

**NOVATO FIRE PROTECTION DISTRICT**  
**MEMORANDUM ON INTERNAL CONTROL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

This Page Left Intentionally Blank

**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**For the Year Ended June 30, 2019**

**Table of Contents**

	<b><u>Page</u></b>
<i>Memorandum on Internal Control</i> .....	1
Schedule of Other Matters .....	2
Status of Prior Year Material Weakness .....	5

This Page Left Intentionally Blank

## MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of  
the Novato Fire Protection District  
Novato, California

In planning and performing our audit of the basic financial statements of the Novato Fire Protection District (District) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiency.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Maze & Associates' in a cursive, flowing script.

Pleasant Hill, California  
November 7, 2019

**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE**

The following comment represents new pronouncements taking affect in the next few years. We cite them here to keep you informed of developments:

**EFFECTIVE FISCAL YEAR 2019/20:**

**GASB 84 – *Fiduciary Activities***

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

**GASB 90 – *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61***

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government’s holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

**EFFECTIVE FISCAL YEAR 2020/21:**

***GASB 87 – Leases***

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

***GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period***

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**EFFECTIVE FISCAL YEAR 2021/22:**

***GASB 91 – Conduit Debt Obligations***

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.



**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**STATUS OF PRIOR YEAR MATERIAL WEAKNESS**

**2018 – 001 Finance Division Staffing**

**Criteria:** Adequate staffing of the District’s financial functions is essential to ensure data are processed, recorded timely and reported in a meaningful way. Permanent staff at appropriate levels is needed to provide for good checks and balances and ensure data accuracy is maintained at a high level.

**Condition:** Since November 2017 the position of Accounting Specialist has been vacant leaving the Finance Division with two full-time employees (Director of Finance and Contracts Administrator/Accounts Payable). While staff closed the District’s books in current year with minimal adjustments, the additional workload shared by them due to the vacancy is significant. In addition, the Director of Finance is scheduled to retire in March 2019, which will leave the District without a professional who is knowledgeable in governmental accounting.

**Cause:** The Accounting Specialist resigned in October 2017. The District’s recruitment efforts did not result any viable candidates. With the vacant Accounting Specialist position, the workload was distributed between the Contracts Administrator/Accounts Payable, and the Finance Director. This additional workload caused a lack of segregation of duties.

**Effect:** The above condition does not allow for adequate internal controls. For example, due to lack of other accounting staff, when entering bank deposits, the Director of Finance enters the entry into the financial system, releases the entry for approval and logs in to approve the same entry.

**Recommendation:** We understand that the District is currently looking for a replacement for the retiring Director of Finance. We recommend that the District should also fill the vacant position of Accounting Specialist with someone who is knowledgeable in governmental accounting. This will allow the District to better segregate various financial functions and provide the check and balances that is appropriate.

**Fiscal Year 2017/18 Management Response:** The District will hire a new Finance Director on December 1, 2018. Effective that date, this will allow for an immediate and sufficient separation of duties between the two Finance Directors. One Finance Director will enter the transactions and the other will approve the transactions, which are now currently performed by the incumbent Finance Director alone. The District will then begin the recruitment process in January 2019 to hire an additional full time Finance Division employee to complement the incoming Finance Director based upon the skills required. Upon hiring the new Finance Division employee, separation of duties would be transitioned and maintained during this period and after the retirement of the outgoing Finance Director in March 2019.

**NOVATO FIRE PROTECTION DISTRICT  
MEMORANDUM ON INTERNAL CONTROL**

**STATUS OF PRIOR YEAR MATERIAL WEAKNESS**

***Current Year Status:*** The District hired a new Finance Director in December 2018. The new Finance Director worked with the incumbent Finance Director for 4 months and immediately took on tasks while training to achieve a separation of duties and ensure a smooth transition of responsibilities. The District began the recruitment process for a Senior Accountant position in January 2019 to replace the previous Accounting Specialist position that had been vacant since October 2017. In May 2019, the District hired a Senior Accountant with a BS degree in Accounting and experience in governmental accounting, having worked for the City of Novato, County of Marin, and Ross Valley Sanitation District. In the interim, the District had been utilizing a part-time contractor for payroll services, and now has a full-time position to process payroll and benefits. This position also performs many of the day-to-day accounting tasks previously handled by the Finance Director and Contracts Administrator, including bank deposits and accounts payable. There is now separation of duties between Purchasing and Accounts Payable, since the Contracts Administrator is no longer issuing the PO to the vendor, entering the invoice for payment, and issuing the check. There is also a more robust review process. For example, the Finance Director, who previously entered and approved deposits and reconciled the bank accounts, now approves bank deposits entered in the County of Marin's financial system (MUNIS) by the Senior Accountant and also reviews the account reconciliations. The timeliness of the transaction processing has improved, and the secondary review reduces risk of errors or potential for fraud. There is also a backup person in the event another staff member is ill or on vacation to maintain critical and time-sensitive accounting functions such as payroll, banking functions, and vendor payments.

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Novato Fire Protection District  
Novato, California

### ***Report on Financial Statements***

We have audited the accompanying financial statements of the governmental activities and major fund of the Novato Fire Protection District (District), California, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

Management adopted the provisions of following Governmental Accounting Standards Board Statement, which became effective during the year ended June 30, 2019.

Governmental Accounting Standards Board Statement 88 – *Certain Disclosures Related to Debt including Direct Borrowings and Direct Placements*. See Note 4 to the financial statements for relevant disclosures.

The emphasis of this matter does not constitute a modification to our opinion.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and other Required Supplementary Information Section listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Introductory Section and Statistical Section listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements

The Introductory and Statistical Sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

*Maze & Associates*

Pleasant Hill, California  
November 7, 2019



# Novato Fire District

Fire Chief Bill Tyler

95 Rowland Way, Novato, CA 94945 415.878.2690 Fax 415.878.2660 [www.novatofire.org](http://www.novatofire.org)

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis (MD&A) provides an overview of the District's financial activities for the fiscal year ended June 30, 2019. The MD&A describes the significant changes from the prior year that occurred in general operations and discusses the activities during the year for capital assets and long-term debt. The discussion concludes with a description of currently known conditions that are expected to impact the financial position of the District. The reader is encouraged to consider the information presented here in conjunction with the additional information furnished in the Letter of Transmittal.

### FINANCIAL HIGHLIGHTS

#### GOVERNMENT-WIDE

- The District ended its fiscal year with a net position of \$12,466,602
- The total Program Expenses were \$25,321,165
- The total Program Revenues were \$3,894,888
- The total General Revenues were \$27,947,076
- The change in Net Position represents an increase of \$6,520,799 in revenues over expenses.

#### GENERAL FUND

- The General Fund revenues exceeded expenditures by \$3,395,874
- The actual resources received in the General Fund exceeded final budget by \$1,045,464, while actual expenditures were less than final budget by \$3,079,403.
- At the end of the fiscal year, unassigned fund balance for the General Fund was \$5,131,473 or 18% of General Fund expenditures.

### ANNUAL REPORT OVERVIEW

This annual report consists of a series of financial statements. The District's basic financial statements are comprised of three components: Government-wide financial statements, Fund financial statements and Notes to the basic financial statements. This report also contains supplementary information and statistical data in addition to the basic financial statements.

#### GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements provide the reader with a longer term view of the District's finances as a whole and includes the Statement of Net Position and Statement of Activities. The manner of presentation is similar to a private sector business.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

The Statement of Net Position presents information about the financial position of the District as a whole, including all its capital assets and long-term liabilities on the full accrual basis. Over time, increases or decreases in net position is one indicator in monitoring the financial health of the District.

The Statement of Activities provides information about all the District's revenues and expenses on the full accrual basis, with the emphasis on measuring net revenues or expenses of each specific program. This statement explains in detail the change in Net Position for the year.

All of the activities in the government-wide financial statements are principally supported by property taxes, ambulance service fees, and inspection fees. The government activities of the District include general government and interest on long-term debt.

The government-wide financial statements use the full accrual basis of accounting method which records revenues when earned and expenses at the time the liability is incurred, regardless of when the related cash flows take place.

The government-wide financial statements can be found on pages 13 to 14 of this report.

### **GOVERNMENTAL FUND FINANCIAL STATEMENTS**

The governmental fund financial statements provide more detailed information about the District's Governmental Fund, focusing primarily on the short-term activities of the organization. The Governmental Fund Financial Statements measure only current revenues and expenditures and fund balances, excluding capital assets, long-term debt and other long-term obligations.

All of the District's basic services are considered to be governmental activities. Novato Fire Protection District's services are supported by general District revenues such as property taxes, intergovernmental revenues (primarily state reimbursements for out of county incident responses and emergency medical transports), ambulance service fees, and inspection fees.

Government funds focus on how money flows into and out of the fund and the balance left at year-end available for spending. These funds are reported using an accounting method called the modified accrual method, which measures cash and all other financial assets that can readily be converted to cash. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is itemized in a reconciliation following the fund financial statements on page 16.

**Notes to the Basic Financial Statements:** The notes provide additional information that is essential to the reader for a full understanding of the data provided in the Government-wide and Fund Financial Statements.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

**Other Information:** In addition to the Basic Financial Statements and accompanying notes, this report also presents certain Required Supplementary Information such as Budgetary Comparison Schedules and a Statistical Section, providing financial tables conforming to GASB 44 standard requirements and historical trend data on the District.

