



Notice of Regular Meeting Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, March 28, 2018 – 5:30 P.M.

Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the General Manager prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

1. CALL TO ORDER:
2. ROLL CALL:
3. FLAG SALUTE:
4. AGENDA REVIEW:
5. CLOSED SESSION:

A. Pursuant to Government Code 54956.9(a): Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

6. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: **(NOT BEGINNING BEFORE 6:00 PM)**

This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Paavo Ogren
- iv. Sheriff's South Station - Commander Stuart MacDonald

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Angello
- ii. Director Brunet
- iii. President White
- iv. Vice President Austin
- v. Director Coalwell

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #7 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at www.oceanocsd.org

ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.

ASISTENCIA A DISCAPACITADO Si usted está incapacitado de ninguna manera y necesita alojamiento para participar en la reunión de la Junta, por favor llame a la Secretaría de la Junta al (805) 481-6730 para recibir asistencia por lo menos tres (3) días antes de la reunión para que los arreglos necesarios puedan ser hechos.

8. CONSENT AGENDA ITEMS:

Public comment Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Regular Meeting on February 28, 2018
- B. Review and Approval of Cash Disbursements

9. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on public hearing items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Submittal of a resolution adopting a policy governing bid protests and other challenges to construction contracts
- B. Review, discuss and provide direction as deemed appropriate by your Board regarding the agenda item considered by the Five Cities Fire Authority at their meeting on March 16, 2018 proposing two preliminary budgets to develop the FY 2018-19 Budget

10. HEARING ITEMS:

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. FUTURE AGENDA ITEMS: District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations, Seabreeze Mobile Home Park Continued

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, February 28, 2018 – 5:30 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 5:30 p.m. by President White
2. **FLAG SALUTE:** led by Director Brunet
3. **ROLL CALL:** All Board members present. Also present, General Manager Paavo Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **CLOSED SESSION:** was entered at approximately 5:38pm. Open session was resumed at approximate 6:38pm
No public comment
 - A. **Pursuant to Government Code §54956.9 (d)(2):** Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).
Reportable action: None
 - B. **Pursuant to Government Code 54956.9(a):** Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,
Reportable action: None
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
Public comment was received by Ryan Whiteside, Charles Varni, and Annita Hurst.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - a. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – Field Supervisor Marraccino reported on 13 USA's, 12 work orders, 11 customer service call, 4 call outs, 1 SSO on Beach St, meter reads, trash pickups filled 4 roll offs in the last 3 months, irrigation repair, high's and low's for billing, VFD booster blew up, line break pipe was 1" 1952 steel line, hit and run on Pier hydrant, potholed Airpark for County.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – General Manager Ogren reported on LRRP, drought declared over in 2017, and gave update on Zone 3 Advisory.
 - iv. Sheriff's South Station – Commander Stuart McDonald – None
 - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Angello – None
 - ii. Director Brunet – None
 - iii. President White – reported on FCFA, and attended CSDA Annual Meeting
 - iv. Vice President Austin – reported on SSLOCSD
 - v. Director Coalwell – None
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
No public comment.

8 CONSENT AGENDA:	ACTION:
a. Review and Approval of Minutes for the Regular Meeting on January 24, 2018 b. Review and Approval of Cash Disbursements	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a modification to Item 8b a removal of a check to Everywhere Right Now, Inc for \$ 2,000.00 total disbursement approval to \$ 116,936.39 with a motion from Director Coalwell, a second by Vice President Austin and a 5-0 vote. No public comment.

9 A BUSINESS ITEM:	ACTION:
Review of the District's Reserve Analysis	After an opportunity for public comment and brief Board discussion, receive and file. No public comment.

9 B BUSINESS ITEM:	ACTION:
Review and discussion of District and staff priorities including consideration of Board correspondence on proposed legislation and issues with other agencies, and other direction that the Board may deem appropriate	After an opportunity for public comment and brief Board discussion, receive and file. No public comment.

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Received a formal complaint letter on February 21, 2018 from Fair Political Practices Commission informing that they will not open an investigation.

13. **FUTURE AGENDA ITEMS:** District Policies Continued; Regional Groundwater Sustainability Project (RGSP) update, Roles and Responsibilities with Related Agencies; Emergency Generator, Construction Documents, Five Cities Fire Authority 5 Year Strategic Plan.

14. **FUTURE HEARING ITEMS:** None

15. **ADJOURNMENT:** at approximately 8:39 pm



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 28, 2018
To: Board of Directors
From: Carey Casciola, Business and Accounting Manager
Subject: Agenda Item #8B: Recommendation to Approve Cash Disbursements

Recommendation

It is recommended that your Board approve the attached cash disbursements.

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence*	Amounts
	56857 - 56881	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register – paid 03/28/2018	56863 - 56880	\$214,121.26
Subtotal:		\$214,121.26
Reoccurring Payments for Board Review (authorized by Resolution 2016-07):		
Payroll Disbursements – pay period ending	N/A	\$27,258.30
Reoccurring Utility Disbursements – paid 03/14/2018	56857 - 56860	\$820.89
Reoccurring Health/Benefits – paid 03/14/2018	56861 - 56862	\$201.03
SLO County Air Park Drive Deposit – paid 03/28/2018	56881	\$100,000.00
Subtotal:		\$128,280.22
Grand Total:		\$342,401.48

Other Agency Involvement: n/a

Other Financial Considerations: Amounts are within the authorized Fund level budgets.

Results

The Board’s review of cash disbursements is an integral component of the District’s system of internal controls and promotes a well governed community.

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056863 THRU 056880

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	3/23/2018	CHECK	056863	BRISCO'S	97.45CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056864	GROVER BEACH DOOR	280.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056865	BURDINE PRINTING & GRAPHICS	1,587.34CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056866	CORIX WATER PRODUCTS (US) INC.	64.35CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056867	ARAMARK	136.14CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056868	R & T EMBROIDERY, INC.	174.71CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056869	ZENITH INSURANCE COMPANY	2,215.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056870	EVERYWHERE RIGHT NOW, INC.	2,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056871	CLINICAL LAB OF SAN BERNARDINO	1,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056872	RABOBANK VISA CARD	185.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056873	J.B. DEWAR, INC.	242.04CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056874	FERGUSON ENTERPRISES, INC #135	724.89CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056875	FIVE CITIES FIRE AUTHORITY	202,132.50CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056876	GROVER BEACH, CITY OF	2,367.17CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056877	MINER'S ACE HARDWARE, INC.	40.76CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056878	QUILL CORPORATION	126.68CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056879	SLO CO PUBLIC HEALTH DEPT.	698.60CR	OUTSTND	A	0/00/0000
1-1001-000	3/23/2018	CHECK	056880	CARQUEST AUTO PARTS	48.63CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	214,121.26CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date March 28, 2018

	(*)	
<u>Gross Wages</u>	3/3/2018	3/17/2018
Regular	\$22,967.23	\$23,122.93
Overtime Wages	\$1,074.75	\$702.34
Stand By	\$700.00	\$700.00
Gross Wages	\$24,741.98	\$24,525.27
 <u>Disbursements</u>		
Net Wages	\$18,719.27	\$18,425.94
State and Federal Agencies	\$4,909.92	\$4,918.07
CalPERS - Normal	\$3,914.29	\$3,914.29
Total Disbursements processed with Payroll	\$27,543.48	\$27,258.30
 Health & Other (Disbursed with reoccurring bills)	 \$3,553.40	 \$3,553.40
Total District Payroll Related Costs	\$31,096.88	\$30,811.70

(*) Previously reported in prior Board Meeting packet - provided for comparison.

