates

[# 393-3903]

A total principal amount of \$8,935,000 was issued under series B. The Series B certificate obligations are treated as “Build America Bonds,” for which 35 percent of the interest payable is refundable from the United States Treasury. The amount of refund is reduced by 7.3 percent for the payment of August 2015 and February 2016. The refundable credits are collected by the Trustee, Bank of New York. The detail of the debt obligation is provided in the Appendix. The table below provides the Series B debt amortization.

Payment Date	Coupon	Principal	Interest	Payment	Balance
2010-2012	7.138%	-	1,362,053	1,362,053	8,935,000
8/1/2012	7.138%	-	323,443	323,443	8,935,000
2/1/2013	7.138%	-	323,443	323,443	8,935,000
8/1/2013	7.138%	-	323,443	323,443	8,935,000
2/1/2014	7.138%	-	323,443	323,443	8,935,000
8/1/2014	7.138%	-	323,443	323,443	8,935,000
2/1/2015	7.138%	-	323,443	323,443	8,935,000
8/1/2015	7.138%	-	323,443	323,443	8,935,000
2/1/2016	7.138%	-	323,443	323,443	8,935,000
8/1/2016	7.138%	-	323,443	323,443	8,935,000
2/1/2017	7.138%	-	323,443	323,443	8,935,000
8/1/2017	7.138%	-	323,443	323,443	8,935,000
2018-2039	7.138%-7.288%	8,935,000	9,786,975	18,721,975	-

The following table shows a summary of the debt payments and the transfers from the General Fund to meet those obligations. The annual General Fund transfer of \$621,700 is based on the average debt service payment of \$23,641,900, less the final two payments which are part of the reserve balance requirement.

Sources & Uses of Funds

	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed
Sources of Funds:				
Fund Balance @ 7/1	\$ 1,525,400	\$ 1,717,200	\$ 1,717,200	\$ 1,907,700
IRS Interest Payment Credit	218,259	209,900	209,900	209,900
Interest Earned		7300	7300	7,300
Transfer In - General Fund	621,700	621,700	621,700	621,700
Total Sources	\$ 2,365,359	\$ 2,556,100	\$ 2,556,100	\$ 2,746,600
Uses of Funds:				
Debt Service :				
Interest	\$ 646,900	\$ 646,900	\$ 646,900	\$ 646,900
Principal	-	-	-	-
Agent & Trustee Fees	1,300	1,500	1,500	1,500
Total Uses	\$ 648,200	\$ 648,400	\$ 648,400	\$ 648,400
Ending Fund Balance/Reserve	\$ 1,717,159	\$ 1,907,700	\$ 1,907,700	\$ 2,098,200
Unrestricted	\$ 930,459	\$ 1,121,000	\$ 1,121,000	\$ 1,311,500
Reserve Funds in BNY	\$ 786,700	\$ 786,700	\$ 786,700	\$ 786,700



100 Years of Service

Menlo Park Fire Protection District



Capital Improvement Projects

Adopted by the Board of Directors on 6-28-16
Resolution #1857-2016

CAPITAL IMPROVEMENT PROJECTS

The District's Capital Improvement Project (CIP) budget includes renovation or complete rebuild of seven Fire Stations and one Administration and Fire Prevention Office. The square footage of all buildings total approximately 35,700.

Beginning in FY 2015-16 the CIP budget had been modified to provide a five-year plan for improvements and the replacement of stations. Projects are prioritized and determined based upon public and staff health and safety, risk exposure, protection of Stations, population served, cost/benefit analysis, and available funding. The Fire Chief prioritizes and ranks the projects. All projects are presented to the Board of Directors prior to undertaking. The District funds its CIPs through direct transfers of funds from the General Fund or through the diversion of one-time funds and savings. Included in the annual budget and approved by the Board is a transfer of \$2.5 million to the Capital Improvement Project Fund.

Construction of Station #2 was completed in the 4th Quarter of Fiscal Year 2015-16. The District held a Dedication Ceremony of the new Fire Station #2 on April 28, 2016. On Saturday April 30th the District held an Open House for residents and members of the public to come in and look around, meet some of the Board Members, Fire Chief and other staff.

Station #6 began mid-FY 2015-16 by issuing a Request For Proposal (RFP) for the Architect and Contractor services. Monthly updates on the progress of Station #6 will be presented to the Board at its monthly Board meeting.

DISTRICT FACILITIES

Administration Services & Fire Prevention Bldg.

The District purchased 170 Middlefield Road on December 21, 2007. The project was completed in January 2010 and both the Fire Prevention and Administration Divisions have taken occupancy. This two story commercial office building with a sub grade garage beneath is approximately 6,100 square feet.

Station #1

Station #1, an 11,870 square foot, two story, three bay station is located in Menlo Park and was built and commissioned in 1955. Station 1 serves the City of Menlo Park and parts of the Town of Atherton. Per the CH2MHILL facility conditions report this station should have been rebuilt in 1983. Fire Station 1 has been identified as the District's second priority and is scheduled to be rebuilt after the completion of Fire Station 6. Design is anticipated to begin in 2016 and is estimated to take two to three years to complete. Construction will begin immediately after the design is completed.

Station #2

Fire Station 2 was recently rebuilt and completed in 2016. This station primarily covers East Palo Alto and east Menlo Park. The 12,562 square foot fire station is a two story station which includes three drive through bays, eight dorm rooms, two offices, a conference room, a backup generator, a fuel tank that can dispense fuel to both emergency vehicles and the generator and the station also has a 100-foot-tall communications monopole and communications building.

Station #3

Station #3, a 3,600 square foot single story structure with one bay located in the Town of Atherton and was built and commissioned in 1998. In addition to Atherton, Station #3 also covers unincorporated areas of Redwood City. This station is scheduled for replacement by 2032. Prior to the start of the design the District will assess the needs of the community to identify the appropriate size of the new station and to determine if this station will need to be relocated to another site to address the future needs of the community. Currently, the station is in good condition.

Station #4

Station #4, a 3,970 square foot single story, 3 bay station located in the City of Menlo Park, was built and commissioned in 1949. Station #4 serves the West Menlo Park and West Atherton areas of the Fire District. This area is the hilliest part of the Fire District and some of the largest homes are located in this area. This station has an emergency generator and a diesel fuel tank. A seismic

retrofit of the structure was performed in 1997. A preliminary analysis indicates that the station will need to be enlarged to approximately 12,000 square feet when it is rebuilt. Per the CH2MHILL facility conditions report this station should have been rebuilt in 1987. This station is currently schedule to be rebuilt after the completion of fire station 77.

Station #5

Station #5, a 3,200 square foot single story structure with one bay located in the City of Menlo Park, was built and commissioned in 1998. Station #5 serves the North Fair Oaks area and unincorporated areas of Redwood City. This station is scheduled for replacement by 2032. Prior to the start of the design the District will assess the needs of the community to identify the appropriate size of the new station and to determine if this station will need to be relocated to another site to address the future needs of the community. Currently, the station is in good condition.