**FINANCIAL ACTIVITIES OF THE DISTRICT AS A WHOLE**

This analysis focuses on the net position and changes in net position of the District's Governmental Activities (Tables 1 and 2), as presented in the Government-Wide Statement of Net Position and Statement of Activities that follow:

Table 1  
Condensed Statement of Net Position  
As of June 30, 2019 and 2018  
(in thousands)

	Governmental Activities		
	2019	2018	Increase (decrease)
Current assets	\$ 22,883	\$ 18,922	\$ 3,961
Net capital assets	16,965	18,214	(1,249)
Total assets	39,848	37,136	2,712
Deferred outflows	9,738	10,598	(860)
Current liabilities	4,454	3,918	536
Non-current liabilities	29,065	34,253	(5,188)
Total liabilities	33,519	38,171	(4,652)
Deferred inflows	3,600	3,617	(17)
Net Position:			
Net investment in capital assets	14,328	14,899	(571)
Unrestricted	(1,861)	(8,953)	7,092
<b>Total Net Position</b>	\$ 12,467	\$ 5,946	\$ 6,521

The following explains the major points impacting net position as shown in Table 1:

- Current assets increased by approximately \$3,961,000 or 21%, due primarily to the increase in cash and cash equivalents resulting from revenues exceeding expenditures.
- Net capital assets decreased by approximately \$1,249,000 or 7% due primarily to depreciation for the year of \$1,291,000.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

### **(Continued)**

- Deferred outflows decreased by approximately \$860,000 or 8%, primarily due to a decrease in the impact of experience gains or losses and assumption changes on the Total Pension Liability that are recognized in the proportionate share of the pension expense over the average expected remaining service life of all active and inactive members of the plan (\$905,000), offset by an increase in the actuarially determined OPEB contributions subsequent to the June 30, 2018 measurement date that will be recognized as a reduction of the OPEB liability in the year ended June 30, 2020 (\$45,000).
- Current liabilities increased by approximately \$536,000 or 14%, primarily due to an increase in accounts payable and payroll payable (\$424,000) to accrue expenses incurred in fiscal year ended June 30, 2019 that had not been invoiced or paid in the fiscal year, increase in compensated absences (\$344,000), offset by a decrease in capital lease obligations (\$164,000) from payoff of ladder truck, and decrease in current portion of Workers' compensation claims (\$74,000).
- Non-current liabilities decreased by approximately \$5,188,000 or 15%, due primarily to decreases in Net Pension Liability (\$2,823,000) and Net OPEB Liability (\$1,425,000), non-current portion of Workers Compensation claims (\$417,000), and notes and loan payable to bank (\$523,000).
- Deferred inflows decreased by approximately \$17,000 or 0.5%, primarily due to a decrease in the annual recognition of the differences between projected and actual earnings on OPEB plan investments for the GASB 75 report measurement period ending June 30, 2018 (\$26,000), compared to the previous report measurement date of June 30, 2017.
- Net investment in capital assets decreased by approximately \$571,000 or 4%, due primarily to decrease in net capital assets (\$1,249,000) offset by reduction in related debt (\$678,000).
- Unrestricted net position increased by approximately \$7,092,000, due primarily to Change in Net Position (\$6,521,000) and decrease in net investment in capital assets (\$571,000).



**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

Table 2  
Condensed Statement of Activities  
For the Years Ended June 30, 2019 and 2018  
(in thousands)

	Governmental Activities		
	2019	2018	Increase (decrease)
<b>Expenses</b>			
Personnel	\$ 19,975	\$ 22,991	\$ (3,016)
Material and services	3,989	3,884	105
Depreciation	1,291	1,386	(95)
Interest on debt	66	79	(13)
Total expenses	25,321	28,340	(3,019)
<b>Program revenues</b>			
Charges for services	3,895	4,532	(637)
Total program revenues	3,895	4,532	(637)
Net program expense	21,426	23,808	(2,382)
<b>General revenues</b>			
Property taxes	\$ 27,021	\$ 25,685	\$ 1,336
Investment earnings	268	133	135
Grants	84	85	(1)
Miscellaneous	574	252	322
Total general revenues	27,947	26,155	1,792
Change in Net Position	6,521	2,347	4,174
Net Position - beginning of year	5,946	3,599	2,347
<b>Net Position - end of year</b>	\$ 12,467	\$ 5,946	\$ 6,521

The following describes the major points impacting the statement of activities as shown in Table 2:

- Personnel expenses decreased by approximately \$3,016,000 or 13%, primarily due to a decrease in retirement and OPEB expenses (\$3,014,000).
- Material and services increased by approximately \$105,000 or 3%, due primarily to an increase in legal fees (\$98,000) and purchase of OSHA required turnout gear (\$170,000), offset by a decrease in outside assistance costs primarily due to discontinuance of outside EMS billing service (\$142,000).

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

- Charges for services decreased by approximately \$637,000 or 14%, primarily due to a decrease in OES reimbursements for out of county incidents (\$1,059,000) and deferral of ambulance service fees that are unavailable as revenue in the fiscal year (\$137,000), offset by an increase in ambulance service fees (\$615,000).
- Property taxes increased by \$1,336,000 or 5%, primarily due to increases in assessed real estate valuations, secured property taxes (\$1,134,000) and special assessment taxes (\$182,000).

### **FUND FINANCIAL STATEMENTS**

The fund financial statements provide detailed information about the District's general fund.

The fund financial statements provide a short-term view of the District's operations. They are reported using an accounting basis called modified accrual which reports cash and other short-term assets and liabilities (receivables and payables) that will soon be converted to cash or will soon be paid with cash.

As shown on page 17, the government fund balance increased by \$3,399,949. Fund balance increased during the year due to increases in revenues and decreases in expenditures. The key drivers were an increase in property tax revenues of approximately \$1,361,000 and a decrease in capital outlay of \$1,989,000.

On page 18, there is reconciliation from the modified-accrual net change in fund balance reported in the Statement of Revenues, Expenditures and Changes in Fund Balance for the governmental fund to the full-accrual change in net position of the Statement of Activities.

### **GENERAL FUND BUDGETARY HIGHLIGHTS**

During the year there was an increase in General Fund appropriations of approximately \$1,214,000, or 4%, between the original and final amended budget. The increase was principally due to capital outlay of \$1,200,000.

Significant variances between final amended budget and actual include approximately \$479,000 positive variance for secured property taxes and property taxes attributable to increases from redevelopment agencies, \$666,000 positive variance in charges for services, primarily due to higher ambulance service fees, positive variances from salaries and benefits resulting primarily from savings on regular salaries (\$686,000), retirement (\$273,000), health insurance (\$318,000) and workers' compensation (\$232,000), positive variance on services and supplies (\$288,000), and positive variance on capital outlay (\$1,198,000) due to delay in capital expenditures.

Additional details comparing budget to actual are shown on page 51.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

**CAPITAL ASSETS**

As of June 30, 2019, the District had approximately \$16,965,000 in net capital assets.

Table 3  
Capital Assets  
As of June 30, 2019 and 2018  
(in thousands)

	<u>Governmental Activities</u>		
	2019	2018	Increase (decrease)
<b>Nondepreciable capital assets:</b>			
Land	\$ 3,028	\$ 3,028	\$ -
Construction in progress	48	1,726	(1,678)
Total nondepreciable capital assets	<u>3,076</u>	<u>4,754</u>	<u>(1,678)</u>
<b>Depreciable capital assets:</b>			
Buildings and improvements	20,159	20,302	(143)
Equipment	3,819	3,814	5
Apparatus and vehicles	7,843	6,535	1,308
Total depreciable capital assets	<u>31,821</u>	<u>30,651</u>	<u>1,170</u>
Less accumulated depreciation	<u>(17,932)</u>	<u>(17,191)</u>	<u>(741)</u>
<b>Capital Assets, net</b>	<u><u>\$ 16,965</u></u>	<u><u>\$ 18,214</u></u>	<u><u>\$ (1,249)</u></u>

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are reported at fair market value as of the date contributed. Depreciation is a systematic approach to allocate the cost of capital assets over their estimated useful lives. The District has adopted a 30 year life for its buildings, 15 years for fire apparatus, 10 years for ambulances, 5 years for other motor vehicles, and 3-10 years for furniture, fixtures, and equipment. Additional details about capital assets are shown in Notes 1 and 4 in the financial statements.

**DEBT ADMINISTRATION**

As of June 30, 2019, the District had approximately \$2,637,000 in outstanding debt (see Table 4).

**MANAGEMENT’S DISCUSSION AND ANALYSIS**  
**(Continued)**

Table 4  
Outstanding Debt  
As of June 30, 2019 and 2018  
(in thousands)

	<u>Governmental Activities</u>		
	2019	2018	Increase (decrease)
Notes payable	\$ 2,637	\$ 3,151	\$ (514)
Capital leases payable	-	164	(164)
<b>Total Debt</b>	<u>\$ 2,637</u>	<u>\$ 3,315</u>	<u>\$ (678)</u>

In 2013 the District borrowed \$2,135,000 to refinance the debt on the administration building, and in 2015 it borrowed \$3,000,000 to finance the construction of Station 64. The lease on the ladder truck (which cost approximately \$1,097,000) was paid off in fiscal year ending June 30, 2019. The notes payable on the administration building and Station 64 are scheduled to be paid off in 2023 and 2024, respectively.

Additional details about long term debt are disclosed in Notes 5 and 6.

**ECONOMIC OUTLOOK**

The Novato Fire Protection District’s financial position has steadily improved since being negatively impacted by the downturn of the global economy ten years ago. The District has benefitted from a prolonged period of sustained economic growth and rising real estate valuations since that time, fueled by low interest rates and a low unemployment rate. However, we are beginning to see a softening in the U.S. economy in response to weakness in global markets and uncertainty arising from trade disputes and other geo-political events. The local economy in the San Francisco Bay Area, including Marin County, is struggling with a tight labor market and lack of affordable housing. The rate of growth in housing and stock prices has slowed considerably, as financial markets have entered a more volatile period in response to the uncertainty. While many economists are predicting a slowdown for 2019 and 2020, they do not believe a recession is likely to occur before late 2020.

