

Me, You and the Budget: Success Through Collaboration

Fire Chief Kristian Menendez, MPA, CFE

Administrator Katherine Ames, M.Ed.

El Paso County ESD 1



History of our ESD

- Started with \$700,000 budget
- 0.10 Tax rate made up of M&O (Maintenance & Operation) and I&S (Interest & Sinking) Rate
- 2021 Successfully won our Sales Tax Election
- October of 2021 began collecting 0.015 in Sales Tax in most of our district
- This money allowed us to hire career Fire Fighters, build a Headquarters Building and acquire new vehicles.



Budget Types



Traditional – increment or percentage increase in some or all accounts



Zero Budgeting – Requires justification of expenses



Stakeholder Involvement



Establish a Budget Calendar



May:

- 1st – Send Budget request letters to Department Heads
- 30th – Preliminary and Capital budgets due from Department Heads

June:

- 27nd – BOC Meeting; Presentation of Preliminary Budget

July:

- (TBD) Compile budget figures into budget worksheet
- (22) Submit Effective Tax Rate Calculation Form to Tax Assessor with copy to County Budget office
- 25th - Review CAD Certified Tax Roles
- **30th - Budget Retreat – 5:30pm Final budget review**

August:

- 8th - County Publishes ESD #1 Tax info in newspaper we publish on the Website
- 8th - Notice for Public Hearing posted on Website
- 12th – 9:45am County Budget Presentation
- **15th - 6:30pm Public Hearing & Special Meeting** – Approve budget & Tax Rate
- 16th - Send Tax Rate resolution to El Paso Tax Assessor Collector
- 16th - Submit Approved operating and capital budget to County Budget office



Budget Request Letters to Department Heads




14151 Nunda Ave. • Horizon City, TX 79928
Bus. Phone (915) 852-3204 • Facsimile (915) 852-8400

Date: April 30, 2024
To: Fire Marshal Guillen
From: El Paso County ESD #1
Subject: Capital Expenditure & Budget Request FY 25'

El Paso County ESD No.1 will be using the "Zero-Based budgeting method, in which we start with a zero base and the budget is built around what is needed for the upcoming Fiscal year, regardless of whether the budget is higher or lower than the previous Fiscal Year. This will help us avoid blanket increases or decreases in the prior budget and identify the district's operational expense need and the need for additional projects and expenses that may not have been considered or included in the previous budget.

The El Paso County ESD #1 is requesting an itemized list of Capital Expenditure requests for the upcoming Fiscal Year 25'. Your request list should include a description of the items, anticipated costs of items and a general rationale statement. In addition, I am also requesting your proposed annual budget for the upcoming Fiscal Year 25'. Your budget request should include the Sub-Account number, a list of proposed items to be purchased under each Sub-Account number, the anticipated cost of items, and a rationale statement for items requested. Your Capital Expenditure & Budget Request documents shall be sent electronically to the ESD Administrator no later than May 31, 2024.

Respectfully,


Katherine M. Ames
Administrator

Where do the numbers come from?

Prepared by Operational
Officers, Chiefs, Fire
Marshal, and
Administrator.

Operational Officers are
assigned sections based
on their duties such as
Uniforms, Truck
Maintenance, Small
Equipment, Training, etc.

