

**OCEANO COMMUNITY SERVICES DISTRICT**

**APPROVED BUDGET**

**FISCAL YEAR 2013-2014**

**Matthew Guerrero, President**

**Mary Lucey, Vice President**

**Karen White**

**Lori Angello**

**Jennifer Blackburn**



**SEWER FUND**

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**GARBAGE FRANCHISE**

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**INTRODUCTION**

## INTRODUCTION

Oceano Community Services District is a multi-service special district formed on January 1, 1981, under the Community Services District Law, Section 61000 et. seq. of the California Government Code. Oceano Community Services District serves the residents and business people within the limits of its 1.7 square mile service area with fire protection, sewer and water services, street lighting, and refuse collection.

The executive head of the District is a Board of Directors composed of five members. Each member serves a four-year term, and elections are held every two years. The Board's regular monthly meetings are held at the District Chambers, 1655 Front Street, Oceano, California, at 6:30 p.m. on the second and fourth Wednesdays of each month. The District business office is located at the same address.

The District's staff consists of seven employees: A General Manager; a District Accountant; an Office Manager; 2 account clerks; Utility Lead person; and 2 Utility Systems Operators. The District approved a Joint Exercise of Powers Agreement with the City of Arroyo Grande and City of Grover Beach to form a Five Cities Fire Joint Powers Authority (JPA). District engineering services are contracted with Diversified Project Services International, Inc. Hall, Hieatt & Connely, LLP, a Professional Law Corporation, is District general legal counsel.

Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except during holidays. In addition, the District has a 24-hour telephone number, 481-6730. This number is answered by an answering service during non-business hours; emergency utility-related calls are forwarded to standby personnel. The Fire Department is constantly manned 24 hours per day, seven days a week. All emergency fire and/or medical requests are handled through the 9-1-1 system and Grover Beach dispatch.

**OCSD RESOLUTION NO. 2013 - 17**

**ADOPTING THE**

**BUDGET**

**FOR THE**

**2013-2014 FISCAL YEAR**

**and**

**OCSD RESOLUTION NO. 2013 - 08**

**DETERMINING THE**

**APPROPRIATION LIMITATION**

**FOR THE**

**2013-2014 FISCAL YEAR**

OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2013 - 17

A RESOLUTION ADOPTING THE 2013-2014 FISCAL YEAR BUDGET

WHEREAS, the District is required, pursuant to State codes, to designate a custodian for its money; and,

WHEREAS, such custodianship requires that proper methods be used for the acquisition and disbursements of District monies; and,

WHEREAS, the District desires to make known its planned activities and associated costs for the 2013-2014 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, Oceano Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed budget entitled, "**Oceano Community Services District Proposed Budget 2013-2014,**" be adopted as follows.

General Fund Appropriations	\$ 27,295
Street Lighting Fund Appropriations	40,382
Fire Department Fund Appropriations	741,690
Parks and Rec Fund Appropriations	0
Water Fund Appropriations	2,215,131
Sewer Fund Appropriations	1,925,307
Garbage Fund Appropriations	53,972
Rental Property Fund Appropriations	42,451

2. That the proposed budget be administered as established by past policies and practices.

Upon motion of Vice President Lucey, seconded by Director Angello, and on the following roll call vote, to wit:

AYES: Vice President Lucy, Director Angello, Director Blackburn, Director White, President Guerrero,

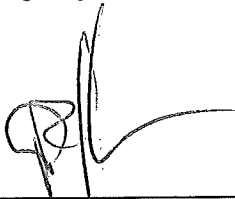
NOES: None

ABSENT: None

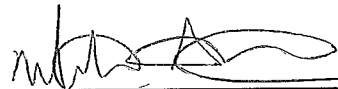
ABSTAINING: None

the foregoing Resolution is hereby adopted this 14th day of August, 2013

ATTEST:



Gary Keefe, Interim General Manager



Matthew Guerrero, President

**OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2013 - 08**

**DETERMINATION OF APPROPRIATION LIMITATION  
FOR THE 2013-2014 FISCAL YEAR**

**WHEREAS**, Article XIII B of the California Constitution specifies that appropriations made by governmental entities may increase annually by the change in population and the change in U.S. Consumer Price Index or California per-capita income, whichever is less; and

**WHEREAS**, it has been determined by the State Department of Finance that the California per-capita income increase shall be used; and

**WHEREAS**, the percent change in the California per-capita income is 1.0512% and the percent change in the population of the unincorporated area of San Luis Obispo County is 1.0079%.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors, Oceano Community Services District, San Luis Obispo County, California, as follows:

1. That the ratio of change is and is determined as follows:

$$1.0512\% \times 1.0079\% = 1.0595\%$$

2. That the 2013-2014 appropriation limit is and is determined as follows:

2012-2013 Limitation	\$ 7,524,446
2012-2013 Ratio of Change	<u>x1.0595%</u>
2013-2014 Appropriation Limitation	\$ 7,972,151
2013-2014 Appropriations Subject to Limitation	\$ (797,102)
2013-2014 Appropriations Under Limit	<u>\$7,175,049</u>

3. No further adjustment to the 2013-2014 appropriation limitation has been made for mandated costs. However, any new mandated costs or increases in existing mandated costs would increase the limitation by the amount of "Proceed of Taxes" used to finance mandates in fiscal year 2013-2014.



OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2013-08

DETERMINATION OF APPROPRIATION LIMITATION  
FOR THE 2013-2014 FISCAL YEAR

(Continued)

Upon motion of Director Angello, seconded by Director White, and on the following roll call vote, to wit:

AYES: Director Angello, Director White, President Guerrero

NOES:

ABSENT: VP Lucey


ABSTAINING:

the foregoing Resolution is hereby adopted this 26th day of June, 2013.



Matthew Guerrero, President

ATTEST:

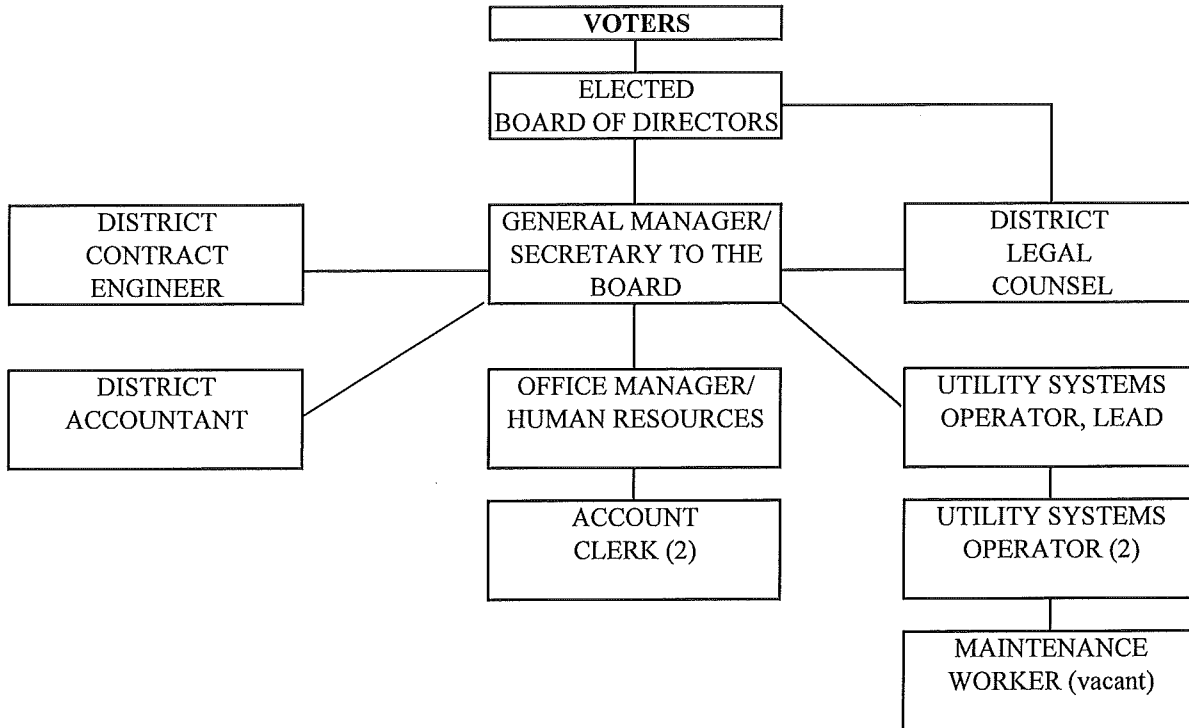
  
CarolAnn Pardo, Secretary

**COMPENSATION PLAN**

**AND**

**PERSONNEL**

**OCEANO COMMUNITY SERVICES DISTRICT  
ORGANIZATION CHART  
FISCAL YEAR 2013-2014**



OCEANO COMMUNITY SERVICES DISTRICT  
DISTRICT PERSONNEL: POSITION ROSTER  
FISCAL YEAR 2013-2014

<u>FULL-TIME POSITIONS</u> at June 30, 2013	<u>2012-2013</u> <u>Current</u>	<u>2013-2014</u> <u>Requested</u>	<u>2013-2014</u> <u>Approved</u>
General Manager	1.000	1.000	1.000
District Accountant (30hrs)	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000
Account Clerk	2.000	2.000	2.000
Utility Systems Operator, Lead	1.000	1.000	1.000
Utility Systems Operator	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Total Full-Time Positions	<u>8.000</u>	<u>8.000</u>	<u>8.000</u>
<u>PART-TIME POSITIONS</u> at June 30, 2013			
Maintenance Worker	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
Total Part-Time Positions	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>

**OCEANO COMMUNITY SERVICES DISTRICT  
COMPENSATION PLAN  
FISCAL YEAR 2013-2014**

I. Cost of Living Adjustment

This budget does not include a Cost-of-Living Adjustment (COLA) for any District employee.

II. California Public Employee's Retirement System (PERS)

All District employees, as required by law, are enrolled in CalPERS. All District employees hired on or prior to December 31, 2012, are enrolled at the PERS contract rate of 2% at 55. The District currently contributes the employee and the employer portion of the PERS required contribution rates, 7.000% and 9.949% respectively.

All District employees hired on or after January 1, 2013, are enrolled at the PERS contract rate of 2% at 62. The District currently contributes only the employer portion of the PERS required contribution rate, 6.25%

III. Health Insurance

On July 1, 2012, the maximum health insurance and FSA contribution was increased to \$800 per month. That amount remains unchanged.

Any insurance premiums in excess of the \$800 maximum contribution are at the cost of the employee.

IV. Summary

The salary ranges of classified employees have been arranged into a "tiered" system to allow these employees to progress commensurate with their ability and performance while keeping entry level compensation in line with the labor market.

