



February 20, 2025

TO: Emergency Services Advisory Committee

FROM: Ron Munds, General Manager

SUBJECT: Agenda Item 5 – 02/20/2025 ESAC Meeting
Fund 301 FY 2024-25 Mid-Year Adjustments and Reserve Allocation Review

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Tom Cross
Richard Hubbard

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
John Owens

Battalion Chief
Paul Provence

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcsl.org

Discussion

The following section of the report provides a summary of the requested mid-year adjustments approved by the Board on February 6, 2025.

Fund 301 – Fire

Major Adjustment Requests: There are line item increases in Services and Supplies that are being proposed which result in an increase of \$12,643.00. The increases are primarily attributed to Other Expenses (7330 Misc. Operating Expenses) for fire station interior upgrades, electricity service (8610 Electric) and Equipment and Tools (6055 Radios & 6610 Rescue Equipment). To offset the increases, there is a decrease in the Vehicle Purchase (9085) line item since the command vehicle upgrades are complete and Infrastructure CIP (9006) as there are no CIP projects planned at this time.

On the Revenue side, an increase in Investment Income on Funds (4510) is recommended.

Impact on Budget: The adjustment requests will decrease the Fund 301 operating budget by \$35,863.15 and increase revenue by \$70,000.

The following table summarizes the requested changes to the Fund 301 budget.

301 - Fire			
Fund 301 Budget Category	2024-2025 Budget	2024-2025 Mid-Year Budget	Increase/ (Decrease)
Revenue	\$3,741,184.04	\$3,811,184.04	\$70,000.00
Expenditures			
Total Personnel	\$304,625.00	\$304,625.00	\$0.00
Services & Supplies	\$3,143,264.00	\$3,155,907.00	\$12,643.00
Capital Outlay	\$100,000.00	\$51,493.85	-\$48,506.15
Reserves	\$220,000.00	\$220,000.00	\$0.00
Transfers	\$79,158.19	\$79,158.19	\$0.00
Total Expenditure	\$3,847,047.19	\$3,811,184.04	-\$35,863.15
Total Revenue	\$3,741,184.04	\$3,811,184.04	\$70,000.00
Net Revenue/Expenses		\$0.00	

2024-25 Mid-Year Fund Reserve Allocation Recommendations

The Board approved updates to the Fund Reserve policies for Funds 100, 301, 500 and 650 at their December 5, 2024, meeting. Staff has analyzed these funds to look at the total cash on hand as represented on the December 31, 2024, balance sheet.

To provide the Board with a better understanding of each funds financial position, the table below presents the information which includes “unassigned cash” for all the Districts funds. Though the District’s financials have always accounted for unassigned cash, it has never been highlighted on the balance sheet summary.

Unassigned cash refers to cash on hand or in bank accounts that is not designated, restricted, or allocated for specific purposes. It represents liquid financial resources that are freely available for general use or discretionary spending without any legal, contractual, or policy constraints. This term is commonly used in financial contexts, particularly in government or nonprofit accounting, to highlight cash reserves that can be used to address unexpected needs, emergencies, or other unrestricted operational activities.

The following table provides the cash summary for fund 301:

Fund	Cash Summary	Reserves	Unassigned Cash
301	\$4,570,844.07	\$2,708,910.84	\$1,861,933.23

*The County Fire overpayment amount of \$1,188,437 received on 1/15/25 is not yet included in the Fund 301 unassigned cash

Based on the changes the Board approved, the following fund reserves have been adjusted to reflect those changes.

Vehicle, Equipment & Fire Engine Replacement Reserve

Staff is recommending that the cost of the fire engine purchased in 2022 be deducted from the sinking fund established for vehicle, equipment and fire engine purchases. This will provide for better accounting and accountability for the funds being set aside for this purpose. It will also provide this Board and future Boards with the ability to understand and budget for any future increases in vehicle costs and make budget adjustments as needed.

Vehicle, Equip & Fire Engine Replacement		
Reserve Goal	\$130,000/yr	Sinking Fund
Current Reserve Amount	\$1,409,340.02	
Allocation/(Deduction)	(\$862,040.00)	New fire engine
New Reserve Amount	\$547,300.02	

Capital Outlay Reserve

Staff is recommending that the Board approve using the County Fire overpayment funds of approximately \$1.2 million to fund the Capital Outlay Reserve. This reserve is greatly underfunded and there are Station 15 building improvements or replacement expenses coming up in the near future.

