

FY 2014 – 2015 Adopted Budget

September 16, 2014 Budget Adoption Public Hearing

Per FS 189.418 the proposed 2014-2015 fiscal year Final Budget is hereby submitted to the Board of Fire Commissioners for adoption during this special public hearing on September 16, 2014

Acknowledgements

Board of Fire Commissions

Laura T. Martin - Chairman

James Mortellite - Vice Chairman

James Terry - Secretary Treasurer

David Gardella - Fire Commissioner Lawrence G. Schear - Fire Commissioner

District Administration

Acting Fire Chief

Karry Bell

Acting Deputy Fire Chief Matt Carpenter

Finance Director

David Martin

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PINELLAS SUNCOAST FIRE & RESCUE DISTRICT (PSFRD)

BUDGET GUIDE

The budget document is prepared to provide the reader with financial, policy, organizational and operational information about the district's operating plan for a period referred to as Fiscal Year, and is mandated by Florida Statutes. The PSFRD's Fiscal Year begins October 1 and ends September 30. The Fiscal Year beginning October 1, 2014 is referred to as "FY 2014 - 2015". The District's Board of Fire Commissioners is required to adopt the budget on or before September 30 each year for the upcoming Fiscal Year.

The District cannot spend money unless appropriated within the budget. An appropriation is the legal approval given by the District's Board of Fire Commissioners to the District staff to spend money. The budget also contains an estimate of revenues to be received by the District during the same fiscal year time period. The legal authorization to collect revenues, such as property tax and fire prevention fees, is established by State Statutes and the District's Charter and is enacted by the District Board of Fire Commissioners by resolution. Also included in the budget is the estimate of monies remaining from prior fiscal periods, called fund balance, which can be appropriated in a current fiscal year. The District Charter and State law require that expenditures not exceed the combination of available fund balance and revenues. The District may borrow money for major capital projects, such as the purchase of land, equipment or the construction of buildings, but cannot borrow money for general operational expenditures of the District.

The budget may be amended in two ways: an informal budget expenditure reallocation, approved by the Finance Director, that transfers dollars between budget category groups providing that total appropriations of the fund are not changed and a formal budget amendment that transfers dollars between adopted budget category groups or increases expenditures of a specific group or increases the spending level of a fund, as requested by the Fire Chief and approved by the Board of Fire Commissioners.

HOW THE BUDGET IS PREPARED AND ADOPTED

The budget development is a year round process and major responsibility that claims the full attention of the Fire Chief and Finance Director. The budget's principal aim is to deliver a straightforward account of government finances and a blueprint for the upcoming new fiscal year. Pertinent documentation and detailed expenditure analysis records are maintained to monitor spending activities on a year-over-year basis identifying one-time occurrences, bi-annual transactions and economic trends that aid in predicting future operational and capital requirements for the creation of an executable budget plan. Accuracy in budget expenditure forecasting is paramount in establishing sufficient revenue streams to fund all operating and capital expenditure strategies that represent the Fire Chief, Staff and Commission's best efforts at aligning our resources and priorities to uncompromisingly serve the communities we are sworn to protect.

The process moves through four basic stages: Preparation, Adoption, Execution and Review.

The Fire Chief and Finance Director are to submit a tentative new fiscal year budget to the Board of Fire Commissioners prior to the end of September during two public hearings to review their budget proposals and answer questions from the Commission. If necessary, changes to the budget are made and the Board of Fire Commissioners formally adopts the new fiscal year's budget by resolution during the second public hearing. On September 30 of each year the existing fiscal year budget closes and the new fiscal year budget begins on October 1.

BUDGET and ACCOUNTING BASIS

Pinellas Suncoast Fire & Rescue District annual budgets are legally adopted for the General Fund and the Capital Projects Fund and are controlled on a fund level. Revenues and expenditures are recognized in the accounts and reported in the financial statements on the modified accrual basis of accounting. Revenues are recognized in the accounting period they become measurable rather than receipt of payment. Expenditures for goods and/or services received are recognized at the time liabilities are incurred as opposed to the time of payment. Simply put, revenues are recognized when earned and expenditures are recognized when incurred.

The Comprehensive Annual Financial Report (CAFR) shows the status of the district's finances on the basis of "generally accepted accounting principles (GAAP). In most cases this conforms to the manner in which the district prepares and manages its budget. Exceptions are as follows:

- a. Compensated absences, liabilities that are expected to be liquidated with expendable financial resources, are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- b. Capital outlay items are recorded as assets on a GAAP basis and as expenditures on a Budget basis.

BUDGET FORMAT

The presentation, or format, of the budget is key to what it ultimately communicates to the public. As with past years, the District has elected to use a budget category group format. Such a format provides resilient management spending controls focused on individual line item expenditures, efficient budget administration of specific category groups and ensures a high level of transparency through supporting line item details in financial statement presentations.

The annual budget is organized and presented on several different levels. First is a consolidation of the District's two Funds, followed by separate exhibits for each of the General Fund and Capital Projects Fund. Each presentation includes the proposed tentative budget for the next fiscal year, the adopted current fiscal year budget and the most recent current fiscal year ending projection. The Fund budget format presentation arrangement is: revenues, other funding sources, expenditures, fund balance transfers and excess (deficiency) of revenues over (under) expenditures. Each presentation concludes with a presentation of the resulting affects upon the balance sheet fund balance.

PERSONNEL

The District has 38 full time positions consisting of 3 shifts of ten Firefighter/EMT/Paramedics, one mechanic, one facility maintenance man, two Fire Safety Technicians and four administration personnel performing the duties of Fire Chief, Deputy Fire Chief, Finance Director and Executive Assistant. The Board of Fire Commissioners consists of five elected officials, each representing a specific geographic location including Belleair Beach, Belleair Shores, Indian Rocks Beach, Indian Shores and unincorporated Pinellas County on the mainland south of the City of Largo.

FINANCIAL STRUCTURE

The basic building block of government finance and budgeting is the "Fund". Each fund is independent of all others, and is created to account for the receipt and use of specific revenues.

