

# GENERAL FUND

## Fund Description

The **General Fund** budget is the operations budget for the Fire District and is presented in this document by organizational totals first followed by combined programs and departments. The individual cost centers are generally combined as they are operationally organized. Within each of the units, we have presented the following categories where appropriate: **Personnel Services, Materials and Services, Capital Outlay, Debt Service, Contingency, Transfers, and Ending Fund Balance.**

The General Fund personnel strength for the 2005-06 fiscal year is budgeted at **401.25** full-time equivalent persons. Consistent with the prior year budget, our renewed local option levy allows us to continue funding enhanced firefighter staffing and supporting positions for the District. Renewal of this levy by our voters in November, 2004 was critical to the continued deployment of our four-person companies and two additional peak activity units. These units create additional emergency response units during the day when medical emergencies require higher numbers of response apparatus in the deployment system.

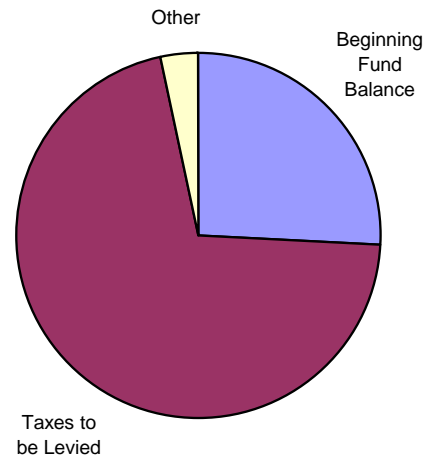
We will collect the first year of the renewal five-year local option levy in 2005-06. Strong voter support for that renewal levy provides a measure of financial stability for the next five years. However, because of continued growth in new construction and commercial occupancies, we have escalating calls for both inspection and emergency response service, especially in the medical arena. Due to development of high density neighborhoods abutting against existing wild fire zones, we have increasing risks of wildland and brush fires impacting neighborhoods. In addition, we have increasing technology demands in the response apparatus from radio and dispatch communications to the mobile data terminals receiving electronically transmitted response maps detailing hazardous materials storage and/or defensible fire stop points within commercial occupancies. Due to these increases resource requirements, we came to recommend additional personnel for the 2005-06 budget. We propose the immediate addition of a permanent FTE in both Communications and Information Technology, and the addition of one fire inspector and two firefighting positions later in the fiscal year.

## Budget Summary

<b>Expenditures by Budget Category</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Revised Budget</b>	<b>2005-06 Adopted Budget</b>
Personnel Services	\$38,257,169	\$43,320,695	\$47,310,050	<b>\$48,479,986</b>
Materials and Services	5,997,815	5,724,145	7,279,310	<b>7,659,028</b>
Debt Service	1,949,905	518,116	483,431	<b>483,431</b>
Operating Transfers Out	4,611,464	3,548,460	4,066,736	<b>4,160,723</b>
Operating Contingency			1,742,847	<b>4,046,190</b>
Ending Fund Balance	20,714,805	19,103,193	11,230,384	<b>11,384,945</b>
<b>Total Expenditures</b>	<b>\$71,531,158</b>	<b>\$72,214,609</b>	<b>\$72,112,758</b>	<b>\$76,214,303</b>

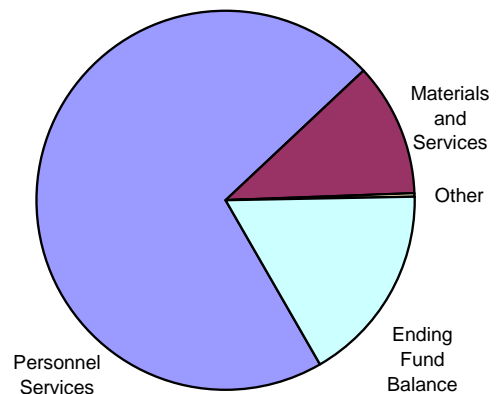
**General Fund Resources by Budget Category**

