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May 20, 2021

TO: Emergency Services Advisory Committee

- **FROM:** Paul Provence, Battalion Chief Ron Munds, General Manager
- SUBJECT: Agenda Item 4 05/20/2021 ESAC Meeting Fiscal Year 2021-22 Fund 301 Budget

DESCRIPTION

This report summarizes the budget for Fund 301 for Fiscal Year 2021-2022. The final budget will be presented at the June 3rd Board meeting.

STAFF RECOMMENDATION

Staff recommends that the ESAC adopt the following motion:

I recommend to the Board that the Board approve the budgets for Fund 301 as presented.

DISCUSSION

Staff has developed the Fiscal Year (FY) 2021-22 budget based on the best information available as of March 31, 2021. The preliminary budget was presented to the Board at their May 6th meeting at which time they determined the allocation of Zone A property tax revenues to the various funds. The allocation to Fund 301 is \$142,797.90.

Overall, proposed expenditures remain somewhat level to the FY 2020-21 Fund 301. This report summarizes the changes with the more detailed line-item descriptions provided as an attachment to the report. Property tax and other revenues for the funds will be refined before final adoption of the budget by the Board, tentatively scheduled for the June 3rd Board meeting.

Major Requests: Increase in Services and Supplies, increase in unfunded accrued liabilities for retirements.

Impact to Budget: The increase in the Services and Supplies budget is \$46,157, increase in unfunded accrued liabilities for retirement costs of about \$10,400.

Fund 301 – Summary

Fund 301 receives revenues through multiple sources with the primary sources being Zone B and the Special Fire Tax property taxes. Additionally, the Fund has historically received a percentage contribution from the Zone A property tax assessment. For FY 2020-21 the contribution was 47.5% of Zone A revenue or \$124,791. The estimated Zone A revenue for FY 2021-22 is \$271,996. At the

May 6th Board meeting, the Board increased the allocation to 52.5% or \$142,797.90.

The County has provided the District with the estimated property tax revenue for Zone B which is \$2,364,317 about a 2% increase over last year's budget.

On expenditures, the Cal Fire Schedule A contract amount (labor charges) remained the same as the previous year (\$2,465,234). There is an increase in the Services and Supplies budget of \$46,147 due to small increases in multiple line items with the most significant in Repairs and Maintenance; about \$8,400.

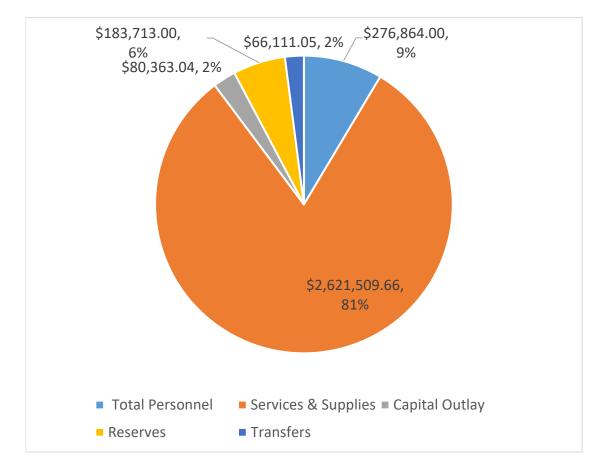
The decrease in Vehicle Purchase Capital Outlay amount is reflective of subtracting out the purchase of the new fire truck which was approved in the last fiscal year's budget. Additionally, the overall contributions to reserves was decreased slightly. Once the two new vehicles are purchased, staff will reevaluate the Fund 301 reserves for future recommendations for contributions.

The following table summarizes the revenue and expenditures for the Fund 301 budget. More detailed information is available in the attached Preliminary Budget worksheets.

