

# MENLO PARK FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO: Board of Directors**  
**FROM: Administrative Services**

**MEETING DATE: May 20, 2025**  
**PREPARED BY: Allain Mallari**  
**APPROVED BY: Francine Hunt**

**ITEM: ACCEPT THE TREASURER'S REPORT FOR THE MONTH ENDED MARCH 31, 2025 (UNAUDITED)**

### RECOMMENDATION

It is recommended that the Board of Directors accept the report as presented.

### EXECUTIVE SUMMARY

The following table shows an overview of the District-wide FY 2024-25 month-to-date and year-to-date revenues, expenditures, and transfer activities as of March 31, 2025.

Monthly Fiscal Summary Fiscal year 2024-25								
Fund	Fund Balance at 6/30/24	Revenue		Expenditure		Transfer In/(Out)		Fund Balance at 03/31/25
		March	Current YTD	March	Current YTD	March	Current YTD	
	A	B	C	D	E	F	G	H=A+C+E+G
General Fund	\$20,408,337	\$4,419,887	\$60,778,065	(\$4,705,713)	(\$47,102,078)	(\$177,964)	(\$9,434,732)	\$24,649,592
Capital Improvement Projects	113,437,912	-	-	(177,964)	(1,638,148)	177,964	9,434,732	121,234,496
Special Revenue	-	117,842	1,552,225	(68,359)	(2,233,382)	-	-	(681,157)
<b>Total All Funds</b>	<b>\$133,846,249</b>	<b>\$4,537,729</b>	<b>\$62,330,290</b>	<b>(\$4,952,036)</b>	<b>(\$50,973,608)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$145,202,931</b>

As of March 31, 2025, the District's overall major fund balance totaled \$145.2 million, an increase of \$11.4 million over the audited beginning fund balance. During the month, net transactions resulted in a \$414 thousand decrease in the fund balance. No unusual transactions were noted for March 2025.

Meetings and activities for the month of March 2025:

- Received \$3.7 million of property taxes from the County of San Mateo.
- Presented the Annual Comprehensive Financial Report (ACFR) and supplemental reports to the Board.
- Led continued discussions on the FY 2025-26 budget with the executive leadership.
- Prepared the FY 2025-26 preliminary budget for the District's major funds.

## GENERAL FUND FISCAL SUMMARY

The General Fund is the District's primary fund and is used to budget and report the results of day-to-day operations and transfers to other funds, as needed.

Monthly Fiscal Summary General Fund							
	2024-25 Amended Budget	2024-25 March	2024-25 Current YTD	2024-25 Estimated Annualized	*	Est. YTD vs Budget Over/(Under)	Change in %
<b>Revenue</b>							
Property Taxes	\$83,033,600	\$3,694,303	\$52,192,780	\$84,921,502	a	\$1,887,902	2.3%
Other Operating	6,629,700	725,584	8,585,285	10,051,215	b	3,421,515	51.6%
<b>Total Revenue</b>	<b>\$89,663,300</b>	<b>\$4,419,887</b>	<b>\$60,778,065</b>	<b>\$94,972,717</b>		<b>\$5,309,417</b>	<b>5.9%</b>
<b>Expenditure</b>							
Salaries, Benefits, and Retirement	\$59,716,908	\$3,957,637	\$40,725,365	\$55,917,601	c	(\$3,799,307)	-6.4%
Other Operating	12,259,484	748,076	6,376,713	10,744,114	d	(1,515,370)	-12.4%
<b>Total Expenditure</b>	<b>\$71,976,392</b>	<b>\$4,705,713</b>	<b>\$47,102,078</b>	<b>\$66,661,715</b>		<b>(\$5,314,677)</b>	<b>-7.4%</b>
<b>Operating Transfers</b>							
Transfer In	\$ -	\$ -	\$ -	\$ -	e	\$ -	0.0%
Transfer Out	(18,035,742)	(177,964)	(9,434,732)	(18,035,742)	e	-	0.0%
<b>Total Transfers</b>	<b>(\$18,035,742)</b>	<b>(\$177,964)</b>	<b>(\$9,434,732)</b>	<b>(\$18,035,742)</b>		<b>\$ -</b>	<b>0.0%</b>
<b>Net Operating Change</b>		<b>(\$463,790)</b>	<b>\$4,241,255</b>	<b>\$10,275,260</b>			

\* Estimated annualized balances shown were based on best estimates and not actuals. Estimated balances are subject to change periodically as new financial data are available.

a: Based on historical receipts in property taxes, budgetary practices, and estimates received from the County of San Mateo.

b: Based on historical receipts from charges for services and uses of money/property. Intergovernmental revenues are based on deployment invoices received. For licenses/permit fees and other revenues, estimates were based on the average month estimation method and projected receipts.

c: Based on the average pay period estimation method and anticipated expenditures.

d: Based on best estimates using historical expenditures and high-value budgetary purchase requests in the fiscal year.

e: Based on actual and budgetary items.

