



May 18, 2023

TO: Utilities Advisory Committee

FROM: Ron Munds, General Manager

SUBJECT: Agenda Item 5 – 05/18/2023 ESAC Meeting
Preliminary Budget Review for Fund 301 for Fiscal Year 2023-2024.

President

Charles L. Cesena

Vice President

Marshall E. Ochylski

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DESCRIPTION

This report summarizes the preliminary budget for Fund 301 for Fiscal Year 2023-2024. The final budget will be presented at the June 2nd Board meeting.

STAFF RECOMMENDATION

Provide comments to staff.

DISCUSSION

Staff has developed the Fiscal Year (FY) 2023-24 preliminary budget for Fund 301 based on the best information available as of May 11, 2023. 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 1st Board meeting.

Fund 301-Fire

Major Requests: Increase in Personnel costs related to an increase in Workers Compensation Insurance and estimated increases in shift coverage by the reserve fire fighters, increase in Services and Supplies related to expenditures for Equipment and Tools, vehicle insurance increases and various small incremental increases in other areas.

The cost for Schedule A charges by Cal Fire are still being updated by Cal Fire but estimated numbers have been used in the preliminary budget. Recent labor negotiations and approval by the State for Cal Fire workers and County-wide overhead cost are being refined. It is anticipated that the contract amount will increase; this number will be finalized before the final budget is presented to the Board in June.

Capital Outlay for this budget decreases since there is not a major vehicle replacement, just the cost of outfitting of the command vehicle purchased FY 2022-23. The infrastructure CIP line item remains the same as last fiscal year. This a place holder for future capital improvements to the fire station.

Impact to Budget: The increase in the Personnel costs is about \$9,540 due mainly to salaries increases, there is an increase in the Services and Supplies budget by approximately \$364,377 of which \$325,34 is for the Schedule A charges. Aside from the Schedule A charges there is about \$17,800.00 increase

vehicle insurance costs and \$17,000 increase in the Equipment and Tools line items.

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 2022-23 the contribution was 38.5% of Zone A revenue or \$108,734. The Board has indicated that they will budget \$125,105 for FY 2023-24 but will finalize the Zone A contribution when considering the final budget.

The County has provided the District with the estimated property tax revenue for Zone B which is \$2,647,416.00 about a 7% increase over last year's budget, staff has estimated the remainder of the revenue based on past projection methodologies and has left the Zone A contribution the same until a decision is made on the allocation.

On expenditures, the Cal Fire Schedule A contract amount (labor charges) has not been finalized but estimations have been used in the preliminary budget. As previously discussed, increases in insurance costs and the need to purchase additional equipment is driving the increases in Services and Supplies.

The Infrastructure CIP budget remains the same as last fiscal year. This is a placeholder for future capital improvements to the fire station. As previously stated, the vehicle purchase budget is \$40,000 to cover the cost of outfitting the command vehicle. Additionally, the overall contributions to reserves will remain the same as FY 2022-23. Once the revenues and expenditures projections are solidified, staff will reevaluate the Fund 301 reserves for future recommendations for contributions.