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056857 THRU 056860

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	3/12/2018	CHECK	056857	DIGITAL WEST NETWORKS, INC.	394.42CR	OUTSTND	A	0/00/0000
1-1001-000	3/12/2018	CHECK	056858	VERIZON WIRELESS	204.75CR	OUTSTND	A	0/00/0000
1-1001-000	3/12/2018	CHECK	056859	SO CAL GAS	132.22CR	OUTSTND	A	0/00/0000
1-1001-000	3/12/2018	CHECK	056860	STANLEY CONVERGENT SECURITY SO	89.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	820.89CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	820.89CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
ACCOUNT: 1-1001-000 POOLED CASH OPERATING
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 056861 THRU 056862

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/12/2018	CHECK	056861	TASC -CLIENT INVOICES	54.67CR	OUTSTND	A	0/00/0000
1-1001-000	3/12/2018	CHECK	056862	SEIU LOCAL 620	146.36CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	201.03CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	201.03CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
ACCOUNT: 1-1001-000 POOLED CASH OPERATING
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 056881 THRU 056881

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/23/2018	CHECK	056881	SLO CO DEPT OF PUBLIC WORKS	100,000.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	100,000.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	100,000.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 28, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item # 9(a): Submittal of a resolution adopting a policy governing bid protests and other challenges to construction contracts.**

Recommendation

It is recommended that your Board approves and directs the President to sign the attached resolution to adopt a policy governing Bid Protests and other Challenges to Construction Contracts and direct staff to process pending and future construction bids under this policy.

Discussion

From time to time, the District seeks formal and informal bids for facility and infrastructure construction contracts throughout its jurisdiction. As such, it is desirable to establish a consistent policy to evaluate bid protests if and when they occur. If adopted, this policy shall apply to the pending Air Park Drive Utility Relocation Project bid proposals and all future construction contracts.

Key elements of the policy include:

- Authority for bid protest determination is delegated to the District General Manager who has independent authority to determine whether a bid is a responsive bid and whether a bidder is a responsible bidder.
- The District General Manager's decision is final with no provision for reconsideration or appeal to the District Board.
- Bid protest submittals and responses are subject to specific guidelines, including deadlines for submittal and response.
- Bidders failing to follow the written procedures are deemed to have waived their right to challenge the award of the construction contract.
- In cases warranting more review of submitted protest evidence, oral presentations can be called for by the District General Manager.
- The District General Manager will issue a written dismissal or decision on the formally submitted protest within 30 days from any written or oral presentation on the protest.
- Provisions are incorporated to allow actions by the District General Manager regarding bidders seeking relief on bid mistakes under Public Contract Code Section 5100 et seq.



The recommended policy, once adopted, will provide a uniform method for processing bid protests of construction contracts in a timely manner. The bid protest policy will be included or referenced as part of the bidding so bidders are notified of the procedure and timing to address a formal protest.

Other Agency Involvement

n/a

Financial Considerations

Implementation of the proposed policy is not expected to have any financial impact.

Results

Adoption of the Proposed Policy Governing Bid Protests and other Challenges to Construction Contracts will provide for a single process leading to final resolution for addressing irregularities or issues which arise through the bidding process for District construction contracts. Inclusion and/or reference to the policy in future District bidding documents will provide proper instruction and greater transparency to bidders. Establishment of the policy provides for a well governed community.

Attachment:

- Resolution Adopting a Policy Governing Bid Protests and other Challenges to Construction Contracts

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO: 2018 - __**

**A RESOLUTION ADOPTING RULES GOVERNING BID PROTESTS AND OTHER
CHALLENGES TO AWARDS OF CONSTRUCTION CONTRACTS**

WHEREAS, the Oceano Community Services District (“District”) seeks formal and informal bids for facility and infrastructure construction contracts throughout its jurisdiction from time to time; and

WHEREAS, it is desirable to establish a uniform procedure for processing bid protests and other challenges to the award of construction contracts; and

WHEREAS, the attached “Rules Governing Bid Protests and Other Challenges to Awards of Construction Contracts” will establish such a uniform procedure.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Oceano Community Services District that:

1. The attached “Rules Governing Bid Protests and Other Challenges to Awards of Construction Contracts” is hereby adopted and the General Manager is hereby delegated all of the powers, authority and duties needed to comply with the requirements and guidelines as set forth in the rules.
2. The District General Manager shall reference said rules in future bid documents for construction contracts and once adopted, the rules shall apply to all pending as well as future construction projects subject to bid.
3. The District General Manager shall have authority to make non-substantive revisions to the rules as needed to conform to specific projects, however, the rules shall remain in substantial conformance with the rules as adopted herein.
4. The District General Manager shall maintain a record of the processing of bid protests should they occur.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on March 28, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors
of the Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services

APPROVED AS TO FORM:

Jeffrey A. Minnery, District Counsel

OCEANO COMMUNITY SERVICES DISTRICT

Rules Governing Bid Protests And Other Challenges to Awards of Construction Contracts

The requirements set forth in these “Rules Governing Bid Protests And Other Challenges to Awards of Construction Contracts” (“Rules”) are mandatory and are a Bidder’s sole and exclusive remedy in the event a Bidder desires to challenge, protest or contest the award of any Construction Contract. A Bidder’s failure to comply with these requirements shall constitute a waiver of any right to challenge, protest or contest the award of a Construction Contract in any subsequent proceeding, including but not limited to, the filing of a court action.

A Bidder may not rely upon another Bidder’s compliance with the requirements of these Rules. Any Bidder that does not independently comply with the requirements set forth herein shall be deemed to have waived any right to challenge, protest or contest the award of a Construction Contract.

Nothing in these Rules affects the right of the District to reject all bids at any time prior to the award of a Construction Contract.

1.1 Definitions

- 1.1.1 Bidder - The contractor submitting a bid in response to a District solicitation for bids on a Construction Contract.
- 1.1.2 Protestor - A Bidder who files a Protest in accordance with the provisions of these Rules.
- 1.1.3 Board – Board of Directors of the Oceano Community Services District (hereinafter, also “District”)
- 1.1.4 Construction Contract - Any Construction Contract which is formally or informally advertised for bids in which the District , or will be, a party.
- 1.1.5 Protest – Any challenge, objection, or protest to the award of a Construction Contract to any Bidder.
- 1.1.6 Response – Any response to a Protest that is filed by an Interested

Party in accordance with the provisions of these Rules.

General Manager - The person designated by the Board to assume the powers, duties, and responsibilities conferred under these Rules.

- 1.1.7 Initial Determination – A written notice by the General Manager that notifies a Bidder of the reasons why the General Manager believes that a bid is nonresponsive, or that a Bidder is not a responsible Bidder.
- 1.1.8 Interested Parties - For the purpose of these Rules, Interested Parties are defined as:
 - 1.1.8.1 The District.
 - 1.1.8.2 Any Bidder that filed a Protest or whose bid is the subject of an Initial Determination.
 - 1.1.8.3 Any Bidder whose eligibility for having the Construction Contract awarded to it as a responsible Bidder with the lowest responsive bid would be affected by the outcome of a Protest or Initial Determination.