	301 - FIF	RE	
Fund 301	2020-2021	2021-2022	Increase/
Budget Category	Budget	Budget	(Decrease)
Revenue	\$3,125,817.05	\$3,199,639.60	\$73,822.55
Expenditures			
Total Personnel	\$267,317.00	\$276,864.00	\$9,547.00
Services & Supplies	\$2,575,351.97	\$2,621,509.66	\$46,157.69
Capital Outlay	\$805,609.00	\$80,363.04	-\$725,245.96
Reserves	\$192,549.24	\$183,713.00	-\$8,836.24
Transfers	\$66,496.84	\$66,111.05	-\$385.79
Total Expenditure	\$3,907,324.05	\$3,228,560.75	-\$678,763.30
Total Revenue	\$3,125,817.05	\$3,199,639.60	\$73,822.55

Fund 301 Budget Category	2020-2021 Budget	2021-2022 Budget	Increase/ (Decrease)
Revenue	\$3,125,817.05	\$3,181,632.75	\$55,815.70
Expenditures			
Total Personnel	\$267,317.00	\$276,864.00	\$9,547.00
Services & Supplies	\$2,575,351.97	\$2,621,509.66	\$46,157.69
Capital Outlay	\$805,609.00	\$80,363.04	-\$725,245.96
Reserves	\$192,549.24	\$183,713.00	-\$8,836.24
Transfers	\$66,496.84	\$66,111.05	-\$385.79
Total Expenditure	\$3,907,324.05	\$3,228,560.75	-\$678,763.30
Total Revenue	\$3,125,817.05	\$3,181,632.75	\$55,815.70
Net Revenue/Expenses		-\$46,928.00	

301 - Fire



	301 - FIRE	Fiscal YTD 3/31/2021	FY 2020-21 Budget	FY 2021-2022 Budget	Notes
REVENUES					
Property Taxes					
4034	Zone A Property Tax Revenue	0.00	124,791.05	124,791.05	
4037	Property Tax Zone B Received	281,449.66	470,477.00	501,784.70	
4038	Property Tax Zone B Pass thru	1,232,617.00	1,811,402.00	1,828,491.00	
	Total Property Taxes	1,514,066.66	2,406,670.05	2,455,066.75	-
Grant Revenue					
4955	Govt-Other St Aids & Reimbursements	0.00	15,689.00	15,689.00	_
	Total Grant Revenue	0.00	15,689.00	15,689.00	
Special Taxes & Assessments					
4015	CSA 9-I Assessments (Contract)	0.00	27,508.00	27,508.00	
4050	Special Fire Tax	0.00	598,816.00	609,235.00	_
	Total Special Taxes & Assessments	0.00	626,324.00	636,743.00	_
Other Revenues					
4000	Ambulance Agreement	38,863.64	67,134.00	67,134.00	
4920	Other Revenue	5,000.00	0.00	20,000.00	Grants that are being applied for
	Total Other Revenues	43,863.64	67,134.00	67,134.00	
Use of Money &					
4505	HO Prop Tax Relief	0.00	0.00	0.00	
4510	Investment Income on funds	5,056.78	10,000.00	7,000.00	
4924	Gain/Loss on Disp of F/A	0.00	0.00	0.00	
	Total Use of Money & Property	5,056.78	10,000.00	7,000.00	_
EXPENDITURES	Total Revenues	1,562,987.08	3,125,817.05	3,181,632.75	-
Personnel					
Salaries/Wages					
8295	Resv FF-Overtime/Shift Coverage	15,401.95	30,000.00	30,000.00	
8340	Resv FF-Shift Coverage	86,553.60	144,000.00	144,000.00	
8345	Resv FF-Special Projects	0.00	4,000.00	2,000.00	
	Total Salaries/Wages	101,955.55	178,000.00	176,000.00	-
Payroll Taxes & Benefits					
5021	FICA - Fire - ER	5,559.40	9,100.00	9,100.00	
5030	Life Insurance - ER	1,633.99	2,500.00	2,500.00	
5035	AD & D Insurance	430.01	850.00	850.00	
5051	Medicare - Reserves - ER	1,478.34	2,150.00	2,150.00	

