



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

SPECIAL MEETING

9:00 a.m. JUNE 12, 2019

Old Cambria Grammar School, 1350 Main Street,
Cambria, California

A special meeting of the Cambria Community Healthcare District will be held Wednesday , June 12, 2019 at 9 a.m. at Old Cambria Grammar School, 1350 Main Street, Cambria, California.

The Cambria Community Healthcare District monthly agenda and minutes are available at the following website: www.cambria-healthcare.org. Packets are also available at the District Office located at 2511 Main Street, Suite A, Cambria, during regular business hours. Any changes or additions to the agenda will be posted at the District Office and on the District website.

Individuals wishing accessibility accommodations at this meeting under the American Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment by contacting the District at (805) 927-8304.

Note that while board members will not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posed by the public during their discussion of an agenda item.

AGENDA

OPENING

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Establishment of a Quorum

4) REGULAR BUSINESS

- A. Budget workshop/ review of preliminary 19/20 budget.
 1. Recommendation: Provide direction to staff
- B. Review and discussion of revised Ambulance rate schedule for possible action.
 1. Recommendation: Provide direction to staff

ADJOURNMENT



Cambria Community Healthcare District

Staff Report

TO: Board of Directors
FROM: Steve McGrath, Interim Administrator
DATE: June 12, 2019
SUBJECT: Fiscal Year 2019/20 Preliminary Budget

Recommendation/Motion:

Motion: Approve the Preliminary Budget for Fiscal Year 2019/20, (as may be amended), and direct staff to return to the regular meeting of this Board on June 19, 2019, with a Final 2019/20 Budget for adoption.

Policy Implications:

H&S 32139 (a): “Adopt an annual budget in a public meeting, on or before September 1 of each year, that conforms to generally accepted accounting and budgeting procedures for special districts.”

District By Laws Article V.1.2 (Duties of the Administrator): “...This also includes responsibility for sound personnel, financial, accounting and statistical information practices, such as preparation of District budgets and forecasts,...”

Fiscal Implications/Budget Status:

The District’s annual budget is the main fiscal planning tool used throughout the year. The 2019/20 Preliminary Budget includes an estimate of \$1.74 million in revenues, and \$1.74 million in operating expenditures, including \$41,000 in special project expenditures.

Background:

The Finance Committee and staff have prepared the 2019/20 Preliminary Budget based on information that is readily available at this time.

Following are assumptions used for the preparation of the estimates and explanations of variances from this year’s projected figures, revised budget figures, and ‘first look’ figures for 2019/20.

Revenues

A small increase is projected in Ambulance revenue, due to the increase in fees proposed in a separate item.

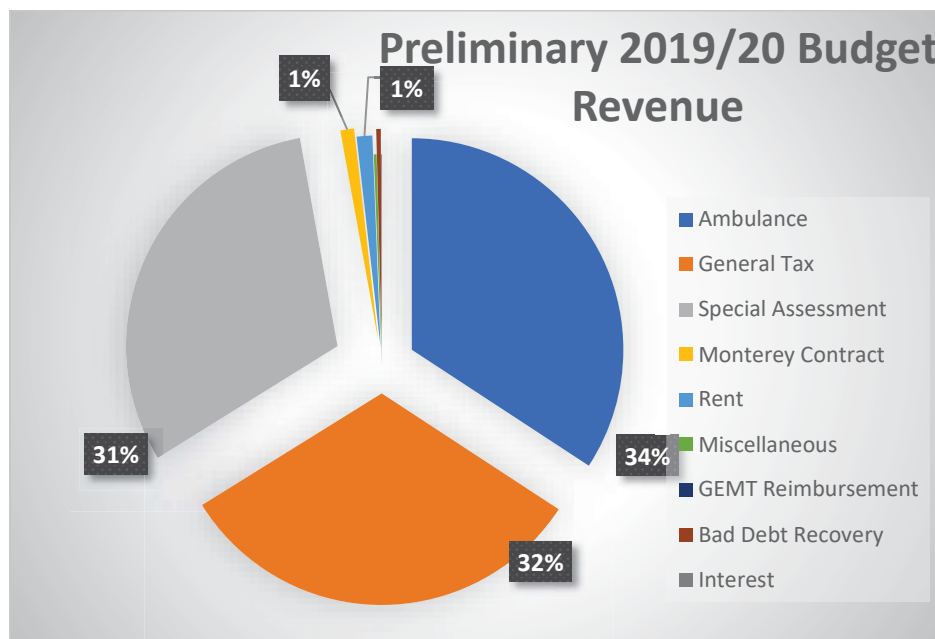
General tax revenue is anticipated to be 3% higher.