Fund Description

The Pinellas Suncoast Fire & Rescue District utilizes a Fund structure as outlined in the accounting regulations that govern units of local government. A Fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with specific regulations, legal restrictions or limitations. Funds are divided into various types according to the legal restrictions imposed upon them by their uses. Governmental Funds are accounted for on a "spending" or current "financial flow" measurement focus. Accordingly, the budgeted Fund Balance provides an indicator of available, spendable, or appropriate resources. The Fund structure contained in the PSFRD fiscal year 2014 – 2015 budget, is as follows:

1. General Fund

The General Fund is the District's largest Fund and includes all general sources of funds, such as fire assessment fees, EMS funding (County controlled) and inspection fees. Sources of funds may also include appropriations from a previous fiscal year (Unassigned Fund Balance), proceeds from general insurance claims, federal and state grants, along with other small miscellaneous funding sources. The General Fund expenditures include expense category groups: Expense Reimbursements, Personnel Compensation, Personnel Benefits, Operating Expenses and Inter-Fund Transfers. Line item details are provided to support each respective category group to clarify specific operating costs.

2. Capital Projects Fund

The Capital Projects Fund is a "Special Fund" to account for impact fee revenues that are restricted by statute, for the purchase of apparatus, communication equipment and construction and/or expansion of fire stations necessitated by an increase in service demand for our mission of providing quality emergency services to the District's residents, visitors and community commerce.

FINANCIAL MANAGEMENT POLICIES

Balanced Budget Policy

The Pinellas Suncoast Fire & Rescue District recognizes that a balanced operating budget is the cornerstone of fiscal responsibility. Annual operating expenditures which include personnel costs, operating expenses, capital expenditures and fund transfers will be fiscally balanced with revenues or income estimates that are reasonably achievable and normally projected to be received during the fiscal year. New programs or changes in policies that would require the expenditure of additional operating funds will be funded through realized revenue excess over expenditures and/or formal budget amendment, presented to the Board of Fire Commissioners for adoption, to transfer unassigned fund balance as an "Other Source of Funding" to cover said additional expenditures.

Fund Balance Policy

Since the Pinellas Suncoast Fire & Rescue District is based on a barrier island community, it is imperative that the District maintain an adequate Fund Balance. Our goal to fund operating expenditures in the event of a natural disaster is to maintain the minimum 17% Unassigned Fund Balance recommended by the GFOA. With over 80% of the District's unallocated revenues as fixed non-advalorem tax based income, it is extremely difficult to build reserves during any economic situation which is exacerbated during tough conditions such as the past few years have been. Although the PSFRD FY 2014 – 2015 budget exceeds the districts objective at a 27.3% ratio, we will maintain sound fiscal management to preserve and build current reserves to provide for the inevitable need to replace our two aging fire stations. Current reserve funds are sufficient only for the replacement of rolling stock with as much fully depreciated capital equipment as possible being funded through normal operating expense outlays.

Debt Policy

Long term borrowing may not be used to finance current operations or normal maintenance in accordance with current statutory restrictions. PSFRD shall strive to maintain a high reliance on pay-as-you-go financing for capital improvements. PSFRD may borrow money, contract loans and issue bonds pursuant to the provisions of Florida Statutes.

Investment Policy

The District has structured its investment objectives on the prudent man rule, designed to place the highest priority on the safety of principal and liquidity of funds. Optimization of investment returns is secondary to the safety and liquidity of principal. Surplus funds may be invested or reinvested in securities in accordance with FS 218.415(17): Local Government Surplus Funds Trust Fund; SEC registered money market funds with the highest credit quality rating; Interest-bearing time deposits or savings accounts in qualified public depositories (QPD); and Direct obligations of the U.S. Treasury. Internal controls have been established to prevent losses, fraud, employee error, misrepresentation by third parties, or imprudent actions by investment administrators.

Significant Accounting Policies

The accounting policies of PSFRD conform to generally accepted accounting principles (GAAP) as applicable to governmental accounting. The following is a summary of the more significant policies:

a) Organization of Accounts

PSFRD organizes its accounts on the basis of Funds with account category groups. Each Fund is considered a separate accounting entity. The Funds are grouped into two types with account group categories as follows:

- General Fund accounts for financial resources which are not required to be accounted for in another Fund.
 - i. Revenues
 - ii. Expenditures:
 - > Expense Reimbursements
 - Personnel Services Compensation
 - > Personnel Services Benefits
 - Operating Expenses
 - > Inter-Fund Transfers

a) Organization of Accounts (con't)

- Capital Projects Fund accounts for financial resources that are restricted to the acquisition of capital assets.
 - i. Revenues
 - ii. Expenditures:
 - > Capital Outlay
 - > Inter-Fund Transfers

b) Reserves Assigned, Unassigned and Restricted

Assigned reserve is that portion of the Fund Balance that has been set aside for the purpose of future designated expenditures (capital acquisitions). Unassigned reserve is that portion of the Fund Balance that is available for emergency measures or future use. Restricted reserves are legally segregated for a specific future use.

FY 2014 – 2015 ADOPTED BUDGET

General Fund

Revenues

The FY 2014 – 2015 Budget consists of four primary sources of income: \$3,609.6k non-advalorem tax that is a fixed rate based in accordance with the current charter, a Board of Fire Commissioners resolution and the annual District tax roll presented through the county appraiser's office; \$692.4k EMS funding contracted with the Pinellas County EMS authority; \$79.5k Plan & Inspection Fees; and \$9.8k estimated investment income.

A section of the revenue budget provides for an offset to expenditures incurred for the purpose of being refunded, such as the pass through State of Florida Education Supplement benefit for Firefighter/EMT/Paramedic personnel who have earned a higher education degree (Associate and Bachelor) paid monthly by PSFRD and refunded quarterly by the State.

Expenditures

Expenditures are grouped in five categories: Expense Reimbursements; Personnel Services; Personnel Benefits; Operating Expenses and transfers to the Capital Projects Fund. The operating expenditure budget consists of three primary category groups: \$2,469.9k personnel services compensation; \$1,383.5k personnel services benefits; and \$555.2k operating costs. Excluding the "Expense Reimbursements" category group, overall expenditures are budgeted at 1.5% higher than last fiscal year. The main cause of this is an estimated 10% health care increase due to the economic effect of the second year implementation of the Affordable Care Act (ACA). Normal recurring operating expenditures are running at approximately the same rate as the previous year.

Transfers to Capital Projects Fund

There is no planned requirement for a fund transfer during FY 2014-2015.

