

AGENDA

PARRISH FIRE DISTRICT

August 22, 2023 – 6:00p.m.

- 1. Open meeting for the Parrish Fire District**
- 2. Prayer and Pledge**
- 3. Minutes of meeting for July 25, 2023**
- 4. Public Comment**
- 5. Establish date of Public Hearing for Fire Assessments Appeals**
- 6. Proposed 2023-24 Budget**
- 7. Resolution 2023-02 – Adopting the 2023-24 Fiscal Year Budget**
- 8. Resolution 2023-03 – Disbursement of State Appropriations**
- 9. Financial Reports**
- 10. Administration Report**
- 10. Commissioners Report:**

**Commissioner Hendry
Commissioner Stevens
Commissioner Griesi
Commissioner Webb**

**Chairman's Report
Commissioner Chitty**

If any person desires to appeal any decision of the Fire Commission or of any other Board or Commission of the Fire District, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

The Parrish Fire District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment or in provision of services. Disabled individuals may receive special accommodation in services on one working days' notice. F.S. 286.011 (6)

July 25, 2023

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, July 25, 2023, at 6:00 P.M. in the Commission Chamber.

| | | |
|--------------|-------------------|----------------------------|
| Present were | Edward G. Chitty | Chairman – joined by Zoom. |
| | Kevin L. Webb | Vice-Chairman |
| | John Z. Griesi | Commissioner |
| | Edward W. Stevens | Commissioner |
| | Eugene F. Hendry | Commissioner |
| | Stacey S. Bailey | Fire Chief |

Vice-Chairman Webb opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held May 23, 2023, were approved on a motion by Commissioner Griesi, seconded by Commissioner Hendry, and carried by a vote of 5-0.

Vice-Chairman Webb called for public comment. No one present to speak.

Chief Bailey presented to the board that the auditor made a simple suggestion to change the terminology on the 2022-23 Fiscal Year budget, due to Station 2 being added. Commissioner Chitty made a motion to approve the terminology change, seconded by Commissioner Stevens and carried by a vote of 5-0.

The financial reports for months ending May and June 2023 was presented. Chief Bailey indicated that we have received \$3,255,717.09. The general fund is over by \$91,581.67. Impact fee revenue is currently at \$437,647.20, and we just received an additional check of \$77,500.00 making the Impact Fee account with an overage of 129,647.00. The financial report was approved on a motion by Commissioner Griesi, seconded by Commissioner Stevens and carried by a vote of 5-0.

In the administration report, Chief Bailey had several items that he reported to the board on, working on finalizing a few things at Station 2, and there are several projects underway by staff.

Vice Chairman Webb called for Commissioners reports:

Commissioner Hendry – Thanked everyone for a job well done!

Commissioner Stevens – Glad to see the district moving in the right direction.

Commissioner Griesi – Thanked everyone for all their hard work, and everything is right on point.

Commissioner Webb – Thanked everyone for all their hard work, likes seeing the professionalism side, asked how everything is going out at Station 2.

Commissioner Chitty – Thank Chief & everyone for all the hard work being done.

Commissioner Griesi motioned to adjourn the meeting, seconded by Commissioner Stevens, and carried by a vote of 5-0. Meeting adjourned at 6:45 P.M.

VICE-CHAIRMAN

ATTEST:

SECRETARY

**AGENDA
NUMBER** **PAGE
NUMBER**

- | | | |
|----------|------------|---|
| 3 | N/A | Minutes of July 25, 2023 <u>COMMISSION ACTION NECESSARY</u> Motion to approve minutes. Second. Vote. |
| 4 | N/A | Public comment All citizens wishing to speak to the Commission on an agenda item or a future agenda item must complete a speaker card. A citizen, after being recognized by the Chairman, should come to the podium and, for the public record, state their name and address and state whether they are in favor of or against the agenda item they wish to address. The length of time each citizen may address the Board of Commissioners shall be limited to two (2) minutes |
| 5 | N/A | Establish Date for Public Hearing for Fire assessments Appeals. September 26, 2023 <u>COMMISSION ACTION NECESSARY</u> Motion to establish the public hearing for September 26, 2023 Second. Vote |
| 6 | 1 | Proposed Budget for Fiscal 2023-2024 <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove the proposed budget for Fiscal Year 2023-24. Second. Vote |
| 7 | 2 | Resolution 2023-02 A RESOLUTION OF THE PARRISH FIRE DISTRICT ADOPTING THE 2023-2024 FISCAL YEAR BUDGET. <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove Resolution 2023-02 Second, Vote |