Special assessment revenue will increase by approximately the CPI increase (see related staff report).

The Monterey contract has been budgeted at less than current year, due to the desire to budget revenues conservatively.

The Community Health Center (CHC) has notified staff that they are working on a plan to relocate to 1276 Tamson Dr by the end of the year. Should this schedule hold, this will negatively impact Rent revenue, and is reflected in anticipated Revenue.

No revenue or expense has been included for Ground Emergency Medical Transportation (GEMT); this is conservative, but the situation is unpredictable. Additionally, no revenue has been included for FEMA reimbursement related to the slope failure, or recovery of expenditures for Ambulance #19. If these funds materialize, they will be booked as unanticipated revenue.



Expenditures

Salary/Wages and Benefits (not including CalPERS long-term liability payment) for fiscal year 2018/19 are projected to be marginally below the revised budget due to staffing vacancies. The 2019/20 Preliminary Budget is estimated to see a 6% increase above the 2018/19 projection due to the anticipated filling of vacant positions and increasing related costs. This includes an approximately 24% increase in Workers' Compensation insurance (partly rates and partly increased staffing).

Operating Expenses are anticipated to decrease approximately 6%, largely due to no election costs, anticipated lower net legal expenses and fleet maintenance costs.

These savings are offset by the following:

Property, Liability and Vehicle Insurance are expected to increase by approximately 13%.

\$37,000 has been included in Facility Repair and Maintenance for parking lot repair and other anticipated facility expenses beyond normal maintenance.

An additional \$2,000 has been added for Education and Travel.

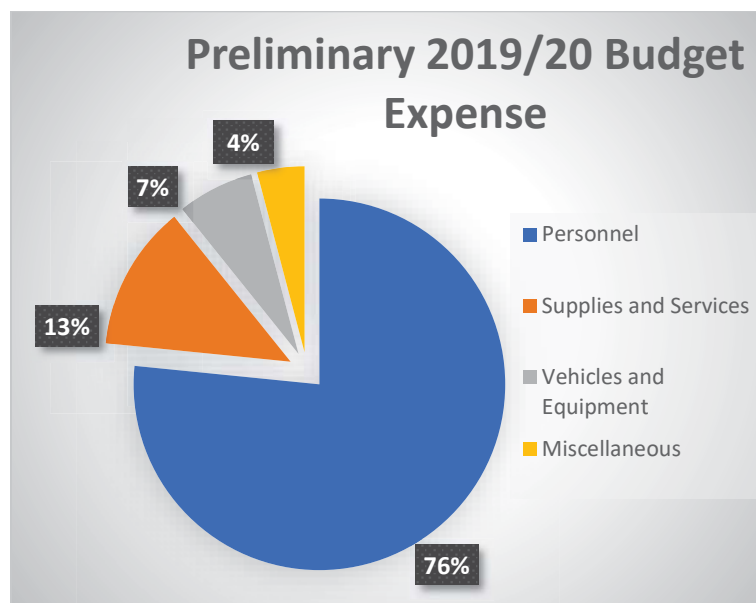
Miscellaneous Expenses:

This Budget continues the practice of developing a prudent reserve by adding \$40,000.

\$2,400 is included for healthcare advocacy.

