



NOTICE OF COMMITTEE MEETING
Oceano Finance and Budget Committee
THURSDAY, MARCH 21, 2024 – 1:00 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.

The Oceano Community Services District strongly encourages your active participation in the public process, which is the cornerstone of democracy. All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the Board Secretary prior to the start of the meeting. If you wish to speak to an item NOT on the agenda, you may do so during the "Public Comment On Matters Not on the Agenda" period. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. The time limits allocated to speakers may change to facilitate the Board meeting better. Time limits may not be yielded to or shared with other speakers.

The purpose of the Committee meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Oceano Community Services District asks that you follow the Board meeting guidelines while attending Committee meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and Board policy. Disruptive conduct is not tolerated, including but not limited to addressing the Committee without first being recognized; interrupting speakers, Committee members, or staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AGENDA REVIEW**
4. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

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.

5. **CONSENT AGENDA ITEMS: None**

***Public comment** Items appearing on the Consent Items are considered routine and may be approved by one motion. Any member of the Board may request to have an item removed from the Consent Items. If an item is pulled, the President has the sole discretion to determine when the item will be heard. Members of the public wishing to speak on Consent items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to*

6. **BUSINESS ITEMS:**

***Public comment** Members of the public wishing to speak on business items may do so when recognized by the Committee Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

- A. Consideration of an appeal by Ro Palius regarding late fees and provide staff direction as deemed appropriate
- B. Consideration of an appeal by Erik Beham regarding past due amounts and late fees and provide staff direction as deemed appropriate
- C. Annual review of the District's Investment Policy and Consideration of a Recommendation to the Board of Directors to approve a resolution adopting the District's Investment Policy
- D. Review of the District's Budget Status as of December 31, 2023

7. ITEMS FOR NEXT AGENDA

8. ADJOURNMENT

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The 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.



Oceano Community Services District

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

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

Date: March 21, 2024

To: Oceano Finance and Budget Committee

From: Carey Casciola, Business & Accounting Manager

Subject: **Agenda Item #6A: Consideration of an appeal by Ro Palius regarding late fees and provide staff direction as deemed appropriate**

Recommendation

It is recommended that the Committee review and discuss Ro Palius's appeal of outstanding late fees and provide staff direction to:

1. Approve the appeal and issue a full credit of \$194.95
2. Approve the appeal and issue a partial credit
3. Deny the appeal and issue no credit

Discussion

Ms. Palius is the owner of account 03-04739-02 and has requested in the attached correspondence that the late and door hanger fees assessed from October 2023 forward for a total of \$194.95 be waived. Based on the attached District Code staff does not recommend approval.

Other Agency Involvement

N/A

Other Financial Considerations

If the Committee is inclined to grant the adjustment based on the owner's request, this would result in a credit of \$194.95.

Results

The Board's consideration of the request provides a full review of the situation, transparency and supports a well-governed community.

Attachments: Correspondence from Ro Palius
Billing and Payment History
District Codes

Carey Casciola

From: Ro Palius [REDACTED]
Sent: Monday, January 1, 2024 2:54 PM
To: Carey Casciola
Subject: Re: Dispute of late fees

Yes, I will. Sorry for the delay...

But for the record, I was very surprised and upset to have received yet another late bill from OCSD now asking for 124 something dollars in straight late fees.

This time the bill was paid 12/18/23, which is 2 days early....

So now OCSD is clearly just charging late fees for disputed late fees.

This is an unacceptable practice.

I am a disabled person trying to survive with a laundry list of limitations after twice being struck as a pedestrian by Drunk Drivers. My physical and emotional struggles are further compounded by only receiving \$1000/month from SSDI. This puts me about \$12,000 BELOW the poverty line for annual income.

For the record, OCSD is the ONLY essential utility that DOES NOT offer low income rate reduction or alternative rate structure....including internet!

I have attempted to dispute late fees charged to my account over the last several billing cycles by note and by phone, to no avail.

I believe a big part of the problem is OCSD changing its position without properly notifying everyone about their policy changes. I have lived at this address since 2002 and for nearly 20 years I've been dropping my bill in the slot on the 20th of the even months....oftentimes after hours, due to my limitations in getting out.

For all those years, that had been considered timely enough to avoid "late status" until sometime this past summer.

On my subsequent payment I dropped it in the slot between 4:30-5 pm and included a note stating that I had paid water bill in Full and was disputing late fees on my account.

