

San Miguel Fire District
2013/2014 Budget
(Adopted September 4, 2013)

2013/2014 Budget Summary

<u>Code</u>	<u>Account Title</u>	
5010	Director Benefits	\$36,930
5020	Director Fees	\$22,921
5030	Employee Benefits	\$1,418,337
5040	Employee Overtime	\$2,000
5050	Employee Salaries	\$536,288
6010	Communication Services and Equipment	\$42,650
6020	Equipment Maintenance	\$70,525
6030	Facilities Maintenance	\$177,549
6040	Fleet Maintenance	\$283,037
6050	Housekeeping Services and Supplies	\$28,210
6060	Insurance	\$334,335
6070	Medical Supplies	\$26,950
6080	Minor Equipment	\$65,900
6090	Office Supplies	\$23,500
6100	Personnel Development	\$35,725
6110	Professional Services	\$14,312,190
6120	Publications and Media	\$1,545
6130	Rents and Leases	\$1,097
6140	Safety Clothing and Supplies	\$52,435
6150	Special District Expense	\$163,326
6160	Travel and Subsistence	\$1,120
6170	Utilities	\$176,050
7010	Capital Expenditures	\$875,357
	<i>Total General Fund Budget</i>	<i>\$18,687,977</i>
	Budget Offset	\$0
	Emergency Management Planning Grant Budget	\$20,000
	Special Funded Programs	\$97,017
	Contingency Reserves Fund Budget	\$0
	Uncompensated Leave Budget	\$0
	Special Projects Budget	\$0
	Facilities Depreciation/Replacement Budget	\$34,500
	Vehicle Depreciation/Replacement Budget	\$610,000
	Fire Mitigation Budget	\$1,000
	Unanticipated Expenditure Safeguard	\$186,880
	<i>Grand Total Budget</i>	<i>\$19,637,374</i>

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Salaries and Benefits

Employee Benefits (5030)

Health Insurance - Employees (Hired before 11/01/11)	\$74,452
Health Insurance - Employees (Hired after 11/01/11)	\$7,686
Health Insurance - Retired on or Before 11/01/11	\$672,817
Health Insurance - Retired After 11/01/11	\$179,986
Health Insurance - Lemon Grove Retirees	\$64,790
Dental Insurance	\$5,895
Medicare (District Portion - 1.45%)	\$5,244
Medicare/Social Security (Part-Time) (7.65%)	\$6,546
Medicare (Severance Agreement - CAL FIRE)	\$4,146
Retirement - Safety (23.397%)	\$3,739
Retirement - Non-Safety (17.531%)	\$76,993
Retirement - 1959 Survivor Benefit	\$147
Severance Agreement - CAL FIRE Transition	\$314,246
Uniform Allowance	<u>\$1,650</u>
Total Employee Benefits	\$1,418,337

Employee Salaries (5050)

Base Salaries - Safety	\$15,978
Base Salaries - Non-Safety	\$437,527
Base Salaries - Part-Time Inspector	\$26,583
Hourly Contract Labor - Fire Prevention Consultant	\$31,200
Hourly Contract Labor - Administration	\$10,000
Hourly Contract Labor - Logistical Support	<u>\$15,000</u>
Total Employee Salaries	\$536,288

Total Salaries and Benefits \$1,954,625

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Administration - Board of Directors

Director Benefits (5010)

Health Insurance - Retired on or Before 11/01/11 (1)	\$15,622
Health Insurance - Retired After 11/01/11 (1)	\$12,770
Dental Insurance (7)	\$6,783
Medicare/Social Security (District Portion - 7.65%) (7)	<u>\$1,755</u>
Total Director Benefits	\$36,930

Director Fees (5020)

Meetings (7)	\$22,921
Total Director Fees	\$22,921

Employee Overtime (5040)

Recording Secretary - Board Minutes	\$500
Total Employee Overtime	\$500

Personnel Development (6100)

Board Workshops	\$1,000
Board Conferences	<u>\$0</u>
Total Personnel Development	\$1,000

Special District Expense (6150)

Blackberry Data Access	\$1,728
Election Costs (estimate)	\$31,500
Director Compensation and Training Safeguard	<u>\$30,000</u>
Total Special District Expense	\$63,228

