

2023/2024

Budget

Workshop

#2

Aug 24, 2023



Immokalee Fire Control District

2023-2024 Budget Workshop #2

Thursday, August 24, 2023

PLEASE TURN OFF OR SILENCE CELL PHONES

- 1) Call Meeting to Order (State date and time for the record)
- 2) Pledge of Allegiance
- 3) Invocation or Moment of Silence
- 4) Proof of Publication
- 5) Roll Call / Establish a Quorum
- 6) Approval of Agenda; Move, Remove, and/or Add Agenda Items

I. New Business

1. Review and Discussion of Draft #2 of the 2023-2024 General Fund Budget
 - a) Public Comment

2. Review and Discussion of Draft #2 of the 2023-2024 Impact Fee Fund Budget
 - a) Public Comment

8. District Manager Comments
9. Commissioners Comments
10. General Public Overall Comment; Limited to 3 Minutes per Person
11. Adjourn Meeting (State time for the Record)

1.

**Review &
Discussion of
Draft #2
2023/2024
General Fund
Budget**



Immokalee Fire Control District

2023-2024 Budget Workshop #2

Thursday, August 24, 2023

Meeting Date: August 24, 2023
Prepared By: Chief Financial Officer Becky Bronsdon
Date Prepared: August 16, 2023
Subject: Board Review of Draft #2 of the 2023-2024 General Fund Budget

Objective:

Board discussion regarding the 2023-2024 second draft of the General Fund Budget.

Background Information:

The Board is required to adopt tentative and then final budgets for the General Fund and the Impact Fee Fund at public hearings held in September. Prior to those hearings, the Board holds one or more Budget Workshops.

On July 20, 2023, the Board held a Budget Workshop during which they reviewed and discussed Draft #1 of the General Fund Budget, and requested a second Budget Workshop to review a second draft following the completion of collective bargaining.

Attachment #1 is the General Fund Budget – Draft #2 – for the 2023-2024 fiscal year, presented to the Board for discussion.

Summary of Significant Components:

The following is a summary of significant components:

Revenue:

- **Ad valorem** revenue reflects the preliminary taxable property value in the District. The certified taxable property value for the 2023-2024 fiscal year reflects a **22%** increase as compared to the 2022-2023 taxable value. This increase results in budgeted ad valorem of \$7,254,923, or **\$1,291,059 more than the current year.**
- **Ave Maria Stewardship** – The 2023-2024 fiscal year is the final year the District receives any funding per the Agreement with Ave Maria Stewardship, and is only for the final amount due of \$9,643 since the first year paid was a pro-rated amount.
- **Seminole Casino** – The District’s 25% of the County’s receipt from the Seminole Casino is estimated at \$200,000 based on the distribution we received for a 5 month period for 2021-2022.

- **Interest** – The budgeted amount of \$110,000 is based on the current year receipts adjusted for reduction of loan proceeds.

For purposes of this draft of the budget, no grant revenue is included since the grant revenue would fund specific purchases or projects, and there would be a corresponding expense for any grant resulting in no net impact on the ending cash reserves. At this point, we are not sure what grant commitments will remain or be initiated for the 2023-2024 year.

Total Revenue proposed is \$7,634,166, reflecting an increase of 4%, or \$307,729 as compared to the 22-23 amended budget. However, the 22-23 budget includes \$902,825 of proceeds from debt, \$130,00 FEMA reimbursement, and \$91,808 in grant revenue, all of which have a correlating expense and are one-time receipts. When those items are removed for comparison purposes, the TRUE increase in revenue is \$1,432,362 or 19.2% more than the 22-23 year. This increase in revenue as compared to the current year is due to the increase in taxable property value and the funds from the Seminole Casino.

Expenses:

By category, expenses are broken down as follows:

- Personnel – 72%**
- Operating – 17%**
- Debt – 10%**
- Capital – 1%**

Note that debt now constitutes 10% of the General Fund expense. Personnel expenses comprise the greatest portion of expenses.