Excess (Deficiency) of Revenues over (Under) Expenditures

Projected revenues exceed expenditures by \$13.6k. This excess increases the accumulation of Unassigned Fund Balance and provides a buffer for maintaining a balanced budget in the event of an unexpected operating expense that otherwise was not accounted for.

Fund Balance Analysis

In accordance with Governmental Accounting Standards Board (GASB) regulation 54, the Fund Balance is defined as the difference between assets and liabilities reported in the government Fund. The Fund Balance is designated into five categories: Non-Spendable, Restricted, Committed, Assigned and Unassigned.

The PSFRD General Fund currently utilizes two of the five categories: Assigned and Unassigned:

- 1. "Assigned Fund Balance" includes spendable Fund Balance amounts established by management that are intended to be used for specific purposes that are neither considered restricted or committed. The allocation is for replacement of rolling stock which is projected to be approximately \$1,122,124 as of 09/30/15.
- 2. "Unassigned Fund Balance" represents Fund Balance that has not been assigned to other Funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. This is the portion that is available for appropriation which is projected to be approximately \$1,196,649 as of 09/30/15.

Unassigned Fund Balance As A % of Operating Expenditures

In February 2011, the Government Finance Officers Association's (GFOA) Executive Board recommended that governments adopt a formal Fund Balance policy that defines the appropriate level of Fund Balance reserves to mitigate risks and provide for revenue shortfalls. The recommended minimum reserve is no less than two months (17%) of regular General Fund operating revenues or regular General Fund operating expenditures.

The FY 2014 – 2015 proposed budget ratio of Unassigned Fund Balance to operating expenditures is 27.3%.

Capital Projects Fund

Revenues

The FY 2014 - 2015 Budget consists of new District construction impact fee income in the amount of \$15.0k for apparatus replacements per the capital plan. There is no plan for the transfer of funds from the General Fund to support the planned expenditures.

Other Sources of Funds

FY 2014-2015 capital spending does not necessitate additional revenue sources. Therefore, there is no requirement to utilize any of the "Unassigned Restricted" Fund Balance during the year.

Expenditures

Capital expenditures are proposed for the replacement of the marine apparatus in accordance with our long term capital expenditure plan.

Excess (Deficiency) of Revenues over (Under) Expenditures

We are proposing an FY 2014 - 2015 balanced budget in that revenues and expenditures equal. Any unanticipated impact fees will provide additional Unassigned Fund Balance for future capital acquisition needs.

Fund Balance Analysis

In accordance with Governmental Accounting Standards Board (GASB) regulation 54, the Fund Balance is defined as the difference between assets and liabilities reported in the government Fund. The Fund Balance is designated into five categories: Non-Spendable, Restricted, Committed, Assigned and Unassigned.

The PSFRD Capital Projects Fund only uses the Restricted category that is broken down into Assigned and Unassigned for efficient recognition of depreciated capital assets:

- 1. "Restricted (Reserved) Fund Balance" Restricted Fund Balance that has been earmarked for a specific asset purchase in accordance with Florida Statutes. The current allocation is for replacement of rolling stock which is projected to be approximately \$250,770 as of 09/30/15.
- 2. "Restricted (Unreserved) Fund Balance" Restricted Fund Balance that has not been earmarked for a specific asset purchase in accordance with Florida Statutes. The current unassigned allocation is projected to be approximately \$82,709 as of 09/30/15.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

FISCAL YEAR 2014-2015 CONSOLIDATED GOVERNMENTAL FUNDS TENTATIVE BUDGET ADOPTED BUDGET

-				Govern	mental Funds	Budget
Ref	Account Category	General Fund	Capital Projects Fund	FY 2014- 2015 Budget	FY 2013- 2014 Projection	FY 2013- 2014 Budget
	REVENUES					
1. F	FEMA Proceeds	\$0	\$0	\$0	\$0	\$0
	Fire Assessment Fees	\$3,609,577	\$0	\$3,609,577	\$3,599,533	\$3,599,533
	EMS Funding	\$692,339	\$0	\$692,339	\$660,815	\$660,815
4. P	Plan & Inspection Fees	\$77,713	\$0	\$77,713	\$70,342	\$60,059
5. S	Special Event Protective Service	\$1,800	\$0	\$1,800	\$1,400	\$0
6. II	nsurance/Equipment Proceeds	\$0	\$0	\$0	\$789	\$0
7. II	mpact Fees	\$0	\$30,000	\$30,000	\$99,092	\$20,000
8. II	nterest/Investment Income	\$9,790	\$0	\$9,790	\$10,682	\$7,400
9. In	nter-Fund Transfers	\$0	\$0	\$0	\$0	\$0
10. N	Miscellaneous Revenues	\$0	\$0	\$0	\$728	\$0
11.	Refunded Expenses (Partially Offset by "Expense Reimbursenments")	\$33,270	\$0	\$33,270	\$45,527	\$57,485
12.	TOTAL REVENUES	\$4,424,489	\$30,000	\$4,454,489	\$4,488,908	\$4,405,292
13. F	rom Reserves	\$0	\$0	\$0	\$0	\$30,000
14.	Total Resources	\$4,424,489	\$30,000	\$4,454,489	\$4,488,908	\$4,435,292
	EXPENDITURES					
P	Public Safety - Fire and EMS:					
15.	Expense Reimbursements (Offset by "Refunded Expenses")	\$33,270	\$0	\$33,270	\$41,456	\$57,485
16. P	ersonnel Services - Compensation	\$2,469,919	\$0	\$2,469,919	\$2,466,179	\$2,466,891
	ersonnel Services - Benefits	\$1,383,221	SO	\$1,383,221	\$1,258,814	\$1,291,537
	npact Fee Expense	\$0	\$0	\$0	\$0	\$0
	perating Expenses	\$524,451	\$0	\$524,451	\$547,081	\$555,240
	apital Outlay	\$0	\$30,000	\$30,000	\$44,430	\$50,000
	TOTAL EXPENDITURES	\$4,410,861	\$30,000	\$4,440,861	\$4,357,960	\$4,421,153
21. F	und Balance Transfers	S0	\$0	\$0	\$0	\$0
	EXCESS (DEFICIENCY) OF REVENUES OVER	1				
22.	(UNDER) EXPENDITURES	\$13,628	S0 .	\$13,628	\$130,948	\$14,139
_	UND BALANCE BEGINNING OCTOBER 1	00		001	860	gra-
	onspendable Fund Balance	\$0	\vdash	\$0	\$0	\$0
	ommitted Fund Balance	\$0		\$0	\$0	\$0
	ssigned Fund Balance	\$1,019,495		\$1,019,495	\$916,866	\$916,866
	nassigned Fund Balance	\$1,285,650		\$1,285,650	\$1,311,993	\$1,311,993
	estricted Fund Balance	\$0	\$333,479	\$333,479	\$278,817	\$278,817
	OTAL FUND BALANCE BEGINNING OCT. 1	\$2,305,145	\$333,479	\$2,638,624	\$2,507,676	\$2,507,676
	OTAL FUND BALANCE ENDING SEPT. 30 onspendable Fund Balance	en l	40	en l	¢n.	60
		\$0	\$0	\$0	\$0	\$0
	ommitted Fund Balance	\$0	\$0	\$0	\$0	\$1,010,405
	ssigned Fund Balance	\$1,122,124	\$0	\$1,122,124	\$1,019,495	\$1,019,495
	nassigned Fund Balance	\$1,196,649	\$0	\$1,196,649	\$1,285,650	\$1.223,503
33. IR	estricted Fund Balance	\$0	\$333.479	\$333,479	\$333,479	\$248,817
	OTAL FUND BALANCE ENDING SEPT. 30	\$2,318,773	\$333,479	\$2,652,252	\$2,638,624	\$2,491,815