Total Administration - Board of Directors \$124,579

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Administration - District Administration

Equipment Maintenance (6020)

Copier Maintenance Contract (includes toner)	\$8,000
Video Conferencing Equipment Maintenance	\$10,000
Network/Computer Maintenance	\$18,000
Plotter Maintenance	\$500
Telephone System Maintenance	<u>\$0</u>
Total Equipment Maintenance	\$36,500

Insurance (6060)

FAIRA (Fire, Liability, Collision)	\$34,335
PASIS (Workers' Compensation)	<u>\$300,000</u>
Total Insurance	\$334,335

Minor Equipment (6080)

Information Technology Equipment	<u>\$15,000</u>
Total Minor Equipment	\$15,000

Office Supplies (6090)

Office Supplies/Postage	\$15,000
Office Furniture	\$1,000
Chairs - Replacement	<u>\$1,500</u>
Total Office Supplies	\$17,500

Personnel Development (6100)

CFCA/AFSS Conference (1; all costs)	\$1,500
CFCA Conference (2; all costs)	\$1,500
IAFC Conference (1; all costs)	\$2,000
CSDA Conference (1; all costs if in San Diego)	\$1,500
Government Finance Officer Conference (1; all costs)	\$2,000
CalPERS Education Forum (1; all costs)	\$1,500
Educational Programs - Chiefs Discretion	<u>\$2,000</u>
Total Personnel Development	\$12,000

Professional Services (6110)

Annual Bond Administration Fee (Series 2003)	\$1,760
Annual SDRBA County Audit (estimate)	\$2,850
Annual Financial Audit (estimate)	\$18,246
Annual Fees and Taxes Consultant	\$10,000
CalPERS Side Fund Refinancing Bond Payment	\$1,708,108
OPEB Actuary (estimate)	\$0
Arbitrage Rebate Computation (estimate)	\$500
Legal Counsel	\$50,000

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Administration - District Administration ~ continued

Professional Services (6110) ~ continued

Employee Assistance Program	\$5,000
Assessed Valuation Quarterly Analysis	\$5,000
California Bank & Trust - Analysis Service Fee	\$4,000
Refunds - Property Taxes	\$200,000
Property Tax Services - Administrative Charges	\$200,000
Interest - Treasury Loans	\$25,000
LAFCO Funding	\$11,136
CAL FIRE Cooperative Services Agreement	<u>\$11,821,749</u>
Total Professional Services	\$14,063,349

Publications and Media (6120)

Miscellaneous Publications and Bulletins	<u>\$500</u>
Total Publications and Media	\$500

Rents and Leases (6130)

Postage Meter	<u>\$1,097</u>
Total Rents and Leases	\$1,097

Special District Expense (6150)

Membership - FDAC	\$275
Membership - CFCA	\$500
Membership - SDCFCA	\$100
Membership - IAFC	\$324
Membership - CSDA/San Diego Chapter	\$150
Membership - Spring Valley Chamber	\$50
Membership - GFOA	\$175
Membership - APT	\$160
Membership - IPMA	\$149
Membership - SD IPMA	\$65
Membership - IAAP	\$121
Membership - SDCFCA Admin Section (1 @ \$30; 1 @ \$15)	\$45
Membership - CFCA AFSS/Southern California (2 @ \$50)	\$100
Membership - Costco	\$170
Badges, Service/Recognition Awards, Refreshments	\$1,500
Employee of the Year Award	\$650
Meeting Support/Supplies	\$2,500
Advertising Expense	\$2,000
Employment Posters	\$300
Software Program Updates	\$2,500
OSHA Compliance Annual Updates	\$0
Fire Administration Software	\$600
Accounting Software Maintenance	\$8,970

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Administration - District Administration ~ continued

Special District Expense (6150) ~ continued

TeleStaff/WebStaff Annual Maintenance	\$6,200
Network Access (Cox)	\$13,560
3 C's Connectivity	\$3,000
Website Support	\$1,000
Website Hosting	\$180
Grant Matching Funds	\$15,000
Depreciation - Facilities	\$0
Depreciation - Fleet	\$0
Contingency Reserve Fund	\$0
Uncompensated Leave Liability	<u>\$10,000</u>
Total Special District Expense	\$70,344

