



Office of the Chief MEMORANDUM

DATE: January 17, 2019
TO: Board of Fire Commissioners
FROM: Brian Gorski, Fire Chief BG
RE: Re-designation of Reserve Funds and Designation of FY18 Carry-over

RECOMMENDED MOTION(S) OR ACTION(S):

#1 - To re-designate \$100,000.00 that is located in the District's reserve fund titled "ALS Medical Equipment", and transfer it to the District reserve fund titled "Unassigned".

#2 - To designate our FY18 carry-over of \$159,409.70 into the District Reserve Funds.

REPORT:

On August 16, 2018, the Board approved the FY17 carry-over of \$562,598.67 and approved the designation of these funds into the following designated reserve funds:

	<u>As of 8/16/18</u>		
	<u>Current</u>	<u>Add</u>	<u>Total</u>
Unassigned -	\$234,932.47		
Restricted Impact Fee -	\$417,271.96		
Assigned 90 day -	\$3,400,000		
Assigned Fire Gear -	\$225,000	\$25,000	\$250,000
Assigned SCBA -	\$200,000	\$75,000	\$275,000
Assigned Compensated Leave -	\$100,000	\$50,000	\$150,000
Assigned Advanced Life Support			
Medical Equipment -		\$100,000	\$100,000
Committed Vehicle Replacement-	\$459,510	\$312,598.67	\$772,108.67
		<u>\$562,598.67</u>	

When you all adopted the FY19 budget we were programmed to use the following designated reserve funds for the replacement of fire gear (\$225,000), purchase of the Haz-mat Engine (\$400,000 impact fees) and use of unassigned funds to balance the FY19 budget (\$124,530.74). As a result of adopting the FY19 budget our designated reserve funds were as follows:

As of 10/01/18 (FY19)

	<u>Current</u>	<u>Used</u>	<u>Remaining</u>
Unassigned -	\$234,932.47	(124,530.74)	\$110,401.73
Restricted Impact Fee -	\$417,271.96	(\$400,000)	\$17,271.96
Assigned 90 day -	\$3,400,000		
Assigned Fire Gear -	\$250,000	(\$225,000)	\$25,000
Assigned SCBA -	\$275,000		
Assigned Compensated Leave -	\$150,000		
Assigned Advanced Life Support			
Medical Equipment -	\$100,000		
Committed Vehicle Replacement-	\$772,108.67		

Based on our December 20th 2018 Board meeting, since you all approved the purchase and funding methodology for our Life Pack 15 defibrillators, it was recommended that we re-designate the \$100,000.00 in the reserve fund titled "Assigned Advanced Life Support Medical Equipment" to reserve fund titled "Unassigned";

Upon your approval the Districts Reserve funds will be as follows:

As of 01/17/19

	<u>Current</u>	<u>Add</u>	<u>Total</u>
Unassigned -	\$110,401.73	\$100,000	\$210,401.73
Restricted Impact Fee -	\$70,645 ¹		
Assigned 90 day -	\$3,400,000		
Assigned Fire Gear -	\$25,000		
Assigned SCBA -	\$275,000		
Assigned Compensated Leave -	\$150,000		
Assigned Advanced Life Support			
Medical Equipment -	\$100,000	<u>Removal</u> (\$100,000)	\$0
Committed Vehicle Replacement-	\$772,108.67		

The revision to our FY19 Budget Revenue will be forth coming that will reflect this transfer between reserve funds when we bring forward our fund balance carry-over from FY18 to FY19.

At the close of FY18, as of 9/30/2018, we estimated our carry-over fund balance to be around \$159,409.70. On the revenue side of the FY18 budget the District collected \$37,703.91 of additional revenue and on the expenditure side we underspent by \$121,703.91, which totals \$159,409.70.

