



Sam Pipkin, President
Greg Bridges, Position 1
John Green, Position 2
Ed Brashier, Position 3

Charlie Johnson, Position 4
Michael Records, Position 5
Jason Karr, Position 6

CALL TO ORDER

NEW BUSINESS

1. Acceptance of the proposed Fiscal Year 2018-2019 FCPEMSD Budget submitted by the Deer Park Fire Department. [BUD 18-007](#)
Recommended Action: Accept the proposed Fiscal Year 2018-2019 FCPEMSD Budget.
Attachments: [FCPEMSD - Proposed Budget 05.14.18](#)
3. Schedule a public hearing on the proposed FY 2018-2019 FCPEMSD Budget. [PH 18-038](#)
Recommended Action: Schedule a public hearing on the proposed FY 2018-2019 FCPEMSD Budget at 5:45 p.m. on June 11, 2018.
Attachments: [BudgetCalendarFY2018-2019_council+boards](#)
2. Schedule a workshop to discuss the proposed FY 2018-2019 FCPEMSD Budget. [BUD 18-010](#)
Recommended Action: Schedule a workshop on June 11, 2018 to discuss the proposed FY 2018-2019 FCPEMSD Budget, which would immediately follow the Board's public hearing on the proposed budget.
Attachments: [BudgetCalendarFY2018-2019_council+boards](#)

ADJOURN

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
May 11, 2018

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281.478.7248 for further information.

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.



Legislation Details (With Text)

File #: BUD 18-007 **Version:** 1 **Name:**
Type: Budget **Status:** Agenda Ready
File created: 5/7/2018 **In control:** Fire Control District
On agenda: 5/14/2018 **Final action:**
Title: Acceptance of the proposed Fiscal Year 2018-2019 FCPEMSD Budget submitted by the Deer Park Fire Department.

Sponsors:

Indexes:

Code sections:

Attachments: [FCPEMSD - Proposed Budget 05.14.18](#)

Date	Ver.	Action By	Action	Result
5/14/2018	1	Fire Control District		

Acceptance of the proposed Fiscal Year 2018-2019 FCPEMSD Budget submitted by the Deer Park Fire Department.

Summary:

The Deer Park Fire Department has prepared a proposed budget for the Fire Control, Prevention and EMS District (FCPEMSD) for Fiscal Year 2018-2019. Under a separate agenda item, the Board will be asked to schedule a public hearing on the proposed budget on June 11, 2018 at 5:45 PM.

Fiscal/Budgetary Impact:

Revenues: the proposed Fiscal Year 2018-2019 Budget includes total revenues of \$4,129,003. Sales tax revenues of \$1,435,200, to be conservative, represent a 5.0 percent increase from the current budget. Investment earnings are estimated at \$600 in the new budget year. An additional \$2,693,203 from prior year revenue is needed to fund capital outlay, primarily the new EMS Annex at Fire Station #3.

Expenditures: the proposed Fiscal Year 2018-2019 Budget includes total expenditures of \$4,129,003, which represents \$463,200 for Fire Services, \$3,531,041 for Emergency Medical Services, and \$134,762 for the Fire Marshal. This amount includes \$1,321,403 of operating expenditures and \$2,807,600 of capital outlay. Capital expenditures include \$2,650,000 for the new EMS Annex at Fire Station #3 and also include the annual lease payments for the Pierce 107' Ladder Truck and other specialized equipment for Fire Services.

Note: This proposal also reflects the addition of a part-time fire marshal inspector, with funds reclassified from contract labor (reference the Additional Personnel Request on page 21) and the

reclassification of an EMS Captain to Assistant Chief - EMS (reference the Position Reclassification/Regrading Request on page 22).

This proposal represents a balanced budget for Fiscal Year 2018-2019.

Accept the proposed Fiscal Year 2018-2019 FCPEMSD Budget.