Travel and Subsistence (6160)

SDCFCA - Admin Section Meetings	\$100
CFCA/AFSS Quarterly Meetings	\$100
Miscellaneous Meetings	<u>\$500</u>
Total Travel and Subsistence	\$700

Utilities (6170)

Cell Phone Service (3)	<u>\$1,650</u>
Total Utilities	\$1,650

Total Administration - District Administration \$14,551,878

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Fire Prevention - Code Enforcement

Employee Overtime (5040)

Prevention Overtime	\$1,500
Total Employee Overtime	\$1,500

Minor Equipment (6080)

Miscellaneous Minor Equipment	\$200
Total Minor Equipment	\$200

Personnel Development (6100)

CFCA/FPO Workshop (1; all costs)	\$1,500
ICC Building & Fire Code Update Seminars	\$500
Unannounced Local Seminars	\$300
San Diego County FPO Meetings	\$120
Fire Sprinkler Monthly Class	\$180
Total Personnel Development	\$2,600

Publications and Media (6120)

National Fire Code Update Subscription Service	\$1,399
Miscellaneous Updated Code Handbooks (IBC)	\$178
Miscellaneous NFPA Publications	\$309
California Fire Code & Building Code (3 sets)	\$1,610
Real Quest Subscription	\$2,225
Barclays Title 19 Update Service	\$165
Los Angeles Fire Marshal List Service	\$45
Total Publications and Media	\$5,931

Special District Expense (6150)

Membership - SDCFCA/FPO Section (3 @ \$50)	\$150
Membership - NFPA	\$165
Membership - ICC (1 @ \$185 and 2 @ \$35)	\$255
Membership - CFCA/FPO Section (1 @ \$55)	\$55
Refreshments - Meetings	\$25
Code Pal Software Maintenance	\$1,500
Total Special District Expense	\$2,150

Travel and Subsistence (6160)

Southern California FPO Meetings	\$100
San Diego County FPO Meetings	\$120
Total Travel and Subsistence	\$220

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Fire Prevention - Code Enforcement ~ continued

Utilities (6170)

Cell Phone Service (3)

\$550

Total Utilities

\$550

Total Fire Prevention - Code Enforcement

\$13,151

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Operations - District Operations

Communications Services and Equipment (6010)

Radio Repairs	\$1,000
RCS Backbone Maintenance (120 Radios @ \$26.50/month)	\$38,160
Pagers Replacement	\$240
Batteries, Antennae, Parts	\$2,350
First Watch Response Time Triggers	<u>\$900</u>
Total Communications Services and Equipment	\$42,650

Equipment Maintenance (6020)

Ladder Maintenance and Annual Testing	\$4,750
Fire Extinguisher Maintenance	\$2,000
Fire Hose Repair and Maintenance	\$1,000
Hydrant Maintenance	\$2,000
Nozzle Repair/Maintenance	\$750
Gas Detector Maintenance	\$750
Chainsaw Chain and Equipment	\$4,100
Generator Maintenance	\$3,400
Batteries	\$2,350
Rescue Tool Maintenance	\$5,000
Physical Fitness Equipment Repair/Maintenance	<u>\$4,200</u>
Total Equipment Maintenance	\$30,300

Medical Supplies (6070)

Zoll Replacement Batteries	\$1,150
Medical Supplies	<u>\$25,800</u>
Total Medical Services and Supplies	\$26,950

Minor Equipment (6080)

Swift Water Rescue Equipment	\$1,000
Rope Rescue Gear	\$2,000
Accountability Equipment	\$300
Fire Hose	\$6,000
Flashlights and Chargers	\$250
Physical Fitness Equipment	\$4,500
Replacement Emergency Response Equipment	\$7,500
Turnout Drying Racks	<u>\$1,500</u>
Total Minor Equipment	\$23,050

Personnel Development (6100)

SAFER Meetings/Safety Clothing Seminars	<u>\$500</u>
Total Personnel Development	\$500

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Operations - District Operations ~ continued

Professional Services (6110)

Bear Com	\$11,248
ECO RCCP Program Cost	<u>\$25,000</u>
Total Professional Services	\$36,248

