

BONITA SPRINGS

FIRE CONTROL AND RESCUE DISTRICT

saving lives and property



Final Budget FY 2018-2019





Bonita Springs Fire Control and Rescue District

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Bonita Springs Fire Control and Rescue District

Board of Commissioners

Chairman

Steven Lohan

Vice Chairman

Lawrence Kosilla

Secretary-Treasurer

James Murphy

Fire Commissioners

Edward Fitzgerald

Jeffrey Maturo

Fire Chief

Joseph V Daigle

Assistant Chief

Greg DeWitt

Deputy Fire Chief

Eric Madden

Richard Scott

Fire Marshal

Tim Fernandez

Department Directors

Administrative-Finance Director

Battalion Chief

Battalion Chief

Battalion Chief

Battalion Chief

Battalion Chief

Battalion Chief

Administration Coordinator

Human Resource Coordinator

Finance Coordinator

Public Education Coordinator

Lisa Gendron

Jason Brod

Greg Harrel

Jeff Millican

Cesar Sanchez

Andy Schmidt

Winthrop Telford

Chrissy Biel

Jenny Transou

Beverly Gervasi

Nicole Hornberger



BONITA SPRINGS FIRE CONTROL & RESCUE DISTRICT

27701 BONITA GRANDE DRIVE, BONITA SPRINGS, FL 34135

September 20, 2018

ADMINISTRATION

TEL: (239) 949-6200

FAX: (239) 949-6207

FIRE PREVENTION

TEL: (239) 949-6211

FAX: (239) 949-6216

STEVE LOHAN

CHAIRMAN

LAWRENCE P. KOSILLA, JR.

VICE-CHAIRMAN

JAMES P. MURPHY

SECRETARY/TREASURER

ED FITZGERALD

COMMISSIONER

JEFFREY MATURO

COMMISSIONER

JOSEPH V. DAIGLE

FIRE CHIEF

www.bonitafire.org

To: Chairman Lohan & Board of Fire Commissioners,

Re: Budget 2018-2019

For the Fiscal Year 2018-2019, the Bonita Springs Fire Control and Rescue District has set four budgetary goals, the achievement of which is intended to meet all current operational needs and solidify the District's financial standing for the future.

The first goal is to render the District debt-free by ensuring its facilities and rolling stock are paid for.

The second goal is to enhance the capital improvement plan to include funding for future Station 28 and its firefighting apparatus.

The District's third goal is to pursue increasing the depreciation reserves as a means to replace current capital items that have reached their end-of-life cycle.

Finally, the Board of Fire Commissioners will have the option to lower the millage (tax rate) levied for fire protection.

Accomplishing these budgetary goals will promote the District's current and future financial stability, which is necessary to achieve our primary mission of saving lives and protecting property.

Sincerely,

Joseph V. Daigle
Fire Chief



Bonita Springs Fire Control and Rescue District

Budget Planning Calendar For Fiscal Year 2018-2019

May 10, 2018	In House Budget Kick off meeting
June 1, 2018	Proposed Taxable Values from Lee County
June 7, 2018	Budget requests are due to Finance
June 28, 2018	Internal Budget Workshop 9:00am - Station 4
July 1, 2018	Lee County Certifies Taxable Value
July 5, 2018	Budget Workshop 3:00pm – Station 4
July 9, 2018	Board to set proposed preliminary millage for DR 420 5:01pm - Station 4
August 14, 2018	Internal Budget Workshop 9:00am – Station 4
August 23, 2018	Budget Workshop 3:00pm – Station 4
September 10, 2018	Tentative Millage and Tentative Budget 5:01pm – Station 4 regular meeting
September 24, 2018	Adopt Final Millage and Final Budget 5:01pm - Station 4

Date needs to be decided of the final budget hearing.

Tentative advertisement shows up on the TRIM notice

Final needs to be advertised within 15 days after the tentative meeting, Final meeting must be held 2-5 days after advertisement runs in paper.



Bonita Springs Fire Control and Rescue District

Mission Statement

To preserve life and property and promote public safety through strong leadership, management, professionalism, and integrity.

OUR CORE VALUES

To Residents:

We owe the residents of Bonita Springs the highest quality service possible, characterized by responsive-ness, integrity, and professionalism. We will continually strive for quality improvement.

To The District:

We owe the Bonita Springs Fire Control and Rescue District our full commitment and dedication. We will always look beyond the traditional scope of our individual positions to promote teamwork and organizational effectiveness.

To Each Other:

We owe each other a working environment characterized by trust and respect for the individual, fostering open and honest communication at all levels.

To Ourselves:

We owe ourselves personal and professional growth. We will seek new knowledge and greater challenges and strive to be at the leading edge of our profession.

OUR FOCUS

The District will focus its efforts on responding rapidly and safely to emergencies, providing appropriate interventions, community outreach, and rigorous training to constantly improve our safety, skills, and readiness.

OUR GOALS

- ♦ Develop or improve our organization to effectively administer and manage the resources of the District.
- ♦ Develop or improve a system for minimizing the impact of fires, disasters, and other emergencies on life and property.

- ♦ Provide an effective Emergency Medical Service to lessen the morbidity and mortality of the sick or injured.
- ♦ Provide an effective Fire Prevention and Public Education System to improve the quality of the lives and safety of the citizens we protect.
- ♦ All personnel and staff will do their best, enjoy their job, and promote safety for themselves, their co-workers, and the organization.

Joseph V. Daigle, Fire Chief



Bonita Springs Fire Control and Rescue District

General Information

Located in Southwest Florida, along the pristine beaches of the Gulf of Mexico, Bonita Springs makes up the southern most edge of Lee County. The beauty of Bonita Springs, along with abundant natural amenities, has drawn increasing numbers of tourist and year-round residents. With three miles of sandy shoreline for sunning and shelling, and warm gulf waters ideal for swimming and fishing, the steady growth of residential developments, restaurants, shopping centers and increasing job opportunities have an estimated 51,000 permanent residents and an additional 47,000 seasonal residents calling Bonita Springs their home.

In the mid 1800s, a survey crew from the Army Corps of Engineers was sent to south Florida to survey and map the area. The crew set up its main camp on a creek called Corkscrew, which later became known as Surveyor's Creek. In 1888, when the first pioneers arrived, they stayed in the surveyor's old camp and named the settlement Survey.

In 1912, a group of investors purchased a track of land in Survey and divided it into separate lots, with a town center and park. The investors were concerned, however, that newcomers would not be attracted to a town called Survey, so they renamed it Bonita Springs and called the creek the Imperial River.

The town of Bonita Springs grew slowly for many years, with its economic basis centered on citrus, fishing and seasonal tourism. Bonita Springs is now considered one of the fastest growing areas in Lee County.

As the town began to attract new residents and businesses alike, the need for a fire department was evident. Established in 1950 as a small volunteer unit, the department was designated as an independent taxing district in 1965. This important designation meant that the fire department would receive funding from property tax dollars collected in the community in order to fund equipment, fire stations and staff.

Today, the Bonita Springs Fire Control and Rescue District is one of the largest in the area. The district has 116 full-time employees, two (2) part-time employees and five (5) elected commissioners; seven (7) stations, with a response territory of 72-square-miles in southern Lee County. The fire district is governed by a five-member board of fire commissioners, who are elected by the public.

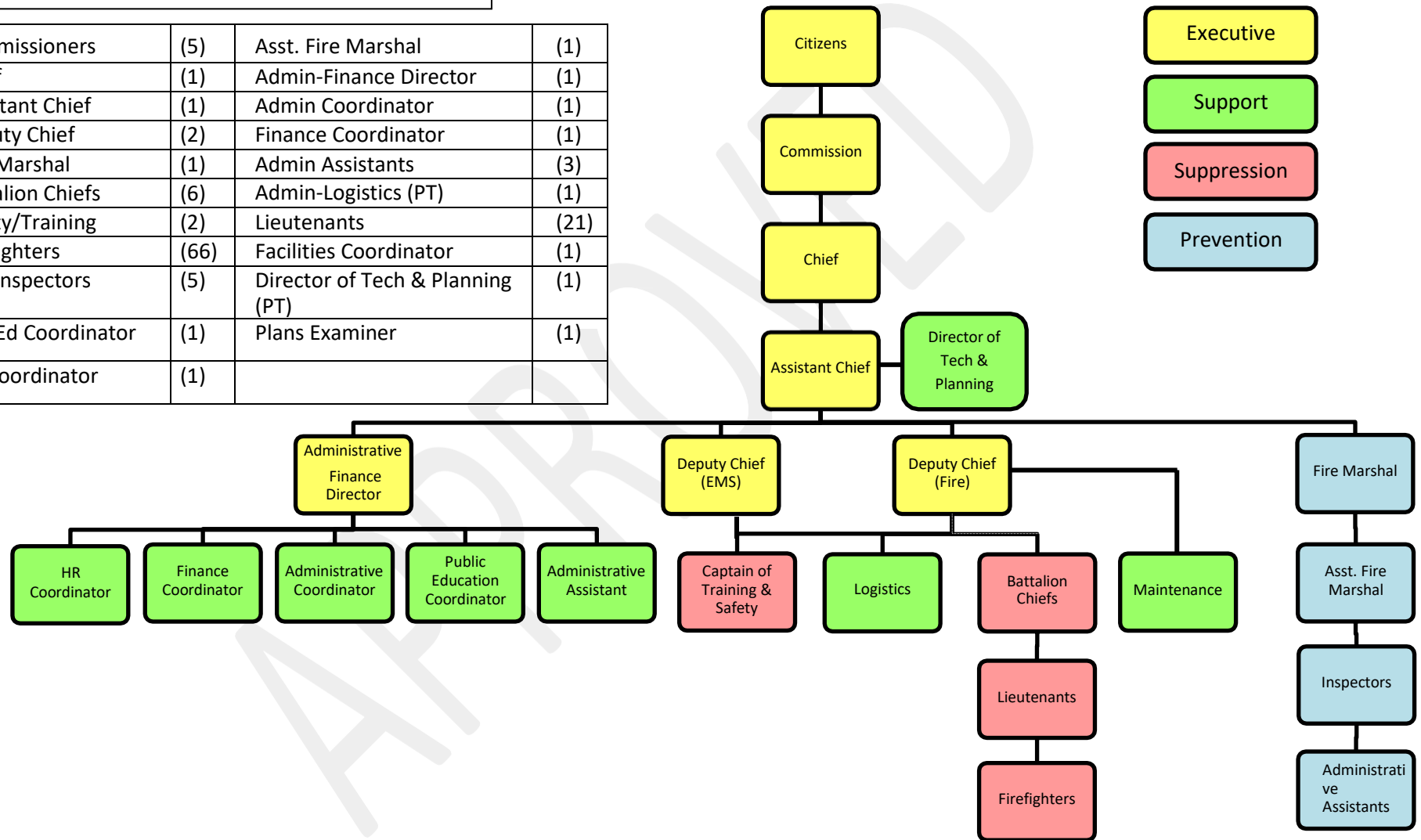
Since the 'Great Recession' from December 2007 through June 2009, property values in Bonita Springs have increased from the low of \$7,411,773,872 in 2012-2013 to the property value of \$11,057,963,073 for 2018-2019. This is an overall increase of 49.2% from 2012-2013.