Then there were more late fees assessed, I paid the next bill in the same manner but between 4-4:30 pm when you close (4:30) and still more late fees were assessed.

Due to my visual disability, I had someone review past recent bills with me and it was pointed out that just a few months ago you changed the bill due time to 4 PM.

After a lengthy conversation with Carey

It was explained that this was done to allow sufficient time to close your registers out by 4:30.

I have a major problem with this, OCSD simply changed its policy from one billing cycle to another! The change makes the bill due 30 minutes earlier so that you don't have to pay your staff to work longer hours on the bill due day?! That's just a ridiculous way to offset your business's operating costs. The fact that OCSD would make this change without even a courtesy phone call to notify all their clients of that change, frankly makes it appear as just another way to tack on fees to peoples accounts.

I know that water is a very precious resource but that doesn't make it right to be greedy or obtuse in your pricing and policies. Oceano was smart and/or fortunate enough to secure more water rights for our community than we actually

use, and since OCSD serves the lowest income community in the county, that should be taken into consideration when these types of situations arise.

I don't even have enough money to feed myself everyday, nor to put gas in the car to attend physical and occupational therapy sessions. I certainly don't have enough money to pay exorbitant penalty fees, especially when I feel so strongly that they were erroneously and unfairly assessed to my account.

Policy changes and procedural disputes aside, I now have a clear understanding of when OCSD expects the water bill payment.

I will continue to drop all future payments into the slot, however, I will now make sure it's dropped off by 4 PM on the 20th of even months.

I respectfully request that you void any n all fees on my account leaving me with a zero balance moving forward. I have paid for every drop of water used.

Thank you for your time and consideration.

Peace, love, flowers, and Glass!



Ro the GlassYogi

Namaste



> On Dec 28, 2023, at 1:20 PM, Carey Casciola <carey@oceanocsd.org> wrote:

> Hello,

>

> I wanted to follow up and let you know we will be posting the agenda next Thursday (January 4, 2024).

>

> Please let me know if you will be providing any additional documentation.

>

> Thanks,

> Carey

>

> -----Original Message-----

> From: Ro Palius [REDACTED]

> Sent: Tuesday, December 19, 2023 2:54 PM

> To: Carey Casciola <carey@oceanocsd.org>


> Subject: Dispute of late fees

>

> Hiya

> Thank you for today's return phone call and your time Carey.

>

> As we discussed, I'm sending you a brief  to formally notify OCSD that I have been attempting to dispute fees on my account, in order to prevent shut off my water. My actual water bills are paid in full, including yesterday's payment of \$214.35.

>

- >
- > Another 📄 will follow with more supporting details for board’s review.
- >
- >
- > Thanks again.
- >
- >
- >
- >
- >
- > Peace, love, flowers, and Glass!
- > 🕊️❤️🌸
- > Ro the GlassYogi
- > Namaste
- > 🙏

6.10.020 Service Termination Procedures

- A. The owner or their authorized agent (not a tenant) shall be mailed a written notice (second notice) of the intent to shut-off water and an explanation of the reason for the termination of service. The second notice shall be mailed no earlier than twenty days from the date of mailing the District bill for services. Once this second notice is mailed, there will be a service charge (second notice fee) of 10%. No earlier than fifteen days after the second notice is mailed, a good faith effort will be made to contact an adult person residing at the premises in the form of a delinquency notice to be posted on the building where the service is to be disconnected. The posted notice shall state that unless the charges and penalties are paid within forty-eight hours, service will be discontinued. Once the delinquency notice is hung, there will be an additional \$25.00 service charge (delinquency fee).
- B. Should it ever become necessary to remove a water meter or to discontinue service for reasons other than maintenance, there shall be a \$50.96 service charge (reconnection fee) for its replacement. If water service has been turned off for failure to pay for service, the customer, before water is restored, shall in addition to being required to pay all amounts then due, pay in advance during normal business hours a reconnection charge of \$152.88. If the reconnection charge is not paid before 3:30 p.m. on any working day, then the water service may not be turned on until the next working day. If the customer desires their service to be turned on the same day they have paid all charges due, including the reconnection charge, and said payments have been made after 3:30 p.m. on a working day, then the reconnection charge shall be increased by the cost for call-out service. Call-out services are a minimum of two hours at time and one-half pay.
- C. A service charge (returned check fee) of \$30.00 for each returned check will be collected, subject to relief by the General Manager due to mitigating circumstances. In addition, the General Manager may require, at this or her discretion, payment in cash, certified check or other means acceptable to him or her, as bonafide payment.
- D. At the discretion of the General Manager, a sum balance not to exceed \$30.00 may be carried forward to the next bill.
- E. Returned Checks: A service charge (returned check fee) of \$30.00 for each returned check will be collected, subject to relief by the General Manager due to mitigating circumstances. In addition, the General Manager may require, at his/her discretion, payment in cash, certified check or other means acceptable to him/her, as bonafide payment.