Station #6

Station #6, a 3,020 square foot single story structure with two bays located in the City of Menlo Park, was built and commissioned in 1953 and is in need of replacement. The current stations lacks an emergency station generator and a fuel tank. Per the CH2MHILL facility conditions report this station should have been rebuilt in 1979. This station is the District's number one priority for replacement. Construction is anticipated to begin in 2016.

Station #77

Station #77 is located at 1467 Chilco Street in the City of Menlo Park, adjoining the Dumbarton Branch rail line. Station #77, a 4,400 sq. ft. single story, two bay, three dorm room station houses an Engine Company, the District water rescue facility and related equipment including an airboat, jet skis, and rigid hull inflatable boats. The Mechanical Division is also housed at this facility which was newly built in 1996. The ancillary buildings which includes Mechanic Shop, Classroom, Water Rescue facilities and storage and parking enclosure total 9,260 sq. ft. The fire station is in good condition and serves the Belle Haven area of Menlo Park. The land is owned by the City of Menlo Park and is leased to the District. The lease is scheduled to expire in 2050. Per the CH2MHILL facility conditions this station will not require rebuild due to its condition until 2029, however the District is anticipating rebuilding or renovating this station prior to 2029 to address new development and the intensification of existing land uses in both East Palo Alto and east Menlo Park. The population and employment growth will lead to increased service call volume and will create a need for additional facilities and equipment to maintain the District's level of service. Additionally, new development and intensification of existing land use will likely lead to the construction of taller buildings and increased traffic congestion. These changes will result in the need for additional apparatus, new/specialized equipment and further personnel, all of which will require either an expansion or relocation of fire station 77. This station is currently scheduled to be renovated or rebuilt after the completion of fire station 1, however if the proposed development does not occur as rapidly as anticipated the District may reposition this project after the rebuild of Fire Station 4.

CAPITAL IMPROVEMENT PROJECTS - 5 YEAR PLAN

- **Fire Prevention**

The demand for fire plan review and inspections continues to increase. Plan submittals since 2003 have increased over 400%, from 400 submittals in 2003 to 1900 submittals in 2015. Revenues have also increased over 600% from \$180,000 in 2003 to almost 1.2 million in 2015 and occupancy/Hazmat permits have increased 50% from 200 in 2005 to 300 in 2015. To meet this demand the District has hired and contracted for additional plan reviewers and inspectors. With only 1000 square feet of office and storage space the current fire prevention office does not have sufficient space for their staff and operations. To address this concern the District is looking into options of renovating space to provide additional space for the Fire Prevention Division.

- **Station #1: Replacement**

Fire Station 1 has been identified as the next fire station to be rebuilt after the completion of Fire Station 6. The new station is proposed as a 14,000-20,000 sq. ft., multi-story, three bay station which will have a fuel tank, an emergency generator, a new training tower and classroom and it will provide offices for Chief Officers and other staff. Design is anticipated to begin in 2016 and is estimated to take two to three years to complete. Construction would begin immediately after the design is completed. The cost of the project is estimated at \$13,000,000.

- **Station #1: Renovations**

Although Fire Station 1 is scheduled for replacement, demolition of this station would not occur until 2020. The facilities division has determined an immediate need to renovate the Station's kitchen and the second floor bathrooms. Both bathrooms and the kitchen show excessive wear and tear due to aging and frequent use and replacement is needed to maintain a safe living and working environment. The cost for the combined remodels is estimated at \$100,000.

- **Station #4: Apparatus Bay Enlargement**

Station 4 is currently in good condition and is not planned for replacement until the completion of the rebuilds of fire stations 1, 6 and 77. The District is planning on modifying this station by enlarging one of the apparatus bays to accommodate a truck. Currently Station 4 has three apparatus bays none of which are capable of housing a ladder truck/quint. Design and construction is currently estimated at \$100,000.

- **Station #6: Replacement**

The replacement of Fire Station 6 is the District highest priority. In 2015 the Menlo Park City Council approved the issuance of a use permit, rezoning the lots to the Public Facilities (PF) District, amending the text of the Zoning Ordinance to increase the maximum allowed Floor Area Ratio (FAR) from 30% to 60% in the PF district, amending the General Plan designation of the property from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities, and merging the two parcels (700 Oak Grove and 1231 Hoover) into one parcel. The District anticipates obtaining the building permit to build the

new station in mid-2016. The project includes the demolition of the existing fire station and adjacent single family residence and the construction of a new 8,335 sq. ft. two-story fire station consisting of two bays, an emergency generator, a 500 gallon fuel tank, a 1,005 sq. ft. detached engine display building, and relocation of the existing 342 sq. ft. carriage house from its present location on Middlefield Road to the subject site. The Fire District anticipates beginning construction in 2016. The cost of the project of \$9,600,000 excludes the cost to purchase the property located at 1231 Hoover Street.

- **Station 77: Schematic Design**

Station 77 is in good condition however the District is anticipating rebuilding this station prior to 2029 to address new development and the intensification of existing land uses in both East Palo Alto and east Menlo Park. The District is planning on having a design firm prepare a schematic design for the potential rebuild of Fire Station 77. The design will assist the District in understanding what design options the District has on the current leased land. The schematic design is anticipated to cost \$100,000.

The table below is a presentation of the five year forecast for the Capital Improvement Projects.

CIP PROJECTS	Estimated 2015-16	Proposed 2016-17	Projected				Total
			2017-18	2018-19	2019-20	2020-21	
Admin.	\$ 3,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,855
Fire Prevention renovation	-	250,000	-	-	-	-	250,000
Station 1	-	75,000	100,000	250,000	2,943,750	5,887,500	9,256,250
Station 1 Renovations	-	100,000	-	-	-	-	100,000
Station 2	3,648,885	-	-	-	-	-	3,648,885
Station 3	-	-	-	-	-	-	-
Station 4	-	100,000	-	-	-	-	100,000
Station 5	-	-	-	-	-	-	-
Station 6	350,000	3,456,000	3,456,000	1,729,000	-	-	8,991,000
Station 77	\$ -	\$ 100,000	\$ -		\$ 100,000	\$ 100,000	\$ 300,000
Total	\$ 4,002,740	\$ 4,081,000	\$ 3,556,000	\$ 1,979,000	\$ 3,043,750	\$ 5,987,500	\$ 22,649,990

Menlo Park Fire Protection District



California Task Force 3 Urban Search & Rescue

Adopted by the Board of Directors on 5-17-16
Resolution #1851-2016

California Task Force 3 Urban Search & Rescue

This section provides a budget overview for the Cooperative Agreements between the Department of Homeland Security, Federal Emergency Management Agency (FEMA), and the Menlo Park Fire Protection District, as the sponsoring agency for Urban Search and Rescue California Task Force 3. The Task Force provides critical emergency response services as one of the 28 teams of the National Search and Rescue Response System. The purpose of this program is to continue the development and maintenance of National Urban Search and Rescue Response System resources in order to be prepared for mission response and to provide qualified personnel in support of emergency support function activities under the National Incident Management System and the National Response Framework.

