CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
AGENDA NO. 13. $B$.
FROM: Monique Madrid, Administrative Department Manager
Paavo Ogren, Interim General Manager
Pamela Duffield, Finance Manager
Meeting Date: April 18, 2019 Subject: DISCUSSION AND REVIEW OF FY 2018/2019 MID-YEAR BUDGET

## RECOMMENDATIONS:

Staff recommends the Board of Directors discuss and review the following:

1) Review the FY 2018/19 Mid-year Budget Analysis for revenues and expenditures as of December 31, 2018.

FISCAL IMPACT:
No budget adjustments are recommended at this time.
Staff will provide recommended changes to the FY 2018/19 Adopted Budget with the $3^{\text {rd }}$ quarter budget report at the Board's regular meeting in May. At this time, a revised format for mid-year budget review has been developed for discussion based primarily on the $2^{\text {nd }}$ quarter information previously presented at the February 28, 2019 regular Board meeting. Certain updates are included in the attached worksheets to reflect Board actions that occurred after the initial mid-year budget presentation, which are also discussed below.

## DISCUSSION:

Staff has worked with and received recommendations from the Resources \& Infrastructure Committee on the CIP Workplan and the Finance Committee on the FY 2018/19 Mid-Year Budget. The FY 2018/19 mid-year budget review includes both revenues and expenditures for the period July 1, 2018 through December 31, 2018, which represents $50 \%$ of the fiscal year.

During a recent Finance Committee meeting, staff and committee members discussed the District's goal to develop a comparison of estimates and assumptions in the Prop. 218 rate increases to actual fiscal results. An ad-hoc committee was established and worked with staff in the development of an excel-based fiscal comparative model. The new reporting format is more user-friendly for both staff and the public in analyzing original budget vs mid-year budget and estimated actuals vs Prop. 218 estimates. Additional revisions will follow based on input from the members of the Finance Committee and also when the Tyler financial management system is implemented. Those upgrades will enhance but not significantly alter the attached "version 1.0."

The following Fund level detail reflects the February 28, 2019 mid-year budget review, with the exception of a) Water Fund - SWF Capital notating an unanticipated variance in both revenues
and expenditures, b) financing of capital equipment which has since been approved by your Board, and c) Board direction on the wastewater interfund loan repayment to avoid a fund level deficit at year-end.

## GENERAL FUND

The General Fund includes department activities for Fire, Facilities, Parks Recreation \& Open Space (PROS) and Administration. Total revenues in the General Fund of $\$ 5,121,810$ have been offset by total expenditures of $\$ 5,126,658$, resulting in an operating surplus of $\$ 4,848$. Significant variances for each department are provided below:

Fire Department - Mutual Aid response by CCSD Fire Department staff has resulted in additional personnel services, which are anticipated to be offset by additional reimbursement from the State of California.
Facilities \& Resources Department - There is not an anticipated variance in the overall budget of Facilities \& Resources Department, but there is a variance in both revenue and expenditures due to the purchase of a tractor and a mower. Each of these purchases are offset by additional revenue of a grant from the Fire Safe Council and loan proceeds from financing the tractor.
Administration - There is an increase in revenues anticipated due to unused employee health reimbursement funding and corrections to allocated overhead related to legal services. The allocated overhead corrections will also be reflected each department's expenditure projections. The most significant variance in Administration are in personnel, legal and temporary help services.

## WATER FUND

The Water Fund includes department activities for Water Operations and the Sustainable Water Facility (SWF). Total revenues in the Water Fund of $\$ 4,291,836$ have been offset by total expenditures of $\$ 4,098,471$, resulting in an operating surplus of $\$ 193,365$. Significant variances for each department are provided below:

> Water Department Operations - Additional revenues are projected due to the approved rate increase, effective November 1, 2018. The Capital Improvement Project (CIP) Workplan includes reallocating existing budget for Santa Rosa Creek Pedestrian Bridge, Leimert Service Lines and Rodeo Ground Pump Station to allocate new budget to SR 4 SCADA System and a new Vehicle Replacement Program Reserve.