The District is projecting that it will experience modest and slower revenue growth in 2019 and 2020. This assumption is based on recent trends in real property values, which are not increasing at the same rate as in prior years, with houses remaining on the market for longer periods of time and price reductions becoming more common. This is due in part to tight labor and housing markets which has made it difficult for workers and first time home buyers to afford homes in Marin County.

Any impacts to Marin County resulting from a global or national economic downturn or mild recession are expected to lag the broader markets. The majority of the District’s revenue comes from property taxes,

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

which are directly affected by changes in real estate valuations. Given the uncertainty, the District is taking steps to strengthen its financial position and reserves so that it can continue to maintain a high level of service to our community. We will continue to maintain a policy of fiscal responsibility by continually reviewing all areas where we can reduce costs and/or increase revenues. The District will continue to maintain appropriate reserves to ensure equipment and apparatus replacement needs are funded, as well as facilities and infrastructure needs. In addition, we remain committed to paying down the unfunded retiree health care and retirement liabilities.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to the address on our letterhead.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bill Tyler", with a horizontal line extending to the right.

Bill Tyler, CFO  
Fire Chief

## **Basic Financial Statements**

NOVATO FIRE PROTECTION DISTRICT  
STATEMENT OF NET POSITION  
AS OF JUNE 30, 2019

	<u>Governmental Activities</u>
<b>ASSETS</b>	
CURRENT ASSETS	
Cash and cash equivalents (Note 2)	\$21,684,976
Receivables:	
Due from other governments	172,892
Ambulance service fees, net allowance for doubtful accounts of \$4,436,192	702,804
Property taxes	300,850
Prepaid items	<u>21,063</u>
Total current assets	<u>22,882,585</u>
NON-CURRENT ASSETS	
Land and construction-in-progress (Note 3)	3,076,827
Depreciable capital assets, net (Note 3)	<u>13,888,538</u>
Total non-current assets	<u>16,965,365</u>
Total assets	<u>39,847,950</u>
<b>DEFERRED OUTFLOWS</b>	
Deferred outflows related to pension (Note 9)	8,190,180
Deferred outflows related to OPEB (Note 10)	<u>1,547,797</u>
Total Deferred Outflows	<u>9,737,977</u>
<b>LIABILITIES</b>	
CURRENT LIABILITIES	
Accounts payable	647,618
Accrued expense	257,910
Interest payable	14,442
Notes and loan payable to bank (Note 4)	523,495
Compensated absences (Note 1)	2,765,415
Workers' compensation claims (Note 11)	<u>245,616</u>
Total current liabilities	<u>4,454,496</u>
NON-CURRENT LIABILITIES	
Notes and loan payable to bank (Note 4)	2,113,875
Workers' compensation claims (Note 11)	1,339,384
Net Pension liability (Note 9)	15,629,033
Net OPEB liability (Note 10)	<u>9,982,235</u>
Total non-current liabilities	<u>29,064,527</u>
Total liabilities	<u>33,519,023</u>
<b>DEFERRED INFLOWS</b>	
Deferred inflows related to pension (Note 9)	3,475,549
Deferred inflows related to OPEB (Note 10)	<u>124,753</u>
Total Deferred Inflows	<u>3,600,302</u>
<b>NET POSITION (Note 1)</b>	
Net investment in capital assets	14,327,995
Unrestricted	<u>(1,861,393)</u>
Total net position	<u>\$12,466,602</u>

See accompanying notes to financial statements

NOVATO FIRE PROTECTION DISTRICT  
STATEMENTS OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019

	<b>Governmental Activities</b>					
	Total	Emergency Medical Services	Risk Reduction Prevention and Mitigation	Operations	Organizational Resources & Support	
<b>EXPENSES</b>						
Personnel	\$19,975,399	\$6,023,185	\$583,929	\$9,006,978	\$3,995,535	\$365,772
Material and services	3,988,663	343,042	128,331	338,235	3,135,157	43,898
Depreciation	1,290,851	2,382		194,892	1,093,577	
Interest on debt and fiscal charges	66,252				66,252	
Total expenses	<u>25,321,165</u>	<u>6,368,609</u>	<u>712,260</u>	<u>9,540,105</u>	<u>8,290,521</u>	<u>409,670</u>
<b>PROGRAM REVENUES:</b>						
Charges for services	<u>3,894,888</u>	<u>3,172,859</u>	<u>33,688</u>	<u>583,339</u>	<u>105,002</u>	
Net program expense	<u>21,426,277</u>	<u>\$3,195,750</u>	<u>\$678,572</u>	<u>\$8,956,766</u>	<u>\$8,185,519</u>	<u>\$409,670</u>
<b>GENERAL REVENUES</b>						
Property taxes	27,021,252					
Investment earnings	267,947					
Grants not restricted to specific programs	84,043					
Miscellaneous	573,834					
Total general revenues	<u>27,947,076</u>					
Change in net position	6,520,799					
NET POSITION-BEGINNING OF THE YEAR	<u>5,945,803</u>					
NET POSITION-END OF THE YEAR	<u>\$12,466,602</u>					

See accompanying notes to financial statements



NOVATO FIRE PROTECTION DISTRICT  
BALANCE SHEET  
GOVERNMENTAL (GENERAL) FUND  
JUNE 30, 2019

**ASSETS**

Cash and cash equivalents (Note 2)	\$21,684,976
Receivables:	
Due from other government	172,892
Ambulance service fees, net allowance for doubtful accounts of \$4,436,192	702,804
Property taxes	300,850
Prepaid items	<u>21,063</u>
Total assets	<u><u>\$22,882,585</u></u>

**LIABILITIES**

Accounts payable	\$647,618
Accrued liabilities	<u>257,910</u>
Total liabilities	<u>905,528</u>

**DEFERRED INFLOWS OF RESOURCES**

Unavailable revenue	<u>465,850</u>
Total Deferred Inflows of Resources	<u>465,850</u>

**FUND BALANCE**

Nonspendable (Note 7)	21,063
Committed (Note 7)	4,199,942
Assigned (Note 7)	12,158,729
Unassigned	<u>5,131,473</u>
Total fund balance	<u>21,511,207</u>
Total liabilities, deferred inflows of resources and fund balance	<u><u>\$22,882,585</u></u>

See accompanying notes to financial statements

NOVATO FIRE PROTECTION DISTRICT  
Reconciliation of the  
GOVERNMENTAL (GENERAL) FUND - BALANCE SHEET  
with the  
STATEMENT OF NET POSITION  
JUNE 30, 2019

Total fund balances reported on the governmental fund balance sheet	\$21,511,207
Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:	
Capital assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds.	16,965,365
Ambulance service, property tax receivable and intergovernmental, that are not available to pay current period expenditures and therefore are deferred in the balance sheet.	465,850
Certain liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Funds Balance Sheet.	
Notes payable	(2,637,370)
Interest payable	(14,442)
Compensated absences payable	(2,765,415)
Workers compensation claims	(1,585,000)
Deferred outflow related to pension	8,190,180
Net pension liability	(15,629,033)
Deferred inflow related to pension	(3,475,549)
Deferred outflow related to OPEB	1,547,797
Net OPEB liability	(9,982,235)
Deferred inflow related to OPEB	(124,753)
	\$12,466,602
NET POSITION OF GOVERNMENTAL ACTIVITIES	\$12,466,602

See accompanying notes to basic financial statements

NOVATO FIRE PROTECTION DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL (GENERAL) FUND  
FOR THE YEAR ENDED JUNE 30, 2019

REVENUES:

Property taxes	\$27,024,922
Charges for services	3,174,787
Interest income	267,947
Intergovernmental	1,136,282
Miscellaneous	107,184
Total Revenues	31,711,122

EXPENDITURES:

Current:	
Public Safety	
Salaries and benefits	23,527,429
Services and supplies	3,880,347
Capital outlay	160,675
Debt service	
Principal	677,507
Interest and fiscal charges	69,290
Total Expenditures	28,315,248

EXCESS (DEFICIENCY) OF REVENUES  
OVER EXPENDITURES

3,395,874

OTHER FINANCING SOURCES

Proceeds from sale of capital assets	4,075
Total Other Financing Sources	4,075

NET CHANGE IN FUND BALANCE

3,399,949

Fund balance at beginning of year

18,111,258

Fund balance at end of year

\$21,511,207

See accompanying notes to basic financial statements

NOVATO FIRE PROTECTION DISTRICT  
Reconciliation of the  
NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUND  
with the  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019

The schedule below reconciles the Net Change in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$3,399,949

Amounts reported for governmental activities in the Statement of Activities are different because of the following:

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.

The capital outlay expenditures are therefore added back to fund balance	160,675
Non-capitalized expenditures are reduced from fund balance	(97,978)
Loss on disposal of capital assets is deducted from fund balance	(16,307)
Proceeds from sale of capital assets is deducted from fund balance	(4,075)
Depreciation expense is deducted from the fund balance	(1,290,850)

The amounts below included in the Statement of Activities do not provide or (require) the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):

Unavailable revenue	136,762
Compensated absences	(344,036)
Net OPEB liability and related deferred inflows and outflows	1,496,441
Workers' compensation claims	491,000
Net pension liability and related deferred inflows and outflows	1,908,630

Debt principal transactions reported in the governmental fund statement of revenue but not considered an operating activity in the statement of activities (but only as changes in liabilities)

Principal repayments on note payable	513,411
Change in interest payable on note payable	3,081
Payments to reduce obligations under capital leases	164,096

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$6,520,799

See accompanying notes to basic financial statements

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Reporting Entity*

The Novato Fire Protection District (the District) is a separate governmental unit established July 6, 1926, as a special district of the State of California. The purpose of the District is to provide fire protection, emergency medical and related services to the City of Novato and the surrounding area. The City of Novato and surrounding area approximates 71 square miles with an estimated population of 65,000. A five-person Board of Directors elected by the citizens for four-year terms governs the District. The District's legal authority and responsibilities are contained in the State of California Health and Safety Code under the "Fire Protection District Law of 1987."