- 8 **N/A** **Resolution 2023-03**
A RESOLUTION OF THE PARRISH FIRE DISTRICT GIVING APPROVAL TO THE STATE OF FLORDIA TO ENTER INTO AGREEMENT FOR THE STATE APPROPRIATION FUNDS
- COMMISSION ACTION NECESSARY*
Motion to approve/disapprove Resolution 2023-03
Second, Vote
- 9 **3-4** **Financial Reports – July 2023**
- COMMISSION ACTION NECESSARY*
Motion to approve/disapprove Financial Report
Second, Vote.
- 10 **N/A** **Administration Report:**
- COMMISSION ACTION NECESSARY*
None - Information Only
- 11 **N/A** **Commissioners Reports**
- Commissioner Hendry
Commissioner Stevens
Commissioner Griesi
Commissioner Webb
Commissioner Chitty

NEXT COMMISSION MEETING IS September 26, 2023



Draft 08/17/2023

Proposed 2023-2024 Budget

General Fund Income

| | | |
|----------------------------------|-----------|---------------------|
| Fire Assessments (gross) | \$ | 4,167,554.00 |
| Less Property Appraiser - 1 1/2% | \$ | 62,513.31 |
| Less Tax Collector - 1 1/2% | \$ | 62,513.31 |
| Less Discounts - 4% | \$ | 166,702.16 |
| Fire Assessments (net) | \$ | 3,875,825.22 |
| Miscellaneous | \$ | 20,000.00 |
| User Fees | \$ | 4,000.00 |
| Transfer in from IFF | \$ | 483,000.00 |
| Total Income | \$ | 4,382,825.22 |

General Fund Expenses

| | | |
|-----------------------------------|-----------|---------------------|
| Expense | | |
| Personnel Wages | | 2,168,330.00 |
| Medicare/Social Security Employer | | 165,877.00 |
| Employee Retirement | | 650,497.00 |
| Capital Expenditures | | 45,000.00 |
| Debt Service Engine Principal | | 23,479.00 |
| Debt Service Engine Interest | | 6,513.00 |
| Commissioners' Honorarium | | 30,000.00 |
| Communications | | 22,000.00 |
| Dues & Licenses | | 23,000.00 |
| Fire Prevention | | 6,000.00 |
| Gas, Diesel & Oil | | 28,000.00 |
| Insurance | | 8,500.00 |
| Dental | | 8,500.00 |
| Health | | 250,000.00 |
| Liability | | 85,000.00 |
| Workman's Comp. | | 93,000.00 |
| Medical Supplies | | 7,250.00 |
| Medical Testing | | 12,500.00 |
| Household Supplies | | 5,000.00 |
| Miscellaneous Operating Supplies | | 6,500.00 |
| Printing & Office | | 6,500.00 |
| Professional Services/Legal | | 35,000.00 |
| R & M-Equipment | | 15,000.00 |
| R & M-Radios | | 15,000.00 |
| R & M-Station | | 44,000.00 |
| R & M-Vehicles | | 40,000.00 |
| Refund | | 500.00 |
| Fire Equipment & Tools | | 10,000.00 |
| Training & Education | | 17,500.00 |
| Travel | | 500.00 |
| Uniforms & Gear | | 14,000.00 |
| Utilities | | 31,000.00 |
| Debt Service Principal Station 2 | | 284,227.00 |
| Debt Service Interest Station 2 | | 198,767.00 |
| Total Expense | | 4,348,440.00 |
| Surplus/Deficit | \$ | 34,385.22 |

Impact Fee Income

| | | |
|------------------------------|--|-------------------|
| Income | | |
| 5110 · Impact Fees Collected | | 500,000.00 |
| 5210 · Interest IFF | | 0.00 |
| 5310 · Misc. Income | | 0.00 |
| Total Income | | 500,000.00 |

Impact Fee Expenses

| | | |
|--------------------------|--|--------------------|
| Expense | | |
| Attorney | | 10,000.00 |
| Bank charges | | 0.00 |
| Capital Expenditures | | 125,000.00 |
| Transfer to General Fund | | 483,000.00 |
| Total Expense | | 618,000.00 |
| Surplus/Deficit | | -118,000.00 |

Impact Fee - Reserve Fund

| | |
|--------------------------------|--------------|
| Total income | 500,000.00 |
| Total reserve fund | 875,000.00 |
| Total funds available | 1,375,000.00 |
| Expenditures | 618,000.00 |
| Projected Reserve Fund Balance | 757,000.00 |

General Fund - Reserve Fund

| | |
|--------------------------------|--------------|
| Total income | 4,382,825.22 |
| Total reserve fund | 790,000.00 |
| Total funds available | 5,172,825.22 |
| Total Expenditures | 4,348,440.00 |
| Income less expenditures | 34,385.22 |
| Projected Reserve Fund Balance | 824,385.22 |

| | |
|--------------------------------|------------|
| Reserve fund Allocation | |
| Emergency Contingency Fund | 100,000.00 |
| Designated Fund | 100,000.00 |
| Restricted Reserve | 100,000.00 |
| Unrestricted Reserve | 524,385.22 |