Safety Clothing (6140)

Structure Gear	\$27,000
Nomex Hoods - PBI Gold	\$975
Brush Gear	\$9,000
Helmets - Structural	\$1,200
Helmets - Brush	\$600
Turnout Boots	\$2,000
Gloves - Structural	\$2,160
Gloves - Brush	\$400
Goggles - Structural	\$450
Goggles - Brush	\$300
EMS Jackets	\$3,000
Wildland Web Gear	\$2,000
Gear Bags	\$400
Helmet Shields	\$250
Helmet Shields - ID Tags	\$200
Miscellaneous Supplies/Repairs	<u>\$2,500</u>
Total Safety Clothing	\$52,435

Special District Expense (6150)

Emergency Incident Food Supplies	\$2,000
Membership - CFCA/EMS	\$50
Membership - SAFER	\$100
Class "A" Foam	\$2,500
AFFF	<u>\$2,880</u>
Total Special District Expense	\$7,530

Utilities (6170)

Cell Phone Service (4)	<u>\$1,800</u>
Total Utilities	\$1,800

Total Operations - District Operations \$221,463

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Operations - Facilities Management

Facilities Maintenance (6030)

HVAC Maintenance (all facilities)	\$18,150
Vehicle Exhaust System Maintenance	\$6,000
Landscape/Maintenance (Station 15)	\$6,000
Overhead Door Maintenance (all facilities)	\$16,000
Pest/Termite Control (all stations)	\$2,600
Miscellaneous and Emergency Repairs (all facilities)	\$56,000
Electrical Gate Repair	\$2,000
Elevator Maintenance	\$2,650
5-Year Sprinkler Certifications (Station 14, 15, 16, 22)	\$1,000
Water Corrosive Maintenance	\$0
Groundwater Monitoring/Sampling (Station 16)	\$31,669
Beds	\$3,200
Recliner Chairs	\$4,000
Fire Station Office Chairs	\$1,000
Backflow Test (Station 14, 15, 16, 22) (Annual)	\$1,580
Sprinkler and Alarm Tests (Annual)	\$1,400
Carpet Replacement	\$4,000
Station Self-Improvement Program	\$4,800
Painting and Repair (Interior/Exterior)	\$10,000
Keypad Entry System Installation	\$1,000
Landscape Clean-Up	\$2,500
Landscape Maintenance Equipment	<u>\$2,000</u>
Total Facilities Maintenance	\$177,549

Housekeeping Services and Supplies (6050)

Cleaning Supplies (all facilities)	\$17,000
Household Supplies	\$4,000
Janitorial Services (HQ)	\$6,360
Drinking Water	<u>\$850</u>
Total Housekeeping Services and Supplies	\$28,210

Minor Equipment (6080)

Appliance Replacement	\$8,000
Ice Machines	<u>\$8,000</u>
Total Minor Equipment	\$16,000

Special District Expense (6150)

Flags - US and California	<u>\$800</u>
Total Special District Expense	\$800

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Operations - Facilities Management ~ continued

Utilities (6170)

Gas and Electric	\$125,000
Telephone	\$15,300
Water and Sewer	\$20,000
Refuse Removal	<u>\$11,000</u>
Total Utilities	\$171,300

Capital Expenditures (7010)

U.S. Bank (December - Principal and Interest)	\$772,138
U.S. Bank (June - Interest)	<u>\$103,219</u>
Total Capital Expenditures	\$875,357

Total Operations - Facilities Management \$1,269,216

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Operations - Fleet Management

Fleet Maintenance (6040)

Light Fleet Maintenance	\$8,050
Apparatus Maintenance	\$20,000
Major Part Replacement	\$23,000
Vehicle Battery Replacement	\$4,000
Trailer Maintenance (Public Education)	\$1,700
Mobile Fire/Search and Rescue Trailer	\$500
Towing	\$1,000
Car Washes	\$437
Fuel	\$160,000
Tires (all vehicles)	\$25,000
Body Work	\$12,000
Cleaning Solvents	\$1,500
Motor Oil	\$7,500
Automatic Transmission Oil	\$7,000
Chassis Lube	\$100
Coolant Additive	\$1,050
Gear Oil	\$500
Hydraulic Oil	\$700
Filters	\$1,500
Pressure Washer Soap	\$1,500
Apparatus Cleaning Supplies and Waxes	\$500
Linen Service (uniforms, towels, etc.)	<u>\$5,500</u>
Total Fleet Maintenance	\$283,037