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET

REVENUE SUMMARY

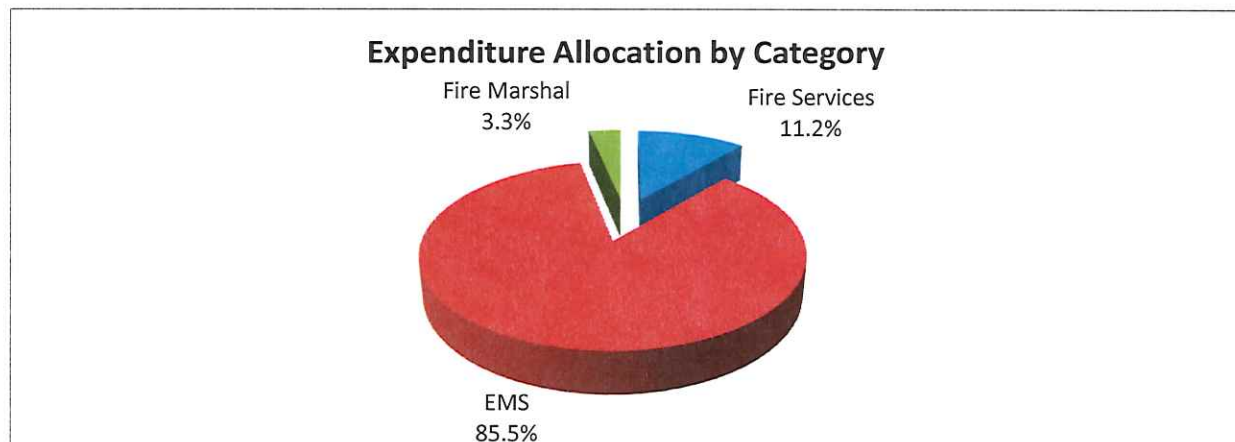
	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROJECTED 18-19
Tax Revenue	\$ 1,639,119	\$ 1,366,800	\$ 1,560,000	\$ 1,435,200	\$ -
Other Revenue	1,601	-	1,100	600	-
Prior Year Revenue	-	2,443,543	-	2,693,203	-
Total Revenue	\$ 1,640,720	\$ 3,810,343	\$ 1,561,100	\$ 4,129,003	\$ -

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROJECTED 18-19
<u>3100 TAX REVENUE</u>					
3120 Sales Tax Revenue	\$ 1,639,119	\$ 1,366,800	\$ 1,560,000	\$ 1,435,200	
Total Tax Revenue	<u>1,639,119</u>	<u>1,366,800</u>	<u>1,560,000</u>	<u>1,435,200</u>	<u>-</u>
<u>3600 OTHER REVENUE</u>					
3620 Investment Revenue	1,436	-	1,100	600	-
3631 Miscellaneous Revenue	<u>165</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Revenue	<u>1,601</u>	<u>-</u>	<u>1,100</u>	<u>600</u>	<u>-</u>
Prior Year Revenue	<u>-</u>	<u>2,443,543</u>	<u>-</u>	<u>2,693,203</u>	<u>-</u>
 TOTAL REVENUE	 <u>\$ 1,640,720</u>	 <u>\$ 3,810,343</u>	 <u>\$ 1,561,100</u>	 <u>\$ 4,129,003</u>	 <u>\$ -</u>