1.2 General Manager's Independent Authority to Determine Bid Responsiveness and Bidder Responsibility.

- 1.2.1 Regardless of whether a Protest is submitted under these Rules, the General Manager is authorized to determine whether any bid is a responsive bid and whether any Bidder is a responsible Bidder. In the event the General Manager issues an Initial Determination, the General Manager shall provide the Interested Parties with written notice of the Initial Determination at least five (5) business days before the General Manager renders a final decision addressing the grounds stated in the Initial Determination. A final decision of the General Manager under this section 1.2 shall be the final decision of the District with no provision for reconsideration or appeal to the Board.
- 1.2.2 The General Manager need not issue an Initial Determination in order to make a final decision on whether a bid is a responsive bid or a Bidder is a responsible Bidder. A final decision can also be issued by the General Manager through the processing of a Protest pursuant to the procedures set forth in these Rules.
- 1.2.3 The General Manager reserves the right to amend or withdraw an Initial Determination at any time before the General Manager renders a final decision addressing the grounds stated in the Initial Determination. When an Initial Determination is withdrawn, it shall have the same effect as if the Initial Determination had never been made.

1.3 Basis for Protest

- 1.3.1 Grounds for Protest – The grounds for a Protest may include any grounds a Protestor may have for contesting or challenging the award of a Construction Contract to any Bidder, including but not limited to the following grounds:

- 1.3.1.1 A Protestor objects to a Construction Contract being awarded to another Bidder on the grounds that the other Bidder's bid is nonresponsive.
- 1.3.1.2 A Protestor objects to a Construction Contract being awarded to another Bidder on the grounds that the other Bidder is not a responsible Bidder.
- 1.3.1.3 A Protestor objects to a Construction Contract being awarded to the Protestor on the grounds that the Protestor made a mistake in its bid that entitles the Protestor to be relieved of its bid under Public Contract Code Sections 5100 et seq
- 1.3.1.4 A Protestor objects to a General Manager's Initial Determination issued under section 1.2.1 above.
- 1.3.2 Required Form of Protest - All Protests shall be made in writing, containing the information listed below, and shall be filed with the General Manager. Protests shall contain the following information:
 - 1.3.2.1 The name, address, telephone, facsimile numbers, and email address of the Protestor.
 - 1.3.2.2 The signature of the Protestor or its representative.
 - 1.3.2.3 The bid, solicitation and/or contract number.
 - 1.3.2.4 The Protest must contain a complete statement of all grounds for the Protest, and must refer to the specific portion of the bid documents that are the basis of the Protest. The Protest must set forth all supporting facts and documentation. If Protester believes there are some facts relevant to its Protest that Protester cannot adequately present in writing, Protester must describe such facts in its Protest under the heading "Facts Requiring Oral Presentation", and state therein the reasons why the Bid Protester believes it cannot adequately present those facts through documentation.
 - 1.3.2.5 All information establishing that the Protestor is a Bidder for the purpose of filing a Protest.
 - 1.3.2.6 The form of relief requested.

1.4 Protest Requirements and Procedure

- 1.4.1 Standing to Protest - Protests shall be filed only by a Bidder.
- 1.4.2 Time for Filing a Protest
 - 1.4.2.1 Except as provided in sections 1.4.2.2 and 1.4.2.3 below, all Protests must be submitted in writing to the General Manager before 5 p.m. PST of the sixth (6) business day following the date upon which the bids on the Construction Contract were opened.
 - 1.4.2.2 When a Protestor objects to a Construction Contract being awarded to the Protestor on the grounds that the Protestor made a mistake in its bid that entitles the Protestor to be relieved of its bid under Public Contract Code Sections 5100 et seq, the Protest must be submitted in writing to the General Manager before 5 p.m. PST of the fifth (5) business day following the date upon

which the bids on the Construction Contract were opened pursuant to Public Contract Code Section 5103.

- 1.4.2.3 When the Protestor objects to an Initial Determination made by the General Manager under section 1.2.1 above, the Protest must be submitted in writing to the General Manager before 5 p.m. PST of the fifth (5) business day following the date upon which the Initial Determination was first delivered to Protestor (either electronically or otherwise).
- 1.4.3 Written Responses of Interested Parties - If any Interested Party desires to respond to the Protest, the Response must be submitted in writing to the General Manager within five (5) business days of the date the Protest was first delivered to the Interested Party (either electronically or otherwise). If an Interested Party believes there are some facts relevant to its Response that the Interested Party cannot adequately present in writing, the Interested Party must describe such facts in its Response under the heading "Facts Requiring Oral Presentation", and state therein the reasons why the Interested Party believes it cannot adequately present those facts through documentation.
- 1.4.4 Proof of Transmittal - All Protests, Responses, and Replies shall include documentation evidencing that all Interested Parties were concurrently sent a complete copy of the respective Protest, Response or Reply in a manner that would provide all Interested Parties with a complete copy of the respective Protest, Response or Reply no later than one (1) business day after it was sent to the General Manager. The means of transmission chosen must also provide the sending party a means of verifying the date and time the copy was received by each Interested Party. Transmission by email may be an acceptable means of transmittal.
- 1.4.5 No Ex Parte or Unilateral Communications on the Merits of a Protest - No Bidder shall have any written communications regarding the merits of a Protest with the General Manager that are not concurrently sent to all of the other Interested Parties. No Bidder shall have any oral communications regarding the merits of a Protest with the General Manager other than during an oral presentation properly noticed by the General Manager under these Rules.
- 1.4.6 Suspension of Process for Proposed Rejection of all Bids - At any time during the processing of a Protest, the General Manager may elect to indefinitely suspend any further processing of the Protest by providing written notice to all Interested Parties that the General Manager intends to recommend to the Board that all bids be rejected. All time deadlines provided in these Rules shall be tolled during any such suspension period. If the Board decides to not reject all bids, or if the General Manager otherwise decides to lift the suspension, the requirements of these Rules shall be reactivated upon the General Manager providing all Interested Parties with written notice thereof.

1.5 Summary Dismissal of Protest

The General Manager may summarily dismiss a protest, or specific protest allegations, at any time that the General Manager determines that the Protest is untimely, frivolous, or without merit; is not submitted in the required form of Protest, as set forth above in section 1.3.2., "Required Form of Protest;" or is submitted by a non-Bidder. In such cases, a notice of summary dismissal will be furnished to the Interested Parties. Such a summary dismissal shall be the final decision of the District with no provision for reconsideration or appeal to the Board.

1.6 Decision by the General Manager Based on Written Submissions Only

In reaching a decision on the merits of a Protest, the General Manager may consider relevant documentation submitted by the Protestor and any other Interested Party. If the General Manager wishes to have additional information submitted that was not included in the Protest or in any documentation from other Interested Parties, the General Manager may make a request specifying the information sought and time for submittal. Submissions of additional information that have not been specifically requested by the General Manager may not be considered at the General Manager's sole discretion. If the General Manager does not provide an opportunity for an oral presentation under section 1.7 below, the General Manager will issue a written decision without any oral presentation. . The General Manager's decision shall be the final decision of the District with no provision for reconsideration or appeal to the Board.

