

Los Osos Community Services District
DRAFT Special Budget Minutes of the Emergency Services Advisory Committee
August 8, 2016 at 5:30 p.m. at Station 15 - South Bay

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Opening	<p>Chairperson Cesena called the meeting to order at 5:32 p.m.</p> <p>Roll Call: Charles L. Cesena, Chairperson – Present R. Michael Wright, Vice Chairperson – Present Jerry Dillingham, Committee Member – Present Brent Marshall, Committee Member - Present Vita Miller, Committee Member – Present Julie Tacker, Committee Member – Present Thomas Wright, Committee Member – Present Gene Heyer, Alternate Committee Member - Present</p> <p>Staff: Peter Kampa, Interim General Manager Tom McEwen, Battalion Chief Harmony Brown, Executive Assistant</p>	
2. Committee Review of Draft Final Budget for Fiscal Year 2016-2017	<p>Chairperson Cesena distributed a handout with Fund 301 related budget questions previously submitted to Interim General Manager Kampa. Interim General Manager Kampa reported that he would do his best to answer the questions, but some are outside the normal budget process or not able to be verified at this time.</p> <p>Interim General Manager Kampa provided a summary of Fund 301 revenues, as provided in the packet. Revenue is projected to be \$2,543,832 in FY 16-17.</p> <p>The committee discussed the status of interest collected on reserve accounts and determined that the budget should be adjusted to reflect an estimated interest revenue of \$1,700 for FY 16-17.</p> <p>Committee Member Tacker inquired as to the \$4,100 deposited revenue to Fund 301 from the Fire Mitigation Fund, but no anticipated matching expense. The Line Item was inputted into <i>Other Expenses</i> but the expense was not entered. Interim General Manager Kampa advised he will input the expense.</p> <p>Committee Member Wright asked about the anticipated final budget revenue that shows an increase of \$26,629 from the preliminary budget.</p> <p>Public Comment: Richard Margetson commented on revenue from the special fire tax for FY 15-16 being about \$43,000 less than the audited revenue from FY 14-15.</p> <p>Interim General Manager Kampa responded that the published figure is an estimate and firm numbers will be provided by the County in October. ESAC further discussed this item.</p> <p>Interim General Manager Kampa provided a summary regarding Fund 301 expenditures, as provided in the packet. Expenditures are projected to be \$2,582,009 in FY 16-17.</p> <p>Chairperson Cesena questioned the \$52,854 in expenses from <i>Insurance, Licenses & Reg. Fees</i>; an increase of about \$30,000. This may be due to \$36,158 spent out of <i>Property Taxes & Assessments</i>, as noted by Vice Chairperson Wright. Interim General Manager Kampa reported that he will review the account detail and report his findings.</p>	

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<p>2. Committee Review of Draft Final Budget for Fiscal Year 2016-2017 (continued)</p>	<p>Committee Member Miller inquired as to why <i>Salaries & Wages</i> expense remained fairly static from FY15-16 to FY16-17, but <i>Payroll Taxes</i> were reduced by more than 50%. Interim General Manager Kampa advised that payroll taxes for FY16-17 is based on a percentage; he could not determine how FY15-16 payroll taxes were calculated as detailed notes were not maintained by previous staff.</p> <p>Committee Member Wright asked about the \$38,177 difference between FY 16-17 revenue of \$2,543,832, as noted in the 16-17 FY Draft Final Budget Summary, and the FY 16-17 expenditures of \$2,582,009, as noted in the 16-17 FY Draft Final Budget Detail. Interim General Manager Kampa will review and report his findings.</p> <p>Committee Member Dillingham inquired regarding zero funds being designated for the <i>Retirement ER Regular</i> Line Item. Interim General Manager Kampa will review and report his findings.</p> <p>Committee Member Tacker inquired regarding an increase to <i>Interfund Transfer Out</i> of about \$8,500, resulting in a 21% total administrative draw from Fire. Interim General Manager Kampa reported that the District will no longer be providing wastewater services to Vista de Oro and Bayridge, therefore the administration budget is being split between fewer services, and the Board anticipates an increase to staff salaries in FY 16-17. This was further discussed by the Committee, including the option of conducting a time study.</p> <p>The Committee discussed how reserve statements are verified with the bank and why LOCSD hasn't collected Fire Public Facility Fees for the past several years. Interim General Manager Kampa reported that he will continue to pursue a resolution with the County.</p> <p>Public Comment: Richard Margetson commented on discrepancies between the FY 16-17 Budget Summary and FY 16-17 Budget Detail, including the Interfund Transfer Out figures. Mr. Margetson further inquired as to why the funding for the Medic Rescue was transferred into revenue from FY 16-17, but was not transferred in on the expense side. Interim General Manager Kampa stated that this would be adjusted before it goes to the BOD.</p>	
<p>3. Adjournment</p>	<p>Committee Member Dillingham reported that previous South Bay Fire Chief Sam Fields passed away. A memorial service is tentatively scheduled to occur at the South Bay Community Center on September 10, 2016. Battalion Chief McEwen stated that he plans to send the on-duty crew and engine to pay respect. Furthermore, it was decided that Fire will purchase a California State Flag to give to Fields' spouse as a gift.</p> <p>Chairperson Cesena reported that the next ESAC Meeting is scheduled to be held at 5:30 p.m. on Tuesday, September 20, 2016, unless otherwise noted.</p> <p>The meeting adjourned at 7:12 p.m.</p>	