Due to Internal Revenue Service requirements that stipulate all public sector employees be covered by a recognized retirement system effective July 1, 1992, or must participate in Social Security in lieu thereof. The 2013-2014 Budget does not reflect Social Security (7.5% x gross wages) as all employees are Permanent and participate in PERS. The 2013-2014 Budget reflects required Medicare benefits (1.45% x gross wages). All permanent employees participate in the PERS system, and temporary employees would be included in the social security system.

**OCEANO COMMUNITY SERVICES DISTRICT  
COMPENSATION PLAN  
SALARY SCHEDULE**  
For the Fiscal Year Ending June 30, 2014

STEP Differential:		2.5%	2.5%	5.0%	5.0%	5.0%	5.0%	5.0%
STEPS:	a	b	c	d	e	f	g	h
	<u>Hire</u>	<u>6 months</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>	<u>4 Years</u>	<u>5 Years</u>	<u>10 Years</u>
<u>District Accountant</u>								
Hourly	30.00	30.75	31.52	33.09	34.75	36.49	38.31	40.23
Annual	62,400	63,960	65,559	68,837	72,279	75,893	79,687	83,672
<u>Office Manager/Human Resources</u>								
Hourly	22.95	23.52	24.11	25.32	26.58	27.91	29.31	30.77
Annual	47,736	48,929	50,153	52,660	55,293	58,058	60,961	64,009
<u>Account Clerk</u>								
Hourly	15.81	16.21	16.61	17.44	18.31	19.23	20.19	21.20
Annual	32,885	33,707	34,550	36,277	38,091	39,995	41,995	44,095
<u>Utility Systems Operator, Lead</u>								
Hourly	21.58	22.12	22.67	23.81	25.00	26.25	27.56	28.94
Annual	44,886	46,009	47,159	49,517	51,993	54,592	57,322	60,188
<u>Utility Systems Operator</u>								
Hourly	16.70	17.12	17.55	18.42	19.34	20.31	21.33	22.39
Annual	34,736	35,604	36,495	38,319	40,235	42,247	44,359	46,577
<u>Maintenance Worker</u>								
Hourly	12.50	12.81	13.13	13.79	14.48	15.20	15.96	16.76
Annual	26,000	26,650	27,316	28,682	30,116	31,622	33,203	34,863

**BUDGET SUMMARIES**

OCEANO COMMUNITY SERVICES DISTRICT  
 FINAL BUDGET REVENUE SUMMARY  
 FISCAL YEAR 2013-2014

Acct No	Description	General Fund: 01										Total
		Admin- stration	Street Lighting	Fire Protection	Parks & Recreation	Water Fund	Sewer Fund	Garbage Fund	Rental Property Fund	10		
3100	Prop Tax: Current Secured	-	\$ 41,315	\$ 709,861	\$ -	\$ -	-	-	-	-	\$	751,176
3101	Prop Tax: Current Unsecured	-	1,034	17,759	-	-	-	-	-	-	-	18,793
3102	Prop Tax: Prior Secured	-	(176)	(3,024)	-	-	-	-	-	-	-	(3,200)
3103	Prop Tax: Prior Unsecured	-	45	765	-	-	-	-	-	-	-	810
3105	Penalties and Interest	-	(15)	(260)	-	-	-	-	-	-	-	(275)
3106	Delinquent Chgs Prop Tax Roll: Garbage	-	-	-	-	-	-	-	-	-	-	3,000
3107	Delinquent Chgs Prop Tax Roll: U/B	100	-	-	-	-	-	-	-	-	-	100
3120	Homeowners' Prop Tax Relief	-	355	6,091	-	-	-	-	-	-	-	6,446
3213	Will Serve Letter Fee	600	-	-	-	-	-	-	-	-	-	600
3200	Water Sales	-	-	-	-	1,474,669	-	-	-	-	-	1,474,669
3204	Lopez Remediation: Sales	-	-	-	-	416,777	-	-	-	-	-	416,777
3205	Water Connection Fees	-	-	-	-	13,545	-	-	-	-	-	13,545
3206	Water Front Footage Fees	-	-	-	-	13,050	-	-	-	-	-	13,050
3207	UB Courtesy Notice Fees	-	-	-	-	4,658	-	-	-	-	-	4,658
3208	UB Sec Natc/Door Hgr Fees	-	-	-	-	26,985	-	-	-	-	-	26,985
3209	SWP Connection Fees	-	-	-	-	4,800	-	-	-	-	-	4,800
3210	Sewer Sales	-	-	-	-	-	372,565	-	-	-	-	372,565
3211	Lopez / Sewer Connection Fees	-	-	-	-	20,755	2,500	-	-	-	-	23,255
3212	New UB A/C Setup	-	-	-	-	3,450	-	-	-	-	-	3,450
3215	Sanitation District Fees	-	-	-	-	-	500,000	-	-	-	-	500,000
3217	CYN Crest /Christie/ AG Wheeling	-	-	-	-	17,326	-	-	-	-	-	17,326
3220	Fire: Weed Abatement	-	-	4,537	-	-	-	-	-	-	-	4,537
3230	Miscellaneous Income	95	-	-	-	-	-	-	-	-	-	95
3235	Public Facility Fees	-	-	15,000	-	-	-	-	-	-	-	15,000
3239	Rent: Village Group	-	-	10,800	-	-	-	-	-	-	-	10,800
3245	SSLOCS D Reimbursement	-	22,000	-	-	-	-	-	-	-	-	22,000
3251	AG Temp Water Sale	-	-	-	-	157,000	-	-	-	-	-	157,000
3255	Inspection Fees	-	-	-	-	-	200	-	-	-	-	200
3259	New Fire Building Rent (JPA)	-	-	15,000	-	-	-	-	-	-	-	15,000
3260	Sheriff Substation Rent	-	-	-	-	-	-	-	-	-	-	113,940
	Rental Income Transfer W/S 30%/70%	-	-	-	-	21,447	50,042	-	-	-	-	71,489
3300	Interest	2,000	-	-	-	500	-	-	-	-	-	2,526
3308	Interest: Facility Fees Restricted	-	-	30	-	-	-	-	-	-	-	30
3501	Garbage Franchise Fees	-	-	-	-	-	-	73,250	-	-	-	73,250
3557	CO Collection Chg: SB2557	-	(1,045)	(17,955)	-	-	-	-	-	-	-	(19,000)
	Transfer between funds	-	-	-	-	41,669	(41,669)	-	-	-	-	-
	<b>GRAND TOTAL: ALL REVENUE</b>	<b>\$ 22,795</b>	<b>\$ 41,513</b>	<b>\$ 758,604</b>	<b>\$ -</b>	<b>\$ 2,216,631</b>	<b>\$ 883,638</b>	<b>\$ 73,276</b>	<b>\$ 42,451</b>	<b>\$ -</b>	<b>\$ 4,043,908</b>	



OCEANO COMMUNITY SERVICES DISTRICT  
FINAL BUDGET EXPENDITURE SUMMARY  
FISCAL YEAR 2013-2014

Act No	Description	General Fund: 01										Total			
		Admini- stration 01-4100	Street Lighting 01-4195	Fire Department 01-4200	Parks & Recreation 01-4850	Water Fund 02-4400	Sewer Fund 03-4500	Garbage Fund 06-4900	Rental Prop. Fund 10-4300						
	<b>Personnel</b>														
010	Wages and Salaries	\$ 308,042	-	-	-	\$ 116,448	\$ 14,030	\$ 7,015	\$ 2,806	\$	\$	\$	\$	\$	448,341
020	Overtime	-	-	-	-	34,898	4,205	2,101	841						42,045
061	PERS	50,128	-	-	-	18,259	2,200	1,100	440						72,127
070	SUI (Unemp Ins)	2,454	-	-	-	1,205	145	73	29						3,906
071	Medicare Employer Portion	4,467	-	-	-	2,195	264	132	53						7,111
075	State Compensation Ins	6,760	-	-	-	6,679	719	100	100						14,358
080	Boat Allowance	-	-	-	-	240	39	18	3						300
090	Employee Insurances	46,735	-	-	-	22,962	2,766	1,383	553						74,399
	<b>Total Personnel</b>	<b>418,586</b>				<b>202,886</b>	<b>24,368</b>	<b>11,922</b>	<b>4,825</b>						<b>662,587</b>
	<b>Service and Supply</b>														
077	JPA Quarterly Pmts	-	-	709,520	-	-	-	-	-	-	-	-	-	-	709,520
100	Clothing	-	-	-	-	4,800	780	360	60						6,000
110	Communications	1,250	-	-	-	2,951	517	127	600						5,445
111	Telephone	3,600	-	-	-	5,832	948	437	600						11,417
150	Insurance	24,765	-	-	-	12,084	4,580	-	2,280						43,709
163	Maint: Wtr/Swr Struct	-	-	-	-	32,917	59,322	-	-						92,239
170	Maint: Equipment	950	-	-	-	21,606	2,560	150	-						25,266
171	Maint: Vehicles	-	-	-	-	4,342	1,706	326	54						6,428
172	Fuel	-	-	-	-	7,491	1,217	562	94						9,364
173	Maint: Structures	10,863	-	500	-	1,000	1,657	-	5,000						19,020
175	Sys Parts/Oper Supp	-	1,000	-	-	26,000	31,758	50	-						58,808
176	Water Meters	-	-	-	-	5,000	-	-	-						5,000
177	Safety Expense	-	-	-	-	1,800	-	-	-						1,800
179	Fire District Residual Costs	-	-	-	-	-	-	-	-						-
180	Memberships	4,600	-	-	-	1,730	-	-	-						6,330
191	Over and Short	50	-	-	-	-	-	-	-						50
193	Bank Fees	100	-	-	-	-	-	-	-						100
200	Office Expense	102,000	-	-	-	1,500	500	-	-						12,200
205	Outside UB Mailing Expense	5,333	-	-	-	5,333	5,333	-	-						15,999
210	Postage	410	-	-	-	-	-	-	-						410
217	Contract Accounting	500	-	-	-	-	-	-	-						500
218	Audit - 2 audits in FY 2013-2014	36,900	-	-	-	-	-	-	-						36,900
220	Professional Services	26,250	-	-	-	20,000	10,041	500	-						56,791
221	Information Technology	3,500	-	-	-	-	-	-	-						3,500
222	Contract Engineering	500	-	-	-	10,000	930	-	-						11,430
223	Legal Services	60,000	-	-	-	4,000	-	-	-						64,000
224	Annual Software Maint.	-	-	-	-	11,000	2,700	-	-						13,700
225	Board Member Stipends	18,000	-	-	-	-	-	-	-						18,000
230	Legal Notices	2,500	-	-	-	100	-	-	-						2,874
231	Bad Debt	-	-	-	-	900	500	-	-						1,400
235	Books/Journals/Subsc	1,500	-	-	-	2,100	50	-	-						3,650
241	Rents/Leases: Equip	4,264	-	5,772	-	2,000	500	-	-						12,536
247	LAFCO	-	118	471	-	5,651	4,356	707	471						11,774