Budget Account Detail



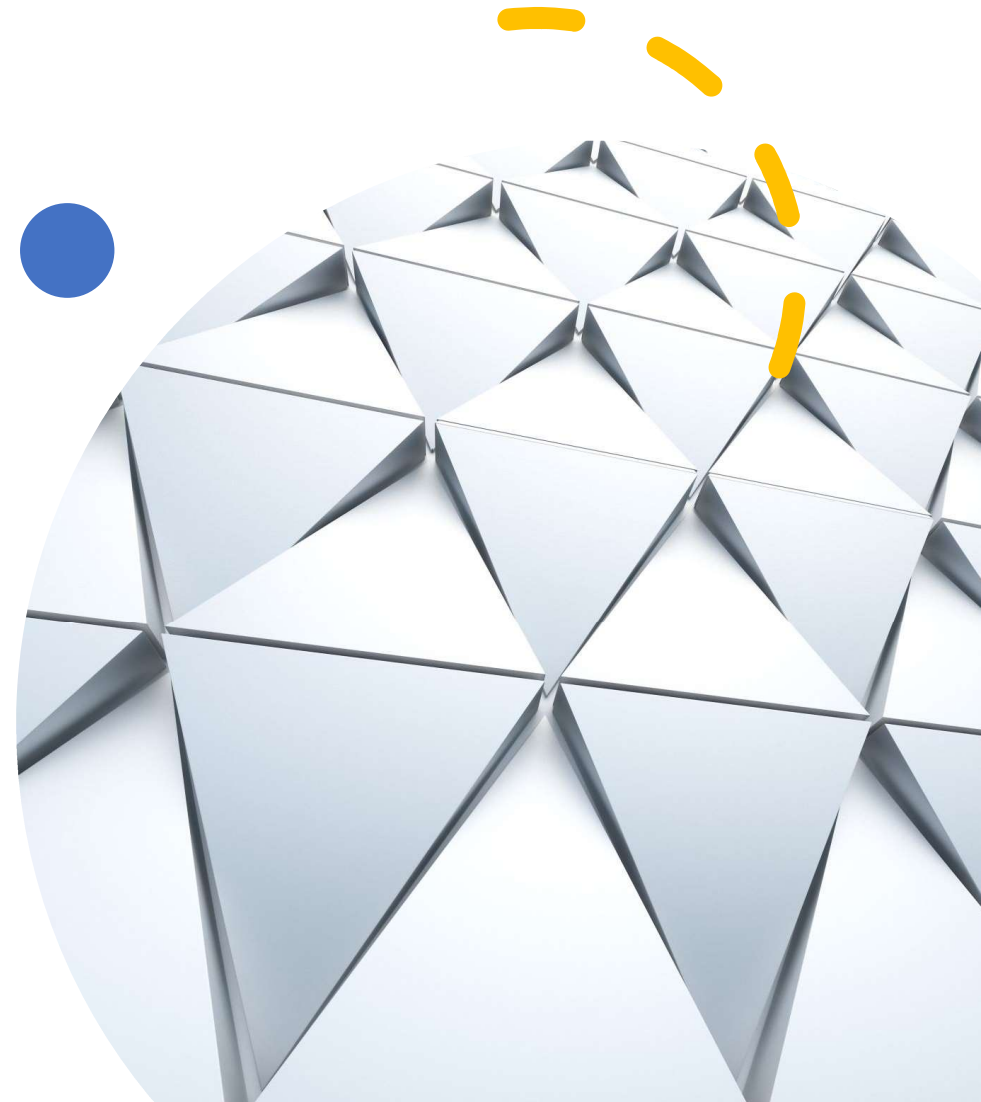
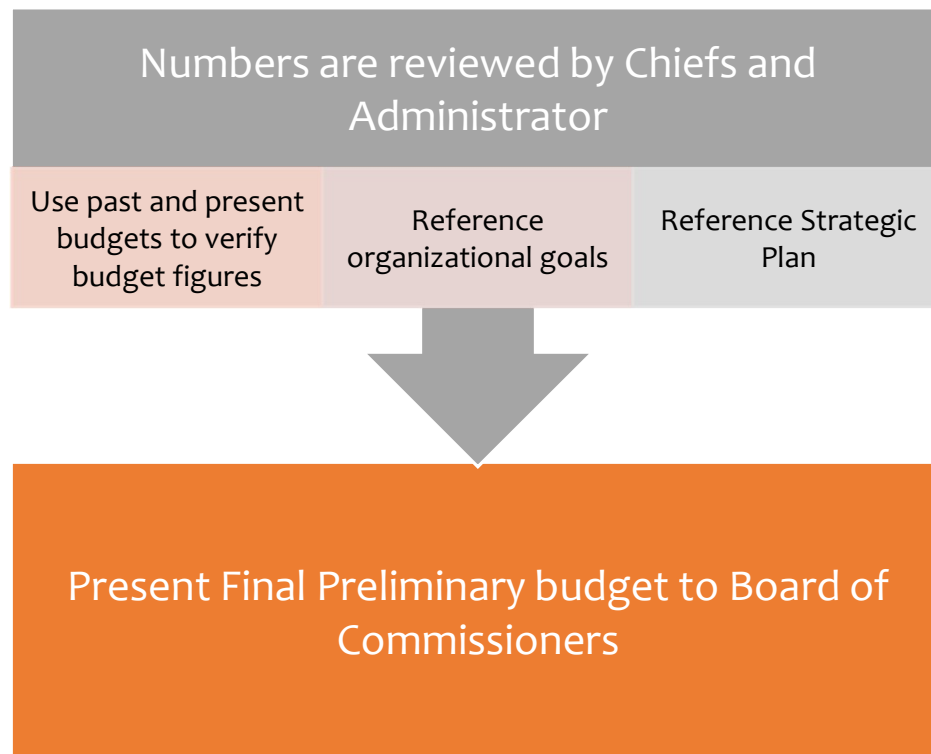
ESD # Administration Budget FY 2025