**CITY OF DEER PARK
2018-2019 ANNUAL BUDGET
FIRE CONTROL, PREVENTION AND EMS DISTRICT EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>FIRE SERVICES</u>					
Personnel & Related	\$ -	\$ -	\$ -	\$ -	\$ -
Services	114,414	110,500	112,275	110,500	-
Supplies	102,500	206,100	151,025	111,100	-
Repairs & Maintenance	85,259	84,000	59,645	84,000	-
Other Operating Expenditures	-	-	-	-	-
Capital Outlay	66,571	187,000	184,320	157,600	-
Total Fire Services	368,744	587,600	507,265	463,200	-
<u>EMERGENCY MEDICAL SERVICES</u>					
Personnel & Related	575,363	668,676	640,440	709,611	-
Services	52,774	83,500	55,463	83,500	-
Supplies	41,034	49,630	42,900	42,430	-
Repairs & Maintenance	35,067	45,500	45,000	45,500	-
Capital Outlay	165,426	2,250,000	100,000	2,650,000	-
Total Emergency Medical Services	869,664	3,097,306	883,803	3,531,041	-
<u>FIRE MARSHAL</u>					
Personnel & Related	80,568	88,137	85,155	112,962	-
Services	21,465	31,500	25,000	16,000	-
Supplies	-	1,300	1,025	1,300	-
Repairs & Maintenance	1,531	4,500	2,700	4,500	-
Capital Outlay	11,000	-	-	-	-
Total Fire Marshal	114,564	125,437	113,880	134,762	-
TOTAL EXPENDITURES	\$ 1,352,972	\$ 3,810,343	\$ 1,504,948	\$ 4,129,003	\$ -



**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

EXPENDITURE SUMMARY

304 - FIRE SERVICES

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
Personnel & Related	\$ -	\$ -	\$ -	\$ -	\$ -
Services	114,414	110,500	112,275	110,500	-
Supplies	102,500	206,100	151,025	111,100	-
Repairs & Maintenance	85,259	84,000	59,645	84,000	-
Other Operating Expenditures	-	-	-	-	-
Capital Outlay	66,571	187,000	184,320	157,600	-
Total Expenditures	\$ 368,744	\$ 587,600	\$ 507,265	\$ 463,200	\$ -

PROGRAM DESCRIPTION

Fire Services include fire suppression and EMS services for the protection of life and property against fire and other disasters. The City currently has three fire stations.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

304 - FIRE SERVICES

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>4100 PERSONNEL & RELATED</u>					
4101 Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	
4102 Salaries - Part Time	-	-	-	-	
4104 Salaries - Overtime	-	-	-	-	
4106 Social Security/Medicare	-	-	-	-	
4107 TMRS	-	-	-	-	
4108 Health & Life Insurance	-	-	-	-	
4109 Workers Compensation	-	-	-	-	
Total Personnel & Related	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4200 SERVICES</u>					
4219 Mobile Technology	4,820	6,000	6,300	6,000	
4239 Audit Fees	2,000	2,000	2,000	2,000	
4252 Dues & Fees	96	250	75	250	
4254 Inspections & Permits	26,550	21,250	18,000	21,250	
4255 Community & Employee Awards	-	-	-	-	
4256 Santa Around Town	-	-	-	-	
4279 Software - Other	-	-	-	-	
4290 Contract Labor	80,948	81,000	85,900	81,000	
Total Services	<u>114,414</u>	<u>110,500</u>	<u>112,275</u>	<u>110,500</u>	<u>-</u>
<u>4300 SUPPLIES</u>					
4301 Office Supplies	322	500	-	500	
4303 Operational Supplies	9,890	13,000	10,000	13,000	
4307 Postage	1	100	25	100	
4308 Small Tools & Minor Equipment	9,062	120,500	107,000	25,500	
4314 Protective Clothing	83,225	70,000	34,000	70,000	
4346 Election Supplies	-	-	-	-	
4348 Books	-	2,000	-	2,000	
Total Supplies	<u>102,500</u>	<u>206,100</u>	<u>151,025</u>	<u>111,100</u>	<u>-</u>

