

Date: April 8, 2025
To: Board of Directors, Arcata Fire District
From: Chris Emmons, Fire Chief
Subject: Consider Approval of the Fiscal Year 2024/25 Mid-Year Amended Budget

DISCUSSION:

The mid-year budget update allows staff to evaluate the fiscal year-to-date budget vs. actual performance and to update fiscal year projections based on previously unavailable information. Staff met with the Board's ad-hoc budget committee to review the projected revenues and evaluate the current level of expenses. The attached draft of the 2024/25 Mid-Year Amended Budget, if approved, would modify the District's currently approved budget that the Board of Directors adopted in September 2024.

What follows is a summary of the proposed budgetary adjustments at mid-year. The revenue changes are based on the fact that the county has collected 50% of the tax revenues, and the updated revenue projections can be made from these figures.

REVENUE ADJUSTMENT

- Tax Revenue – Increased by \$34,000 based on the Teeter apportion rate in the highlighted line items.
- Use of Money – Decreased by \$55,000
- Intergovernmental – Increase of \$5,000 due to Out-of-county Deployment.
- Charges for Services – Decreased by \$22,000
- Miscellaneous Revenues – Increase by \$20,000 to reflect the sale of surplus equipment, donations, and refunds.

EXPENDITURE ADJUSTMENTS

- 5010 Salaries – Increased by 12% to cover all positions filled, including the succession plan positions, added to the ABH salaries.
- 5020 Retirement – Increased by 13% to cover update to projected costs.
- 5030 Group Insurance – Decrease by \$205,500; updated numbers projected based on midyear actual expenses. Budget savings to be added to 5010 Salaries and wages
- 5035 Worker's Compensation- Increase by 49% due to an Increase passed along by the County.
- 5120 Maintenance-equipment– Decreased by \$45,000 and transferred to 5035 Workers Compensation
- 5180 Professional and special services – Decreased by \$50,000 and transferred to 5020 Retirement.
- 5250 Transportation and Travel – Decreased by \$50,000 and transferred to 5020 Retirement
- 5370 Minor Equipment –Decreased by \$60,000 and transferred to 5010 Salaries and wages

- Capital Expense – Decreased by 50,000 and transferred to 5010 Salaries and Wages.

RECOMMENDATION:

Staff recommends that the Board review the mid-year adjustments, take public comments, and discuss and approve the final FY 2024/25 mid-year amended budget.

FINANCIAL IMPACT:

- No Fiscal Impact/Not Applicable
- Included in Budget:
- Additional Appropriation Requested:

ALTERNATIVES:

1. Board discretion

ATTACHMENTS:

Attachment 1- Draft FY 2024/25 Mid-Year Amended Budget.

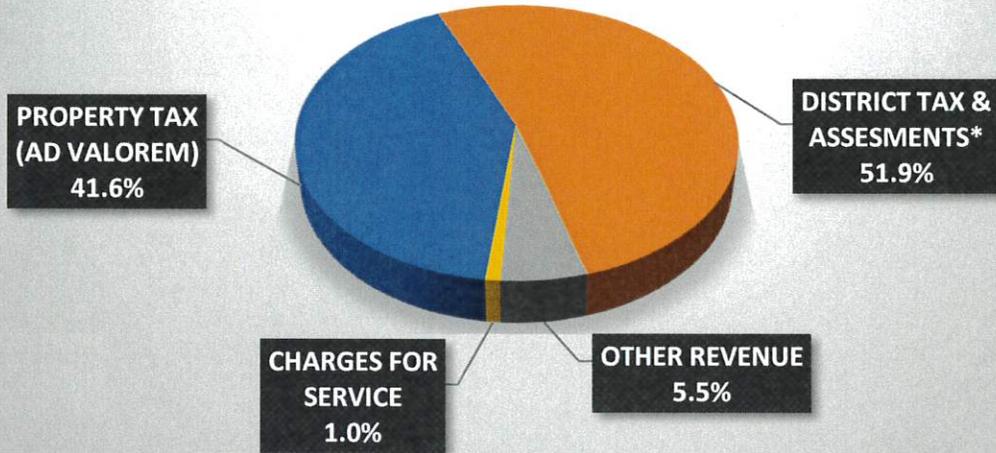


FISCAL YEAR 2024/25 Mid-Year Budget Adjustment

REVENUES	\$7,150,000
PROPERTY TAX (AD VALOREM)	\$2,973,000
DISTRICT TAX & ASSESMENTS*	\$3,713,000
OTHER REVENUE	\$394,000
CHARGES FOR SERVICE	\$70,000

