



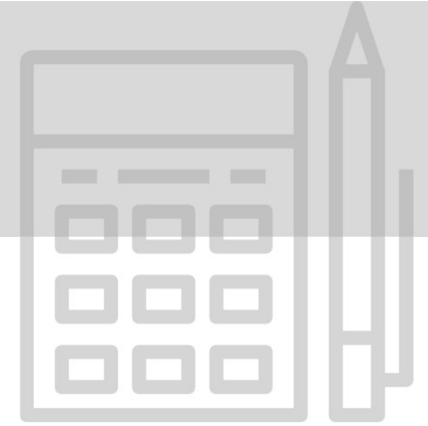
RODEO-HERCULES FIRE
PROTECTION DISTRICT

June 14, 2023

BUDGET 101



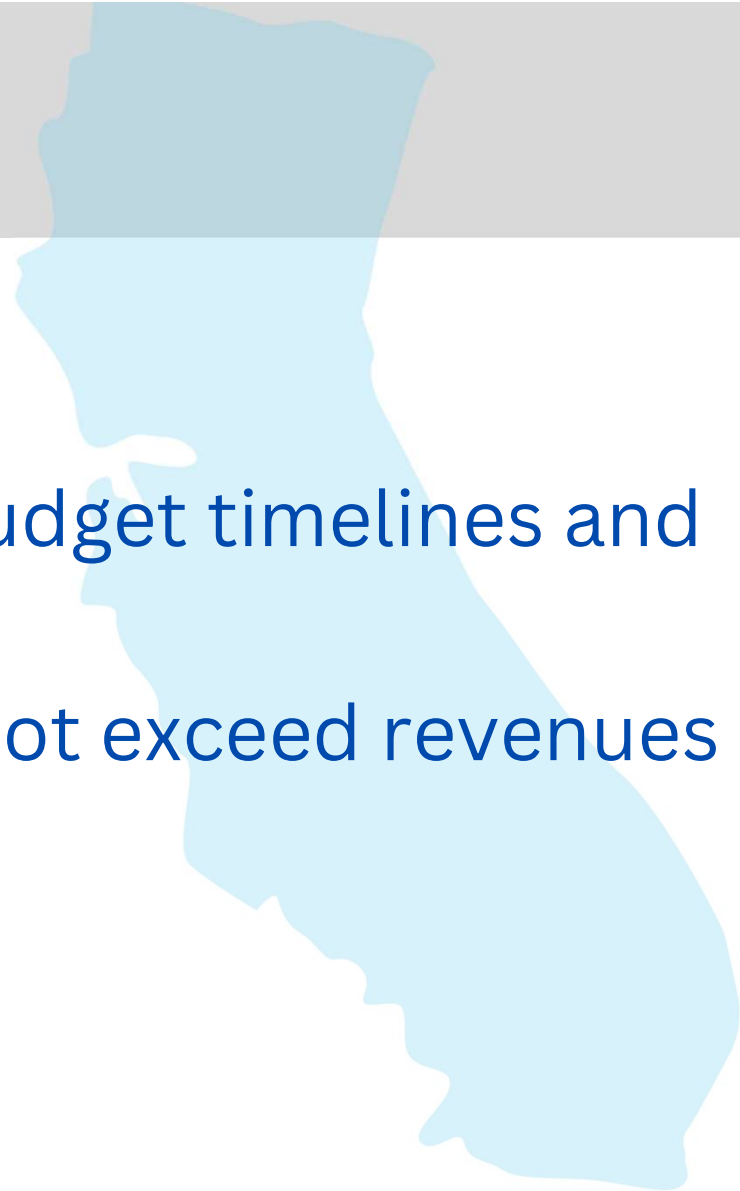
Budget Process - *CA Health and Safety Code*



As a special district, CA H&S § 13890 requires that on or before **June 30** of each year, a district board shall adopt a preliminary budget with the final budget adoption occurring by **October 1**.