30	01 - FIRE	Fiscal YTD 3/31/2021	FY 2020-21 Budget	FY 2021-2022 Budget	Notes
5070	Retirement ER - Regular	33,106.23	44,142.00	54,514.00	unfunded accrued liability (amount give to us from CaIPERS)
5102	CA Training Tax - ER	32.83	0.00	175.00	
5120	Workers Comp Insurance - ER	6,586.56	8,350.00	8,350.00	
5124	Retirement - ER - Tier 2	3,797.15	9,125.00	9,125.00	
	Total Payroll Taxes & Benefits	52,624.51	76,217.00	86,764.00	-
Employment Services					
5000	Medical Exams & Procedures	1,994.00	3,000.00	4,000.00	
5101	Unemp. Costs - Reserves	3,874.44	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	3,417.00	4,000.00	4,000.00	
	Total Employment Services	9,285.44	13,100.00	14,100.00	-
	Total Personnel	163,865.50	267,317.00	276,864.00	-
Services & Supplies					
Clothing & Uniform					
7246	Uniform & Gear	374.88	2,000.00	3,000.00	
7248	Uniform Safety Boots	0.00	2,000.00	2,000.00	
	Total Clothing & Uniform	374.88	4,000.00	5,000.00	_
Contract Services					
6100	Labor & Support-IT Services	0.00	0.00	0.00	
6110	IT Purchased Services	1,046.99	1,500.00	1,500.00	
7100	Copier Contract-Maint & Usage	1,373.43	3,000.00	2,500.00	
7202	Building Alarms & Security	405.42	900.00	900.00	
7204	Cleaning Supplies, Laundry & Towel Service	1,709.54	4,000.00	3,500.00	
7222	Hazardous Materials CW JPA Cost	2,275.00	2,325.00	2,325.00	
7500	Schedule A Charges	1,232,617.00	2,437,726.00	2,465,234.00	_
	Total Contract Services	1,239,427.38	2,449,451.00	2,475,959.00	
Equipment & Tools					
6055	Radios	129.49	2,000.00	2,000.00	
6440	Fire Personal Protection Equipment	0.00	15,000.00	15,000.00	
6460	Self-Contained Breathing Apparatus	62.02	3,000.00	3,000.00	
6610	Rescue-Extrication Equipment	0.00	1,500.00	2,000.00	
6611	Water Rescue Equipment	0.00	1,000.00	2,000.00	
6630	Rope & Climbing Equipment	0.00	1,000.00	2,000.00	

3	01 - FIRE	Fiscal YTD 3/31/2021	FY 2020-21 Budget	FY 2021-2022 Budget	Notes
7234	Oxygen Supplies & Cylinder	0.00	350.00	350.00	
7238	Paramedic & EMT Small Tools & Supplies	12,193.69	20,000.00	20,000.00	
7242	Minor Tools, Accessories & Field Machines	125.84	500.00	1,200.00	
7252	Misc Hardware	419.46	350.00	1,200.00	_
	Total Equipment & Tools	12,930.50	44,700.00	48,750.00	
Financial Services					
7309	Late Fees	0.00	10.00	10.00	
7310	Bank Service Charges	0.00	20.00	20.00	
9154	Losses and Damages	0.00	50.00	50.00	
	Total Financial Services	0.00	80.00	80.00	-
Ins., Licenses & Regulatory Fees					
6120	Computer Hardware/Software/Licenses	95.97	973.88	2,000.00	
6345	Property Taxes & Assessments Costs	3,894.62	5,420.66	5,420.66	
7325	Insurance	30,515.31	30,515.31	33,515.00	_
Legal & Professional	Total Ins., Licenses & Regulatory Fees	34,505.90	36,909.85	40,935.66	
7320	Professional & Consulting Services	2,783.15	2,500.00	3,000.00	
7326	Legal Services	225.00	350.00	350.00	
7340	Legal Notifications & Mandated Advertising	387.20	1,500.00	1,500.00	Weed Abatement post cards for next year
	Total Legal & Professional	3,395.35	4,350.00	4,850.00	-
Office/Operations					
7140	General Supplies & Minor Equipment	589.12	700.00	1,000.00	
7160	Postage, Shipping & Mail Supplies	45.17	3,000.00	2,500.00	
7216	Fire Prevention Education Materials	0.00	0.00	1,800.00	From Fire mitigation fund - No Fair last Fiscal Year
7226	Membership & Dues	0.00	300.00	300.00	
7230	Misc Small Parts & Supplies	142.51	600.00	1,000.00	
7240	Propane	95.00	100.00	100.00	_
	Total Office/Operations	871.80	4,700.00	6,700.00	
Other Expense					
7201	White Goods & Accessories - bedding, towels	0.00	1,000.00	500.00	