Capital Outlay		
Reserve Goal	\$5,000,000.00	
Current Reserve Amount	\$540,562.42	
Allocation/(Deduction)	\$1,200,000.00	
New Reserve Amount	\$1,740,562.42	

General Contingency Reserve

There are no recommended changes to the General Contingency reserve at this time.

General Contingency		
Fund Cash Summary	\$ 4,570,844.07	
Reserve Goal	15% of O&M	Fully Funded
Current Reserve Amount	\$583,225.51	
Fund Unassigned Cash	\$ 2,061,370.23	Includes refund
Allocation/(Deduction)	0.00	

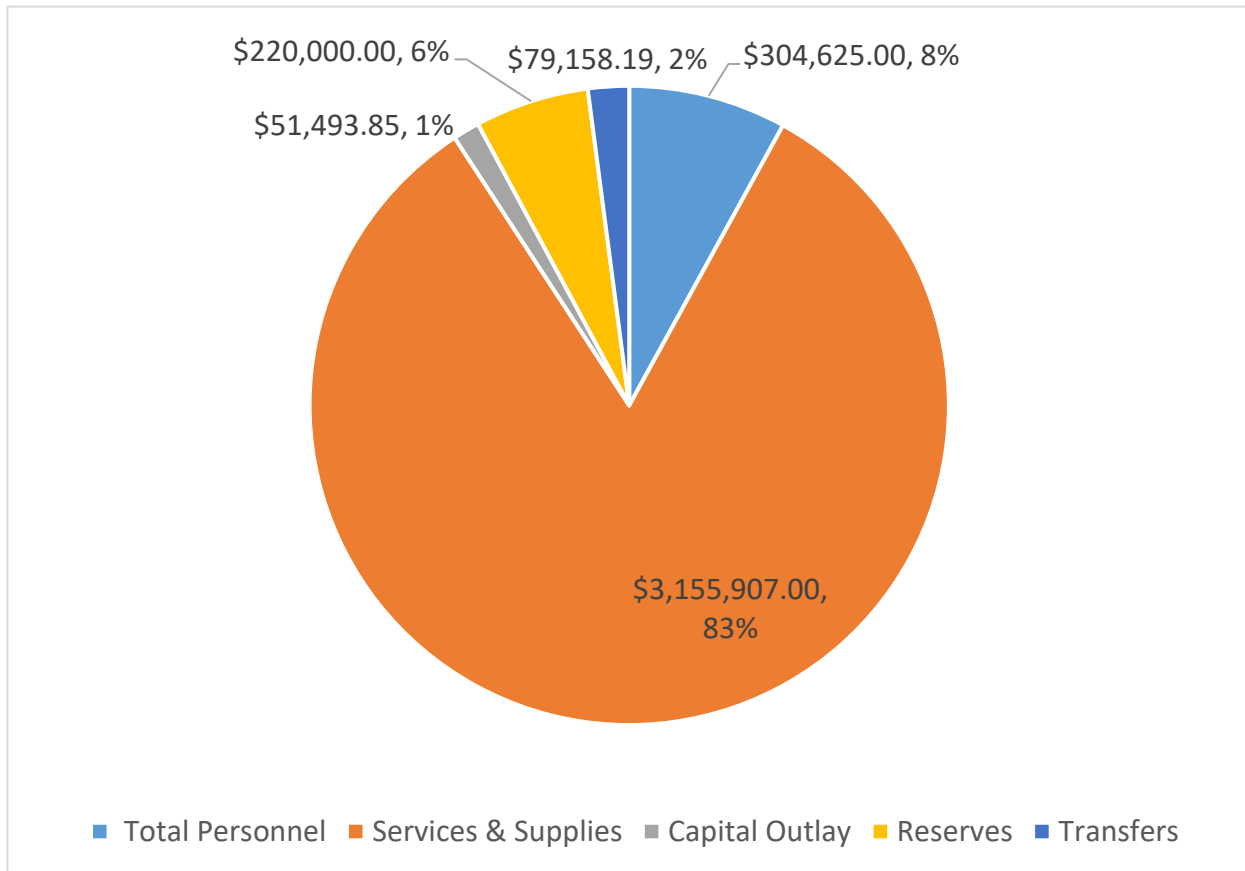
If the above fund reserve recommendations are approved, the following is a summary of the impact to the Fund 301 unassigned cash amount. As indicated, the would be about \$2.7 million left in the unassigned cash designation.