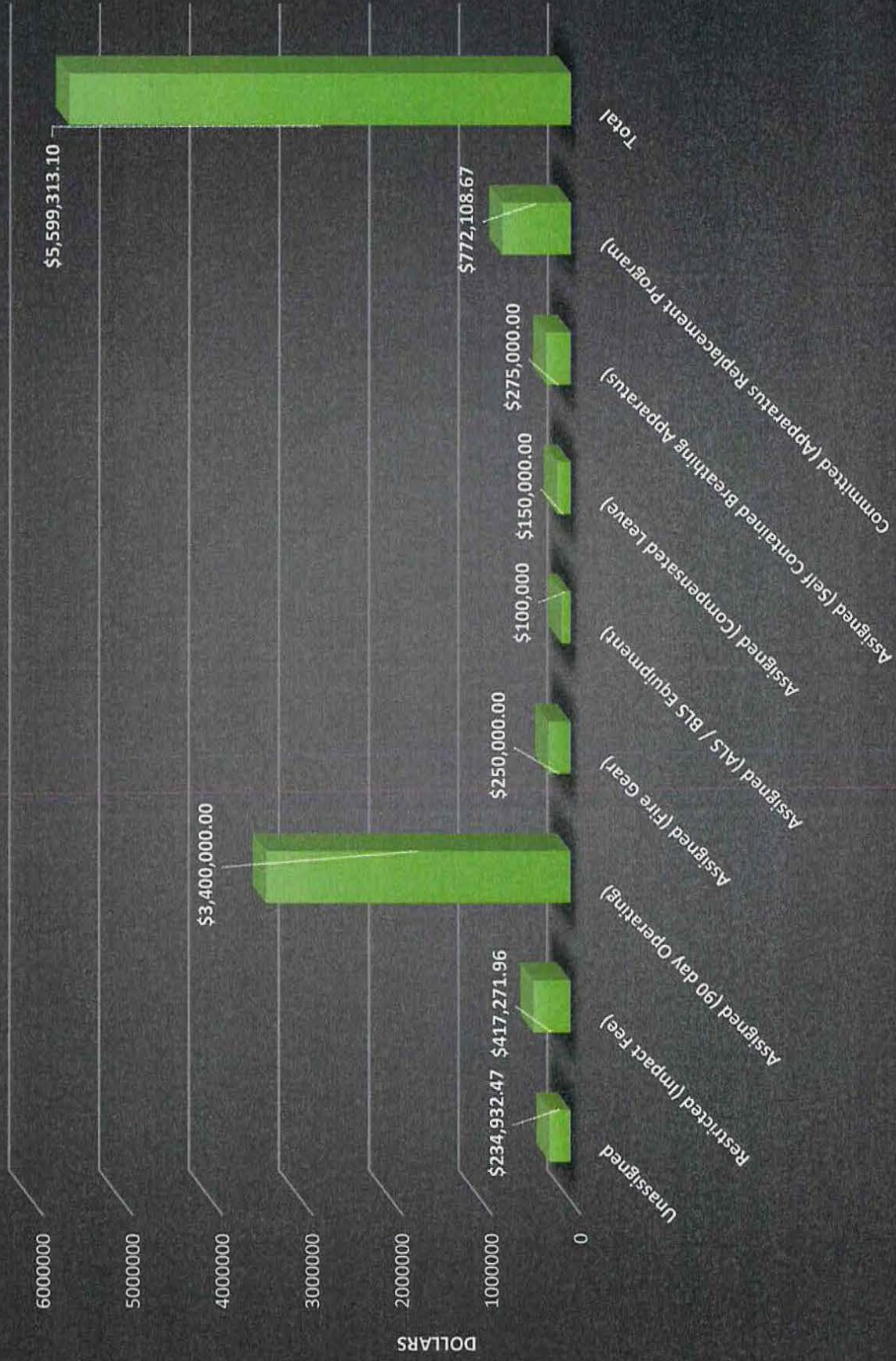
Based on this, our recommendation is to designate these funds into the following reserve accounts:

¹ This balance amount was as of 12/31/2018

	<u>As of 01/17/19</u>		
	<u>Current</u>	<u>Add</u>	<u>Total</u>
Unassigned -	\$210,401.73	\$59,409.70	\$269,811.43
Restricted Impact Fee -	\$70,645 ²		
Assigned 90 day -	\$3,400,000		
Assigned Fire Gear -	\$25,000		
Assigned SCBA -	\$275,000		
Assigned Compensated Leave -	\$150,000		
Assigned Advanced Life Support			
Medical Equipment -	\$0		
Committed Vehicle Replacement-	\$772,108.67	\$100,000.00	\$872,108.67
		<u>\$159,409.70</u>	