OCEANO COMMUNITY SERVICES DISTRICT  
FINAL BUDGET EXPENDITURE SUMMARY  
FISCAL YEAR 2013-2014

Acct No	Description	General Fund: 01										Total	
		Admini- stration	Street Lighting	Fire Department	Parks & Recreation	Water Fund	Sewer Fund	Garbage Fund	Rental Prop. Fund	02	03		06
248	Air Pollution Control District	98	-	98	-	1,254	588	-	-	-	-	98	2,136
250	Small Tools	-	-	-	-	898	-	-	-	-	-	-	898
260	Special Dept Exp	300	-	-	-	446,076	-	-	-	-	-	-	446,376
280	Private Vehicle Mileage	350	-	-	-	-	-	-	-	-	-	-	350
285	Classes/Seminars	2,000	-	-	-	4,000	500	-	-	-	-	-	6,500
286	Board Member Travel/Expense	1,000	-	-	-	-	-	-	-	-	-	-	1,000
290	Utilities	8,200	-	-	-	16,000	960	250	-	-	-	3,313	28,723
295	Lighting	-	33,000	-	-	-	-	-	-	-	-	-	33,000
	<b>Total Service &amp; Supply</b>	<b>227,983</b>	<b>34,118</b>	<b>716,635</b>	<b>-</b>	<b>658,365</b>	<b>132,003</b>	<b>3,469</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,570</b>	<b>1,785,143</b>
297	Pass-Through Rev	3,000	-	-	-	17,791	500,000	-	-	-	-	-	520,791
320	Fixed Assets	3,600	-	-	-	-	-	-	-	-	-	-	3,600
351	Cap. Equipment/Vehicles	-	-	-	-	-	12,500	-	-	-	-	-	12,500
362	Litigation: SMWVCD	-	-	-	-	18,000	-	-	-	-	-	-	18,000
376	Allocation/Adm Exp	(626,374)	6,264	25,055	-	300,660	231,758	37,581	-	-	25,056	-	25,470
380	NCMA Expense	-	-	-	-	25,470	-	-	-	-	-	-	25,470
382	Contingency	1,000	-	-	-	5,000	1,000	1,000	-	-	-	-	8,000
391	Line of Credit PMT: Jetter W/S 20%/80%	-	-	-	-	4,095	16,379	-	-	-	-	-	20,474
393	1979 Revenue Bond Pmts	-	-	-	-	18,000	-	-	-	-	-	-	18,000
394	Software Lease Pmts	-	-	-	-	29,195	7,299	-	-	-	-	-	36,494
395	State Water Rources Control	-	-	-	-	4,000	-	-	-	-	-	-	4,000
397	SWP Multi Year Water Pool Prog	-	-	-	-	41,669	-	-	-	-	-	-	41,669
398	State Water Project Pmts	-	-	-	-	890,000	-	-	-	-	-	-	890,000
	<b>Sub-Total</b>	<b>(618,774)</b>	<b>6,264</b>	<b>25,055</b>	<b>-</b>	<b>1,353,880</b>	<b>768,936</b>	<b>38,581</b>	<b>-</b>	<b>-</b>	<b>25,056</b>	<b>-</b>	<b>1,598,998</b>
	<b>TOTAL: ALL EXPENDITURES</b>	<b>27,795</b>	<b>40,382</b>	<b>741,690</b>	<b>-</b>	<b>2,215,131</b>	<b>925,307</b>	<b>53,972</b>	<b>42,451</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,046,728</b>
<b>TOTAL NET RESERVES AND DESIGNATION</b>													
	Payment on General Fund Loan	-	-	-	-	1,500	-	-	-	-	-	-	1,500
	Restricted Reserve Contribution (Facilities)	-	-	15,030	-	-	-	-	-	-	-	-	15,030
	<b>Sub-Total</b>	<b>-</b>	<b>-</b>	<b>15,030</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,530</b>
	<b>TOTAL EXPENDITURES &amp; RESERVE DESIG.</b>	<b>\$ 27,795</b>	<b>\$ 40,382</b>	<b>\$ 756,720</b>	<b>\$ -</b>	<b>\$ 2,216,631</b>	<b>\$ 925,307</b>	<b>\$ 53,972</b>	<b>\$ 42,451</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,063,258</b>
<b>GRAND TOTAL: ALL REVENUE</b>													
	TOTAL EXPENDITURES & RESERVE DESIG.	\$ 27,795	\$ 41,513	\$ 758,604	\$ -	\$ 2,216,631	\$ 883,638	\$ 73,276	\$ 42,451	\$ -	\$ -	\$ -	\$ 4,043,908
	Unrestricted Reserve Contribution (use)	\$ -	\$ 1,131	\$ 1,884	\$ -	\$ -	\$ (41,669)	\$ 19,304	\$ -	\$ -	\$ -	\$ -	\$ (19,350)

**ADMINISTRATION**

**01-4100**

**OCEANO COMMUNITY SERVICES DISTRICT  
ADMINISTRATION  
FISCAL YEAR 2013-2014**

PURPOSE

This Budget Unit funds the operation of the District Office; it contains all costs of Board Member services, management, administration, and support functions of the District. It contains the costs that apply, across the board, to all the functions of OCSD. It does not contain costs that are specific to the individual functions of Street Lighting, Fire, Water, Sewer, and Garbage Franchise.

The employees who work in the District Office, e.g., the "Administration," all spend 100% of their time performing the functions of the District. In an effort to properly allocate the administrative expenses all funds with current year activity should be included. The following table illustrates the allocation of administrative expenses for the 2013-2014 Budget.

<b>WATER . . . . .</b>	<b>48%</b>
<b>SEWER . . . . .</b>	<b>37%</b>
<b>RENTAL PROPERTY . . . . .</b>	<b>4%</b>
<b>FIRE . . . . .</b>	<b>4%</b>
<b>STREET LIGHTING . . . . .</b>	<b>1%</b>
<b>GARBAGE FRANCHISE . . . . .</b>	<b>6%</b>
<b>PARKS AND RECREATION. . . . .</b>	<b>0%</b>

Administration receives very little revenue directly. The revenue includes Sanitation District reimbursements for billing services, delinquent taxes and fees for processing "Will Serve" letters. The costs of Administration, then, must be distributed to the OCSD functions in the percentages that they are actually served, as described above. The total amount of the Administration expenditures is paid by the Water, Sewer, Rental Property, Fire, Street Lighting and Garbage Franchise Departments based on the percentages described above, as the line item, "Allocation of Administrative Expenses," in each Department's list of expenditures.

Revenues equal expenditures for the Administration Fund.

\$626,374 in expenditures have been allocated to other funds (account 376). Revenues include \$27,795 in actual revenue.

**OCEANO COMMUNITY SERVICES DISTRICT  
ADMINISTRATION  
FISCAL YEAR 2013-2014**

PERSONNEL

<u>Description</u>	<u>Current</u>	<u>Requested</u>	<u>Approved</u>
General Manager	1	1	1
District Accountant (30 hrs/week)	1	1	1
Office Manager/HR	1	1	1
Account Clerk	<u>2</u>	<u>2</u>	<u>2</u>
Total Administrative Personnel	<u>5</u>	<u>5</u>	<u>5</u>

PROGRAMS

District Legal Counsel:

The District is represented by the firm of Hall, Hieatt & Connely, LLP.

In the Santa Maria Valley Groundwater lawsuit, the District is jointly represented with the cities of Arroyo Grande, and Grover Beach by Henry Weinstock of the firm of Nossaman, LLP. The District portion of the joint defense costs are 27.3%. (Pismo Beach withdrew previously from the joint defense agreement for the Northern Cities Management Area.)

Engineering Services: The firm of Diversified Project Services International, Inc. performs contract engineering services for the District on a time and material basis. The District Engineer reviews subdivision plans, required system improvements, and development requiring services from OCSD on an as-needed basis.

Administration: This includes general ledger maintenance, personnel management, business services, general management, and administrative oversight such as: accounts payable and accounts receivable, agenda preparation, research, utility billing, annual budget, audit, report preparation, customer service, and taking cash payments. It also includes all General Manager activity.

GOALS

The Board's goals are attached as a separate document. They were set under the umbrella of the following Mission Statement, which was last modified in April, 2001:

**TO PROVIDE THE CITIZENS OF THE DISTRICT WITH QUALITY,  
INNOVATIVE, AND COST-EFFECTIVE SERVICES, INCLUDING WATER, SEWER,  
FIRE PROTECTION, STREET LIGHTING SERVICES, PARKS AND RECREATION,  
TRASH COLLECTION, AND OTHER MISCELLANEOUS ITEMS, THROUGH  
RESPONSIVE AND RESPONSIBLE LOCAL GOVERNMENT TO MEET THE CHANGING  
NEEDS OF THE COMMUNITY.**

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Administration 01-4100 REVENUES</b>		<b>FY 2013-2014</b>		
<b>Account No</b>	<b>Description</b>	<b>2012-2013 Est/Act</b>	<b>2013-2014 Requested</b>	<b>2013-2014 Approved</b>
3106	Delinquent Chgs/Tax Roll/Garbage	\$ 3,207	\$ 3,000	\$ 3,000
3107	Delinquent Sewer	1,570	100	100
3213	Will Serve Letter Fee	660	600	600
3230	Miscellaneous Income	95	95	95
3245	SSLOCSD Billing Fees	4,930	22,000	22,000
3300	Interest: CO/Undistributed	2,060	2,000	2,000
	Sub-Total	12,522	27,795	27,795
	Transfer to other Fund	(205,834)	-	-
	<b>TOTAL</b>	<b>\$ (193,312)</b>	<b>\$ 27,795</b>	<b>\$ 27,795</b>

