

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 13, 2019

To: Board of Directors

From: Jason Weber, Fire Chief
Helen Yu-Scott, Finance Director

Subject: Budget Revision to FY 2018-2019 Operating Budget

RECOMMENDATION:

To approve Resolution 19-01, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line item budget revisions to the Fiscal Year 2018-2019 Operating Budget.

DISCUSSION:

On June 13, 2018, the Board adopted the proposed FY 2018-2019 Operating Budget for the Ross Valley Fire Department.

At each Board meeting, staff provides a financial report which tracks the monthly revenue and expenditures for the Department. Staff explains the variances between the adopted budget and the actual revenues and expenses on as needed basis.

During the first half of this fiscal year, the adopted budget has been impacted by a couple of the events: there have been multiple employee injuries, and the Department provided personnel and equipment to help combat wildfires throughout the State.

In order to address the changes in both revenues and expenses, staff has prepared a line item budget revision for Board consideration and approval. The summary that follows describes, in general terms, these changes. A line by line accounting for the proposed changes is included as part of the budget revision resolution.

Beginning Fund Balance: The beginning fund balance for all funds is \$2,079,656, as a result of the final audited FY 2017-2018 financial statements, has increased by \$331,104 from June 2018 estimated balance.

Revenues: Projected increases in revenue include: Worker Compensation and OES reimbursements, Proceed from Sales of Vehicle, LAIF Interest, and County of Marin contract.

The revenue line item changes have resulted in \$471,961 net increase in revenues.

Expenses: Most of the expense items are in line with adopted budget with the exceptions of overtime costs associated with Department's responses to wildfires throughout northern California, which contributed a \$337,959 increase to the total budget and acquisition of the Fire engines and vehicles.

The revised budget also included the following two items:

- On September 12, 2018, the Board approved the purchase of one command vehicle and one utility vehicle. A total of \$140,000 was included in this proposal.
- On January 9, 2019, the Board authorized the Fire Chief to enter into a lease-purchase agreement for the purchase of two (2) new Pierce Manufacturing, Enforcer 1500 GMP All-Steer Type 1 Fire Engines utilizing a 50% down and 50% 5-year lease purchase. The total purchase price is \$1,417,068, \$708,534 was included in the revised budget.

The expense line item changes have resulted in \$1,186,493 increase in expenses.

Ending Fund Balance: The estimated ending fund balance for all funds is \$1,219,878, which is a reduction of \$859,778 from the prior year as a result of a commitment to purchase and lease a total of three fire engines, one command vehicle, and one utility vehicle. By excluding the capital purchase commitments, there is an estimated net operating result of \$73,756 surplus.

Conclusion: Staff is recommending the approval of Resolution 19-01 adopting the proposed line item budget revisions to the FY 2018-2019 Operating Budget in order to bring the approved budget in line with expected revenues and expenses.

FISCAL IMPACT:

The proposed line item revisions include a \$471,961 increase in revenue and transfer in, and \$1,186,493 increase in expense and transfer out, with a net fund balance reduction of \$714,532.

Attachments: Resolution 19-01, a Resolution of the Ross Valley Fire Department Board of Directors adopting the proposed line item budget revision to the FY 2018-2019 Operating Budget

FY 2018-2019 budget document with proposed line item adjustments

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 19-01

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT BOARD OF DIRECTORS
ADOPTING THE PROPOSED LINE ITEM BUDGET REVISIONS TO THE FY2018-2019
OPERATING BUDGET FOR THE ROSS VALLEY FIRE DEPARTMENT**

WHEREAS, the Ross Valley Fire Department Boards of Directors adopted the proposed FY2018-2019 Operating Budget on June 13, 2018, 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 FY2018-2019 Operating Budget line items revisions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Fire Department hereby adopt the proposed FY2018-2019 Operating Budget line item revisions as listed in Attachment "A."