The Task Force accomplishes its goals and objectives based upon the four primary program areas established in the Cooperative Agreement: Administration, Training, Equipment Acquisition, and Storage & Maintenance.

Status of Cooperative Agreements

1. FY 2013 Cooperative Agreement - \$ 1,889,572

- Period of Performance:
 - Originally 10/1/2013 – 3/31/2015
 - Original FY 2015-16 budget = \$435,313
 - Period of Performance 2nd extension to 12/31/2017
 - Funds carried forward for FY 2016-17 = \$101,271

2. FY 2014 Cooperative Agreement - \$ 1,166,631

- Period of Performance:
 - Originally 9/1/2014 – 2/28/2016
 - Original FY 2015-16 budget = \$685,779
 - Period of Performance 1st extension to 12/31/2017
 - Funds carried forward for FY 2016-17 = \$280,315

3. FY 2015 Cooperative Agreement - \$ 1,159,082

- Period of Performance:
 - Originally 10/1/2015 – 9/30/2018
 - Original FY 2015-16 budget = \$1,159,082
 - Funds carried forward for FY 2016-17 = \$629,633

Program Purpose

Each of the Cooperative Agreements has four program areas: Administration, Training, Equipment and Storage/Maintenance. Following is a brief description of the goals and objectives of those four program areas.

Administration The program purpose is to provide staff for management and administration of the US&R Task Force day-to-day activities to accomplish required supervisory, administrative, training, and logistical duties. Primary areas of focus are program management, grants management, administrative support, training coordination, instruction and support, logistics management and accountability. This includes, but is not limited to, funding personnel salaries and expenses relating to Task Force development and management, record-keeping, inventory and maintenance of the US&R Equipment Caches, correspondence with Task Force members and parties who support Task Force activities, and similar management and administrative tasks. Wage and benefits are budgeted for 12 months.

Training The program purpose is to provide US&R-related or US&R-required training for Task Force personnel, including the delivery of local US&R training courses or other courses specifically required by the most current US&R Position Descriptions or the US&R Program Office.

Equipment The program purpose is to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated November 2011 or any subsequently approved DHS/FEMA US&R Equipment list.

Storage/Maintenance The program purpose is to cover the costs for the storage/maintenance portion of the Readiness Cooperative Agreement for CA-TF3. The costs will cover for a maximum amount of time of 12 months for any warehouse lease or maintenance costs for the equipment/vehicles. CA-TF3 intends to provide the required storage and maintenance for the equipment to insure mission readiness, safety, and management of the Task Force. The storage and maintenance will be in accordance with the requirements of the Urban Search & Rescue Program Office statement of work, program guidance, and directives.

Budget Parameter: Per the Code of Federal Regulations, 2 CFR Part 200.308 Revision of budget and program plans. (e) The Federal awarding agency may at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the Federal share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency.

Summary of Expenditures for July 1, 2016 – June 30, 2017

The following table provides an overview of the budget for the District's 2016-17 fiscal year, commencing July 1, 2016 and ending June 30, 2017. In all cases the expenditures are reimbursable to the District after the expenditures are incurred. Each of the Cooperative Agreements operates with a fund balance of \$0.00, with cash flow management occasionally creating a negative fund balance. As shown in the following table the budget for FY 2016-17 is \$1,011,220.

Co-op 2015 in FY 2016-17	\$	629,633
Co-op 2014 in FY 2016-17		280,315
Co-op 2013 in FY 2016-17		101,272
Total Budget for FY 2016-17	\$	1,011,220
Program Summary for Co-op 2015 in FY 2016-17:		
Administration (7000)	\$	318,379
Equipment (7010)		44,790
Storage/Maint (7020)		159,037
Training (7030)		107,427
Total Expenditures	\$	629,633
Program Summary for Co-op 2014 in FY 2016-17:		
Administration (7000)	\$	15,000
Equipment (7010)		150,593
Storage/Maint (7020)		-
Training (7030)		114,722
Total Expenditures	\$	280,315
Program Summary for Co-op 2013 in FY 2016-17:		
Administration (7000)	\$	-
Equipment (7010)		76,272
Storage/Maint (7020)		-
Training (7030)		25,000
Total Expenditures	\$	101,272

A resolution to approve the FY 2016 Cooperative Agreement budget will be submitted to the Board of Directors once the application package has been prepared, submitted, and approved by DHS/FEMA Grants Management branch and funding has been obligated in the FEMA financial system.

Summary of Source and Use of Funds

The following table provides an overview from FY 2015-16 through FY 2016-17. The source of funds is shown by agreement by year of reimbursement, while the use of funds is shown by program area by year in which the expense is incurred. The source of funds for FY 2016-17 is shown as \$1,011,200.

<u>CO-OP AGREEMENTS SOURCE & USE OF FUNDS</u>						
	2013-14	2014-15	2015-16	2015-16	2016-17	Grant
	Actual	Actual	Adopted	Actual/Est.	Proposed Budget	Totals
<u>Source of Funds:</u>						
CO-OP Agreement FY 2013	\$ 804,168	\$ 650,091	\$ 435,313	\$ 334,041	\$ 101,272	\$ 1,889,572
CO-OP Agreement FY 2014		480,221	685,779	406,095	280,315	1,166,631
CO-OP Agreement FY 2015			1,159,082	529,449	629,633	1,159,082
Total Source of Funds	\$ 804,168	\$ 1,130,312	\$ 2,280,174	\$ 1,269,585	\$ 1,011,220	\$ 4,215,285
<u>Use of Funds by Program:</u>						
Administration (7000)	\$ 186,257	\$ 514,264	\$ 1,017,932	\$ 558,805	\$ 333,379	\$ 1,592,705
Equipment (7010)	59,597	228,523	416,753	260,075	220,383	768,578
Storage/Maint (7020)	123,546	193,401	508,481	232,482	235,309	784,738
Training (7030)	434,768	194,124	337,008	218,223	222,149	1,069,264
Total Use of Funds	\$ 804,168	\$ 1,130,312	\$ 2,280,174	\$ 1,269,585	\$ 1,011,220	\$ 4,215,285

FY 2015 Cooperative Agreement Summary Source & Use of Funds

The following table provides an overview of the source and use of funds for the FY 2015 Cooperative Agreement. The period of performance is 36 months. It began on October 1, 2015 and ends on September 30, 2018. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications. All extension requests must be submitted to FEMA at least 60 days prior to the expiration of the period of performance.

The budget expenditures are summarized by both category of expenditure, and by FEMA designated program area. The FY 2015 (EMW-2015-CA-K00004-S01) Cooperative Agreement was awarded in the amount of \$1,159,082. FEMA grant guidelines for the Task Forces require that budget submissions covering only 12 months for daily operations, such as salary expenses and lease costs within the period of performance. However the 36 month performance period is available for internal acceptance of funds, cost to conduct training and procurement of equipment and supplies. This Cooperative Agreement may not be used for funding new capital construction. However, costs associated with leasing, upgrading, minor renovations and modifications of existing warehouse facilities that do not change the footprint of the structure, are permitted.

