

Eugene Rural Fire Protection District No.1
Budget Meeting Minutes
May 9, 2023

Attending:

Board Members

Ron Apling, President
Nancy Halter, Treasurer
Steve Newcomb, Secretary
Tom Moffett, Vice President

Citizen Members

Corlies Delf
Linda Apling
Doug McCarty
Jim Petit

Ron Apling was nominated and selected as Budget Committee Chair
Steve Newcomb was nominated and selected as Budget Committee Secretary

Review of Budget message (message is attached to these minutes).

The single largest expenditure for 2023 -2024 is the Fire Protection Contract with the City of Eugene which is projected to cost \$413,930. This is an increase from last year of about \$40,000. Board and Citizen members went through the Requirements (LB-31) and the Resources (LB20) both of which are attached.

The Budget Committee increased the amount expected for the Fire Protection Contract to \$415,000 based on recent correspondence with the City. This change in combination with the other expected District costs increased the total materials and services to \$442,400. The unappropriated ending fund balance was therefore \$542,700.

The budget resources include \$595,000 cash on hand \$5,000 in taxes yet to be received, and interest projected to be received of \$10,000. The total resources are \$610,100. Total taxes estimated to be received in the next year are \$425,000. The total resource base for the District is \$1,035,100 for the 2023 – 2024 year.

The Committee discussed the proposed tax levy rate. The consideration was that the District has enough unappropriated funds to cover a year of the City contract expense. The discussion was to see if the levy rate could be reduced without putting the District in a situation where there was not a sufficient financial reserve to pay for the Fire contract. Several levy reductions were modeled using generalized assumptions and for most of the lower levy rates that were modeled there was a reduction to the District unallocated resource. The variations in the increase of the cost of the City contract were also discussed and it was noted that the last year (2022) was a significant increase in contract cost. After modeling several scenarios a motion was made to keep the tax levy rate the same as it has been and have the discussion about lowering the tax levy rate next year.

An adjustment was made to the expected amount of interest on the expected cash on hand for the 2023 -2024 year. The interest income was increased to \$10,000 on Line 4 of LB-20 (Resources).

A motion was made to adopt the budget resolution and keep the Tax levy rate at 2.5417 per \$1,000 as stated in the budget resolution (below).

The motion passed by a 7 yes, to 1 no, vote. Nancy Halter voted no, Ron Apling, Tom Moffett, Steve Newcomb, Corlies Delf, Jim Petit, Doug McCarty, and Linda Apling voted yes. It was resolved to keep the Tax Levy rate the same for the next year of the contract and to approve the Budget Resolution. The Resolution was signed by Ron Apling as Budget Committee Chair and attested to by Steve Newcomb as Budget Committee Secretary.

The Budget Hearing is scheduled for June 13, 2023. The Notice of Budget Hearing will be posted after the meeting and available to the public. This meeting is to discuss the budget for the fiscal year beginning July1,2023 as approved by the EPRFD #1 Budget Committee.

**EUGENE RURAL FIRE PROTECTION DISTRICT #1
RESOLUTION OF BUDGET COMMITTEE TO APPROVE BUDGET**

WHEREAS, the Budget Committee has held all statutorily required hearings; and

WHEREAS, all required notices have been published; and

WHEREAS, the Budget Committee has considered the budget presented by the Budget Officer; and

WHEREAS, the Budget Committee has heard comments and made additions or deletions to the proposed budget; and

WHEREAS, the Budget Committee recommends the levy of the District's full permanent tax rate.

NOW THEREFORE, BE IT RESOLVED that the Budget Committee of Eugene Rural Fire Protection District #1 hereby authorizes the District's permanent tax rate to be used as the basis to levy taxes for the General Fund and recommends the attached budget to the Board of Directors for adoption.

ADOPTED by the Budget Committee of the Eugene Rural Fire Protection District #1 this 9th day of May, 2023.

Budget Committee Chair

ATTEST:

Budget Committee Secretary

**EUGENE RURAL FIRE PROTECTION DISTRICT #1
BUDGET MESSAGE 2023-2024**

To: Board of Directors
Budget Committee Members

Enclosed for consideration at the public meeting of the District's Budget Committee on May 9, 2023 is the proposed budget for fiscal year 2023-2024.

BUDGET COMMITTEE

The Budget Committee is the 4 current board members and 4 citizen Budget Committee members. Resolutions must be approved by at least 5 Committee Members.

BUDGET DOCUMENT

The District's budget document is composed of two forms, an LB 20 form showing the District's resources, and an LB 31 form showing the District's estimated expenditures. For each of those forms, reading from left to right, the first two columns on the left show historical data, and are composed of actual numbers based on the District's completed audits. The third column on the left reflects the District's 2022-2023 adopted budget. On the right-hand side of the LB forms are three more columns that reflect the three stages of the proposed 2022-2023 budget: 1) the budget proposed by the budget officer, 2) the budget adopted by the Budget Committee, and 3) the budget proposed for adoption by the Board.

