



## **STAFF REPORT**

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### RESOLUTION TO RATIFY THE BELMONT-SAN CARLOS FIRE DEPARTMENT FISCAL YEAR 2008 BUDGET

Honorable President and Board Members:

#### **Summary**

Adoption of the attached resolution shall ratify the Belmont-San Carlos Fire Department's FY 2008 Budget as recommended by the Fire Commission.

#### **Background**

Pursuant to, Section 4.2 of Article IV of Belmont-San Carlos Fire Department's Joint Powers Agreement, the Fire Commission must obtain the prior consent of the Belmont Fire Protection District and the City of San Carlos on the proposed budget before they take final action to adopt the budget.

The purpose of this action is to request the Belmont Fire Protection District ratify the budget as recommended by the Fire Commissioners.

#### **Discussion:**

On April 11<sup>th</sup>, the Belmont-San Carlos Fire Department FY 2008 Budget was introduced to the Fire Commissioners.

The Fire Department's proposed revenue and appropriations budget for FY 2008 is balanced at \$12,990,644, including \$12,481,368 in expenditures and \$509,276 in operating transfers.

The Proposed Budget provides for expenditures within expected revenues. There are no new programs currently in process, although the Fire Department has undergone extensive re-organization with a new management staff, the promotion of three (3) new Battalion Chief's and a new Fire Captain.

This Proposed Budget provides the following:

- Improving current service levels to the communities of Belmont and San Carlos.
- Filling existing vacancies in order to ensure operational stability and scheduling predictability.
- Increasing firefighter strength from 24 to 27.

- Adding the position of Emergency Preparedness Officer to manage the emergency response efforts in the communities.
- Building reserves for fleet replacement and establishing a \$150,000 contingency for unforeseen circumstances.

The Fire Department has moved forward with a new Amended JPA agreement and is looking to the future by beginning a new funding formula in this budget, and plans in the future to begin vehicle replacement, funding reserves and GASB 45 expenses subject to funding availability for the partner agencies.

Other budget highlights include:

- Revenues
  - Funding is based on the four factor formula of 47.7% for Belmont Fire Protection District and 52.3% for City of San Carlos before offsets for revenue. After offsets, the allocation is \$5,155,641.65 or 48% and \$5,595,855.35 or 52% for Belmont and San Carlos, respectively.
  - Hazmat Agreement reimbursement is estimated at \$450,000.
- Expenditures
  - Scheduled replacement of three Light Vehicles of \$125,000.
  - Reserves for Vehicle Replacement of \$85,000.
- Master Fee Schedule
  - Adjusted for CPI

The proposed budget reflects the directive of the Fire Commissioners to make certain cost reductions and staffing deferrals.

**Fiscal Impact:**

Ratification of the Department’s revenue budget of \$12.5M, appropriation budget of \$12.5M and permanent staffing plan of 48 full time equivalents. The Department’s FY2008 Budget includes revised charges for services to the District of \$5.16M.

**Recommendation:**

Adopt resolution ratifying the Belmont-San Carlos Fire Department’s FY2008 Budget.

**Alternatives:**

With direction, refer the budget back to staff for further consideration.

**Attachments:**

1. Proposed Summary FY 2008 Budget
2. Resolution of the Belmont Fire Protection District Ratifying the Belmont-San Carlos Fire Department FY 2008 Budget

Respectfully submitted,

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Thomas Fil, Finance Director

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Jack Crist, District Manager

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**RESOLUTION NO.**

**RESOLUTION OF THE BELMONT FIRE PROTECTION DISTRICT RATIFYING THE BELMONT-SAN CARLOS FIRE DEPARTMENT FY 2008 BUDGET**

**WHEREAS**, Pursuant to, Section 4.2 of Article IV of Belmont-San Carlos Fire Department's Joint Powers Agreement, the Fire Commission must obtain the prior consent of the Belmont Fire Protection District and the City of San Carlos on the proposed budget before they take final action to adopt the budget; and

**WHEREAS**, the Department's Fire Commissioners approved the introduction of the FY2008 Budget to be ratified by the Belmont Fire Protection District as a member agency; and

**NOW, THEREFORE, BE IT RESOLVED** that the Belmont Fire Protection District Board of Directors ratify the Belmont-San Carlos Fire Department's revenue budget at \$12,450,119, appropriation budget at \$12,481,368 and permanent staffing at 48 full time equivalents for Fiscal Year 2008.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Belmont Fire Protection District at a regular meeting thereof held on April 24, 2007 by the following vote:

AYES, DIRECTORS: \_\_\_\_\_

NOES, DIRECTORS: \_\_\_\_\_

ABSTAIN, DIRECTORS: \_\_\_\_\_

ABSENT, DIRECTORS: \_\_\_\_\_

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SECRETARY, Belmont Fire Protection District

APPROVED:

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PRESIDENT, Belmont Fire Protection District