*Introduction*

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

**BASIC FINANCIAL STATEMENTS  
GOVERNMENT-WIDE STATEMENTS**

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements.

In the government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities), the District's activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in two parts: (1) Net investment in capital assets, and (2) unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the District's functions. The functions are supported by general government revenues (property taxes and intergovernmental revenues). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflect capital-specific grants.

The categories of governmental activities included in the statement of activities report expenses directly attributable to the functions indicated. The category "Operations" includes services for structural and wildland fire suppression, response to hazardous materials incidents, search and rescue, vehicle extrication and other emergency services. The category, "Organizational Support," includes all expenses (including those incurred in support of other activities) not directly chargeable to another activity.

The government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**FUND FINANCIAL STATEMENTS**

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures.

The District uses the following fund types:

**Governmental funds**

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial positions (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the District:

**General fund** is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

**BASIS OF ACCOUNTING:**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

**Accrual**

The governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified accrual**

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that payments for general obligation long-term liabilities are recognized when due.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the government.

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**FINANCIAL STATEMENT AMOUNTS**

**Cash and Cash Equivalents**

The District has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with its fiscal agent (County of Marin).

**Prepaid Items**

Payments to vendors that benefit future accounting periods are classified as prepaid items until charged to expenditures in the period benefited.

**Unavailable Revenue**

Unavailable revenue (in the fund financial statements) represents ambulance fees and property taxes earned during the year but not collected in time to be available to finance the current year's operations.

**Net Position**

Net position is the excess of all the District's assets and deferred outflows over all its liabilities and deferred inflow, regardless of fund. Net position is divided into three captions on the Statement of Net Position. These captions apply only to net position, which is determined at the Government-wide level and proprietary funds and are described below:

*Net Investment in Capital Assets*, describes the portion of net position which is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

*Restricted* describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws or other restrictions which the District cannot unilaterally alter. These principally include developer fees received for use on capital projects, debt service requirements and funds restricted to low and moderate income purposes. The District did not have any restricted fund balance at June 30, 2019.

*Unrestricted* describes the portion of net position which is not restricted as to use.

**Fund Balance**

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Governmental accounting principles provide that fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Nonspendable** – This component includes amount that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

**Restricted** – This component consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislations. The District did not have any restricted fund balance at June 30, 2019.

**Committed** – This component consists of amounts that can only be used only for the specific purposes determined by a formal action of the District’s Board highest level of decision-making authority. The District Board can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

**Assigned** – This component consists of amounts that are constrained by the District’s intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, Fire Chief or their designee (Finance Director) as established in the District’s Fund Balance Policy.

**Unassigned** – This classification represents amounts that have not been restricted, committed or assigned to specific purposes within the General Fund.

The District’s policy is that committed and assigned fund balances are considered to have been spent first before unassigned fund balances are spent.

**Use of Estimates**

The basic financial statements have been prepared in conformity to generally accepted accounting principles and therefore include amounts based on informed estimates and judgments of management. Actual results could differ from those estimates.

**Capital Assets**

Contributed capital assets, donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are recorded at acquisition value. All other capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Capital assets are recorded if acquisition or construction costs exceed \$5,000. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

- Buildings 30 – 40 years
- Fire apparatus 15 – 20 years
- Ambulances 15 – 20 years
- Other vehicles 5 years
- Furniture, fixtures and equipment 3 – 10 years



**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Compensated Absences**

The District accrues accumulated unpaid vacation and sick leave and associated employee- related costs when earned by the employee.

In accordance with an agreement with the Novato Professional Firefighters Association, the District is obligated to provide the following compensated absence benefits:

Sick leave Shift employees of the District earn sick leave at 12 hours per month and may accumulate up to 2,912 hours. Day employees earn 8.5 hours per month. An employee's accumulated sick leave may be applied toward retirement, or upon separation from the District, may be received in salary at 25% of the current hourly rate. Management has estimated that all of the total accrued sick leave payable is a current liability.

Vacations Shift personnel earn vacation shifts at a rate of 6 to 18 shifts per year, depending on length of service. Day personnel earn between 102 to 306 hours per year. The District allows members to rollover their annual vacation shifts to the following year and each employee may bank twice their annual vacation accrual. Management has estimated that all of the total accrued vacation payable will be redeemed within one year.

Compensatory time-off All District personnel may accumulate accrued overtime pay at one and one-half times their basic pay rate. Accumulated compensatory time is limited to 96 hours. Amounts in excess of 96 hours or time accumulated for over one year from the date earned are paid to the employee.

The following is a schedule of changes in compensated absences during the year:

Balance as of June 30, 2018	\$2,421,379
Increases during the year	1,824,059
Decreases during the year	<u>(1,480,023)</u>
Balance as of June 30, 2019	2,765,415
Less amount due within 1 year	<u>2,765,415</u>
Amount due after 1 year	<u><u>                    </u></u>

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position or balance sheet reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of *resources*, represents a consumption of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position or balance sheet reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**Fair Value Measurements**

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

**Workers' Compensation Claims**

A liability for workers compensation claims is shown on the Statement of Net Position. The short-term portion of the liability is estimated based on historical claims paid during the preceding year beginning September 1st through August 31st of the current year. Additional information is presented in Note 11.

**Encumbrances**

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances outstanding at year-end are reported as assigned fund balance and do not constitute expenditures or liabilities.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Property Taxes**

The County of Marin levies taxes and places liens on real property as of January 1 on behalf of the District. Secured property taxes are due the following November 1 and March 1 and become delinquent April 10 and December 10, for the first and second installments, respectively. Unsecured property taxes are levied throughout the year.

In 1993, the District entered into an agreement (commonly known as the Teeter Plan) with the County of Marin. The Teeter Plan calls for the County to advance the District its share of the annual gross levy of secured property taxes and special assessments. In consideration, the District gives the County of Marin its rights to penalties and interest on delinquent property tax receivables and actual proceeds collected. The receivable on the balance sheet is for unsecured property taxes.

Special fire and paramedic tax charges are assessed by the District Board of Directors before September 1 and adopted by ordinance. These special tax charges are incorporated on property tax bills, and therefore are attached as an enforceable lien on real property located within the District.

**OPEB Liabilities, OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB** - For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by California Employers' Retiree Benefit Trust (CERBT). For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

Cash and investments consisted of the following:

Cash with County Treasurer's Pool	\$20,051,403
Cash in banks, unrestricted	1,633,523
Petty cash	<u>50</u>
Total	<u><u>\$21,684,976</u></u>

The District maintains most of its cash in the County of Marin pooled investment fund for the purpose of increasing interest earnings through pooled investment activities. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as "Cash and Cash Equivalents."

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 2 – CASH AND CASH EQUIVALENTS (Continued)**

The County’s investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County’s investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The fair value of the District’s position of the pool is the same as the value of the pool shares. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

**INTEREST RATE RISK**

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2019, the County’s investment pool had a weighted average maturity of 218 days.

For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

**CREDIT RISK**

State law and the County’s Investment Policy limits investments in commercial paper, corporate bonds, and medium term notes to the rating of “A” or higher as provided by Moody’s Investors Service or Standard & Poor’s Corporation. The County’s Investment Policy limits investments purchased by Financial Institution Investment Accounts, a type of mutual fund, to United States Treasury and Agency obligations with a credit quality rating of “AAA.”

**CONCENTRATION OF CREDIT RISK**

The following is a summary of the concentration of credit risk by investment type as a percentage of the fair value of the County’s investment pool at June 30, 2019.

Investment types in investment pool	Percent of portfolio
Federal Agency - Coupon	23%
Federal Agency - Discount	75%
Money Market Funds, Miscellaneous Securities and LAIF	2%
	100%

**CUSTODIAL CREDIT RISK**

For investments and deposits held with safekeeping agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year end, the County’s investment pool had no securities exposed to custodial credit risk.

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

**NOTE 2 – CASH AND CASH EQUIVALENTS (Continued)**

**FAIR VALUE HIERARCHY**

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

At June 30, 2019, the District's investment in the County Treasurer's Pool was an uncategorized input not defined as a Level 1, Level 2, or Level 3 input.

**LOCAL AGENCY INVESTMENT FUND**

The District is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2019, these investments matured in an average of 173 days.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 3 – CAPITAL ASSETS**

Capital assets activities for the year ended June 30, 2019, were as follows:

	Balance June 30, 2018	Additions	Dispositions	Transfers	Balance June 30, 2019
Nondepreciable capital assets:					
Land	\$3,028,295				\$3,028,295
Construction in progress	1,725,883	\$48,532		(\$1,725,883)	48,532
Total capital assets not being depreciated	<u>4,754,178</u>	<u>48,532</u>		<u>(1,725,883)</u>	<u>3,076,827</u>
Capital assets being depreciated:					
Buildings and building improvements	20,301,878		(\$143,199)		20,158,679
Furniture, fixtures and equipment	3,814,063	14,165	(9,550)		3,818,678
Fire apparatus and vehicles	6,535,066		(418,058)	1,725,883	7,842,891
Total capital assets being depreciated	<u>30,651,007</u>	<u>14,165</u>	<u>(570,807)</u>	<u>1,725,883</u>	<u>31,820,248</u>
Less accumulated depreciation for:					
Buildings and building improvements	9,430,933	678,390	(143,199)		9,966,124
Furniture, fixtures and equipment	3,044,983	185,554	(7,879)		3,222,658
Fire apparatus and vehicles	4,715,369	426,906	(399,347)		4,742,928
Total accumulated depreciation	<u>17,191,285</u>	<u>1,290,850</u>	<u>(550,425)</u>		<u>17,931,710</u>
Total depreciable assets	<u>13,459,722</u>	<u>(1,276,685)</u>	<u>(20,382)</u>	<u>1,725,883</u>	<u>13,888,538</u>
Governmental activity capital assets, net	<u>\$18,213,900</u>	<u>(\$1,228,153)</u>	<u>(\$20,382)</u>		<u>\$16,965,365</u>

**NOTE 4 – NOTE AND LOAN PAYABLE**

On December 16, 2003, real property located at 95 Rowland Way, Novato, was purchased for \$3,650,000. A loan of \$2,700,000 was secured with Bank of Marin to finance the purchase. The loan was due in December 2013, at a fixed rate of 3.5% per annum for the first 60 months, with monthly payments of \$12,202. After the fixed rate period, the rate was adjusted for the remaining 60 months to 0.25% in excess of the most current month's 5-year Treasury Constant Maturity. On May 5, 2013, the District refinanced the outstanding balance of this Note with a new Note which bears interest at 2.763% with a monthly repayment schedule that ends May 15, 2023.

