



Southern Marin Fire Protection District

308 Reed Boulevard
Mill Valley, California 94941

Phone: 415 388-8182 Fax: 415 388-8181

Finance Committee Meeting
Thursday, May 14, 2015
7:30 am – STA 9

AGENDA

Special Meeting – Preliminary Budget Review

Call to Order:

Open Time for Public Expression: (limited to 3 minutes per person).

The Board welcomes public comments on all agenda items.

Agenda Adjustments:

Approval of Minutes: February 18, 2015

March 18, 2015

April 15, 2015

1. Preliminary Review of 2015/2016 Budget Draft
2. Project Manager – Salary Survey Results

Adjourn:



Southern Marin Fire Protection District

Finance Committee – Preliminary Budget Report / Highlights

2015-2016 ZB Draft Budgeting Highlights

1. Zero-Based Budget Process – Goals and Objectives

- Build budget proposal from scratch / base on need
- Identify / remove duplication and un-needed expenses
- Verify Costs / Contracts / Needs
- Categorize Expenses Logically (Realignment)
- Assess Proposals against vision, mission, strategic plan

2. Organizational Impacts

- Cultural shift: budget managers examining proposals based on plans / needs
- Invested: staff dedicated themselves to this process
- Ongoing process / move to link to Vision and Strategic Plan

3. Budget Summary

Maintenance and Operations

- Increase to M&O – 3% (\$383K)
 - \$321K / 2.6% is non-discretionary
 - \$61K / .5% in discretionary / new costs or increases
- Redundant Expenses – reduction of \$7248 / year
- Analysis of Internet & email Providers – potential additional savings of \$16.6K
- Analysis of phone costs – likely rate reduction / significant

Capital Improvement

- Equipment Requests mainly non-discretionary (.7%)
- Capital Requests – Discretionary (2%) – mostly carryover costs
- *Recommendation to Approve / Some costs may come in lower*

4. New Projects/ Budget Items

- Two major software services: OpenGov & Training Eval (\$15.6K)
- Bunker Gear Maintenance / NFPA Compliance (\$9.6K)
- Legal Costs / Projection (\$16K)
- Leadership Academy (\$18K)

5. Next Steps

- Re-examine each line and validate calculations / need
- Verify removal of duplication / un-needed expenses
- Confirm and adjust budget numbers / finalize costs with vendors
- Input from Finance Committee / Budget Adjustments
- Present final draft to Finance Committee
- Present final Budget Draft to Board x 2



Southern Marin Fire Protection District

Finance Committee – Preliminary Budget Report / Highlights

2015-2016 ZB Draft Budget – Sequence of Preliminary Review

Goals & Objectives

- Present preliminary budget - receive feedback and recommendations
- Summarize major budget changes / reasons
- Focus discussion on key issues / bring value to budget development process
- Refine a responsible proposal that aligns with vision, mission and strategic plan

1. Review of Budget Highlights Sheet

2. Review of Summary Operating Budget Analysis Sheet

3. Review of Summary Equipment and Capital Budget Analysis Sheet

4. Questions