Fund 301 Cash Summary	
Fund Cash (12/31/24)	\$ 4,570,844.07
County Fire Overpayment	\$ 1,199,437.00
Total	\$ 5,770,281.07
Unassigned Cash	
Unassigned Cash (12/31/24)	\$ 1,861,933.23
Overpayment Refund	\$ 1,199,437.00
Vehicle, Equip & Engine	\$ 862,040.00
Total	\$ 3,923,410.23
Reserve Allocation/Deduction	
Capital Outlay	(\$1,200,000.00)
Total	(\$1,200,000.00)
New Unassigned Cash Balance	
Total	\$ 2,723,410.23

Attachments

Fund 301 Budget Detail
Fund 301 Reserve Balances

301 - Fire			
Fund 301 Budget Category	2024-2025 Budget	2024-2025 Mid-Year Budget	Increase/ (Decrease)
Revenue	\$3,741,184.04	\$3,811,184.04	\$70,000.00
Expenditures			
Total Personnel	\$304,625.00	\$304,625.00	\$0.00
Services & Supplies	\$3,143,264.00	\$3,155,907.00	\$12,643.00
Capital Outlay	\$100,000.00	\$51,493.85	-\$48,506.15
Reserves	\$220,000.00	\$220,000.00	\$0.00
Transfers	\$79,158.19	\$79,158.19	\$0.00
Total Expenditure	\$3,847,047.19	\$3,811,184.04	-\$35,863.15
Total Revenue	\$3,741,184.04	\$3,811,184.04	\$70,000.00
Net Revenue/Expenses		\$0.00	



301 - FIRE

Fiscal YTD
12/31/2024

FY 2024-2025
Budget

FY 2024-2025
Mid-Year
Budget

Notes

REVENUES

Property Taxes

4034	Zone A Property Tax Revenue	0.00	132,239.04	132,239.04
4037	Property Tax Zone B Received	237,408.61	642,637.00	642,637.00
4038	Property Tax Zone B Pass thru	0.00	2,118,324.00	2,118,324.00
4039	CalFIRE Sched A Prior Year Refunds	0.00	0.00	0.00
Total Property Taxes		237,408.61	2,893,200.04	2,893,200.04

Grant Revenue

4949	Govt-State Grants	0.00	0.00	0.00
4956	Govt-Other St Aids & Reimbursements	0.00	0.00	0.00
Total Grant Revenue		0.00	0.00	0.00

Special Taxes & Assessments

4015	CSA 9-I Assessments (Contract)	0.00	27,508.00	27,508.00
4050	Special Fire Tax	0.00	673,342.00	673,342.00
Total Special Taxes & Assessments		0.00	700,850.00	700,850.00

Other Revenues

4000	Ambulance Agreement	21,963.71	67,134.00	67,134.00
4930	Other Revenue	0.00	0.00	0.00
Total Other Revenues		21,963.71	67,134.00	67,134.00

Use of Money & Property

4505	HO Prop Tax Relief	0.00	0.00	0.00
4510	Investment Income on funds	102,441.88	80,000.00	150,000.00
4511	Unrealized Change in Value	18,990.22	0.00	0.00
Total Use of Money & Property		121,432.10	80,000.00	150,000.00

Total Revenues **380,804.42** **3,741,184.04** **3,811,184.04**

EXPENDITURES

Personnel

Salaries/Wages

8295	Resv FF-Overtime/Shift Coverage	15,088.80	38,000.00	38,000.00
8340	Resv FF-Shift Coverage	40,949.61	150,000.00	150,000.00
8345	Resv FF-Special Projects	0.00	2,000.00	2,000.00
Total Salaries/Wages		56,038.41	190,000.00	190,000.00