On June 10, 2014, the District entered into an agreement with Bank of the West for a loan of \$3,000,000 to partially finance the construction of the District's Fire Station 64. This loan bears an interest rate of 1.9%. Semi-annual payments of the loan will be made on February 1 and August 1 of each year, beginning on February 1, 2015 and ending on August 1, 2024. This loan includes a 1% penalty if the loan is prepaid in the first two years.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 4 – NOTE AND LOAN PAYABLE (Continued)**

The following is a summary of the District’s future annual obligations:

Year ending June 30	Direct Borrowing		Total
	Principal	Interest	
2020	\$523,495	\$54,102	\$577,597
2021	535,866	41,983	577,849
2022	548,361	29,627	577,988
2023	540,634	16,405	557,039
2024	325,000	7,762	332,762
2025	164,014	1,555	165,569
Total obligation	2,637,370	151,434	2,788,804
Less amount due within 1 year	523,495	54,102	577,597
Amount due after 1 year	<u>\$2,113,875</u>	<u>\$97,332</u>	<u>\$2,211,207</u>

**CHANGES IN NOTE AND LOAN PAYABLE**

The following is a schedule of changes in note and loan payable during the year:

	Direct Borrowing
	Note payable
Balance as of June 30, 2018	\$3,150,781
Repayments	(513,411)
Balance as of June 30, 2019	2,637,370
Less amount due within 1 year	(523,495)
Amount due after 1 year	<u>\$2,113,875</u>

**NOTE 5 – CAPITAL LEASE OBLIGATIONS**

The District entered into the following capital lease in May 2013 and made final repayment in May 2019.

	Ladder Truck
Date of lease	May 2013
Semi-annual payment	
Annual Payment	\$167,624
Number of payments left	0
Interest rate	2.15%
Cost of equipment	\$1,096,882

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 5 – CAPITAL LEASE OBLIGATIONS (Continued)**

The following is a summary of the District’s future annual obligations:

	Direct Borrowing	
	Year ending June 30	Ladder Truck
2019		\$167,624
Total payments		167,624
Less: Interest		3,528
Net		164,096
Less: Amount due within 1 year		0
Amount due after 1 year		\$0

**CHANGES IN CAPITAL LEASE OBLIGATIONS**

The following is a schedule of changes in lease payable during the year:

	Balances as of June 30, 2018	Repayments	Balances as of June 30, 2019
Ladder Truck	\$164,096	(\$164,096)	\$0
Total	\$164,096	(\$164,096)	\$0

**NOTE 6 – CREDIT LINE**

The District utilizes a credit card with a credit limit of \$175,000. As of July 11, 2019 (the closest date to June 30, 2019), the available credit was approximately \$35,699. The interest rate is based on the prime rate identified in the Wall Street Journal, as described in the credit card agreement. At the end of the year, the interest rate was approximately 15.99%. The District routinely pays the credit card balance in full each month and therefore is not subject to interest charges.



**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 7 – FUND BALANCE**

The District’s fund balance is reported in classifications as described in Note 1. The following amounts are classified as nonspendable:

Prepaid items	\$21,063
	\$21,063

In September 2013, the District established a Rainy Day Fund. The establishment or modification of, or transfer to or from the Rainy Day Fund requires a unanimous decision by the Board of Directors. The Fund should be used to provide the District with contingency funding only in the following situations: (a) when actual District revenue is 15% or more below expected District revenue, or (b) when a state of emergency is declared by the District Board or the County of Marin for an area that includes any area within District boundaries. Such emergencies are non-routine and are not expected to occur frequently. The declaration of a state of emergency by either the District or the County of Marin is a non-routine action. The balance in the Rainy Day Fund as of June 30, 2019, is \$4,199,942 and is included in committed fund balance.

The following are assigned fund balances as of the balance sheet date:

Assigned for:	
Wildland Fire Mitigation Fund	\$738,000
EMS Capital Equipment Reserve	100,000
Unemployment Insurance	35,100
Management Information Systems	210,000
Apparatus and Equipment Replacement	3,322,000
Facility Capital Improvement	500,000
Retirement Unfunded Liability	2,110,000
Worker's Compensation Fund	1,038,000
Retiree Health Benefits	3,095,594
Protective Equipment Reserve	180,000
Compensated Absences	830,035
Total	\$12,158,729

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

**NOTE 8 – DEFERRED COMPENSATION PLAN**

District employees may defer a portion of their compensation under a District sponsored Deferred Compensation Plan created in accordance with Internal Revenue Code Section 457. Under this plan, participants are not taxed on the deferred portion of their compensation until distributed to them. Distributions may be made only at termination, retirement, death or in an emergency as defined by the Plan.

The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since assets held under these plans are not the District's property and are not subject to District control, they have been excluded from these financial statements.

**NOTE 9 – PENSION PLAN**

**Plan Description**

The District's retirement plan is administered by the Marin County Employees' Retirement Association (MCERA). All full-time and permanent part-time employees who work at least 75% of a full time position are eligible to participate.

MCERA is a cost-sharing multiple-employer retirement system governed by the 1937 Act of the California Government Code. MCERA acts as a common administrative and investment agent for defined benefit retirement plan for various local governmental agencies within the County of Marin. MCERA provides retirement, disability, and death benefits based on the employee's years of service, age, and final compensation. Employees vest after five years of service and are eligible to receive retirement benefits after 10 years of service and having attained the age of 50, or 30 years of service (20 years for safety employees) regardless of age. Copies of MCERA's annual financial reports, which include required supplementary information for each participant in the plan, may be obtained from the Marin County Employees' Retirement Association, One McInnis Parkway, Suite 100, San Rafael, California 94903.

**FUNDING POLICY**

Participants are required to contribute a percentage of their annual covered salary. Contributions vary depending on the age and classification at hire date and range from 8.29% to 20.47% of covered payroll. The District is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members averaging an additional 49.05% of covered payroll. The actuarial methods and assumptions used are those adopted by the Association's Board of Retirement. Due to contractual arrangements, the District pays a portion of the required contribution for some plan members. The contribution requirements of the plan members are established by State statute and the employer contribution rates are determined by annual actuarial valuations.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 9 – PENSION PLAN (Continued)**

The table below provides a summary of the key results during this reporting period.

Summary of Results		
Description	Measurement Date	
	6/30/2018	6/30/2017
Net Pension Liability	\$15,629,033	\$18,451,828
Deferred Inflows	3,475,549	3,466,470
Deferred Outflows	(3,426,793)	(4,499,566)
Additional Deferred Outflows - Actual FY 19 Contributions	(4,763,387)	(4,595,700)
Net Impact on Statement of Net Position	10,914,402	12,823,032
Pension Expense (\$ Amount)	2,661,522	3,486,552
Covered Payroll (\$Amount)	9,511,866	9,186,610
Pension Expense (% of Payroll)	27.98%	37.95%

**PROJECTION OF TOTAL PENSION LIABILITY AND NET PENSION LIABILITY**

Total Pension Liability (TPL) is the actuarial present value of projected benefit payments attributed to past periods of employee service. For the purposes of Governmental Accounting Standards Board Statement No. 68 (GASB 68), MCERA and the District have adopted a measurement date of June 30, 2018. The beginning of year measurement of TPL is based on the actuarial valuation as of June 30, 2017. The TPL at the end of the measurement year, June 30, 2018, is also measured as of the valuation date of June 30, 2017, and projected to June 30, 2018.

The Plan Fiduciary Net Position (FNP) is the fair or market value of assets. The FNP at the beginning of the year is based on the actuarial valuation as of June 30, 2017. The FNP at the end of the measurement year, June 30, 2018, is also measured as of the valuation date of June 30, 2017, and projected to June 30, 2018.

The Net Pension Liability (NPL) is the District liability for benefits provided through its defined benefit plan administered by MCERA. It is calculated by reducing the TPL by the FNP.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 9 – PENSION PLAN (Continued)**

**ACTUARIAL ASSUMPTIONS**

The total pension liability as of June 30, 2018 was determined by an actuarial valuation as of June 30, 2017, using the following actuarial assumptions applied to all prior periods included in the measurement. The key assumptions in the valuation were:

- Inflation: 2.75%
- Salary increases: 3.00% plus merit component
- COLA increases:
  - 2.7% for those with a 4% COLA cap,
  - 2.6% for those with a 3% COLA cap, and
  - 1.9% for those with a 2% COLA cap
- Investment rate of return: 7.00% net of investment expense assumed
- Post-Retirement Mortality: Adopted CalPERS mortality tables projected generationally using Scale MP2017

These assumptions constitute a slight change from those used in prior actuarial valuations: The investment rate of return assumption of 7.25%.