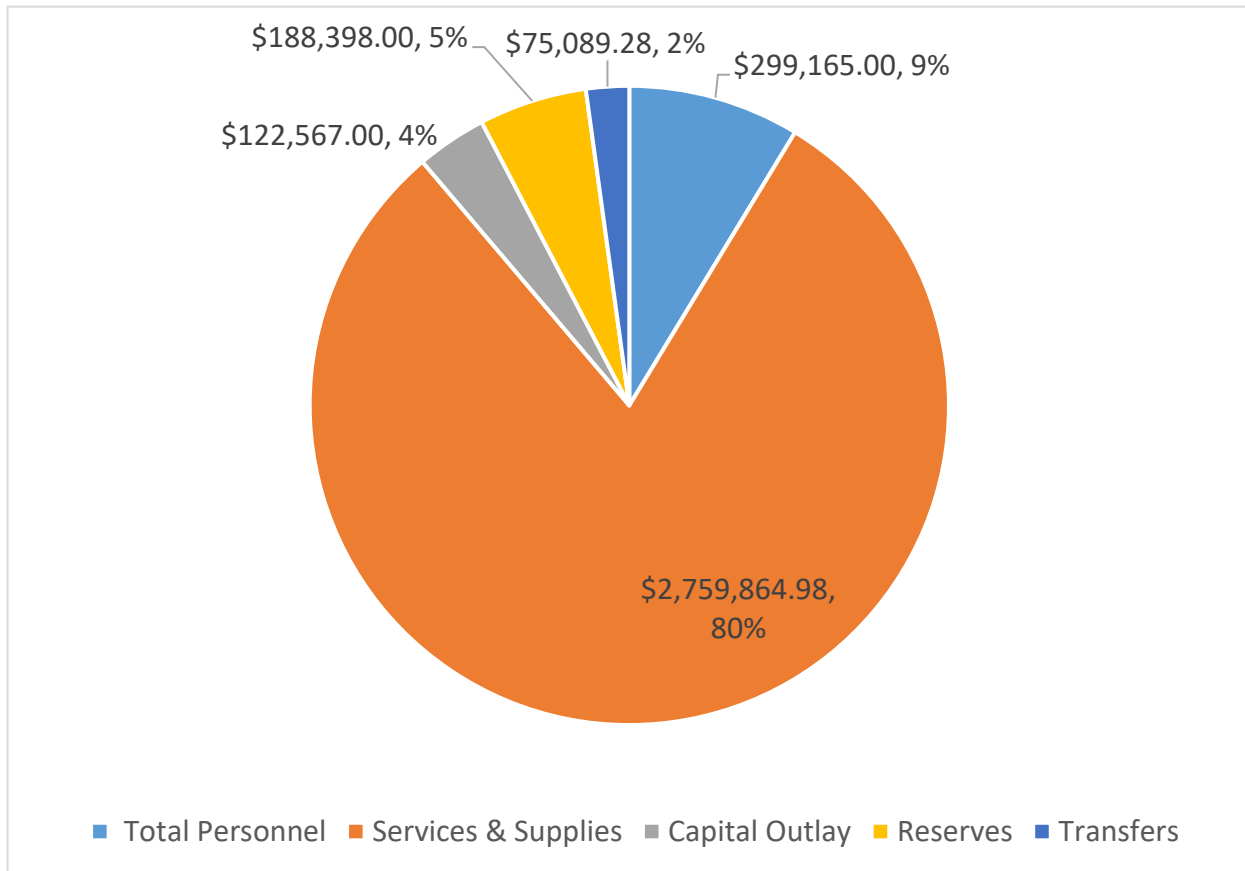
The following table summarizes the revenue and expenditures for the Fund 301 budget. More detailed information is available in the attached Preliminary Budget worksheets.

301 - Fire			
Fund 301 Budget Category	2022-2023 Budget	2023-2024 Budget	Increase/ (Decrease)
Revenue	\$3,270,808.78	\$3,506,505.00	\$235,696.22
Expenditures			
Total Personnel	\$289,625.00	\$299,165.00	\$9,540.00
Services & Supplies	\$2,395,487.00	\$2,759,864.98	\$364,377.98
Capital Outlay	\$155,747.00	\$122,567.00	-\$33,180.00
Reserves	\$188,398.00	\$188,398.00	\$0.00
Transfers	\$71,295.75	\$75,089.28	\$3,793.53
Total Expenditure	\$3,100,552.75	\$3,445,084.26	\$344,531.51
Total Revenue	\$3,270,808.78	\$3,506,505.00	\$235,696.22

Attachments

Line-Item Details for Fund 301

301 - Fire			
Fund 301 Budget Category	2022-2023 Budget	2023-2024 Budget	Increase/ (Decrease)
Revenue	\$3,270,808.78	\$3,506,505.00	\$235,696.22
Expenditures			
Total Personnel	\$289,625.00	\$299,165.00	\$9,540.00
Services & Supplies	\$2,395,487.00	\$2,759,864.98	\$364,377.98
Capital Outlay	\$155,747.00	\$122,567.00	-\$33,180.00
Reserves	\$188,398.00	\$188,398.00	\$0.00
Transfers	\$71,295.75	\$75,089.28	\$3,793.53
Total Expenditure	\$3,100,552.75	\$3,445,084.26	\$344,531.51
Total Revenue	\$3,270,808.78	\$3,506,505.00	\$235,696.22



301 - FIRE

Fiscal YTD
03/31/2023

FY 2022-2023
Budget

FY 2023-2024

Notes

REVENUES

Property Taxes

4034	Zone A Property Tax Revenue	108,734.78	108,734.78	125,105.00
4037	Property Tax Zone B Received	688,104.29	923,390.00	817,392.02
4038	Property Tax Zone B Pass thru	488,280.84	1,500,152.00	1,794,023.98
Total Property Taxes		1,285,119.91	2,532,276.78	2,736,521.00

Grant Revenue

4949	Govt-State Grants	1,267.83	0.00	0.00
4956	Govt-Other St Aids & Reimbursements	0.00	0.00	0.00
Total Grant Revenue		1,267.83	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	641,890.00	673,342.00
Total Special Taxes & Assessments		0.00	669,398.00	700,850.00

