



FY 2017 – 2018 PROPOSED BUDGET

JULY 12, 2017

EL PASO COUNTY EMERGENCY SERVICES DISTRICT # 2
100 S. San Elizario Rd. Suite N Clint, X 79836

El Paso County ESD2 2017-2018 Budget Narrative

ESD2, like all taxing entities in the State of Texas, is responsible for preparing a budget to forecast what the expenses will be for the following year. This will aid in setting the tax rate and assist with having a plan on how to spend tax dollars in the most prudent and efficient way.

ESD2's 2017-2018 budget is broken down as revenues and expenditures.

Revenues:

ESD2 is authorized by state law to collect a ten cent advalorem tax per hundred dollar property valuation. This will generate roughly \$3,284,830.64.

ESD2 also collects a ½ percent state sales tax. This yields roughly \$3,799,000.

Permit fees are anticipated to be \$57,298.

Total anticipated Revenue for ESD2 for Fiscal Year (FY) 2017-2018 is \$7,146,128.64.

Expenditures:

<u>Long Term Liability (Lease Purchases)</u>	\$1,273,664.81
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This long term debt is mostly used for real property (fire stations) and response vehicles acquisitions. ESD2 does not issue Bond Debt, rather we use lease purchases. Usually the terms are no more than fifteen years for real property and ten years for apparatus purchases.

[*Please see "Lease Purchase Debt Schedule" under this article in Transparent Government - Financial Information for a complete list of all current lease purchase loans.](#)

Expenses

ESD2 supports six volunteer fire departments, the Fire Marshal Division, twelve fire stations, one hundred sixty-seven response / admin vehicles, and two hundred volunteer firefighters.

ESD 2 currently has twenty-eight employees. Our District Administrator, two Administrative Assistants, four field Administrative Assistants, five Fire Marshals, one Facilities person, one Janitorial services, one Mechanic employee and thirteen paid Firefighters.

The following represent the yearly amount of funds designated per line item. The line items are descriptive however; explanations will be made in blue text for the benefit of reader.

Bank Charges	\$2,627
Building Repairs and Maintenance	\$72,000
Cable / Satellite	\$13,905
Computer Maintenance and Repair	\$10,000
Contingencies:	
Equipment	\$25,000
Personnel	\$25,000
Professional fees	\$25,000
Maintenance and operating	\$25,000
Copier Lease	\$15,968

Paper copy machines at the District Office, Clint Fire Dept., Montana Vista Fire & Rescue and West Valley Fire Dept.

Communications:

Cell Phones	\$65,314
Internet	\$16,094
Telephone / Fax	\$23,854

Dues and Subscriptions \$51,001

Include, but not limited to: Trade magazines, newsletters, IMS (information management software). Examples of this are Firehouse Software, and Emergency Reporting. Both programs are used by the ESD and are web based. Go Daddy emails and website. QuickBooks software.

Employee Clearance \$5,000

Equipment Repair and Maintenance \$38,578

Fire Prevention \$34,070

These are the programs the individual fire departments invest in to teach school children about fire safety, as well as career day events. These programs are separate from the Fire Marshals Division

Fuel \$108,322

This is the total amount allocated for fuel for the entire district.

Furniture and Equipment (under \$5,000 per item) \$117,229

For the purchase of new equipment and furniture for new training facility.

Insurance:

Accidental & Sickness (EE & V)

Accidental & Sickness \$27,707

Auto \$90,563

Cancer Insurance (Volunteers) \$22,600

Crime \$684

Excess Liability \$3,063

General Liability \$14,786

Management Liability \$2,018

Medical \$155,960

Portable Equipment \$17,431

Property \$61,294

Vision \$3,859

Workers Compensation	\$35,723
Dental	\$10,530
Leasing	\$4,662
Meals	\$18,000

Food is budgeted to feed the firefighters during/after major responses, and at the monthly district meetings at the main office. Invoices turned into the ESD must have the names of each firefighter who attended and a reference to the incident they responded to.

Payroll Tax Expense	\$96,242
Pension Contribution	\$97,288
Personal Protective Equipment	\$120,000
Professional Fees:	
Accounting fees	\$32,449

This amount has been allocated to pay the yearly audit of the ESD.