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 13th day of February 2019 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Peter Lacques, President

JoAnne Lewis, Administrative Assistant

Ross Valley Fire Department - 2018-2019 Budget

		Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND				
Revenue				
Department: 00 - UNDESIGNATED				
01.00.47501.00	FAIRFAX	1,940,832	1,940,832	-
01.00.47502.00	ROSS	1,949,787	1,949,787	-
01.00.47503.00	SAN ANSELMO	3,376,047	3,376,047	-
01.00.47504.00	SLEEPY HOLLOW	1,066,208	1,066,208	-
01.00.47507.00	PRIOR AUTHORITY RETIREE HEALTH	394,757	394,757	-
01.00.47508.00	PRIOR AUTHORITY MERA BOND	38,288	38,288	-
01.00.47510.00	PRIOR AUTHORITY RETIREMENT	646,332	646,332	-
01.00.49504.00	RVPA REIMBURSEMENT MEDIC PROGRAM	219,210	219,210	-
01.00.49501.00	COUNTY OF MARIN	197,500	201,094	3,594
01.00.49502.00	OES REIMBURSEMENT OUT OF COUNTY	-	396,096	396,096
01.00.49506.00	RVPA RENTAL	29,556	29,556	-
01.00.49507.00	LAIF INTEREST	7,000	10,000	3,000
01.00.49509.00	RVPA EMS TRAINING/SUPPLY REIMB.	47,290	47,290	-
01.00.49510.00	PLAN CHECKING FEES	245,000	245,000	-
01.00.49511.00	RE-SALE INSPECTION FEES	44,000	44,000	-
01.00.49512.00	MISCELLANEOUS INCOME	2,500	2,500	-
01.00.49513.00	WORKERS COMP REIMBURSEMENT	-	19,271	19,271
01.00.49516.00	GRANTS/DONATIONS	10,000	10,000	-
01.00.49523.00	APPARATUS REPLACEMENT	300,000	300,000	-
01.00.49524.00	TECHNOLOGY FEES	21,700	21,700	-
01.00.49526.18	STATION MAINT REVENUE #18	15,000	15,000	-
01.00.49526.19	STATION MAINT REVENUE #19	15,000	15,000	-
01.00.49526.20	STATION MAINT REVENUE #20	15,000	15,000	-
01.00.49526.21	STATION MAINT REVENUE #21	15,000	15,000	-
Total Revenue		10,596,007	11,017,968	421,961
Expense				
Department: 00 - UNDESIGNATED				
01.00.60000.00	REGULAR SALARIES	3,703,233	3,703,233	-
01.00.60010.00	TEMPORARY HIRE	15,000	15,000	-
01.00.60020.00	MINIMUM STAFFING	680,000	680,000	-
01.00.60021.00	HOURLY OVERTIME	83,000	83,000	-
01.00.60024.00	SHIFT DIFFERENTIAL OT	20,000	20,000	-
01.00.60025.00	OT OES RESPONSE	-	337,959	(337,959)
01.00.60026.00	OT TRAINING	40,000	40,000	-
01.00.60027.00	HOLIDAY	181,977	181,977	-
01.00.60028.00	PARAMEDIC TRAINING OVERTIME	22,000	22,000	-
01.00.60029.00	FLSA O/T	105,183	105,183	-
01.00.60030.00	S/L BUY BACK	4,000	4,000	-
01.00.60035.00	RETIRED S/L COMPENSATION	50,000	50,000	-
01.00.60039.00	EXECUTIVE OFFICER	3,600	3,600	-
01.00.60040.00	BOARD MEMBER STIPEND	8,000	8,000	-
01.00.60100.00	RETIREMENT	1,405,860	1,405,860	-
01.00.60200.00	CAFETERIA HEALTH PLAN	709,006	709,006	-
01.00.60210.00	RETIREE HEALTH SAVINGS MATCH	19,364	19,364	-
General Fund (Cont.)				