4.9% CPI Increase

Other Revenues

4000	Ambulance Agreement	41,645.54	67,134.00	67,134.00
4920	Other Revenue	290.00	0.00	0.00
Total Other Revenues		41,935.54	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	3,714.60	2,000.00	2,000.00
4924	Gain/Loss on Disp of F/A	0.00	0.00	0.00
Total Use of Money & Property		3,714.60	2,000.00	2,000.00

Total Revenues **1,332,037.88** **3,270,808.78** **3,506,505.00**

EXPENDITURES

Personnel

Salaries/Wages

8295	Resv FF-Overtime/Shift Coverage	20,823.50	38,000.00	38,000.00
8340	Resv FF-Shift Coverage	102,652.40	144,000.00	150,000.00
8345	Resv FF-Special Projects	0.00	2,000.00	2,000.00
Total Salaries/Wages		123,475.90	184,000.00	190,000.00

301 - FIRE

**Fiscal YTD
03/31/2023**

**FY 2022-2023
Budget**

FY 2023-2024

Notes

**Payroll Taxes &
Benefits**

5021	FICA - Fire - ER	6,361.69	10,000.00	10,000.00	
5030	Life Insurance - ER	1,786.00	2,500.00	2,500.00	
5035	AD & D Insurance	427.50	850.00	850.00	
5050	Medicare - ER	1,794.55	2,500.00	2,500.00	
5070	Retirement ER - Regular	45,070.78	62,000.00	62,000.00	
5102	CA Training Tax - ER	71.25	175.00	175.00	
5120	Workers Comp Insurance - ER	5,210.39	5,000.00	8,540.00	Estimating a 15% increase
5124	Retirement - ER - Tier 2	4,163.99	8,500.00	8,500.00	
Total Payroll Taxes & Benefits		64,886.15	91,525.00	95,065.00	

Employment Services

5000	Medical Exams & Procedures	0.00	4,000.00	4,000.00	New employees
5100	Unemp. Costs - Reserves	2,699.61	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	Current employees
Total Employment Services		2,699.61	14,100.00	14,100.00	

Total Personnel **191,061.66** **289,625.00** **299,165.00**

Services & Supplies

Clothing & Uniform

7246	Uniform & Gear	10.33	3,000.00	3,000.00	
7248	Uniform Safety Boots	0.00	2,000.00	2,000.00	
Total Clothing & Uniform		10.33	5,000.00	5,000.00	

Contract Services

6100	Labor & Support-IT Services	0.00	0.00	0.00	
6110	IT Purchased Services	1,085.82	1,500.00	1,500.00	
7100	Copier Contract-Maint & Usage	1,859.84	2,500.00	2,500.00	
7202	Building Alarms & Security	775.98	1,100.00	1,100.00	
7204	Cleaning Supplies, Laundry & Towel Service	693.68	3,500.00	3,500.00	
7222	Hazardous Materials CW JPA Cost	2,000.00	2,500.00	2,500.00	
7500	Schedule A Charges	488,280.84	2,169,550.00	2,494,873.98	Estimated
Total Contract Services		494,696.16	2,180,650.00	2,505,973.98	

301 - FIRE		Fiscal YTD 03/31/2023	FY 2022-2023 Budget	FY 2023-2024	Notes
Equipment & Tools					
6055	Radios	0.00	2,000.00	2,000.00	
6440	Fire Personal Protection Equipment	2,810.37	20,000.00	25,000.00	To cover a grant that will get reimbursed to us
6460	Self-Contained Breathing Apparatus	0.00	3,000.00	3,000.00	
6610	Rescue-Extrication Equipment	0.00	2,000.00	2,000.00	
6611	Water Rescue Equipment	78.28	3,000.00	3,000.00	
6630	Rope & Climbing Equipment	0.00	3,000.00	10,000.00	Update equipment due to new industry standards
7234	Oxygen Supplies & Cylinder	316.26	350.00	350.00	
7238	Paramedic & EMT Small Tools & Supplies	27,303.38	40,000.00	40,000.00	
7242	Minor Tools, Accessories & Field Machines	1,184.63	1,800.00	6,800.00	\$4000 Hose Testing
7252	Misc Hardware	957.13	1,200.00	1,200.00	
Total Equipment & Tools		32,650.05	76,350.00	93,350.00	
Financial Services					
7309	Late Fees	0.00	10.00	10.00	
7310	Bank Service Charges	18.00	36.00	36.00	
9154	Losses and Damages	0.00	50.00	50.00	
Total Financial Services		18.00	96.00	96.00	
Ins., Licenses & Regulatory Fees					
6120	Computer Hardware/Software/Licenses	0.00	2,000.00	2,000.00	
6345	Property Taxes & Assessments Costs	7,020.55	7,200.00	7,200.00	
7325	Insurance	47,445.02	46,300.00	64,120.00	
Total Ins., Licenses & Regulatory Fees		54,465.57	55,500.00	73,320.00	
Legal & Professional					
7320	Professional & Consulting Services	0.00	3,000.00	3,000.00	
7326	Legal Services	500.00	750.00	750.00	
7340	Legal Notifications & Mandated Advertising	321.63	1,500.00	1,500.00	Includes Weed Abatement notifications