Minor Equipment (6080)

Small Tools and Supplies	\$1,000
HQ/Shop Spill and Clean-Up Kit	\$250
Drill Press	<u>\$4,900</u>
Total Minor Equipment	\$6,150

Personnel Development (6100)

Fire Mechanics Academy (1; all costs)	<u>\$1,500</u>
Total Personnel Development	\$1,500

Professional Services (6110)

Contract Apparatus Maintenance	<u>\$130,000</u>
Total Professional Services	\$130,000

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Operations - Fleet Management ~ continued

Special District Expense (6150)

Air Pollution Control Fees - Fuel (Station 15 and 23)	\$289
Air Pollution Control Fees - Generators (Stations 14, 15, 16, 18, 22)	\$1,550
Unleaded Fuel Tank Testing and Fees	\$3,212
Fleet Software Maintenance	\$1,850
Vehicle Diagnostic Hardware/Software	\$3,500
Miscellaneous Permits (HazMat, Fuel, etc.)	<u>\$1,050</u>
Total Special District Expense	\$11,451

Utilities (6170)

Cell Phone Service	<u>\$100</u>
Total Utilities	\$100

Total Operations - Fleet Management \$432,238

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Operations - Mapping

Office Supplies (6090)

Supplemental Mapping Supplies	<u>\$2,500</u>
Total Office Supplies	\$2,500

Publications and Media (6120)

Thomas Brothers/Atlas Map Books	<u>\$500</u>
Total Publications and Media	\$500

Special District Expense (6150)

Mapping Software Maintenance	\$1,500
Wall Map Update	<u>\$450</u>
Total Special District Expense	\$1,950

Total Operations - Mapping \$4,950

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Operations - SCBA Program

Equipment Maintenance (6020)

Hydro Testing	\$1,425
SCBA Mask Cleaner/Disinfectant	\$850
SCBA Compressor Maintenance	<u>\$1,450</u>
Total Equipment Maintenance	\$3,725

Minor Equipment (6080)

SCBA Parts	<u>\$2,500</u>
Total Minor Equipment	\$2,500

Professional Services (6110)

SCBA Contract Repairs	<u>\$3,000</u>
Total Professional Services	\$3,000

Total Operations - SCBA Program \$9,225

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Training - District Personnel Development

Minor Equipment (6080)

Ventilation Prop Materials	\$1,000
Auto Extrication Vehicles	<u>\$500</u>
Total Minor Equipment	\$1,500

Personnel Development (6100)

Educational Reimbursement - Employee	\$3,125
Discretionary Training Offset	<u>\$15,000</u>
Total Personnel Development	\$18,125

Professional Services (6110)

HTF Annual Assessment	<u>\$79,593</u>
Total Professional Services	\$79,593

Publications and Media (6120)

Protocols and Medication Handbooks (40 @ \$15)	\$600
ICS 420-1 Field Operations Guide Books	\$250
Training Aids/Manuals/DVDs	<u>\$500</u>
Total Publications and Media	\$1,350

Special District Expense (6150)

Lunches	<u>\$500</u>
Total Special District Expense	\$500

Total Training - District Personnel Development \$101,068

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Training - Explorer Program

Special District Expense (6150)

Explorer Post Charter Renewal Fee	\$20
Explorer Post Youth - Participation Fee (15 @ \$10)	\$150
Explorer Post Adult - Participation Fee (6 @ \$10)	\$60
Explorer Post - Insurance All Participants (21 @ \$2)	\$42
Background Checks (8 @ \$62)	<u>\$496</u>
Total Special District Expense	\$768

Total Training - Explorer Program \$768

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Training - Fire Investigations

Minor Equipment (6080)

Miscellaneous Tools	<u>\$1,500</u>
Total Minor Equipment	\$1,500

Special District Expense (6150)

Membership - CCAI	\$455
Membership - San Diego County Arson Task Force	<u>\$350</u>
Total Special District Expense	\$805