1.7 Decision by the General Manager Following Oral Presentation

1.7.1 The General Manager may, at his or her discretion, elect to provide an opportunity for the Protestor and other Interested Parties to make an oral presentation to the General Manager regarding the Protest. In such event, oral presentations shall be conducted in accordance with the following procedure:

1.7.1.1 Notice of Oral Presentation - The General Manager will set a date, time, and place for an oral presentation. Written notice will be sent to Interested Parties not less than five (5) business days in advance of the oral presentation unless it is agreeable to all parties that an earlier date be established. Continuances may be granted by the General Manager for good cause.

1.7.1.2 Guidelines for Oral Presentation - Oral presentations are informal in nature and shall be made by the Protestor or its authorized representative. Technical rules of evidence shall not apply. The General Manager will determine how the oral presentations will be conducted and may set time limits for the presentation. The General Manager may question Interested Parties or provide an opportunity for Interested Parties to make an oral presentation. The General Manager may request additional documentation or information prior to, during or after the oral presentation. Unless

requested by the General Manager, additional documentation or information may not be accepted.

1.7.1.3 Record of Oral Presentation - Any Interested Party may request, and in the General Manager's sole discretion, the General Manager may allow recording of the presentation. If the General Manager allows the presentation to be recorded, the Interested Party requesting that the presentation be recorded must pay the cost of recording, including the costs to make and distribute copies of the recording to the General Manager and other Interested Parties. There shall be no cost to the District.

1.7.1.4 Decisions - The General Manager will issue a written decision within 30 calendar days of the oral presentation; however, the time for issuing the written decision may be extended by the General Manager. A copy of the decision will be furnished to the Interested Parties. The decision shall be the final decision of the District with no provision for reconsideration or appeal to the Board.

1.8 Effect on Contracts

The failure of a District employee or department to comply with the provisions stated in these Rules shall in no way affect the validity of any Construction Contract entered into by the District.

1.9 General Manager Decisions on Protests Seeking Relief from a Bidder's Mistake under Public Contract Code Section 5103.

When a Protestor objects to a Construction Contract being awarded to the Bid Protester on the grounds that the Protestor made a mistake in its bid that entitles the Protestor to be relieved of its bid under Public Contract Code Sections 5100 et seq, a final decision of the General Manager that relieves the Protestor of its bid on the grounds of mistake must be approved by the Board before it can become a final decision of the District. Any other final decision of the General Manager regarding a Protestor's request to be relieved of its bid on the grounds of mistake under Public Contract Code Sections 5100 et seq, shall be the final decision of the District with no provision for reconsideration or appeal to the Board.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: March 28, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: Agenda Item # 9(b): Review, discuss and provide direction as deemed appropriate by your Board regarding the agenda item considered by the Five Cities Fire Authority at their meeting on March 16, 2018 proposing two preliminary budgets to develop the FY 2018-19 Budget.

Recommendation

It is recommended that your Board review and discuss the attached agenda materials from the Five Cities Fire Authority and provide direction as your Board deems appropriate.

Discussion

The staff report from the Five Cities Fire Authority (FCFA) on March 16, 2018 is attached. Two preliminary budgets were proposed to the board to further develop a final budget for fiscal year 2018-19 for FCFA. A presentation summarizing the attached item will be verbally presented at your Board meeting.

Other Agency Involvement and Financial Considerations

Five Cities Fire Authority

Results

Reviewing and discussing budget items on fire and emergency services promotes a better understanding of regional and local issues, challenges and opportunities.

Attachment:

- Five Cities Fire Authority Staff Report



STAFF REPORT

TO: Chair and Board Members MEETING DATE: March 16, 2018

**FROM: Stephen Lieberman, Fire Chief/Executive Officer
Debbie Malicoat, Treasurer**

SUBJECT: Consideration of Preliminary FY 2018-19 Budget

RECOMMENDATION

It is recommended that the Board of Directors (Board) receive two preliminary budget proposals and provide feedback to staff for further development of the FY 2018-19 Budget.

At the February Board meeting, direction was provided regarding the prioritization of several items from the recently adopted Strategic Plan. This direction was provided in an effort to assist with the development of the next FCFA budget.

BACKGROUND

Staff has prepared proposed budgets based on two different scenarios and is seeking Board input and further direction on the proposals in order to develop a final budget for FCFA for the 2018-19 fiscal year. In addition, based on requests from the jurisdictions for a longer-term view of funding requirements, additional budget projections for the next four years are provided.

The first scenario is based on the prioritization of items in the strategic plan, as discussed at the February Board meeting. Significant budget assumptions in the "Strategic Plan" scenario include:

- Maintain professional fire safety, emergency medical, and public assistance services
 - Present a 12-month operating budget and begin coordination with member communities for a possible 2-year budget plan commencing in fiscal year 2019/2020
 - Reserve Firefighters enrolled in PERS effective July 1, 2018
 - Three (3) Full Time Firefighters effective July 1, 2018 (corresponding reduction of 3 Reserve Firefighters)
 - Implementation of Acting Battalion Chief Program effective July 1, 2018
 - Increase Career Employee Overtime to include two (2) Reserve Firefighter Academies – 420 hours each
 - Migrate fire dispatch services to the County of San Luis Obispo (CAL FIRE) - \$165,000 (\$16,000 increase)
 - Estimated Mobile Data Computer (MDC) annual support costs (associated with dispatch migration) - \$30,000
-

- Reduction in Vehicle Maintenance – <\$25,000>
- Reduction in Machinery & Equipment (SCBA purchase) - <\$35,000>
- Replacement of one set of heavy extrication tools (identified in adopted Strategic Plan) - \$18,000
- Replacement of obsolete phone system (identified in adopted Strategic Plan) - \$30,000
- Future vehicle replacement funding of \$118,000 annually, beginning in 2019-20

In this scenario, the proposed expenditure budget is \$722,400 higher than the current year amended budget, after removing the one-time purchase and funding for the replacement of the self-contained breathing apparatus (SCBA). This was removed from the analysis in order to provide a more "apples-to-apples" comparison of the baseline budget, exclusive of significant one-time events.

Given the fiscal circumstances of each of the three jurisdictions, staff also prepared a "status quo" budget. In this case, status quo is defined as identification of the costs that would be associated with providing the same level of service as the FCFA is providing today. No increase in service level or change in staffing levels is proposed. Significant budget assumptions in the "Status Quo" scenario include:

- Maintain professional fire safety, emergency medical, and public assistance services
- Present a 12-month operating budget and begin coordinating with member communities for a possible 2-year budget plan commencing in fiscal year 2019/2020
- Reserve Firefighters enrolled in PERS effective July 1, 2018
- Increase Career Employee Overtime to include two (2) Reserve Firefighter Academies – 420 hours each
- Migrate fire dispatch services to the County of San Luis Obispo (CAL FIRE) - \$165,000 (\$16,000 increase)
- Estimated Mobile Data Computer (MDC) annual support costs (associated with dispatch migration) - \$30,000
- Reduction in Vehicle Maintenance – <\$25,000>
- Reduction in Machinery & Equipment (SCBA purchase) - <\$35,000>
- Replacement of one set of heavy extrication tools (identified in adopted Strategic Plan) - \$18,000
- Replacement of obsolete phone system (identified in adopted Strategic Plan) - \$30,000
- No future vehicle replacement funding

In this scenario, the proposed expenditure budget is \$424,500 higher than the current year amended budget, again after removing the SCBA purchase. This represents a 15% increase in costs. In either scenario, there are increases largely driven by a couple of factors that are outside the control of the FCFA Board or member jurisdictions. These include:

- CalPERS increasing pension costs for current employees
- Enrolling Reserve Firefighters in CalPERS, based on a recent change in interpretation of the City of Arroyo Grande's contract (this is still pending additional information from CalPERS, however for budget projection purposes, the cost of enrollment as of July 1, 2018 has been included)
- Workers' Compensation insurance premiums will increase by approximately \$50,000 beginning in 2018-19 and are likely to remain high for the five year period given the FCFA's loss history

In addition, the budget scenarios make assumptions about retaining a Reserve Firefighter program, at least at some level and therefore include costs associated with bringing a Reserve Firefighter onboard, which are approximately \$11,500 per employee, as outlined below.