Unassigned Fund Balance As a % of General Fund Expenditures

27.3%

PINELLAS SUNCOAST FIRE & RESCUE FY 2014 - 2015 ADOPTED BUDGET GENERAL FUND

			560		
	FY 201	3 - 2014	FY 2014-2015	Budget Inc	(Dec)
	Projection (05/31/13)	ADOPTED Budget	Tentative Budget	Amount	%
Revenues:					
FEMA Proceeds	\$0	\$0	\$0	\$0	0.0%
Fire Assessment Fee	\$3,599,533	\$3,599,533	\$3,609,577	\$10,044	0.3%
EMS Funding	\$660,815	\$660,815	\$692,339	\$31,524	4.8%
Plan & Inspection Fees	\$70,342	\$60,059	\$77,713	\$17,654	29.4%
Special Event Protective Service	\$1,400	\$0	\$1,800	\$1,800	N/A
Insurance/Equipment Proceeds	\$789	\$0	\$0	\$0	0.0%
Interest/Investment Income	\$10,682	\$7,400	\$9,790	\$2,390	32.3%
Capital Fund Transfers	\$0	\$0	\$0	\$0	N/A
Míscellaneous Revenues	\$728	\$0	\$0	\$0	N/A
Refunded Expenses	\$45,527	\$57,485	\$33,270	(\$24,215)	N/A
Total Revenues	\$4,389,816	\$4,385,292	\$4,424,489	\$39,197	0.9%
From Reserves	\$0	\$0	\$0		
Total Resources	\$4,389,816	\$4,385,292	\$4,424,489		
Expenditures:					
Expense Reimbursements	\$41,456	\$57,485	\$33,270	(\$24,215)	N/A
Operating Expenditures					
Personnel Services - Compensation	\$2,466,179	\$2,466,891	\$2,469,919	\$3,028	0.1%
Personnel Services - Benefits	\$1,258,814	\$1,291,537	\$1,383,221	\$91,684	7.1%
General Operating Expenses	\$547,081	\$555,240	\$524,451	(\$30,789)	-5.5%
Total Operating Expenditures	\$4,272,074	\$4,313,668	\$4,377,591	\$63,923	1.5%
Total Operational Expenditures	\$4,313,530	\$4,371,153	\$4,410,861	\$39,708	0.9%
Transfers to Capital Projects Fund	\$0	\$0	\$0	\$0	0.0%
Total Transfers & Operational Expenditures	\$4,313,530	\$4,371,153	\$4,410,861	\$39,708	0.9%
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$76,286	\$14,139	\$13,628	(\$511)	
FUND BALANCE BEGINNING OCTOBER 1					
Assigned Fund Balance	\$916,866	\$916,866	\$1,019,495		
Unassigned Fund Balance	\$1,311,993	\$1,311,993	\$1,285,650		
TOTAL FUND BALANCE BEGINNING OCT. 1	\$2,228,859	\$2,228,859	\$2,305,145		
FY 2013 - 2014 FUND BALANCE CHANGES					
Fiscal Year Provision for Apparatus Reserves	\$102,629	\$102,629	\$102,629		
Reserve Reversals for Disposals & Adjustments	\$0	\$0	\$0		
Excess/Deficiency Revenues Over Expenditures	\$76,286	\$14,139	\$13,628		
Fund Transfers to Capital Projects Fund	\$0	\$0	\$0		
General Fund Source of Funding	\$0	\$0	\$0		
NET CHANGE IN FUND BALANCE	\$76,286	\$14,139	\$13,628		
FUND BALANCE ENDING					
Assigned Fund Balance	\$1,019,495	\$1,019,495	\$1,122,124		
Unassigned Fund Balance	\$1,285,650	\$1,223,503	\$1,196,649		
FUND BALANCE ENDING	\$2,305,145	\$2,242,998	\$2,318,773		
Unassigned Fund Balance As a % of General Fund	20 19/	29 40/	27 20/		