Sub-Account: 7700.01 - R&M - Building

Description All repair and maintenance to Station #1 & #2 buildings; Fire Alarm Monitoring A/C & heater maintenance; Garage Door repairs; R&M to Proximity Reader; R&M of Security cameras; R&M to electronic gates; ice machine; etc.; yearly systems inspections.

Item #	Description	Quantity	Unit Cost	Total Cost
1	Kings Aire Contract quarterly maintenance of heating and cooling units St #1	1	\$4,000.00	\$4,000.00
2	Yearly Swamp Cooler start up and shut down St #1	1	\$3,500.00	\$3,500.00
3	Kings Aire Yearly maintenance on Ice machine St #1	1	\$400.00	\$400.00
4	HVAC and Swamp Cooler yearly maintenance St #2	1	\$900.00	\$900.00
5	Replacement HVAC units St #1 (2 units)	2	\$8,000.00	\$16,000.00
6	Contract quarterly Overhead door & Gate maintenance St #1 & #2	1	\$14,800.00	\$14,800.00
7	Appliance repairs	1	\$1,000.00	\$1,000.00
8	Fire alarm monitoring & yearly inspection fee St. #1 & #2	2	\$700.00	\$1,400.00
9	Fire alarm & Sprinkler Repairs St. #1 & #2	2	\$250.00	\$500.00
10	Sprinkler system yearly inspection fee St. #1 & #2	1	\$250.00	\$250.00
11	Private hydrant inspection	1	\$100.00	\$100.00
12	Station fire extinguisher certifications	1	\$700.00	\$700.00
13	R&M Supplies, i.e. lightbulbs, door sensors, hardware, etc.	1	\$5,000.00	\$5,000.00
14	Generator Annual Maintenance	2	\$1,800.00	\$3,600.00
15	General Maintenance	1	\$175,000.00	\$175,000.00
16	Backflow Preventor Annual test	2	\$150.00	\$300.00
17	Weight room maintenance and repair (St. #1 and St. #2)	1	\$1,750.00	\$1,750.00
18				\$0.00
19				\$0.00
			Account Total:	\$229,200.00

Number Compilation



Budget Retreat



Transparency & Inclusiveness



Gather final income to include Property Tax, Sales Tax, Miscellaneous Income, Carry over funds



Review each account in the budget with all stakeholders.



Allow input from all members to increase ownership and accountability in the budgeting process.



