

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of February 14, 2024

To: Board of Directors

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

Subject: Budget Revision to Fiscal Year 2023-2024 Operating Budget

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**RECOMMENDATION**

That the Board consider approving Resolution 24-02, a resolution of the Ross Valley Fire Department Board of Directors, adopting the proposed line-item budget revisions to the Fiscal Year 2023-2024 (FY23-24) Operating Budget.

**DISCUSSION**

On June 14, 2023, the Board adopted the proposed FY23-24 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 an as-needed basis.

During the first half of this fiscal year, the adopted budget has been impacted by several events: multiple employees out on workers' comp, the transition of the Marin County dispatch center from the Marin County Sheriff to Marin County Fire, and the Department provided personnel and equipment to help combat wildfires throughout the State.

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 \$4,047,186 to reflect the final audit of the Fiscal Year 2022-2023 financial statements.

**Revenues:** Projected increases in revenue include OES reimbursements (\$380,604) and Workers' Compensation Reimbursement (\$109,030).

The reimbursement revenue from the County for Defensible Space Inspectors was reduced by (-\$120,386) as two open positions were not filled during the year.

The revenue line-item changes have resulted in a \$369,247 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 are as follows:

1. Funding through June 30, 2024 to support the current positions of Interim Fire Chief, Interim Deputy Chief and all associated costs to backfill these positions with existing personnel of \$178,800 which was approved at the November 27, 2023 Fire Board meeting.
2. Overtime costs associated with the Department's responses to wildfires throughout northern California, which contributed a \$215,094 increase to the total budget.
3. Increase in dispatch costs related to one-time start-up costs for the transition to Marin County Fire of \$481,594 which was approved at the November 8, 2023 Fire Board meeting.

The expense line-item changes have resulted in a \$875,488 increase in expenses.

**Ending Fund Balance:** The estimated ending fund balance for all funds is \$3,484,773, which is a decrease of (\$562,413) from the prior year.

**Conclusion:** Staff is recommending the approval of Resolution 24-02 adopting the proposed line-item budget revisions to the FY23-24 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 \$369,247 increase in revenue and a \$875,488 increase in expense, with a net fund balance decrease of \$506,241.

## **ATTACHMENTS**

Resolution 24-02 - Adopting the Proposed Line-Item Budget Revisions to the Fiscal Year 2023-2024 Operating Budget - **Attachment #1**  
FY2023-2024 Budget Document with Proposed Line-Item Adjustments - **Attachment #2**