

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: February 11, 2015

To: Board of Directors

From: Mark Mills, Fire Chief

Prepared by: JoAnne Lewis, Administrative Assistant 

Subject: 2014-2015 Mid-Year Budget Review

RECOMMENDATION:

That the Board approve the attached resolution amending the 2014-2015 Budget.

BACKGROUND:

The Board adopted the FY 2014-2015 Budget on June 11, 2014. As is Department practice, a Mid-Year Budget review is completed each year.

DISCUSSION:

It is customary for staff to present a mid-year financial report to the Board. The mid-year report gives a snapshot of the budget status halfway through the fiscal year.

During the first half of the year, most expenses and income remained consistent with budget projections. With the exception of the Plan Checking Fees and Resale Inspection Fees have been higher than projected. As the Board is aware, changes and the creation of funds have reduced the Undesignated Fund balance as well. With the adoption of this fiscal year's budget, the remainder of the prior authority funds were expended, leaving those accounts at zero.

With the two long term, and numerous short term, disabilities, the overtime budget is trending towards being over the budgeted amount. Staff is recommending transferring \$100,000 from Salaries and Benefits to Regular Standby Overtime.

Mid-Year Budget Revision Recommendations:

Revenue:

- Based on projections, the Plan Checking fees should be increased by \$40,000 to \$120,000.
- Based on projections, the Re-Sale Inspection Fees should be increased by \$3,500 to \$13,500
- It is estimated that we will receive \$139,728 for response out of county. This number may change if there are other responses before the end of the year.
- Workers Comp reimbursement – currently at \$73,297, this amount will increase through the remainder of the year as the vacancies continue

AGENDA ITEM # 5
Date 2/11/15

Expenses:

- Transfer \$100,000 from Salaries and Benefits to Regular/Standby OT
- Transfer \$12,500 from Budget Contingency to Attorney/Legal Fees

SUMMARY/FISCAL IMPACT:

Given the multiple injuries, sick leave and vacation coverage, and two long term disabilities, the overtime costs have increased. Staff is working to reduce the overtime costs through the end of the year.

Staff will continue to keep a close watch on overtime and all expenditures. Staff believes that the department will remain within budget at the end of the Fiscal Year.

Attachment: RVFD Mid-Year Review Summary sheet

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 15-03

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS ADOPTING THE PROPOSED BUDGET REVISIONS TO THE FY 2014-2015 OPERATING BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT

WHEREAS, the Ross Valley Fire Department Board of Directors adopted the proposed FY 2014-2015 Operating Budget on June 11, 2014, at a regular meeting of the Ross Valley Fire Department Board of Directors to plan for anticipated revenues and expenses for the fiscal period; and

WHEREAS, the Ross Valley Fire Department Board, on the recommendation of staff, approves the FY 2014-2015 Operating Budget revisions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Fire Department hereby adopt the proposed FY 2013-2014 Operating Budget line item revisions as listed below:

Plan Checking Fees – increase by \$40,000 to \$120,000
Resale Inspection Fees – increase by \$3,500 to \$13,500
OES Out of County Reimbursement - \$139,728
Transfer \$100,000 from Salaries and Benefits to Regular/Standby OT
Transfer \$12,500 from Budget Contingency to Attorney/Legal Fees

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 11th day of February, 2015 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

John Reed, President

JoAnne Lewis, Administrative Assistant