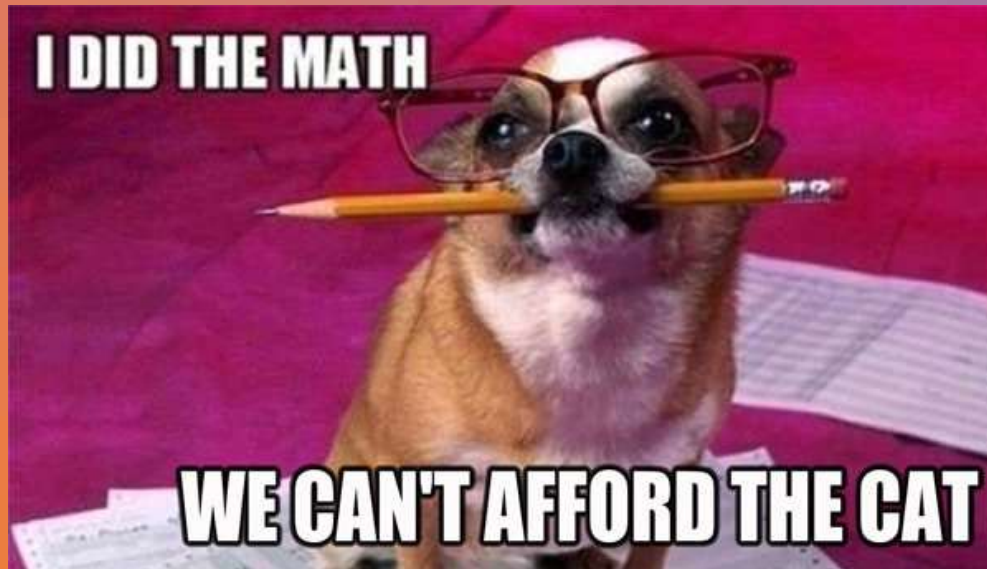
Many set of eyes to find and correct mistakes and omissions.



Cut items if not enough funding or find additional funds for critical items.

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Simplifying the Numbers



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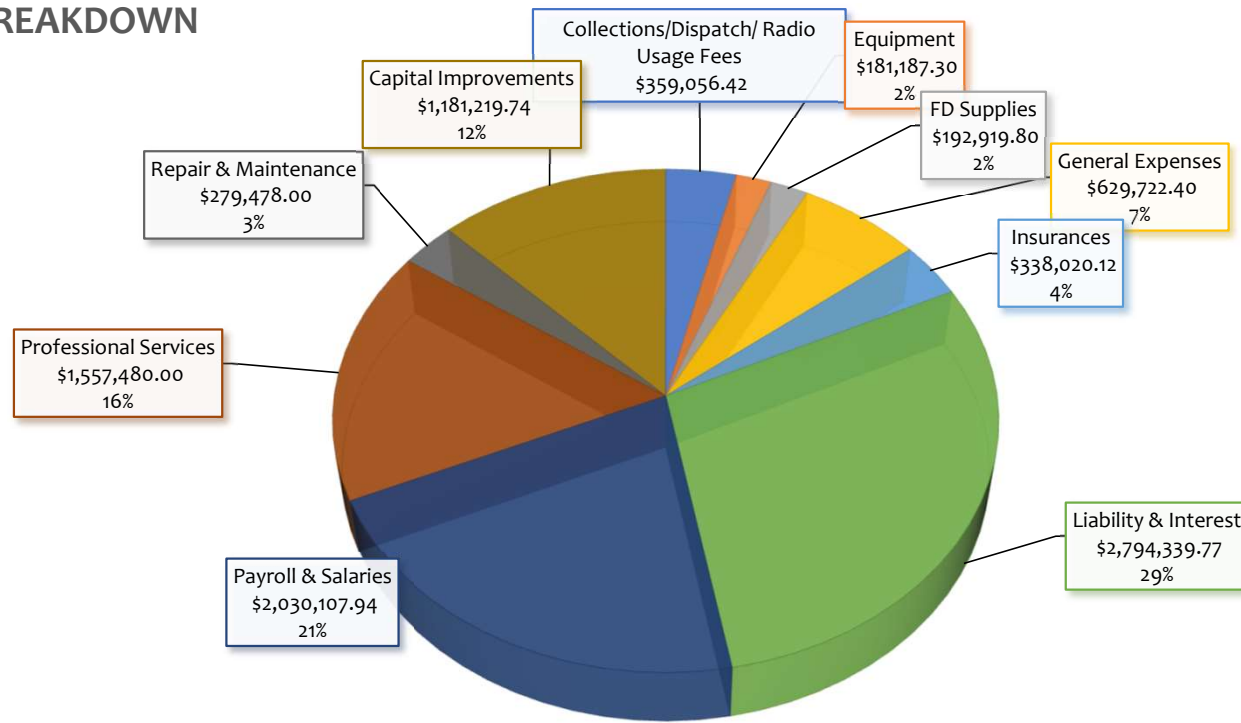
Budget Comparison for Current and New Budget