During the measurement year, the Net Pension Liability (NPL) decreased from approximately \$18.5 million as of June 30, 2017, to approximately \$15.6 million as of June 30, 2018. This amount is used for the purpose of reporting the District’s share of NPL in the current reporting year, because the only MCERA GASB 67/68 report available at the time of the audit was that prepared as of June 30, 2018.

**ASSET ALLOCATION POLICY AND EXPECTED LONG-TERM RATE OF RETURN**

The MCERA Board of Retirement has adopted an Investment Policy Statement (IPS), which provides the framework for the management of MCERA’s investments. The IPS establishes MCERA’s investment objectives and defines the principal duties of the Retirement Board, the custodian bank, and the investment managers. The asset allocation plan is an integral part of the IPS and is designed to provide an optimum and diversified mix of asset classes with return expectations to satisfy expected liabilities while minimizing risk exposure. MCERA currently employs external investment managers to manage its assets subject to the provisions of the policy. Plan assets are managed on a total return basis with a long term objective of achieving and maintaining a fully funded status for the benefits provided through the Plan. The following was the Retirement Board’s adopted asset allocation policy as of June 30, 2018:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	32%	4.60%
International Equity	22%	4.75%
Fixed Income	23%	0.75%
Public Real Assets	7%	3.25%
Real Estate	8%	3.50%
Private Equity	8%	5.10%
Total	<u>100%</u>	

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 9 – PENSION PLAN (Continued)**

**DETERMINATION OF DISCOUNT RATE**

The discount rate used to measure the Total Pension Liability was 7.00%. Related to the discount rate is the funding assumption that employees will continue to contribute to the plan at the required rates and employers will continue the historical and legally required practice of contributing to the plan based on an actuarially determined contribution, reflecting a payment equal to annual normal cost, a portion of the expected administrative expenses, an amortization payment for the extraordinary losses from 2009 amortized over a closed period (21 years remaining as of the June 30, 2017 actuarial valuation) and an amount necessary to amortize the remaining Unfunded Actuarial Liability as a level percentage of payroll over a closed period (13 years remaining as of the June 30, 2017 actuarial valuation).

A change in the discount rate would affect the measurement of the TPL. A lower discount rate results in a higher TPL and higher discount rates results in a lower TPL. Because the discount rate does not affect the measurement of assets, the percentage change in the NPL can be very significant for a relatively small change in the discount rate. A one percent decrease in the discount rate increases the TPL by approximately 13% and increases the NPL by approximately 113%. A one percent increase in the discount rate decreases the TPL by approximately 11% and decreases the NPL by approximately 93%.

The table below shows the sensitivity of the NPL to a one percent decrease and a one percent increase in the discount rate:

Description	1% Decrease 6.00%	Discount Rate 7.00%	1% Increase 8.00%
Total Pension Liability	\$151,607,160	\$133,991,325	\$119,488,659
Fiduciary Net Position	118,362,292	118,362,292	118,362,292
Net Pension Liability	<u>\$33,244,868</u>	<u>\$15,629,033</u>	<u>\$1,126,367</u>

**PENSION EXPENSE, DEFERRED OUTFLOWS AND INFLOWS OF PENSION RESOURCES**

The impact of experience gains or losses and assumption changes on the Total Pension Liability (TPL) are recognized in the proportionate share of the pension expense over the average expected remaining service life of all active and inactive members of the plan. As of the measurement date, this recognition period was 4 years.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 9 – PENSION PLAN (Continued)**

The following tables show the current balance and sources of deferred outflows and inflows related to the District’s defined benefit retirement plan, and the scheduled recognition of these deferred amounts:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience		\$145,033
Changes in assumptions	\$1,447,990	
Changes in proportion	890,781	756,848
Changes in proportion and difference between District contributions and proportionate share of contributions	1,088,022	
Actual FY 18-19 contributions (post measurement date)	4,763,387	
Net difference between projected and actual earnings on pension plan investments		<u>2,573,668</u>
<b>Net Deferred Inflows and Outflows</b>	<u><u>\$8,190,180</u></u>	<u><u>\$3,475,549</u></u>

\$4,763,387 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year ended June 30</u>	<u>Annual Amortization</u>
2020	\$1,243,998
2021	422,803
2022	(1,138,628)
2023	(576,929)

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 9 – PENSION PLAN (Continued)**

For the year ended June 30, 2019, the District recognized a pension expense of \$2,661,522. The table below presents the sources of the pension expense.

<b>Operating Expenses</b>	
Service cost	\$2,889,931
Employee contributions	(1,354,649)
Contribution difference	910,496
Administrative expenses	198,911
Sub-total	<u>2,644,689</u>
<b>Financing Expenses</b>	
Interest cost	8,900,352
Expected return on assets	(7,612,341)
Sub-total	<u>1,288,011</u>
<b>Changes</b>	
Benefit changes	
Recognition of assumption changes	2,195,027
Recognition of liability gains and losses	(420,945)
Recognition of investment gains and losses	(1,725,208)
Change in Proportion	(1,320,052)
Sub-total	<u>(1,271,178)</u>
<b>Pension Expense</b>	<u><b>\$2,661,522</b></u>
<b>Pension Expense as % of Payroll</b>	<u><b>27.98%</b></u>

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

**PLAN DESCRIPTION**

In accordance with its agreement with the Novato Professional Firefighters Association, the District provides post-retirement health care benefits to its retirees through the Novato Fire Protection District Retiree Health Plan (Plan). The Plan is an agent multiple-employer plan for which audited financial statements are not available.

**ELIGIBILITY AND BENEFITS**

The following were eligibility and benefits as of the June 30, 2018 actuarial valuation date:

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

*Management and Administrative Support Staff*

Management and Administrative Support Staff retiring that terminate service and commence a retirement or disability are eligible, provided these employees have attained age 55 with ten years of service, and are enrolled in the healthcare plan upon retirement or disability. Members must be employed prior to July 1, 2009 to be eligible for tier 1. There is no minimum age requirement to be eligible to receive disability benefits, but the employee must have worked at least five years for the District. All members hired after January 1, 2005 are eligible for tier 2. Surviving spouses/domestic partners of eligible retirees are eligible for the mandated subsidy only. Surviving spouses/domestic partners of deceased active employees are eligible for the mandated subsidy only if the employee had attained age 55 with ten years of service.

For members under tier 1, the District will pay 100% of the premium for single coverage or 83.29% of the premium for two-person or family coverage. For members under tier 2, the District will pay the PEMHCA minimum after the retiree buys medical insurance through the District.

*Chief Officers Association*

Chief Officers Association members become eligible for retirement benefits by attaining age 50 with ten years of service, with no age requirement by attaining twenty years of service, or by continuing to work for the District until or beyond age 70. There are no age or service requirements for Safety group employees to be eligible to receive disability benefits.

Eligibility for tier 1 retiree health benefits requires an employee to have retired prior to January 1, 2011. Eligibility for tier 2 benefits requires an employee to have been hired prior to July 1, 2009 and retire after December 31, 2010. Eligibility for tier 3 retiree health benefits requires an employee to have been hired after June 30, 2009. For tier 3, the District will pay the PEMHCA minimum after the retiree buys medical insurance through the District. All tiers require the employee to be enrolled in the healthcare plan upon retirement or disability.

Tier 1 benefits for Chief Officers Association members are listed below:

Position District Pays for:	Medical	Dental	Vision
Fire Chief or Deputy Fire Chief (retired 1992 or later)	100% for retired member and dependents until the death of both parties	100% for retired member and spouse	100% for retired member and spouse
Fire Chief or Deputy Fire Chief (retired 1991 or earlier)	100% for retired member and dependents until the death of both parties	100% for retired member and spouse	0% of premium
Division Chief or Battalion Chief (retired 1992 or later)	100 % of Kaiser-Family rate or 83.29% of higher premium	100% for retired member and spouse	100% for retired member and spouse
Division Chief or Battalion Chief (retired 1992 or earlier)	100% of Kaiser Family rate or 83.29% of higher premium	100% for retired member and spouse	0% of premium



**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

Beginning January 1, 2012, for those under tier 2, the Supplemental Retiree Benefit Allowance paid by the District will decrease by 2.00% until reaching a percentage of 82% for members retiring in 2020. The Supplemental Retiree Benefit Allowance paid by the District is fixed at the rate in effect the year in which the member retires. For example, in the year 2016 the Supplemental Retiree Benefit Allowance paid by the District for retired members will be 90%. Retired members are responsible for paying the difference between the cost of their selected medical insurance premium and the established Supplemental Benefit Allowance Cap. The following table provides the Supplemental Retiree Benefit Allowance percentage paid by the District for retired members medical insurance premiums beginning in 2010 through 2020, when the percentage of 82% is reached.

Year Beginning	% Paid by District
January 1, 2010	100%
January 1, 2011	100%
January 1, 2012	98%
January 1, 2013	96%
January 1, 2014	94%
January 1, 2015	92%
January 1, 2016	90%
January 1, 2017	88%
January 1, 2018	86%
January 1, 2019	84%
January 1, 2020	82%

Members under tier 3 may purchase medical insurance through the District in retirement and the District will pay the minimum contribution required under the PEMHCA law.

***Firefighters***

Firefighters retiring that terminate service and commence a retirement or disability are eligible. Member must retire prior to December 31, 2010 to be eligible for tier 1 benefits. Member must be employed prior to July 1, 2009 and retire after December 31, 2010 to be eligible for tier 2. Employees hired after June 30, 2009 are eligible for tier 3. Eligibility for all tiers requires the employee to be enrolled in the healthcare plan upon retirement or disability.

Surviving spouses/domestic partners of eligible retirees are eligible for the mandated subsidy only. Surviving spouses/domestic partners of deceased active employees are eligible for the mandated subsidy only if the employee had attained age 50 with ten years of service.

