

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of February 8, 2023

To: Board of Directors

From: Dan Mahoney, Interim Deputy Chief  
Kevin Yeager, Deputy Director Fire  
Jeff Zuba, Finance Director

Subject: Approve Resolution 23-06 Midyear Budget Report Revising FY2022-2023  
Operating Budget

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**RECOMMENDATION:**

To approve Resolution 23-06, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line-item budget revisions to the Fiscal Year 2022-2023 Operating Budget.

**DISCUSSION:**

On July 13, 2022, the Board adopted the revised proposed FY2022-2023 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: multiple employees out on workers compensation 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 from the adopted budget is being revised to \$3,735,723 to reflect the final audit of the FY2022-2023 financial statements.

**Revenues:** Projected increases in revenue include OES reimbursements and Workers Compensation.

The revenue line-item changes have resulted in \$439,856 net increase in revenues.

**Expenses:** The Fire Department strives to operate within the authority of the adopted budget. Some of the items have the potential to exceed the budget and others may have a saving by the end of the year. Therefore, the only items proposed for change.

1. Overtime costs associated with Department's responses to wildfires throughout northern California, which contributed a \$259,318 increase to the total budget.
2. Reduction of Marin County Fire contract of (\$125,000), being offset by the estimated increase of salary of \$20,000 for Interim Deputy Chief and overtime of \$105,000 for the backfilling of other positions.

The expense line-item changes have resulted in \$259,318 increase in expenses.

**Ending Fund Balance:** The estimated ending fund balance for all funds is \$3,684,805, which is a decrease of (\$50,918) from the prior year.

**Conclusion:** Staff is recommending the approval of Resolution 23-06 adopting the proposed line-item budget revisions to the FY 2022-2023 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 \$439,856 increase in revenue and \$259,318 increase in expense, with a net fund balance increase of \$180,538.

**Encl:** Resolution 23-06, a Resolution adopting the proposed line-item budget revision to the FY 2022-2023 Operating Budget – **Attachment #1**  
FY 2022-2023 budget document with proposed line-item adjustments – **Attachment #2**