Oceano Community Services District

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

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

Date: March 21, 2024

To: Oceano Finance and Budget Committee

From: Carey Casciola, Business & Accounting Manager

Subject: **Agenda Item #6B: Consideration of an appeal by Erik Beham regarding past due amounts and late fees and provide staff direction as deemed appropriate**

Recommendation

It is recommended that the Committee review and discuss Erik Beham's appeal of an outstanding balance and provide staff direction to:

1. Approve the appeal and issue a full credit of \$1,917.80.
2. Approve the appeal and issue a partial credit.
3. Deny the appeal and issue no credit.

Discussion

Mr. Benham is the owner of account 03-04737-01 and has requested in the attached correspondence that the total of past due amounts and late fees of \$1,917.80 incurred by his tenant be waived. Based on the District Code attached, staff does not recommend approval.

Other Agency Involvement

N/A

Other Financial Considerations

If the Committee is inclined to grant a billing waiver based on the owner's request, this would result in a revenue loss of \$1,917.80.

Results

The Committee's consideration of the request provides a full review of the situation and transparency and supports a well-governed community.

Attachments: Correspondence from Erik Benham
Billing and Payment History
District Codes

Carey Casciola

From: Erik Benham <benhamerik@icloud.com>
Sent: Tuesday, January 2, 2024 6:02 PM
To: Paavo Ogren
Cc: Director Villa; Carey Casciola
Subject: Re: [REDACTED]

Good afternoon. Hope you had a nice holiday. There are several issues to review. Please place the issue on the next meeting as an agenda item.

1. A landlord receives the bill notifications and not shut off notices. I understand more now but was not clear regarding landlord rights and was not apprised of all the issues. Also, I went with the tenant to the OCSD to put into his name. I had no idea this step was not completed, not that it would have mattered, since apparently I'm still liable regardless when a tenant doesn't pay their water bill.

2. Because of tenants rights, as the landlord, I do not have the right to shut off water in a circumstance such as this. It appears State Law allows a tenant two months of notices prior to the OCSD turning off services.

3. I am requesting some type of reprieve:

A. The use of water which we will better understand if there are any leaks and work with the OCSD regarding regular water usage. If there was a leak, the ability to adjust the water bill.

B. Abatement of the water bill after the water was shut off from May 2023 forward.

C. Abatement of the late charges.

D. Abatement of the door hanger fees which appear to continue every two months.

E. Any additional assistance or direction the board can provide.

4. A reprieve as a result of my health condition since February 2020, which hopefully will be stabilized in 2024.

Thank you for your email.

Respectfully,
Erik
Sent from my iPhone

> On Dec 18, 2023, at 12:52 PM, Will Clemens <will@oceanocsd.org> wrote:

> Mr. Benham

>

> As we discussed on the phone, we will work with you to temporarily turn on the water at this address in order for you to get work done on the plumbing and painting of the property and get the property ready for rent. You will need to give us 24 hour notice of when the water needs to be on for just the time period these repairs will be made. However, we will not turn the water back on permanently until the water bill is paid in full.

>

> The points that you outline below have little to do with the service we provide to your property, but rather, involve your previous tenant/landlord relationship. Please state what specifically you are asking the Board of Directors to do for

you. For example, are you requesting that they waive the late fees on your account, etc. Once we know what you are asking our Board to do, we can put it on the agenda. The next regularly scheduled meeting is on January 10, 2023.