BOD action in November 2018 approved the purchase of a replacement dump truck and the associated financing. Subsequent BOD discussions reconsidered but ultimately approved the financing

Water Department: SWF Operations \& Maintenance - Additional revenues are projected due to the approved rate increase, effective November 1, 2018. Various expenditure variance is anticipated in maintenance \& repairs, permitting fees, equipment rental and renewing the SWF performance bonds. These costs were either not budgeted or were budgeted for less months than are reflective in the actual expenditures as of December 31, 2018.

Water Department: SWF Capital - Additional expenditures are anticipated for legal services.

Updated variance - There is approximately $\$ 69,000$ in unanticipated sales tax revenues, due to the refund of previously paid sales tax during the construction of the SWF. These revenues will be used to offset the planned expenditure of the Impoundment Basin Design Evaluation of $\$ 11,885$ and the previously noted increases legal services.

## WASTEWATER FUND

The Wastewater Fund includes department activities for the Wastewater Department. Total revenues in the Wastewater Fund of $\$ 2,537,512$ have been offset by total expenditures of $\$ 2,537,512$, resulting in no surplus or deficit. Significant variances are provided below:

Wastewater Department Operations - Additional revenues are projected due to the approved rate increase, effective November 1, 2018. Various expenditure variances are anticipated in maintenance \& repairs, sludge removal and electrical services. The overall service and supplies accounts were budgeted at lower levels than the prior year although actual expenditures as of December 31, 2018 continue at the rate consistent with the prior year. The CIP Workplan includes allocating new budget to the Digester Handrails and Lift Station A-1 Control Panel.

BOD action in December 2018 approved the purchase of a replacement crane truck but did not approve the associated financing. Subsequent discussions with the Finance Committee support financing the crane truck, which was also approved by your Board along with direction that repayment of the interfund loan would be for an amount that avoided a deficit in the Wastewater Fund at the end the year.

Staff appreciates the feedback from both the Finance and Budget Ad-Hoc Committees, during the development of the new budget model. In the coming months, recommendations on budget adjustments and reserves are anticipated for your Board's consideration, which will also help preview the District's financial status leading into 2019-20 budget discussions.

Attachment: A) Mid-Year Budget FY 2018/2019 v. 1
$\qquad$ Approved: $\qquad$ Denied: $\qquad$
UNANIMOUS: $\qquad$ PIERSON FARMER RICE STEIDEL HOWE





|  | CAMBRIA COMMUNITY SERVIGES DIS FUND LEVEL ANALYSIS <br> FIRE DEPARTMENT - GENERAL FUND | DEPARTMEN | -01 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \text { ACCOUNT } \\ & \text { NO. } \end{aligned}$ | GENERAL FUND (GF) FIRE DEPARTMENT - 01 | ADOPTED BUDGET | 19 <br> APPROVED ADJUSTMENTS | $\begin{aligned} & \text { 2018/19} \\ & \text { APPROVED } \\ & \text { BUDGET } \end{aligned}$ | Actual at $12 / 31 / 2018$ | ESTIMATED Actual | 2018/19 EST. BUDGET VARIANCE |
|  | TRANSFERS \& ENCUMBRANCES |  |  |  |  |  |  |
| 014625 | Transfers in-From General Fund | 62,023 |  | 62,0 |  |  |  |
|  | (Transfers Out) |  |  | -2,023 |  |  | (62,023) |
|  | Encumbrances - Sources of Funding |  |  |  |  |  | 0 |
|  | Encumbrances - (Designated Funds) |  |  |  |  |  |  |
|  | NET TRANSFERS \& ENCUMBRANCES | \$62,023 | \$0 | \$62,023 | \$0 | \$0 | $(\$ 62,023)$ |
|  | RESERVES |  |  |  |  |  |  |
|  | Use of Reserves |  |  | 0 |  |  |  |
|  | (Additions to Reserves) |  |  | 0 |  |  | 0 |
|  | Other Adjustments |  |  | 0 |  |  | 0 |
|  | RESERVES - INCREASE / (DECREASE) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|  | NET BUDGETARY SOURCES/USES | \$0 | \$0 | \$0 | \$44,886 | $(\$ 4,851)$ | $(\$ 4,851)$ |
| - | - |  | - | - | 4-4.0.0.0. | , | ㄹㅏㅜㄹ |
|  | RESERVES |  |  |  |  |  |  |
|  | Beginning Reserves |  |  |  |  |  |  |
|  | Operating Surplus / (Deficit) | $(\$ 62,023)$ | \$0 | $(\$ 62,023)$ | \$44,886 | (\$4,851) | \$57,172 |
|  | Transfers \& Encumbrances | \$62,023 | \$0 | \$62,023 | \$0 | \$0 | $(\$ 62,023)$ |
|  | ENDING RESERVES | \$0 | \$0 | \$0 | \$44,886 | $(\$ 4,851)$ | (\$4,851) |
| - | 4.a | \% | - |  |  |  |  |