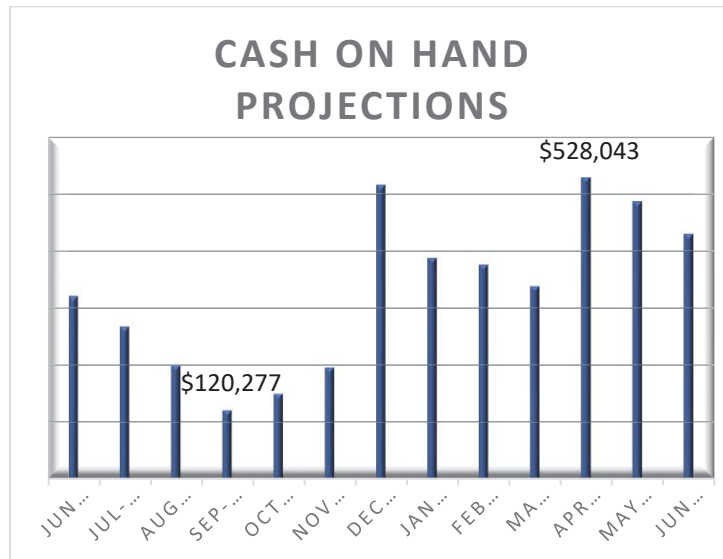
\$5,000 is included for expenses associated with the recruitment for the permanent Administrator.

\$3,000 is included for facilitator expenses for development of a Strategic Plan.



Cash on Hand

Cash on hand fluctuates throughout the year, largely due to the timing of receipt of property tax and special assessment revenues. Currently, cash is projected to be at its lowest level in September 2019, and at its highest in April 2020. These are reasonable levels but leave little room for error, delays in receipts or other unforeseen circumstances.



Summary

The preliminary 2019/20 budget presented here fairly meets the Mission Statement of the District: “To improve the health of District residents by providing emergency services, enhancing access to care and promoting wellness.”

Staff will incorporate any amendments that may be recommended by this Board and return to the regular meeting on June 19, 2019 with a final budget for fiscal year 2019/20 for adoption.

Special recognition should be made of the members of the Finance Committee, Iggy Fedoroff and especially Bill Rice for the care and attention to the development of this budget. The District Administrative Services Manager, Heidi Holmes-Nagy, provided invaluable support, expertise and institutional knowledge to the Finance Committee.

Staff recommends that this Board review the attached 2019/20 budget, recognize the efforts to date and make and amendments as may be deemed necessary, prior to the opportunity to adopt the final budget on June 19, 2019.

Attachments:

- Preliminary 2019/20 Budget

Cambria Community Healthcare District

Preliminary 2019/20 Budget

* Highlights reflects changes since the Finance Committee meeting of 6/6/19

	2017/18 Actual	2018/19 Adopted	2018/19 Projected	2018/19 Variance, \$	2018/19 Variance, %	2019/20 Preliminary	Diff. from '18/19 Variance, %
REVENUE							
Ambulance	545,632	579,000	573,221	(5,779)	-1%	590,419	3%
General Tax	515,195	531,680	529,508	(2,172)	0%	550,688	4%
Special Assessment	502,436	526,534	520,405	(6,129)	-1%	534,717	3%
Monterey Contract	5,000	7,500	34,500	27,000	360%	18,000	-48%
Rent	35,508	5,841	45,677	39,836	682%	20,500	-55%
Miscellaneous	47,712	6,500	13,888	7,388	114%	3,600	-74%
GEMT Reimbursement	69,098	3,500	12,225	8,725	249%	-	-100%
Bad Debt Recovery	8,836	10,000	7,863	(2,137)	-21%	6,000	-24%
Interest	1,080	900	1,199	299	33%	1,100	-8%
Revenue Total	1,730,497	1,671,455	1,738,486	67,031	4%	1,725,024	-0.8%
EXPENSE							
Salaries, Wages, Benefits							
Administration	177,366	180,000	166,312	(13,688)	-8%	189,492	14%
Full-Time Para/EMT/Ops	548,825	552,358	527,977	(24,381)	-4%	570,084	8%
Part-Time EMT Medics	182,530	68,760	122,531	53,771	78%	84,504	-31%
Uniform	4,789	5,400	6,048	648	12%	6,000	-1%
PERS	138,142	160,495	153,186	(7,309)	-5%	178,751	17%
Medical/Dental Ins.	239,506	229,966	213,526	(16,440)	-7%	224,280	5%
Medicare	21,190	17,816	20,658	2,842	16%	21,600	5%
Workers Comp.	88,340	45,774	48,246	2,472	5%	59,947	24%
Trustee Comp.	6,000	6,000	2,100	(3,900)	-65%	-	-100%
Salaries Sub-total	1,406,688	1,266,569	1,260,584	(5,985)	0%	1,334,658	6%