Ross Valley Fire Department - 2018-2019 Budget

		Adpoted Budget	Revised Budget	Change
01.00.60215.00	WORKERS' COMPENSATION INSURANCE	551,951	551,951	-
01.00.61113.00	WORKERS COMP CLAIMS	-	-	-
01.00.60220.00	PAYROLL TAXES	78,101	78,101	-
01.00.60221.00	HOUSING ALLOWANCE	44,400	44,400	-
01.00.60223.00	UNIFORM REIMBURSEMENT	24,120	24,120	-
01.00.60225.00	EDUCATION REIMBURSEMENT	102,546	102,546	-
01.00.60231.00	RETIREES' HEALTH INSURANCE	877,913	877,913	-
01.00.61115.00	LIABILITY INSURANCE	26,950	26,950	-
01.00.62999.00	CONTINGENCY	15,000	15,000	-
01.00.67099.00	TRANSFERS OUT - INSURANCE	-	-	-
01.00.67099.00	TRANSFERS OUT - APPARATUS	300,000	300,000	-
Total Undesignated		9,071,204	9,409,163	(337,959)
Department: 05 - ADMINISTRATION				
01.05.61103.00	AUDIT & BOOKKEEPING SERVICES	26,000	26,000	-
01.05.61105.00	OTHER CONTRACT SERVICES	131,316	131,316	-
01.05.61106.00	CONTRACT SERVICES - MCFD	300,000	300,000	-
01.05.61107.00	ATTORNEY/LEGAL FEES	10,000	10,000	-
01.05.61112.00	PERS ADMINISTRATIVE FEE	2,800	2,800	-
01.05.61120.00	CONTRACT SERVICES-SAN ANSELMO	80,000	80,000	-
01.05.61121.00	COMPUTER SOFTWARE/SUPPORT	25,000	25,000	-
01.05.61122.00	WEB PAGE DESIGN AND MAINTENANCE	8,000	8,000	-
01.05.61127.00	PHYSICALS	24,690	24,690	-
01.05.61129.00	HIRING EXPENSES	5,300	5,300	-
01.05.61300.00	PUBLICATIONS AND DUES	4,000	4,000	-
01.05.62000.00	OFFICE SUPPLIES	4,500	4,500	-
01.05.62003.00	POSTAGE	1,000	1,000	-
01.05.62200.00	GENERAL DEPARTMENT SUPPLIES	12,000	12,000	-
Total Administration		634,606	634,606	-
Department: 10 - OPERATIONS				
01.10.60060.01	VOLUNTEER SHIFT PAY/DRILLS	16,600	16,600	-
01.10.60064.01	VOLUNTEER LENGTH OF SERVICE	4,000	4,000	-
01.10.60065.02	EXPLORER POST	15,825	15,825	-
01.10.60220.01	PAYROLL TAXES	-	-	-
01.10.61000.00	TRAINING AND EDUCATION	40,000	40,000	-
01.10.61100.00	DISPATCH	164,678	164,678	-
01.10.61101.00	RADIO REPAIR	4,000	4,000	-
01.10.61102.00	HAZARDOUS MATERIAL REMOVAL	1,000	1,000	-
01.10.61108.00	HAZARDOUS MATERIAL CONTRACT	8,925	8,925	-
01.10.61110.00	MERA OPERATING EXPENSE	41,473	41,473	-
01.10.61301.01	VOLUNTEER DUES	-	-	-
01.10.61402.00	HYDRANT MAINTENANCE	2,000	2,000	-
01.10.61410.00	EQUIPMENT MAINTENANCE	10,896	10,896	-
01.10.62203.00	EMERGENCY RESPONSE SUPPLIES	4,000	4,000	-
01.10.62204.00	PARAMEDIC RESPONSE SUPPLIES	20,000	20,000	-
01.10.62205.00	EMERGENCY MEDICAL SUPPLIES	7,500	7,500	-

General Fund (Cont.)