Below is a chart of the last seven years, including Millage rate, Gross Ad Valorem Revenue, Gross Taxable Value and the amount of budgeted Personnel per year.

Year	Millage Rate	Gross Ad Valorem Revenue	Gross Taxable Value
2012-2013	2.2353	16,567,538.14	7,411,773,872.00
2013-2014	2.3805	18,100,609.38	7,755,774,654.84
2014-2015	2.3800	19,396,295.14	8,149,703,839.00
2015-2016	2.3500	20,858,243.94	8,875,848,487.00
2016-2017	2.3500	22,879,660.87	9,736,025,904.00
2017-2018	2.3300	24,618,680.12	10,565,957,135.00
2018-2019	2.3100	25,543,894.70	11,057,963,073.00

Organizational Structure

Commissioners	(5)	Asst. Fire Marshal	(1)
Chief	(1)	Admin-Finance Director	(1)
Assistant Chief	(1)	Admin Coordinator	(1)
Deputy Chief	(2)	Finance Coordinator	(1)
Fire Marshal	(1)	Admin Assistants	(3)
Battalion Chiefs	(6)	Admin-Logistics (PT)	(1)
Safety/Training	(2)	Lieutenants	(21)
Firefighters	(66)	Facilities Coordinator	(1)
Fire Inspectors	(5)	Director of Tech & Planning (PT)	(1)
Pub Ed Coordinator	(1)	Plans Examiner	(1)
HR Coordinator	(1)		





Bonita Springs Fire Control and Rescue District

Budget Process

The Budget process is very important to the District. It is an essential element of financial planning, control, and evaluation. The District prepares a comprehensive budget for each fiscal year, beginning October 1 and ending September 30.

The District is required to have a balanced budget for every fiscal year. In order to balance the budget, the District will use any revenue, fund balance, transfers, and loans available to equal the total expenditures, including capital outlay and reserves.

The District has a set procedure for completing the budget as described in Policy 881 Budgetary Procedures in the District's Policy and Procedure Handbook.

The budget committee consists of the department heads, the finance department, the Fire Chief, the Assistant Chief, and the Deputy Chiefs. The finance department will send out a list of tentative dates for internal budgeting meeting. It will prepare a budget calendar following the Manual for TRIM Compliance. The budget is adopted in compliance with statutory requirements. One of these strict requirements and a timetable guide for noticing budget hearings to ensure residents have an opportunity to be heard. Upon approval, the annual budget becomes the authorization to expend funds in the new fiscal year.

The District's budget is prepared on a modified accrual basis. The modified accrual basis recognizes revenues when they become both measurable and available. Revenues received within sixty (60) days after the fiscal year end are considered measureable and available. Expenditures under the modified accrual basis are recognized when the fund liability is incurred.

At the first meeting, each department head will present their budget to the Fire Chief and budget committee. The finance department will print out prior year budget-versus-actual and current year budget-versus-actual year to date reports for comparison and analysis.

Revenue

The revenue budget process includes projecting interest income and service revenue based on historical trends and other known factors.

Pursuant to Section 191.009 (3), F.S, the District may impose user charges in accordance with a reasonable schedule of charges.

Pursuant to Section 191.009 (1), F.S, the District may levy and assess ad valorem taxes on all taxable property in the District to construct, operate, and maintain District facilities and services, to pay the principal of and interest on, general obligation bonds of the District, and to provide for any sinking or other funds established in connection with such bonds. In accordance with the statute, the ad valorem property taxes for operating purposes, exclusive of debt service on bonds, may not exceed 3.00 mils.

The District will always strive to assess the lowest millage possible and still provide the highest level of service for the residents of Bonita Springs, while keeping the District financially sound.

Operating Expenditures

The finance department will prepare a list of expenditures that are contractual, such as, service agreements and leases. The finance department will obtain the premium cost estimates from the

insurance agent for the renewal or issuance of all required insurance coverage, applicable retirement plan, and social security rates.

Capital Expenditures

The Capital Expenditure budget consists of the funds needed to build and replace new stations, acquire new equipment, and other assets with estimated useful lives greater than one year. Each department head will compile a list of capital expenditure items and present them with their regular operating budget. The estimated cost of the capital items is determined by submitting cost estimates from vendors or other knowledgeable sources.

Budget Adoption

Florida law provides strict requirements and timetables for establishing millage rates, calculating and noticing tax increases, and ensuring the taxpayers have an opportunity to be heard before the final action takes place.

Chapter 200, F.S., sets forth the law with respect to the assessment, levy and collection of ad valorem assessments. The Truth in Millage (TRIM) laws are contained in Rule 12D-17, FAC and set forth the procedures necessary in order for a taxing authority to be considered in compliance with Section 200.065, F.S.

The district will schedule a least one (1) budget workshop with the Board of Commissioners before the proposed preliminary millage rate is set at the July Board meeting. During this workshop the budget committee and Board will discuss how to facilitate fiscal prudence and responsibility.

The Board will have two public hearings, the tentative and final budget hearings, to discuss the budget and the millage rate with an opportunity for the public to address the board with any questions or comments regarding the proposed budget and millage.

At the final budget meeting, the District will pass a resolution for the adoption of the final millage rate and budget.

Budget Amendment

A budget amendment is an increase in the total budget appropriations. The Fire Chief submits the budget amendment to the Board of Commissioners for approval. Budget amendment requests are submitted to the Board in the form of a resolution that clearly sets forth the proposed changes. The budget amendment will be advertised and two public hearings will be held prior to adoption of the resolution. The first budget amendment will be to adjust the cash brought forward, if necessary.

Budget Control

Budgetary controls are established at the fund level. Total expenditures within a fund should not exceed fund revenues plus available fund balance. In order to assure that any necessary budget amendments are approved prior to incurring expenditures, the District will adhere to the procedures for purchases and expenditures as described in Policy 882.



Bonita Springs Fire Control and Rescue District

Revenue Sources

The District has two major funds: the general fund and the special revenue fund (also referred to as impact fees).

General Fund

The general fund is the District's primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund.

The general fund is comprised of ad valorem taxes, interest, transfers from the impact fee account, fire prevention fees, and other miscellaneous fees.

- Fire Prevention Fees

The Fire Prevention division assesses a fee for new construction fire inspections, building plan review, and permitting in accordance with Resolution 12-06-02, which was approved by the Board of Commissioners on June 6, 2012.

In previous years, Fire Prevention saw an increase in collected fees due to the economic recovery and the reviewing of plans for other districts. As of October 1, 2018, Bonita Springs Fire Control will be reviewing fire plans for San Carlos Fire Control and Fort Myers Beach Fire Department.

- Vehicle Maintenance

Bonita Springs Fire Control is currently maintaining the fleet vehicles for San Carlos Fire Control, the City of Bonita Springs, USAR, and Tice Fire Department.

- Facilities Rental

Bonita Springs Fire Control charges a fee for the use of the District's stations.

- Radio Enhancement

The 2010 edition of the Florida Fire Prevention Code introduced the requirement for installation and maintenance of fixed public safety radio enhancement systems inside buildings that enable the use of portable radios within structures. The Code allows the authority having jurisdiction (AHJ) to accept an alternative to fixed, in-building public safety radio enhancement systems.

In 2010, the Bonita Springs Fire Control and Rescue District (AHJ) accepted a one-time payment to the District's *Wireless Communications Enhancement Fund* as an alternative to installing a fixed, in-building radio enhancement system. The purpose of the fund is to develop, deploy and maintain lower cost, advanced wireless alternatives.

The first use of these funds will be for vehicle repeaters. Essentially, this brings a vehicle-mounted radio repeater to the front of the building. This offers a stop-gap solution to a county network that was never designed for reliable in-building communications. This has resulted in considerable savings to a number of building owners since 2014.

Impact Fees

The Impact Fees Fund is another revenue fund. This fee is assessed by the County for improvements to infrastructure due to new construction. This special fund can only be used for new growth. The county attorney must approve all expenditures. Currently, impact fees are being used to pay the bond note on the construction of Station 4.

Fund Balance

Fund balance is defined as the difference between a fund's assets and its liabilities. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's general fund to evaluate its continued credit worthiness. Those interested primarily in a government's credit worthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance.

The fund balance is categorized into the five different components per GASB Statement No. 54:

- Non-spendable fund balance - can never be spent
- Restricted fund balance- limitations imposed by creditors, grantors, contributors, laws and regulations, or by enabling legislation
- Committed fund balance- limitation imposed at highest level of decision making, requires formal action at the same level to remove (self-imposed limitations)
- Assigned fund balance- limitation resulting from intended use. Intended use is established by:
 - highest level of decision makers
 - body designated for that purpose
 - official designated for that purpose
- Unassigned fund balance- balance in excess of non-spendable, restricted, committed or assigned

The District auditors suggest that the District have at least 90 days of operating budget reserves and the maximum of 180 days. Currently, the District has an adequate fund balance level and a stable financial position.