The FY 2015 (EMW-2015-CA-K00004-S01) Cooperative Agreement was awarded in the amount of \$1,159,082. The cooperative agreement has carry forward funds in the amount of \$629,633.

	2014-15	2015-16	2015-16	2016-17	Grant
	Actual	Adopted	Actual/Est.	Proposed Budget	Totals
Source of Funds:					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
CO-OP Agreement FY 2015	-	1,159,082	529,449	629,633	1,159,082
Total Source of Funds	\$ -	\$ 1,159,082	\$ 529,449	\$ 629,633	\$ 1,159,082
Use of Funds by Program:					
Administration (7000)	\$ -	\$ 655,476	\$ 337,097	\$ 318,379	\$ 655,476
Equipment (7010)		63,166	18,376	44,790	63,166
Storage/Maint (7020)	-	243,540	84,503	159,037	243,540
Training (7030)	-	196,900	89,473	107,427	196,900
Total Use of Funds	\$ -	\$ 1,159,082	\$ 529,449	\$ 629,633	\$ 1,159,082

FY 2014 Cooperative Agreement Summary Source & Use of Funds

The following table provides an overview of the source and use of funds for the FY 2014 Cooperative Agreement. The original period of performance was 18 months. It began on September 9, 2014 and ended on February 28, 2016. Staff requested a period of performance extension from FEMA for the use of the remaining funds and a budget adjustment. The request was granted and the period of performance was extended to December 31, 2017.

The budget expenditures are summarized by both category of expenditure and by FEMA designated program area. The FY 2014 (EMW-2014-CA-K0007-S01) Cooperative Agreement was awarded in the amount of \$1,166,631. The cooperative agreement has carry forward funds in the amount of \$280,315.

	2014-15	2015-16	2015-16	2016-17	Grant
	Actual	Adopted	Actual/Est.	Proposed Budget	Totals
Source of Funds:					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
CO-OP Agreement FY 2014	480,221	685,779	406,095	280,315	1,166,631
Total Source of Funds	\$ 480,221	\$ 685,779	\$ 406,095	\$ 280,315	\$ 1,166,631
Use of Funds by Program:					
Administration (7000)	\$ 254,770	\$ 362,456	\$ 221,708	\$ 15,000	\$ 491,478
Equipment (7010)	40,857	53,587	20,670	150,593	212,120
Storage/Maint (7020)	79,464	129,628	34,967	-	114,431
Training (7030)	105,130	140,108	128,750	114,722	348,602
Total Use of Funds	\$ 480,221	\$ 685,779	\$ 406,095	\$ 280,315	\$ 1,166,631

FY 2013 Cooperative Agreement Summary Source & Use of Funds

The following table provides an overview of the source and use of funds for the FY 2013 Cooperative Agreement. The original period of performance was 18 months. It began on October 1, 2013 and end on June 30, 2016. Staff has requested and received a 2nd period of performance extension to December 31, 2017.

The budget expenditures are summarized by both category of expenditure and by FEMA designated program area. The FY 2013 (EMW-2013-CA-K00058-S01) Cooperative Agreement was awarded in the amount of \$1,889,572. The cooperative agreement had carry forward funds in the amount of \$101,272.

	2013-14	2014-15	2015-16	2015-16	2016-17	Grant
	Actual	Actual	Adopted	Actual/Est.	Proposed Budget	Totals
<i>Source of Funds:</i>						
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CO-OP Agreement FY 2013	804,168	650,091	435,313	334,041	101,272	1,889,572
Total Source of Funds	\$ 804,168	\$ 650,091	\$ 435,313	\$ 334,041	\$ 101,272	\$ 1,889,572
<i>Use of Funds by Program:</i>						
Administration (7000)	\$ 186,257	\$ 259,494	\$ -	\$ -	\$ -	\$ 445,751
Equipment (7010)	59,597	113,937	135,313	113,012	76,272	362,818
Storage/Maint (7020)	123,546	88,994	-	-	-	212,540
Training (7030)	434,768	187,666	300,000	221,029	25,000	868,463
Total Use of Funds	\$ 804,168	\$ 650,091	\$ 435,313	\$ 334,041	\$ 101,272	\$ 1,889,572

Resolution No. 1857-2016

**RESOLUTION OF THE BOARD OF THE MENLO PARK FIRE PROTECTION DISTRICT
ADOPTING FY 2016-17 BUDGET AND THE FULL TIME EQUIVALENT (FTE) STAFFING
LEVEL**

WHEREAS, the Board of Directors received a report from the Administrative Services Manager summarizing the FY 2016-17 Budget; and

WHEREAS, on June 28, 2016 the Board of Directors, pursuant to law, held its public hearing on the FY 2016-17 budget of the Menlo Park Fire Protection District, and there being no additional requests or applications on file with the Board of Directors for further hearing on said budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Menlo Park Fire Protection District that:

1. The Board of Directors approves the FY 2016-17 General Fund budget as follows:
 - a. General Fund Revenues \$43,215,400
 - b. General Fund Expenditures \$45,065,300
 - c. General Fund Transfer Out \$3,450,100
 - d. Equipment Replacement Reserve Out \$1,500,000
 - e. Apparatus Replacement Reserve Out \$3,800,000
2. The Board of Directors approves the FY 2016-17 Debt Service Funds budget as follows:
 - a. Revenue \$218,400; Transfer In \$950,100; Expenditures \$999,100
3. The Board of Directors approves the FY 2016-17 Capital Improvement Budget as follows:
 - a. Transfer in \$2,500,000; Expenditures \$4,081,000
4. The Board of Directors approves the FY2016-17 full time equivalent (FTE) per Exhibit I.

BE IT FURTHER RESOLVED that the Administrative Services Manager is directed to record these changes into the District's fiscal records in accordance with the appropriate accounting practices.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 28th day of June, 2016 by the following vote:

AYES: SILANO, CARPENTER, BERNSTEIN, IANSON, AND KIRALY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

ATTESTED: _____
Michelle Radcliffe, Clerk of the Board

APPROVED: _____
Robert Silano, President

		2015-16	2016-17	
		Adopted FTE	Proposed FTE	Change
	Group			
Fire Chief	Unrep	1.00	1.00	-
Deputy Chief	Unrep	1.00	1.00	-
Division Chief	Unrep	2.00	2.00	-
Battalion Chief	Unrep	4.00	4.00	-
Fire Marshal	Unrep	1.00	1.00	-
Administrative Services Manager	Unrep	1.00	1.00	-
Clerk of the Board	Unrep	1.00	1.00	-
Emergency Medical Services Manager	Unrep	1.00	1.00	-
Disaster Response Manager	Unrep	1.00	1.00	-
Human Resources Manager	Unrep	1.00	1.00	-
Information Technology Manager	Unrep	1.00	1.00	-
Accounting/Payroll Technician	Unrep	1.00	2.00	1.00
Information Technology Specialist	Unrep	1.00	1.00	-
Senior Accountant	Unrep	1.00	1.00	-
Senior Human Resources Analyst	Unrep	1.00	1.00	-
Senior Information Technology Analyst	Unrep	1.00	1.00	-
Senior Management Analyst	Unrep	1.00	1.00	-
Administrative Assistant - HR	Unrep	-	0.50	0.50
Fire Prevention Coordinator	AFSCME	1.00	1.00	-
Public Education Officer	AFSCME	1.00	1.00	-
Emergency Services Specialist	AFSCME	0.80	1.00	0.20
Fleet Supervisor	AFSCME	1.00	1.00	-
Mechanic	AFSCME	1.00	1.00	-
Plan Examiner	AFSCME	1.00	1.00	-
Admin Assistant - Supression Train	AFSCME	-	1.00	1.00
Captain	IAFF	24.00	24.00	-
Engineer	IAFF	51.00	46.00	(5.00)
Firefighter	IAFF	9.00	20.00	11.00
Deputy Fire Marshall	IAFF	-	1.00	1.00
Fire Inspector I/II	IAFF	3.00	2.00	(1.00)
Total FTE		113.80	122.50	8.70
Grant Funded FTE				
Sr. Management Analyst	AFSCME	1.00	1.00	-
Administrative Services Analyst	AFSCME	1.00	1.00	-
Logistics Specialist	AFSCME	1.00	1.00	-
Total Grant Funded FTE		3.00	3.00	-

Resolution No.**RESOLUTION OF THE MENLO PARK FIRE PROTECTION DISTRICT BOARD ADOPTING THE DISTRICT'S GENERAL FUND DESIGNATIONS AND FUND BALANCE POLICY**

WHEREAS: the Menlo Park Fire Protection District adopted the Governmental Accounting Standards Board ("GASB") Statement No. 54 after June 28, 2011 by Resolution No.'s 1458-2011, 1505-2012, 1645-2013, and 1735-2014 and 1797-2015; and

WHEREAS, the Menlo Park Fire Protection District reclassified the various components of fund balances reported by the Menlo Park Fire Protection District as defined in Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, the Finance Committee reviewed the final report at their May 17, 2016 meeting and recommended that the Board of Directors accept the Fund Balance policy as submitted; and

WHEREAS, The PERS Rate Stabilization fund will be an assigned fund balance that provides for PERS rate increases and the unfunded liability (UAL) to ensure funding stabilization. For FY 2016-17, the employer contribution rate budgeted for the Safety employees is 41 percent and the non-Safety employer rate is 14.727 percent; and

THEREFORE, BE IT RESOLVED by the Board of Directors of Menlo Park Fire Protection District that:

1. The Board of Directors adopts the Fund Balance policy as presented below:

	GASB 54 Classification	Decision Making Authority	Formal Action Required
Apparatus	Committed	Board of Directors	Resolution
Budgetary Deficit	Committed	Board of Directors	Resolution
Capital Improvement Projects	Committed	Board of Directors	Resolution
FEMA Deployment	Committed	Board of Directors	Resolution
Compensated Absences	Assigned	Fire Chief & Fire Chief Designee	Not Required
Equipment Replacement	Assigned	Fire Chief & Fire Chief Designee	Not Required
General Liability	Assigned	Fire Chief & Fire Chief Designee	Not Required
PERS Rate Stabilization	Assigned	Fire Chief & Fire Chief Designee	Not Required
Workers' Compensation	Assigned	Fire Chief & Fire Chief Designee	Not Required

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 21st day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTESTED:

APPROVED:

Michelle Radcliffe, Clerk of the Board

Robert Silano, Board President

Resolution No.

**RESOLUTION OF THE DISTRICT BOARD OF MENLO PARK FIRE PROTECTION
DISTRICT ADOPTING FY 2016-17 ANNUAL APPROPRIATIONS LIMIT PURSUANT TO
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION FOR THE CALCULATED LIMIT
OF \$112,575,766**

WHEREAS, before June 30 of each year, the Board of Directors of the Menlo Park Fire Protection District must select the factors used to calculate the appropriations limit for the next fiscal year and, in consideration of any voter approved increase, establish the appropriations limit accordingly; and

WHEREAS, the District had gone to the voters for an increase of the Appropriation Limit most recently in November of 2015; whereby a \$50,000,000 Appropriation Limit was set by the voters for FY2016-17 through FY2019-20; and

WHEREAS, during FY2015-16, the District contracted the external audit firm of The Pun Group, LLC to conduct a review and recalculation of the District's Appropriations Limit and found the District had not used the most beneficial factors in calculating the Appropriations Limit; and

WHEREAS, the District will treat the voter-approved Appropriation Limit of \$50,000,000 as a floor, and the \$112,575,766 calculation based on statute and the "Agreed Upon Procedures" approach as the Appropriation Limit; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Menlo Park Fire Protection District that the calculated appropriations limit of \$112,575,766, be adopted for FY2016-17.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 21st day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTESTED: Michelle Radcliffe, Clerk of the Board

APPROVED: Robert Silano, President

Resolution No. 1851-2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENLO PARK FIRE PROTECTION DISTRICT APPROVING THE FY2016-17 BUDGET, IN THE AMOUNT OF \$1,011,220, FOR THE URBAN SEARCH AND RESCUE, CALIFORNIA TASK FORCE 3 (CA-TF3) AND THE REVISION OF THE FY2015-16 EMW-2013-CA-K00058-001 BUDGET TO \$334,041 AND THE REVISION OF THE FY 2015-16 EMW-2014-CA-K00007-S01 BUDGET TO \$406,095 AND THE REVISION OF THE FY2015-16 EMW-2015-CA-K00004-S01 BUDGET TO \$529,449

WHEREAS, the Board of Directors received a report from the Division Chief of Operations summarizing the FY2015-16 budget revisions and the FY2016-17 budget for the EMW-2013-CA-K00058-S01, EMW-2014-CA-K00007-S01 and EMW-2015-CA-K00004-S01 Cooperative Agreements; and

WHEREAS, the Board of Directors accepts the report as submitted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Menlo Park Fire Protection District that:

1. The Board of Directors adopts the revised FY2015-16 budget for CA-TF3 and the FY2016-17 budget as follows:

<u>CO-OP AGREEMENTS SOURCE & USE OF FUNDS</u>						
	2013-14	2014-15	2015-16	2015-16	2016-17	Grant
	Actual	Actual	Adopted	Actual/Est.	Proposed Budget	Totals
<u>Source of Funds:</u>						
CO-OP Agreement FY 2013	\$ 804,168	\$ 650,091	\$ 435,313	\$ 334,041	\$ 101,272	\$ 1,889,572
CO-OP Agreement FY 2014		480,221	685,779	406,095	280,315	1,166,631
CO-OP Agreement FY 2015			1,159,082	529,449	629,633	1,159,082
Total Source of Funds	\$ 804,168	\$ 1,130,312	\$ 2,280,174	\$ 1,269,585	\$ 1,011,220	\$ 4,215,285
<u>Use of Funds by Program:</u>						
Administration (7000)	\$ 186,257	\$ 514,264	\$ 1,017,932	\$ 558,805	\$ 333,379	\$ 1,592,705
Equipment (7010)	59,597	228,523	416,753	260,075	220,383	768,578
Storage/Maint (7020)	123,546	193,401	508,481	232,482	235,309	784,738
Training (7030)	434,768	194,124	337,008	218,223	222,149	1,069,264
Total Use of Funds	\$ 804,168	\$ 1,130,312	\$ 2,280,174	\$ 1,269,585	\$ 1,011,220	\$ 4,215,285