Unassigned Fund Balance As a % of General Fund Expenditures

30.1%

28.4%

27.3%

. Decreased	OVG VAC		FY 13/14 Line Item	FY 14/15 Line Item
Acco	unt No.	Account Name	Projection	Proposal
		INCOME		
411000		Ad Valorem Income	\$0	\$0
421100		Grants		
		Federal Grant - State Grant -	\$0 \$0	\$0 \$0
434000	421201	FEMA Income	1441 SASSET	90000
			\$0	\$0
442200		Public Safety Income Fire Assessment Fee	\$3,599,533	\$3,609,577
		EMS Funding	\$660,815	\$692,339
442300		Plan & Inspection Fees	\$600,010	4002,000
	442301	Annual Inspections	\$40,335	\$52,213
	442302	Re-Inspections	\$17,386	\$17,500
		Plan Review	\$7,385	\$5,000
		Cert. Of Occupancy	\$200	\$200
		Code Compliance	\$0	\$0
		Fire Protection Installation Motor Fuel & LP Tank Install	\$0	\$0
		Special Events	\$0 \$400	\$0 \$300
		Late Payment Penalties	\$4,636	\$2,500
442400		Special Event Protective Service	Ψ+,000	Ψ2,500
112100	442401	Community Event - Beauty & the Beach	\$800	\$800
		Community Event - Biggest Beach Party	\$600	\$1,000
455000		Insurance Proceeds		and the second second
	455100	Vehicle Accidents	\$739	\$0
458000		Equipment Proceeds		20000
	458101	Building Equipment	\$0	\$0
		Vehicle Equipment	\$0	\$0
		Misc. Equipment	\$50	\$0
	458301	Protective Gear Equipment	\$0	\$0
461000	101001	Interest Income		
		Misc. Vendor Interest	\$94	\$0
		Bank Account Interest NSF Check Charges	\$3,511	\$3,500
		Past Due Interest	\$0 \$468	\$0 \$0
		Delinquent Tax Assess. Interest	\$33	\$0
462000		Investment Interest	700	
	462001	Raymond James - 78697441	SO I	\$0
		State investment Pool "A"	\$0	\$0
	462003	Florida SAFE	\$6,576	\$6,290
463000		Fund Transfers	W	Swephaline
	463001	Cap. Proj. Fund Transfers	\$0	\$0
469100	Ċ	Miscellaneous Revenues	200	
		Contributions & Donations	\$100	\$0
		Miscellaneous Income	\$628	\$0
		Discounts	\$0	\$0
499900		Refunded Expenses		
		OPEB - Health Insurance	\$34,449	\$28,186
		OPEB - Life Insurance OPEB - Physicals	\$470	\$388
		OPEB - COBRA	\$0 \$0	\$0 \$496
		OPEB - Miscellaneous	\$209	\$0
		Employee Wage Refunds	\$0	\$0
		Employee Expense Refunds	\$2,781	\$0
	499912	Employee Education Supplement	\$3,540	\$4,200
		IRVFA Expense Refunds	\$0	\$0
		Vendor Refunds	\$4,028	\$0
	499920	Report Copy Requests	\$49	\$0
		Total Income	\$4,389,816	\$4,424,489

		Line item betain		
_		7	FY 13/14	FY 14/15
Accou	unt No.	Account Name	Line Item	Line Item
, Accou	ant ivo.	Account Name	Projection	Proposal
		EXPENSE		
500000		Expense Reimbursements		
	500201	OPEB - Health Insurance	\$34,447	\$28,186
	500202	2 OPEB - Life Insurance	\$438	\$388
	500203	OPEB - Physicals	\$0	\$0
		OPEB - Dental & Vision	\$0	\$496
	500205	OPEB - Miscellaneous	\$250	\$0
		Employee Wage Refunds	\$0	\$0
	500211	Employee Expense Refunds	\$2,781	SO.
	500212	2 Employee Education Supplement	\$3,540	\$4,200
	500213	B IRVFA Expense Refunds	\$0	\$0
	500214	Vendor Refunds	\$0	\$0
622000		Payroll Expenses		1
	622011	Salary	\$2,321,409	\$2,336,612
	622125	Bonus	\$27,750	\$19,000
	622140	FLSA and Overtime Pay	\$91,189	\$84,500
	622142	Privers Pay	\$12,204	\$14,829
	622143	Acting Officer	\$4,628	\$5,978
		Uniform Allowance	\$9,000	\$9,000
622126		Bonus - Reserves	\$0	\$0
622200		Payroll Benefits		·
	622210	Payroll Tax Expense / FICA	\$173,464	\$181,658
	622220	Retirement - FRS	\$439,944	\$447,203
	622230	Health Care	\$511,623	\$630,165
	622231	AD&D Insurance	\$3,853	\$3,345
	622239	Unemployment Compensation	\$0	\$0
		Workmans Compensation	\$129,930	\$120,850
622310		Advertising & Public Relations	\$951	\$1,091
622320		Books & Publications	\$725	\$745
622330		Communications	AND STUNBERS	an and the same of
OLLOOD	622331	Telephone	\$1,960	\$1,993
		Cell Phones	\$3,636	\$3,612
		Internet / Cable	\$1,996	\$1,902
622340	022000	Dues & Subscriptions	- 10	
			\$3,254	\$3,579
622350	600054	Education Association Conferences	0000	2005
	-11		\$675	\$925
		Continuing Education	\$9,601	\$9,600
		Certification	\$90	\$90
		Recertifications Training - Refresher Course	\$90	\$90
	022358		\$0	\$0
622360		Election / Referendum		\$0
622365		Emergency Operation Center		S
	622366	Consumables	\$500	\$500
622370		Facility Expense	e - Van	
		Grounds Maintenance	\$1,939	\$2,800
		Building Repairs & Main.	\$15,000	\$15,000
		Appliances <\$1,000	\$1,000	\$1,000
		Furnishings <\$1,000	\$1,000	\$1,000
		Furniture Rental	\$0	\$0
		Small Tools	\$100	\$100
	622377	Janitorial Expense	\$2,936	\$3,325
		Litilities	\$4,039	\$3,659
	622378		Ψ4,000	Ψ0,000
	622379	Power	\$14,948	\$15,120
	622379 622380	Power Equipment Repairs & Main.		
	622379 622380 622381	Power	\$14,948	\$15,120