Resources	2005-06 Adopted Budget	Percent
Beginning Fund Balance	\$19,646,713	25.8%
Taxes to be Levied	54,037,785	70.9%
Previously Levied Taxes	1,409,809	1.8%
Taxes in Lieu of Property Taxes	16,236	0.0%
Interest on Investments	441,803	0.6%
Interest on Propety Tax	24,272	0.0%
Contract Revenue	127,395	0.2%
Program Revenue	169,050	0.2%
Regional Hazmat Response	5,500	0.0%
Special Service Charges	66,180	0.1%
CPR Training Revenue	2,100	0.0%
Training Classes	76,760	0.1%
Rental Income	75,700	0.1%
Insurance Refunds	95,000	0.1%
Donations and Grants	20,000	0.0%
<b>Total Resources</b>	<b>\$76,214,303</b>	<b>100.0%</b>



**General Fund Requirements by Budget Category**

Requirements	2005-06 Adopted Budget	Percent
Personnel Services	\$48,479,986	63.6%
Materials and Services	7,659,028	10.0%
Debt Service	483,431	0.6%
Operating Transfers Out	4,160,723	5.5%
Operating Contingency	4,046,190	5.3%
Ending Fund Balance	11,384,945	14.9%
<b>Total Requirements</b>	<b>\$76,214,303</b>	<b>100.0%</b>



**Consolidated Budget Summary by Requirements  
for the General Fund by Departments and Divisions**

<b>Expenditures</b>	<b>Personnel Costs</b>	<b>Materials &amp; Services</b>	<b>Other</b>	<b>2005-06 Adopted Budget</b>	<b>Percent</b>
<b>Administration Division</b>					
Board of Directors		\$38,781		<b>\$38,781</b>	0.1%
Fire Chief's Office	546,646	240,825		<b>787,471</b>	1.0%
<b>Emergency Operations Division</b>					
Emergency Operations	37,314,894	1,522,685		<b>38,837,579</b>	51.0%
Emergency Medical Services	322,952	307,106		<b>630,058</b>	0.8%
Training	1,103,608	266,760		<b>1,370,368</b>	1.8%
External Training	50,145	36,950		<b>87,095</b>	0.1%
Occupational Health Services	157,870	74,025		<b>231,895</b>	0.3%
Wellness Program	265,331	51,470		<b>316,801</b>	0.4%
<b>Finance Division</b>					
Finance	761,688	372,131		<b>1,133,819</b>	1.5%
Administrative Facilities		375,544		<b>375,544</b>	0.5%
<b>Community Services Division</b>					
Community Service	486,664	176,640		<b>663,304</b>	0.9%
Fire Marshal's Office	2,612,855	298,015		<b>2,910,870</b>	3.8%
Media Services	172,316	42,300		<b>214,616</b>	0.3%
Public Education	88,696	39,450		<b>128,146</b>	0.2%
<b>Support Services Division</b>					
Communications & Technology	810,994	1,745,885		<b>2,556,879</b>	3.4%
Information Technology	702,982	759,419		<b>1,462,401</b>	1.9%
Supply	290,206	100,010		<b>390,216</b>	0.5%
Emergency Management	112,407	13,708		<b>126,115</b>	0.2%
Human Resources	1,063,139	141,280		<b>1,204,419</b>	1.6%
Civil Service	\$48,845	45,230		<b>94,075</b>	0.1%
Fleet Maintenance	912,037	536,673		<b>1,448,710</b>	1.9%
Facilities Maintenance	655,711	465,180		<b>1,120,891</b>	1.5%
<b>Non-Organizational</b>					
Debt Service		8,961		<b>8,961</b>	0.0%
Operating Transfers Out			483,431	<b>483,431</b>	0.6%
Operating Contingency			4,160,723	<b>4,160,723</b>	5.5%
Ending Fund Balance			4,046,190	<b>4,046,190</b>	5.3%
			11,384,945	<b>11,384,945</b>	14.9%
<b>Total Expenditures</b>	<b>\$48,479,986</b>	<b>\$7,659,028</b>	<b>\$20,075,289</b>	<b>\$76,214,303</b>	<b>100.0%</b>

**Non-Organizational**

**Debt Service**

The debt service for the General Fund totals \$483,431.

**Operating Transfers**

Transfers are made to six funds for the purpose of providing resources for those funds as depicted below:

Apparatus Fund	\$1,026,561
Capital Improvements Fund	1,276,561
Emergency Management Fund	44,500
Grants Fund	100,723
Retiree Medical Insurance Stipend Fund	85,809
Property and Building Fund	1,566,569
Volunteer LOSAP Fund	60,000
<b>Total Transfers</b>	<b>\$4,160,723</b>

**Operating Contingency**

The Operating Contingency appropriation allows the District the ability to transfer appropriations into other appropriation categories during the year through either resolution or a supplemental budget process. The District, by law, is authorized to do so only for expenditures not anticipated or determinable at the time of budget adoption. During 2005-06, the District expects to utilize a portion of contingency funds upon settlement of the labor contract currently in negotiations. The remaining contingency is expected to revert to ending fund balance to carryover as beginning fund balance in fiscal year 2006-07.