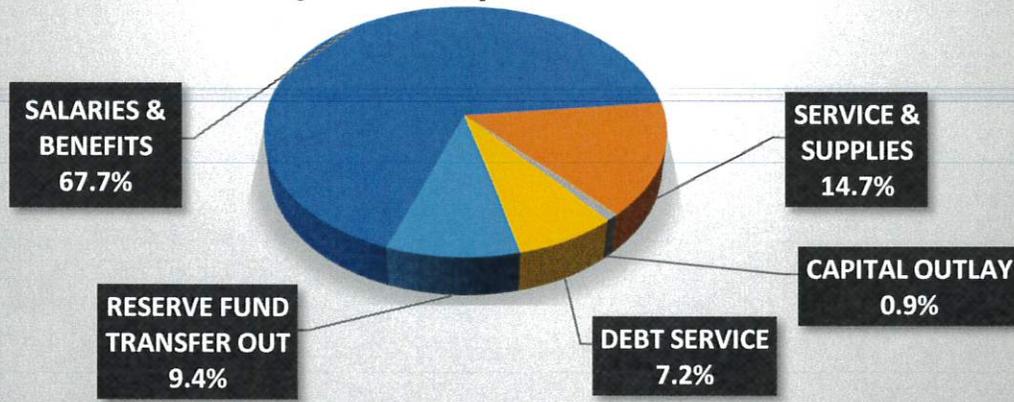
** amount reflect 3% reduction of total assessments to account for non-paying properties*

Projected Revenues



EXPENDITURES	\$7,010,014
SALARIES & BENEFITS	\$4,748,000
SERVICE & SUPPLIES	\$1,031,014
CAPITAL OUTLAY	\$65,000
DEBT SERVICE	\$504,000
RESERVE FUND TRANSFER OUT	\$662,000
Surplus (Deficit)	\$140,000

Projected Expenditures



Financial Summary

Revenue Sources	General Operating Fund	2006 Benefit Assessment ⁽¹⁾	2020 Special Tax ⁽²⁾	Fire Prevention Bureau	Assistance By Hire	TOTAL
Tax Revenue	\$2,973,000	-	-	-	-	\$2,973,000
District Assessment & Tax		\$1,431,000	\$2,282,000	-	-	\$3,713,000
Interest	\$195,000	-	-	-	-	\$195,000
Intergovernmental	\$39,000	-	-	-	-	\$39,000
Charges for Service		-	-	\$70,000	-	\$70,000
Other Revenue	\$160,000	-	-	-	-	\$160,000
Total Revenue	\$3,367,000	\$1,431,000	\$2,282,000	\$70,000	\$0	\$7,150,000
Expenditures and Appropriations						
Personnel	\$2,441,937	\$1,100,986	\$1,120,077	\$85,000	\$0	\$4,748,000
Services & Supplies	\$339,340	\$340,337	\$340,337	\$11,000	-	\$1,031,014
Debt Service	\$120,000	\$133,000	\$250,000	-	-	\$504,000
Capital Expense	\$65,000	-	-	-	-	\$65,000
Reserve Fund Transfers Out		-	\$662,000	-	-	\$662,000
Total Expenditures	\$2,966,277	\$1,574,323	\$2,372,414	\$96,000	\$0	\$7,010,014
Fund Balance	\$400,723	(\$143,323)	(\$90,414)	(\$26,000)	\$0	Surplus / (Deficit) \$139,986
Operating Fund Balance needed on July 1, 2024 \$4,086,838 Fund Balances - Beginning \$8,693,940						
Footnote #1 - The Benefit Assessment funds 1 Chief officer, 3 Fire Captains, 3 Engineers, 1/3 of the operations, 1/3 UAL refinance						
Footnote #2 - The 2020 Special Tax funds 1 Chief officer, 3 Fire Captains, 3 Engineers, 1/3 of the operations, 1/3 UAL refinance, & Fire engine loan						
Budgeted Position Allocation						
	Admin	Suppression	Prevention	Logistics	TOTAL	
Full Time Positions	4	18	-	-	22	
Part-time Positions	-	-	2	-	2	
Volunteer Positions	-	-	-	10	10	
Fund Balances - Ending \$8,833,926						