Ross Valley Fire Department - 2018-2019 Budget

		Adpoted Budget	Revised Budget	Change
01.10.62210.00	BREATHING APPARATUS	5,700	5,700	-
01.10.62211.00	BREATHING APPARATUS-CONTRACT	6,900	6,900	-
01.10.62213.00	PROTECTIVE CLOTHING	10,000	10,000	-
01.10.63131.00	EQUIPMENT	21,500	21,500	-
01.10.63140.00	HYDRANTS	21,000	21,000	-
01.10.63150.00	COMMUNICATIONS EQUIPMENT	15,000	15,000	-
01.10.63160.00	TURNOUTS	15,765	15,765	-
01.10.63165.00	GRANT EXPENSE	20,000	20,000	-
01.10.64401.00	NERA BOND PAYMENT PRIOR AUTHORITY	38,288	38,288	-
Total Operations		495,050	495,050	-
Department: 14 - FACILITIES				
01.14.61500.00	BUILDING MAINTENANCE AND LANDSCAPING	16,000	16,000	-
01.14.61500.18	BUILDING MAINTENANCE STATION 18	15,000	15,000	-
01.14.61500.19	BUILDING MAINTENANCE STATION 19	15,000	15,000	-
01.14.61500.20	BUILDING MAINTENANCE STATION 20	15,000	15,000	-
01.14.61500.21	BUILDING MAINTENANCE STATION 21	15,000	15,000	-
01.14.61702.00	GAS AND ELECTRIC	40,000	40,000	-
01.14.61703.00	WATER	6,750	6,750	-
01.14.61704.00	SEWER	2,563	2,563	-
01.14.61705.00	TELEPHONE	38,000	38,000	-
01.14.62206.00	JANITORIAL MAINTENANCE SUPPLIES	9,780	9,780	-
01.14.62501.00	FURNISHINGS	6,000	6,000	-
01.14.63040.00	APPLIANCES	6,000	6,000	-
01.14.63041.00	OFFICE EQUIPMENT	11,000	11,000	-
01.14.63042.00	EXERCISE EQUIPMENT	12,500	12,500	-
01.14.63044.00	TECHNOLOGY PURCHASES	21,700	21,700	-
Total Facilities		230,293	230,293	-
Department: 15 - COMMUNITY RISK REDUCTION				
01.15.60220.00	PAYROLL TAXES	-	-	-
01.15.61131.00	FIRE PREVENTION	4,500	4,500	-
01.15.62220.00	COMMUNITY EDUCATION & PREP.	8,500	8,500	-
Total Community Risk Reduction		13,000	13,000	-
Department: 25 - FLEET				
01.25.61411.00	BURN TRAILER MAINTENANCE	9,100	9,100	-
01.25.61600.00	REPAIRS VEHICLE	107,500	107,500	-
01.25.62988.00	FUEL	36,000	36,000	-
01.25.62989.00	PARTS VEHICLE	9,500	9,500	-
Total Fleet		162,100	162,100	-
Total Expenses		10,606,253	10,944,212	(337,959)

Ross Valley Fire Department - 2018-2019 Budget

		Adpoted Budget	Revised Budget	Change
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Fund: 15 - VEHICLE FUND / SCBA				
Revenue				
Department: 00 - UNDESIGNATED				
15.00.49512.00	PROCEED OF SALES	-	50,000	(50,000)
15.00.51999.00	TRANSFERS IN	300,000	300,000	-
	Total Revenue	<u>300,000</u>	<u>350,000</u>	<u>(50,000)</u>
Expense				
Department: 00 - UNDESIGNATED				
15.00.63154.00	FIRE ENGINE/VEHICLE PURCHASE	435,000	1,283,534	(848,534)
	Total Expenses	<u>435,000</u>	<u>1,283,534</u>	<u>(848,534)</u>

Ross Valley Fire Department - 2018-2019 Budget

	Adpoted Budget	Revised Budget	Change
Fund: 01 - GENERAL FUND			
Beginning Fund Balance	754,364	931,222	
Revenue			
00 - UNDESIGNATED	10,596,007	11,017,968	(421,961)
Expense			
00 - UNDESIGNATED	9,071,204	9,409,163	(337,959)
05 - ADMINISTRATION	634,606	634,606	-
10 - OPERATIONS	495,050	495,050	-
14 - FACILITIES	230,293	230,293	-
15 - COMMUNITY RISK REDUCTION	13,000	13,000	-
25 - FLEET	162,100	162,100	-
Total Expense	10,606,253	10,944,212	(337,959)
Ending Fund Balance	744,118	1,004,978	
Fund: 15 - APPARATUS FUND/SCBA			
Beginning Fund Balance	1,139,434	1,148,434	
Revenue			
00 - UNDESIGNATED	300,000	350,000	(50,000)
Expense			
00 - UNDESIGNATED	435,000	1,283,534	(848,534)
Ending Fund Balance	1,004,434	214,900	
Beginning Fund Balance - All Funds	1,893,798	2,079,656	
Total Revenue - All Funds	10,896,007	11,367,968	(471,961)
Total Expense - All Funds	11,041,253	12,227,746	(1,186,493)
Surplus/(Deficit)	(145,246)	(859,778)	
Ending Fund Balance - All Funds	1,748,552	1,219,878	
Fund Balances	2017-2018	2018-2019	
Compensated Absences	122,515	122,515	
Technology	29,196	29,196	
Apparatus Replacement	1,028,434	94,900	
Breathing Apparatus	120,000	120,000	
Unassigned	779,511	853,267	
Total	2,079,656	1,219,878	