RESOURCES (LB-20)

Resources are determined by looking at: 1) the money in the Local Government Investment Pool; 2) the money in any checking accounts; 3) prior years' taxes estimated to be received; and 4) interest. In the "historical data" columns of the proposed budget you see the prior years' taxes estimated to be received as well as interest figures. The numbers presented in the proposed budget column are conservative extensions of prior years' numbers. It is estimated that the District's total resources equal \$603,100, not including taxes. It includes small amounts of revenue expected to be received and estimated expenditures through the end of the year in the calculation of the District's available cash on hand.

According to Lane County tax records, the District's 2022-2023 assessed valuation is \$177,939,592. If the District levied its permanent rate of \$2.5417 per \$1,000, it would result in gross tax dollars of approximately \$452,269. Assuming a collection rate of 94%, this means the District would receive approximately \$425,000 in taxes. There was a

period not long ago when the District chose not to assess the full amount of its permanent rate. This led to a significant reduction in the District's cash carryover from one year to the next. For the past seven budget years the District has levied its full permanent rate. Assuming the District chooses to continue to levy the full amount of its permanent rate, the total amount of budgeted resources will equal \$1,028,100.

EXPENDITURES (LB-31)

Expenditures for the proposed budget are generally informed by prior years' budgets. These numbers are estimates.

The District's largest expense, the Eugene/Springfield Fire contract amount for 2023-2024 is expected to be \$413,930. \$415,000 is budgeted. The amounts for the other line items in the Materials and Services category are estimated based on prior years' expenses. The total projected Materials & Services for 2023-2024 is \$437,400.

General Operating Contingency is projected at \$50,000. These are funds available for expenditure if there is an emergency, a need arises, or any special projects or activities exceed the funds that have been appropriated in Materials & Services. This brings total projected budget expenditures to \$487,400, with a projection of \$542,700 as an unappropriated ending fund balance. Note that dollars allocated to an unappropriated ending fund balance cannot be used in the 2023-2024 budget year.

NEXT STEPS

Once the Budget Committee has agreed on the budget, the Budget Committee adopts the Resolution of the Budget Committee to Adopt the Budget.

The Board will then hold a final budget hearing to adopt the budget, make appropriations, and levy taxes for fiscal year 2023-2024.

When the budget is adopted by the Board and with an original signed resolution the Budget Officer will file the adopted budget with the County.

Respectfully submitted,

Mark Wolf

Mark Wolf
Budget Officer

LB-20

General
(Fund)

Eugene Rural Fire Protection District No. 1
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1	424,788	485,353	475,000	1. Available cash on hand* (cash basis) or	595,000	595,000		1
2				2. Net working capital (accrual basis)				2
3	8,598	5,875	7,000	3. Previously levied taxes estimated to be received	5,000	5,000		3
4	4,798	3,744	5,000	4. Interest	3,000	10,000		4
5				5. Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	18,305	0	100	7 Miscellaneous	100	100		7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
28				28				28
29	456,489	494,972	487,100	29. Total resources, except taxes to be levied	603,100	610,100		29
30			407,000	30. Taxes estimated to be received	425,000	425,000		30
31	406,910	414,880		31. Taxes collected in year levied				31
32	863,399	909,852	894,100	32. TOTAL RESOURCES	1,028,100	1,035,100	0	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

DETAILED REQUIREMENTS

**FORM
LB-31**

General
(Name of Organizational Unit or Program -
Fund)

Eugene Rural Fire Protection District No. 1
(Name of Municipal Corporation)

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22								
1				1 MATERIALS & SERVICES						1
2				2						2
3	368	0	1,000	3 Legal			1,000	1,000		3
4	6,300	6,600	7,500	4 Audit & Filing Fees			8,000	8,000		4
5	106	134	1,000	5 Office Supplies			1,000	1,000		5
6	0	286	600	6 Elections			600	600		6
7	635	635	800	7 Memberships			800	800		7
8	670	0	1,000	8 Budget Publication			1,000	1,000		8
9	1,798	1,389	3,000	9 Budget Preparation			3,000	3,000		9
10	366,531	375,559	365,000	10 Fire Protection Contract			410,000	415,000		10
11	1,278	1,400	2,000	11 Insurance			2,000	2,000		11
12	0	0	500	12 Address markers			500	500		12
13	361	386	5,000	13 Miscellaneous			5,000	5,000		13
14	0	0	3,000	14 Conferences and Trainings			3,000	3,000		14
15	0	796	1,500	15 Newsletter			1,500	1,500		15
16				16						16
17	378,047	387,185	391,900	17 TOTAL MATERIALS & SERVICES			437,400	442,400	0	17
18				18						18
19	0	0	50,000	19 OPERATING CONTINGENCY			50,000	50,000		19
31	485,352	522,667		31 Ending balance (prior years)	0					31
32			452,200	32 UNAPPROPRIATED ENDING FUND BALANCE			540,700	542,700		32
33	863,399	909,852	894,100	33 TOTAL REQUIREMENTS			1,028,100	1,035,100	0	33