

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 12, 2019

To: Board of Directors

From: Jason Webber, Fire Chief  
Kevin Yeager, Deputy Director Fire  
Helen Yu Scott, Finance Director

Subject: Fiscal Year 2019-2020 Proposed Budget

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**RECOMMENDATION:**

That the Board approves Resolution 19-05 a resolution adopting the budget for the Ross Valley Fire Department for the fiscal year commencing July 1, 2019.

**DISCUSSION/ANALYSIS:**

The JPA requires, no later than June 1st of each year that the Executive Officer and the Fire Chief recommend to the Board a budget for the ensuing fiscal year. No later than June 15<sup>th</sup> of each year, the Board shall adopt a budget for the ensuing year.

As part of this year's budget document, we have included summary page for the General Fund and all other funds. These summary pages include revenues, expenditures, as well as beginning and ending fund balances.

The FY 2019-2020 budget was prepared by staff using revenue and expense projections for the next fiscal year. The total proposed operating budget for FY 2019-2020 is \$11,157,454 which includes \$10,845,454 for the General Fund and a fund transfer of \$312,000 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions of \$2,431,154 from Fairfax, \$2,125,214 from Ross, \$4,229,157 from San Anselmo, and \$1,335,565 from Sleepy Hollow. Outside revenues are estimated at \$1,036,364.

Vehicle/SCBA Fund: In addition to the \$312,000 transfer from the operating budget, there is a \$572,712 transfer from the Apparatus Replacement reserves to fund the Purchase of a Type 3 Fire Engine, utility/command/staff vehicles according to the vehicle replacement schedule that were approved by the Board in FY2017-2018, and \$154,712 to make the first installment payment to Sleepy Hollow for the Type 1 Fire Engines acquisition financing.

Total General Fund expenses have increased by \$551,201 from the Adopted 2018-2019 budget. Multiple items have contributed to the increase, including:

- A transfer of \$312,000 to the Vehicle Fund, which is a \$12, 000 increases from FY2018/19
- Increase \$103,800 for regular salaries and benefits due to anticipated negotiation pay increase
- CalPERS unfunded liability payment increased by \$166,613. Additionally, Employer Contribution Rates for both Classic and PEPRAs employees have increases
- Increase \$18,513 for health insurance premium for six months
- Add the Disaster Coordinator position, which will be funded through reimbursement from neighbor jurisdictions
- During the budget development, in consideration of the increase expenses, staff and management have made considerable effort limit cost increases.

**FISCAL IMPACT:**

The total proposed operating budget for FY 2019-2020 is \$11,157,454, which includes \$10,845,454 for the General Fund and a fund transfer of \$312,000 for the Vehicle/SCBA Fund. The Operating Budget is funded by member contributions of \$2,431,154 from Fairfax, \$2,125,214 from Ross, \$4,229,157 from San Anselmo, and \$1,335,565 from Sleepy Hollow. Outside revenues are estimated at \$1,036,364. Member contributions increases include: \$160,530 for San Anselmo, \$92,291 for Fairfax, \$50,701 for Sleepy Hollow and \$105,317 for Ross.

The estimated total beginning fund balance for FY 2019/20 is \$1,820,575 of which \$669,899 is Apparatus Replacement, \$878,965 is Unassigned, \$122,515 is Compensated Absences, \$29,196 is Technology, and \$120,000 Breathing Apparatus.

Estimated ending fund balance is \$1,247,863 of which \$97,187 is Apparatus Replacement, \$878,965 is Unassigned, \$122,515 is Compensated Absences, \$29,196 is Technology, and \$120,000 Breathing Apparatus.

Attachment: FY 2019-2020 Proposed Budget  
Resolution 19-05