Travel and Subsistence (6160)

San Diego County Arson Task Force Meetings	<u>\$200</u>
Total Travel and Subsistence	\$200

Total Training - Fire Investigations \$2,505

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PIO - Public Information

Office Supplies (6090)

Office Supplies	<u>\$3,500</u>
Total Office Supplies	\$3,500

Special District Expense (6150)

Local Events - Station Dinners and Tours	\$400
Computer Program Upgrades	\$300
Computer Software	<u>\$200</u>
Total Special District Expense	\$900

Utilities (6170)

Cell Phone Service (1)	<u>\$650</u>
Total Utilities	\$650

Total PIO \$5,050

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PIO - Speakers Bureau

Special District Expense (6150)

Adult/Child Program Handouts/Brochures	\$0
K-6 Grade Supplies	\$2,000
Engine Company Public Education Supplies	\$0
Open House Supplies	\$400
Open House Refreshments/Meals	\$0
Special Event Supplies	<u>\$500</u>
Total Special District Expense	\$2,900

Total PIO - Speakers Bureau \$2,900

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Budget Offset Account

Expenditures

Election Cost

\$0

Total Budget Offset Account

\$0

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Grant - Emergency Management Planning Budget

Employee Benefits (5030)

Medicare/Social Security (Part-Time) (7.65%)	<u>\$1,425</u>
Total Employee Benefits	\$1,425

Employee Salaries (5050)

Hourly Contract Labor - EMP	<u>\$18,575</u>
Total Employee Salaries	\$18,575

Total Grant - Emergency Management Planning Budget **\$20,000**

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Special Funded Programs

CERT - Grant	\$7,148
Kids In Charge - Grant	\$14,546
Fire Extinguisher - Grant	\$9,627
Live Fire Trailer - Grant	\$18,328
VIPER Program - Grant	\$3,804
Tactical Medic Deployment - Donations	\$10,189
Community Preparedness Programs - Donations	\$33,375

Total Special Funded Programs \$97,017

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Contingency Reserves Fund

Expenditures

No Expenditures

\$0

Total Contingency Reserves Fund

\$0

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Uncompensated Leave Fund Budget

Salaries

Excess Annual Leave Payoff	\$0
Excess Sick Leave Payoff	\$0
Medicare (District Portion - 1.45%)	\$0

Total Uncompensated Leave Fund Budget \$0

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Special Project Fund

Expenditures

No Expenditures

\$0

Total Special Projects Fund

\$0

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Capital Facilities Depreciation and Replacement Fund

Expenditures

Overhead Door Replacement (2)	\$18,000
Asphalt/Concrete Work	\$12,500
Light Standard Replacement	\$4,000

Total Capital Facilities Fund Budget \$34,500

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Vehicle Depreciation and Replacement Fund Budget

Expenditures

Command Vehicle Outfitting	\$25,000
Modems/MDC Connectivity Hardware	\$5,000
Apparatus - Major Repairs	\$30,000
Apparatus Replacement	\$550,000

Total Vehicle Depreciation Fund Budget \$610,000

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Fire Mitigation Fee Fund Budget

Operations

Mapping Updates

\$1,000

Total Fire Mitigation Fund Budget

\$1,000

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Projected General Fund Revenue

Property Tax Revenue (estimate)	\$15,118,058
Property Tax Mitigation (Sycuan)	\$74,000
Benefit Assessment - Crest	\$59,340
Benefit Assessment - Bostonia	\$252,069
Benefit Assessment - ECO Paramedics	\$367,258
Parcel Tax - Proposition E	\$1,604,908
Miscellaneous Revenue (estimate)	\$250,000
Plans Check Fees (estimate)	\$50,000
Annual Business Inspections (estimate)	\$160,000
Contract Services - AMR	\$705,243
Contract Services - Otay Water District	\$79,848
Rents and Leases	\$58,638
County of San Diego - Super Fund Grant	\$31,669
Fire Mitigation Fee Transfer In	<u>\$50,000</u>
Total Projected General Fund Revenue	\$18,861,031
2013/2014 General Fund Budget	\$18,687,977
Revenue Over/(Under) General Fund Budget	\$173,054