>
> Sincerely,
>
> Will Clemens
> General Manager
> will@oceanocsd.org
>
> Oceano Community Services District
> 1655 Front St., PO Box 599
> Oceano, CA. 93475
> Office (805) 481-6730
> Fax (805) 481-6836
>
> <http://oceanocsd.org/main/>

> -----Original Message-----

> From: Erik Benham
> Sent: Wednesday, December 13, 2023 5:37 PM
> To: Director Villa <directorvilla@oceanocsd.org>
> Cc: Will Clemens <will@oceanocsd.org>; cary@oceanocsd.org
> Subject: Re: [REDACTED]

> Good evening. As a reminder, I am requesting this issue be placed on the agenda

> Thank you.
> Sent from my iPhone

>> On Dec 13, 2023, at 3:51 PM, Erik Benham <benhamerik@icloud.com> wrote:

>> Good afternoon Will and Carey. I had the pleasure of speaking with Mrs. Villa this morning, regarding the email below which I sent December 11th.

>> As an additional set of points of discussion:

>> 1. I currently have \$11.88 in the bank. This set of experiences has left me in a very embarrassing financial position.

>> 2. I'm recovering from two major surgeries with complications in November and disabled. Prior to that is another story.

>> 3. As stated below, I was forced to hire an attorney due to the unexceptionable conduct of the tenant to evict the tenant who destroyed my property, which was previously renovated and now requires additional complete improvements; paint, flooring, cabinets, etc! I still owe money for the eviction service.

>> 4. I have reached out to agencies who have stated there is no assistance for rental properties which are not owner occupied; 5Cities CHC is one example.

>> 5. I believe for situations such as this where owners fall through the cracks should be reviewed. There exists so many protections for renters, land lords just get forgotten.

>>
>> 6. My goal is to work closely with section 8 housing San Luis Obispo to continue to assist the community.

>>
>> Urgently, I am requesting the ability to have an immediate solution to turn on my water so my family can prepare the property for occupancy. It's my understanding I will not be able to address the board until next year due to the holidays. If there is any possible quick "interim" solution prior to addressing the board, it would be much appreciated so I can rent the property ASAP. We will agree to make a minimum good faith deposit while waiting for a proper board resolution regarding this matter.

>>
>> Happy Holidays,

>> Erik

>>

>>

>> Sent from my iPhone

>>

>>> On Dec 11, 2023, at 10:41 AM, Erik Benham <benhamerik@icloud.com> wrote:

>>> Good morning. I'm the owner of [REDACTED] I've owned the property for over 25 years. It's a rental. This past year and through Covid the tenants have proven very challenging.

>>> Even though I receive copies of bills, I do not receive hanger notices or when the services are terminated. This recent tenant, I have no idea how he fell through the cracks of not being on the account. Not that it matters since I've just learned that, regardless, the landlord is liable.

>>> Obviously, as a landlord and the extensive over reaching laws to protect renters, financially this is a significant burden! I was forced to go through the entire eviction process which equated to over \$21,000 in losses from rent and in excess of what is expected to exceed \$20,000 in physical damages to my property.

>>> The bills to the OCSD are currently \$1,671.47 and services, I understand were disconnected in May. Therefore, it appears there was excessive water usage, a meter fee, and hanger fees.

>>> I've spoken to the office, to no avail and am seeking direction to propose some type of assistance or reprieve from the board.

>>> I'm not angry but rather disappointed how these process appear to allow no assistance to a property owner who has followed the law and still receives unimaginable financial burden.

>>> Please respond via email or call me at (805) 720-0580.

>>> Thank you and look forward to your assistance.