301 - FIRE		Fiscal YTD 12/31/2024	FY 2024-2025 Budget	FY 2024-2025 Mid-Year Budget	Notes
Payroll Taxes & Benefits					
5020	Social Security - Employer	3,474.29	10,000.00	10,000.00	
5030	Life Insurance - ER	1,154.32	2,500.00	2,500.00	
5035	AD & D Insurance	220.72	850.00	850.00	
5050	Medicare - ER	812.57	2,500.00	2,500.00	
5070	Retirement ER - Regular	29,849.00	60,000.00	60,000.00	
5102	CA Training Tax - ER	21.33	175.00	175.00	
5120	Workers Comp Insurance - ER	13,761.11	19,500.00	19,500.00	
5124	Retirement - ER - Tier 2	1,017.98	5,000.00	5,000.00	
Total Payroll Taxes & Benefits		50,311.32	100,525.00	100,525.00	
Employment Services					
5000	Medical Exams & Procedures	0.00	4,000.00	4,000.00	Current employees
5100	Unemployment Insurance	619.50	6,000.00	6,000.00	
5103	Federal Unemployment	0.00	0.00	0.00	
6200	Hiring, Advertising & Other Costs	0.00	100.00	100.00	
6230	Medical Exam	0.00	4,000.00	4,000.00	New Employees
Total Employment Services		619.50	14,100.00	14,100.00	
Total Personnel		106,969.23	304,625.00	304,625.00	
Services & Supplies					
Clothing & Uniform					
7246	Uniform & Gear	0.00	3,000.00	3,000.00	
7248	Uniform Safety Boots	0.00	2,000.00	2,000.00	
Total Clothing & Uniform		0.00	5,000.00	5,000.00	
Contract Services					
6100	Labor & Support-IT Services	0.00	0.00	0.00	
6110	IT Purchased Services	599.90	1,500.00	1,500.00	
7100	Copier Contract-Maint & Usage	837.78	2,500.00	2,500.00	
7202	Building Alarms & Security	420.00	1,100.00	1,600.00	Install Internet Data Line
7204	Cleaning Supplies, Laundry & Towel Service	0.00	3,500.00	3,500.00	
7222	Hazardous Materials CW JPA Cost	2,146.00	2,500.00	2,500.00	
7500	Schedule A Charges	0.00	2,819,174.00	2,819,174.00	
Total Contract Services		4,003.68	2,830,274.00	2,830,774.00	

301 - FIRE		Fiscal YTD 12/31/2024	FY 2024-2025 Budget	FY 2024-2025 Mid-Year Budget	Notes
Equipment & Tools					
6055	Radios	2,693.72	2,000.00	2,700.00	
6440	Fire Personal Protection Equipment	216.93	73,925.00	73,925.00	
6460	Self-Contained Breathing Apparatus	0.00	3,000.00	3,000.00	
6610	Rescue-Extrication Equipment	3,320.00	2,000.00	3,500.00	
6611	Water Rescue Equipment	132.65	3,000.00	3,000.00	
6630	Rope & Climbing Equipment	38.59	10,000.00	10,000.00	
7234	Oxygen Supplies & Cylinder Rent	261.12	1,800.00	1,800.00	
7238	Paramedic & EMT Small Tools & Supplies	11,173.68	27,000.00	27,000.00	
7242	Minor Tools, Accessories & Field Machines	732.02	6,800.00	6,800.00	
7252	Misc Hardware	0.00	1,200.00	1,200.00	
Total Equipment & Tools		18,568.71	130,725.00	132,925.00	
Financial Services					
7309	Late Fees	0.00	10.00	10.00	
7310	Bank Service Charges	0.00	0.00	0.00	
9154	Losses and Damages	0.00	50.00	50.00	
Total Financial Services		0.00	60.00	60.00	
Ins., Licenses & Regulatory Fees					
6120	Computer Hardware/Software/Licenses	0.00	2,000.00	2,000.00	
6345	Property Taxes & Assessments Costs	6,867.18	8,400.00	8,400.00	
7325	Insurance	74,520.18	74,550.00	74,550.00	
Total Ins., Licenses & Regulatory Fees		81,387.36	84,950.00	84,950.00	
Legal & Professional					
7320	Professional & Consulting Services	32,096.78	8,000.00	8,000.00	Eric Cleaveland, \$30,000 to be reimbursed
7326	Legal Services	1,025.00	15,000.00	15,000.00	
7340	Legal Notifications & Mandated Advertising	0.00	1,500.00	1,500.00	Includes Weed Abatement notifications
Total Legal & Professional		33,121.78	24,500.00	24,500.00	