- **Personnel Expenses:** As the District’s greatest resource, it is appropriate that personnel expense comprise the greatest portion of the District’s expenditures. It is also appropriate that about 80% of the increase in revenue to be received is allocated to personnel expense. The Board has consistently voiced their support of continued efforts to increase the pay and benefits of the employees. The 23-24 budgeted personnel expenses reflect an increase of 23%, or \$1,049,835 as compared to the current year budget.
 - This increase is comprised of:
 - Wage increases as follows:
 - Bargaining Members (subject to Collective Bargaining Agreement Ratification):
 - 15% Increase (12.5% to Pay Plan PLUS 2.5% Step Increase)
 - Increase in longevity pay
 - Acting out of Classification Pay – Squad Boss -\$1/hr
 - No change to health insurance

- No District contribution to post-retirement health plan
- Non-Bargaining Employees:
 - 12.5% Increase (10% to Pay Plan PLUS 2.5% Step Increase)
 - Increase in longevity pay
 - Upgraded health insurance – no Health Reimbursement Account, but no deductible and smaller co-payments
 - Post-retirement Health Plan – employee contributions and employer contributions. Employer contribution based on rank and years of service, where applicable
- Additional provisions:
 - Retirement contribution rate increase of almost 5% (as established by the Florida Legislature)
 - An anticipated increase in health insurance of 5%
 - Funding of 3 new firefighter positions
 - Funding of 1 new Division Chief of Training
 - Funding for Support Services Officer

Total Personnel Expenses are \$5,486,349 or \$1,049,835 more than the current year.

- **Operating Expenses** reflect an increase of \$71,916 or 7% as compared to the current *amended* year budget. A few adjustments among budget lines have been made to reflect current year expenses. The biggest increase in operating costs is that of auto/property/liability insurance, which will almost double.

Total Operating Expenses are \$1,240,693.

- **Capital Expenses** reflect a decrease of \$3,996,633 as compared to the current year. This decrease is due to the construction of station 30 and the apparatus purchase, both of which are in the 22/23 budget and not in the 23/24 budget.

Total Capital Expenses are \$75,000 and provide for the purchase of replacement equipment. A portion of replacement equipment is categorized under operating expense due to the per unit cost.

- **Debt Service** reflects an increase of \$150,000 to provide for additional capital loan payments funded by the increase in anticipated revenue. Debt service is comprised of:
 - Principal and interest payments of approximately \$485,000 for Station 30 construction loan
 - Principal and interest payments for the 2022 Pumper in the amount of \$90,339
 - Principal and interest payments for radios in the amount of \$42,135

- Principal and interest payments for the water tender in the amount of \$27,674
- Principal and interest payments for Bancorp vehicles in the amount of \$32,317
- Principal and interest payment to Enterprise for vehicles' lease in the amount of \$16,800
- Principal and interest payment of the 2020 Velocity pumper engine lease in the amount of \$104,732

Total Debt Service is \$799,000, an increase of \$150,000 as compared to the current year.

Total General Fund Expenses are \$7,601,042 or 27% less than the current year because of the reduction in capital (station 30) expense. When the capital expenses are excluded, the true increase in expenses to operate the District is \$1,269,751 or 20%. The increase is largely due to the increase in personnel expenses and debt pay off.

Summary – 2023-2024 Draft #2 of General Fund Budget:

	2023-2024 Draft #2
Cash Reserves at 10-01	\$2,700,795
Revenue	\$7,634,166
Expenses	(\$7,601,042)
Ending Cash Reserves at 9-30	\$2,733,919
Cash Reserves Added	\$ 33,124

The increase in revenue projected for the 23-24 year allows for no use of cash reserves but rather an **addition to reserves in the amount of \$33,124.**

Assigned reserves at 9-30-24 are proposed as follows:

First Quarter of Operations	\$1,400,000
Emergency	\$ 458,919
Capital – COVID Grant Vehicle	\$ 25,000
Capital – Vehicle	\$ 75,000
Capital – Building	\$ 75,000
Debt Repayment	<u>\$ 700,000</u>
Total Reserves	\$2,733,919

Attachments:

Attachment 1: Draft #2 of 2023-2024 General Fund Budget

ATTACHMENT 1

2023-2024 General Fund - Draft #2

		Actual 7/31/2023	Amended 2022-2023	Draft #2 2023-2024	22/23 vs 23/24
Balance Forward - Cash Reserves (Assigned)		\$ 5,700,282	\$ 5,700,282	2,700,795	
Revenue					
001	Collier County Ad Valorem - 3.75 Millage Rate	\$ 6,028,442	\$ 5,963,864	\$ 7,254,923	\$ 1,291,059
002	Public Safety Grants - County CDBG			-	\$ -
003	Public Safety Grants - FF Supplement	1,890	840	2,500	\$ 1,660
004	Public Safety Grants - CDBG COVID	102,517	91,808	-	\$ (91,808)
005	State Grant - Station 30 Construction			-	\$ -
	Other Grants			-	\$ -
006	Interest Income	171,627	110,000	110,000	\$ -
007	Rents and Royalties	12,965	15,000	15,000	\$ -
008	Sale of Surplus Materials and Equipment			-	\$ -
009	Disposition of Fixed Assets	26,242	25,000	25,000	\$ -
010	Donations	20	100	100	\$ -
011	Donations - Station 32 Bricks	545		-	\$ -
012	Special Event Fees	808	1,000	1,000	\$ -
013	Other Miscellaneous Revenue	130,851	130,000	10,000	\$ (120,000)
015	Proceeds from Debt - Vehicle Lease	902,825	902,825	-	\$ (902,825)
016	Ave Maria Stewardship	80,000	80,000	9,643	\$ (70,357)
017	Payment in Lieu of Taxes - Seminole	102,025	-	200,000	\$ 200,000
018	Payment In Lieu of Taxes - Farm Worker's Village		6,000	6,000	\$ -
Total Revenue		7,560,757	7,326,437	7,634,166	\$ 307,729
Personnel Expenses					
030	Salaries	\$ 1,842,938	\$ 2,245,724	\$ 2,815,311	\$ 569,587
031	Overtime	198,591	175,000	200,000	\$ 25,000
032	FLSA Overtime	115,646	141,542	168,539	\$ 26,997
033	Holiday Pay	60,539	67,518	75,958	\$ 8,440
034	Vacation Time Sell Back	191	20,000	10,000	\$ (10,000)
035	Sick Time Sell Back	322	15,000	10,000	\$ (5,000)
036	Social Security	168,317	203,856	251,431	\$ 47,575
037	Retirement	604,571	696,991	918,610	\$ 221,619
038	Group Insurance (Health/Dental/Life, Medical Clinic)	646,853	735,000	825,000	\$ 90,000
038A	Health Insurance - Commissioners	5,334		4,000	\$ 4,000
039	Worker's Compensation Insurance	112,156	135,883	150,000	\$ 14,117
040	Retirement Health Insurance Plan			57,500	\$ 57,500
Total Personnel Expenses		3,755,458	4,436,514	5,486,349	\$ 1,049,835
Operating Expenses					
045	Employee Physicals	12,220	20,000	20,000	\$ -
046	Professional Fees - Legal	28,098	40,000	40,000	\$ -
047	Property Appraiser Fees	41,165	45,000	45,000	\$ -
048	Tax Collector Fees	123,267	119,777	145,289	\$ 25,512
049	Professional Fees - Other	8,107	10,000	10,000	\$ -
050	Professional Fees - Lexipol	8,601	8,000	8,000	\$ -
051	Contracted Services - Audit	34,500	40,500	35,000	\$ (5,500)
052	Travel & Per Diem	28,136	22,500	30,000	\$ 7,500
053	Communications (Telephone/Internet/Direct TV)	47,524	40,000	60,000	\$ 20,000
054	Postage & Shipping	737	1,000	1,000	\$ -
055	Utilities	92,135	127,000	130,000	\$ 3,000
056	Bldg./Auto/Liability Insurance	125,805	150,000	248,000	\$ 98,000
057	Repair & Maintenance - Vehicles	73,876	70,000	75,000	\$ 5,000
058	Repair & Maintenance - Fire & Rescue Equipment	18,768	27,000	25,000	\$ (2,000)
059	Repair & Maintenance - Building	69,058	75,000	65,000	\$ (10,000)
060	Repair & Maintenance - Bunker Gear	2,691	4,500	4,500	\$ -