RESOLUTION NO. 2023-02

**A RESOLUTION OF THE PARRISH FIRE DISTRICT
ADOPTING THE 2023-2024 FISCAL YEAR BUDGET**

WHEREAS, the Parrish Fire District is an Independent Special Fire District created by special act of the Florida Legislature; and,

WHEREAS, the district is required to adopt the 2023 - 2024 Fiscal Year Budget by Resolution of the Fire District Board of Commissioners in accordance with Chapter 218.34, F.S.; and,

WHEREAS, the proposed budget has been reviewed during a regular scheduled public meeting of the Board of Fire Commissioners; and,

NOW THEREFORE BE IT RESOLVED that the Board of Fire Commissioners hereby determines that the proposed budget reviewed during the August 22, 2023, public meeting satisfies the budgetary requirements for the 2023 - 2024 Fiscal Year. The Board further directs the administration of the fire district to file the adopted budget with the Clerk of the Circuit Court of Manatee County.

Adopted the 22nd day of August 2023, upon motion at a regular meeting.

VICE-CHAIRMAN

ATTEST:

SECRETARY

PARRISH FIRE DISTRICT
Budget vs. Actual
October 2022 through July 2023

| | Oct '22 - Jul 23 | Budget | \$ Over Budget |
|---------------------------------------|-----------------------------|-----------------------------|--------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4110 · Tax Revenue | 3,255,440.27 | 3,164,135.42 | 91,304.85 |
| 4310 · Miscellaneous Income | 120,817.41 | 20,000.00 | 100,817.41 |
| 4410 · User's Fee | 4,926.43 | 4,000.00 | 926.43 |
| Total Income | <u>3,381,184.11</u> | <u>3,188,135.42</u> | <u>193,048.69</u> |
| Gross Profit | 3,381,184.11 | 3,188,135.42 | 193,048.69 |
| Expense | | | |
| 7100 · Salaries & Overtime | 1,531,298.04 | 1,864,992.00 | -333,693.96 |
| 7130 · 941 Taxes | 115,096.57 | 142,671.00 | -27,574.43 |
| 7150 · Employee Retirement | 383,354.54 | 448,440.00 | -65,085.46 |
| 7180 · Accounting & Bk Chgs | 35.00 | 0.00 | 35.00 |
| 7190 · Capital Expenditures | 26,996.86 | 30,000.00 | -3,003.14 |
| 7192 · Debt Service Engine | 29,992.09 | 30,000.00 | -7.91 |
| 7210 · Commissioners' Honorarium | 9,000.00 | 12,000.00 | -3,000.00 |
| 7250 · Communications | 17,012.81 | 17,000.00 | 12.81 |
| 7270 · Dues & Licenses | 20,261.11 | 23,000.00 | -2,738.89 |
| 7310 · Fire Prevention | 4,638.31 | 6,000.00 | -1,361.69 |
| 7360 · Gas, Diesel & Oil | 18,673.60 | 20,000.00 | -1,326.40 |
| 7410 · Insurance | | | |
| 7411 · Dental | 5,605.60 | 7,500.00 | -1,894.40 |
| 7412 · Health | 171,951.04 | 200,000.00 | -28,048.96 |
| 7413 · Liability | 61,646.98 | 75,000.00 | -13,353.02 |
| 7414 · Workman's Comp. | 69,444.00 | 78,000.00 | -8,556.00 |
| Total 7410 · Insurance | <u>308,647.62</u> | <u>360,500.00</u> | <u>-51,852.38</u> |
| 7450 · Medical Supplies | 1,927.89 | 5,500.00 | -3,572.11 |
| 7460 · Medical Testing | 6,300.00 | 12,000.00 | -5,700.00 |
| 7500 · Household Supplies | 3,047.11 | 4,000.00 | -952.89 |
| 7510 · Miscellaneous Supplies | 5,050.34 | 5,000.00 | 50.34 |
| 7570 · Printing & Office | 5,868.52 | 5,000.00 | 868.52 |
| 7610 · Professional Services/Legal | 79,292.81 | 85,000.00 | -5,707.19 |
| 7620 · R & M-Equipment | 7,381.97 | 10,000.00 | -2,618.03 |
| 7630 · R & M-Radios | 8,948.87 | 11,000.00 | -2,051.13 |
| 7640 · R & M-Station | | | |
| 7641 · R & M Station 1 | 5,939.83 | 10,000.00 | -4,060.17 |
| 7642 · R & M Station 2 | 789.11 | | |
| Total 7640 · R & M-Station | <u>6,728.94</u> | <u>10,000.00</u> | <u>-3,271.06</u> |
| 7650 · R & M-Vehicles | 26,194.58 | 25,000.00 | 1,194.58 |
| 7690 · Refund | 0.00 | 500.00 | -500.00 |
| 7710 · Fire Equipment & Tools | 7,785.81 | 5,000.00 | 2,785.81 |
| 7730 · Training & Education | 15,089.67 | 10,000.00 | 5,089.67 |
| 7740 · Travel | 357.44 | 500.00 | -142.56 |
| 7760 · Uniforms & Gear | 14,393.43 | 11,000.00 | 3,393.43 |
| 7810 · Utilities | | | |
| 7811 · Utilities Water Station 1 | 2,732.57 | 3,500.00 | -767.43 |
| 7812 · Utilities Electric Station 1 | 7,863.88 | 9,000.00 | -1,136.12 |
| 7813 · Utilities Water Station 2 | 931.22 | 1,000.00 | -66.78 |
| 7814 · Utilities Electric Station 2 | 1,310.19 | 1,500.00 | -189.81 |
| Total 7810 · Utilities | <u>12,837.86</u> | <u>15,000.00</u> | <u>-2,162.14</u> |
| Total Expense | <u>2,666,211.79</u> | <u>3,169,103.00</u> | <u>-502,891.21</u> |
| Net Ordinary Income | 714,972.32 | 19,032.42 | 695,939.90 |
| Other Income/Expense | | | |
| Other Income | | | |
| 1070 · Debt Sinking Fund Station 2 | 482,995.04 | 482,995.04 | 0.00 |
| Total Other Income | <u>482,995.04</u> | <u>482,995.04</u> | <u>0.00</u> |
| Other Expense | | | |
| 7195 · Station 2 Capital Expenditures | 4,467,244.83 | 4,485,496.02 | -18,251.19 |
| Total Other Expense | <u>4,467,244.83</u> | <u>4,485,496.02</u> | <u>-18,251.19</u> |
| Net Other Income | <u>-3,984,249.79</u> | <u>-4,002,500.98</u> | <u>18,251.19</u> |
| Net Income | <u><u>-3,269,277.47</u></u> | <u><u>-3,983,468.56</u></u> | <u><u>714,191.09</u></u> |