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

304 - FIRE SERVICES

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>4400 REPAIRS & MAINTENANCE</u>					
4401 Vehicles	13,790	23,000	23,000	23,000	
4402 Machinery & Equipment	6,634	16,000	16,000	16,000	
4404 Buildings	16,075	8,000	1,500	8,000	
4405 Radios	5,453	10,000	9,145	10,000	
4413 Drill Field	40,058	20,000	10,000	20,000	
4430 Furniture & Fixtures	3,249	7,000	-	7,000	
Total Repairs & Maintenance	85,259	84,000	59,645	84,000	-
<u>4500 OTHER OPERATING EXP.</u>					
4510 Contingency	-	-	-	-	
4511 Salary Contingency	-	-	-	-	
Total Other Operating Expenditures	-	-	-	-	-
<u>4900 CAPITAL OUTLAY</u>					
4903 Improvements Other Than Bldgs.	-	-	-	-	
4904 Machinery & Equipment	66,571	55,000	52,320	-	
4906 Automobiles & Light Trucks	-	-	-	-	
4907 Large Trucks/Heavy Rolling Stock	-	-	-	-	
4908 Lease Purchase	-	132,000	132,000	157,600	
4941 Consulting Engineer Fee	-	-	-	-	
Total Capital Outlay	66,571	187,000	184,320	157,600	-
TOTAL EXPENDITURES	\$ 368,744	\$ 587,600	\$ 507,265	\$ 463,200	\$ -

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

EXPENDITURE SUMMARY

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
Personnel & Related	\$ 575,363	\$ 668,676	\$ 640,440	\$ 709,611	\$ -
Services	52,774	83,500	55,463	83,500	-
Supplies	41,034	49,630	42,900	42,430	-
Repairs & Maintenance	35,067	45,500	45,000	45,500	-
Capital Outlay	165,426	2,250,000	100,000	2,650,000	-
Total Expenditures	\$ 869,664	\$ 3,097,306	\$ 883,803	\$ 3,531,041	\$ -

PERSONNEL SCHEDULE

Assistant Chief EMS	0	0	0	1
EMS Captain	2	2	2	1
Paramedic Supervisor	0	0	0	0
Paramedics	4	5	5	5
Part-Time Paramedics	0	2	2	2

PROGRAM DESCRIPTION

Emergency Medical Services include emergency medical treatment and ambulance transportation as needed.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>4100 PERSONNEL & RELATED</u>					
4101 Salaries - Full Time	\$ 304,972	\$ 388,345	\$ 355,900	\$ 411,803	
4102 Salaries - Part Time	5,452	12,000	7,550	12,000	
4104 Salaries - Overtime	96,889	80,000	117,100	80,000	
4106 Social Security/Medicare	31,067	36,604	35,500	37,409	
4107 TMRS	59,919	68,013	67,700	69,691	
4108 Health & Life Insurance	49,239	76,308	50,800	64,872	
4109 Workers Compensation	3,846	5,981	3,100	4,366	
4114 Section 125 Admin Fee	78	135	90	90	
4117 Health Savings Account	1,289	1,290	2,700	4,380	
4197 Pension Expense	22,612	-	-	25,000	
Total Personnel & Related	575,363	668,676	640,440	709,611	-
<u>4200 SERVICES</u>					
4219 Mobile Technology	1,871	4,000	2,500	3,000	
4250 Training and Travel	-	-	2,713	-	
4252 Dues & Fees	1,480	4,000	250	4,000	
4255 Community & Employee Awards	3,249	5,000	5,000	6,000	
4279 Software - Other	13,081	17,000	10,000	17,000	
4290 Contract Labor	33,093	53,500	35,000	53,500	
Total Services	52,774	83,500	55,463	83,500	-
<u>4300 SUPPLIES</u>					
4301 Office Supplies	-	-	-	-	
4303 Operational Supplies	9,160	26,500	22,000	26,430	
4308 Small Tools & Minor Equipment	31,874	22,230	20,000	16,000	
4348 Books	-	900	900	-	
Total Supplies	41,034	49,630	42,900	42,430	-
<u>4400 REPAIRS & MAINTENANCE</u>					
4401 Vehicles	8,553	16,000	16,000	16,000	
4402 Machinery & Equipment	26,514	29,500	29,000	29,500	
Total Repairs & Maintenance	35,067	45,500	45,000	45,500	-