	30	1 - FIRE	Fiscal YTD 3/31/2021	FY 2020-21 Budget	FY 2021-2022 Budget	Notes
	7209	District Operating Center Expense	0.00	500.00	200.00	
	7218	Cooking Products - Food, Drinks & Staples	159.57	500.00	500.00	
	7224	Kitchen Cookware & Utensils	21.44	800.00	800.00	
	7330	Misc Operating Expenses	145.73	800.00	800.00	
		Total Other Expense	326.74	3,600.00	2,800.00	-
Rent & U	Itilities					
	6000	Cell Phones	590.93	900.00	900.00	
	6025	Telephone	5,506.20	6,700.00	6,700.00	
	8610	Electric	926.12	926.12	1,200.00	
	8620	Gas Service	1,320.63	800.00	1,600.00	
	8630	Trash Services	1,166.64	1,600.00	1,600.00	
	8640	Water and Water Services	2,972.11	4,500.00	4,500.00	
	8659	Utility Cable Charges	883.49	1,200.00	1,200.00	
	8670	Street Lighting	80.27	135.00	135.00	
		Total Rent & Utilities	13,446.39	16,761.12	17,835.00	_
Repairs	& Maintenance					
	6400	R & M - Air Compressors	0.00	500.00	500.00	
	6405	R & M - Extinguishers	361.06	400.00	500.00	
	6640	R & M - Equip & Other Non- Structural Fixed Assets	2,335.29	2,500.00	3,500.00	
	6750	R & M - Minor Tools & Equipment	1,153.02	1,000.00	1,600.00	
	6775	R & M -Operation/Field Equipment	414.82	1,000.00	1,600.00	
	6800	R & M - Grounds & Collection Systems	691.15	500.00	1,600.00	
	6900	R & M - Buildings & Structures	2,335.25	3,000.00	8,000.00	Increase due to Chiefs Office and Shop
.	_	Total Repairs &	7,290.59	8,900.00	17,300.00	
Travel &	Training 6300	DMV Driv Lic Class B	0.00	0.00	0.00	
	7141	CERT Training Supplies	0.00	200.00	100.00	
	7323	Books, Publications & Subscriptions	25.00	200.00	200.00	
	7324	Education, Training, Seminar	278.85	1,000.00	500.00	
	8405	Reserve FF Training Costs	320.00	500.00	500.00	
		Total Travel & Training	623.85	1,900.00	1,300.00	-
		Total Services & Supplies	1,313,193.38	2,575,351.97	2,621,509.66	-
Capital C	Dutlay 9006	Infrastructure CIP	4,334.39	25,609.00	9,363.04	

3	801 - FIRE	Fiscal YTD 3/31/2021	FY 2020-21 Budget	FY 2021-2022 Budget	Notes
9085	Vehicle Purchase	15,011.45	780,000.00	71,000.00	\$780,000 From Vehicle Reserve-finish engine purchase & purchase new Utility
	Total Capital Outlay	19,345.84	805,609.00	80,363.04	-
Reserves					
9504	*Vehicle Replacement Reserve	0.00	89,250.00	93,713.00	
9572	*General Contingency (Operations) Reserve	0.00	103,299.24	90,000.00	
	Total Reserves	0.00	192,549.24	183,713.00	
TRANSFERS					
9511	Interfund Transfer Out	49,872.60	66,496.84	66,111.05	
	Total Transfers	49,872.60	66,496.84	66,111.05	-
	Total Expenditures	1,546,277.32	3,907,324.05	3,228,560.75	-
Net Revenues over Ex	(penditures		(781,507.00)	(46,928.00)	