			FY 13/14	FY 14/15
	une Nin		Line Item	Line Item
Acco	unt No.	Account Name	Projection	Proposal
622400		General Office Expense		
		Bank Charges	\$645	\$600
		! Office Supplies	\$3,737	\$4,500
		Goffice Furniture <\$1,000 Goffice Equipment <\$1,000	\$500	\$500
		Office Equipment Rental	\$500 \$937	\$500 \$960
		Postage	\$879	\$900
		P/R Processing Charges	\$4,859	\$4,803
		Taxes & License	\$335	\$325
622420		Insurance Liability		
		General Liability Package	\$31,614	\$33,200
		Auto Insurance	\$17,156	\$18,250
		Umbrella Liability Bond Insurance-Commissioner	\$0	\$0
		Disability Ins Professional	\$351 \$7,344	\$240 \$7,700
		Disability Ins Volunteers	\$489	\$0
622430		Government Dues	\$0	\$0
622440	0	Grant Expense	40	
		Federal Grant -	\$0	\$0
	622446	State Grant -	\$0	\$0
622450		Interest Expense		
		Apparatus Loans/Leases	\$0	\$1,763
	622452	General Finance Charges	\$71	SO_
622460		Investment Expense	\$0	\$0
622475	600476	Information Technology		
		Computer H/W & Access.	\$1,000	\$1,000
		Computer Software IT Service, Repairs & Main.	\$748	\$1,075
		Web Site	\$5,975 \$469	\$7,990 \$470
622480		Miscellaneous Expense	\$0	\$0
622490		Professional Services	-	
	622491	Audit & Actuarial	\$15,867	\$15,800
	622492	Legal	\$22,291	\$14,400
622500		Public Education	\$5,000	\$5,000
622510)	Storage Facility Rental	\$0	\$0
622520		Tax Roll		
	622521	Tax Roll Collections Expense	\$72,551	\$70,009
	622522	Tax Roll Preparation	\$5,085	\$5,100
		Tax Roll Collection Discounts	\$118,522	\$121,330
	622524	Fire Assessment Refunds	\$1,000	\$0
622550	600551	Travel Commissioners	601	
		Travel - Commissioners Travel - Admin & Support	\$0	\$0
		Travel - General	\$2,150 \$250	\$2,500 \$100
		Travel - Training	\$250	\$0
622570		Para Medic Transport	\$455	\$480
622610		General Personnel Expense	As	
	622611	Physicals	\$15,745	\$16,465
		Protective Gear	\$12,108	\$4,000
		Protective Gear Maintenance	\$409	\$1,500
		Uniforms	\$1,364	\$1,000
		Uniform Repairs Fitness Program / Main.	\$100	\$200
		Training Supplies	\$0 \$0	\$0 \$50
		Background Check	\$146	\$136
622620		Shop Tools		147011000000
		Hand Tools	\$15	\$50
		Power Tools	\$200	\$100
		Tools & Equip. Rental	\$0	\$0
	022624	Shop Tools & Equip. R&M	\$62	\$100

Accou	nt No.	Account Name	FY 13/14 Line Item Projection	FY 14/15 Line Item Proposal
522630		Equipment <\$1,000		
	622631	Communication Equipment <\$1,000	\$160	\$250
		EMS Equipment <\$1,000	\$1,821	\$1,100
		Fire Equipment <\$1,000	\$2,836	\$925
		Training Equipment <\$1,000	\$0	\$0
		Fitness Equipment <\$1,000	\$0	\$(
22640		Equipment >\$1,000		
	622641	Communication Equipment >\$1,000	\$4,000	\$1,00
		EMS Equipment >\$1,000	\$4,000	\$1,000
		Fire Equipment >\$1,000	\$4,000	\$1,00
		Training Equipment >\$1,000	\$0	\$
		Fitness Equipment >\$1,000	\$0	\$(
		Equipment Loan Principal	\$0	\$8,74
22650		Medical Supply	\$0	\$0
22710		Apparatus / Equipment Testing	\$5,116	\$5,17
_		Apparatus Fuel & Lubricants	4011.70	-
22720	622721	Vehicle Gas & Diesel	\$34,445	\$34,000
	-	Bulk Fuel & Lubricants	\$1,011	\$860
22725		EMS License & Permits	\$0	\$2,56
22730		Apparatus Repairs		No. of the last
22/30	622731	Rolling Stock Parts & Supplies	\$21,965	\$42,00
Sold		PS-100 - 2004 Crown Victoria - Fire Chief	\$0	\$
Oolu		PS-100 - 2003 Ford Expedition - Fire Chief	\$125	\$
		PS-200 - 2003 Ford Expedition - Deputy Chief	\$241	\$1
Sold		PS-900 - 2001 Dodge P/U - Mechanic	\$0	\$1
Sold		PS-901 - 2003 Chevy P/U - Maintenance	\$0	\$
Sold		PS-401 - 2001 F350 P/U - Fire Inspector	\$0	\$1
Join		DC-27 - 2003 Ford F250 P/U - District Chief	\$120	\$
		M-27 - Rescue Boat - Marine	\$526	\$1
	622740		\$4,928	\$1
		T-28 -2002 Pierce Dash 75' - Arial	\$18,477	\$
		S-27 - 2001 Squad	\$2,880	\$
		RES - Engine (For assignment to 27 or 28)	\$0	\$
		E-27 - 2010 Pierce Arrow XT - Pumper	\$7,443	\$
Sold		Pool - 2000 Crown Victoria - Staff	\$0	\$
Cold		UV27 - Gator Utility Veh EMS	\$83	\$
		PS-401 - 2013 Ford F150 - LST	\$82	\$
		PS-402 - 2013 Ford F150 - LST	\$82	\$
		PS-900 - 2013 Ford F250 - Mechanic	\$16	\$
		PS-901 - 2013 Ford F150 - Maintenance	\$50	\$
		DC-27 - 2013 Ford F250 - DC	\$785	\$
		Apparatus Repair - Shop Labor	\$0	\$
22760		Equipment Repairs		
	622761	Commun. Equip Laptops	\$0	\$
		Commun. Equip Radios	\$6,530	\$6,60
		EMS Equipment Repairs	\$938	\$1,00
		Fire Equipment Repairs	\$184	\$50
		Pager Repairs & Maintenance	\$27	\$5
28000		Gen. Rev Fund Trans. to Cap. Proj. Fund	\$0	\$
20000				