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>4900 CAPITAL OUTLAY</u>					
4902 Buildings	-	2,000,000	-	2,500,000	
4904 Machinery & Equipment	-	-	-	-	
4906 Automobiles & Light Trucks	27,376	-	-	-	
4907 Large Trucks/Heavy Rolling Stock	138,050	-	-	-	
4941 Consulting Engineer Fee	-	250,000	100,000	-	
4942 Consulting Architect Fee	-	-	-	150,000	
Total Capital Outlay	<u>165,426</u>	<u>2,250,000</u>	<u>100,000</u>	<u>2,650,000</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 869,664</u>	 <u>\$ 3,097,306</u>	 <u>\$ 883,803</u>	 <u>\$ 3,531,041</u>	 <u>\$ -</u>

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

EXPENDITURE SUMMARY

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
Personnel & Related	\$ 80,568	\$ 88,137	\$ 85,155	\$ 112,962	\$ -
Services	21,465	31,500	25,000	16,000	-
Supplies	-	1,300	1,025	1,300	-
Repairs & Maintenance	1,531	4,500	2,700	4,500	-
Capital Outlay	11,000	-	-	-	-
Total Expenditures	\$ 114,564	\$ 125,437	\$ 113,880	\$ 134,762	\$ -

PERSONNEL SCHEDULE

Fire Marshal Inspector	1	1	1	1
Part-Time Fire Marshal Inspector	0	0	0	1

PROGRAM DESCRIPTION

The Fire Marshal's office is responsible for inspections and enforcement of the City's Fire Code as well as fire investigations. The Fire Marshal also designs and presents fire safety education programs in the community.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>4100 PERSONNEL & RELATED</u>					
4101 Salaries - Full Time	\$ 57,154	\$ 59,974	\$ 59,620	\$ 61,965	
4102 Salaries - Part Time	-	-	-	17,500	
4104 Salaries - Overtime	388	6,000	1,415	6,000	
4106 Social Security/Medicare	4,490	5,011	4,800	6,498	
4107 TMRS	8,518	9,553	8,910	9,853	
4108 Health & Life Insurance	5,554	6,120	6,100	6,228	
4109 Workers Compensation	589	834	435	773	
4114 Section 125 Admin Fee	-	-	-	-	
4117 Health Savings Account	645	645	645	645	
4197 Pension Expense	3,230	-	3,230	3,500	
Total Personnel & Related	80,568	88,137	85,155	112,962	-
<u>4200 SERVICES</u>					
4219 Mobile Technology	1,615	2,000	900	2,000	
4255 Community/Employee Affairs	-	3,500	3,500	4,000	
4279 Software - Other	3,150	10,000	3,200	10,000	
4290 Contract Labor	16,700	16,000	17,400	-	
Total Services	21,465	31,500	25,000	16,000	-
<u>4300 SUPPLIES</u>					
4303 Operational Supplies	-	300	-	300	
4308 Small Tools & Minor Equipment	-	1,000	1,025	1,000	
Total Supplies	-	1,300	1,025	1,300	-
<u>4400 REPAIRS & MAINTENANCE</u>					
4401 Vehicles	1,531	2,500	1,800	2,500	
4402 Machinery & Equipment	-	2,000	900	2,000	
4404 Building	-	-	-	-	
Total Repairs & Maintenance	1,531	4,500	2,700	4,500	-

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2018-2019 ANNUAL BUDGET**

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<u>4900 CAPITAL OUTLAY</u>					
4904 Machinery & Equipment	11,000	-	-	-	
4906 Automobiles & Light Trucks	-	-	-	-	
4907 Truck & Heavy Rolling Stock	-	-	-	-	
Total Capital Outlay	<u>11,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 114,564</u>	 <u>\$ 125,437</u>	 <u>\$ 113,880</u>	 <u>\$ 134,762</u>	 <u>\$ -</u>

Fiscal Year 2018-2019 Budget

Department

FCPEMSD - 305 - Emergency Medical Services

[illegible]

PSLO Form

Fiscal Year 2018-2019 Budget

Total Base Budget (4200, 4300, 4400)