Oceano Community Services District  
FINAL FY 2013-2014 Budget

Administration 01-4100		EXPENDITURES	FY 2013-2014		
Account No	Description	2012-13 Est/Act	2013-14 Requested	2013-14 Approved	
	Personnel:				
010	Wages and Salaries	\$ 266,165	\$ 308,042	\$ 308,042	
020	Overtime	5,549	-	-	
061	PERS	37,762	50,128	50,128	
070	SUI	4,100	2,454	2,454	
071	Medicare	3,687	4,467	4,467	
072	FICA	790	-	-	
075	State Compensation Insurance	4,701	6,760	6,760	
090	Employee Insurances	36,555	46,735	46,735	
	Total Personnel	359,309	418,586	418,586	
	Service and Supply				
110	Communication	2,434	1,250	1,250	
111	Telephone	2,017	3,600	3,600	
150	Insurance	24,765	24,765	24,765	
170	Maintenance: Equipment	845	950	950	
173	Maintenance: Shared Structures	8,857	10,863	10,863	
180	Memberships: CSDA/Domain	4,576	4,600	4,600	
191	Over and Short	40	50	50	
193	Bank Fees	75	100	100	
200	Office Expense	7,600	10,200	10,200	
205	Outside UB Mailing Expense	5,333	5,333	5,333	
210	Postage	420	410	410	
217	Contract Accounting/Consulting	43,286	500	500	
218	Audit -2 audits during FY13/14	19,675	36,900	36,900	
220	Professional Services: AGP, Consulting	31,991	26,250	26,250	
221	Information Technology	2,500	3,500	3,500	
222	Contracted Engineering Serv	-	500	500	
223	Legal Services	96,304	60,000	60,000	
225	Board Stipends	13,350	18,000	18,000	
230	Legal Notices: Recruitments / Bids	2,402	2,500	2,500	
235	Books/Journals/Subscriptions/software	485	1,500	1,500	
241	Rents/Leases Equipment	4,269	4,264	4,264	
248	APCD	98	98	98	
260	Special Departmental Expense (election)	4,953	300	300	
280	Private Vehicle Mileage Expense	308	350	350	
285	Classes and Seminars	1,881	2,000	2,000	
286	Board Member Expense	946	1,000	1,000	
290	Utilities	6,071	8,200	8,200	
	Total Service and Supply	285,481	227,983	227,983	
297	Pass-Thru: Delinq Garbage Chgs/Tax Roll	3,207	3,000	3,000	
320	Fixed Assets (4 computers)	-	3,600	3,600	
382	Contingency	-	1,000	1,000	
390	Prior year employee receivable payment	(15,057)	-	-	
376	Allocation of Admin Expenses	(620,418)	(626,374)	(626,374)	
	Sub-Total	(632,268)	(618,774)	(618,774)	
	<b>TOTAL</b>	<b>\$ 12,522</b>	<b>\$ 27,795</b>	<b>\$ 27,795</b>	

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
ADMINISTRATION: 01-4100  
FISCAL YEAR 2013-2014**

Account No	Title	Description
010	Wages and Salaries	Wages and salaries for administrative personnel
020	Overtime Wages	Compensate Admin staff for occasional overtime work
061	PERS	Provides for District contribution of 16.949% to Public Employees' Retirement System
070	SUI (Unemployment Insurance)	Provides for State Unemployment Insurance at 6.2% of gross salaries not to exceed a maximum salary of \$7,000/year/employee
071	Medicare	Provides Medicare contributions at a rate of 1.45% of gross for those employees who are required to participate due to hire date
072	FICA	Provides for District portion of FICA payments at 6.2% for those employees required to contribute.
075	State Compensation Insurance	Provides for District contribution to State Compensation insurance
090	Employee Insurances	Provides for District portion of health, dental, vision, and life insurance premiums per Board-adopted policies
110	Communication	Provides the internet, website, and security system for the District.
111	Telephone	Provides service for 4 phone lines and six phones; also includes long distance charges.
150	Insurance	Provides for fire and general liability insurance, errors and omissions coverage, and employee honesty bond
170	Maintenance: Equipment	Provides for maintenance on typewriters, photo-copier, office computers, FAX, and calculators



**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
ADMINISTRATION: 01-4100**

Account No	Title	Description
173	Maintenance: Shared Structures	Provides for facility maintenance and landscape maintenance
180	Memberships	Provides for memberships in CSDA, etc
191	Over and Short	Accounts for the occasional shortages or overages of cash transactions
193	Bank Fees	Fees incurred on pooled cash account.
200	Office Expense	Provides for general office supplies and materials for all District activities
205	Outside UB mailing	Sanit. Dist. portion of outside Utility Billing expense.
210	Postage	Provides postage for general office mailings and newsletters
217	Contract Accounting	Provides for accounting consults
218	Audit	Provides for the annual audit
220	Professional Services	Provides for miscellaneous professional service expenses
221	Information Technology	Provides for information technology technician and website
222	Contracted Engineering Serv	Provides for contracted engineering Services
223	Legal Services	Provides for routine and additional legal services
225	Board Stipends	Remunerates Board members for District Board meetings, committee meetings, and other time spent in Board-approved attendance
230	Legal Notices	Provides for occasional legal notices necessary for recruitments, hearings, and other activities as prescribed by State law
235	Books/Journals/Subscriptions	Provides for occasional reports, codes, or books, including West's Public Contract and Public Utility Codes, and subscriptions to various

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
ADMINISTRATION: 01-4100**

Account No	Title	Description
241	Rents/Leases Equipment	Provides for copier and postage equipment lease
248	APCD	Provides for the admin portion of the Air Pollution Control District fees for back generator.
260	Special Departmental Expense	Provides for District election expenses and various other administrative expenses
280	Private Vehicle Mileage Exp	Reimburses office staff at the I.R.S. mileage reimbursement rate (\$.56.5/mile) for personal vehicles on District business
285	Classes and Seminars	Provides for registration, travel, lodging and meal expenses for administrative staff to attend various classes, seminars, and meetings. Emergency response training for USO Lead in 2012-013
286	Board Member Expense	Provides for Board member registration, travel, lodging and meal expenses when attending classes, seminars, or meetings
290	Utilities	Provides for PG&E, Southern Cal Gas, trash, water, and sewer services to the District Administrative offices
297	Pass Thru: Delinq Garbage	Disburses Garbage property tax income collected for the South County Sanitation District
320	Fixed Assets	Provides for purchase of fixed assets
376	Allocation of Admin Exp	Provides the method to bill all other departments for the costs included in the Admin Dept to effectively and efficiently manage and operate the District
382	Contingency	Provides for unforeseen expenditures, not otherwise budgeted

**STREET LIGHTING**

**01-4195**

OCEANO COMMUNITY SERVICES DISTRICT  
STREET LIGHTING  
FISCAL YEAR 2013-2014

PURPOSE AND PROGRAMS

The operation and maintenance of 211 existing street lights are funded through this Budget Unit. All work is done by contract with PG&E.

OVERVIEW

The source of revenues for this fund is general property taxes. For the current year 5.5% of the property taxes are allocated for street lighting. Budget revenues are greater than budgeted expenditures.

UTILITIES

The 2013-2014 Budget continues to include increases for utility charges to pay for anticipated higher costs for energy.

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Street Lighting 01-4195 REVENUES FY 2013-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3100	Prop Tax: Current Secured	\$ 35,404	\$ 41,315	\$ 41,315
3101	Prop Tax: Current Unsecured	1,107	1,034	1,034
3102	Prop Tax: Prior Secured	(174)	(176)	(176)
3103	Prop Tax: Prior Unsecured	49	45	45
3105	Penalties and Interest	(16)	(15)	(15)
3120	Homeowners' Prop Tax Relief	380	355	355
3557	Co Collection Chg: SB2557	(1,100)	(1,045)	(1,045)
	<b>TOTAL</b>	<b>\$ 35,649</b>	<b>\$ 41,513</b>	<b>\$ 41,513</b>
<b>Street Lighting 01-4195 EXPENDITURES FY 2013-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
	Service & Supply			
175	Operating Supplies	\$ 793	1,000	\$ 1,000
247	LAFCO	112	118	118
295	Utilities	28,547	33,000	33,000
	Total Service & Supply	29,452	34,118	34,118
	Sub-Total	29,452	34,118	34,118
376	Allocation of Admin Exp: 1%	6,204	6,264	6,264
	<b>TOTAL</b>	<b>\$ 35,656</b>	<b>40,382</b>	<b>\$ 40,382</b>

**OCEANO COMMUNITY SERVICES DISTRICT**  
**ACCOUNT JUSTIFICATION**  
**STREET LIGHTING: 01-4195**  
**FISCAL YEAR 2013-2014**

Account No	Title	Description
175	Operating Supplies	Provides for materials and supplies used to repair and maintain the District's antique streetlights
247	Allocation of LAFCO Exp	Provides for department share of Local Agency Formation Commission
295	Utilities	Provides the contracted payments to PG&E for the existing street lights
376	Allocation of Admin Exp	Provides the method of repayment for the costs included in the Admin Dept to effectively and efficiently manage and operate the District

**FIRE**

**01-4200**

**OCEANO COMMUNITY SERVICES DISTRICT  
FIRE PROTECTION FUND  
FISCAL YEAR 2013-2014**

PURPOSE

The Oceano Community Services District approved a Joint Exercise of Powers Agreement with the City of Arroyo Grande and City of Grover Beach to form a Five Cities Fire Joint Powers Authority (JPA).

Under the Agreement, buildings will continue to be owned and maintained by the respective jurisdictions. Equipment, vehicles and apparatus will all become property of the JPA. Any existing vehicles and apparatus would be returned to its original owner if the JPA were to be dissolved. Items purchased in the future will be joint property of the JPA and distribution of the value would be negotiated at the time it was dissolved or an agency withdraws.

Items voted on by the JPA Board of Directors will require a majority vote except for decisions relating to the budget, labor relations agreements, and any unbudgeted non-emergency contract for services that exceeds \$75,000, which shall require a unanimous vote of the Board for approval. This will help ensure that no jurisdiction will be required to commit to expenditures that are infeasible for them to fund.

It is proposed that all employees will technically become employees of the City of Arroyo Grande primarily for the purposes of PERS retirement benefits. However, the City of Arroyo Grande will delegate all personnel decision making authority to the JPA. The City of Arroyo Grande will also provide payroll, finance and IT services to the JPA.

The Oceano Community Services District portion of the JPA budgeted costs are 20%, based on following: population, service calls, assessed value, and number of stations and staffing.

OVERVIEW

Budgeted revenues are \$758,604 of which \$15,030 is restricted for facility use, leaving \$743,574 in unrestricted revenues. Budgeted unrestricted revenues slightly cover the budget expenditures in the 2013-2014 budget.



Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Fire Protection 01-4200 REVENUES FY 2013-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3100	Prop Tax: Current Secured	\$ 696,766	\$ 709,861	\$ 709,861
3101	Prop Tax: Current Unsecured	17,336	17,759	17,759
3102	Prop Tax: Prior Secured	(2,723)	(3,024)	(3,024)
3103	Prop Tax: Prior Unsecured	761	765	765
3105	Penalties and Interest	(250)	(260)	(260)
3120	Homeowners' Prop Tax Relief	5,946	6,091	6,091
3220	Weed Abatement	4,537	4,537	4,537
3238	Fireworks Permit Fees	1,540	-	-
3239	Village Group Rent	10,800	10,800	10,800
3259	New Fire Rent	15,000	15,000	15,000
3557	Co Collection Chg: SB2557	(17,232)	(17,955)	(17,955)
	<b>TOTAL UNRESTRICTED REVENUE</b>	<b>\$ 732,481</b>	<b>\$ 743,574</b>	<b>\$ 743,574</b>
<b>Fire Protection 01-4200 EXPENDITURES FY 2013-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
	Service & Supply			
077	JPA Quarterly Pmts	\$ 709,520	\$ 709,520	\$ 709,520
179	Fire District Residual Costs	317	-	-
241	Fire Truck Lease	5,772	5,772	5,772
247	LAFCO	112	471	471
173	Maint. Structures	1,131	500	500
230	Legal Notices (weed abatement)	274	274	274
248	APCD	98	98	98
	Total Service & Supply	717,224	716,635	716,635
376	Allocation of Admin Exp: 4%	24,817	25,055	25,055
	<b>TOTAL EXPENDITURES</b>	<b>\$ 742,041</b>	<b>\$ 741,690</b>	<b>\$ 741,690</b>
<b>Fire Protection 01-4200 RESTRICTED REVENUES/RESERVE CONTRIBUTION FY 13-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3235	Public Facility Fees (restricted)	\$ 15,035	\$ 15,000	\$ 15,000
3308	Interest Facility Fees (restricted)	30	30	30
	Reserve Contributions (restricted)	(15,065)	(15,030)	(15,030)
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
FIRE: 01-4200**

<u>Account No</u>	<u>Title</u>	<u>Description</u>
077	JPA Quarterly Payments	Provides for Districts portion of the JPA costs
179	Fire District Misc	Provides for occasional expense not included in Budget
241	Fire Truck Lease	Provides District's portion of the lease payment
247	Allocation of LAFCO Exp	Provides for Local Agency formation Commission (LAFCO)
173	Maintenance: Structures	Provides materials and services for repair and maintenance of the Old Fire Station, including landscaping
230	Legal Notices	Provides notices for public hearings, advertisements, etc, in connection with weed abatement and other activities requiring notification
376	Allocation of Admin Exp	Provides the method of repayment for the costs included in the Admin Dept to effectively and efficiently manage and operate the District

**PARKS & RECREATION**

**01-4850**

OCEANO COMMUNITY SERVICES DISTRICT  
PARKS & RECREATION FUND  
FISCAL YEAR 2013-2014

PURPOSE

This budget unit provides for funding of the District's parks and recreation power.

OVERVIEW

This fund has no activity for the current year, as no revenues are allocated in this fiscal year budget.

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Parks &amp; Rec 01-4850 REVENUES FY 2013-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3100	Prop Tax: Current Secured	\$ 5,000	\$ -	\$ -
3200	Farmers Market and Events Revenue	293	-	-
	<b>TOTAL</b>	<b>\$ 5,293</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Rec 01-4850 EXPENDITURES FY 2013-14</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
	Personnel:			
010	Wages	\$ 78	\$ -	\$ -
020	Overtime	443	-	-
061	PERS	75	-	-
071	Medicare	8	-	-
090	Employee Insurances	93	-	-
	Total Personnel	697	-	-
	Service and Supply			
180	Certification	500		
223	Legal	1,035	-	
300	Cinco De Mayo Event (plus insurance)	1,215	-	-
150	Insurance (FM annual)	-	-	-
	Total Service and Supply	2,750	-	-
	<b>TOTAL</b>	<b>\$ 3,447</b>	<b>\$ -</b>	<b>\$ -</b>

**WATER FUND**

**02-4400**

**OCEANO COMMUNITY SERVICES DISTRICT  
WATER FUND  
FISCAL YEAR 2013-2014**

PURPOSE

This Budget Unit provides for the operation and maintenance of, and improvements to, the OCSD water system. OCSD is responsible for approximately twenty miles of water lines, five usable wells, two storage tanks with a combined capacity of 1.3 million gallons, and five booster pumps, all of which serve about 2,100 water connections and approximately 7,600 customers. The Water Fund receives revenues from user fees, connection fees, interest from cash flow accumulations and reserves.

OVERVIEW

The proposed budget includes \$2,216,631 in estimated revenues and \$2,215,131 in estimated expenses. Of these estimated expenses \$1,395,745 are fixed water payments (about 63% of budgeted expenses).

The proposed budgets accounts for very basic and essential expenditures.

Our water system is really antiquated and will need major improvements resulting in large expenditures to the District. Until a more detailed cost analysis is performed and funding is secured any major improvements to our water system have been deferred.

Also, due to the age of the water infrastructure it is anticipated that there will be large repairs and maintenance for water pipes, meters, and well equipment in the near future. These costs are not included in the current budget as current revenues would not allow for these expenditures.

OCSD field and administrative staff will work with the Board of Directors Water and Sewer Committee to determine the best approach in quantifying the needed maintenance projects in dollars. Once the projects are determined the funding for these projects will need to be discussed. The current revenues will not support any maintenance programs. For example, OCSD has about 600 valves and staff estimates around 40 will need to be replaced. The backup generator for Well 8 does not work. It has been determined that the generator should be replaced rather than repaired. The replacement cost will be substantial. Once the cost is determined, we will need to determine the funding for this replacement.

OCEANO COMMUNITY SERVICES DISTRICT  
WATER FUND  
FISCAL YEAR 2013-2014

PERSONNEL

<u>Description</u>	<u>Current</u>	<u>Requested</u>	<u>Approved</u>
Utility Systems Operator, Lead	1	1	1
Utility Systems Operator	2	2	2
Maintenance Worker (part-time)	1	0	0
Total Water Dept Personnel	<u>4</u>	<u>3</u>	<u>3</u>

In conjunction with implementation of "Allocation of Utility Expenses," the 2013-2014 Fiscal Year Budget will distribute the personnel costs of the employees listed above directly to the unit of benefit. In order to ensure an equitable distribution of personnel costs the following table was used to allocate the costs fairly:

WATER . . . . .	80%
SEWER . . . . .	13%
RENTAL PROPERTY . . . . .	1%
GARBAGE FRANCHISE . . . . .	6%

In addition to personnel costs, service and supply costs that could not be directly distributed to a particular department were also spread based on the above percentage. These line items included: Clothing; Maintenance/Vehicles; Fuel; Telephones; and Communications.

PROGRAMS

Operation and Maintenance: Routine water system operation and maintenance includes repair of minor line breaks and the installation of new services; monitor and record: Tank levels, line pressures, daily water production; maintain and service: natural gas and diesel engines, electric motors, four vehicles, one backhoe, pumps, and various other equipment and machinery; flush lines; read meters; respond to requests from the public; and inspect new installations and construction projects. In addition, the Water Fund finances:

1. The purchase of water from Lake Lopez--the contractual agreement being 303 acre feet per year.
2. The retirement of 1979 and 1986 Revenue Bonds.
3. State Water Project
4. Software Lease payments



**OCEANO COMMUNITY SERVICES DISTRICT  
WATER FUND  
FISCAL YEAR 2013-2014**

2012-2013 Accomplishments and 2013-2014 projects:

The Water Department started a water meter replacement program and installed all the water meters that were in inventory from a prior year. Old water meters under register the water consumed by the customer. Replacing the old water meters will accurately register the water consumption by the customer and will increase revenues. The water department recycles the old meters by returning them to the vendor for credit towards the next purchase of meters.

Also, during the 2012-2013 fiscal year, there was a lot of upgrading of the district's ground water wells to keep up with the required water standards and water quality source protection. An autodialer was installed for increased response to alarms at the water yard. For Wells #4, 6, and 8 there were several upgrades made by Utility staff, such as installation of liquid chlorine systems with chlorine analyzers to provide reliable disinfectant prior to delivery to the system and tanks. Many pressure gauges were replaced due to the age and inaccuracy of existing gauges. Wells #4 & 6 received upgraded well controls and updated electrical systems, including PLCs, replacing the antiquated and substandard existing systems.

The district also installed new well houses for Wells 4 & 6 to protect the well heads and water source protection. Discharge to waste lines from Wells 4 & 6 and a 10,000 gallon tank, were installed to improve ground water pumping to Tanks 1 & 2. Multiple repairs were completed to the roof of Tank 2, to ensure water quality. The 15 HP booster pump was rehabilitated and placed back into service, as well as having a protective awning installed over the Booster Station. Several gate valves were replaced at the Yard, as well as replacing three production meters. All the cla-valves at the yard were serviced and maintained. One 4" cla-val was replaced.

The OCSD Yard was thoroughly cleaned and several repairs to it's security fencing were completed. Several yard improvements were completed, such as reinforcing the substandard mezzanine in the Yard Warehouse. One six inch double check valve was replaced at Well 8. Multiple safety issues were addressed at OCSD district facilities, such as eye-wash stations and safety signage.

The district also underwent its sanitary survey by the California Department of Public Health and achieved no violations in terms of source protection, water quality, and operations. The districts sample site plan was successfully updated and completed. The Water System Emergency Response Plan and Vulnerability Assessment are updated. The replacement of the electrical switch gear, 6" cla-val, and 6" gate valve at Well 8 are scheduled to be replaced and installed in the beginning of June 2013.

For the 2013-2014 year, the district has very little money to start any projects. Staff will determine a list of needed projects and prioritize. Funding for these projects will determine project implementation dates. If funding for maintenance projects is determined then a budget adjustment will be needed for any related expenditures.