Special Districts: Budget Considerations

- Rules regarding budget timelines and approval
- Expenditures do not exceed revenues
- Balanced budget



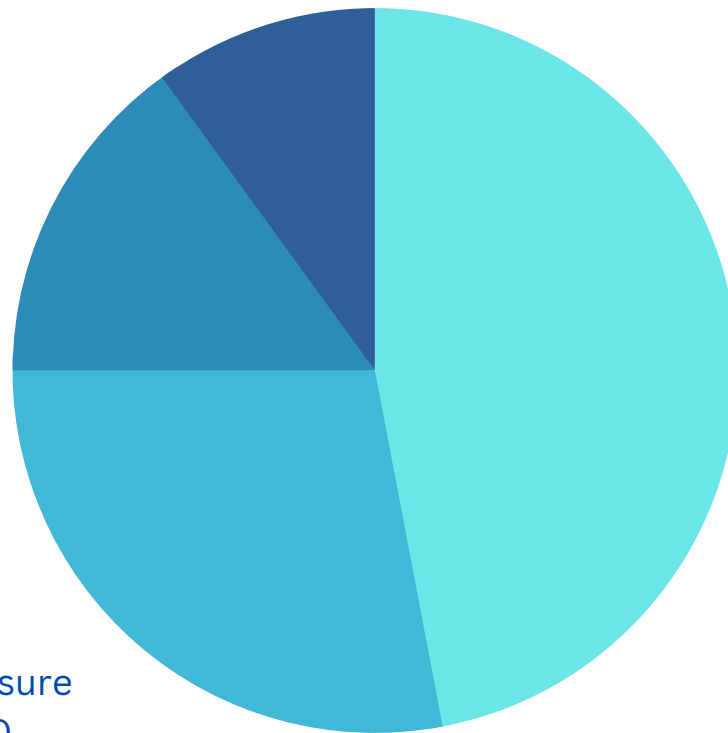
Major Sources of Revenue



Benefit
Assessment
15%

Measure
O
28%

Other
10%



Property Taxes- Secured
1%
47%

Strike Team Reimbursements



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



Personnel

Reimbursement for personnel on strike teams. Covers OT for personnel on strike team and backfill

Administrative

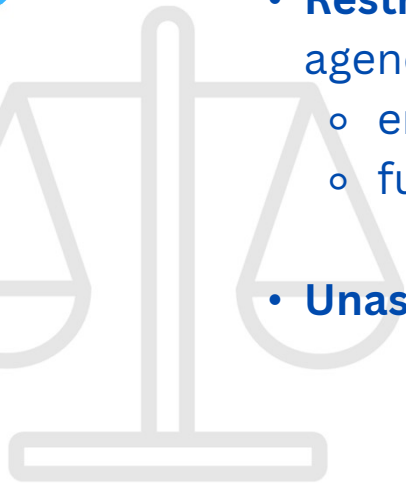
10% fee. Amount reimbursed to Permanent Salaries.

Apparatus

Reimbursement for use of District equipment on strike teams.

Types of Funds

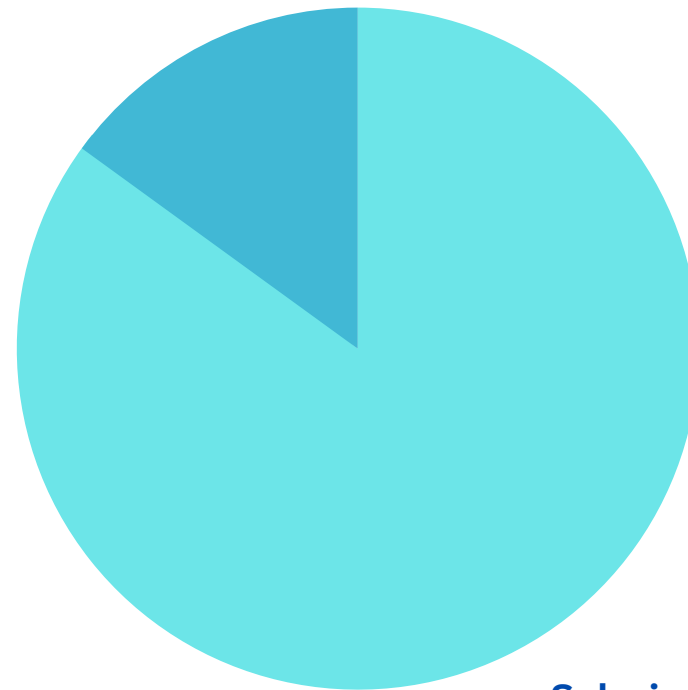
- **Assigned Fund Balance** - intended to be used by the Fire District for a specific purpose; with some leeway
- **Committed Fund Balance** - funds that can **only** be used for a specific purpose
- **Restricted Fund Balance** - funds that can only be spent for specific purposes out of agency control i.e.
 - employee retirement, medical and other funds
 - funds required for surety for debt obligations.
- **Unassigned Fund Balance** - any remaining fund balance.