ATTACHMENT 1

	Actual 7/31/2023	Amended 2022-2023	Draft #2 2023-2024	22/23 vs 23/24
061 Legal Advertising	402	4,000	4,000	\$ -
062 Printing		-	-	\$ -
063 Fire Equipment (Non-Capital)	18,781	30,000	25,000	\$ (5,000)
064 Lease & Rental	1,453	10,000	5,000	\$ (5,000)
065 Office Supplies	1,925	3,500	3,500	\$ -
066 PPE-COVID Grant			-	\$ -
PPE FORESTRY GRANT			-	\$ -
067 Firefighting Supplies	7,503	7,500	8,000	\$ 500
068 EMS Supplies	6,402	10,000	7,000	\$ (3,000)
069 CDBG COVID Supplies			-	\$ -
070 Station Supplies	15,639	45,000	20,000	\$ (25,000)
071 Training Supplies		5,000	3,000	\$ (2,000)
072 Fuel & Oil	43,744	85,000	70,000	\$ (15,000)
073 Uniforms	16,959	20,000	25,000	\$ 5,000
074 Computer Equipment (Non-Capital)	9,093	17,500	17,500	\$ -
075 Computer Maintenance and Training	46,982	80,000	70,000	\$ (10,000)
076 Miscellaneous Expense	2,367	5,000	5,000	\$ -
HURRICANE EXPENSE			-	\$ -
077 Communication (Radio) (Non-Capital)	12,574	15,000	15,000	\$ -
078 Public Education			-	\$ -
079 Furniture (Non-Capital)	15,096		(15,096)	\$ (15,096)
080 Education and Training	35,770	25,000	30,000	\$ 5,000
081 Books & Dues	5,940	6,000	6,000	\$ -
Total Operating Expenses	955,318	1,168,777	1,240,693	\$ 71,916
Capital Expenses				
90 LAND			-	\$ -
91 FIRE EQUIPMENT-GRANT MATCHING FUNDS		5,000	5,000	\$ -
92 TRAINING EQUIPMENT		-	-	\$ -
93 FF RESCUE EQUIPMENT	14,945	15,000	30,000	\$ 15,000
94 BUNKER GEAR		32,000	10,000	\$ (22,000)
95 BUILDINGS/CIP (STATION 30)	3,202,794	3,000,000		\$ (3,000,000)
96 CDBG GRANT-Vehicle	3,925			\$ -
COVID GRANT EQUIPMENT	91,808	91,808		\$ (91,808)
97 COMMUNICATIONS EQUIPMENT			10,000	\$ 10,000
GRANT EQUIPMENT-STATION 30	45,144			
VEHICLES	902,825	902,825		\$ (902,825)
98 FURNITURE/OFFICE	3,568			\$ -
99 STATION EQUIPMENT	22,091			\$ -
100 COMPUTER EQUIPMENT	20,915	25,000	20,000	\$ (5,000)
Total Capital Expenses	4,308,015	4,071,633	75,000	\$ (3,996,633)
Debt Service				
Principal	247,778	649,000	799,000	\$ 150,000
Interest	131,936			
Total Debt Service	379,714	649,000	799,000	\$ 150,000
TOTAL EXPENSES	9,398,505	10,325,924	7,601,042	\$ 1
BEGINNING CASH RESERVES	5,700,282	5,700,282	2,700,795	
TOTAL REVENUE	7,560,757	7,326,437	7,634,166	
TOTAL EXPENSES	(9,398,505)	(10,325,924)	(7,601,042)	
Ending Cash Reserves	3,862,534	2,700,795	2,733,919	
Assignment of Reserves				
Unassigned	1,161,739	-		
Assigned - First Quarter of Operations	1,200,000	1,200,000	1,400,000	
Assigned - Projected Deficit				

ATTACHMENT 1

	Actual 7/31/2023	Amended 2022-2023	Draft #2 2023-2024	22/23 vs 23/24
Assigned - Emergency	380,795	380,795	458,919	
Assigned Station 30 Construction	1,000,000	1,000,000		
Assigned - COVID Grant Replacement Vehicle	20,000	20,000	25,000	
Assigned - Capital - Vehicle	100,000	100,000	75,000	
Assigned - Capital - Building			75,000	
Assigned - Debt Repayment			700,000	
TOTAL RESERVES	3,862,534	2,700,795	2,733,919	
	-			
Excess of Revenue Over (Under) Expenses - Use of Reserves	\$ (1,837,748)	\$ (2,999,487)	33,124	

2.