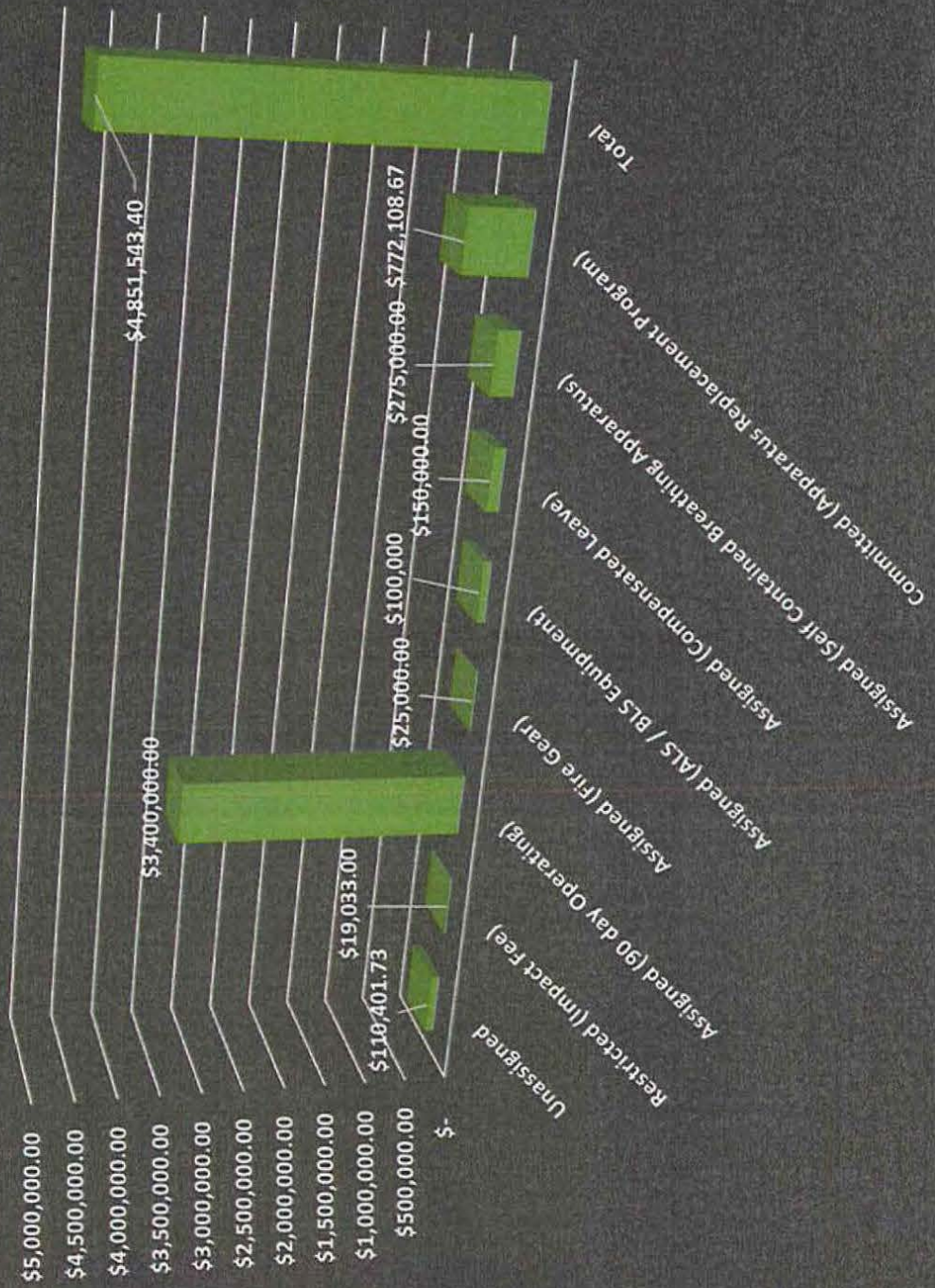
² This balance amount was as of 12/31/2018

RESERVES AS OF AUGUST 16, 2018 (FY18)