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Water 02-4400 REVENUES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3200	Water Sales	\$ 1,470,229	\$ 1,474,669	\$ 1,474,669
3204	Lopez Remediation Sales	401,408	416,777	416,777
3205	Connection Fees	13,545	13,545	13,545
3206	Front Footage	13,050	13,050	13,050
3207	UB Courtesy Notice Chg	4,658	4,658	4,658
3208	Delinq U/B Acct Fees	26,985	26,985	26,985
3209	SWP Connection Fees	4,800	4,800	4,800
3211	Lopez Connection Fees	20,755	20,755	20,755
3212	New UB acct set-up	3,450	3,450	3,450
3217	CYN Crest/Christie/AG Wheeling	17,326	17,326	17,326
3225	Hydrant R&M Income	5,020	-	-
3230	Miscellaneous Income	969	-	-
3251	AG Temp Water Sale	158,025	157,000	157,000
3300	Interest (CD)	500	500	500
3900	Other Income	500	-	-
	Rental Income	23,821	21,447	21,447
	Transfer from other fund	206,834	41,669	41,669
	Sub-Total	2,371,875	2,216,631	2,216,631
	<b>TOTAL</b>	<b>\$ 2,371,875</b>	<b>\$ 2,216,631</b>	<b>\$ 2,216,631</b>

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Water 02-4400 EXPENDITURES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
<b>Personnel</b>				
010	Wages and Salaries	\$ 117,942	\$ 116,448	\$ 116,448
020	Overtime	29,044	34,898	34,898
061	PERS	17,866	18,259	18,259
070	SUI	442	1,205	1,205
071	Medicare	2,129	2,195	2,195
072	FICA	1,700	-	-
075	State Compensation Ins	5,870	6,679	6,679
080	Boot Allowance	180	240	240
090	Employee Insurances	15,875	22,962	22,962
	<b>Total Personnel</b>	<b>191,048</b>	<b>202,886</b>	<b>202,886</b>
<b>Service and Supply</b>				
100	Clothing	4,368	4,800	4,800
110	Communications	7,140	2,951	2,951
111	Telephone	1,418	5,832	5,832
150	Insurance	8,474	12,084	12,084
163	Maint: Water Struc/Imprv	20,000	32,917	32,917
170	Maint: Equipment	33,219	21,606	21,606
171	Maint: Vehicles	4,300	4,342	4,342
172	Fuel	7,995	7,491	7,491
173	Maint: Shared Struct	1,975	1,000	1,000
175	System Parts/Oper Supp	66,000	26,000	26,000
176	Water Meters	17,928	5,000	5,000
177	Safety Expense	1,638	1,800	1,800
180	Memberships	2,127	1,730	1,730
195	Customer Refund (PY overpmt)	1,484	-	-
200	Office Expense	3,245	1,500	1,500
205	Outside UB Mailing Expense	5,333	5,333	5,333
210	Postage	-	-	-
220	Professional Services	33,166	20,000	20,000
222	Contract Engineering	16,716	10,000	10,000
223	Legal Services	5,985	4,000	4,000
224	Annual Software Maint.	10,115	11,000	11,000
230	Legal Notices	200	100	100
231	Bad Debt	1,079	900	900
235	Books/Journals/Subsc	1,932	2,100	2,100
241	Rents/Leases: Equip	814	2,000	2,000
247	LAFCO	5,225	5,651	5,651
248	APCD	1,254	1,254	1,254
250	Small Tools	5,306	898	898
260	Special Dept Exp: Lopez/Zone 3	423,321	446,076	446,076
285	Classes and Seminars	7,200	4,000	4,000
290	Utilities	15,241	16,000	16,000
	<b>Total Service and Supply</b>	<b>714,198</b>	<b>658,365</b>	<b>658,365</b>

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Water 02-4400 EXPENDITURES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
297	Pass Thru: Crest/Christie/AG	17,791	17,791	17,791
320	Fixed Assets Equipment	8,350	-	-
350	CAP: Building	50,946	-	-
351	Cap: Equipment/Vehicles/Machin	43,146	-	-
362	SMVWCD Litigation	26,800	18,000	18,000
376	Allocate Admin Expense 48%	297,801	300,660	300,660
380	NCMA Tec Expense	40,295	25,470	25,470
382	Contingency	-	5,000	5,000
391	Line of Credit Pmt: Jetter (20%)	-	4,095	4,095
392	1993 Revenue Bond Pmts	62,578	-	-
393	1979 Revenue Bond Pmts	18,000	18,000	18,000
394	Software Lease Pmts	29,195	29,195	29,195
395	State Water Rources Control	3,948	4,000	4,000
397	SWP Multi Year Water Pool Prog	-	41,669	41,669
398	State Water Project Pmts	864,003	890,000	890,000
	Sub-Total	1,462,853	1,353,880	1,353,880
	<b>TOTAL</b>	<b>\$ 2,368,099</b>	<b>\$ 2,215,131</b>	<b>\$ 2,215,131</b>

**OCEANO COMMUNITY SERVICES DISTRICT**  
**ACCOUNT JUSTIFICATION**  
**WATER: 02-4400**  
**FISCAL YEAR 2013-2014**

Account No	Title	Description
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The following Personnel costs represent approximately 80% for 2013-2014 of the total costs for current personnel (Line items 010 through 096):

010	Wages and Salaries	Wages and salaries for the Utility Operations Supervisor and the Utility Systems Operators
020	Overtime	Compensates Utility Systems Operators for occasional overtime work as authorized by the Utility Operations Supervisor
061	PERS	Provides for District contribution of 16.949% to Public Employees' Retirement System
070	SUI (Unemployment Ins)	Provides for State Unemployment Insurance and ETT at 6.2% of gross salaries not to exceed a maximum salary of \$7,000 per year per employee
071	Medicare	Provides for the District's portion of Medicare payments at a rate of 1.45%
075	State Compensation Ins	Provides for District's contribution to State Compensation Insurance
080	Boot Allowance	Provides annual employee boot allowance
090	Employee Insurances	Provides for District's portion of health, dental, vision, and life insurance premiums per Board-adopted policies

OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
WATER: 02-4400

Account No	Title	Description
100	Clothing	Provides 80% of the expense for shirts, pants, and shop towels and their cleaning
110	Communications	Provides for alarm services, after hours answering services, and internet.
111	Telephone	Provides for regular and computer communications services to Wilmar Yard, related long distance calls, and Wilmar and Front Street Yard, regular and cell phones
150	Insurance	Provides for Water Fund share of the liability and fire insurance
163	Maintenance: Water Struc.	Provides for the maintenance of wells, motors, pumps, their accessories, generators, chlorinators, etc., which are directly related to the water system
170	Maintenance: Equipment	Provides for the maintenance of various other types of small equipment (hand-held or mobile) related to the water system including computer equipment/peripherals
171	Maintenance: Vehicles	Provides 80% of the expense for the maintenance of 4 District vehicles and one backhoe
172	Fuel	Provides 80% of the expense for diesel, gas, and oil for 4 District vehicles, backhoe, standby generator, and air compressor

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
WATER: 02-4400**

Account No	Title	Description
173	Maintenance: Shared Struc	Provides 80% of the expense for various maintenance activities at the Wilmar Yard which are non-water specific (building, fences, storage, etc.)
175	System Parts/Oper Supp	Provides for pipe, fittings, couplings, etc, for water system maintenance and its repairs
176	Water Meter Purchases	Provides for the purchase of water meters, hydrant meters, and related repair parts for new installations and/or replacements
177	Safety Expense	Provides for safety upgrades (OSHA)
180	Memberships	Provides for certificate renewals, memberships in AWWA, etc.
200	Office Expense	Provides for general office supplies and materials for water-related activities only
205	Outside UB Mailing	Provides for water portion of outside Utility Billing mailing expense.
210	Postage	Provides postage for required notifications
220	Professional Services	Provides for all contracted services where the contractor provides both equipment and labor, such as: Cross connection and lab services, including Lopez-related testing, inspection of aboveground fuel tank, large meter testing, and pre-employment physicals, permits, Haz-Mat inspections, Groundwater monitoring/annual report
222	Contract Engineering	Provides for water- related engineering projects, outside engineering and non-contract review, and assistance with the water rate study
223	Legal Services	Provides for occasional water-related District Legal Counsel services
224	Annual Software Maint.	Provides for water portion software.

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
WATER: 02-4400**

Account No	Title	Description
230	Legal Notices	Provides for legal notices for water-related activities only
231	Bad debt	Provides uncollectible accounts receivables
235	Books/Journals/Subs	Provides for various codes, reports, periodicals, etc, that are used to keep personnel current on water operation and maintenance techniques and regulatory changes
241	Rents/Leases: Equipment	Provides for rental of equipment, e.g. jackhammer, dump trucks, etc., which will be used only by District personnel
247	Allocation of LAFCO Exp	Provides for Local Agency Formation Commission (LAFCO)
248	APCD	Provides for the water portion of the Air Pollution Control District fees
250	Small Tools	Provides for the occasional purchase of small tools necessary to repair or maintain the water system, vehicles, and/or equipment
260	Special Departmental Exp	Provides for the purchase of allotment Lake Lopez Water and SWP Wheeling charges
285	Classes and Seminars	Provides for registration, travel, lodging, and meal expenses for water personnel to attend training classes, seminars, meetings, and certification expenses
290	Utilities	Provides for PG&E, and Southern Cal Gas, for the water yards
297	Crest/Christie/AG pmt	Provides for the wheeling fees collected from Canyon Crest, Christie, AG based on water consumption
320	Fixed Assets	Provides for purchase of fixed assets
350	Capital/Buildings	Provides for new capital/plant improvements/additions
351	Capital/Equip. & Vehicles	Provides for capitalized equipment and vehicles.



**OCEANO COMMUNITY SERVICE DISTRICT  
ACCOUNT JUSTIFICATION  
WATER: 02-4400**

Account No	Title	Description
362	Litigation:SMVWCD	Provides for legal costs related to Santa Maria Valley Water Conservation District
376	Allocation of Admin Exp	Provides the method of repayment for the costs incurred in the Admin Dept to effectively and efficiently manage and operate the District
380	NCMA Tec	Provides for professional services related to NCMA
382	Contingency	Provides for unforeseen expenditures, not otherwise budgeted
391	Line of Credit Pmt	Provides for Jetter expense 20%
393	Rev Bond Payments: Water	Provides for the semi-annual principal payments toward 1979 water Revenue Bond
394	Software Lease Payment	Provides for the software that is leased
395	State Water Control	Provides for State Water Control Resources Permit Fees
397	SWP Multi Year Water Pool	Provides for the purchase of 263 acre feet of state excess allocated water
398	State Water Project	Provides for SWP principal and interest Payments, includes DWR, SLOCFC & WCD charges

**SEWER FUND**

**· 03-4500**

**OCEANO COMMUNITY SERVICES DISTRICT  
SEWER FUND  
FISCAL YEAR 2013-2014**

PURPOSE

The Sewer Fund provides for the operation and maintenance of, and improvements to, the OCSD sanitary sewer collection system. The system includes one lift station, approximately 1,817 active service laterals, 16+/- miles of line, and serves approximately 7,600 people. The district also provides services to 2,146 active accounts. Of these, 2,005 are residential, 116 are commercial, 9 are industrial and 16 serve local Public Agencies. This Fund receives revenues from user fees, connection fees, and interest from cash flow accumulations and reserves.

OVERVIEW

The proposed budget revenues exceed budgeted expenditures slightly.

Oceano Community Services District anticipates the receipt of a Jetter that was approved by the Board in Fiscal Year 2012-2013. The jetter will be used to clean out the sewer pipes. This cleaning was deferred for many years prior, and the district is very pleased to start this project during the 2013-2014 year.

In the current budget, Capital Expenditure Equipment (account 351) includes the purchase of a camera estimated cost of \$10,000 and a rodder estimated cost of \$2,500.