|  | CAMBRIA COMMUNITY SERVICES DISTRICT FUND LEVEL ANALYSIS <br> ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 0I, DEPARTMENT - 09 |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{gathered} \text { ACCOUNT } \\ \text { NO. } \\ \hline \end{gathered}$ | GENERAL FUND (G) <br> ADMINISTRATIVE DEPARTMENT-09 | 2018/19ADOPTED APPROVEDBUDGEADJUSTMENIS |  | $\begin{aligned} & 2018 / 19 \\ & \text { CURRENT } \\ & \text { BUDGET } \end{aligned}$ | ACTUAL AT$12 / 31 / 2018$ |  | ESTIMATED <br> ACTUAL | $\begin{aligned} & 2018 / 19 \\ & \text { EST:BUDGE } \\ & \text { VARIANGE } \end{aligned}$ |
| 6060S | Utilities Sewer | 255 |  | 255 | 254 | 100\% | 381 |  |
| 6060W | Utilities Water | 260 |  |  | 115 | 44\% | 173 | 7. |
| 6070 | Equipment Rental | 500 |  | Wher 500 | 251 | 50\% | 500 | 0 |
| 6075 | Rental Expense Office Space | 35,172 |  | - 35,172 | 18,589 | 53\% | 33,176 | 1,996 |
| 6080A | Prof Services - Audit | 8,250 |  | - 8,250 | 0 | 0\% | 9,250 | $(1,000)$ |
| 6080F | Prof Services - Finance | 0 |  | - 0 | 2,100 | \#\#\#\#\#\# | 5,100 | $(5,100)$ |
| 6080K | Prof Services-District Counsel | 110,000 |  | 110,000 | 110,014 | 100\% | 178,000 | $(68,000)$ |
| 6080L | Prof Services-Legal | 35,000 |  | 35,000 | 32,484 | 93\% | 35,000 | 0 |
| 6080M | Prof Services - Miscellaneous/Other | 11,500 |  | - 11,500 | 10,656 | 93\% | 15,200 | (3,700) |
| 6080 T | Professional Services - Temporary | 15,000 |  | 1-15,000 | 18,648 | 124\% | 48,951 | (33,951) |
| 6086 | Outside Non-Professional Services | 18,000 |  | 18,000 | 11,982 | 67\% | 21,000 | - $\quad(3,000)$ |
| 6088 | Claims | 0 |  | + 0 | 0 | \#\#\#\#\#\# | 0 | 1-20 0 |
| 6090 | Department Operating Supplies | 2,000 |  | 2,000 | 460 | 23\% | 1,000 | 1-1,000 |