301 - FIRE		Fiscal YTD 12/31/2024	FY 2024-2025 Budget	FY 2024-2025 Mid-Year Budget	Notes
Office/Operations					
7140	General Supplies & Minor Equipment	2,612.92	6,000.00	6,000.00	
7160	Postage, Shipping & Mail Supplies	18.40	2,000.00	2,000.00	
7216	Fire Prevention Education Materials	0.00	1,800.00	1,800.00	For Fire Safety Fair
7226	Membership & Dues	0.00	300.00	300.00	
7230	Misc Small Parts & Supplies	97.53	1,000.00	1,000.00	
7240	Propane	0.00	300.00	300.00	
Total Office/Operations		2,728.85	11,400.00	11,400.00	
Other Expense					
7201	White Goods & Accessories - bedding, towels	0.00	500.00	500.00	
7209	District Operating Center Expense	0.00	200.00	200.00	
7218	Cooking Products - Food, Drinks & Staples	69.70	500.00	500.00	
7224	Kitchen Cookware & Utensils	101.67	800.00	800.00	
7330	Misc Operating Expenses	5,996.40	1,000.00	8,000.00	Dishwasher, Chairs, Reclining Chairs (Check actual and adjust)
Total Other Expense		6,167.77	3,000.00	10,000.00	
Rent & Utilities					
6000	Cell Phones	411.26	910.00	910.00	
6025	Telephone	1,137.25	2,400.00	2,400.00	
8610	Electric	3,466.18	2,460.00	5,403.00	Actual
8620	Gas Service	692.91	2,000.00	2,000.00	
8630	Trash Services	1,185.53	2,800.00	2,800.00	
8640	Water and Water Services	2,958.49	6,000.00	6,000.00	
8659	Utility Cable Charges	460.81	2,000.00	2,000.00	
8670	Street Lighting	65.48	135.00	135.00	
Total Rent & Utilities		10,377.91	18,705.00	21,648.00	
Repairs & Maintenance					
6400	R & M - Air Compressors	0.00	500.00	500.00	
6405	R & M - Extinguishers	404.01	800.00	800.00	
6640	R & M - Equip & Other Non-Structural Fixed Assets	548.86	3,750.00	3,750.00	
6750	R & M - Minor Tools & Equipment	0.00	1,600.00	1,600.00	

301 - FIRE		Fiscal YTD 12/31/2024	FY 2024-2025 Budget	FY 2024-2025 Mid-Year Budget	Notes
6775	R & M -Operation/Field Equipment	2,890.81	10,000.00	10,000.00	
6800	R & M - Grounds & Collection Systems	83.59	1,600.00	1,600.00	
6900	R & M - Buildings & Structures	960.76	15,000.00	15,000.00	
Total Repairs & Maintenance		4,888.03	33,250.00	33,250.00	
Travel & Training					
6300	DMV Driv Lic Class B	0.00	0.00	0.00	
7141	CERT Training Supplies	0.00	100.00	100.00	
7323	Books, Publications & Subscriptions	0.00	400.00	400.00	
7324	Education, Training, Seminar	0.00	400.00	400.00	
8405	Reserve FF Training Costs	0.00	500.00	500.00	
Total Travel & Training		0.00	1,400.00	1,400.00	
Total Services & Supplies		161,244.09	3,143,264.00	3,155,907.00	
Capital Outlay					
9006	Infrastructure CIP	0.00	60,000.00	28,064.00	
9085	Vehicle Purchase	23,022.18	40,000.00	23,429.85	For outfitting Command Vehicle
Total Capital Outlay		23,022.18	100,000.00	51,493.85	
Reserves					
9504	*Vehicle Replacement Reserve	0.00	130,000.00	130,000.00	
9572	*General Contingency (Operations) Reserve	0.00	90,000.00	90,000.00	
Total Reserves		0.00	220,000.00	220,000.00	
TRANSFERS					
9511	Interfund Transfer Out	39,579.06	79,158.19	79,158.19	
Total Transfers		39,579.06	79,158.19	79,158.19	
Total Expenditures		330,814.56	3,847,047.19	3,811,184.04	