FIRE RESERVE

LOS OSOS COMMUNITY SERVICES DISTRICT

Balance Sheet As of 3/31/2021

		Current Period Balance
LIABILITIES & EQUITY		
Other Liabilities		
Other Liabilities		
Replacement Reserve - Vehicle, Equip & Fire Engines	3110	1,011,661.02
General Contingency Reserve	3111	209,926.27
Public Facilities Fees Reserve	3115	40,334.00
Capital Outlay Reserve	3160	540,562.42
Total Other Liabilities		1,802,483.71
Total Other Liabilities		1,802,483.71
Equity		
Equity		
Fire Mitigation Fund	3161	135,448.89
Total Equity		135,448.89
Total Equity		135,448.89
Total LIABILITIES & EQUITY		1,937,932.60



Eddy Moore, Unit Chief

LOS OSOS FIRE PROTECTION SERVICES AGREEMENT

Schedule A

Costs for Providing Fire Protection Services

Fiscal Year 2021-2122 (July 1, 2021 through June 30, 2022)

Expense Type	CAL FIRE Costs	Со	unty Fire Costs		Total Costs
Personnel Costs					
Fire Hazard Dispatch Se Training Se Chief Office Administrat Fire Investig	tion Services Mitigation Services ervices rvices	* ient	78,590	cwoh	2,324,013
Operating Costs					
Uniforms	21,411	*	749	cwoh	22,160
Fuel, Oil, Lu	57,164 r Maintenance Jbrication, Baterries, Tires edule D of this agreement	*	2,001	cwoh	59,165
Communications			3,535		3,535
Paramedic Recertifica	ations		1,423		1,423
Mobile Data Computir	ng Support		3,826		3,826
Firefighter Training			8,256		8,256
GIS Support			662		662
Other Misc Costs 1/4 Time Office Work			31,497		31,497
County-Wide Overhea			8,672 2,025		8,672 2,025
TOTAL AMOUNT PA	YABLE TO SLO COUN	NTY F	IRE		2,465,234
CSA9i Portion					27,508
Los Osos CSD Portion	n				2,437,726

This schedule is modified annually for application in the subsequent fiscal year.



Eddy Moore, Unit Chief

LOS OSOS FIRE PROTECTION SERVICES AGREEMENT

Schedule A

Costs for Providing Fire Protection Services

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Los Osos CSD Portion	n				2,437,726

This schedule is modified annually for application in the subsequent fiscal year.