| 6094 | Clothing/Uniforms | 0 |  | 0 | 19 | \#\#\#\#\#\# | 19 | (19) |
| 6095 | Office Furniture/Equipment | 0 |  | $\bigcirc$ | 2,042 | \#\#\#\#\#\# | 2,042 | 1-9 (2,042) |
| 6096 | Fuel | 0 |  | - 0 | 534 | \#\#\#\#\#\# | 1,000 | - $\quad(1,000)$ |
| 6115 | Meeting Expenses | 5,000 |  | - 5,000 | 2,118 | 42\% | 5,000 | 0 |
| 6120 D | Travel, Training, Seminars - Directors | 5,000 |  | - 5,000 | 167 | 3\% | 2,000 | 3,000 |
| 6120E | Travel, Training, Seminars - Employees | 15,000 |  | 9615000 | 3,192 | 21\% | 15,000 | - 0 |
| 6120G | Training-LCW | 4,500 |  | + 4 4,500 | 0 | 0\% | 4,000 | - 500 |
| 6124 | Employee Recognition | 0 |  | - 0 | 20 | \#\#\#\#\#\# | 200 | 20, (200) |
| 6125 | Employee Recruitment | 5,440 |  | 5,440 | 3,201 | 59\% | 5,440 | 10 |
|  |  |  |  | $\square 0$ |  | \#\#\#\#\#\# |  | 0 |
|  | Total Services \& Supplies | \$615,172 | \$0 | \$615,172 | \$445,112 | 72\% | \$686,472 | $(\$ 71,300)$ |
|  | CAPITAL OUTLAY |  |  |  |  |  |  |  |
| 61701 | Purchase Administrative Office | 0 |  | 0 |  | \#\#\#\#\#\# |  |  |
| 6170 | Purchase Administrative Software | 32,742 |  | 32,742 | 0 | 0\% | 32,742 | - 6 - 0 |
| 6170 | Remodel Administration Office | 11,616 |  | \% 11,616 | 15,741 | 136\% | 16,341 | (20 F $\quad$ (4,725) |
| 6170 | Capital Assets - Replace Servers | 0 |  | - 0 |  | \#\#\#\#\#\# |  | - ${ }^{1}$ |
|  |  |  |  | 0 |  | \#\#\#\#\#\# |  | -1/ 10 |
|  | Total Capital Outlay | \$44,358 | \$0 | \$44,358 | \$15,741 | 35\% | \$49,083 | (\$4,725) |
|  | DEBT SERVICE |  |  |  |  |  |  | M8 |
|  |  |  |  | 0 |  | \#\#\#\#\#\# |  | - 0 |
|  |  |  |  | 8- 0 |  | \#\#\#\#\#\# |  | - + - 0 |
|  | Total Debt Service | - | \$0 | - \$0 | - ${ }^{\text {S }}$ | \#\#\#\#\#\#\| | \$0 | \$0 |