\$ 171,430

Department

FCPEMSD - 305 - Emergency Medical Services

Priority	Program Service/Level Option	G/L Account Number	FY 18-19 Base Budget	FY 18-19 Request	FY 18-19 Total	Brief Description / Justification
1	Pension Expense	83-305-4197	\$ -	\$ 25,000	\$ 25,000	Permanent increase for pension expense (GASB 68) Amount being requested is based on current year information and projections for the annual audit entry related to GASB 68 - Accounting and Financial Reporting for Pensions (e.g., most changes in the net pension liability are included in pension expense).
					\$ -	
					\$ -	

Total Base Budget (4200, 4300, 4400)

Fiscal Year 2018-2019 Budget

Department

FCPEMSD - 307 - Fire Marshal's Office

[illegible]

PSLO Form

Fiscal Year 2018-2019 Budget

Total Base Budget (4200, 4300, 4400)

\$ 21,800

Department

FCPEMSD - 307 - Fire Marshal's Office

Priority	Program Service/Level Option	G/L Account Number	FY 18-19 Base Budget	FY 18-19 Request	FY 18-19 Total	Brief Description / Justification
1	Pension Expense	83-307-4197	\$ -	\$ 3,500	3,500	Permanent increase for pension expense (GASB 68) Amount being requested is based on current year information and projections for the annual audit entry related to GASB 68 - Accounting and Financial Reporting for Pensions (e.g., most changes in the net pension liability are included in pension expense).
				\$ -	-	
				\$ -	-	

Fiscal Year 2018-2019 Budget

RCPEMSD - 304 - Fire Department

[illegible]

CAPITAL Form

Fiscal Year 2018-2019 Budget

FCPEMSD - 304 - Fire Department

Priority	Capital Outlay	G/L Account Number	FY 18-19 Request	Brief Description / Justification
1	Lease Purchase	83-304-4908	\$ 157,600	Lease purchase for 107 Ladder Truck Annual lease payment amount of \$157,600 until 2025.

Fiscal Year 2018-2019 Budget

FCPEMSD - 305 - Emergency Medical Services

[illegible]

CAPITAL Form

Fiscal Year 2018-2019 Budget

FCPEMSD - 305 - Emergency Medical Services

Priority	Capital Outlay	G/L Account Number	FY 18-19 Request	Brief Description / Justification
1	Building	83-305-4903	\$ 2,500,000	On-going building project for EMS Annex Estimated cost of building the new EMS Annex building to house EMS personnel and equipment versus being housed at three (3) fire stations.
2	Consulting Architect Fee	83-305-4942	\$ 150,000	On-going consulting architect fee for EMS Annex City Council approved final design phase of the new EMS Annex in March 2018.

**ADDITONAL PERSONNEL REQUEST
PART - TIME
FY18-19**

Department: Fire Marshal (83-307) Fund: 83

Priority No. _____

Position Title:* Part-Time Fire Inspector

(*Must be a position within the City's pay classification scale or submit job description for new position title)

Pay Range/Step: 11 (Part-Time)

Please check one per classification scale:

New position X

Existing position _____

Please check one:

Exempt _____

Non-exempt X

Anticipated Date of Hire: 10/1/2018

Justification for this request: (attach proposed job description)

This position would enable the transition of the fire inspector program to a scheduled, part-time position. Historically, this has been completed by volunteers who received a monthly stipend. The same funds will now be utilized to pay a part-time employee to conduct fire inspections and public education programs as scheduled by the Fire Marshal's Office.

COST ANALYSIS

Annual Salary (1040 x Hourly rate)	\$ 16,000.00
Overtime	
FICA (.062)	992.00
MEDICARE (.0145)	232.00
Workers Comp.	

TOTAL	<u>\$ 17,224.00</u>	<i>For budgeting purposes, rounded up to</i>	<u>\$ 17,500</u>
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NOTE: Please send an original in with budget with a copy to Human Resources

POSITION RECLASSIFICATION / REGRADING REQUEST
FULL TIME
FY 2018-2019

Department: 83-305 (FCPEMSD EMS) Fund: _____

Priority No. _____

Current Position Title: EMS Captain

Current Pay Range/Step: C41-PF (Grade #12)

Requested Position Title:* Assistant Chief - EMS

(*Must be a position within the City's pay classification scale; if not, submit a job description for new position title)

Please check one per classification scale:

New position _____

Existing position _____

Requested Pay Range/Step: C51-P (Grade #14)

Justification for this request: (attach current & revised job description)

This reclassification would involve one of the EMS Captain positions, and will create city-employed management over the EMS Division and EMS Operations. With the transition over the last 10 years to include 24 paid employees within the EMS Division, it is now necessary to have a manager that directly oversees these operations and personnel in order to ensure compliance with all local, state, and federal employment rules and regulations.