Chart of Accounts

	FYE 23-24	Approved FY 24-25	Proposed Mid Year Adjustment	Change
REVENUE				
TAX REVENUE	\$ 6,491,000	\$ 6,652,000	\$ 6,686,000	\$34,000.00
USE OF MONEY & PROPERTY	\$ 195,000	\$ 250,000	\$ 195,000	-\$55,000.00
INTERGOVERNMENTAL	\$ 195,188	\$ 34,000	\$ 39,000	\$5,000.00
CHARGES FOR SERVICES	\$ 67,000	\$ 92,000	\$ 70,000	-\$22,000.00
MISCELLANEOUS REVENUES	\$ (6,894)	\$ 140,200	\$ 160,000	\$19,800.00
OTHER FINANCING SOURCES	\$ 31,000	\$ -		
TOTAL OPERATING REVENUE	\$ 6,972,000	\$ 7,168,000	\$ 7,150,000	-\$18,200.00
EXPENSES				
SALARIES & EMPLOYEE BENEFITS				
5010 · SALARIES AND WAGES	\$2,850,000	\$2,586,000	\$2,900,000	\$314,000
5020 · RETIREMENT	\$866,000	\$740,000	\$833,000	\$93,000
5030 · GROUP INSURANCE	\$981,500	\$1,086,500	\$881,000	-\$205,500
5035 · WORKER'S COMPENSATION	\$114,000	\$90,000	\$134,000	44000
TOTAL SALARIES & EMPLOYEE BENEFITS	\$4,812,000	\$4,503,000	\$4,748,000	\$245,000
SERVICE & SUPPLIES				
5050 · CLOTHING & PERSONAL SUPPLIES	\$42,000	\$43,400	\$43,000	
5060 · COMMUNICATIONS	\$33,000	\$33,000	\$33,000	-\$5,000
5080 · FOOD	\$2,000	\$2,000	\$2,000	
5090 · HOUSEHOLD EXPENSE	\$15,000	\$18,000	\$18,000	
5100 · LIABILITY INSURANCE	\$52,000	\$61,214	\$61,214	
5120 · MAINTENANCE-EQUIPMENT	\$135,600	\$163,600	\$123,600	-\$40,000
5121 · MAINTENANCE-ELECTRONICS	\$3,500	\$12,500	\$12,500	
5130 · MAINTENANCE-STRUCTURE	\$62,000	\$44,000	\$44,000	
5140 · MEDICAL SUPPLIES	\$6,500	\$6,500	\$6,500	
5150 · MEMBERSHIPS	\$3,000	\$3,000	\$3,000	
5160 · MISCELLANEOUS EXPENSE	\$2,500	\$2,500	\$2,500	
5170 · OFFICE EXPENSE	\$23,700	\$41,000	\$35,000	
5180 · PROFESSIONAL & SPECIAL SERVICES	\$132,400	\$217,700	\$177,700	-\$40,000
5190 · PUBLICATIONS & LEGAL NOTICES	\$1,000	\$1,000	\$1,000	
5200 · RENTS & LEASES-EQUIPMENT	\$8,300	\$8,000	\$8,000	
5210 · RENT & LEASES - STRUCTURES	\$120,000	\$130,000	\$130,000	
5230 · SPECIAL DISTRICT EXPENSE	\$130,000	\$177,700	\$177,700	
5250 · TRANSPORTATION & TRAVEL	\$94,000	\$102,000	\$52,000	-\$50,000
5260 · UTILITIES	\$42,100	\$42,300	\$42,300	
5370 · MINOR EQUIPMENT PURCHASE	\$20,500	\$118,000	\$58,000	-\$60,000
TOTAL SERVICE & SUPPLIES	\$929,000	\$1,227,000	\$1,031,014	-\$190,000
OTHER EXPENDITURES				
CAPITAL EXPENSE	\$31,000	\$115,000	\$65,000	-\$50,000
DEBT SERVICE	\$503,000	\$503,000	\$504,000	
RESERVE FUND TRANSFERS - OUT	\$662,000	\$662,000	\$662,000	
TOTAL OTHER EXPENDITURES	\$1,196,000	\$1,280,000	\$1,231,000	\$245,000
TOTAL EXPENDITURES	\$6,937,000	\$7,010,000	\$7,010,014	
Budget Surplus / (deficit)	\$35,000	\$159,000	\$140,000	