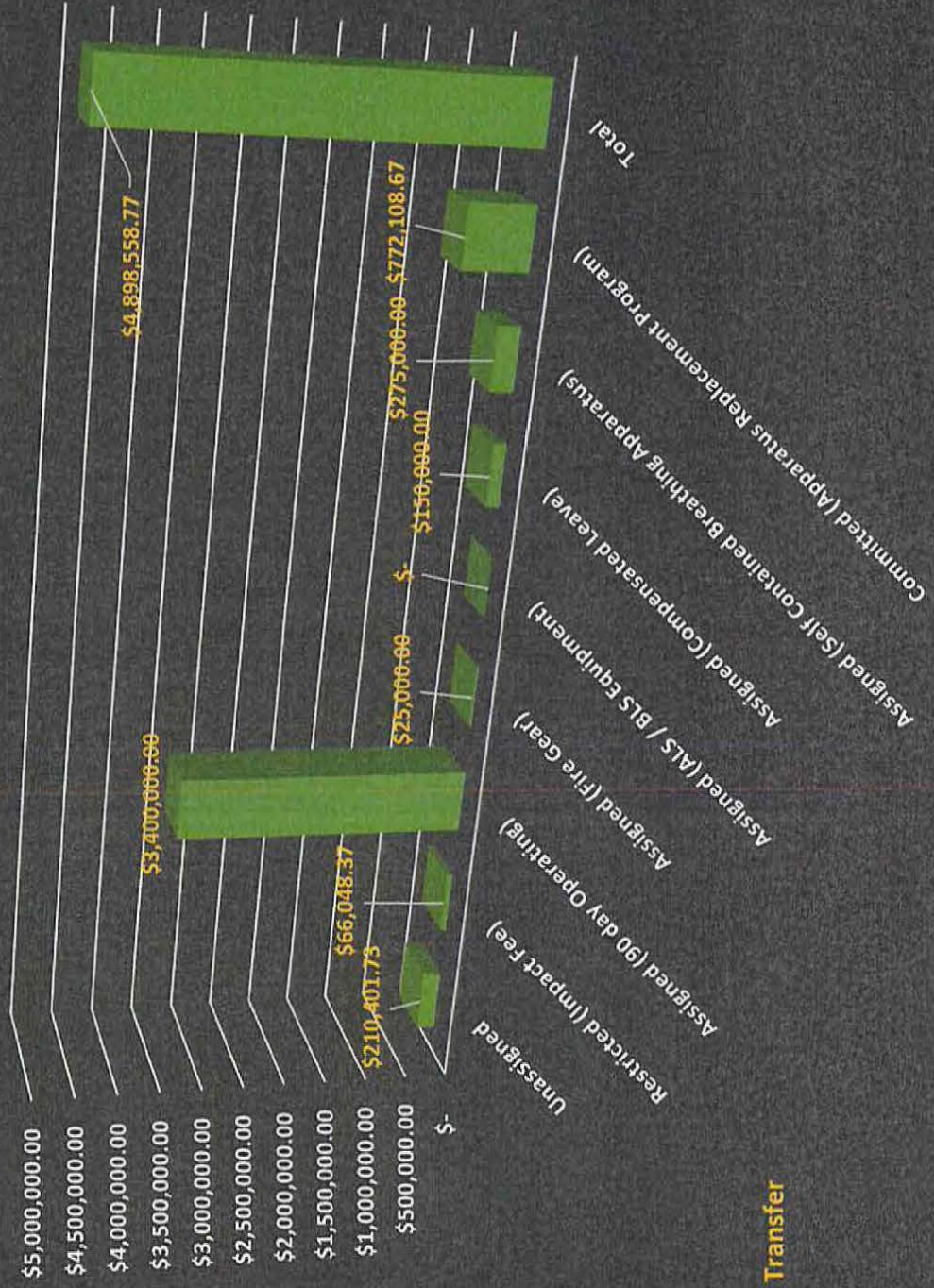


RESERVE FUND DESIGNATIONS

RESERVES AS OF OCTOBER 1, 2018 (FY19)



RESERVES AS OF JANUARY 17, 2019 (FY19)