**Review &
Discussion of
Draft #2
2023/2024
Impact Fee
Fund Budget**



Immokalee Fire Control District

2023-2024 Budget Workshop #2

Thursday, August 24, 2023

Meeting Date: August 24, 2023
Prepared By: Chief Financial Officer Becky Bronsdon
Date Prepared: August 17, 2023
Subject: Board Review and Discussion of the 2023-2024 Impact Fee Fund Budget – Draft #2

Objective:

Board discussion regarding the 2023-2024 Impact Fee Fund Budget – Draft #2.

Background Information:

The Board is required to adopt tentative and then final budgets for the General Fund and the Impact Fee Fund at public hearings held in September. Prior to those hearings, the Board holds one or more Budget Workshops.

On July 20, 2023, the Board held a Budget Workshop during which they reviewed and discussed Draft #1 of the Impact Fee Fund Budget, and requested a second Budget Workshop to review a second draft.

Attachment 1 is the Impact Fee Fund Budget – Draft #2 – for the 2023-2024 fiscal year, presented to the Board for discussion.

Summary of Significant Components:

Provided for Board review is Draft #2 of the 2023-2024 Impact Fee Fund Budget. The following is a summary of significant components:

Revenue:

- **Impact Fees** - Revenue reflected is based on proposed new rates and current year to date receipts.
- **Interest** – Revenue reflected is based on current year to date receipts

Total Revenue is \$2,085,000. Note the decrease in comparison to the 22/23 budget is due to the proposed new rates.

Expenses:

Expenses reflect:

- Collection fees (contractual) paid to Collier County for the collection of the impact fees
- Legal fees
- The purchase of the 3 vehicles
- Contribution towards construction of Station 30
- Debt service for:
 - Ladder truck
 - Construction loan (including additional principal payment of \$500,000 if available at year end)

Total Expenses are \$1,580,838, or \$495,000 less than the 2022-2023 Impact Budget.

Summary – 2023-2024 Draft #2 of Impact Fee Fund Budget:

	2023-2024 Draft #1
Beginning Deferred Revenue (Cash Res) at 10-01	\$3,302,680
Revenue	\$2,085,000
Expenses	(\$1,580,838)
Ending Deferred Revenue at 9-30	\$3,806,842

Attachments:

Attachment 1: Draft #2 of 2023-2024 Impact Fee Fund Budget

ATTACHMENT 1

2023-2024 IMPACT FEE FUND BUDGET - Draft #2

	Estimated 9/30/2023	AMENDED 22/3 BUDGET	Draft #1 2023-2024	22/23 vs. 23/24
Balance Forward - Deferred Revenue (Cash Reserves)	\$ 2,405,180	\$ 2,405,180	3,302,680	
Revenue				
001 Impact Fee Revenue	\$ 2,250,000	\$ 2,000,000	\$ 2,000,000	\$ -
002 Interest Income	90,000	43,500	85,000	\$ 41,500
003 Proceeds from Debt		-	-	
Total Revenue	2,340,000	2,043,500	2,085,000	\$ 41,500
	-			
Expenses				
030 Tax Collector Fees	\$ 22,500	\$ 30,000	\$ 20,000	\$ (10,000)
031 Professional Fees -Impact Fee Study	60,000	60,000	-	\$ (60,000)
Legal Fees	-	5,000	5,000	\$ -
Vehicles			225,000	\$ 225,000
032 Station and Fire Equipment	65,000	65,000		\$ (65,000)
Construction - Station 30	660,000	660,000	75,000	\$ (585,000)
033 Construction - Station 32			-	\$ -
Expenses	807,500	820,000	325,000	\$ (495,000)
	-			
Debt Service				
035 Principal-Engine Lease & Construction Loan	485,000	1,057,382	1,057,382	\$ -
036 Interest-Engine Lease & Construction Loan	150,000	198,456	198,456	\$ -
Total Debt Service	635,000	\$ 1,255,838	1,255,838	\$ -
Total Expenses	1,442,500	2,075,838	1,580,838	\$ (495,000)
DEFERRED REVENUE 10-01-20	2,405,180	2,405,180	3,302,680	
TOTAL REVENUE	2,340,000	2,043,500	2,085,000	
TOTAL EXPENSES	(1,442,500)	(2,075,838)	(1,580,838)	
Ending Deferred Revenue (Cash Reserves) 9-30-23/24	3,302,680	2,372,842	3,806,842	