Bonita Springs Fire Control and Rescue District

Historical Data

Year	Millage Rate	Gross Ad Valorem Revenue	Gross Taxable Value	Personnel*
1978-1979	0.8070	108,956.84	134,770,230.00	3
1979-1980	0.9880	150,842.11	144,946,060.00	3
1980-1981	0.7740	171,741.18	221,848,160.00	2
1981-1982	0.8300	283,285.00	359,289,240.00	3
1982-1983	0.7040	321,445.00	480,515,940.00	3
1983-1984	0.7890	408,895.00	545,187,430.00	11
1984-1985	0.8220	452,779.00	553,006,040.00	11
1985-1986	0.8870	596,780.00	708,409,570.00	14
1986-1987	1.1070	817,578.00	777,480,440.00	23
1987-1988	1.6170	1,282,434.00	788,624,706.00	33
1988-1989	1.6360	1,393,782.00	896,946,090.00	33
1989-1990	1.6772	1,847,886.00	1,101,768,660.00	41
1990-1991	1.7180	2,262,598.00	1,316,958,500.00	43
1991-1992	1.7127	2,541,760.00	1,484,066,150.00	43
1992-1993	1.8000	2,830,612.00	1,572,561,840.00	44
1993-1994	1.8000	3,124,255.00	1,735,680,510.00	55
1994-1995	1.8720	3,578,491.00	1,911,775,380.00	55
1995-1996	1.7580	3,758,056.00	2,134,737,020.00	57
1996-1997	1.8090	4,283,162.00	2,367,695,980.00	59
1997-1998	1.6499	4,309,117.00	2,611,744,590.00	62
1998-1999	1.6097	4,632,027.00	2,877,571,380.00	64
1999-2000	1.6097	5,325,690.00	3,270,838,200.00	65
2000-2001	1.6860	6,279,409.30	3,724,442,050.00	69
2001-2002	1.9800	8,563,249.23	4,324,873,346.00	77
2002-2003	2.3000	11,457,799.62	4,981,652,007.00	87
2003-2004	2.3000	13,330,865.33	5,796,028,403.00	105
2004-2005	2.3000	15,279,855.17	6,643,415,290.00	111
2005-2006	2.3000	17,874,110.45	7,741,856,715.00	129
2006-2007	1.9800	20,039,667.77	10,121,044,326.00	129
2007-2008	1.7685	20,362,022.71	11,513,688,794.00	130
2008-2009	1.8569	20,066,924.34	10,806,680,134.00	117
2009-2010	1.7950	16,371,085.21	9,120,381,732.00	115
2010-2011	1.9999	15,787,750.57	7,894,269,999.00	115
2011-2012	2.2353	16,999,318.76	7,604,938,639.00	105
2012-2013	2.2353	16,567,538.14	7,411,773,872.00	104
2013-2014	2.3805	18,100,609.38	7,755,774,654.84	103
2014-2015	2.3800	19,396,295.14	8,149,703,839.00	104
2015-2016	2.3500	20,858,243.94	8,875,848,487.00	104

Bonita Springs Fire Control and Rescue District

Historical Data

Year	Millage Rate	Gross Ad Valorem Revenue	Gross Taxable Value	Personnel*
2016-2017	2.3500	22,879,660.87	9,736,025,904.00	108*
2017-2018	2.3300	24,618,680.12	10,565,957,135.00	119*
2018-2019	2.3100	25,543,894.70	11,057,963,073.00	123

*Includes two part time employees and five paid commissioners.

Bonita Spring Fire Control and Rescue District Budget 2017-2018

Staffing Schedule Funded Positions in Budget

Department	Adopted FY 13-14	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18	Proposed FY 18-19
Administration						
Chief Position	3	3	4	4	4	4
<i>Drop employees*</i>	1	1	1	0	0	0
Finance	2	2	2	2	2	2
Administration**	6.5	7.5	6.5	6.5	6	8
<i>Drop employees*</i>	1	1	0	0	0	0
Training	0	0	2	2	2	2
Vacant - Funded		1	0	0	0	0
Total	11.5	13.5	14.5	14.5	14	16
Fire Prevention						
Administration	1	2	2	2	2	2
Administrative Support	2	1	1	1	1	1
Inspectors	5	4	5	5	5	5
<i>Drop Employees*</i>	2	2	3	2	2	1
Vacant - Funded	1	1	0	0	0	1
Total	9	8	8	8	8	9
Suppression						
Battalion Chief	3	3	3	3	6	6
<i>Drop Employee*</i>	3	3	3	2	0	0
Vacant - Funded	0	0	0	0	0	0
Total	3	3	3	3	6	6
Firefighters and LT	75	75	75	75	87	87
Vacant - Funded		0	0	0	0	0
<i>Drop Employee*</i>	4	4	4	3	2	1
Total	75	75	75	75	87	87
Commissioners	5	5	5	5	5	5
Total	103.5	104.5	105.5	105.5	120	123

**Drop employees are included in the total for that position.*

***Includes two part time employees in administration.*

**Bonita Springs Fire Control and Rescue District
Budget Year 2018-2019**

Budget Summary

Revenue	General Fund	Impact Fees	Total
Ad Valorem Taxes- Net	24,796,814.49		24,796,814.49
Charges for Services	315,500.00		315,500.00
Interest	175,000.00	-	175,000.00
Miscellaneous Revenue	402,239.00		402,239.00
Special Revenue-Impact Fees		450,000.00	450,000.00
Total Sources	25,689,553.49	450,000.00	26,139,553.49
			-
Other Assets-Vehicle pre payment	549,692.00		549,692.00
Interfund transfers in	706,588.34		706,588.34
Fund Balance/Reserves/Net Assets	10,475,789.40	256,588.34	10,732,377.74
Total Revenue, Transfers & Balances	37,421,623.23	706,588.34	38,128,211.57
Expenditures			
Personnel Services	21,167,543.85		21,167,543.85
Operating	2,659,277.75		2,659,277.75
Capital Improvement	1,802,992.45		1,802,992.45
Debt Services	1,953,413.42		1,953,413.42
Total Expenditures	27,583,227.48	-	27,583,227.48
Interfund Transfers out		706,588.34	706,588.34
Fund Balances/Reserves/Net Assets	6,772,816.25	-	6,772,816.25
Future Capital Funding	3,065,579.50		3,065,579.50
Total Appropriated Expenditures, Transfers, Reserves & Balances	37,421,623.23	706,588.34	38,128,211.57

2018-2019 Budget Revenue

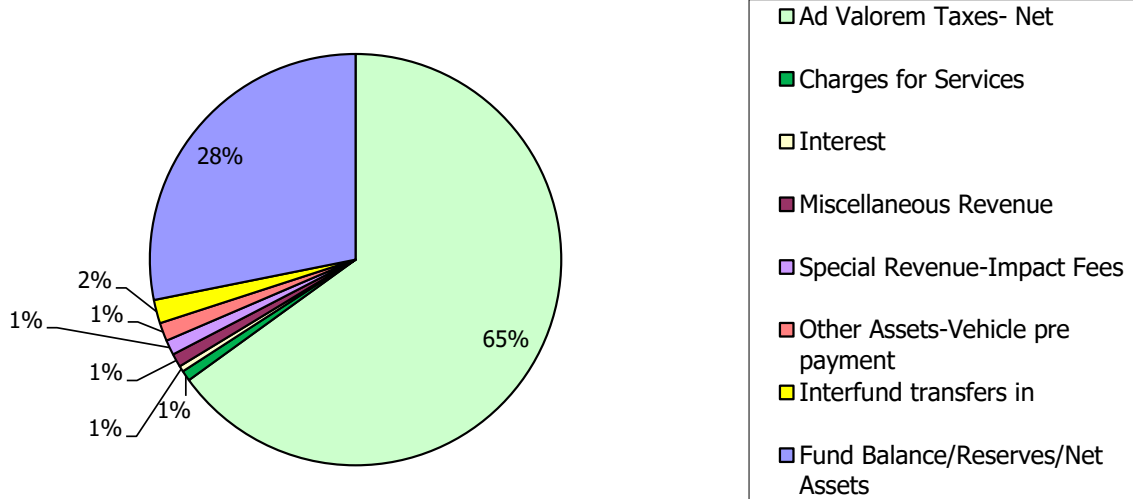
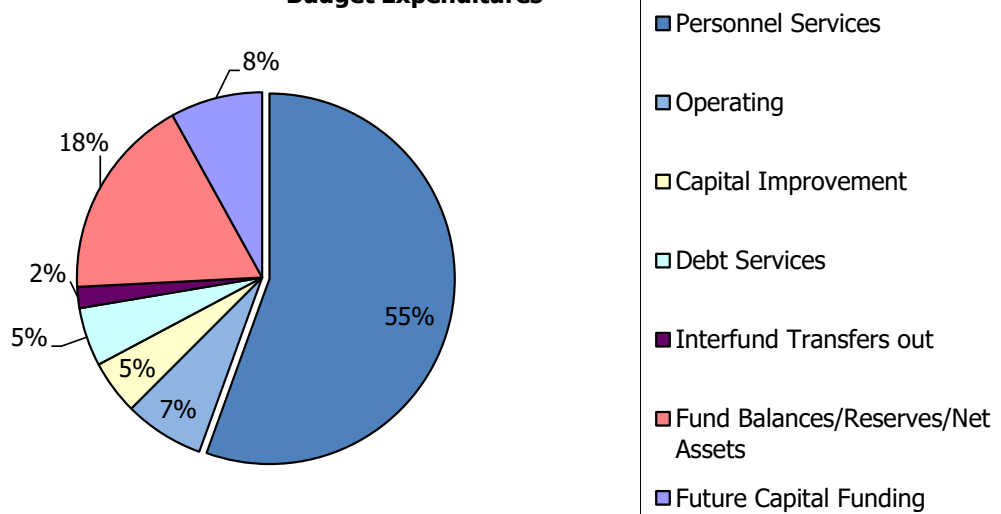