Monthly Fiscal Summary General Fund Reserve Usage							
	2024-25 Amended Budget	2024-25 March	2024-25 Current YTD	2024-25 Estimated Annualized	*	Est. YTD vs Budget Over/(Under)	Change in %
<b>GF Reserve</b>							
Usage	\$348,834	\$ -	\$102,974	\$348,834		\$ -	0.0%
Allocation	-	-	-	-		-	0.0%
<b>Total</b>	<b>\$348,834</b>	<b>\$ -</b>	<b>\$102,974</b>	<b>\$348,834</b>		<b>\$ -</b>	<b>0.0%</b>

\*This line item is not an actual cash inflow or outflow to/from the general fund. This is used to present amounts that are transferred to/from the various general fund reserve classifications. The adopted budget column shows the general fund reserves accumulated in the previous years but will be used to augment the funding for the fiscal year if the budgeted revenue is less than the budgeted expenditures for the current year. This is done to ensure a balanced operating budget. Furthermore, this account is used to track the usage of the reserves allocated for various purposes.

As of March 2025, the General Fund recorded a year-to-date total of \$60.8 million in revenue and incurred expenditures totaling \$47.1 million. In addition, the General Fund recorded a transfer out to the Capital Improvement Projects Fund for \$9.4 million. The net difference year-to-date as of March is a favorable difference of \$4.2 million.

In addition, the District used \$103 thousand of general fund reserve allocated to various expenses related to purchase orders encumbered and carried over from last year.

#### **Significant Cash Inflows:**

For the month of March 2025, the District received \$3.7 million of property taxes from the County of San Mateo. Revenue from various licenses, permits, deployment reimbursement, investment interest, and other miscellaneous revenues amounting to \$726 thousand were also received during the month.

#### **Significant Cash Outflows:**

The largest expenditure for the month is \$4.0 million in payroll and retirement benefit-related expenses. The remaining March expenditures, \$748 thousand, were incurred for various materials, supplies, equipment, utilities, and contract services.

## CAPITAL IMPROVEMENT PROJECTS (CIP) FUND FISCAL SUMMARY

The CIP Fund is used for the acquisition of property, renovation, or complete rebuild of the District's seven Fire Stations, Administration and Fire Prevention Offices, Annex Building, Special Operations Warehouse, and properties on 28 Almendral Ave., and 1457 Chilco.

Monthly Fiscal Summary Capital Improvement Projects (CIP) Fund						
	2024-25 Amended Budget	2024-25 March	2024-25 Current YTD	2024-25 Estimated Annualized	Est. YTD vs Budget Over/(Under)	Change in %
<b>Beginning Fund Balance</b>	\$113,437,912		\$113,437,912	\$113,437,912		
<b><u>Revenue</u></b>						
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b><u>Expenditure</u></b>						
Land and Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Construction and Other Improvements	4,525,517	163,975	796,156	2,300,855	(2,224,662)	-49.2%
Fixed Assets	1,638,952	13,989	841,992	1,345,505	(293,447)	-17.9%
<b>Total Expenditure</b>	\$6,164,469	\$177,964	\$1,638,148	\$3,646,360	(\$2,518,109)	-40.8%
<b><u>Transfer In/(Out)</u></b>						
Transfer In	\$18,035,742	\$177,964	\$9,434,732	\$18,035,742	\$ -	0.0%
Transfer Out	-	-	-	-	-	0.0%
<b>Total Transfer</b>	\$18,035,742	\$177,964	\$9,434,732	\$18,035,742	\$ -	0.0%
<b>Total Fund Balance</b>	\$125,309,185		\$121,234,496	\$127,827,294		

As of March 2025, the CIP fund incurred cumulative year-to-date expenditures of \$1.6 million for various capital projects, of which \$178 thousand were spent during the month.