PERSONNEL

In conjunction with implementation of "Allocation of Utility Expenses," the 2013-2014 Fiscal Year Budget will distribute the personnel costs of the employees listed above directly to the unit of benefit. In order to ensure an equitable distribution of personnel costs the following table was used to allocate the costs fairly:

WATER . . . . .	80%
SEWER . . . . .	13%
RENTAL PROPERTY . . . . .	1%
GARBAGE FRANCHISE . . . . .	6%

In addition to personnel costs, service and supply costs that could not be directly distributed to a particular department were also spread based on the above percentage. These line items included: Clothing; Maintenance/Vehicles; Fuel; and Maintenance/Shared Structures.

**OCEANO COMMUNITY SERVICES DISTRICT  
SEWER FUND  
FISCAL YEAR 2013-2014**

PROGRAMS

Operation and Maintenance: The sewer system's daily operations are handled by District personnel and consist of daily lift station inspection and monitoring, the investigation of any problems or complaints, the installation of new sewer services, and maintenance of vehicles and/or equipment. District personnel now attempt to perform all routine sewer system cleaning as well as clearing the majority of emergency main line blockages. The majority of the emergency lateral blockages, after being investigated by District personnel, are cleared by a local plumbing contractor.

Capital Improvements: As mentioned previously, District personnel install new sewer laterals. All other capital improvements are installed on an as-needed basis when they become necessary to serve new development and are normally constructed at the developer's expense.

Just as our water system, the sewer system is also really antiquated and will need major improvements resulting in large expenditures to the District. Until a more detailed cost analysis is performed and funding is secured any major improvements to our sewer system have been deferred.

**OCEANO COMMUNITY SERVICES DISTRICT  
SEWER FUND  
FISCAL YEAR 2013-2014**

Sewer: 2012-2013 Accomplishments and 2013-2014 Projects:

During the 2012-2013 year the District completed a lot of Waste Water Collection System Maintenance such as Emergency jetting, Vactor, District Plumbing, and WWCS Root control.

Also, during 2012-2013 year the District completed multiple repairs to the Pier Ave Lift Station such as Autodialer, Transducer, Gate Valves, and Sump Pump maintenance.

Cleaning sewer lines is a preventative maintenance practice. Identified areas of the waste water collection system should be cleaned as a preventative measure to reduce costs and potential sanitary system overflows. Cleaning these areas and existing mains should be conducted regularly. Cleaning the sewer lines was deferred in previous years due to the cost. Looking forward to the 2013-2014 year, the District plans to start cleaning the sewer lines with the newly financed Jetter.

The Oceano Community Services District's lift station is a confined space and is also very antiquated. This needs replacement in the near future. This purchase is not included in the current budget as current revenues do not allow for this purchase.

Oceano Community Services District  
 FINAL FY 2013-2014 Budget

<b>Sewer 03-4500 REVENUES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3210	Sewer Sales	\$ 372,565	\$ 372,565	\$ 372,565
3211	Connections	2,500	2,500	2,500
3215	Sanitation District Fees	500,000	500,000	500,000
3230	Miscellaneous	750	-	-
3230	FEMA Earthquake Reimbursement	440,555	-	-
3255	Inspection Fees	275	200	200
	Rental Income	55,581	50,042	50,042
	Sub-Total	1,372,226	925,307	925,307
	Transfer to other fund (use of reserves)	-	(41,669)	(41,669)
	<b>TOTAL</b>	<b>\$ 1,372,226</b>	<b>\$ 883,638</b>	<b>\$ 883,638</b>

Oceano Community Services District  
FINAL FY 2013-2014 Budget

Sewer 03-4500 EXPENDITURES FY 2013-2014				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
Personnel				
010	Wages and Salaries	\$ 9,617	\$ 14,030	\$ 14,030
020	Overtime	3,590	4,205	4,205
061	PERS	1,734	2,200	2,200
070	SUI	181	145	145
071	Medicare	113	264	264
072	FICA	140	-	-
075	State Comp Insurance	727	719	719
080	Boot Allowance	45	39	39
090	Employee Insurances	1,410	2,766	2,766
	Total Personnel	17,557	24,368	24,368
Service and Supply				
100	Clothing	\$ 500	\$ 780	\$ 780
110	Communications	1,500	517	517
111	Telephone	650	948	948
150	Insurance	3,087	4,580	4,580
163	Maint: Sewer Struct/Imprv	29,975	59,322	59,322
170	Maintenance: Equipment	2,560	2,560	2,560
171	Maintenance: Vehicles	800	1,706	1,706
172	Fuel	1,350	1,217	1,217
173	Maintenance: Structures	1,657	1,657	1,657
175	System Parts/Operating Supp	24,270	31,758	31,758
190	Customer Refund	1,095	-	-
200	Office Expense	800	500	500
205	Outside UB Mailing Expense	5,333	5,333	5,333
210	Postage	440	-	-
220	Professional Services	13,039	10,041	10,041
222	Contract Engineering Serv	930	930	930
224	Annual Software Maint	2,528	2,700	2,700
231	Bad Debt	596	500	500
235	Books/Jrnls/ Subs	13	50	50
241	Rents & Leases Equipment	164	500	500
247	LAFCO	4,001	4,356	4,356
248	Air Pollution Control District	588	588	588
285	Class and Seminars	350	500	500
290	Utilities (Lift Station)	960	960	960
	Total Service and Supply	97,186	132,003	132,003
297	Sanitation Dist Pmnt	500,000	500,000	500,000
350	Cap/Plant Imp	5,486	-	-
351	Cap/Equipment Machinery	17,500	12,500	12,500
376	Alloca/Admin Exp 37%	229,555	231,758	231,758
382	Contingency	-	1,000	1,000
391	Line of Credit Pmt: Jetter 80%	-	16,379	16,379
394	Software Lease Pmts	7,299	7,299	7,299
	Sub-Total	759,840	768,936	768,936
	<b>TOTAL</b>	<b>\$ 874,583</b>	<b>\$ 925,307</b>	<b>\$ 925,307</b>

**OCEANO COMMUNITY SERVICES DISTRICT**  
**ACCOUNT JUSTIFICATION**  
**SEWER: 03-4500**  
**FISCAL YEAR 2013-2014**

<u>Account No</u>	<u>Title</u>	<u>Description</u>
The following Personnel costs represent 13% of the total costs for current personnel (Line items 010 through 096):		
010	Wages and Salaries	Wages and salaries for the Utility Operations Supervisor and the Systems Operators
020	Overtime	Compensates Utility Systems Operator for occasional overtime work as authorized by the Utility Operations Supervisor
061	PERS	Provides for District contribution of 16.949% to Public Employees' Retirement System
070	SUI (Unemployment Ins)	Provides for State Unemployment Insurance and ETT at 6.2% of gross salary not to exceed a maximum gross annual salary of \$7,000/year/employee
071	Medicare	Provides for District's portion of Medicare payments at a rate of 1.45%
075	State Compensation Ins	Provides for District contribution to State Compensation Insurance
080	Boot Allowance	Provides annual employee boot allowance
090	Employee Insurances	Provides for District portion of health, dental, vision, and life insurance premiums per Board-adopted policies



**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
SEWER: 03-4500**

Account No	Title	Description
100	Clothing	Provides for the expense for shirts, pants, and shop towels and their cleaning
110	Communications	Provides for alarm services, after hours answering services, and internet.
111	Telephone	Provides for phone service for alarm system at lift station, and phone at yard, and Utility employee cell phone.
150	Insurance	Provides for the Sewer Fund portion of liability and fire insurance
163	Maintenance: Sewer	Provides for the maintenance of lift Struct/Imp station collection system and its accessories, etc., which are directly related to the sewer system
170	Maintenance: Equipment	Provides for the maintenance of various other types of small equipment (hand-held or mobile) related to the sewer system
171	Maintenance: Vehicles	Provides for the maintenance of 1 pickup and the sewer cleaner, plus 13% of the expense for the maintenance of Water Department vehicles and backhoe
172	Fuel	Provides for 13% of the expense for diesel, gas, & oil for 4 pickup trucks, one backhoe, standby generator, and air compressor
173	Maintenance: Shared Struct	Provides 13% of the expense for various shared-facilities maintenance activities at the Wilmar Yard
175	System Parts/Oper Supp	Provides for pipe, fittings, and other various sewer supplies

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
SEWER: 03-4500**

Account No	Title	Description
200	Office Expense	Provides for general office supplies and materials for sewer-related activities only
205	Outside UB Mailing	Provides for sewer portion of outside Utility Billing mailing expense.
210	Postage	Provides for the sewer portion of billing
220	Professional Services	Provides for all contracted services where the contractor provides both equipment and labor, such as: Tving of lines, emergency system repairs by City of Arroyo Grande, Roto-Rooter, etc., and Hepatitis B vaccinations, etc.
222	Contract Engineering	Provides engineering services in connection with reviewing lift station capacity and for occasional minor sewer-related engineering projects (outside engineering and non-contract) review
224	Annual Software Maint.	Provides for water portion of accounting Software annual maintenance.
231	Bad debt	Provides uncollectible accounts receivables
235	Books/Journals/Subs	Provides for various codes, reports, periodicals, etc, that are used to keep personnel current on sewer operation and maintenance techniques and regulatory changes
241	Rents/Leases: Equipment	Provides for rental of equipment, e.g. jackhammer, dump trucks, etc.
247	Allocation of LAFCO Exp	Provides for Local Agency Formation Commission (LAFCO)
248	APCD	Provides for the sewer portion of the Air Pollution Control District fees
285	Classes and Seminars	Provides for registration, travel, lodging, and meal expenses for sewer personnel to attend training classes, seminars, and meetings
290	Utilities	PG&E costs incurred by the lift station

297 Sanitation District Pymt Provides for the pass-through of funds collected by OCSD on behalf of SSLOCSD

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
SEWER: 03-4500**

<u>Account No</u>	<u>Title</u>	<u>Description</u>
350	Capital/Buildings	Provides for new capital/plant improvements/additions
351	Capital/Equip. & Vehicles	Provides for capitalized equipment and vehicles.
376	Allocation of Admin Exp	Provides the method of repayment for the costs incurred in the Admin. Dept. to effectively and efficiently manage and operate the District
382	Contingency	Provides for unforeseen expenditures
391	Line of Credit Pmt	Provides for Jetter expense 80%
394	Software Lease payments	Provides for the software that is leased

**GARBAGE FRANCHISE**

**06-4900**

**OCEANO COMMUNITY SERVICES DISTRICT  
GARBAGE FRANCHISE  
FISCAL YEAR 2013-2014**

PURPOSE

The Garbage Franchise Fund provides for the administration of the Ordinance adopted by the Board of Directors during Fiscal Year 1998-1999 making garbage collection within the District mandatory.