○ Pre-Employment Physical	\$ 500
○ Structural Turnouts/Helmet	\$ 4,000
○ Wildland Equipment/Uniforms	\$ 2,000
○ 420 Hour Academy	<u>\$ 5,000</u>
Total per Reserve	\$11,500

Dispatch services are currently provided by the Grover Beach Police Department with Arroyo Grande and Oceano contracting directly with Grover Beach. Law enforcement agencies throughout San Luis Obispo County are planning a joint purchase of a next generation Computer Aided Dispatch/Records Management System (CAD/RMS) software solution. The FCFA would be placed in the situation of having to purchase a \$40,000 fire-related software solution to remain with Grover Beach, along with a cost increase. The County Fire Chiefs Association recently adopted a strategic plan that included a priority focus on moving towards a consolidated fire dispatch center. After a financial analysis, it would be both more fiscally and operationally prudent to enter into a contract with the County of San Luis Obispo (CAL FIRE) for dispatch services. The proposed budget includes an assumption for CAL FIRE dispatch costs, and Arroyo Grande and Oceano would be able to eliminate these costs from their individual budgets.

The current JPA agreement provides for a four-part formula to allocate the costs between each of the member agencies. The four components are: population, assessed value, service levels at inception, and service calls. The first three components of the formula remain relatively stable from year to year. However, call volume can fluctuate significantly from one year to the next, which can cause more volatility to the member agencies' funding allocations. During calendar year 2017, which is used in the allocation for the 2018-19 budget, call volume (and the proportion of calls) occurring in the Oceano CSD area increased, which is the primary driver for the change in allocation calculated.

The number and proportion of calls for service may not remain at this same level during the course of the five years presented, however, this is the current funding formula and the application of that formula results in the following allocation of the "Status Quo" scenario between the agencies:

Agency	Current Allocation \$	Current Allocation %	Proposed Allocation \$	Proposed Allocation %	Variance \$
Arroyo Grande	\$ 2,062,347	47%	\$ 2,381,079	47%	\$ 318,732
Grover Beach	1,491,753	34%	1,697,842	34%	206,089
OCSD	808,530	19%	932,310	19%	123,780

FISCAL IMPACT

There is no fiscal impact to receiving the information and providing direction to staff, however, significant fiscal impacts may be incurred based on the direction provided.

ALTERNATIVES

The following alternatives are provided for the Board's consideration:

1. Provide other direction to staff.

ATTACHMENTS

Proposed FY 2018-19 Budget and projection – "Strategic Plan" Scenario
 Proposed FY 2018-19 Budget and projection – "Status Quo" Scenario

PREPARED BY

D. Malicoat, Treasurer

FIVE CITIES FIRE AUTHORITY
BUDGET SUMMARY
For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

	Actual		Amended Budget	Proposed Budget	Projection			
	2016	2017 Unaudited			2018	2019	2020	2021
	Beginning Fund Balance	\$ 231,367	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 452,190	\$ 570,190
Revenues	4,144,525	4,728,028	4,573,330	5,342,830	5,855,468	6,102,277	6,540,282	6,753,637
Expenditures:								
Salaries & Benefits	3,557,700	3,643,541	3,763,600	4,419,700	4,710,800	5,020,300	5,421,050	5,636,405
Services & Supplies	490,739	561,399	604,700	719,400	763,788	779,064	794,645	810,538
Equipment Replacement	675,475	602,018	150,900	102,500	161,650	83,683	105,357	87,464
Debt Service		326,876	101,230	101,230	101,230	101,230	101,230	101,230
Total Expenditures	4,723,914	5,133,834	4,620,430	5,342,830	5,737,468	5,984,277	6,422,282	6,635,637
Prior period adjustment								
Other financing sources (uses)	580,843	554,275						
Change in Fund Balance	1,454	148,469	(47,100)	(0)	118,000	118,000	118,000	118,000
Ending Fund Balance	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 452,190	\$ 570,190	\$ 688,190	\$ 806,190
Designated Reserve	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 118,000	\$ 236,000	\$ 354,000	\$ 472,000
Undesignated Fund Balance	177,821	326,290	334,190	334,190	334,190	334,190	334,190	334,190
Total Fund Balance	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 452,190	\$ 570,190	\$ 688,190	\$ 806,190

**FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018**

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection				
		2016	2017 Unaudited				2018	2019	2020	2021	2022
	REVENUES										
4301	INTEREST	\$ 1,981	\$ 3,490	\$ 1,300	\$ 700	\$ (600)	\$ 700	\$ 700	\$ 700	\$ 700	
4422	ARROYO GRANDE FIRE REIMBURSEMENT	1,846,134	2,241,766	2,062,347	2,523,661	461,314	2,773,185	2,891,170	3,100,666	3,202,639	
4428	FEMA REVENUE			-		-					
4443	GROVER BEACH FIRE REIMBURSEMENT	1,284,929	1,417,661	1,491,753	1,798,108	306,355	1,973,578	2,056,547	2,203,868	2,275,577	
4444	OCEANO FIRE REIMBURSEMENT	754,337	779,965	808,530	987,362	178,832	1,083,705	1,129,260	1,210,148	1,249,521	
4458	STATE GRANT	-		-		-					
4491	SAFER GRANT										
4462	LOCAL GRANT	10,361	29,719	10,600		(10,600)					
4726	FIRE IMPACT FEES	4,398	4,101	1,000	3,000	2,000	3,000	3,000	3,000	3,000	
4729	FIRE-FIRST RESPONDER SUPPORT	21,954	22,228	20,600	21,000	400	21,300	21,600	21,900	22,200	
4730	STRIKE TEAM REIMBURSEMENT	158,255	186,322	155,500		(155,500)					
4803	SALES-EQUIPMENT/MATERIALS	24,000		12,700		(12,700)					
4807	EXPENSE RECOVERY	38,176	42,776	9,000	9,000						
4816	PROCEEDS FROM DEBT ISSUANCE	580,843	554,275								
	GRAND TOTAL REVENUES	\$ 4,725,368	\$ 5,282,303	\$ 4,573,330	\$ 5,342,830	\$ 769,500	\$ 5,855,468	\$ 6,102,277	\$ 6,540,282	\$ 6,753,637	