NOW, THEREFORE, BE IT RESOLVED that the Senior Accountant is directed to record these changes into the District's fiscal records in accordance with the appropriate accounting practices.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the May 17, 2016 by the following vote:

AYES: SILANO, CARPENTER, BERNSTEIN, AND KIRALY

NOES: NONE

ABSENT: IANSON

ABSTAIN: NONE

ATTESTED:

APPROVED:

Michelle Radcliffe, Clerk of the Board

Robert J. Silano, Board President

B

		2015-16	2016-17	
	Group	Adopted FTE	Proposed FTE	Change
Fire Chief	Unrep	1.00	1.00	-
Deputy Chief	Unrep	1.00	1.00	-
Division Chief	Unrep	2.00	2.00	-
Battalion Chief	Unrep	4.00	4.00	-
Fire Marshal	Unrep	1.00	1.00	-
Administrative Services Manager	Unrep	1.00	1.00	-
Clerk of the Board	Unrep	1.00	1.00	-
Emergency Medical Services Manager	Unrep	1.00	1.00	-
Disaster Response Manager	Unrep	1.00	1.00	-
Human Resources Manager	Unrep	1.00	1.00	-
Information Technology Manager	Unrep	1.00	1.00	-
Accounting/Payroll Technician	Unrep	1.00	2.00	1.00
Information Technology Specialist	Unrep	1.00	1.00	-
Senior Accountant	Unrep	1.00	1.00	-
Senior Human Resources Analyst	Unrep	1.00	1.00	-
Senior Information Technology Analyst	Unrep	1.00	1.00	-
Senior Management Analyst	Unrep	1.00	1.00	-
Administrative Assistant - HR	Unrep	-	0.50	0.50
Fire Prevention Coordinator	AFSCME	1.00	1.00	-
Public Education Officer	AFSCME	1.00	1.00	-
Emergency Services Specialist	AFSCME	0.80	1.00	0.20
Fleet Supervisor	AFSCME	1.00	1.00	-
Mechanic	AFSCME	1.00	1.00	-
Plan Examiner	AFSCME	1.00	1.00	-
Admin Assistant - Supression Train	AFSCME	-	1.00	1.00
Captain	IAFF	24.00	24.00	-
Engineer	IAFF	51.00	46.00	(5.00)
Firefighter	IAFF	9.00	20.00	11.00
Deputy Fire Marshall	IAFF	-	1.00	1.00
Fire Inspector I/II	IAFF	3.00	2.00	(1.00)
Total FTE		113.80	122.50	8.70
Grant Funded FTE				
Sr. Management Analyst	AFSCME	1.00	1.00	-
Administrative Services Analyst	AFSCME	1.00	1.00	-
Logistics Specialist	AFSCME	1.00	1.00	-
Total Grant Funded FTE		3.00	3.00	-

AMORTIZATION SCHEDULE

C

MENLO PARK FIRE PROTECTION DISTRICT COP 2009B (BAB's) (THERE ARE TWO TERM BONDS ONLY MANDATORY SINKING FUND PYMTS BEGIN ON 8/1/2023)

ACCUTRUST#		MANDATORY SINKING:			
INT ACCRUES FROM:	12/23/2009	ORIGINAL O/S:	\$8,935,000	AVG ANNL DEBT S	\$325,000.00
FIRST PAYMENT DATE:	8/1/2010	MULTIPLES OF:		WGHTD AVG MAT:	
FINAL MATURITY:	8/1/2039	DAYS IN YEAR	360	WGHTD AVE CPN:	
MAX ANNUAL D.SERV:	\$1,001,885.30	TOTAL YEARS TO CALC AVG ANNL:	57	10% OF PROCEEDS	\$893,500.00

DATE:	COUPON:	PRINCIPAL DUE:	INTEREST DUE:	DEBT SERVICE	YEARLY DEBT SERVICE	YEARLY DEBT SERVICE	PRINCIPAL OUTSTANDING
8/1/2010	7.138%	\$0.00	\$391,724.99	\$391,724.99		\$391,724.99	\$8,935,000.00
2/1/2011	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$715,167.64		\$8,935,000.00
8/1/2011	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2012	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2012	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2013	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2013	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2014	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2014	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2015	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2015	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2016	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2016	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2017	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2017	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2018	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2018	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2019	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2019	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2020	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2020	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2021	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2021	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2022	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2022	7.138%	\$0.00	\$323,442.65	\$323,442.65		\$646,885.30	\$8,935,000.00
2/1/2023	7.138%	\$0.00	\$323,442.65	\$323,442.65	\$646,885.30		\$8,935,000.00
8/1/2023	7.138%	\$355,000.00	\$323,442.65	\$678,442.65		\$1,001,885.30	\$8,580,000.00
2/1/2024	7.138%	\$0.00	\$310,772.70	\$310,772.70	\$989,215.35		\$8,580,000.00
8/1/2024	7.138%	\$375,000.00	\$310,772.70	\$685,772.70		\$996,545.40	\$8,205,000.00
2/1/2025	7.138%	\$0.00	\$297,388.95	\$297,388.95	\$983,161.65		\$8,205,000.00
8/1/2025	7.138%	\$390,000.00	\$297,388.95	\$687,388.95		\$984,777.90	\$7,815,000.00
2/1/2026	7.138%	\$0.00	\$283,469.85	\$283,469.85	\$970,858.80		\$7,815,000.00
8/1/2026	7.138%	\$410,000.00	\$283,469.85	\$693,469.85		\$976,939.70	\$7,405,000.00
2/1/2027	7.138%	\$0.00	\$268,836.95	\$268,836.95	\$962,306.80		\$7,405,000.00
8/1/2027	7.138%	\$425,000.00	\$268,836.95	\$693,836.95		\$962,673.90	\$6,980,000.00
2/1/2028	7.138%	\$0.00	\$253,668.70	\$253,668.70	\$947,505.65		\$6,980,000.00
8/1/2028	7.138%	\$445,000.00	\$253,668.70	\$698,668.70		\$952,337.40	\$6,535,000.00
2/1/2029	7.138%	\$0.00	\$237,786.65	\$237,786.65	\$936,455.35		\$6,535,000.00
8/1/2029	7.138%	\$465,000.00	\$237,786.65	\$702,786.65		\$940,573.30	\$6,070,000.00
2/1/2030	7.288%	\$0.00	\$221,190.80	\$221,190.80	\$923,977.45		\$6,070,000.00
8/1/2030	7.288%	\$490,000.00	\$221,190.80	\$711,190.80		\$932,381.60	\$5,580,000.00
2/1/2031	7.288%	\$0.00	\$203,335.20	\$203,335.20	\$914,526.00		\$5,580,000.00
8/1/2031	7.288%	\$510,000.00	\$203,335.20	\$713,335.20		\$916,670.40	\$5,070,000.00
2/1/2032	7.288%	\$0.00	\$184,750.80	\$184,750.80	\$898,086.00		\$5,070,000.00
8/1/2032	7.288%	\$535,000.00	\$184,750.80	\$719,750.80		\$904,501.60	\$4,535,000.00
2/1/2033	7.288%	\$0.00	\$165,255.40	\$165,255.40	\$885,006.20		\$4,535,000.00
8/1/2033	7.288%	\$560,000.00	\$165,255.40	\$725,255.40		\$890,510.80	\$3,975,000.00
2/1/2034	7.288%	\$0.00	\$144,849.00	\$144,849.00	\$870,104.40		\$3,975,000.00
8/1/2034	7.288%	\$590,000.00	\$144,849.00	\$734,849.00		\$879,698.00	\$3,385,000.00
2/1/2035	7.288%	\$0.00	\$123,349.40	\$123,349.40	\$858,198.40		\$3,385,000.00
8/1/2035	7.288%	\$615,000.00	\$123,349.40	\$738,349.40		\$861,698.80	\$2,770,000.00
2/1/2036	7.288%	\$0.00	\$100,938.80	\$100,938.80	\$839,288.20		\$2,770,000.00
8/1/2036	7.288%	\$645,000.00	\$100,938.80	\$745,938.80		\$846,877.60	\$2,125,000.00
2/1/2037	7.288%	\$0.00	\$77,435.00	\$77,435.00	\$823,373.80		\$2,125,000.00
8/1/2037	7.288%	\$675,000.00	\$77,435.00	\$752,435.00		\$829,870.00	\$1,450,000.00