Appraisal District	\$40,482
EI Paso CAD charges us a fee to handle property tax	
Consulting Fees	\$6,000
Dispatcher Services	\$331,605
Legal Counsel	\$58,267

This is our contracted attorney yearly fees

Service Contracts **\$150,000**

The ESD contracts with each of the six fire departments for a sum of \$25,000 dollars each year. This money is paid to them on a contract basis. There are several requirements they must meet in order to receive this funding. They include but are limited to: Each department must be a 501 C 3 tax exempt corporation. They must be a chartered Volunteer Fire Department with the state of Texas. The departments must provide, recruit and maintain volunteer personnel, assure their members are properly trained, care for District owned property and equipment, prepare and submit financial, administrative, and narrative reports and other information as required including but not limited to: a monthly report of all activities, a monthly financial report showing all

receipts and expenditures and comparing both receipts and expenditures against the percentage of the fiscal year that has elapsed. They must submit an annual run report within thirty days after the end of the year. They must also report all incidents to the National Fire Incident Reporting System (NFIRS). They must follow all rules, regulations, and S.O.G.s adopted by the El Paso County Emergency Services District #2.

Tax Collection Fees **\$200,000**

This company is contracted with the ESD to assure all businesses are paying sales tax, and they check for errors constantly

Rent	\$60,000
Salaries	\$1,193,236
Service Fees:	
Commissioners	\$15,000
Pension Board Chairman	\$1,000
Supplies	
Fire Fighting	\$107,155
Medical	\$57,416
Office	\$58,737
Training and Certifications	\$79,364
Travel	\$66,760
Uniforms	\$76,881
Utilities	
Electric	\$103,157
Gas (natural and propane)	\$36,620
Trash	\$9,987
Water	\$21,711
Vehicle Repair and Maintenance	\$192,000
Volunteer Clearance	\$43,880

This item is to pay for background checks, inoculations, and yearly physicals of all firefighters

Special Projects \$896,917

This is the final portion of the budget in which all the departments submitted their requested FY project list.

The dollar amount of all the projects that the departments wanted to do this year was in the millions of dollars. The ESD board looked at each item, evaluated it to the best of their ability, and finally settling on the most good they could do with the funds available. The following list is what was approved along with the dollar amounts.

Vehicle(s)

New Pumper (Assigned Dept. to be determined)	\$500,000
Loose Equipment for New Pumper	\$150,000

Building Improvements /Additions

Remodeling of Building (SEFD)	\$48,999
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Furniture & Equipment

Engraving System	\$4,278
LDH (10 of 100") (CFD)	\$5,850
Fire Fighting Supplies (FFD)	\$11,910
Search & Rescue Equipment (MVFD)	\$8,832
Altair 5X Multi Gas Detectors (2) (MVFD)	\$9,117
Equipment: Jaws of Life (SFD)	\$29,109
4.5 Air Packs/Harness/Amplifiers (15) (SFD)	\$81,896
Rescue Equipment (SFD)	\$15,449
Canopy (SFD)	\$11,500
Forcible Entry Prop(WVFD)	\$12,252
Railing & Stairs on existing Connex (WVFD)	\$7,725
Total Special Projects	\$896,917

Budget Summary FY 2017 – 2018

		<u>Total</u>	<u>District</u>	<u>Clint</u>	<u>Fabens</u>	<u>Montana Vista</u>	<u>San Elizario</u>	<u>Socorro</u>	<u>West Valley</u>
Total Special Projects Over \$5,000		896,917.08	654,278.00	5,850.00	11,909.57	17,949.14	48,999.00	137,954.37	19,977.00
Long Term Liability & Interest									
Principal Loan Payments		1,273,664.81	15,601.43	177,877.38	191,116.70	197,953.22	168,078.27	353,926.31	169,111.50
Interest Expense		519,570.75	1,048.91	100,482.90	69,521.80	82,369.11	71,272.64	125,032.38	69,843.03
Total Debt		1,793,235.55	16,650.34	278,360.28	260,638.50	280,322.33	239,350.91	478,958.69	238,954.53
		-	-	-	-	-	-	-	-
Expense									
Bank Charges		2,626.76	2,626.76						
Building Repairs & Maint.		72,000.00	60,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Cable		13,905.16		2,760.00	2,166.77	1,858.16	2,377.65	2,309.88	2,432.70
Communications						-			
Cell Phones		65,313.73	18,000.00	10,134.17	6,082.05	5,358.35	9,021.03	5,744.13	10,974.00
Internet		16,093.75	2,667.55	3,100.41	1,028.97	2,227.68	1,676.63	2,297.35	3,095.16
Telephone & Fax		23,853.92	4,178.64	2,438.40	1,236.35	3,153.51	1,275.83	4,826.86	6,744.33
Computer Maint. & Repair		10,000.00	10,000.00						
Contingencies									
Equipment		25,000.00	25,000.00						
Maintenance & Operating		25,000.00	25,000.00						
Personnel		25,000.00	25,000.00						
Professional Fees		25,000.00	25,000.00						
Copier Lease		15,967.92	3,950.28	3,986.88		4,044.00			3,986.76
Dispatch Operating Expense		5,000.00	5,000.00						
Dues & Subscriptions		51,001.40	20,608.76	5,418.64	3,216.69	3,783.93	6,097.34	3,757.19	8,118.85
Employee Clearance		5,000.00	5,000.00						
Equipment Repair & Maint.		38,577.61	5,000.00	3,326.96	3,662.43	5,998.62	13,622.52	4,467.08	2,500.00
Fire Prevention		34,070.16	5,000.00	3,590.72	5,000.00	3,504.91	4,522.13	8,780.10	3,672.30
Fuel		108,321.58	16,872.55	21,206.86	12,490.63	15,657.44	11,190.00	14,423.43	16,480.67
Furniture & Equip. (Less \$5k)		117,229.14	57,229.14	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Insurance									
Accidental & Sickness		27,707.00	27,707.00						
Automobile		90,563.49	90,563.49						
Cancer Insurance (EE & V)		22,600.00		3,000.00	3,000.00	3,000.00	3,600.00	4,000.00	6,000.00
Crime		683.92	683.92						
Dental		10,530.48	10,530.48						
Excess Liability		3,063.22	3,063.22						