COST ANALYSIS	CURRENT	PROPOSED	DIFFERENCE
Annual Salary (2080 x Hourly Rate)	\$ 56,492.80	\$ 66,788.80	\$ 10,296.00
Overtime			-
TMRS (.1461)	8,253.60	9,757.84	1,504.25
FICA (.062)	3,502.55	4,140.91	638.35
MEDICARE (.0145)	819.15	968.44	149.29
Workers Comp.			-
TOTAL	<u>\$ 69,068.10</u>	<u>\$ 81,655.99</u>	<u>\$ 12,587.89</u>

NOTE: Please include this form with your budget documentation and forward an electronic copy to Human Resources.



Legislation Details (With Text)

File #: PH 18-038 **Version:** 1 **Name:**

Type: Public Hearing(s) **Status:** Agenda Ready

File created: 5/9/2018 **In control:** Fire Control District

On agenda: 5/14/2018 **Final action:**

Title: Schedule a public hearing on the proposed FY 2018-2019 FCPEMSD Budget.

Sponsors:

Indexes:

Code sections:

Attachments: [BudgetCalendarFY2018-2019_council+boards](#)

Date	Ver.	Action By	Action	Result
5/14/2018	1	Fire Control District		

Schedule a public hearing on the proposed FY 2018-2019 FCPEMSD Budget.

Summary:

Following the Board's acceptance of the proposed FY 2018-2019 FCPEMSD Budget submitted by the Deer Park Fire Department, it is necessary to schedule a public hearing on the proposed budget. Based on the required timeline for the City to conduct its public hearing on the District's proposed budget, the date of June 11, 2018 at 5:45 PM is the best option and recommended date and time to meet the needs of the overall budget schedule.

Fiscal/Budgetary Impact:

Schedule a public hearing on the proposed FY 2018-2019 FCPEMSD Budget at 5:45 p.m. on June 11, 2018.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2018-2019
(INCLUDES COUNCIL, **CCPD**, **FCPEMSD** & **DPCDC**)