PINELLAS SUNCOAST FIRE & RESCUE FY 2014 - 2015 ADOPTED BUDGET CAPITAL PROJECTS FUND

	FY 201	3 - 2014	FY 2014- 2015
	Projection (05/31/14)	ADOPTED Budget	Tentative Budget
Revenues:			
Impact Fee Income	\$99,092	\$20,000	\$30,000
Interest/Investment Income	\$0	\$0	\$0
General Fund Transfers In	\$0	\$0	\$0
Total Revenues	\$99,092	\$20,000	\$30,000
From Reserves	\$0	\$30,000	\$0
Total Resources	\$99,092	\$50,000	\$30,000
Expenditures:			
Investment Expense	\$0	\$0	\$0
Impact Fee Expense	\$0	\$0	\$0
Capital Outlays:			
Capital - Administration Division	\$23,509	\$25,000	\$0
Capital - Operations Division	\$0	\$0	\$0
Capital - EMS Division	\$20,921	\$25,000	\$30,000
Capital - Prevention Division	\$0	\$0	\$0
Capital - Support Division	\$0	\$0	\$0
Fund Transfers to General Fund	\$0	\$0	SO.
Total Expenditures	\$44,430	\$50,000	\$30,000
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$54,662	\$0	\$0
FUND BALANCE BEGINNING OCTOBER 1			
Restricted Fund Balance (Reserved)	\$205,702	\$205,702	\$225,486
Restricted Fund Balance (Unreserved)	\$73,115	\$73,115	\$107,993
TOTAL FUND BALANCE BEGINNING OCT. 1	\$278,817	\$278,817	\$333,479
Y 2013 - 2014 CHANGES WITHIN FUND BALANCE		#10 F0.1	******
Fiscal Year Provision for Apparatus Reserves	\$19,784 \$0	\$19,784 \$0	\$25,284 \$0
Reserve Reversals for Disposals & Adjustments FY 2013 - 2014 FUND BALANCE CHANGES	1 20	.,00	30]
Excess/Deficiency Revenues Over Expenditures	\$54,662	\$0	\$0
Fund Transfers to General Fund	\$0	\$0	\$0
Capital Projects Fund Source of Funding	\$0	(\$30,000)	\$0
NET CHANGE IN FUND BALANCE	\$54,662	(\$30,000)	\$0
FUND BALANCE ENDING			
Restricted Fund Balance (Reserved)	\$225,486	\$225,486	\$250,770
Restricted Fund Balance (Unreserved)	\$107,993	\$23,331	\$82,709
FUND BALANCE ENDING	\$333,479	\$248,817	\$333,479

APPENDIX

Table of Contents

- A. Frequently Asked Questions
- B. Pinellas Suncoast Fire & Rescue District Organization
- C. Organization Chart and Nine Year Personnel FTE Chart
- D. FY 2014 2015 General Fund Adopted Budget Graphs
- E. Eleven Year Rolling Stock Replacement Plan
- F. District Map

FINANCE & BUDGET

FREQUENTLY ASKED QUESTIONS

Q: WHAT IS THE PURPOSE OF THE DISTRICT BUDGET?

A: The budget is an annual financial plan for the Pinellas Suncoast Fire & Rescue District. It specifies the level of services to be provided in the coming year and the resources, including personnel, capital expenditures and operating expenses, needed to provide those services.

Q: HOW AND WHEN IS THE BUDGET PREPARED?

A: During the second fiscal quarter, the Finance Director gathers historic data, major vendor cost increase estimates and information supplied by District management to prepare a draft budget for review with the Fire Chief to analyze and consider the recommendations. Appropriate changes are made and the tentative budget is presented to the Board of Fire Commissioners in two public hearings during July and/or August to obtain citizen input and to adopt the final budget by Commissioner Resolution. The new fiscal year commences October 1st.

Q: WHAT IS A FISCAL YEAR?

A: A fiscal year is a 12-month operating cycle that comprises a budget and financial reporting period. The PSFRD fiscal year, along with other Special Districts within the State of Florida, begins on October 1 and ends September 30 of each year.

O: FROM WHERE DOES THE DISTRICT OBTAIN ITS REVENUES?

A: The District's primary revenue source is a non-advalorem tax, based on voter referendum and Commission Resolution. The non-advalorem tax varies depending upon the type of property and whether it is residential or commercial. Secondary sources of income include a portion of the District's EMS property tax allocated by Pinellas County authorities and fire prevention fees charged on a case by case basis.

O: HOW IS REVENUE USED BY THE DISTRICT?

A: Revenue is used to pay for personnel compensation, operating costs such as utilities, supplies, insurance, fuel and capital acquisitions such as vehicles (staff & fire trucks), buildings and equipment as specified in the District budget.

O: WHAT IS A FUND?

A: A Fund is a separate accounting entity within the District that receives revenues from a specific source and expends them on specific activities.

O: WHAT IS THE DIFFERENCE BETWEEN AD VALOREM AND NON-AD VALOREM TAX?

A: Advalorem tax is based on the county appraiser's assessed taxable value of property multiplied by a pre-determined millage rate. Non-Advalorem tax is a fixed rate tax based in accordance with the current charter, a Board of Fire Commissioners resolution and the annual District tax roll presented through the county appraiser's office.

Q: WHAT IS AN OPERATING BUDGET?

A: An operating budget is a fiscal year financial plan for expenditures, such as personnel compensation, operating costs such as utilities, supplies, insurance, fuel, etc.

Q: WHAT IS A LONG TERM CAPITAL EXPENDITURE PLAN?

A: All buildings (fire stations) and rolling stock (fire, EMS & staff vehicles) have an estimated life span. In order to uninterruptedly provide quality emergency services to all residents, visitors and travelers under our protection who may encounter natural or man-made disasters, and emergencies (such as medical, fire, vehicle, hazardous materials, boats and water), we must plan for the replacement of all equipment as it reaches the end of its useful life. The capital expenditure plan, reviewed and updated annually, provides a short and long term schedule (currently 11 years) for the replacement of all major assets requiring an annual reserve set-aside that provides the replacement funding.

Q: WHAT IS A BUDGET APPROPRIATION?

A: A budget appropriation is a specific amount of money that has been approved by the Board of Fire Commissioners for use in a particular manner.

O: WHAT IS A BUDGET AMENDMENT?

A: A budget amendment is a resolution adopted by the Board of Fire Commissioners that alters the adopted budget by appropriating additional monies to a particular Fund category group, decreasing appropriations from a particular Fund category group, transferring funds from one Fund to another, or transferring Fund Balance reserve.

Q: WHO ESTABLISHES THE RULES BY WHICH THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT ADOPTS ITS ANNUAL BUDGET?

A: The annual budget adoption process is governed by both Florida State Statutes and the Pinellas Suncoast Fire & Rescue District Charter. The Board of Fire Commissioners has final decision making authority.

Q: WHO IS THE CHIEF EXECUTIVE OFFICER OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT?

A: The Fire Chief is both the Chief Executive and Chief Administrative Officer of the Pinellas Suncoast Fire & Rescue District. This individual is hired by and reports to the Board of Fire Commissioners.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT ORGANIZATION

DATE INCORPORATED:

1953

FORM OF GOVERNMENT:

Political subdivision of the State of Florida Independent Special District

AREA:

Approximately 13 square miles

POPULATION:

27,081 (50,000 Seasonal)

GOVERNING BODY:

Board of Fire Commissioners

Five elected, four year term Commissioners:

Representative Commissioner for each of the four barrier island cities
 Two representative Commissioners from the mainland Oakhurst area of

unincorporated Pinellas County.