PARRISH FIRE DISTRICT-IFF
Budget vs. Actual
 October 2022 through July 2023

| | <u>Oct '22 - Jul 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|--------------------------------------|---------------------------|---------------------------|--------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 5110 · Impact Fees Collected | 604,647.20 | 475,000.00 | 129,647.20 |
| 5210 · Interest IFF | 0.00 | | |
| 5310 · Misc. Income | 0.00 | 0.00 | 0.00 |
| Total Income | <u>604,647.20</u> | <u>475,000.00</u> | <u>129,647.20</u> |
| Cost of Goods Sold | | | |
| 50000 · Cost of Goods Sold | 0.00 | | |
| Total COGS | <u>0.00</u> | | |
| Gross Profit | <u>604,647.20</u> | <u>475,000.00</u> | <u>129,647.20</u> |
| Expense | | | |
| 1160 · Pre Paid Expenses | 0.00 | | |
| 66000 · Payroll Expenses | 0.00 | | |
| 9000 · Due other Funds | 0.00 | | |
| 9120 · Architect | 0.00 | | |
| 9130 · Attorney | 8,000.00 | 10,000.00 | -2,000.00 |
| 9140 · Bank charges | 35.00 | | |
| 9210 · Loan | 0.00 | | |
| 9250 · Loan Interest | 0.00 | | |
| 9300 · Capital Expenditures | 196,785.64 | 200,000.00 | -3,214.36 |
| 9410 · Engineer | 0.00 | | |
| 9470 · Refund of IFF | 0.00 | | |
| 9480 · Station 2 | 140,143.88 | 125,000.00 | 15,143.88 |
| Total Expense | <u>344,964.52</u> | <u>335,000.00</u> | <u>9,964.52</u> |
| Net Ordinary Income | <u>259,682.68</u> | <u>140,000.00</u> | <u>119,682.68</u> |
| Other Income/Expense | | | |
| Other Income | 0.00 | 0.00 | 0.00 |
| Other Expense | | | |
| 9200 · Transfer Out of Impact | 482,995.04 | 483,000.00 | -4.96 |
| Total Other Expense | <u>482,995.04</u> | <u>483,000.00</u> | <u>-4.96</u> |
| Net Other Income | <u>-482,995.04</u> | <u>-483,000.00</u> | <u>4.96</u> |
| Net Income | <u><u>-223,312.36</u></u> | <u><u>-343,000.00</u></u> | <u><u>119,687.64</u></u> |