Under tier 1, eligible members retired prior to December 31, 2010, the District will pay 100% of single coverage or 83.29% of two person or family coverage.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

Under tier 2, beginning January 1, 2011 the District will provide a Supplemental Retiree Benefit Allowance based upon a vesting formula. Each member shall fall into a category below based on current years of service as of July 1, 2010.

Current Years of Service as of July 1, 2010	Vesting Based
0-5	55%
5-10	60%
10-15	65%
15-20	70%
20-25	75%
25-30	80%

Each member shall accrue additional coverage at 0.75% for each year of service. This accrual will be in addition to the vesting base percentage described above. The sum of these two calculations shall be the total percentage of healthcare premium that is paid for by the District covering family, member and spouse or single of the Kaiser HMO Premium to a maximum of 80% on January 1, 2011, 75% on April 1, 2023 and 70% on April 1, 2028.

Members under tier 3 may purchase medical insurance through the District in retirement and the District will pay the minimum contribution required under the PEMHCA law.

For the year ended June 30, 2019, the District’s contributions to the Plan were \$1,547,797.

***Employees Covered by Benefit Terms*** – Membership in the plan consisted of the following at June 30, 2019:

Active plan members	73
Inactive employees or beneficiaries currently receiving benefit payments	92
Inactive employees entitled to but not yet receiving benefit payments	-
Total	165

***Net OPEB Liability***

***Actuarial Methods and Assumptions*** – The District’s net OPEB liability was measured as of June 30, 2018 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2018 that was rolled forward to determine the total OPEB liability at June 30, 2019. In the June 30, 2018 actuarial valuation, the entry-age actuarial cost method was used. The actuarial assumptions include a 7.0% discount rate assuming the District continues to fully fund for its retiree health benefits through the CERBT under investment Strategy 1 and a general inflation rate of 3.0%. Health care cost trend rate increase was assumed to be 6.0%. The unfunded actuarial liability is being amortized as a level-percent of payroll on a closed basis. The remaining amortization period at June 30, 2017 was thirteen years.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term expected real rate of return
CERBT		
Global Equity	57%	5.50%
Global Debt Securities	27%	2.35%
Inflation Assets	5%	1.50%
Commodities	3%	1.75%
REITS	8%	3.65%
Total	100%	

**Discount Rate** – The discount rate used to measure the total OPEB liability was 7 %. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan’s fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**NOVATO FIRE PROTECTION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

*Changes in Net OPEB Liability*

The changes in the Net OPEB Liability follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
	(a)	(b)	(c) = (a) - (b)
Balance at 6/30/17 Valuation Date	\$17,969,570	\$6,561,838	\$11,407,732
Changes Recognized for the Measurement Period:			
Service Cost	312,345		312,345
Interest on the total OPEB liability	1,245,883		1,245,883
Changes in benefit terms	-		
Difference between expected and actual experience			
Changes of assumptions	-		
Contributions from the employer	-	2,469,891	(2,469,891)
Net investment income	-	526,229	(526,229)
Administrative expenses		(3,712)	3,712
Other expense		(8,683)	8,683
Benefit payments and refunds	(967,175)	(967,175)	-
Net Changes	591,053	2,016,550	(1,425,497)
Balance at 6/30/18 (Measurement Date)	\$18,560,623	\$8,578,388	\$9,982,235

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued plan financial report that may be obtained from the client. The benefit payments and refunds include implied subsidy benefit payments in the amount of \$967,175.

*Sensitivity of the Net OPEB Liability*

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (-1 percent) or 1-percentage-point higher (+1 percent) than the current discount rate:

Plan's Net OPEB Liability/(Asset)		
Discount Rate -1%	Current Discount	Discount Rate +1%
(6.00%)	Rate (7.00%)	(8.00%)
\$12,296,167	\$9,982,235	\$8,069,655

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point lower (-1 percent) or 1-percentage-point higher (+1 percent) than the current healthcare cost trend rate:

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (Continued)**

Plan's Net OPEB Liability/(Asset)		
Discount Rate -1% (5.00% HMO/5.50% PPO decreasing to (4.00% HMO/4.00% PPO)	Current Health Care Cost Trend Rates (6.00% HMO/ 6.50% PPO decreasing to 5.00% HMO/5.00% PPO)	Discount Rate +1% (7.00% HMO/7.50% PPO decreasing to (6.00% HMO/6.00% PPO)
\$7,777,083	\$9,982,235	\$12,665,047

***OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB***

For the year ended June 30, 2019, the District recognized OPEB Expense of \$1,425,497. As of fiscal year ended June 30, 2019, the District reported deferred outflows and inflows of resources related to OPEB from the GASB 75 actuarial report:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on OPEB plan investments		(\$124,753)
Employer contributions made subsequent to the measurement date	\$1,547,797	
Total	\$1,547,797	(\$124,753)

The difference between projected OPEB plan investment earnings and actual earnings is amortized over a five-year period. The remaining gains and losses are amortized over the expected average remaining service life. The expected average remaining service life for the June 30, 2018 measurement period is three years.

\$1,547,797 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2020. Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as future OPEB expense as follows:

Measurement Period Ended June 30	Deferred Outflows/(Inflows) of Resources
2019	\$40,602
2020	40,602
2021	40,602
2022	2,947
	\$124,753

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 11 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, loss or damage to assets, injuries to employees, and errors and omissions, for which the District carries commercial insurance or is self-insured up to a certain limit. During the years, the District maintained the following types of insurance: property (\$7,803,370 limit, \$1,000 deductible per occurrence), general liability (\$10,000,000 aggregate limit), auto (\$1,000,000 limit), workers' compensation, management liability (\$10,000,000 aggregate limit, \$5,000 deductible), pollution (\$2,000,000 aggregate limit), cyber risk (\$1,000,000 aggregate limit), crime (\$1,000,000 deductible per occurrence), commercial excess liability insurance (\$20,000,000 aggregate limit).

Fire Districts Association of California – Fire Association Self Insurance System

Effective July 2014, the District joined the Fire Districts Association of California – Fire Association Self- Insurance System (the System) for Workers' Compensation coverage. The System is a public agency risk pool created pursuant to a joint powers agreement between the numerous member fire agencies. The System manages one pool for all member agencies. Each member pays an annual premium to the system based on the number of personnel, an estimated dollar amount of payroll and an experience factor. At fiscal year-end, when actual payroll expenditures are available, an adjustment to the year's annual premium is made. The System reinsures through the Local Agency Excess Workers' Compensation Authority (LAWCX), a joint powers authority, for claims in excess of \$500,000 for each insured event. The most recent condensed financial information (unaudited) for the System is as of June 30, 2019.

Total assets	\$53,650,885
Total liabilities	39,107,348
Fund equity	\$14,543,537
Total operating revenues	\$15,600,199
Total operating expenses	17,514,225
Operating income (loss)	(1,914,026)
Non-operating Income (loss)	71,751
Net income (loss)	(\$1,842,275)

There were no settlements in excess of the insurance coverage in any of the three prior fiscal years.

The following schedule presents the changes in the liability for workers' compensation claims:

Balance as of June 30, 2018	\$2,076,000
Change in provision for prior year claims	(403,436)
Claims paid during the year	(87,564)
Balance as of June 30, 2019	1,585,000
Less amount due within 1 year	(245,616)
Amount due after 1 year	\$1,339,384

At June 30, 2019, the District did not record a liability for outstanding claims other than workers' compensation, as it believes the claims were minimal.

**NOVATO FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 12 – JOINT VENTURE**

The District entered into a Joint Powers Agreement in February 1998, establishing the Marin Emergency Radio Authority (the Authority). The Authority is responsible to acquire, construct, and improve a countywide emergency radio system. During the year ended June 30, 1999, the Authority issued Revenue Bonds to be used for the acquisition of the radio system. Of the \$27 million in Revenue Bonds, the District will be responsible for 4.894%, or approximately \$1.3 million. Each year through August 2020, approximately \$104,000 annual payments will be due to the Authority from the District. Including interest and principal, it is anticipated the District's total obligation over 20 years will be approximately two million dollars.

The financial statements of the Authority are available at the County of Marin office. The most recent condensed financial information (unaudited) for the Authority is presented below for the year ended June 30, 2018:

Total Assets and Deferred Outflows of Resources	\$51,598,231
Total Liabilities	<u>42,951,510</u>
Net Position	<u><u>\$8,646,721</u></u>
Total Revenues	\$8,357,594
Total Expenses	<u>3,586,633</u>
Net Increase (Decrease) in Net Position	<u><u>\$4,770,961</u></u>

**NOTE 13 – COMMITMENTS AND CONTINGENCIES**

The District participates in several Federal grant programs. These programs are subject to audits performed by the District's independent accountants in accordance with the provisions of the Federal Single Audit Act as amended and applicable State requirements. In addition, these programs are subject to further examination by the grantors and the amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time. The District expects such amounts, if any, to be immaterial.

**Required Supplemental Information**



**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2019**

**Schedule of the District's Proportionate Share of the Net Pension Liability  
Last 10 years\***

	Measurement Date				
	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
District's proportionate share	4.7318%	5.0038%	4.5644%	4.4996%	6.0754%
Proportionate share of total pension liability	\$133,991,325	\$134,352,856	\$117,607,594	\$111,107,282	\$137,047,192
Proportionate share of fiduciary net position	118,362,292	115,901,028	95,792,937	93,676,482	122,032,482
<b>Proportionate share of the net pension liability</b>	<b>\$15,629,033</b>	<b>\$18,451,828</b>	<b>\$21,814,657</b>	<b>\$17,430,800</b>	<b>\$15,014,710</b>
Plan fiduciary net position as a percentage of the total pension liability	88.34%	86.27%	81.45%	84.31%	89.04%
Covered payroll	\$9,182,914	\$9,186,610	\$9,078,616	\$8,567,206	\$8,759,278
Net pension liability as a percentage of covered payroll	170.20%	200.86%	240.29%	203.46%	171.41%

\* - The fiscal year ended June 30, 2015 was the first year of implementation, therefore no prior year information is shown.