ADMINISTRATION:

Fire Chief appointed by the Board of Fire Commissioners

SERVICES:

A community service to prevent and control damage, destruction or injury to people or property by fire, disaster, or other emergencies and to provide Advanced Life Support (ALS) as part of the Pinellas County Emergency

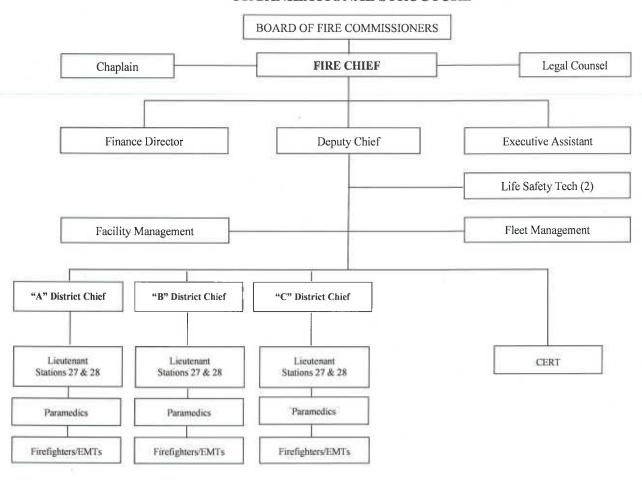
Medical Services (EMS) system.

LOCATION:

PSFRD is located on the central west coast of Florida in Pinellas County. The operation consists of two fire stations. The headquarter station is located on First Street in Indian Rocks Beach with a secondary station located on the

mainland on 94th Ave. in Seminole.

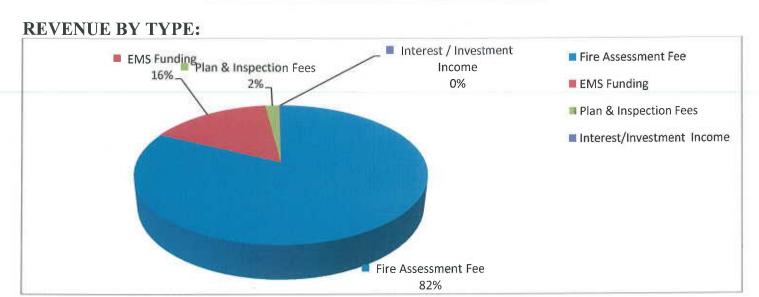
PINELLAS SUNCOAST FIRE & RESCUE DISTRICT ORGANIZATIONAL STRUCTURE



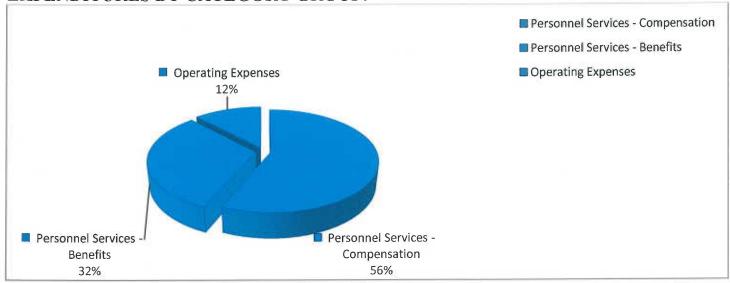
Full Time Equivalent Employees By Function

Function	<u>2015</u>	<u>2014</u>	2013	2012	2011	<u>2010</u>	2009	2008	2007
Firefighter/EMT	14	13	13	13	12	14	12	16	14
Firefighter/Paramedic	16	17	17	17	15	15	15	18	19
Administrative Staff	6	6	6	6	8	8	8	8	7
Mechanic & Maintenance	2	2	2	2	2	2	2	2	2
Total	38	38	38	38	37	39	37	44	42

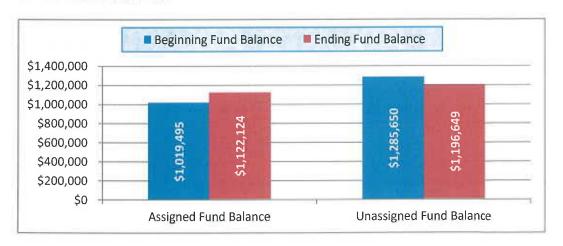
GENERAL REVENUE FUND FY 2014 – 2015 ADOPTED BUDGET



EXPENDITURES BY CATEGORY GROUP:



FUND BALANCE:



Pinellas Suncoast Fire & Rescue District Rolling Stock Capital Expenditure Plan Fiscal Year Ending 2015 Through 2026

						6	יוספיו וכמו בומוווא ברוס ווווסמאוו דהדם	240					
	Ref.	Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<u>ር</u>	\$-901	PS-901 2013 Ford F150 - Maintenance									\$24,350		
<u> </u>	2-900	PS-900 2013 Ford F250 - Mechanic									\$29,038		
ا ۵۰	\$-901	PS-901 2013 Ford F150 - Maintenance									\$26,000		
Δ.	PS-200	2014 Ford F150 - Deputy Chief (EMS)										\$25,500	
<u> </u>	%-100	PS-100 2014 Ford Explorer - Fire Chief										\$28,700	
Δ.	S-401	PS-401 2013 Ford F150 - Fire Inspector									\$24,350		
<u> </u>	%-4 02	PS-402 2013 Ford F150 - Fire Inspector									\$24,350		
	DC-27	2013 Ford F250 - District Chief									\$34,155		
2	M-27	PTJ Rescue Boat	\$15,000										\$18,750
S	S-27	2001 Freightliner - Squad		\$300,000									
<u> </u>	T-28	2002 Pierce Dash 75' Arial Ladder				\$850,000							
Ш	E-27	2010 Perce Arrow XT PUC Pumper											\$550,000
Al	SR-27	Gator ATV - Beach Rescue								\$20,625			
I PPENI		Rolling Stock Capital Plan	\$15,000	\$300,000	\$0	\$850,000	\$0	\$0	\$0	\$20,625	\$162,243	\$54,200	\$568,750
DIX "E"											Total C	Total Capital Plan \$1,970,818	\$1,970,818