Sub-Account #	23-24 Budget	24-25 Pre-Budget	\$\$ Change from 23-24 to 24-25	% Change from 23-24 to 24-25
9000.02 - Equipment - Communications	\$9,052.00	\$15,176.00	\$6,124.00	67.65%
9100.02 - Equipment - Firefighter	\$47,069.00	\$111,414.80	\$64,345.80	136.71%
9200.02 - Equipment - Medical	\$22,600.00	\$49,126.25	\$26,526.25	117.37%
9300.02 - Equipment - Vehicles	\$28,925.00	\$38,300.00	\$9,375.00	32.41%
9450.02 - Special Operations	\$28,100.00	\$27,500.00	-\$600.00	-2.14%
7850.02 - R&M- Equipment	\$47,293.46	\$65,333.02	\$18,039.56	38.14%
7900.02 - R&M - Radios	\$9,380.00	\$10,160.00	\$780.00	8.32%
7950.02 - R&M Vehicles	\$332,862.00	\$341,076.00	\$8,214.00	2.47%
8000.02 - Supplies - Fire Dept.	\$6,910.00	\$13,949.00	\$7,039.00	101.87%
8100.02 - Supplies - Tactical Equipment	\$55,276.24	\$158,300.00	\$103,023.76	186.38%
5200.02 - Certifications	\$13,760.25	\$20,200.00	\$6,439.75	46.80%

Charts & Graphs

BUDGET BREAKDOWN



Key Points

Make it Relatable

Easy to
understand by
your constituents

Paint the big
picture

Key Points

- Sales Tax Collection \$2,200,000 over projected amount for FY 24'.
- Financially Responsible investing yielded \$1,045,000.00.
- Increased number of rooftops in the district.
- Rollover of Encumbered funds for Headquarters project.
- Capital HQ project \$4,838,705 of operations budget, reflecting 26% of total budget.



At a \$0.10 tax rate, the average homeowner will pay just \$4.39 per week for access to Emergency Services, equivalent to the cost of a cup of coffee.





Professional Services

This category decreased by \$52,715.08, reflecting a 2.75% change. Most of the architect fees for the Headquarters building were paid in FY 24. Due to recent audit rules, professional fees have now been reallocated to the Capital Improvement line item.

Operations

This category increased by \$572,076.27, reflecting a 31.17% change. The department's fire hoses, which have a service life of 10 years, are being replaced large quantities this Fiscal Year. Additionally, we are updating fire equipment and equipping our new trucks being placed into service.

Construction

This category encompasses the contingency funding for the Headquarters project, as well as funding for various construction and professional services for the training land project.

Capital Improvements

This category increased by \$2,553,903.05, reflecting a 108.31% change. Additional funding for the equipment, furnishings, and technology for the Headquarters building, which is currently under construction and scheduled for completion in September of 2025. The budget also includes provisions for community events to further support our efforts in fire safety and Community Risk Reduction.