Chart of the District's Expenditures for fiscal year 2018-2019

2018-2019 Budget Expenditures



**Bonita Springs Fire Control and Rescue District
Budget 2018-2019**

		Property Value	10,565,957,135.00		11,057,963,073.00
		Roll back rate	2.2230		2.2744
		Millage =	2.3300		2.3100
		Final Budget			
		Budget	Actual	Projected	Budget
		2017-2018			2018-2019
	Revenue				
311-01-001	Ad Valorem Taxes	24,618,680.12	24,447,994.89	24,300,000.00	25,543,894.70
311-01-002	Excess Fee Revenue	150,000.00		170,000.00	175,000.00
311-01-003	Prior Year Ad Valorem	10,000.00	3,078.38	3,358.23	5,000.00
311-01-004	Ad Valorem Discount	(886,272.48)	(889,431.96)	(890,000.00)	(919,580.21)
311-01-005	Ad Valorem Refunds Deducted	(25,000.00)	(22,677.21)	(25,000.00)	(25,000.00)
311-01-231	Ad Valorem Penalty	20,000.00	23,164.87	15,000.00	15,000.00
335-01-230	State Supplemental Comp.	42,360.00	29,945.81	40,625.81	39,000.00
335-01-235	Matching Grants	5,000.00	5,000.00	5,000.00	130,000.00
342-01-401	Inspection Fee Revenue	225,000.00	299,879.43	327,141.20	250,000.00
342-01-402	Fire Flow Fee Revenue	1,000.00	2,145.00	1,500.00	1,500.00
342-01-403	Fleet Maintenance Revenue	65,000.00	55,736.32	60,803.26	60,000.00
361-01-001	Interest	25,000.00	196,470.76	214,331.74	175,000.00
361-01-002	Ad Valorem Interest	2,500.00		-	2,500.00
362-01-001	Facilities Rental	119,984.00	115,627.00	125,209.00	119,984.00
364-01-001	Disposition of Fixed Assets	10,000.00	24,991.01	27,000.00	1,000.00
369-01-002	Other Miscellaneous Revenue	25,000.00	31,877.11	34,775.03	25,000.00
369-01-003	Admin Fee/Union Dues	230.00	230.20	251.13	255.00
369-01-004	Designated Donation	51,000.00	117,190.00	117,190.00	82,000.00
369-01-005	CPR Class Revenue	4,500.00	4,069.99	4,439.99	4,000.00

**Bonita Springs Fire Control and Rescue District
Budget 2018-2019**

Property Value		10,565,957,135.00			11,057,963,073.00
Roll back rate		2.2230			2.2744
Millage =		2.3300			2.3100
		Final Budget			
	Revenue	Budget 2017-2018	Actual	Projected	Budget 2018-2019
369-01-007	Insurance Proceeds	-	23,657.25	23,657.25	
369-01-008	USAR Reimbursement	-	4,353.15	4,353.15	4,000.00
369-01-009	Car Seat Donations/Revenue	1,000.00	1,239.60	1,300.00	1,000.00
369-01-010	Fundraiser-Explorer Post 5513	-			
369-01-011	Fundraiser-Smoke Alarms	-	50.00	50.00	
369-01-512	State/FEMA Reimbursement	-			
	Sub Total	24,464,981.64	24,474,591.60	24,560,985.78	25,689,553.49
	Other Funding Sources	-			
399-01-101	Other Assets-Vehicle pre-payment	-			549,692.00
399-10-100	Transfer in (Impact Fees)	250,000.00	242,529.21	242,529.21	706,588.34
		-			
		-			
	Reserves	-			
399-01-100	Operating Reserve	4,908,546.23		4,908,546.23	5,578,491.66
399-01-102	Emergency Disaster Reserve	342,644.02		342,644.02	395,362.11
399-01-105	Insurance Reserve	480,000.00		480,000.00	480,000.00
399-01-107	Debt Service	415,764.00		415,764.00	415,764.00
399-01-103	Future Capital Planning	3,768,942.09		3,768,942.09	2,158,484.52
399-01-106	Explorers	8,483.00		8,483.00	8,483.00
399-01-111	Car seats	-		-	1,000.00
399-01-110	Radio Enhancement	44,318.71		44,318.71	100,700.45
399-01-108	Smoke Alarms	-			
	Fund Balance Assigned	-			
399-01-200	Fund Balance Unassigned	1,920,638.13		1,658,891.95	1,337,503.66
	Total Fund Balance	11,889,336.18	-	11,627,590.00	10,475,789.40
	Total	36,604,317.82	24,717,120.81	36,431,104.99	37,421,623.23

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final			
		Budget	Actual		Budget
		2017-2018	2017-2018	Projected	2018-2019
Personnel Services					
522-01-120	Regular Salaries and Wages	8,104,911.19	7,285,400.64	7,892,517.36	8,690,631.57
522-01-121	Holiday	290,134.77	251,903.08	307,881.54	298,840.08
522-01-122	Longevity	402,364.73	370,970.54	401,884.75	399,177.98
522-01-123	Temporary Employee	-		-	
522-01-124	Art 23 Time Pool	25,000.00	20,981.53	20,981.53	25,000.00
522-01-125	Salaries-Commissioners	30,000.00	26,587.66	28,803.30	30,000.00
522-01-130	FLSA	586,198.81	509,271.46	551,710.75	620,556.91
522-01-140	Overtime-Extra Time	314,000.00	353,558.17	383,021.35	350,000.00
522-01-141	Overtime-Buildings	12,000.00	10,194.67	11,044.23	15,000.00
522-01-142	Overtime-Vehicle Maintenance	60,000.00	38,433.65	41,636.45	50,000.00
522-01-150	Special Pay/Incentives	779,295.00	683,345.83	740,291.32	743,280.00
522-01-210	FICA Taxes	770,468.47	711,830.25	771,149.44	817,348.10
522-01-220	Retirement Contributions-CHAP 175	4,599,593.91	4,187,314.63	4,599,593.91	4,902,381.72
522-01-222	Retirement Contributions-FRS	13,650.00	12,200.22	13,216.91	14,610.00
522-01-223	Retirement Contributions-General Pen	190,488.67	154,163.61	167,010.58	208,651.33
522-01-230	Life, Health, ST,LT Insurance	3,000,000.00	2,220,646.66	2,422,523.63	3,000,000.00
522-01-240	Workers' Compensation	590,000.00	623,094.02	623,094.02	720,000.00
522-01-250	Unemployment Compensation				
Sub total for Personnel Services		19,768,105.56	17,459,896.62	18,976,361.06	20,885,477.68

Includes a 3% increase per contract, new employees on health insurance.

Overtime includes, Emergency Overtime, Special Events manning, Pub Ed events, CPR instructor, Manning including BC's, brush fires, promotion boards, etc

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final Budget 2017-2018	Actual 2017-2018	Projected	Budget 2018-2019
522-01-260	Retiree Insurance Trust	195,210.80		195,210.80	207,066.17
522-01-261	Retirees Insurance prior to Trust	74,003.00		74,003.00	75,000.00
	Sub Total For VEBA	269,213.80	215,585.05	269,213.80	282,066.17

Bonita Springs Fire Employees received a 2% pay reduction to fund this Trust.

Operating Expenditures

Professional Services

522-01-310	Professional Services	7,500.00	1,150.00	7,500.00	6,400.00
522-01-312	Legal Fees	35,000.00	9,755.00	15,000.00	25,000.00
522-01-313	Appraisal Fees	164,230.86	131,508.13	164,230.86	169,935.93
522-01-314	Tax Collector Fees	492,373.60	472,968.97	492,373.60	510,877.89
522-01-320	Annual Audit	35,000.00	28,800.00	35,000.00	38,000.00
522-01-321	Medical Director	25,000.00	18,750.00	25,000.00	25,000.00
522-01-322	Annual Physicals	90,000.00	7,487.37	60,000.00	100,000.00
	Sub Total for Professional Services/Consulting	849,104.46	670,419.47	799,104.46	875,213.82

Travel and Training

522-01-403	Travel and Seminars	92,350.00	45,850.16	55,000.00	79,650.00
522-01-404	Training and Education	67,300.00	71,947.05	78,487.69	89,150.00
	Sub Total for Travel and Training	159,650.00	117,797.21	133,487.69	168,800.00

522-01-405 USAR Expenses - Reimbursable

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final			
		Budget	Actual		Budget
		2017-2018	2017-2018	Projected	2018-2019
Communications					
522-01-411	Radio Tower Fees	37,000.00	35,229.54	35,229.54	46,632.00
Subtotal for Radio Tower Fees/Pagers		37,000.00	35,229.54	35,229.54	46,632.00
Rentals					
522-01-440	Rentals and Leases	49,748.00	49,914.86	49,914.86	24,996.93 *
Subtotal Rental and Leases		49,748.00	49,914.86	49,914.86	24,996.93
District Insurances					
522-01-455	Liability Policy	126,500.00	107,899.78	110,000.00	130,000.00
Subtotal Insurances		126,500.00	107,899.78	110,000.00	130,000.00
Repair and Maintenance Service					
522-01-461	Building Repair & Maintenance	222,200.00	147,470.47	190,876.88	190,000.00
522-01-462	Vehicle Repair & Maintenance	250,500.00	187,266.67	204,290.91	192,500.00
522-01-463	Equipment Repair & Maintenance	32,825.00	46,635.88	50,000.00	51,000.00
522-01-465	Communications Maintenance	13,000.00	4,493.41	13,000.00	19,500.00
522-01-466	Special Op's Supplies/Repair	13,500.00	3,494.63	3,500.00	13,500.00
522-01-467	USAR - District Dues	19,690.00	19,040.00	19,040.00	19,690.00
522-01-468	Office Equipment Maintenance	29,500.00	28,645.33	29,500.00	10,000.00
522-01-469	Computer Support/Maintenance	155,752.00	143,513.99	156,560.72	217,011.00
Sub Total Repair and Maintenance Service		736,967.00	580,560.38	666,768.51	713,201.00