DATE:	COUPON:	PRINCIPAL DUE:	INTEREST DUE:	DEBT SERVICE	YEARLY DEBT SERVICE	YEARLY DEBT SERVICE	PRINCIPAL OUTSTANDING
2/1/2038	7.288%	\$0.00	\$52,838.00	\$52,838.00	\$805,273.00		\$1,450,000.00
8/1/2038	7.288%	\$710,000.00	\$52,838.00	\$762,838.00		\$762,838.00	\$740,000.00
2/1/2039	7.288%	\$0.00	\$26,965.60	\$26,965.60	\$789,803.60		\$740,000.00
8/1/2039	7.288%	\$740,000.00	\$26,965.60	\$766,965.60		\$766,965.60	\$0.00
TOTALS		\$8,935,000.00	\$14,706,897.49	\$23,641,897.49			

GLOSSARY

Accounting System—The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting—A method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.

Audited Actual—The amount of expenditures, positions or revenues for the fiscal year as verified by the auditors.

Adjusted—Adopted plus/minus any midyear Board action.

Adopted—Formal action is taken by the District Board to set the financial plan (expenditures, revenues, positions) for the fiscal year.

Adoption—Formal action by the District Board to accept a plan, action or strategy, etc.

Annual Budget—The total budget for a given fiscal year as approved by District Board.

Appropriation—A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

Assessed Value (AV)—A value established by the County Assessor which approximates fair-market value of real or personal property or fair-market value at the time of sale, change in ownership or completion of construction adjusted by the annual California Consumer Price Index not to exceed 2.0% annually.

Bonds—A legal promise to pay a sum of money on a specific date at a specified interest rate.

Budget—A financial plan identifying projected revenues and planned expenditures.

Budget Adjustment—Any lawful change after the formal adoption of the budget.

Capital Improvement Project (CIP)—Capital projects such as District buildings. These projects are usually multi-year and, thus, extend beyond the annual budget.

Capital Outlay (also referred to as Capital Equipment)—Expenditures that result in the acquisition of assets with an estimated useful life of two or more years.

Capital Improvement Projects Fund—Used to account for financial resources for the construction or acquisition of major capital facilities.

CCPI—California Consumer Price Index

GLOSSARY (Continued)

Certificates of Participation (COPs)—Provides long-term financing through a lease, installment of sale agreement or loan agreement.

COLA—Cost-of-living adjustment.

Consumer Price Index (CPI)—A statistical measure of price levels provided by the U.S. Department of Labor signifying the cost-of-living and economic inflation.

Contingency—An amount set aside for emergency or unanticipated expenditure and revenue shortfall.

Cost Recovery Program—Service provided to a specific group or population where the fee is established to partially or fully offset the expenditures incurred for the program or service.

Debt Retirement Costs—Costs associated with the retirement of debt.

Debt Service—The payment of principal and interest on borrowed funds such as bonds.

Debt Service Fund—Government fund type used to account for the accumulation of resources for and the payment of interest and principal on a debt issue.

Depreciation— The cost of an asset divided by its expected useful life in years.

Division—An organizational unit that provides a specific service.

Educational Revenue Augmentation Fund (ERAF)—The mechanism used by the State to shift local taxes for the State's education funding commitments.

EIR—Environmental Impact Report.

Encumbrances—Expenditure obligations of the District established when an agreement for services or goods is entered into. An encumbrance crosses fiscal years until the obligation is fully paid.

Ending Balance—A fund's accumulation of revenues over its expenditures available for appropriation.

Estimated Expenditures—The amount of expenditures expected in the current fiscal year.

Estimated Revenue—The amount of revenue expected to be received in the current fiscal year.

Expenditures—The use of financial resources typically spent for goods or services.

Fiscal Year—A 12-month period specified for recording financial transactions. The District's fiscal year starts on July 1 and ends on the following June 30.

GLOSSARY (Continued)

Full-Time Equivalent (FTE)—Part-time and hourly positions expressed as a fraction of full-time positions (2,080 hours per year). Example: 3 positions working 1/2 time equal 1-1/2 FTEs.

Fund Balance—The difference between assets and liabilities reported in a government fund.

General Fund—Accounts for the operations of the District that are not recorded in other funds.

General Fund Reserves—The combination of all General Fund Reserves.

Grant Funds—Moneys received from another government, such as the State or Federal government, usually restricted to a specific purpose.

Gross—Amount prior to any deductions.

Initiative Process—A system designed to put lawmaking power in the hands of people. Allows voters to collect signatures to put a new law or change on the ballot.

Interdepartmental Charges—Charges from one department or fund to another department or fund within the governmental entity.

Interfund Transfers—Movement of money from one fund to another within the District or component units of the District.

Intergovernmental Revenue—Grants, entitlements and cost reimbursements from another Federal, State or local governmental unit.

Limited-Period Expenditure—An expenditure that is of one-time or limited duration and not considered ongoing in nature.

Maintenance and Operations—Cost of upkeep and running of property or equipment.