Payroll & Salaries

This category has increased by \$1,578,344.67, reflecting a 47.72% change. The ESD remains dedicated to employee retention and recruitment, addressing this priority by increasing employee wages and benefit packages, aspiring to become competitive with other departments in our region.

Liability & Interest

This category increased by \$328,910.04, reflecting a 11.32% change. The ESD procured funding for the acquisition of a new ladder and brush truck.

Summaries

Budget Recap

Proposed Tax Rate: \$0.100000 – Same as current budget year

I&S Tax Rate: \$0.047526

M&O Tax Rate: \$0.052674

Property Tax Collection:	\$6,785,638.19
FY 25' Sales Tax Collection:	\$6,305,056.00
Previous Year Income:	\$3,611,002.95
FY 24' Encumbered Funds:	\$1,499,349.52
Budget:	\$18,201,046.66—Increase of 47.78%

Reserve Balance: \$3,667,854.00—20% of operating budget



Mission and Vision

- Do you know your mission?
 - **To provide a high level of cost efficient, quality services to the citizens of El Paso County.**
- What is your vision?
 - **Provide exceptional community focused ESD services, meeting the ever-changing needs of our stakeholders, while insuring a safe and secure environment.**

IF YOU FAIL TO PLAN, YOU PLAN TO FAIL.



New Challenges

- Sustainability
- Annexations of property
- Economy
- Value of homes
- .010 vs lower tax rate or some constituents against being an ESD.
- Only ESD governed by County Commissioners.



Staffing



- Staffing of four to a unit
- A/ B/ C shift staffed
- All paramedic crew members
- Fire Marshals office fully staffed/
Starting Investigations Division
- Communications staffing by PD.
- Future hiring of 22 firefighters to
staff Ambulances in three years
- Future hiring of logistics position,
Secretary, and mechanic