- Station 1 Rebuild - \$561,129
- Station 2 Apparatus Bay Door - \$7,638
- Station 3 Accessory Building - \$9,530
- Station 77 Fitness Room, Mechanic Shop Extension, and Kitchen Remodel - \$200,872
- Station 77 Generator - \$10,831
- Warehouse Generator - \$6,156
- Acquisition of capital assets - \$841,992

Out of the \$121.2 million CIP current fund balance, \$5.1 million is allotted for capital asset replacement reserve, \$12 thousand is designated for prepaid assets, \$20 thousand is assigned on encumbrances for purchase orders, and \$116.1 million is earmarked for capital improvement projects, all of which can be allocated to the Station 1 rebuild project since any remaining CIP expenditures for the fiscal year are expected to be covered by the current operating transfer from the general fund.

## SPECIAL REVENUE FUND FISCAL SUMMARY

The special revenue fund is used to account for funds received and disbursed for federal grants and emergencies. This fund includes grant activities from the Federal Emergency Management Agency's (FEMA) Cooperative Agreements for the District's California Task Force 3 (CATF3) Urban Search and Rescue (US&R).

Monthly Fiscal Summary Special Revenue Fund						
	2024-25 Amended Budget	2024-25 March	2024-25 Current YTD	2024-25 Estimated Annualized	Est. YTD vs Budget Over/(Under)	Change in %
<b>Beginning Fund Balance</b>	\$ -		\$ -	\$ -		
<b>Revenue</b>						
Intergovernmental	\$3,218,419	\$117,842	\$1,552,225	\$2,866,016	(\$352,403)	-10.9%
<b>Total Revenue</b>	<b>\$3,218,419</b>	<b>\$117,842</b>	<b>\$1,552,225</b>	<b>\$2,866,016</b>	<b>(\$352,403)</b>	<b>-10.9%</b>
<b>Expenditure</b>						
Wages and Benefits	\$1,488,987	\$38,800	\$918,661	\$1,149,703	(\$339,284)	-22.8%
Other Operating	1,729,432	29,559	1,314,721	1,716,313	(13,119)	-0.8%
<b>Total Expenditure</b>	<b>\$3,218,419</b>	<b>\$68,359</b>	<b>\$2,233,382</b>	<b>\$2,866,016</b>	<b>(\$352,403)</b>	<b>-10.9%</b>
<b>Transfer In/(Out)</b>						
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Out	-	-	-	-	-	0.0%
<b>Total Transfer</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Fund Balance</b>	<b>\$ -</b>		<b>(\$681,157)</b>	<b>\$ -</b>		

As of March 2025, cumulative revenues and expenditures from the FEMA US&R grants amounted to \$720 thousand and \$835 thousand, respectively. The difference is due to the timing of cash drawdown requests and receipt of reimbursements. Additionally, \$1.4 million in expenditures for the hurricane deployments were reconciled, which is expected to rise once the reconciliation is complete. The District also received an \$832 thousand advance payment for the hurricane deployments.

## CASH AND INVESTMENTS BALANCE

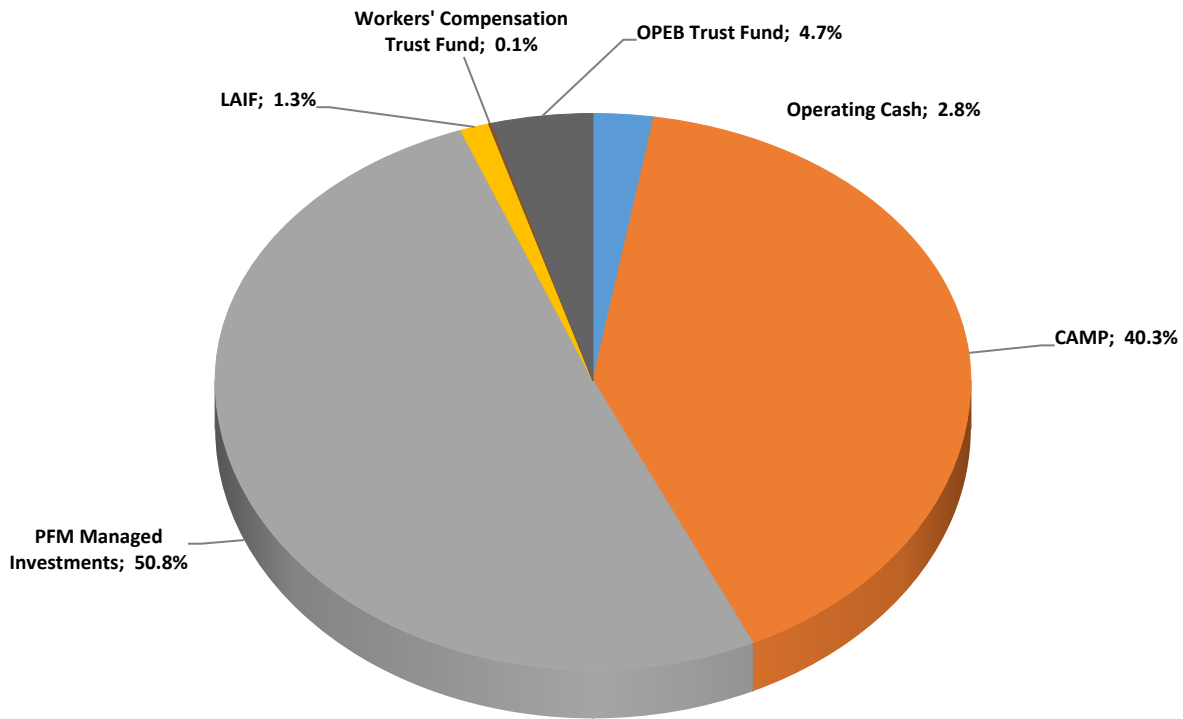
The District's cash balances are distributed among several operating and restricted funds. These funds include the General fund, the Capital Improvement Projects fund, and the Other Post-Employment Benefits (OPEB) Trust fund. As of March 2025, the District had a total pooled cash and investments general ledger balance of \$151.9 million.