Date	Time	Meeting Description
April 2	2:30 PM	“Budget Kickoff” meeting to discuss FY 2018-2019 budget process and distribute budget materials.
April 23	5:30 PM	DPCDC Board of Directors reviews preliminary FY 2018-2019 DPCDC Budget
April 30 – May 24	TBD	City Manager/Assistant City Manager/Finance Director Meetings with Department Heads to discuss FY 2017-2018 budget estimates and FY 2018-2019 budget requests.
May 14	5:15 PM	CCPD Meeting – PD presents proposed CCPD budget to board. Board schedules public hearing on proposed budget (<i>Note: a P&Z Meeting is scheduled this evening.</i>)
May 14	5:45 PM	FCPEMSD Meeting – FD presents proposed FCPEMSD budget to board. Board schedules a public hearing on budget (<i>Note: a P&Z Meeting is scheduled this evening.</i>)
May 23		Notice for FCPEMSD public hearing on proposed FCPEMSD budget runs in newspaper.
May 23		Notice for CCPD public hearing on proposed CCPD budget runs in newspaper.
June 11	5:15 PM	CCPD public hearing on CCPD budget.
June 11	5:45 PM	FCPEMSD public hearing on FCPEMSD budget.
June 11	After P.H.	FCPEMSD budget workshop – (follows Public Hearing)
June 22	TBD	Distribute FY 2018-2019 Budget Workbooks to Council.
June 25	5:30 PM	City Council Budget Workshop.
June 26	5:30 PM	City Council Budget Workshop (<i>if necessary</i>).
July 9	5:15 PM	CCPD Meeting to adopt CCPD budget. (<i>Board submits budget to Council</i>)
July 9	5:45 PM	FCPEMSD meeting to adopt FCPEMSD budget. (<i>Board submits budget to Council</i>)
July 17	7:30 PM	City Council calls for public hearing on proposed CCPD and FCPEMSD budgets.
July 23	5:30 PM	DPCDC adopts FY 2018-2019 Budget and submits to Council.
July 25		Notice for Council public hearing on CCPD budget runs in newspaper.
July 25		Notice for Council public hearing on FCPEMSD budget runs in newspaper.
August 7	7:30 PM	City Manager presents proposed budget to City Council. Council calls public hearing on proposed City budget.
August 15		Notice for Council public hearing on City budget runs in newspaper.
August 21	7:30 PM	Public Hearing on proposed City budget.
August 21	7:30 PM	Council workshop on FY 2018-2019 DPCDC Budget
August 21	7:30 PM	City Council public hearing on proposed CCPD budget. City Council approves or rejects the CCPD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 21	7:30 PM	City Council public hearing on proposed FCPEMSD budget. City Council approves or rejects the FCPEMSD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 21	7:30 PM	City Council adopts FY 2018-2019 DPCDC Budget
Sept. 18	7:30 PM	City Council adopts FY 2018-2019 Budget.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2018-2019
(INCLUDES COUNCIL, **CCPD**, **FCPEMSD** & **DPCDC**)

Oct. 1

FY 2018-2019 begins.



Legislation Details (With Text)

File #: BUD 18-010 **Version:** 1 **Name:**
Type: Budget **Status:** Agenda Ready
File created: 5/9/2018 **In control:** Fire Control District
On agenda: 5/14/2018 **Final action:**
Title: Schedule a workshop to discuss the proposed FY 2018-2019 FCPEMSD Budget.
Sponsors:
Indexes:
Code sections:
Attachments: [BudgetCalendarFY2018-2019_council+boards](#)

Date	Ver.	Action By	Action	Result
5/14/2018	1	Fire Control District		

Schedule a workshop to discuss the proposed FY 2018-2019 FCPEMSD Budget.

Summary:

In the past, the FCPEMSD Board has conducted a workshop to review and discuss the proposed budget for the upcoming year. Typically, this workshop has been held immediately following the public hearing on the proposed budget. This year the Board will be asked to schedule the public hearing on the proposed FY 2018-2019 FCPEMSD Budget on June 11, 2018 at 5:45 PM. If the Board sets the aforementioned date/time for the public hearing, it is recommended that the workshop be scheduled to immediately follow that public hearing.

Fiscal/Budgetary Impact:

Schedule a workshop on June 11, 2018 to discuss the proposed FY 2018-2019 FCPEMSD Budget, which would immediately follow the Board's public hearing on the proposed budget.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2018-2019
(INCLUDES COUNCIL, **CCPD**, **FCPEMSD** & **DPCDC**)

Date	Time	Meeting Description
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May 23		Notice for FCPEMSD public hearing on proposed FCPEMSD budget runs in newspaper.
May 23		Notice for CCPD public hearing on proposed CCPD budget runs in newspaper.
June 11	5:15 PM	CCPD public hearing on CCPD budget.
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August 21	7:30 PM	Council workshop on FY 2018-2019 DPCDC Budget
August 21	7:30 PM	City Council public hearing on proposed CCPD budget. City Council approves or rejects the CCPD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 21	7:30 PM	City Council public hearing on proposed FCPEMSD budget. City Council approves or rejects the FCPEMSD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 21	7:30 PM	City Council adopts FY 2018-2019 DPCDC Budget
Sept. 18	7:30 PM	City Council adopts FY 2018-2019 Budget.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2018-2019
(INCLUDES COUNCIL, **CCPD**, **FCPEMSD** & **DPCDC**)

Oct. 1

FY 2018-2019 begins.