	2017/18 Actual	2018/19 Adopted	2018/19 Projected	2018/19 Variance, \$	2018/19 Variance, %	2019/20 Preliminary	Diff. from '18/19 Variance, %
Operating							
Educational/Travel	4,952	3,940	2,671	(1,269)	-32%	3,200	20%
License/Permits	15,738	16,145	13,715	(2,430)	-15%	13,500	-2%
Training	132	1,000	216	(784)	-78%	600	178%
Liability/Auto Ins.	26,692	31,741	32,515	774	2%	36,786	13%
Audit Fees	11,580	11,500	9,590	(1,910)	-17%	10,500	9%
Election	-	16,000	12,380	(3,620)	-23%	-	-100%
Legal	97,068	70,000	105,208	35,208	50%	30,000	-71%
Utilities	21,280	35,964	17,993	(17,971)	-50%	18,000	0%
Office Supplies	11,024	12,000	7,343	(4,657)	-39%	12,000	63%
Contract Services	49,282	39,250	43,563	4,313	11%	40,794	-6%
Facility Repair/Maint.	67,487	50,000	45,049	(4,951)	-10%	55,000	22%
Supplies, Services Sub-total	305,236	287,540	290,243	2,703	1%	220,380	-24%
Fleet Fuel/Oil	19,802	24,150	22,295	(1,855)	-8%	20,000	-10%
Fleet Maintenance	19,009	17,000	32,492	15,492	91%	20,000	-38%
Medical Equip/Supplies	29,639	35,100	25,862	(9,238)	-26%	24,000	-7%
Vehicle Pmts/ Comm Eq.	31,932	31,933	42,248	10,315	32%	52,072	23%
Vehicles Eqpt. Sub-total	100,382	108,183	122,897	14,714	13.6%	116,072	-6%
Contingency Reserve	-	30,000	30,000	-	0%	40,000	33%
Unit Replacement	-	-	33,200	33,200		-	-100%
Proj. Outreach	121	3,500	669	(2,831)	-81%	2,400	259%
Miscellaneous	9,363	5,500	5,159	(341)	-6%	9,200	78%
Miscellaneous Sub-total	9,484	39,000	69,028	30,028	77%	51,600	-25%
Personnel	1,406,688	1,266,569	1,260,584	(5,985)	0%	1,334,658	6%
Supplies and Services	305,236	287,540	290,243	2,703	1%	220,380	-24%
Vehicles and Equipment	100,382	108,183	122,897	14,714	13.6%	116,072	-6%
Miscellaneous	9,484	39,000	69,028	30,028	77%	51,600	-25%
Total Expense	1,821,790	1,701,292	1,742,752	41,460	2%	1,722,710	-1%
Net Revenue	\$ (91,293)	\$ (29,837)	\$ (4,266)	\$ 25,571		\$ 2,314	-154%

DRAFT Rates

	Nov '17	Cttee Recommendation
Base	\$ 2,260	\$ 2,600
Mileage	\$ 47	\$ 50
Non-res	\$ 210	\$ 300
Oxygen	\$ 79	\$ 90
Disposables	\$ 21	\$ 25
Standby	\$ 163	\$ 180
BLS	\$ 210	\$ 250
ALS	\$ 525	\$ 600
Special Event		Fee TBD; differentiate between health related non-profits and others; negotiatec
Copy fee		\$ 0.20 per page
HIPAA Release		\$ 15

1 by Administrator