**Ending Fund Balance**

The Ending Fund Balance is budgeted at \$11,384,945. While listed as a requirement, it is actually a resource for the ensuing fiscal year and cannot be expended in this fiscal year. It is the District's philosophy to provide funding for the ensuing year's requirements until levied taxes are received, which is a period of approximately five months. When calculating the budgeted ending fund balance necessary, the District includes an expectation that a percentage of budgeted funds will not be expended based upon historical expenditure ratios. It is believed the actual ending fund balance will be sufficient to provide operating reserves in the 2005-06 fiscal year.

**General Fund Personnel Summary**

Program	2002-03 Actual	2003-04 Actual	2004-05 Revised Budget	2005-06 Adopted Budget	Budget Increase (Decrease)
<b>Administration Division</b>					
<b>Fire Chief's Office</b>					
Fire Chief	1.00	1.00	1.00	1.00	
Assistant Chief	1.00	0.00	0.00	0.00	
Executive Officer	1.00	1.00	1.00	1.00	
Executive Assistant	1.00	1.00	1.00	1.00	
	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>
<b>Emergency Operations Division</b>					
<b>Emergency Operations</b>					
Assistant Chief	1.00	1.00	1.00	1.00	
Division Chief	3.00	2.00	2.00	2.00	
Chief of Staff	1.00	1.00	1.00	1.00	
Battalion Chief	7.00	7.00	7.00	7.00	
EMS Chief	1.00	1.00	1.00	1.00	
Operations Analyst	1.00	0.00	0.00	0.00	
Behavioral Health Specialist	0.50	0.00	0.00	0.00	
Captain Assigned to Admin.	1.50	1.00	1.00	1.00	
Assistant Fire Marshal	2.00	0.00	0.00	0.00	
Deputy Fire Marshal	17.00	0.00	0.00	0.00	
Community Liaison	3.00	2.00	0.00	0.00	
Emergency Manager	1.00	0.00	0.00	0.00	
Administrative Assistant	5.75	4.75	1.00	1.00	
Firefighter Personnel Assigned	255.00	243.00	243.00	245.00	
Firefighter Relief Pool	36.00	36.00	36.00	36.00	
Firefighter Recruits	4.00	4.00	6.00	7.00	
	<b>339.75</b>	<b>302.75</b>	<b>299.00</b>	<b>302.00</b>	<b>3.00</b>
<b>Training</b>					
Chief Training Officer	1.00	1.00	1.00	1.00	
Training Officer	5.50	5.50	5.50	5.50	
Operations Technician	1.00	1.00	1.00	1.00	
Administrative Assistant	1.00	1.00	1.00	1.00	
	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>0.00</b>
<b>External Training</b>					
Program Registrar	1.00	1.00	0.00	0.00	
	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Occupational Health</b>					
Program Coordinator	0.60	0.50	0.50	0.50	
Program Administrator	0.50	0.50	0.50	0.50	
Part-time nurses	1.00	1.00	1.00	1.00	
	<b>2.10</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
<b>Wellness Program</b>					
Wellness Coordinator	1.00	1.00	1.00	1.00	
Program Coordinator	0.40	0.50	0.50	0.50	
Program Administrator	0.50	0.50	0.50	0.50	
	<b>1.90</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>
<b>Finance Division</b>					
<b>Finance</b>					
Chief Financial Officer	1.00	1.00	1.00	1.00	
Financial Operations Manager	1.00	1.00	1.00	1.00	
Financial Systems Analyst	1.00	1.00	1.00	1.00	
Accountant	0.00	1.00	1.00	1.00	
Payroll Specialist	1.50	1.00	1.00	1.00	
Accounting Specialist	2.00	2.00	2.00	2.00	
	<b>6.50</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>Community Services Division</b>					
<b>Community Services</b>					
Director of Comm Services	1.00	1.00	1.00	1.00	
Public Information Officer	1.00	1.00	1.00	1.00	
Community Liaison	0.00	0.00	2.00	2.00	
	<b>2.00</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>
<b>Fire Marshal's Office</b>					
Fire Marshal	1.00	1.00	1.00	1.00	
Assistant Fire Marshal	0.00	2.00	2.00	2.00	
Deputy Fire Marshal	0.00	14.50	14.50	15.50	
Haz Mat Specialist	0.00	1.00	1.00	1.00	
Administrative Assistant	0.00	0.00	3.75	3.75	
	<b>1.00</b>	<b>18.50</b>	<b>22.25</b>	<b>23.25</b>	<b>1.00</b>