Description	Amount
<b>Operating</b>	
Bank of America Operating Cash Accounts	\$4,240,390
California Asset Management Program (CAMP) <sup>1</sup>	61,158,811
Fixed Income Securities (PFM Managed Investments) <sup>2</sup>	77,204,203
Local Agency Investment Fund (LAIF) <sup>3</sup>	2,007,454
Petty Cash Fund	5,000
Philanthropic Ventures Foundation	9,839
<b>Restricted</b>	
Innovative Claims Solutions – Workers' Compensation Trust Fund	150,970
Public Agency Retirement Services – OPEB Trust Fund	7,142,316
<b>Total Cash and Investments</b>	<b>\$151,918,983</b>

<sup>1</sup> CAMP's pool performance (30-day net yield) for March is 4.47%.

<sup>2</sup> The separately managed investment portfolio's March yield to maturity at cost is 4.59%.

<sup>3</sup> LAIF's March monthly average yield is 4.31%.



## FUND BALANCE

The following table presents the ending fund balance for the General Fund, Capital Improvement Projects Fund, and Special Revenue Fund as of March 2025. The total fund balance of \$145.2 million is the difference between assets and liabilities.

	General Fund	Capital Improvement Projects Fund	Special Revenue Fund	Total
<b>Nonspendable</b>				
Prepaid Assets	\$229,688	\$11,775	\$ -	\$241,463
<b>Total Nonspendable</b>	<b>\$229,688</b>	<b>\$11,775</b>	<b>\$ -</b>	<b>\$241,463</b>
<b>Committed</b>				
Budgetary Deficit	\$18,128,125	\$ -	\$ -	\$18,128,125
Capital Asset Replacement		5,123,543	-	5,123,543
Capital Improvement Projects	-	116,079,178	-	116,079,178
<b>Total Committed</b>	<b>\$18,128,125</b>	<b>121,202,721</b>	<b>\$ -</b>	<b>139,330,846</b>
<b>Assigned</b>				
Encumbrances (Purchase Orders)	\$16,172	\$20,000	\$ -	\$36,172
Pension Stabilization	896,872	-	-	896,872
Workers' Compensation	519,097	-	-	519,097
Compensated Absences	515,409	-	-	515,409
<b>Total Assigned</b>	<b>\$1,947,550</b>	<b>\$20,000</b>	<b>\$ -</b>	<b>\$1,967,550</b>
<b>Unassigned</b>				
Unassigned Fund Balance*	\$4,344,229	-	(\$681,157)	\$3,663,072
<b>Total Unassigned</b>	<b>\$4,344,229</b>	<b>\$ -</b>	<b>(\$681,157)</b>	<b>\$3,663,072</b>
<b>Total Fund Balance (Unaudited)</b>	<b>\$24,649,592</b>	<b>\$121,234,496</b>	<b>(\$681,157)</b>	<b>\$145,202,931</b>

\*This balance represents the unassigned fund balance for activities as of March 2025. This amount fluctuates every month depending on the revenues received and expenditures incurred. The recommendation to allocate this balance to various reserve classifications will be made at the fiscal year-end process.

## ATTACHMENTS

- A. Check Register for the 1st Quarter of 2025
- B. PFM March 2025 Investment Report
- C. PFM March 2025 Quarterly Investment Performance Report
- D. LAIF March 2025 Account Statement