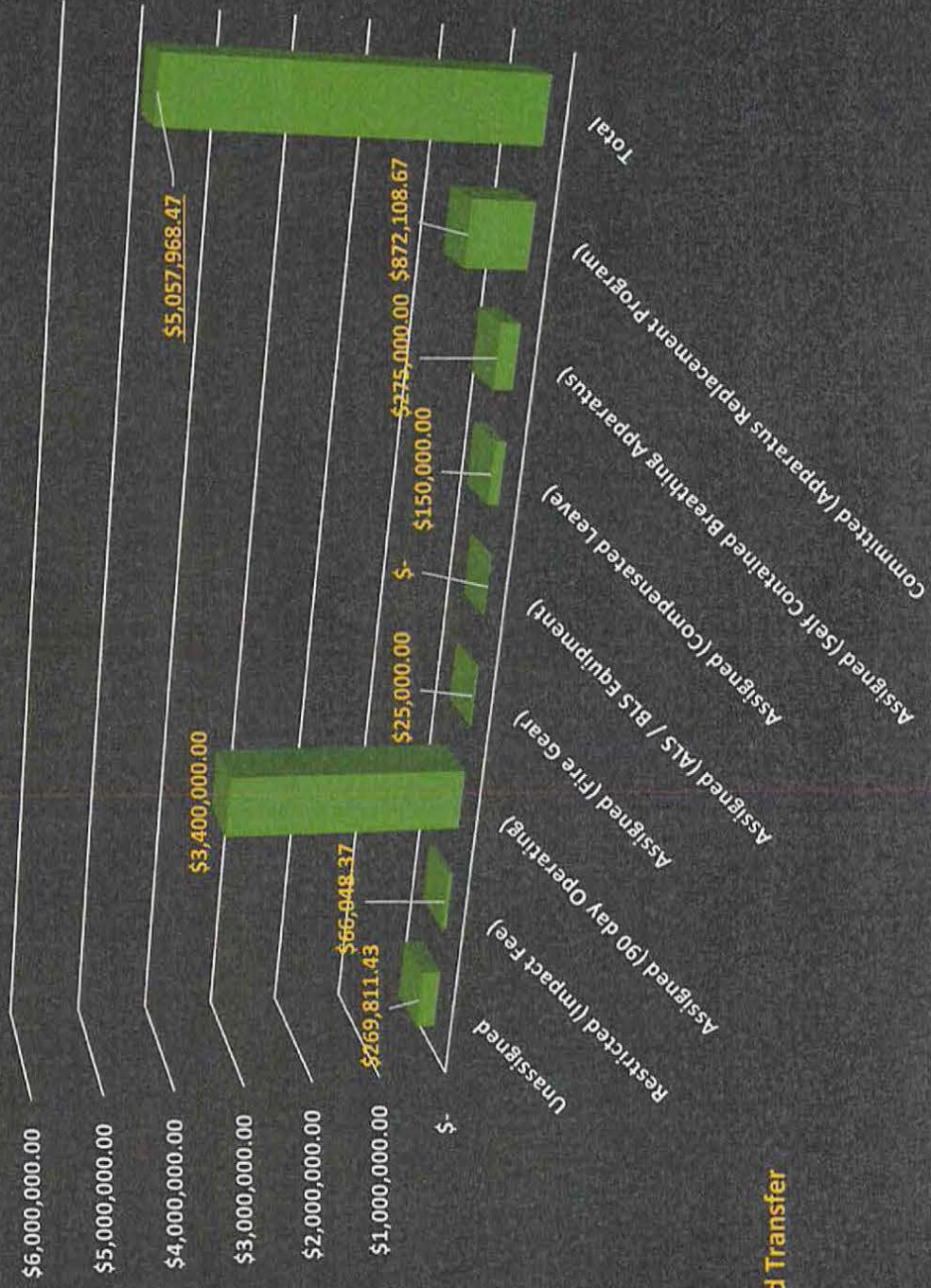


1st Transfer

2018-2019 FY19

Unassigned	\$ 210,401.73
Restricted (Impact Fee)	\$ 66,048.37
Assigned (90 day Operating)	\$ 3,400,000.00
Assigned (Fire Gear)	\$ 25,000.00
Assigned (ALS / BLS Equipment)	\$ -
Assigned (Compensated Leave)	\$ 150,000.00
Assigned (Self Contained Breathing Apparatus)	\$ 275,000.00
Committed (Apparatus Replacement Program)	\$ 772,108.67
Total	\$ 4,898,558.77

RESERVES AS OF JANUARY 17, 2019 (FY19)



2nd Transfer

2018-2019 FY19

Unassigned	\$ 269,811.43
Restricted (Impact Fee)	\$ 66,048.37
Assigned (90 day Operating)	\$ 3,400,000.00
Assigned (Fire Gear)	\$ 25,000.00
Assigned (ALS / BLS Equipment)	\$ -
Assigned (Compensated Leave)	\$ 150,000.00
Assigned (Self Contained Breathing Apparatus)	\$ 275,000.00
Committed (Apparatus Replacement Program)	\$ 872,108.67
Total	\$ 5,057,968.47