**FIVE CITIES FIRE AUTHORITY
BUDGET**
For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
EXPENDITURES										
5101	SALARIES FULL-TIME	1,273,174	1,201,809	1,711,200	2,125,200	414,000	2,360,100	2,483,700	2,776,000	2,861,400
5102	SALARIES PERMANENT PART-TIME	21,118	19,492	16,400	46,400	30,000	46,400	46,400	46,400	46,400
5103	SALARIES TEMPORARY PART-TIME	384,069	372,210	368,000	262,800	(105,200)	131,400	131,400	-	-
5105	SALARIES OVERTIME	418,473	570,525	266,800	426,900	160,100	445,600	455,400	476,500	487,600
5106	SALARIES - STRIKE TEAM OVERTIME	100,890	116,321	155,500	-	(155,500)	-	-	-	-
5108	HOLIDAY PAY	73,976	71,603	69,400	101,800	32,400	106,900	104,300	111,500	115,400
5109	SICK LEAVE PAY	45,248	42,504	-	-	-	-	-	-	-
5110	ANNUAL LEAVE BUY BACK	3,565	9,327	7,000	7,000	-	7,000	7,000	7,000	7,000
5111	VACATION BUY BACK	36,793	43,337	45,000	45,000	-	45,000	45,000	45,000	45,000
5112	SICK LEAVE BUY BACK	2,736	927	4,000	4,000	-	4,000	4,000	4,000	4,000
5113	VACATION LEAVE PAY	58,531	63,522	-	-	-	-	-	-	-
5114	COMPENSATION PAY	43,923	42,766	-	-	-	-	-	-	-
5115	ANNUAL LEAVE	19,296	23,448	-	-	-	-	-	-	-
5121	PERS RETIREMENT	436,063	425,736	441,700	520,100	78,400	571,300	661,000	718,000	758,100
5122	SOCIAL SECURITY	163,531	165,026	161,700	222,300	60,600	231,200	241,100	254,500	261,800
5123	PARS RETIREMENT	5,735	5,856	5,800	700	(5,100)	700	700	700	700
5126	STATE DISABILITY INS. (SDI)	14,369	14,113	12,200	18,800	6,600	19,700	20,300	21,700	22,500
5127	DEFERRED COMPENSATION	2,420	2,707	3,000	3,000	-	3,000	3,600	3,600	3,600
5131	HEALTH INSURANCE	300,319	312,332	345,800	424,000	78,200	520,900	580,700	698,400	746,400
5132	DENTAL INSURANCE	21,425	18,865	20,800	25,100	4,300	28,900	30,000	33,200	33,200
5133	VISION INSURANCE	5,096	4,810	5,400	6,400	1,000	7,500	7,900	9,100	9,100
5134	LIFE INSURANCE	2,203	2,092	2,400	2,900	500	3,300	3,400	3,800	3,800
5135	LONG TERM DISABILITY INSURANCE	7,090	7,628	8,400	8,800	400	8,800	9,800	9,900	9,900
5136	RETIRES HEALTH INSURANCE	5,337	8,239	6,500	8,200	1,700	8,200	8,200	8,200	8,200
5141	WORKERS COMPENSATION	104,300	98,148	101,000	154,500	53,500	155,000	170,500	187,550	206,305
5142	UNEMPLOYMENT INSURANCE	7,599	(402)	5,000	5,000	-	5,000	5,000	5,000	5,000
5143	UNIFORM ALLOWANCE	-	-	-	-	-	-	-	-	-
5147	EMPLOYEE ASSISTANCE PROGRAM	421	600	600	800	200	900	900	1,000	1,000
Subtotal Salaries & Benefits		3,557,700	3,643,541	3,763,600	4,419,700	656,100	4,710,800	5,020,300	5,421,050	5,636,405

FIVE CITIES FIRE AUTHORITY
 BUDGET
 For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
5201	SUPPLIES - OFFICE	5,980	6,948	7,000	7,000	-	7,140	7,283	7,428	7,577
5206	SUPPLIES - EMS	7,511	6,586	10,000	15,000	5,000	15,300	15,606	15,918	16,236
5208	POSTAGE/MAILING	1,967	1,930	1,800	1,800	-	1,836	1,873	1,910	1,948
5255	SPECIAL DEPARTMENT SUPPLIES	13,757	20,459	23,100	24,000	900	24,480	24,970	25,469	25,978
5272	PROTECTIVE/SAFETY CLOTHING	27,591	71,835	35,000	40,000	5,000	40,800	41,616	42,448	43,297
5273	SMALL TOOLS	3,254	2,247	3,000	3,000	-	3,060	3,121	3,184	3,247
5276	UNIFORMS			20,000	25,000	5,000	25,500	26,010	26,530	27,061
5301	ADVERTISING	697	-	1,000	1,000	-	1,020	1,040	1,061	1,082
5303	CONTRACTUAL SERVICES	116,423	122,019	108,500	270,000	161,500	305,400	311,508	317,738	324,093
5306	PRINTING SERVICES	1,429	1,809	4,000	4,000	-	4,080	4,162	4,245	4,330
5315	PRE-EMPLOYMENT PHYSICALS	1,687	7,535	9,200	11,000	1,800	11,220	11,444	11,673	11,907
5316	JOB RECRUITMENT EXPENSE	1,477	961	2,000	2,000	-	2,040	2,081	2,122	2,165
5324	FORENSIC MANDATE SERVICES	1,450	30	1,800	1,800	-	1,836	1,873	1,910	1,948
5325	HAZMAT/SAFETY PROGRAM	14,500	13,046	15,500	15,500	-	15,810	16,126	16,449	16,778
5401	UTILITIES	41,339	43,244	45,000	45,000	-	45,900	46,818	47,754	48,709
5403	TELECOMMUNICATIONS	29,269	22,559	30,000	30,000	-	30,600	31,212	31,836	32,473
5501	CONFERENCE/TRAINING	18,444	9,145	12,000	12,000	-	12,240	12,485	12,734	12,989
5512	TRAVEL	-	4,720	3,500	4,000	500	4,080	4,162	4,245	4,330
5503	MEMBERSHIPS & SUBSCRIPTIONS	3,048	2,368	3,700	3,700	-	3,774	3,849	3,926	4,005
5504	PUBLIC RELATIONS	7,158	4,050	6,000	5,000	(1,000)	5,100	5,202	5,306	5,412
5508	MISC EXPENSE	1,650	1,423	2,500	2,500	-	2,550	2,601	2,653	2,706
5553	RENT-BUILDING AND LAND	15,000	15,000	15,000	15,000	-	15,300	15,606	15,918	16,236
5555	BANK CHARGES	-	66	300	300	-	306	312	318	325
5576	LIABILITY INSURANCE-JPA SHARE	12,884	13,634	18,000	18,000	-	18,360	18,727	19,102	19,484
5599	WEED ABATEMENT	8,573	10,326	12,000	12,000	-	12,240	12,485	12,734	12,989
5601	MAINTENANCE - VEHICLES	91,689	94,966	100,000	75,000	(25,000)	76,500	78,030	79,591	81,182
5602	MAINTENANCE - OFFICE EQUIPMENT	3,591	2,988	3,600	3,600	-	3,672	3,745	3,820	3,897
5603	MAINTENANCE - MACH & EQUIP	8,730	31,328	53,000	15,000	(38,000)	15,300	15,606	15,918	16,236
5604	MAINTENANCE - BUILDINGS	9,886	7,170	8,000	8,000	-	8,160	8,323	8,490	8,659