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

	Final			
	Budget	Actual		Budget
	2017-2018	2017-2018	Projected	2018-2019
Public Education/Fire Prevention	-			
522-01-481 Fire Prevention Expenses	-			
522-01-482 CPR Class	5,500.00	3,532.22	5,500.00	4,000.00
522-01-483 Car Seat Expense	1,000.00	992.80	1,000.00	1,000.00
522-01-484 Public Education Expenses	14,750.00	9,173.17	14,750.00	14,700.00
522-01-488 Explorers Post 5512	8,483.00			8,483.00
522-01-489 Smoke Alarms	2,000.00	1,988.22	2,000.00	2,000.00
Sub Total Public Education/Fire Prevention	31,733.00	15,686.41	23,250.00	30,183.00
	-			
Supplies	-			
522-01-491 Legal Ads	5,000.00	574.00	5,000.00	5,000.00
522-01-511 Office Supplies	11,000.00	7,654.41	8,350.27	11,000.00
522-01-512 Freight and Postage	2,500.00	1,397.51	1,524.56	2,500.00
522-01-513 FEMA/Emergency Related Expenses	-		-	
522-01-515 Administration	20,875.00	15,108.10	16,481.56	22,150.00
522-01-520 Station Supplies	25,000.00	21,227.98	23,157.80	30,000.00
522-01-521 Fire and Medical Supplies	107,000.00	78,831.95	90,000.00	110,500.00
522-01-522 Uniforms	64,500.00	38,866.85	64,500.00	55,000.00
522-01-523 Office Equipment	6,250.00	1,611.99	6,250.00	9,650.00
522-01-524 Personal Protection Uniforms	27,100.00	29,539.41	32,224.81	56,350.00
522-01-526 Food Consumables/Supplies	7,500.00	6,268.73	7,500.00	9,000.00
522-01-541 Books/Publications/Dues	23,640.00	22,768.02		24,195.00
522-01-543 Hiring Assessment to include PETC	1,000.00	199.00	199.00	1,000.00
522-01-641 New Equipment less than 750	88,350.00	97,390.63	100,000.00	48,740.00
Sub Total Supplies	389,715.00	321,438.58	355,187.99	385,085.00
522-01-830 CERT Training	4,000.00		2,000.00	4,000.00
Sub Total CERT Training Expense	4,000.00	-	2,000.00	4,000.00

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final			
		Budget	Actual		Budget
		2017-2018	2017-2018	Projected	2018-2019
Station Operating Expenses					
Station 1					
522-01-431	Electricity	13,000.00	9,543.59	10,411.19	13,000.00
522-01-432	Water/Sewer	6,500.00	5,522.23	6,024.25	6,500.00
522-01-433	Garbage Service	2,500.00	1,668.59	1,820.28	2,500.00
522-01-434	Gas/Oil/Propane	16,000.00	19,922.91	21,734.08	20,000.00
522-01-435	Pest Control	1,320.00	1,240.40	1,353.16	1,320.00
522-01-436	Comcast Cable	-			
Sub Total Station 1 Operating Expense		39,320.00	37,897.72	41,342.97	43,320.00
Station 2					
522-02-431	Electricity	8,800.00	7,276.96	7,938.50	8,800.00
522-02-432	Water/Sewer	4,200.00	5,031.07	5,488.44	4,500.00
522-02-433	Garbage Service	1,600.00	1,597.31	1,742.52	1,600.00
522-02-434	Gas/Oil/Propane	8,000.00	9,108.58	9,936.63	10,000.00
522-02-435	Pest Control	810.00	620.00	676.36	810.00
522-02-436	Comcast Cable	-	6.72	7.33	
Sub Total Station 2 Operating Expense		23,410.00	23,640.64	25,789.79	25,710.00
Station 3					
522-03-431	Electricity	9,000.00	5,458.91	5,955.17	7,000.00
522-03-432	Water/Sewer	3,500.00	1,726.52	1,883.48	3,500.00
522-03-433	Garbage Service	1,700.00	1,597.31	1,742.52	1,700.00
522-03-434	Gas/Oil/Propane	972.00	45.00	49.09	972.00
522-03-435	Pest Control	800.00	366.00	399.27	800.00
522-03-436	Comcast Cable	-			
Sub Total Station 3 Operating Expense		15,972.00	9,193.74	10,029.53	13,972.00

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final			
		Budget	Actual		Budget
		2017-2018	2017-2018	Projected	2018-2019
		-			
Station 4-Operating Expense		-			
522-04-413	Telephone	45,000.00	37,518.43	40,929.20	45,000.00
522-04-431	Electricity	38,500.00	27,077.36	29,538.94	38,500.00
522-04-432	Water/Sewer	5,000.00	4,831.57	5,270.80	5,000.00
522-04-433	Garbage Service	2,300.00	2,199.07	2,398.99	2,300.00
522-04-434	Gas/Oil/Propane	35,000.00	35,096.70	38,287.31	40,000.00
522-04-435	Pest Control	1,644.00	1,554.00	1,695.27	1,644.00
522-04-436	Comcast Cable	1,000.00			1,000.00
Subtotal Station 4 Operating Expense		128,444.00	108,277.13	118,120.51	133,444.00
Station 5-Operating Expense					
522-05-431	Electricity	9,900.00	9,049.65	9,872.35	9,900.00
522-05-432	Water/Sewer	5,000.00	4,433.52	4,836.57	5,000.00
522-05-433	Garbage Service	2,000.00	1,597.31	1,742.52	2,000.00
522-05-434	Gas/Oil/Propane	20,000.00	16,733.18	18,254.38	20,000.00
522-05-435	Pest Control	930.00	815.00	889.09	930.00
522-05-436	Comcast Cable	-			
Sub Total Station 5 Operating Expense		37,830.00	32,628.66	35,594.90	37,830.00
Station 6-Operating Expense					
522-06-431	Electricity	9,900.00	4,265.44	4,653.21	9,900.00
522-06-432	Water/Sewer	5,000.00	372.77	406.66	5,000.00
522-06-433	Garbage Service	2,000.00	1,016.47	1,108.88	2,000.00
522-06-434	Gas/Oil/Propane	-	2,784.00	3,000.00	3,000.00
522-06-435	Pest Control	990.00	244.00	266.18	990.00
522-06-436	Comcast Cable	-			
Sub Total Station 6 Operating Expense		17,890.00	8,682.68	9,434.92	20,890.00

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final			
		Budget	Actual		Budget
		2017-2018	2017-2018	Projected	2018-2019
Station 7-Operating Expense					
522-07-431	Electricity	4,500.00	1,439.37	1,570.22	1,500.00
522-07-432	Water/Sewer	2,500.00	818.36	892.76	1,000.00
522-07-433	Garbage Service	500.00		-	
522-07-434	Gas/Oil/Propane	5,000.00	3,084.67	3,365.09	3,500.00
522-07-435	Pest Control	780.00		-	
522-07-436	Comcast Cable	-		-	
Sub Total Station 7 Operating Expense		13,280.00	5,342.40	5,828.07	6,000.00
Sub-Total Operating Expenses		2,660,563.46	2,124,609.20	2,421,083.74	2,659,277.75
Sub-Total Personnel and Operating		22,697,882.82	19,800,090.87	21,666,658.60	23,826,821.61
Capital Outlay					
523-01-615	Leaseholding Improvements St 7		20,073.27	21,000.00	
523-01-618	Station 6 - Construction/Consultants	835,000.00	690,942.84	695,047.99	
523-01-620	Building	2,300,000.00	1,277,589.89	1,873,970.00	600,000.00
523-01-630	Office Equipment	37,875.00	49,725.42	37,875.00	36,400.00
523-01-640	Machinery and Equipment	508,693.71	369,395.60	450,000.00	366,900.45
523-01-645	Vehicles	795,000.00	737,297.00	795,000.00	799,692.00
Sub Total Capital Outlay		4,476,568.71	3,145,024.02	3,872,892.99	1,802,992.45
Debt Service					
523-01-810	Principal St 4	370,579.00	339,344.66	370,579.00	1,940,098.00
523-01-822	Interest St 4	45,185.00	41,772.67	45,185.00	13,315.42
Sub Total Debt Service		415,764.00	381,117.33	415,764.00	1,953,413.42

Bonita Springs Fire Control and Rescue District
Budget 2018-2019

		Final Budget 2017-2018	Actual 2017-2018	Projected	Budget 2018-2019
	Reserves				
	Operating				
522-05-911	Operating Reserve (90 Days)	5,578,491.66			5,875,106.70
522-05-912	Emergency Disaster Reserve	395,362.11			417,709.55
522-05-918	Insurance	480,000.00			480,000.00
522-05-919	Debt Services	415,764.00			-
	Sub Total Reserves	6,869,617.77	-		6,772,816.25
	Future Capital Funding				
522-05-915	Capital Improvements	836,079.77			1,396,975.28
522-05-915	Equipment	493,321.19			543,425.11
522-05-915	Office Equipment	113,735.00			102,938.69
522-05-915	Vehicles	715,348.56			1,022,240.42
		-			
	Sub Total Future Capital Funding	2,158,484.52	-		3,065,579.50
		-			
	Total Expenses	27,590,215.53	23,326,232.22	25,955,315.59	27,583,227.48
	Total Budget	36,618,317.82	23,326,232.22	25,955,315.59	37,421,623.23

Bonita Springs Fire Control and Rescue District
Impact Fee Fund
Budget
2018-2019

Revenues		<u>Budget 2017-2018</u>	<u>Budget 2018-2019</u>
	Fees:		
363-10-001	Impact fees	250,000.00	450,000.00
	Miscellaneous:		
	Interest	50.00	
	Other		
	Cash Brought Forward	-	256,588.34
	Total Revenue	<u>250,050.00</u>	<u>706,588.34</u>

Expenditures

Refunds	
Reserves	
Station 4 reserves	-
Debt service	
Principal reduction	
Interest and fiscal charges	

Other Financing Sources

Transfers in		
Transfers out Debt Service	250,050.00	706,588.34
Total Expenditures	<u>250,050.00</u>	<u>706,588.34</u>

As of the September 30, 2018 the Impact fee Fund will owe the General Fund
\$1,297,199.83