OVERVIEW

The Garbage franchise is for a fifteen year lease expiring in July 2025. Revenues exceed expenditures.

PERSONNEL

Administration and operations are performed by District personnel from other budget units. However, in conjunction with implementation of "Allocation of Administrative Expenses" in the 1991-92 Budget, the 2013-2014 Fiscal Year Budget will distribute personnel costs of the employees of the Water Department directly to the funds of benefit, and this practice will be continued in future fiscal years. In order to ensure an equitable distribution, It was determined that the average percentage of time that was be spent on the garbage function was 6%. In addition to personnel, certain Service and Supply costs that could not be directly distributed to the Water Department were also spread based on the above percentage. These line items included: Clothing; Maintenance/Vehicles; Fuel; and Maintenance/Structures.

PROGRAMS

Operation and Maintenance: The administration of the Garbage Ordinance is handled by District personnel. These efforts consist of serving as a liaison between citizens-customers and the franchisee and auditing the franchisee's records to ensure compliance operationally and fiscally with the tenants and specifications of the Ordinance and the Franchisee agreement. From time-to-time, District personnel coordinate the removal of abandoned furniture and appliances with the franchisee. Additionally, staff will ensure that the specifications of the Ordinance are enforced within the guidelines of common sense and good Community relations.

Capital Improvements: None are anticipated at this time.

Accomplishments and 2013-2014 Projects: Work continues to ensure that South County Sanitary's customer list matches that of the District's water customers. During the up-coming Fiscal Year, staff will audit the franchisee's records to ensure compliance with the fiscal aspects of the agreement, and continue to work with IWMA to educate the public on the value of AB939 compliance.

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Garbage Franchise 06-4900 REVENUES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3302	Interest/CO	\$ 26	\$ 26	\$ 26
3501	Franchise Fees	73,250	73,250	73,250
	Sub-Total	73,276	73,276	73,276
	<b>TOTAL</b>	<b>\$ 73,276</b>	<b>\$ 73,276</b>	<b>\$ 73,276</b>
<b>Garbage Franchise 06-4900 EXPENDITURES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
	Personnel			
010	Wages and Salaries	\$ -	\$ 7,015	\$ 7,015
020	Overtime	-	2,101	2,101
061	PERS	-	1,100	1,100
070	SUI	-	73	73
071	Medicare	-	132	132
075	State Comp Insurance	-	100	100
080	Boot Allowance	-	18	18
090	Employee Insurances	-	1,383	1,383
	Total Personnel	-	11,922	11,922
	Service and Supply			
100	Clothing	150	360	360
110	Communication	-	127	127
111	Telephone	-	437	437
170	R&M Eq/Cans	-	150	150
171	Maintenance: Vehicles	-	326	326
172	Fuel	-	562	562
175	Operating Supplies	-	50	50
220	Professional Services	400	500	500
247	LAFCO	667	707	707
290	Utilities/Triangle Park	-	250	250
	Total Svc and Supply	1,217	3,469	3,469
				-
376	Alloca/Admin Exp: 6%	37,225	37,581	37,581
382	Contingency	-	1,000	1,000
	<b>TOTAL</b>	<b>\$ 38,442</b>	<b>\$ 53,972</b>	<b>\$ 53,972</b>

OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
GARBAGE: 06-4900  
FISCAL YEAR 2013-2014

<u>Account No</u>	<u>Title</u>	<u>Description</u>
The following Personnel costs represent 6% of the total costs for current personnel (Line items 010 through 096):		
010	Wages and Salaries	Wages and salaries for the Utility Operations Supervisor and the Systems Operators
020	Overtime	Compensates Utility Systems Operator for occasional overtime work as authorized by the Utility Operations Supervisor
061	PERS	Provides for District contribution of 16.949% to Public Employees' Retirement System
070	SUI (Unemployment Ins)	Provides for State Unemployment Insurance and ETT at 6.2% of gross salary not to exceed a maximum gross annual salary of \$7,000/year/employee
071	Medicare	Provides for District's portion of Medicare payments at a rate of 1.45%
075	State Compensation Ins	Provides for District contribution to State Compensation Insurance
080	Boot Allowance	Provides annual employee boot allowance
090	Employee Insurances	Provides for District portion of health, dental, vision, and life insurance premiums per Board-adopted policies
100	Clothing	Provides 6% of the expense for shirts, pants, and shop towels and their cleaning, and annual employee boot allowance
110	Communication	Provides 6% of the expense for shirts, pants, and shop towels and their cleaning, and annual employee boot allowance
111	Telephone	Provides 6% for phone service for phone at yard, and Utility employee cell phone.

**OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
GARBAGE: 06-4900**

Account No	Title	Description
170	Maintenance: Equipment	Provides for the repairs & maintenance of trash cans
171	Maintenance: Vehicles	Provides for 6% of the expense for the maintenance of Water Department vehicles and backhoe
172	Fuel	Provides 6% of the expense for diesel, gas, and oil.
173	Maintenance: Shared Struct	Provides 6% of the expense for various shared-facilities maintenance activities at the Wilmar Yard
175	System Parts/Oper Supp	Provides for misc supplies
190	Miscellaneous	Provides for occasional minor expenses
220	Professional Services	Provides for contracted services
247	Allocation of LAFCO Exp	Provides for Local Agency Formation Commission (LAFCO)
290	Utilities	Provides for Triangle Park
320	Fixed Assets	Provides for purchase of fixed assets for Triangle Park
353	Alley Maintenance	Provides for maintenance of Alleys
376	Allocation of Admin Exp	Provides the method of repayment for the costs incurred in the Admin. Dept. to effectively and efficiently manage and operate the District
382	Contingency	Provides for unforeseen expenditures not otherwise budgeted



**RENTAL PROPERTY FUND**  
**10-4300**

**OCEANO COMMUNITY SERVICES DISTRICT  
RENTAL PROPERTY FUND  
FISCAL YEAR 2013-2014**

PURPOSE AND PROGRAMS

The District constructed a 6,200 square foot building on District-owned property that is leased to the County of San Luis Obispo as the Sheriff's South station. Through the utilization of its reserves, the Water and Sewer Fund invested in this structure and built over the course of the twenty-year lease an endowment for its water and sewer infrastructure.

In addition to the financial benefits to be derived from this lease, Oceano enjoys a police presence within its boundaries. The County of San Luis Obispo benefits from the District's participation in that the structure was built at a lower cost over a shorter period of time. The facility was completed on August 15, 2002.

All Sheriff Lease Revenue and all related landlord expenses are budgeted in this fund.

OVERVIEW

This fund is used only to track landlord rental income expenses separately from water and sewer operations. At the end of each financial period the net income is allocated to water and sewer, 30% and 70% respectively.

Oceano Community Services District  
FINAL FY 2013-2014 Budget

<b>Rental Property 10-4300 REVENUES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
3260	Sheriff Rent	\$ 113,940	\$ 113,940	\$ 113,940
	Sub-Total	113,940	113,940	113,940
	Transfer to Water	(23,821)	(21,447)	(21,447)
	Transfer to Sewer	(55,581)	(50,042)	(50,042)
	<b>TOTAL</b>	<b>\$ 34,538</b>	<b>\$ 42,451</b>	<b>\$ 42,451</b>
<b>Rental Property 10-4300 EXPENDITURES FY 2013-2014</b>				
Account No	Description	2012-2013 Est/Act	2013-2014 Requested	2013-2014 Approved
	Personnel:			
010	Wages and Salaries	\$ 386	\$ 2,806	\$ 2,806
020	Overtime	53	841	841
061	PERS	63	440	440
070	SUI	-	29	29
071	Medicare	6	53	53
075	State Compensation Insuranc	-	100	100
080	Boot Allowance	-	3	3
090	Employee Insurances	25	553	553
	Total Personnel	533	4,825	4,825
	Service and Supply			
100	Clothing	-	60	60
110	Communications	985	600	600
111	Telephone	-	600	600
150	Insurance	1,565	2,280	2,280
171	Maint: Vehicles	54	54	54
172	Fuel	94	94	94
173	Maint: Structures	3,691	5,000	5,000
247	LAFCO	1,001	471	471
248	APCD	98	98	98
290	Utilities	1,700	3,313	3,313
	Total Service and Supply	9,188	12,570	12,570
376	Alloca/Admin Exp 4%	24,817	25,056	25,056
	<b>TOTAL</b>	<b>\$ 34,538</b>	<b>\$ 42,451</b>	<b>\$ 42,451</b>

**OCEANO COMMUNITY SERVICES DISTRICT**  
**ACCOUNT JUSTIFICATION**  
**RENTAL PROPERTY FUND: 10-4300**  
**FISCAL YEAR 2013-2014**

Account No	Title	Description
010	Wages and Salaries	Wages and salaries for the Utility Operations Supervisor and the Systems Operators
020	Overtime	Compensates Utility Systems Operator for occasional overtime work as authorized by the Utility Operations Supervisor
061	PERS	Provides for District contribution of 16.949% to Public Employees' Retirement System
070	SUI (Unemployment Ins)	Provides for State Unemployment Insurance and ETT at 6.2% of gross salary not to exceed a maximum gross annual salary of \$7,000/year/employee
071	Medicare	Provides for District's portion of Medicare payments at a rate of 1.45%
075	State Compensation Ins	Provides for District contribution to State Compensation Insurance
080	Boot Allowance	Provides annual employee boot allowance
090	Employee Insurances	Provides for District portion of health, dental, vision, and life insurance premiums per Board-adopted policies
100	Clothing	Provides employee expense for shirts, pants, and shop towels and their cleaning, and annual employee boot allowance
110	Communications	Provides for alarm services at fire station, after hours answering services, and internet.
111	Telephone	Provides for phone service for phone at Fire station, and Utility employee cell phone.
150	Insurance	Provides for the Rental Fund portion of liability and fire insurance

OCEANO COMMUNITY SERVICES DISTRICT  
ACCOUNT JUSTIFICATION  
RENTAL PROPERTY FUND: 10-4300  
FISCAL YEAR 2013-2014

Account No	Title	Description
173	Maintenance: Structures	Provides materials and services for repair and maintenance related to the rental properties.
247	Allocation of LAFCO Exp	Provides for Local Agency Formation Commission (LAFCO)
248	APCD	Provides for the water portion of the Air Pollution Control District fees
290	Utilities	Provides for utilities such as water, PG&E, and Gas for Fire Station.
376	Allocation of Admin Exp	Provides the method of repayment for the costs included in the Admin Dept to effectively and efficiently manage and operate the District

THIS IS END OF BUDGET