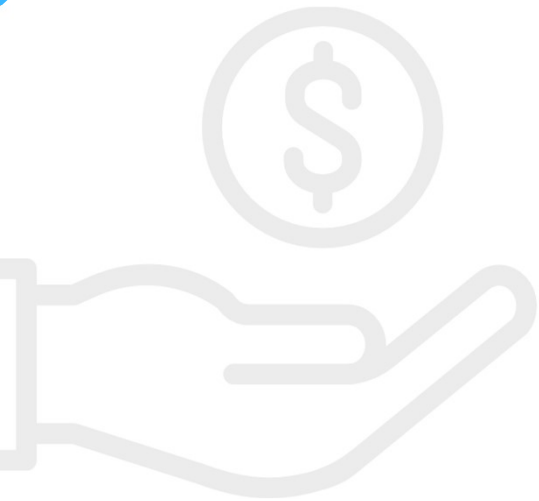
Regular Recurring Expenditures

Annual Expenditures Will Not Exceed
Revenue

Services and Supplies
15%



Salaries and Benefits
85%



Fire Chief Expectations & Budgeting Philosophy



- ▶ Evaluate the Organization Across All Areas – Including Budget
- ▶ Responsible for Developing and Managing the Budget
- ▶ Budget Reflects Priorities of Fire Board
 - Health and Safety
 - Operational
 - Quality of Life

Priorities



01

Health and Safety

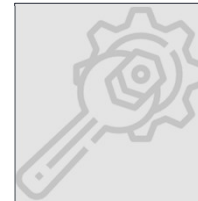
Personnel,
Equipment, Facilities



02

Operational

Ensure Response
Capabilities



03

Quality of Life

Repair and/or replace
facilities and equipment

Remain good fiscal stewards and look for efficiencies in spending



Expenditures

Budget Breakdown

- ▶ Personnel / Compensation
- ▶ Supplies & Services
- ▶ Fund Balances & Capital Outlay

Personnel/ Compensation Budget

Regular and Recurring



- ▶ Salaries & benefits include
 - Wages
 - Overtime
 - Health care
 - Taxes
 - Retirement planning
 - Workers Compensation

- ▶ Greatest portion of overall budget (85% approximately)

- ▶ Least flexibility for fire chief to manage throughout the year

- ▶ Expenses are largely non-discretionary and dictated by external sources and agreements

Supplies & Services Budget

Regular and Recurring



- ▶ Supplies and services include regular and recurring purchases
 - Fuel
 - Tires
 - Tools
 - Personal Protective Equipment (PPE)
 - Contracts for services
 - Apparatus Repair
 - HVAC Maintenance
 - Legal Counsel
- ▶ Smaller portion of overall budget (15% approximately)
- ▶ Most flexibility for fire chief to manage throughout the year

Fund Balances & Capital Outlay

Not regular or recurring



- ▶ Large equipment and facilities over \$5,000
 - Bathroom remodel
 - Apparatus
 - Large single purchase
 - Subject to procurement rules

- ▶ Not included in regular budget
- ▶ Assigned or committed fund
- ▶ Some flexibility for fire chief/board to manage

Planning for the Future

2023/24



- ▶ Use incremental and intentional approach
 - Evaluate and adjust personnel budget to align with actual expected costs
 - Evaluate capital assets and allocate funds for ongoing facility/equipment needs
 - Evaluate apparatus and develop apparatus replacement plan
- ▶ Provide Board of Directors with options and choices to set direction and policy
- ▶ Minimize fiscal impact while making meaningful, positive progress





RODEO-HERCULES FIRE
PROTECTION DISTRICT

Questions?