Bonita Springs Fire Control & Rescue District

Payroll Budget Overview

2018-2019

	Regular pay	FLSA	Holiday	Total Incentives	Longevity	FICA	Pension	Grand Total
Admin								
Certified	666,522.06			64,850.00	48,325.05	53,838.83	419,083.67	1,252,619.62
General	633,762.63			10,880.00	17,540.11	50,656.98	135,687.29	848,527.00
Total Admin	1,300,284.69	-	-	75,730.00	65,865.15	104,495.81	554,770.96	2,101,146.62
Inspectors								
Certified	362,209.18			5,450.00	10,915.53	28,960.97	92,216.14	499,751.81
General	321,243.22	-	-	3,240.00	7,285.87	25,380.34	68,334.05	425,483.48
Total Inspectors	683,452.40	-	-	8,690.00	18,201.40	54,341.30	160,550.19	925,235.29
Battalion Chief (6)	588,288.04	56,508.80	26,297.93	77,260.00	49,531.20	59,334.15	415,078.80	1,272,298.91
Firefighters	6,010,053.30	556,682.54	268,664.21	577,360.00	219,423.25	583,862.02	3,976,003.11	12,192,048.43
Drop Firefighters	86,750.06	7,365.57	3,877.94	4,240.00	9,411.56	8,540.85	-	120,185.99
Commissioner	30,000.00					2,295.00	14,610.00	46,905.00
Adjustments					36,243.26	4,478.96		40,722.22
	8,698,828.49	620,556.91	298,840.08	743,280.00	398,675.83	817,348.10	5,121,013.06	16,698,542.46

Professional Services
522-01-310
2018-2019

Item	QTY	Amount	Total
Audio Video Consultant	14	100.00	1,400.00
OPEB reports	1	5,000.00	5,000.00

Total 6,400.00

Travel and Seminars
522-01-403
2018-2019

Item	Dept	Emp	Amount
Administration			
Car Seat Tech (CRS)		2	500.00
FASD	Admin	9	15,000.00
FASD certification/recertification CDM/CDO	Admin	1	
FDIC (April)	Admin	4	12,000.00
FFCA (July)	Admin	2	4,000.00
FGFOA Conference/School	Finance	4	7,000.00
Florida Association Fire & Life Safety	Pub Ed	1	2,000.00
National Information Officers Association	Pub Ed	1	1,500.00
Fire Rescue East-January	Admin (2) Pub Ed (1) Training (5)	8	9,000.00
Harvard	Fire Chief	1	
Health Benefits conference	HR	1	
HR Conference FPHRA	HR	1	2,000.00
Human Resources and Managing	HR	1	
Leadership Bonita	Admin	1	2,200.00
Training			
ClinCon (Hotel and Meal Allowance) (July)	Training	5	3,500.00
EMS Quarterly Meetings	EMS	1	3,500.00
2018 National Extrication Competition	Training	6	3,600.00
Fleet			
EVT Daytona & Bradenton (?)	Fleet Maint	2	2,000.00
EVT Education & Recert test Misc	Fleet Maint	2	350.00
Misc Conferences and Seminars			
Misc Conferences and Seminars		1	5,000.00
Boat grant/build			4,000.00
Chaplin Conference			2,500.00

Total 79,650.00

Training
522-01-404
 2018-2019

Item	Dept	Explanation	Amount
Education Classes	Department	Employee reimbursed or outside instructor payments.	75,000.00
Education classes include Paramedic, EMT, Fire, EMS, Special Operations training, Degree seeking, coursework needed for recertifications of any certifications and any other education training classes that are approved by the Fire Chief or his designee. This includes My Star 12 Webinar program.			
Props/Materials/Videos/Saw Blades	Training	Equipment needed for Department training such as burn house materials, props, extra equipment, vehicles for extrication and Special Operations	5,000.00
Recertifications	Training		
CPR		Recertification every 2 years (6/19)	550.00
ACLS-Advance Cardiac Life Support		Recertification every 2 years (3/19)	2,000.00
EMT/Paramedic		Recertification every 2 years (12/18)	4,600.00
Pediatric training		Recertification every 2 years (8/18)	2,000.00

Total 89,150.00

Radio Tower Fees

522-01-411

2018-2019

Item	Department	Explanation	Amount
Radio -800 User Fee/maintenance*	Operations	116 radios @ \$33.50	46,632.00

Total 46,632.00

Building Repair & Maintenance

522-01-461

2018-2019

Item	Department	Explanation	Amount
Gutters Station 4	Maintenance	Replace Gutters at Station 4	43,000.00
Station Painting	Maintenance	Tower and Generator Room Landing Zone marking	7,010.00
A/C Maintenance and Service	Maintenance	This is performed in house, includes repairs and materials	6,000.00
Building Sprinklers/Alarms Service and Repairs	Fire Prevention	Inspection of sprinkler (1500) and alarm systems at all stations (3200)	5,500.00
Training Ground Maintenance	Maintenance	Repair and maintain the Burn Containers and training ground	5,000.00
Electronic Doors	Admin	Maintenance and repairs on electronic doors for stations 1, 2, 4, 5	2,500.00
Lawn Maintenance	Maintenance	Lawn Maintenance for all the stations, sprinklers and st 4 pond restoration, trees and removal of exotic vegetation	80,000.00
Misc Building Maint	Maintenance	Miscellaneous building repairs and maintenance to all stations includes Plumbing, Electrical, etc	46,000.00
Parking Lot Repair	Maintenance	Misc Repair All Stations	-
Station Cleaning	Maintenance	All station cleaning/carpets/tile	5,000.00
911 Memorial		Station 1	40,000.00

Total 190,000.00

OT Building Maintenance	Includes A/C-cleaning- appliances etc	16,000.00
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Grand Total 206,000.00

Vehicle Repair & Maintenance

522-01-462

2018-2019

Item	Dept	Explanation	Amount
District			
Marine	Special Ops	Repair and Maintenance of District owned boats	7,500.00
Vehicles	Fleet maintenance	Repair parts and Materials for District owned fleet-does not include labor cost	100,000.00
Vehicles	Fleet maintenance	Outside labor	50,000.00
Fixtures/misc	Fleet maintenance	Repair parts and Materials for District owned fleet	10,000.00
Labor-OT	Fleet maintenance	In House EVT Program	30,000.00
Sub-Total			197,500.00

Outside fleet maintenance is being reimbursed by other departments and recorded as revenue. Below is the break down between parts and materials being purchased and the additional labor costs.

Item	Dept	Explanation	Amount
BSFD Fleet Maintenance			
Vehicles	Fleet maintenance	Repair parts and Materials for other department's fleet-does not include labor cost	25,000.00
Labor-OT	Fleet maintenance	Labor cost for outside departments fleet maintenance	30,000.00

Sub-total BSFD Fleet 55,000.00

Grand Total 252,500.00

Total Parts and Materials 192,500.00

Total Labor 60,000.00

Equipment Repair & Maintenance

522-01-463

2018-2019

Item	Department	Explanation	Amount
Boat Lift	Suppression	Repair / Refit lift	5,000.00
Fire Flow Gauges	Fire Prevention	Repairs for hydrant flow testing gauges	
Fuel Pump	Maintenance	Repairs at St 1, 2, 4, 5	3,500.00
Generators	Maintenance	Maintenance/ Repair	15,000.00
Heart Monitors	EMS	Maintenance (rebudget 19/20 budget)warranty and 1 PM	
Hurst/Hydraulic	Operation	Maintenance and repair of the hurst tools and other hydraulic tools	5,000.00
Hose/Ground Ladder Testing Ladder testing for T25, L26	Operation	Testing/Maintenance and repair Per NFPA 1932	8,000.00
Lift Testing	Fleet maintenance	Testing/Repairs of vehicle lift	1,000.00
Misc Equipment	Operation	Repair and maintenance of other misc equipment	5,000.00
MSA Equipment/SCBA Air	Sp Ops	Repair and maintenance of the Air packs and regulators, and the SCBA air	5,000.00
Nozzle	Operation	Maintenance and repair	1,500.00
Small Engine	Operation	Chainsaws/Fans, etc maintenance and repair	2,000.00

Total

51,000.00

Communication Maintenance

522-01-465

2018-2019

Item	Dept	Explanation	Amount
Radio-Repair Non Contract	Operations	Includes labor cost for relocating radios, etc	10,000.00
Misc	Operations	station speakers/vehicle speakers etc and radio accessories	7,000.00
Telephone-Non Contract Computer wiring/VoIP	Administration	Repairs made to the telephone system, relocating telephones, etc	2,500.00

Total

19,500.00

Special Ops Supplies & Repairs
522-01-466
 2018-2019

Item	Dept	Explanation	Amount
Confined Space	Sp Ops	Supplies, repair and maintenance of confined space equipment	3,000.00
Haz-Mat	Sp Ops	Supplies, repair and maintenance of Haz-mat equipment including calibration of meters, haz mat suits, absorbent materials as needed	3,000.00
Rope Rescue	Sp Ops	Supplies, repair and maintenance of rope and rope equipment	3,000.00
Trench Rescue	Sp Ops	Supplies, repair and maintenance of trench rescue materials	1,500.00
Water Rescue	Sp Ops	Replacement PFD, BC, fins, etc	3,000.00

Total **13,500.00**

USAR
522-01-467
2018-2019

Item	Department	Explanation	Amount
Dues	USAR	We currently have 14 members in the program, the fees cover training, personal protection uniforms, new and replacement equipment, supplies and the administration cost of the program.	
Administrative Fee	USAR		10,590.00
USAR PPE	USAR		9,100.00
USAR Training	USAR		

Total **19,690.00**

Office Equipment Maintenance
522-01-468
2018-2019

Item	Department	Explanation	Amount
Printers/Fax machines	Admin	Cleaning printers and fax machines - done once a year	2,500.00
Copy/Fax	Admin/ Prevention	Maintenance agreement on the copiers in the District	7,500.00