301 - FIRE		Fiscal YTD 03/31/2023	FY 2022-2023 Budget	FY 2023-2024	Notes
Total Legal & Professional		821.63	5,250.00	5,250.00	
Office/Operations					
7140	General Supplies & Minor Equipment	3,105.46	4,000.00	5,000.00	Due to increase in supply cost
7160	Postage, Shipping & Mail Supplies	350.00	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	331.63	1,000.00	1,000.00	
7240	Propane	250.00	100.00	100.00	
Total Office/Operations		4,037.09	9,200.00	10,200.00	
Other Expense					
7201	White Goods & Accessories - bedding, towels	647.80	500.00	500.00	
7209	District Operating Center Expense	78.26	200.00	200.00	
7218	Cooking Products - Food, Drinks & Staples	0.00	500.00	500.00	
7224	Kitchen Cookware & Utensils	128.67	800.00	800.00	
7330	Misc Operating Expenses	12,420.90	6,000.00	6,000.00	Updating living space equipment items
Total Other Expense		13,275.63	8,000.00	8,000.00	
Rent & Utilities					
6000	Cell Phones	707.60	840.00	840.00	
6025	Telephone	1,890.89	4,000.00	3,000.00	
8610	Electric	590.23	591.00	1,000.00	
8620	Gas Service	2,488.18	1,600.00	2,500.00	
8630	Trash Services	1,226.63	1,600.00	2,800.00	
8640	Water and Water Services	3,422.14	6,000.00	6,000.00	
8659	Utility Cable Charges	1,559.60	2,075.00	2,200.00	
8670	Street Lighting	88.12	135.00	135.00	
Total Rent & Utilities		11,973.39	16,841.00	18,475.00	
Repairs & Maintenance					
6400	R & M - Air Compressors	0.00	500.00	500.00	
6405	R & M - Extinguishers	372.27	500.00	500.00	
6640	R & M - Equip & Other Non-Structural Fixed Assets	3,825.89	3,500.00	5,000.00	
6750	R & M - Minor Tools & Equipment	150.78	1,600.00	1,600.00	

301 - FIRE		Fiscal YTD 03/31/2023	FY 2022-2023 Budget	FY 2023-2024	Notes
6775	R & M -Operation/Field Equipment	0.00	1,600.00	1,600.00	
6800	R & M - Grounds & Collection Systems	0.00	1,600.00	1,600.00	
6900	R & M - Buildings & Structures	1,185.00	28,000.00	28,000.00	
Total Repairs &		5,533.94	37,300.00	38,800.00	
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	298.11	300.00	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		298.11	1,300.00	1,400.00	
Total Services & Supplies		617,779.90	2,395,487.00	2,759,864.98	
Capital Outlay					
9006	Infrastructure CIP	49,166.80	82,567.00	82,567.00	
9085	Vehicle Purchase	78,318.94	73,180.00	40,000.00	Outfitting new Command Vehicle and Utility
Total Capital Outlay		127,485.74	155,747.00	122,567.00	
Reserves					
9504	*Vehicle Replacement Reserve	0.00	98,398.00	98,398.00	
9572	*General Contingency (Operations) Reserve	0.00	90,000.00	90,000.00	
Total Reserves		0.00	188,398.00	188,398.00	
TRANSFERS					
9511	Interfund Transfer Out	53,471.79	71,295.75	75,089.28	
Total Transfers		53,471.79	71,295.75	75,089.28	
Total Expenditures		989,799.09	3,100,552.75	3,445,084.26	

FIRE RESERVES

LOS OSOS COMMUNITY SERVICES DISTRICT

Balance Sheet
As of 3/31/2023

Current Period
Balance

LIABILITIES & EQUITY

Other Liabilities

Other Liabilities

Replacement Reserve - Vehicle, Equip & Fire Engines	3110	1,199,624.02
General Contingency Reserve	3111	403,225.51
Public Facilities Fees Reserve	3115	40,334.00
Capital Outlay Reserve	3160	<u>540,562.42</u>

Total Other Liabilities 2,183,745.95

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Equity

Equity

Fire Mitigation Fund 3161 135,448.89

Total Equity 135,448.89

Total Equity 135,448.89

Total LIABILITIES & EQUITY 2,319,194.84