Major Fund—Comprised of several individual governmental funds organized according to their type (governmental and proprietary funds).

Materials and Supplies—Expenditures for goods used to support operations.

Mission Statement—A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given time period.

Modified Accrual Basis of Accounting—Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable; and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations which should be recognized when due.

Net—Amount after consideration of any adjustments.

GLOSSARY (Continued)

Non-Discretionary Expenditure—Unavoidable expenditure

Objective—Something aimed at or strived for.

Operating Balance—The balance of ongoing revenues and expenditures before one-time revenues or expenditures such as capital projects.

Operating Budget—Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

Operations—Includes salaries, benefits, supplies and services.

Other Expenses—All expenditures not recorded in other major account classifications.

Other Funds—The reference used for funds other than the General Fund (i.e., Debt Service, Capital Improvement Project).

Overhire Position—A position created for temporary use above the approved budgeted number of positions. This is used as an overlap when someone is retiring, out on disability, etc.

Oversight Board—Approves and directs certain actions of the Successor Agency to the City's Redevelopment District

Performance/Workload Measures—Number or percentage of work category completed or performed. The performance/workload measures provide an indicator of the amount of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

PERS—Public Employees Retirement System.

Position Classification—Includes job titles and job families for an overall job level.

Professional/Technical Services—Expertise purchased from external sources.

Projected Revenue—The amount of revenue projected for the future fiscal year's budget.

Property Tax Apportionment—The allotment of direct taxes on the basis of population.

Proposed Budget—The initial plan for the fiscal year presented to the District Board before adoption.

Proposition 4/GANN Initiative Limit—The District is required, under Article XIII B of the State Constitution, to limit appropriations from proceeds of taxes. The annual appropriation limit is based on data received from the State, including various growth measures such as population, CPI and nonresidential construction changes.

GLOSSARY

(Continued)

Recognized Obligation Payment Schedule (ROPS)—Schedule of financial obligations of the former redevelopment agency for each six month period.

Reserves—Used to indicate that resources are not available for appropriation and subsequent spending, but is either for a specific purpose or to fund a liability.

Salaries and Benefits—The set of all District-related operating costs for personnel (e.g., salaries, wages, retirement, health, dental, etc.).

Secured Debt—Debt guaranteed by the pledge of assets or other collateral.

Services and Supplies—The set of all nonpersonnel-related operating costs (e.g., supplies, maintenance, utilities, services, etc.).

Significant Changes—Any increase above the base budget that is discretionary.

Structural Deficit—The deficit that occurs when there is an imbalance between ongoing revenues and ongoing expenditures.

Structurally Balanced Budget—Ongoing revenues are greater than or equal to ongoing expenditures.

Taxes—Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

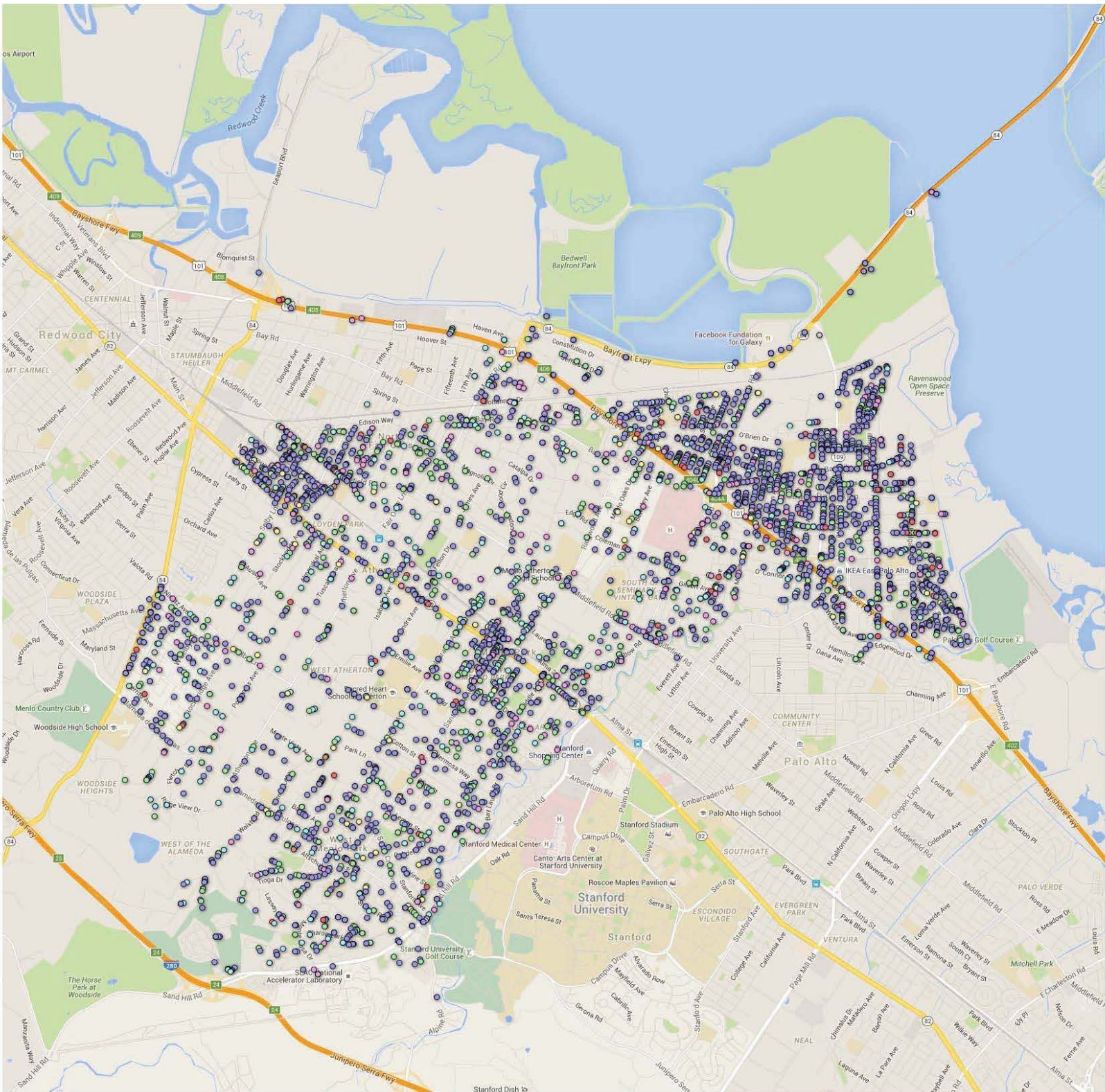
Unfunded Actuarial Liability (UAL)—The amount calculated by an actuary related to an incurred liability.










Unsecured Debt—Obligation not backed by the pledge of specific collateral.

8,547 Calls in 2015

Menlo Park Fire Protection District

E



	187 Fires		143 Hazardous Conditions		39 Special Incident Types
	1,036 Service Calls		805 False Alarms		1 Severe Weather / 10 Overpressure Ruptures
	5,532 EMS Calls		769 Good Intent Calls		25 Undefined