Total **10,000.00**

Computer Support/Maintenance

522-01-469

2018-2019

Item	Dept	Explanation	Amount
Computer Support contracts			
Active 911	Operation		2,000.00
BIS	Admin	Meeting recording	1,250.00
CAFR Online	Admin	Audit and budget preparation-software and annual support	12,000.00
EMG	Operation	Security monitoring All Stations	600.00
FAS-fixed assets	Finance	Acct software	3,000.00
Firehouse/ESO	Operation	Fire/Medical report software	20,000.00
Handtevy	Operation	Pediatric	1,600.00
Heavy Duty Diagnostic Software	Operation	Vehicle Maintenance	200.00
Identifix	Operation	Vehicle Maintenance	1,600.00
Mobile Eyes	Fire Prevention	Yearly recurring cost	12,361.00
Power DMS (IDS)	Admin/Training	Renewal	2,750.00
PS Trax	Suppression	Truck Check outs	7,500.00
RFID	Operations	Inventory Total price	3,000.00
Sage 100-Payroll	Finance	Acct software-Payroll is now separate	6,000.00
Sage HRMS	HR	HR Software	3,750.00
Server Warranty		Extend warranty on Servers for 2 years	5,300.00
Target Solutions	Training	Renewal	8,000.00
Adashi Staffing	Operation	Staffing program	18,000.00
Computer misc	Misc computer program support	SAGE 100 3rd party software- FP access program/PO Program	10,000.00
Computer Support	Admin	CRS+projects	65,000.00
Internet Connection	Admin	Comcast/FPL Fiber	30,600.00
IP Address	Admin	Website/Domain Fee	2,500.00

Total

217,011.00

CPR Class
522-01-482
 2018-2019

Item	Department	Explanation	Amount
CPR Literature/Cards	Training	Books need for the CPR classes/cards	2,000.00
CPR Supplies	Training	10 Infant Mannequins/AED trainer maintenance	2,000.00
Total			4,000.00

Based on 16 CPR/AED classes- 12 people from Oct to April and 6 people from May to Sept

Reduce Rate for Bonita Springs Residents

Public Education Expenses

522-01-484

2018-2019

Item	Explanation	Amount
Public Education Events		
Display Booths/Misc	Misc Supplies/promotional supplies/tables/chairs etc- held all year long	4,500.00
Open house/Community presentations	Open house Station 23 - community event	1,000.00
Programs		
School Curriculum	Books / literature	4,000.00
Other misc programs		5,200.00
<p>This includes additional educational information in the following areas: Hurricane preparedness, Brush fire safety and prevention, Water safety, Home fire safety and prevention, falls preventions, and Fire extinguisher use. There may be additional programs if needed in the safety area of prevention, or preparedness.</p>		

Total

14,700.00

Car Seat Program
522-01-483
2018-2019

This is a self funded account.

Revenue

Anticipated Donations 2017-2018	1,000.00
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Total Revenue	<u>1,000.00</u>
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Expenses

Supplies (car seats, noodles, etc)	1,000.00
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Total Expenses	<u>1,000.00</u>
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Administration

522-01-515

2018-2019

Item	Dept	Explanation	Extension
Acknowledgement/Awards	Admin	Citizens and Staff	3,000.00
ALS COPCN Renewal	Medical	Renewal-County- every 2 years odd (3/2019) \$500	500.00
ALS Renewal -State	Medical	Renewal -State every 2 years odd (3/19)\$1575	1,575.00
Awards /Retirement Banquet	Admin	Staff	7,000.00
Bureau of Records	Admin	Drivers Licenses (April 2020)	
Fuel Tank Renewal		Annual renewal application fee for three stations	75.00
Lee County Fees	Admin	Station solid waste tax / Vehicles/ Land assessments (Strike Lane)	5,000.00
Miscellaneous	Admin	Notary renewals, chaplain, other miscellaneous fees	3,500.00
New Employee Background Check	Admin	Background checks for any employees if needed	1,500.00

Total

22,150.00

Fire & Medical Supplies

522-01-521

2018-2019

Item	Department	Explanation	Amount
Medical Supplies	EMS	Medical Supplies, Drugs, RFID tags etc	70,000.00
Fire Supplies	Suppression	needed for Suppression such as vests, hand held lights, masks, etc Station 23 new equipment as needed	15,000.00
Hose	Suppression	Replacement hose as needed	12,000.00
Nozzle Replacement	Suppression	Replacement nozzles as needed	3,000.00
Foam	Suppression	Foam for suppression	5,000.00
Fire Extinguisher	Prevention	Maintenance, testing, New	2,000.00
Hydrants		Maintenance, testing, markers, tar sticks	2,000.00
Batteries	Operation	Replacement batteries for Radios	1,500.00

Total

110,500.00

Uniforms
522-01-522
2018-2019

Item	Department	Explanation	Extension
Service Pins	Admin	Employee service pins	3,000.00
Uniforms	Suppression	Replacement everyday uniforms	50,000.00
Radio Harness	Suppression	Replace worn radio harness	2,000.00
Total			55,000.00

Office Equipment under \$750

522-01-523

2018-2019

Item	Department	Explanation	Quantity	Amount	Amount
Monitors	Fire prevention		8	440.00	3,520.00
Misc		Misc equipment			2,000.00
TV		Station 23 (2)			900.00
Ipad		Commissioners/Staff	5	700.00	3,500.00
Sonic Wall Access Point		Station 23 (2)	2	600.00	-
Printer		All Stations	5	300.00	1,500.00
Phones		Station 23 (5)	5	300.00	1,500.00
Misc Computer		Station 23-APC/Desktop switch etc			250.00

Total

9,650.00

Personal Protection Uniform

522-01-524

2018-2019

Item	Department	Explanation		Amount	Total
Ballistic Vest	Suppression	Bullet Proof Vests	12	590.00	7,080.00
Ballistic Helmets	Suppression	Bullet Proof Helmets	12	460.00	5,520.00
Boots	Suppression	Replacement of boots as needed	15	400.00	6,000.00
Bunker Gear Repair	Suppression	Repair Bunker Gear			2,500.00
Gloves	Suppression	Work & Fire Gloves	93	150.00	13,950.00
Helmets	Suppression	New/Replacment as needed	10	450.00	4,500.00
Hoods	Suppression	Replacement of hoods as needed	93	100.00	9,300.00
Wild Land Gear	Suppression	Replacement of Wild Land gear as needed	20	375.00	7,500.00

Total

56,350.00

Books/Publications/Dues

522-01-541

2018-2019

Item	Department	Explanation	Amount
Dues			
Community Affairs	Admin	Dues	175.00
FASD	Admin	FI Association of Special Districts	4,000.00
FFCA	Admin/ Prevention	FI Fire Chief's Association- Fernandez, Daigle, DeWitt, Scott, Madden, Training Cpt (2) BC's (6) for 15 employees	1,250.00
FFMIA	Fire Prevention	Dues (8*75)	600.00
FGFOA	Finance	FI Government Finance Officers Association- Lisa/ Beverly/Jessica/Greg	200.00
IAFC	Admin	International Association of Fire Chiefs Membership and Dues- Daigle, Dewitt	450.00
LCFCA	Admin	Lee County Fire Chief Membership and Dues - Daigle, DeWitt, Scott, Madden	200.00
LCFMA	Fire Prevention	Lee County Fire Marshal Fire prevention employees (8*30)	240.00
Misc Dues	Admin	Ostego Bay	500.00
NFPA-Dues	Fire Prevention	National Fire Protection Association District membership and Dues (2)	400.00
Padi	Sp Ops	Skin Diver membership	300.00
SWFL Public Service Academy	Training	Training Co-Op	1,000.00
Station 5 Land maintenance	Admin	Quarterly Dues	6,000.00

Books/Publications/Dues

522-01-541

2018-2019

Item	Department	Explanation	Amount
Books/Publications			
Florida Statutes	Admin	Florida Statutes	
Florida Building Codes	Fire Prevention	6th Edition (1)	165.00
Florida Fire Prevention Code	Fire Prevention	Fire Prevention Code 6th edition (7)	1,750.00
Misc Publications		Misc books -Online access to newspaper/magazines	1,000.00
NFPA Codes	Fire Prevention	NFPA codes and standards updates/Subscription renewal (1 hard copy -2 web based subscriptions)	4,500.00
NFPA Codes	Fire Prevention	NFPA codes and standards updates misc codes (8 books)	1,265.00
Sunshine Manuals	Admin	Books regarding the Sunshine Law	200.00

Total

24,195.00

New Equipment under \$750.00

522-01-641

2018-2019

Item	Department	Explanation	Amount
EVT tools	Fleet Maintenance	Replace/New	500.00
Furniture	Operations	Station 23	30,000.00
Furniture	Maintenance	All Stations	5,000.00
LP/Natural Gas Inspection	Prevention	Tools needed for LP/Gas inspections	740.00
Misc			2,500.00
Physical Fitness	operations	All Stations	5,000.00
Physical Fitness	Operations	Station 23	5,000.00

Total

48,740.00

Bonita Springs Fire Control
and Rescue District
2018-2019

Capital Improvement Program
Project Plan

Project Name: Station 3-Rebuild
Account # 523-01-620

Project Information

Goal/Objective:

Station 3 was originally built in 1992.
The goal is to rebuild Station 3
instead of remodeling. It is currently,
inadequate for current use.

Project Manager: Joseph V. Daigle

Start Date: February-18

Completion Date: November-18

Building Cost	Total Estimated Cost	2017-2018	2017-2018	2018-2019
		Budget	Actual cost	Budget
Land				
Engineer	25,000.00	25,000.00		
Architect	50,000.00	50,000.00		
Legal	25,000.00	25,000.00		
Construction & Miscellaneous Fees	1,950,000.00	1,950,000.00		600,000.00
Temp housing	150,000.00	150,000.00		
Demo	100,000.00	100,000.00		
Capital Costs				
Vehicle				
Equipment				
Furniture				
Contingency				
Total Cost	2,300,000.00	2,300,000.00		600,000.00

Estimated costs are based on costs of Station 6, which is currently being built. Some furnishings will not have to be rebudgeted for the new station.