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Strategic Plan" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
5605	MAINTENANCE - GROUNDS	582	499	2,000	1,000	(1,000)	1,020	1,040	1,061	1,082
5606	MAINTENANCE - RADIO COMMUNICATIONS	8,087	6,670	8,200	8,200	-	8,364	8,531	8,702	8,876
5608	GAS & OIL	33,086	35,838	40,000	40,000	-	40,800	41,616	42,448	43,297
	Subtotal Services & Supplies	490,739	561,399	604,700	719,400	114,700	763,788	779,064	794,645	810,538
5803	LEASE PURCHASE PAYMENTS		326,876	101,230	101,230	-	101,230	101,230	101,230	101,230
	Subtotal Debt Service	-	326,876	101,230	101,230	-	101,230	101,230	101,230	101,230
6101	DATA PROCESSING EQUIPMENT	1,544	10,607	16,000	40,000	24,000	38,000	18,760	39,135	19,918
6103	COMPUTER LICENSING SOFTWARE	21,815	16,202	50,000	32,500	(17,500)	47,650	48,603	49,575	50,567
6201	MACHINERY & EQUIPMENT	10,180	16,378	15,500	30,000	14,500	16,000	16,320	16,646	16,979
6301	VEHICLES	641,936	558,831	69,400		(69,400)	60,000			
	FUTURE VEHICLE REPLACEMENT					-	118,000	118,000	118,000	118,000
	Subtotal Equip Replacement	675,475	602,018	150,900	102,500	(48,400)	279,650	201,683	223,357	205,464
	GRAND TOTAL EXPENDITURES	\$ 4,723,914	\$ 5,133,834	\$ 4,620,430	\$ 5,342,830	\$ 722,400	\$ 5,855,468	\$ 6,102,277	\$ 6,540,282	\$ 6,753,637

4) 25% based on proportion of service calls

Arroyo Grande	1,987	53%
Grover Beach	1,198	32%
OCSD	583	15%
Total service calls	3,768	

Calendar 2017 total response info from Chief Lieberman
Based on situs - where call occurs, not which station respon

Allocation:

Arroyo Grande	693,749
Grover Beach	418,275
OCSD	203,551

Haz Mat direct allocation

Arroyo Grande	5,000
Grover Beach	5,000
OCSD	2,000

Debt service - 2nd engine allocation

Arroyo Grande	-
Grover Beach	21,943
OCSD	12,887

Total Allocation

	Allocation	Current	Variance	% Increase
Arroyo Grande	2,523,661	2,062,347	461,314	22%
Grover Beach	1,798,108	1,491,753	306,355	21%
OCSD	987,362	808,530	178,832	22%
	5,309,130	4,362,630	946,500	22%

FIVE CITIES FIRE AUTHORITY
BUDGET SUMMARY
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

	Actual		Amended Budget	Proposed Budget	Projection			
	2016	2017 Unaudited			2018	2019	2020	2021
Beginning Fund Balance	\$ 231,367	\$ 232,821	\$ 381,290	\$ 334,190	\$ 334,190	\$ 334,190	\$ 334,190	\$ 334,190
Revenues	4,144,525	4,728,028	4,573,330	5,044,930	5,267,168	5,381,477	5,570,082	5,701,037
Expenditures:								
Salaries & Benefits	3,557,700	3,643,541	3,763,600	4,121,800	4,240,500	4,417,500	4,568,850	4,701,805
Services & Supplies	490,739	561,399	604,700	719,400	763,788	779,064	794,645	810,538
Equipment Replacement	675,475	602,018	150,900	102,500	161,650	83,683	105,357	87,464
Debt Service		326,876	101,230	101,230	101,230	101,230	101,230	101,230
Total Expenditures	<u>4,723,914</u>	<u>5,133,834</u>	<u>4,620,430</u>	<u>5,044,930</u>	<u>5,267,168</u>	<u>5,381,477</u>	<u>5,570,082</u>	<u>5,701,037</u>
Prior period adjustment								
Other financing sources (uses)	580,843	554,275						
Change in Fund Balance	<u>1,454</u>	<u>148,469</u>	<u>(47,100)</u>	<u>-</u>	<u>(0)</u>	<u>-</u>	<u>0</u>	<u>(0)</u>
Ending Fund Balance	<u>\$ 232,821</u>	<u>\$ 381,290</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>
Designated Reserve	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	177,821	326,290	334,190	334,190	334,190	334,190	334,190	334,190
Total Fund Balance	<u>\$ 232,821</u>	<u>\$ 381,290</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>	<u>\$ 334,190</u>

**FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018**

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
REVENUES										
4301	INTEREST	\$ 1,981	\$ 3,490	\$ 1,300	\$ 700	\$ (600)	\$ 700	\$ 700	\$ 700	\$ 700
4422	ARROYO GRANDE FIRE REIMBURSEMENT	1,846,134	2,241,766	2,062,347	2,381,079	318,732	2,491,611	2,546,178	2,636,305	2,698,840
4428	FEMA REVENUE			-		-				
4443	GROVER BEACH FIRE REIMBURSEMENT	1,284,929	1,417,661	1,491,753	1,697,842	206,089	1,775,570	1,813,943	1,877,322	1,921,297
4444	OCEANO FIRE REIMBURSEMENT	754,337	779,965	808,530	932,310	123,780	974,987	996,056	1,030,855	1,055,000
4458	STATE GRANT			-	-	-	-	-	-	-
4491	SAFER GRANT			-	-	-	-	-	-	-
4462	LOCAL GRANT	10,361	29,719	10,600	-	(10,500)	-	-	-	-
4726	FIRE IMPACT FEES	4,398	4,101	1,000	3,000	2,000	3,000	3,000	3,000	3,000
4729	FIRE-FIRST RESPONDER SUPPORT	21,954	22,228	20,600	21,000	400	21,300	21,600	21,900	22,200
4730	STRIKE TEAM REIMBURSEMENT	158,255	186,322	155,500	-	(155,500)	-	-	-	-
4803	SALES-EQUIPMENT/MATERIALS	24,000		12,700	-	(12,700)	-	-	-	-
4807	EXPENSE RECOVERY	38,176	42,776	9,000	9,000	-	-	-	-	-
4816	PROCEEDS FROM DEBT ISSUANCE	580,843	554,275							
	GRAND TOTAL REVENUES	\$ 4,725,368	\$ 5,282,303	\$ 4,573,330	\$ 5,044,930	\$ 471,600	\$ 5,267,168	\$ 5,381,477	\$ 5,570,082	\$ 5,701,037

FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited				2018	2019	2020	2021
EXPENDITURES										
5101	SALARIES FULL-TIME	1,273,174	1,201,809	1,711,200	1,855,700	144,500	1,893,000	1,944,200	1,995,600	2,033,900
5102	SALARIES PERMANENT PART-TIME	21,118	19,492	16,400	46,400	30,000	46,400	46,400	46,400	46,400
5103	SALARIES TEMPORARY PART-TIME	384,069	372,210	368,000	394,200	26,200	394,200	394,200	394,200	394,200
5105	SALARIES OVERTIME	418,473	570,525	266,800	381,700	114,900	389,300	397,100	405,000	413,000
5106	SALARIES - STRIKE TEAM OVERTIME	100,890	116,321	155,500	-	(155,500)	-	-	-	-
5108	HOLIDAY PAY	73,976	71,603	69,400	94,300	24,900	95,800	97,200	98,700	100,100
5109	SICK LEAVE PAY	45,248	42,504	-	-	-	-	-	-	-
5110	ANNUAL LEAVE BUY BACK	3,565	9,327	7,000	7,000	-	7,000	7,000	7,000	7,000
5111	VACATION BUY BACK	36,793	43,337	45,000	45,000	-	45,000	45,000	45,000	45,000
5112	SICK LEAVE BUY BACK	2,736	927	4,000	4,000	-	4,000	4,000	4,000	4,000
5113	VACATION LEAVE PAY	58,531	63,522	-	-	-	-	-	-	-
5114	COMPENSATION PAY	43,923	42,766	-	-	-	-	-	-	-
5115	ANNUAL LEAVE	19,296	23,448	-	-	-	-	-	-	-
5121	PERS RETIREMENT	436,063	425,736	441,700	495,700	54,000	539,100	609,300	650,300	683,200
5122	SOCIAL SECURITY	163,531	165,026	161,700	208,500	46,800	211,800	216,400	221,000	224,500
5123	PARS RETIREMENT	5,735	5,856	5,800	700	(5,100)	700	700	700	700
5126	STATE DISABILITY INS. (SDI)	14,369	14,113	12,200	18,400	6,200	18,600	18,900	19,200	19,500
5127	DEFERRED COMPENSATION	2,420	2,707	3,000	3,000	-	3,000	3,000	3,000	3,000
5131	HEALTH INSURANCE	300,319	312,332	345,800	360,300	14,500	384,600	410,600	438,400	468,200
5132	DENTAL INSURANCE	21,425	18,865	20,800	21,800	1,000	22,200	22,200	21,800	21,800
5133	VISION INSURANCE	5,096	4,810	5,400	5,400	-	5,500	5,500	5,700	5,700
5134	LIFE INSURANCE	2,203	2,092	2,400	2,500	100	2,600	2,600	2,500	2,500
5135	LONG TERM DISABILITY INSURANCE	7,090	7,628	8,400	8,800	400	8,800	8,800	8,900	8,900
5136	RETIREE'S HEALTH INSURANCE	5,337	8,239	6,500	8,200	1,700	8,200	8,200	8,200	8,200
5141	WORKERS COMPENSATION	104,300	98,148	101,000	154,500	53,500	155,000	170,500	187,550	206,305
5142	UNEMPLOYMENT INSURANCE	7,599	(402)	5,000	5,000	-	5,000	5,000	5,000	5,000
5143	UNIFORM ALLOWANCE	-	-	-	-	-	-	-	-	-
5147	EMPLOYEE ASSISTANCE PROGRAM	421	600	600	700	100	700	700	700	700
Subtotal Salaries & Benefits		3,557,700	3,643,541	3,763,600	4,121,800	358,200	4,240,500	4,417,500	4,568,850	4,701,805

FIVE CITIES FIRE AUTHORITY
 BUDGET
 For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

ACT	ACCOUNT NAME	Actual		Amended Budget	Proposed Budget	Variance	Projection			
		2016	2017 Unaudited	2018	2019		2020	2021	2022	2023
5201	SUPPLIES - OFFICE	5,980	6,948	7,000	7,000	-	7,140	7,283	7,428	7,577
5206	SUPPLIES - EMS	7,511	6,586	10,000	15,000	5,000	15,300	15,606	15,918	16,236
5208	POSTAGE/MAILING	1,967	1,930	1,800	1,800	-	1,836	1,873	1,910	1,948
5255	SPECIAL DEPARTMENT SUPPLIES	13,757	20,459	23,100	24,000	900	24,480	24,970	25,469	25,978
5272	PROTECTIVE/SAFETY CLOTHING	27,591	71,835	35,000	40,000	5,000	40,800	41,616	42,448	43,297
5273	SMALL TOOLS	3,254	2,247	3,000	3,000	-	3,060	3,121	3,184	3,247
5276	UNIFORMS			20,000	25,000	5,000	25,500	26,010	26,530	27,061
5301	ADVERTISING	697	-	1,000	1,000	-	1,020	1,040	1,061	1,082
5303	CONTRACTUAL SERVICES	116,423	122,019	108,500	270,000	161,500	305,400	311,508	317,738	324,093
5306	PRINTING SERVICES	1,429	1,809	4,000	4,000	-	4,080	4,162	4,245	4,330
5315	PRE-EMPLOYMENT PHYSICALS	1,687	7,535	9,200	11,000	1,800	11,220	11,444	11,673	11,907
5316	JOB RECRUITMENT EXPENSE	1,477	961	2,000	2,000	-	2,040	2,081	2,122	2,165
5324	FORENSIC MANDATE SERVICES	1,450	30	1,800	1,800	-	1,836	1,873	1,910	1,948
5325	HAZMAT/SAFETY PROGRAM	14,500	13,046	15,500	15,500	-	15,810	16,126	16,449	16,778
5401	UTILITIES	41,339	43,244	45,000	45,000	-	45,900	46,818	47,754	48,709
5403	TELECOMMUNICATIONS	29,269	22,559	30,000	30,000	-	30,600	31,212	31,836	32,473
5501	CONFERENCE/TRAINING	18,444	9,145	12,000	12,000	-	12,240	12,485	12,734	12,989
5512	TRAVEL	-	4,720	3,500	4,000	500	4,080	4,162	4,245	4,330
5503	MEMBERSHIPS & SUBSCRIPTIONS	3,048	2,368	3,700	3,700	-	3,774	3,849	3,926	4,005
5504	PUBLIC RELATIONS	7,158	4,050	6,000	5,000	(1,000)	5,100	5,202	5,306	5,412
5508	MISC EXPENSE	1,650	1,423	2,500	2,500	-	2,550	2,601	2,653	2,706
5553	RENT-BUILDING AND LAND	15,000	15,000	15,000	15,000	-	15,300	15,606	15,918	16,236
5555	BANK CHARGES	-	66	300	300	-	306	312	318	325
5576	LIABILITY INSURANCE-JPA SHARE	12,884	13,634	18,000	18,000	-	18,360	18,727	19,102	19,484
5599	WEED ABATEMENT	8,573	10,326	12,000	12,000	-	12,240	12,485	12,734	12,989
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FIVE CITIES FIRE AUTHORITY
BUDGET
For the Fiscal Year Ending June 30, 2018

"Status Quo" Scenario

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Arroyo Grande	5,000
Grover Beach	5,000
OCSD	2,000

Debt service - 2nd engine allocation

Arroyo Grande	-
Grover Beach	21,943
OCSD	12,887

Total Allocation

		Allocation %	Current	Variance	% Increase
Arroyo Grande	2,381,079	47.5%	2,062,347	318,732	15%
Grover Beach	1,697,842	33.9%	1,491,753	206,089	14%
OCSD	<u>932,310</u>	18.6%	<u>808,530</u>	123,780	15%
	5,011,230		4,362,630	648,600	15%