Budget Summary FY 2017 – 2018

		Total	District	Clint	Fabens	Montana Vista	San Elizario	Socorro	West Valley
	General Liability	14,785.65	14,785.65						
	Management Liability	2,017.77	2,017.77						
	Medical	155,959.68	155,959.68						
	Portable Equipment	17,430.69	17,430.69						
	Property	61,294.27	61,294.27						
	Vision	3,859.32	3,859.32						
	Workers' Compensation	65,723.27	65,723.27						
	Leasing	4,661.32							4,661.32
	Meals	18,000.00	9,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	Payroll Tax Expense	96,241.58	96,241.58						
	Pension Contribution	97,288.53	97,288.53						
	Personal Protective Equipment	120,000.00	108,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
	Professional Fees								
	Accounting Fees	32,448.72	32,448.72						
	Appraisal District Fees	40,482.24	40,482.24						
	Consulting Fees	6,000.00	6,000.00						
	Dispatch Services	331,605.46	331,605.46						
	Legal Fees	58,267.37	58,267.37						
	Service Contracts	150,000.00	150,000.00						
	Tax Collection Fees	200,000.00	200,000.00						
	Property Lease (FFD - Tornillo Exp. 03/31/25)	-							
	Rent	60,000.00	60,000.00						
	Salaries	1,193,236.31	1,193,236.31						
	Service Fees								
	Commissioner Fees	15,000.00	15,000.00						
	Pension Board Chairman	1,000.00	1,000.00						
	Supplies								
	Fire Fighting	107,154.87	5,000.00	8,180.00	5,135.45	8,490.38	5,004.64	32,520.63	42,823.77
	Medical	57,415.57		8,000.00	6,831.50	12,725.33	5,209.12	13,000.00	11,649.62
	Office Supplies	58,737.32	18,703.62	7,591.67	3,761.89	6,603.71	4,517.27	9,330.31	8,228.85
	Training & Certifications	79,363.82	18,000.00	5,700.00	8,994.89	10,000.00	4,843.45	7,117.94	24,707.54
	Travel	66,760.37	20,245.50	5,662.00	5,181.54	10,000.00	3,697.21	10,767.14	11,206.98
	Uniforms	76,881.12	20,000.00	8,493.15	6,083.58	9,196.61	5,555.21	10,873.64	16,678.93
	Utilities								
	Electric	103,156.73	5,000.00	13,092.86	15,996.65	11,574.35	9,886.88	34,000.00	13,605.99
	Gas	36,619.50	2,000.00	4,874.29	3,067.35	2,840.76	2,189.49	20,000.00	1,647.61
	Trash	9,986.94	1,000.00	1,137.85	1,224.79	2,029.64	1,003.51	1,290.59	2,300.56

FY 2017 – 2018

		<u>Total</u>	<u>District</u>	<u>Clint</u>	<u>Fabens</u>	<u>Montana Vista</u>	<u>San Elizario</u>	<u>Socorro</u>	<u>West Valley</u>
	Water	21,711.74		1,230.63	2,550.42	6,300.00	3,396.00	1,660.67	6,574.02
	Vehicle Repair & Maint.	192,000.00	180,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
	Volunteer Clearance	43,880.05		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	18,880.05
	Total Expense	4,433,079.45	3,438,271.77	145,425.49	119,211.95	150,847.38	121,185.91	213,666.94	244,470.01
Net Income		22,896.55							