Building
523-01-620
 2018-2019

Item	Explanation	Amount
Station 21		
Station 22		
Station 23	See CIP Station 3 for breakdown	600,000.00
Station 24		
Station 25		
Station 27		

600,000.00

Office Equipment
523-01-630
 2018-2019

Item	Dept	Explanation	Amount
Computers	Admin	New and replacement (9)	9,000.00
Laptops	Fire prevention	Mobile Eyes compatible (2)	3,400.00
Laptops	Admin	Admin (5)	7,500.00
MDC		E23	4,500.00
RFID		Station 23 update new	-
Routers/Switches/WiFi			12,000.00

Total 36,400.00

Machinery and Equipment

523-01-640

2018-2019

Item	Department	Explanation	QTY	Amount	Extension
Bunker Gear	Operations	New and replacement bunker gear	20	2,500.00	50,000.00
Fitness Equipment	Operations	Replacement	2	10,000.00	20,000.00
Fuel Master	Operations	Station 22 and Station 25	0	16,000.00	-
Gas Meters	Special Ops	Replacement	1	2,500.00	2,500.00
Condo Packs	Operations	Seaglass	1	16,200.00	16,200.00
Radio Enhancement	Operations	Self Funding account* See breakdown worksheet			168,700.45
Engine 23 Equipment		need list from DeWitt			100,000.00
Station 23					
Stove			1	7,000.00	7,000.00
Ice machine					2,500.00

Total 366,900.45

Vehicles
523-01-645
2018-2019

Item	Department	Explanation	Extension
Boat	Suppression	Matching Grant	250,000.00
E-23 Prepaid			549,692.00

799,692.00

Debt Service
523-01-810 & 523-01-822
 2018-2019

Station 4

The following is a summary of the long-term obligations at September 30, 2018:

\$6,298,494 note, payable monthly to a financial institution in the amount of \$38,101 including interest at 3.98% to finance the construction of Station #4. The note is uncollateralized. Final payment due August 22, 2023.

The District refinanced this note with BB&T on July 26, 2013, in the amount of \$3,775,786.60 at 2.11% , monthly payments of \$34,647.03. The note is uncollateralized. Final payment due is August 15, 2023. This will result in an estimated savings of \$421,419.72 over the course of the refinance.

Balance owed as of September 30, 2018 1,940,098

The annual debt service requirements for the following budget cycles:

Budget Year <u>Oct to Sept</u>		Note Payable (1) Principal	Interest
2019	4 months	1,940,098	37,290
2020			
2021-2023			
Total Notes Payable		1,940,098	37,290
		1,940,098	37,290

Debt service is paid from Impact Fees, if available which are transferred to and paid via the General Fund.

Reserves*

522-05-911 to 522-05-913

2018-2019

Account Number	Account	2017-2018	2018-2019
522-05-911	Operating Reserve (90 days)	5,578,491.65	5,875,106.70
522-05-912	Emergency Disaster (2%)	395,362.11	417,709.55
522-05-918	Insurance Reserve	480,000.00	480,000.00
522-05-919	Debt Service	415,764.00	
Total for all Reserves		6,869,617.76	6,772,816.25

*Policy 884 Reserve Limits Effective Date 7/12/10-
Revision Date 7/14/14

Future Capital Funding

2018-2019

	Depreciation expense	2017-2018	2018-2019
522-05-915 Capital Improvements			
Land			
Building Depreciation 17% funded	5,923,384	809,281.68	1,006,975.28
Replacement Training Burn Building		26,798.09	80,000.00
New Station - Station 8 (Strike Lane)			310,000.00
(Station 8 est time frame 3-5 years)			
Balancing			
Total Capital Improvements (Land & Building)		836,079.77	1,396,975.28
522-05-915			
Equipment Depreciation 29% funded	1,615,259	418,321.19	468,425.11
Bunker Gear			75,000.00
Total Equipment Capital Funding		418,321.19	543,425.11
Office Equipment Depreciation 29% funded	354,961	113,735.00	102,938.69
Total Office Equipment Capital Funding		113,735.00	102,938.69
Vehicle Depreciation 29% funded	2,621,356	635,348.56	760,193.24
Funding for E28			182,047.18
Major Repairs		80,000.00	80,000.00
Total Vehicle Capital Funding		715,348.56	1,022,240.42
		2,083,484.52	3,065,579.50

Policy 885 - approved 7/14/14



Bonita Springs Fire Control and Rescue District

Future Capital Funding

History

In the past, the District has not had an adopted five year Capital Improvement Plan in place until the 2014-2015 budget year. The District did have a five year financial plan, and a recommended replacement schedule. However, with the Great Recession of 2009, and the decrease in property values the suggested replacement schedule was placed on hold as a necessity. In the 2008-2009 budget year, the Repair and Replacement reserve was re-formatted and based on accumulated depreciation. The Repair and Replacement reserve was renamed to Future Capital Funding. Included within this category are:

- Capital Improvements
- Equipment
- Office Equipment
- Vehicles

Recommendations

The Florida Governmental Finance Officers Association (FGFOA) and Governmental Finance Officers Association (GFOA) both recommend a Five-Year Capital Improvement Plan to be adopted and updated during each budgeting cycle. According to the Basic Government Source Manual, available on the FGFOA website; "Capital Planning prevents scarce resources from being consumed in reaction to crisis and provides for critical facilities, infrastructure and equipment to be replaced as they deteriorate during normal use." Having a capital plan will help officials with the financial decisions that could avert expensive mistakes. "Lenders and bond raters expect local governments to ensure that inherited assets from prior administrations are preserved or replaced in a timely manner."

The Capital Improvement Plan should be proposed for items over \$5,000 that have useful lives of more than one year. Categories should include; buildings, equipment, vehicles, land, and office equipment, and IT equipment.

The Capital Improvement plan is based on the estimated life, repair costs, and regular assessments to the condition of an item. Each category has different conditions that need to be met for replacement. These conditions are listed before each category. Assessments are performed during inventory and reported on at the beginning of the budget cycle.

Process

During each budget cycle, the Deputy Chiefs will meet with the department heads, and assess the capital items within the District. Estimates will be obtained for budgetary purposes only. The estimates are then entered into the tentative budget. After the audit is presented to the Board of Commissioners the total accumulated depreciation is entered in the budget worksheet. Projections are updated and the estimated property values are obtained June 1st. During the budget process, meetings are held to discuss and to allow Department heads to explain the

reason for the request, and if there are any additional budgetary cost.

Future Stations

Future Stations and Land purchases are decided based on a number of factors; such as:

- Population growth
- Response times
- Call volume

Funding for Capital Improvement Plan

Funding for the Capital Improvement Plan can come from various sources, including the general fund, available grants, debt proceeds (loans), available impact fees, and user fees.

The Board of Commissions adopted Policy 885 - Future Capital Funding on July 14, 2014. This policy states that the Board of Commissioners should contribute a percentage of no less than 15% of the accumulated depreciation for capital improvements and 25% of the accumulated depreciation for the following fixed asset accounts:

- Equipment
- Office Equipment
- Vehicles

This policy also states that the Board of Commissioners include Future Station land and construction funding.

Buildings include any structure that is permanently attached to the land. Currently, the District has seven (7) stations located at:

- | | |
|--------------|--------------------------|
| • Station 21 | 27490 Old 41 Rd |
| • Station 22 | 28055 Mango Dr |
| • Station 23 | 25001 S. Tamiami Tr |
| • Station 24 | 27701 Bonita Grande Dr |
| • Station 25 | 8850 W. Terry St |
| • Station 26 | 16001 Bonita Beach Rd SE |
| • Station 27 | 26105 Hickory Blvd |

Buildings are assessed during the year by the building maintenance staff and the report is given to the supervisor.

The facilities coordinator will assess the plumbing, electrical, roof, air conditioners and other equipment located at each station. The facilities coordinator bases his assessment amount on the cost of repairs to a particular item; by considering the condition and the life cycle of such items.

Items such as landscaping and painting are based on visual inspection and the last time such items were performed. Estimates are then obtained for budgetary purposes.

Funding for Machinery and Equipment

Machinery and Equipment includes:

- Fire Equipment such as extrication equipment, nozzles, thermal imaging cameras, SCBA (Self Controlled Breathing Apparatus)
- Radios and other communication devices, etc.

- Medical Equipment such as cardiac heart monitors, etc.
- Special Operations such as shoring, air bags, etc.
- Miscellaneous items including stoves, fuel pumps, generators for the stations, etc.

The Chief Officer or designee will assess equipment during the year. The criteria includes: life expectancy, use, technology advancements, repair cost and condition of the item. After the condition is inspected a list is compiled and submitted for budgetary use.

Items may be kept for longer periods of time if they are in good condition, still working and repairs are within a reasonable amount.

Funding for Office Equipment

Office Equipment includes:

- Computer Servers,
- Telephone Systems,
- Projectors
- Video Recording Equipment, etc.

The Chief Officer or designee will assess equipment during the year. The criteria includes: life expectancy, use, technology advancements, repair cost and condition of the item. After the condition is inspected a list is compiled and submitted for budgetary use.

Items may be kept for longer periods of time if they are in good condition, still working and repairs are within a reasonable amount.

Computers and IT equipment are assessed with our vendor. Replacements are purchased directly through Dell Computers on the state contract plan.

MDC's are replaced if they no longer work or the County changes programs and technology.

Funding for Vehicles

Vehicles are classified into two different categories:

- Apparatus
- Staff Vehicles

Apparatus has a 15 year on line and five year reserve depreciation rate. The staff vehicles are classified into two other categories with one being for staff in relations to fire prevention and the other is 911 responders.

- Fire Prevention use vehicles are generally replaced after 9 years.
- Chief vehicles are generally replaced after 7 years.

The District has a regular routine maintenance program and all vehicles are assessed by the EVT (Emergency Vehicle Technician) program prior to replacement.

The District takes into consideration mileage, projected use of the vehicle, maintenance cost associated with the vehicle, interior and exterior condition of the vehicle; including paint, body damage, rust, seat damage, dash, headliner, and overall condition.