## CAMBRIA COMMUNITY SERVICES DISTRICT

FUND LEVEL ANALYSIS
WATER FUND -11 , DEPARTMENT- 11

| $\begin{aligned} & \text { ACcount } \\ & \text { No. } \end{aligned}$ | WATER FUND <br> WATER DEPARTMENT - 11 | ADOPIED $\quad$ APPROVED BUDGET. ADJUSTMENTS | 2018/29 <br> CURRENT BUDGET | $\begin{aligned} & \text { AGUALAT } \\ & 12 / 31 / 2018 \end{aligned}$ |  | ESTIMATED ACTUAL | $\begin{aligned} & 2018 / 19 \\ & \text { EST, BUDGEI } \\ & \text { VARIANCE } \end{aligned}$ | PROP: 218 <br> ESTIMATES | EST, P218 VARIANGE |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 6050 | Office Supplies | 750 | 750 | 326 | 43\% | 782 | (32) |  | (782) |
| 6051 | Printing \& Shipping | 11,054 | 11,054, | 5,914 | 54\% | 14,194 | (1) 3 (140) |  | 1-36 $(14,194)$ |
| 6053 | Printing/Forms | 4,000 | 4,000 | 967 | 24\% | 2,321 | 2-1,679 |  | FF. $\quad(2,321)$ |
| 6054 | Membership Dues, Publications/Books | 15,000 | 15,000 | 289 | 2\% | 5,200 | -9,800 |  | - $]$ ( 3 ( 5,200$)$ |
| 6055 | Government Fees \& Licenses | 30,000 | - 30,000 | 6,028 | 20\% | 30,000 | $\square 0$ | 60,000 | 185 30,000 |
| 6059 | Bad Debt Expense | 1,000 | 1, 1,000 | 1 | 0\% | 100 | - 900 |  | (1) (100) |
| 6060 C | Utilities - Cell Phone | 2,850 | - 2,850 | 1,402 | 49\% | 2,804 | $\square 46$ |  | 31 ${ }^{(2,804)}$ |
| $6060{ }^{\text {b }}$ | Utilities - Electricity | 146,947 | 146,947 | 81,122 | 55\% | 162,244 | - (15,297) | 163,000 |  |
| 6060 G | Utilities - Gas | 1,236 | - 1,236 | 0 | 0\% | 0 | - 1,236 |  | 0 |
| 60601 | Utilities - Internet | 3,750 | - 3 | 1,793 | 48\% | 4,303 | $\square \quad(553)$ |  | - $\quad(4,303)$ |
| 6060p | Utilities - Phone-Land Lines, Faxes, Alarms | 5,784 | $\begin{array}{r}\text { 5,784 } \\ \hline\end{array}$ | 2,775 | 48\% | 6,660 | ¢ (876) |  |  |
| 60605 | Utilities - Sewer | 779 | - 779 | 768 | 99\% | 1,152 | $\square \quad(373)$ |  | (1) $\quad(1,152)$ |
| 6060W | Utilities - Water | 1,978 | 1,978 | 0 | 0\% | 0 | 1,978 |  | 10 0 |
| 6063 | M \& R Communications Equipment | 5,000 | - 5,000 | 0 | 0\% | 2,500 | 2,500 |  | 210 $\quad(2,500)$ |
| 6078 | Land Lease - Well Site | 39,725 | - 39,725 | 0 | 0\% | 40,145 | (420) | 40,000 | -1/ (145) |
| 60805 | Professional Services - Engineering | 0 | - 0 |  | \#\#пи\# |  | 0 | 95,000 | 9+65,000 |
| 60806 | Professional Services - GIS Development | 7,500 | 7,500 | 0 | 0\% | 7,500 | - 0 |  | - |
| 6080k | Professional Services - Distriet Counsel | 20,000 | - 20,000 | 2,588 | 13\% | 5,000 | 1 15,000 |  | ( 5,000$)$ |
| 6080L | Land Conservancy - Lot Inventory, Etc. | 0 | - 0 |  | \#\#\#\#\#\# |  | 0 |  | $\bigcirc$ |
| 6080M | Professional Services - Misc./Other | 33,600 | 33,600 | 6,068 | 18\% | 14,563 | 1 19,037 | 91,000 | 76, 76,437 |