**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2019**

**Schedule of Contributions  
Novato Fire Protection District, a Cost-Sharing Defined Benefit Pension  
As of June 30  
Last 10 years, subject to available information  
(first year of implementation was Fiscal Year ended June 30, 2015)**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$4,763,387	\$4,595,700	\$4,659,905	\$4,848,895	\$4,604,649
Contributions in Relation to the Contractually required contribution	4,763,387	4,595,700	4,659,905	4,848,895	4,604,649
Contribution Deficiency/ (Excess)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Covered payroll	\$9,511,866	\$9,182,914	\$9,186,610	\$9,078,616	\$8,567,206
Contributions as a percentage of covered payroll	50.08%	50.05%	50.72%	53.41%	53.75%

**Notes to Schedule**

Valuation Date / Timing 6/30/2017 (for Contributions made in fiscal year FY 2018-2019)

**Key Methods and Assumptions Used to Determine Contribution Rates (for fiscal year 2018-19):**

Actuarial cost method	Entry Age Normal Cost Method
Amortization method	Level percentage of payroll with separate period for Extraordinary Actuarial Loss from 2009
Remaining Amortization period	Unfunded liability - 13 years / Extraordinary Actuarial Loss - 21 years
Asset valuation method	5-year smoothed market, 80% /120% corridor around market
Inflation	2.75%
Salary increases	3.00% plus merit component based on employee classification and years of service
Investment Rate of Return	7.00%
Retirement Age	Classic Tiers: Safety - 50-55, Miscellaneous - 55; PEPRA Tiers: Safety - 57, Miscellaneous - 62
Healthy Mortality	CalPERS 2017 Pre-Retirement Non-Industrial Death rates (plus Duty-Related Death rates for Safety Members), with the 20-year static projection used by CalPERS replaced by generational improvements from a base year of 2014 using Scale MP-2017
Disabled Mortality	CalPERS 2017 Disability Mortality rates (Non-Industrial rates for Miscellaneous members and Industrial Disability rates for Safety members), adjusted by 90% for Males and Females (Miscellaneous and Safety) with the 20-year static projection used by CalPERS replaced by generational improvements from a base year of 2014 using Scale MP-2017

**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2019**

**Schedule of the District's Changes in Net OPEB Liability and Related Ratios  
Last 10 years\***

<b>Measurement Date</b>	<u><b>6/30/18</b></u>	<u><b>6/30/17</b></u>
<b>Total OPEB Liability</b>		
Service Cost	\$312,345	\$291,911
Interest	1,245,883	1,208,168
Differences between expected and actual experience		
Changes in assumptions		
Changes in benefits	<u>(967,175)</u>	<u>(996,269)</u>
<b>Net change in total OPEB liability</b>	591,053	503,810
<b>Total OPEB liability - beginning</b>	<u>17,969,570</u>	<u>17,465,760</u>
<b>Total OPEB liability - ending (a)</b>	<u><u>\$18,560,623</u></u>	<u><u>\$17,969,570</u></u>
<b>OPEB fiduciary net position</b>		
Contributions - employer	\$2,469,891	\$1,989,494
Contributions - employee		
Net investment income	526,229	572,838
Administrative expense	(3,712)	(2,876)
Other expense	(8,683)	
Benefit payments, including refunds of employee contributions	<u>(967,175)</u>	<u>(996,269)</u>
<b>Net change in plan fiduciary net position</b>	2,016,550	1,563,187
<b>Plan fiduciary net position - beginning</b>	<u>6,561,838</u>	<u>4,998,651</u>
<b>Plan fiduciary net position - ending (b)</b>	<u><u>\$8,578,388</u></u>	<u><u>\$6,561,838</u></u>
Net OPEB liability - ending (a)-(b)	<u><u>\$9,982,235</u></u>	<u><u>\$11,407,732</u></u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>46.2%</u>	<u>36.5%</u>
Covered employee payroll	<u><u>\$9,195,604</u></u>	<u><u>\$8,685,000</u></u>
Net OPEB liability as a percentage of covered employee payroll	<u>108.6%</u>	<u>131.3%</u>

**Notes to schedule:**

\* - Fiscal year 2018 was the first year of implementation.

**NOVATO FIRE PROTECTION DISTRICT  
REQUIRED SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2019**

**SCHEDULE OF CONTRIBUTIONS**

Last 10 years\*

<b>Fiscal Year Ended June 30,</b>	<b>2019</b>	<b>2018</b>
Actuarially determined contribution	\$1,547,797	\$1,502,716
Contributions in relation to the actuarially determined contributions	1,547,797	1,502,716
Contribution deficiency (excess)		
Covered employee payroll	\$9,214,313	\$9,195,604
Contributions as a percentage of covered employee payroll		

**Notes to Schedule**

Valuation date: 6/30/2018

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level percentage of payroll basis
Remaining Amortization	13 years remaining as of June 30, 2017
Asset Valuation Method	Market Value Basis
Inflation	3% per annum
Payroll Growth	3.50%
Investment Rate of Return	7% per annum
Healthcare Cost-Trend Rates	5% to 6.50%
Retirement Age	Must retire from PERS on or after age 50 (age 55 for Miscellaneous employees) with at least 10 years of District service.
Mortality	The RPH-2014 Total Dataset Mortality Tables Projected Fully Generational using Scale MP-2014. Rates are assumed to have sufficient provisions or reasonably reflect future mortality improvements.

\* - Fiscal year 2018 was the first year of implementation.

NOVATO FIRE PROTECTION DISTRICT  
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
 FOR THE YEAR ENDED JUNE 30, 2019

	Current Year Budget		Actual			Variance with Final Budget Positive (Negative)	
			Encumbrances				
	Original	Final	Revenue and Expenditures	Prior Year Unexpended	Current Year Unexpended		Total
<b>RESOURCES (Inflows):</b>							
Property taxes - secured and unsecured	\$26,546,170	\$26,546,170	\$27,024,922			\$27,024,922	\$478,752
Charges for services	2,352,653	2,508,653	3,174,787			3,174,787	666,134
Interest income	68,084	68,084	267,947			267,947	199,863
Intergovernmental	1,471,259	1,492,751	1,136,282			1,136,282	(356,469)
Other	50,000	50,000	107,184			107,184	57,184
<b>Total Revenues</b>	<b>30,488,166</b>	<b>30,665,658</b>	<b>31,711,122</b>			<b>31,711,122</b>	<b>1,045,464</b>
<b>APPROPRIATIONS/EXPENDITURES (Outflows):</b>							
<b>Salaries and benefits</b>							
Emergency medical services	8,157,351	8,157,351	7,372,958			7,372,958	784,393
Risk reduction prevention and mitigation	791,982	791,982	761,531			761,531	30,451
Operations	11,191,919	11,191,919	10,711,955			10,711,955	479,964
Organizational resources and support	4,585,209	4,585,209	4,244,177			4,244,177	341,032
Training	393,815	393,815	436,813			436,813	(42,998)
<b>Total salaries and benefits</b>	<b>25,120,276</b>	<b>25,120,276</b>	<b>23,527,434</b>			<b>23,527,434</b>	<b>1,592,842</b>
<b>Services and supplies:</b>							
Emergency medical services	377,185	377,185	343,042			343,042	34,143
Risk reduction prevention and mitigation	215,450	215,450	128,331			128,331	87,119
Operations	306,300	334,792	338,235			338,235	(3,443)
Organizational resources and support	3,187,988	3,187,988	3,026,836			3,026,836	161,152
Training	59,800	52,800	43,898			43,898	8,902
<b>Total services and supplies</b>	<b>4,146,723</b>	<b>4,168,215</b>	<b>3,880,342</b>			<b>3,880,342</b>	<b>287,873</b>
<b>Capital outlay:</b>							
Organizational resources and support	158,860	1,358,860	160,675			160,675	1,198,185
<b>Total capital outlay</b>	<b>158,860</b>	<b>1,358,860</b>	<b>160,675</b>			<b>160,675</b>	<b>1,198,185</b>
<b>Debt service:</b>							
Principal	672,082	677,600	677,507			677,507	93
Interest	82,401	69,700	69,290			69,290	410
<b>Total debt service</b>	<b>754,483</b>	<b>747,300</b>	<b>746,797</b>			<b>746,797</b>	<b>503</b>
<b>Total Appropriations/Expenditures</b>	<b>30,180,342</b>	<b>31,394,651</b>	<b>28,315,248</b>			<b>28,315,248</b>	<b>3,079,403</b>
<b>EXCESS REVENUE OVER (UNDER) APPROPRIATIONS</b>	<b>\$307,824</b>	<b>(\$728,993)</b>	<b>\$3,395,874</b>			<b>\$3,395,874</b>	<b>\$4,124,867</b>

**NOVATO FIRE PROTECTION DISTRICT**

**NOTES TO THE REQUIRED SUPPLEMENTAL INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2019**

**1. BUDGETARY BASIS OF PRESENTATION**

The budget included in these financial statements represents the original budget and amendments approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting with encumbrances included as actual. Accordingly, for the purpose of comparing budgeted expenditures to actual amounts, prior and current year encumbrances have been integrated with the amounts shown on the Statement of Revenues, Expenditures, and Changes in Fund Balances.

Various reclassifications have been made to the actual amounts to conform to classifications included in the budget approved by the Board of Directors.

The legal level of budgetary control attributed to the Board of Directors is considered at the objective or natural classification level, presented as subtotals in the schedule of budget to actual (e.g., total revenue, total salaries and benefits, total services and supplies, etc.).