Collaboration



CITY MAYOR



COUNTY JUDGE



EVENTS



DISPLAYS



Flag Displays



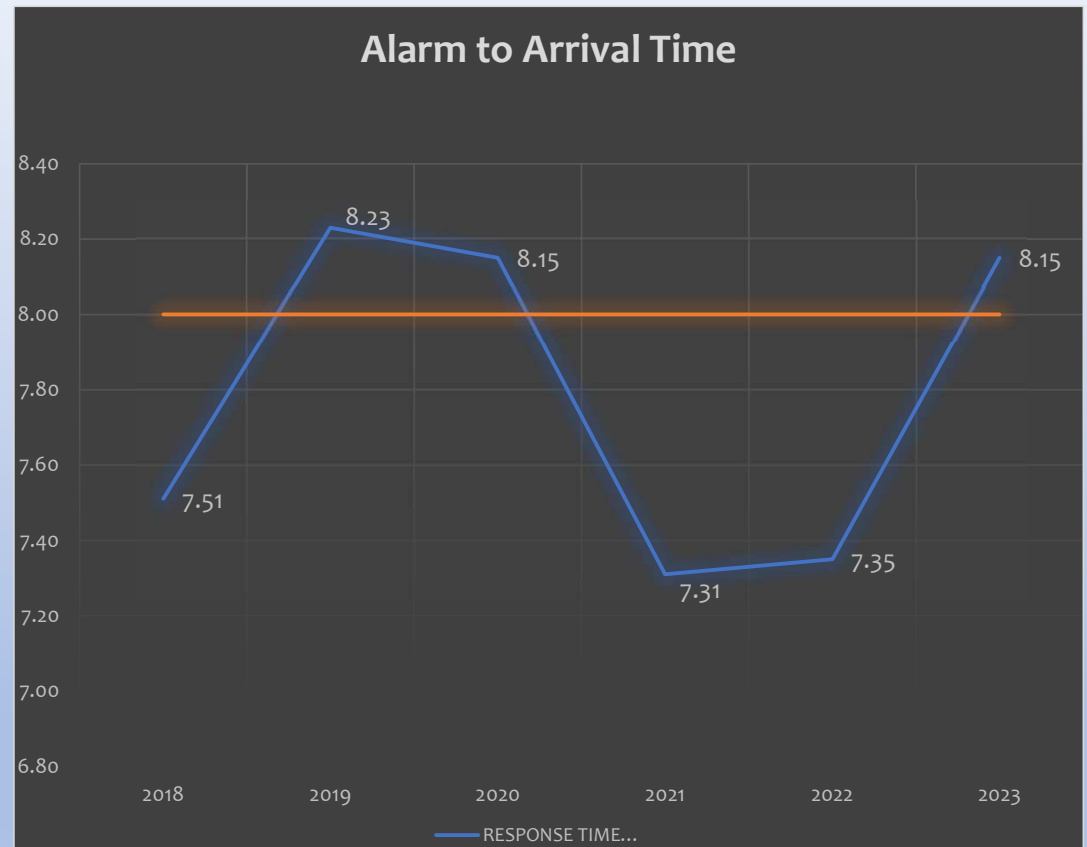
Walk a Mile in Her Shoes



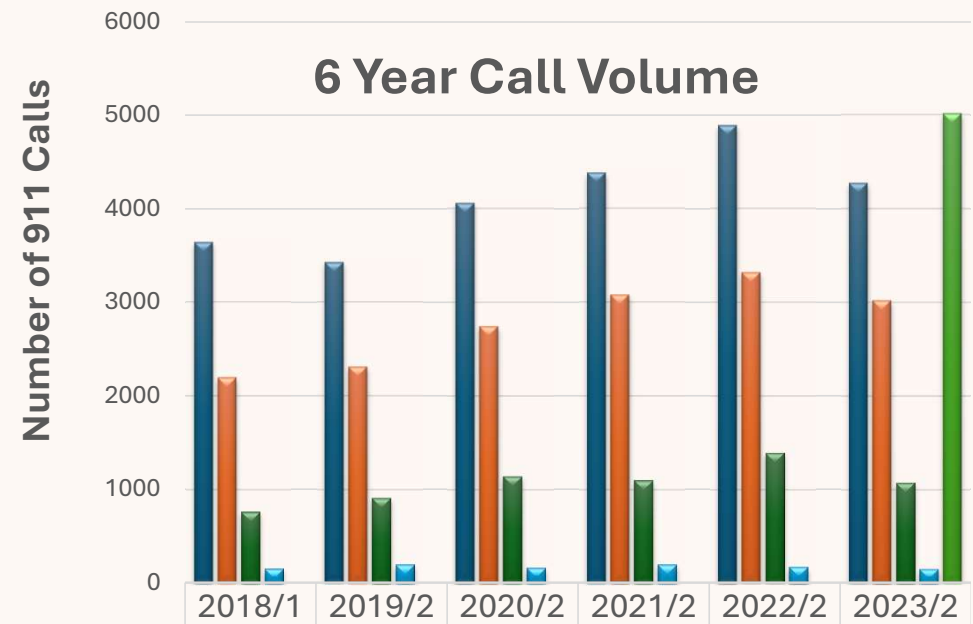
Use the Media



Graphs... Do they help?



Trending Call Volume



Emergency Incident Totals	3638	3421	4057	4379	4888	4275
EMS Totals	2194	2308	2744	3079	3318	3019
Other	763	911	1145	1099	1393	1076
Fire Totals	156	202	168	201	177	155
Projected						5017

Buy in from the Firefighters



What Have
You Done?



Questions?



Resources

- Government Finance Officers Association - www.gfoa.org
- EPCESD 1 Website - <https://www.epcesd1.com/>
- HDL Companies – www.hdlcompanies.com
- International Association of Fire Chiefs – www.iafc.org



Contact Info



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