| 6080 V | Voluntary Lot Merger Program | 20,000 | - 20,000 | 3,438 | 17\% | 8,251 | -11;749 |  | (\%) $\quad(8,251)$ |
| 6086 | Outside Services | 0 | - 0 | 89 | \#\#\#\#\# | 200 | $\square \quad(200)$ |  | - $\quad$ (200) |
| 6090 | Department Operating Supplies | 7,500 | 7,500 | 8,575 | 216\% | 20,82.0 | 1. $(13,320)$ |  | बetas ( 20,820 ) |
| 60908 | Sensor Cleaning | 0 | - 0 |  | \#\#\#\#\# |  | $\square$ |  | - 0 |
| 6091 | Lab Tests | 15,000 | -15,000 | 4,618 | 31\% | 11,083 | + $\quad$ 3,917 |  | 1- (11,083) |
| 60918 | Operating Supplies | 0 | 0 |  | \#\#\#\#\# |  | 0 |  | $\square{ }^{-1}$ |
| 60916 | Calibration | 2,625 | $\begin{array}{r}2,625 \\ \hline\end{array}$ | 0 | 0\% | 12,000 | $\square \quad(9,375)$ |  | 7 $\quad(12,000)$ |
| 6092H | Lab Testing | 0 | $\square 0$ |  | \#\#\#\#\#\# |  | $\bigcirc 0$ |  | $\bigcirc 0$ |
| 6092 | Lab Supplies | 0 | $\square$ |  | \#\#\#\#\#\# |  | 1 20 |  | W 0 |
| 6093 | Small Tools and Equipment | 6,000 | 6,000 | 3,644 | 61\% | 8,746 | - (2,746) |  | ( |
| 6094 | Clothing and Uniform | 8,000 | [85. $\quad 8,000$ | 2,026 | 25\% | 4,862 | - 3 3,138 |  | - $(4,862)$ |
| 6096 | Fuel - Gas and Diesel | 12,000 | - 12,000 | 6,111 | 52\% | 12,000 | -4, 0 |  | - $(12,000)$ |
| 6115 | Meeting Expenses | 1,000 | - 1,000 | 115 | 12\% | 276 | [-724 |  | (276) |
| 6120 E | Travel, Training, Seminars-Employees, | 5,000 | - 5,000 | 839 | 17\% | 3,000 | - 2,000 |  | ( 3,000$)$ |
| 6125 | Employee Recruitment | 1,500 | -1,500 | 1,029 | 69\% | 2,470 | - |  | ( 2,470$)$ |
| 6610 | Retrofit Program | 0 | 0 |  | \#\#\#\#\#\# |  | $\square \mathrm{O}$ |  | $\bigcirc$ |
| 6611 | Rebate Program - Cisterns, Toilets, Wash | 7,500 | - 7,500 | 0 | 0\% | 7,500 | $\bigcirc 0$ |  | $\bigcirc \quad(7,500)$ |
|  |  |  | $\square$ |  |  |  | - |  | 0 |
|  | - Total Services \& Supplies | \$699,178 |  | \$244,047 | 35\% | \$678,023 | \$21,155 | \$728,000 | \$49,977 |
|  | CAPITAL OUTLAY |  |  |  |  |  |  |  |  |
| 6170 | Trailer-Mounted Vacuum Exactor | 48,000 | 68, 48,000 | 46,169 | 96\% | 46,169 | 1, 1,831 |  | +. $(46,169)$ |
| 6170 | Air Compressor \& Jack Hammer | 22,700 | - 22,700 | 22,557 | 99\% | 22,557 | $\square 143$ |  | 잿. $(22,557)$ |
| 6170 | Dump Truck Replacement (Ford F-650) | 76,000 | - $\begin{array}{r}76,000 \\ \hline\end{array}$ | 74,871 | 99\% | 74,871 | - 1,129 |  | (74,871) |
| 6170 | Zone 2 to 7 Trans Main SR Crk Ped Brdg | 50,000 | - 50,000 | 0 | 0\% | 20,000 | - 30,000 |  | $(20,000)$ |
| 6170 | Replacement of Leimert Service Lines | 40,000 | - 40,000 | 0 | 0\% | 0 | - 40,000 |  |  |
| 6170 | Water Meter Replacement/Upgrade | 50,000 | - 50,000 | 0 | 0\% | 50,000 | - 0 |  | - $\quad(50,000)$ |
| 6170 | \|GIS Update/Upgrade | 10,000 | - 10,000 | 0 | 0\% | 10,000 | $\cdots$ |  | [ ( 10,000 ) |