**General Fund Personnel Summary, continued**

Program	2002-03 Actual	2003-04 Actual	2004-05 Revised Budget	2005-06 Adopted Budget	Increase (Decrease)
<b>Media Services</b>					
Media Manager	1.00	0.50	0.50	0.50	
Media Producer	1.00	1.00	1.00	1.00	
	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	0.00
<b>Public Education</b>					
Media Manager	0.00	0.50	0.50	0.50	
	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	0.00
<b>Support Resources Division</b>					
<b>Communications &amp; Technology</b>					
Assistant Chief	0.00	1.00	1.00	1.00	
Division Chief	0.00	1.00	1.50	1.00	
Communications Manager	0.00	0.00	0.00	1.00	
Data Analyst	0.00	1.00	1.00	1.00	
Project Coordinator	0.00	1.00	1.00	1.00	
Program Coordinator	0.00	0.00	1.00	1.00	
GIS Technician	0.00	1.00	1.00	1.00	
	<b>0.00</b>	<b>5.00</b>	<b>6.50</b>	<b>7.00</b>	0.50
<b>Information Technology</b>					
IT Manager	1.00	1.00	1.00	1.00	
IT - New Position	0.00	0.00	0.00	1.00	
IT Database Administrator	1.00	1.00	1.00	1.00	
IT System Administrator	1.00	1.00	1.00	1.00	
IT Network Administrator	1.00	1.00	1.00	1.00	
IT Security Administrator	1.00	1.00	1.00	1.00	
	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	1.00
<b>Supply</b>					
Supply Manager	0.00	0.00	1.00	1.00	
Sr. Supply Specialist	2.00	2.00	1.00	1.00	
Supply Specialist	2.00	2.00	2.00	2.00	
	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	0.00
<b>Emergency Management</b>					
Emergency Manager	0.00	1.00	1.00	1.00	
Emergency Mgmt Coordinator	1.00	0.00	0.00	0.00	
	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	0.00
<b>Human Resources</b>					
Human Resources Director	1.00	1.00	1.00	1.00	
Human Resources Manager	1.00	1.00	1.00	0.00	
Human Resources Generalist	0.00	0.00	0.00	1.00	
Data Analyst	1.00	1.00	1.00	1.00	
Employment Coordinator	1.00	1.00	1.00	1.00	
Labor Relations Manger	0.00	0.00	0.00	0.50	
Behavioral Health Specialist	0.00	0.50	0.50	0.50	
Lead Administrative Assistant	1.00	1.00	1.00	1.00	
Administrative Assistant	6.50	6.50	5.50	5.50	
	<b>11.50</b>	<b>12.00</b>	<b>11.00</b>	<b>11.50</b>	0.50
<b>Fleet Maintenance</b>					
Support Services Director	0.50	0.50	0.50	0.50	
Fleet Services Manager	1.00	1.00	1.00	1.00	
Fleet Technician Supervisor	1.00	1.00	1.00	1.00	
Fleet Technician III	5.00	5.00	5.00	5.00	
Fleet Technician I	2.00	2.00	2.00	2.00	
Apparatus Assistant	1.00	1.00	1.00	1.00	
	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	0.00
<b>Facilities Maintenance</b>					
Support Services Director	0.50	0.50	0.50	0.50	
Support Services Manager	1.00	1.00	1.00	1.00	
Facilities Supervisor	1.00	1.00	1.00	1.00	
Facilities Technician	3.00	3.00	3.00	3.00	
Utility Worker	1.00	1.00	1.00	1.00	
Support Services Assistant	1.00	1.00	1.00	1.00	
	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	0.00
<b>Total General Fund</b>	<b>408.25</b>	<b>393.75</b>	<b>395.25</b>	<b>401.25</b>	<b>6.00</b>