SOUTH BAY FIRE DEPARTMENT



UNIT #	Vehicle/Assumptions	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	FY30-31	FY31-32	FY32-33	FY33-34	FY34-35	FY35-36	FY36-37	FY37-38	FY38-39	Future Replacements
UNIT #	venicie/Assumptions	Replace	1113-20	1120-21	1121-22	1122-23	1123-24	1124-23	1125-20	Replace	1 12/-20	1120-23	1123-30	1130-31	1131-32	1152-55	1155-54	Replace	1155-50	1130-37	1137-30	1130-39	Replacements
3411	Command 2010 Term=8Yrs; 3% A	80,000	82,400	84,872	87,418	90,041	92,742	95,524	98,390	101,342	104,382	107,513	110,739	114,061	117,483	121,007	124,637	128,377	132,228	136,195	140,280	144,489	2042 /2043
	Utility 2003 Term=10Yrs; 3% A	65,017	66,968	Replace 68,977	71,046	73,177	75,373	77,634	79,963	82,362	84,832	87,377	89,999	Replace 92,699	95,480	98,344	101,294	104,333	107,463	110,687	114,008	117,428	2040 / 2041
	Rescue Squad 2016 Term=15yr; 3% A	185,658	191,228	196,965	202,874	208,960	215,229	221,685	228,336	235,186	242,242	249,509	256,994	264,704	272,645	Replace 280,824	289,249	297,927	306,864	316,070	325,552	335,319	2047 / 2048
E 215	Engine 1997 (Equip too) Term=15yr; 3.5% A	669,662	Replace 710,000	734,850	760,570	787,190	814,741	843,257	872,771	903,318	934,934	967,657	1,001,525	1,036,578	1,072,859	1,110,409	1,149,273	Replace 1,189,498	1,231,130	1,274,220	1,318,817	1,364,976	2049 / 2050
E 15	Engine 2013 (Equip too) Term=15Yr; 3.5% A	Tr 672,913	ansfer to E2 696,465	15 720,841	746,071	772,183	799,210	827,182	856,133	886,098	917,111	949,210	982,433	1,016,818	1,052,406	1,089,241	Tr a 1,127,364	ansfer to E2 1,166,822	15 1,207,661	1,249,929			2049 / 2050
	nent Cost hicle Sales Proceeds B	80,000 (22,500) 57,500	710,000 (25,000) 685,000	68,977 (7,000) 61,977						101,342 (8,800) 92,542		87,377 (9,400) 77,977				280,824 (47,000) 233,824		1,317,874 (50,000) 1,267,874				117,428 (12,600) 104,828	
	ve Replacement Costs	80,000	790,000	858,977						960,318		1,047,696				1,328,520		2,646,394				2,763,822	

Contribution Each Fiscal Year C	121,644	85,000	89,250	93,713	98,398	103,318	108,484	113,908	119,604	125,584	131,863	138,456	145,379	152,648	160,280	168,294	176,709	185,544	194,822	204,563	214,791	
Sinking Fund Balance	705,352	47,852	75,125	168,838	267,236	370,554	479,038	592,946	620,008	745,592	799,477	937,933	1,083,312	1,002,136	1,162,416	1,330,710	239,545	425,089	619,911	824,473	934,436	
	D	E,F	G						н		1				J		ĸ				L	

			Notes
20/ and 2 E0/	Inflation rates	hood on	aurrent information

- 3% and 3.5% Inflation rates based on current information, subject to change. Α Sale proceeds contributions increased at a general rate of 3% each year. в
- С Sinking fund contributions increased by 5% each year, as of 17/18
- Cost of replacement vehicles is offset by estimated selling price of \$7,000 for current vehicles D
- E Cost of replacement engine is offset by estimated selling price of \$25,000 for current engine F
- E215 will be sold for est. \$25,000. The current E15 will become E215 and a new E15 will be purchased
- G Cost of replacement vehicle is offset by estimated selling price of \$7,000 for current vehicle
- Cost of replacement vehicle is offset by estimated selling price of \$8,800 for current vehicle н 1
- Cost of replacement vehicle is offset by estimated selling price of \$9,400 for current vehicle Cost of replacement vehicle is offset by estimated selling price of \$47,000 for current vehicle
- J κ Cost of replacement vehicles is offset by estimated selling price of 50,000 for current vehicles
- L. Cost of replacement vehicle is offset by estimated selling price of \$12,600 for current vehicle

- Fiscal Year Schedule
 - 17/18 MR15 was replaced with MS15. Replacement moved up due to deterioration of the vehicle
 - 18/19 3411 will be replaced due to high mileage
- 19/20 E215 will be sold. E15 will be transferred to E215 and a new E15 will be purchased. E215 was originally slated to be sold 17/18.
- 20/21 UT15 will be replaced; The replacement of this vehicle has been pushed back since 13/14 due to low mileage.
- 26/27 3411 will be replaced.
- 30/31 U15 will be replaced.
- 32/33 MS15 will be replaced.
- 34/35 3411 and E215 will be replaced. E15 will be transferred to E215 and a new E15 will be purchased.
- 38/39 UT15 will be replaced