>>> Erik

>>> Sent from my iPhone

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
01/31/2024	009727	Bill		11/18- 1/18 02/20	97.32		1,917.80
12/21/2023	009681	Late Charge			9.73		1,820.48
12/21/2023	009679	Cutoff		Disconnect Fee	50.96		1,810.75
12/21/2023	009657	Memo		Cutoff Posting			1,759.79
12/08/2023	009658	Cutoff		DOOR HANGER FEE	25.00		1,759.79
11/30/2023	009645	Bill		9/18-11/18 12/20	97.32		1,734.79
10/24/2023	009595	Cutoff		Disconnect Fee	50.96		1,637.47
10/24/2023	009592	Memo		Cutoff Posting			1,586.51
10/21/2023	009592	Late Charge			9.73		1,586.51
10/13/2023	009570	Cutoff		DOOR HANGER FEE	25.00		1,576.78
09/29/2023	009546	Bill		7/18- 9/18 10/20	97.32		1,551.78
08/24/2023	009501	Cutoff		Disconnect Fee	50.96		1,454.46
08/24/2023	009497	Memo		Cutoff Posting			1,403.50
08/22/2023	009497	Late Charge			9.51		1,403.50
08/16/2023	009482	Cutoff		DOOR HANGER FEE	25.00		1,393.99
07/31/2023	009461	Bill		5/18- 7/18 08/21	95.12		1,368.99
06/22/2023	009420	Cutoff		Disconnect Fee	50.96		1,273.87
08/22/2023	009418	Memo		Cutoff Posting			1,222.91
06/21/2023	009418	Late Charge			26.08		1,222.91
06/13/2023	009405	Cutoff		DOOR HANGER FEE	25.00		1,196.83
05/31/2023	009377	Bill		3/18- 5/18 06/20	260.78		1,171.83
04/26/2023	009325	Cutoff		Disconnect Fee	50.96		911.05
04/26/2023	009315	Memo		Cutoff Posting			860.09
04/24/2023	009315	Late Charge			31.47		860.09
04/19/2023	009306	Cutoff		DOOR HANGER FEE	25.00		828.62
03/30/2023	009273	Bill		1/18- 3/18 04/20	314.70		803.62
03/09/2023	009263	Payment	133968	2097		300.00	488.92
02/28/2023	009242	Payment	133861	CC 37816546		252.00	788.92
02/23/2023	009231	Late Charge			45.63		1,040.92
02/22/2023	009230	Cutoff		Disconnect Fee 12/22	50.96		995.29
02/22/2023	009134	Memo		Cutoff Posting			944.33
02/09/2023	009205	Cutoff		DOOR HANGER FEE	25.00		944.33
01/31/2023	009191	Bill		11/18- 1/18 02/21	456.24		919.33
01/04/2023	009162	Payment	132065	TENANTS		143.80	463.09
12/21/2022	009134	Late Charge			25.41		606.89
12/21/2022	009132	Cutoff		Disconnect Fee	50.96		581.48
12/21/2022	009042	Memo		Cutoff Posting			530.52
12/14/2022	009115	Cutoff		DOOR HANGER FEE	25.00		530.52
11/29/2022	009086	Bill		9/18-11/18 12/20	254.04		505.52
10/21/2022	009042	Late Charge			18.67		251.48
09/30/2022	009012	Bill		7/18- 9/18 10/20	186.64		232.81
07/29/2022	008939	Adjustment		APPLY CREDITS			46.17
07/29/2022	008939	Bill		5/18- 7/18 08/22	96.15		46.17
05/31/2022	008872	Adjustment		APPLY CREDITS			49.98CR
05/31/2022	008872	Bill		3/18- 5/18 06/20	88.47		49.98CR
03/31/2022	008801	Adjustment		APPLY CREDITS			138.45CR
03/31/2022	008801	Bill		1/18- 3/18 04/20	96.15		138.45CR
03/25/2022	008795	Payment	123175	755398600		234.60	234.60CR
02/28/2022	008774	Payment	122953	CC 34151258		285.56	0.00
02/28/2022	000000	Memo	122953	Ex CUT-PMT 285.56CR			285.56
02/28/2022	008772	Cutoff		RECONNECT FEE	50.96		285.56
02/23/2022	008765	Late Charge			9.62		234.60
02/17/2022	008758	Cutoff		DOOR HANGER FEE	25.00		224.98
01/31/2022	008732	Bill		11/18- 1/18 02/22	96.15		199.98
11/30/2021	008675	Bill		9/18-11/18 12/20	103.83		103.83
10/20/2021	008652	Payment	118609	1590		107.67	0.00
09/30/2021	008621	Bill		7/18- 9/18 10/20	107.67		107.67
08/19/2021	008589	Payment	117128	1585 Ocean Finance & Budget Committee		98.91	0.00

6.06.020 Discontinuance Of Service For Violation Of Rules And Regulations

A customer shall be entitled to a reasonable notice of the intent of District to discontinue service for noncompliance or violation or infraction of any rule or regulation and to a reasonable opportunity to comply therewith or to cease the violation or infraction.

- A. No such notice or opportunity to comply with or cease a violation or infraction of any such rule and regulation need be given for those incidences in which the noncompliance, violation or infraction by the customer has created, is creating, or is likely to create on the customer's premises and/or in the water supply system of District, conditions dangerous and detrimental to property (including crops), public health, safety and welfare.
- B. Property owners are responsible for the actions of customers who occupy their property and cause the District to disconnect the water through the customer's noncompliance with the rules and regulations detailed herein and shall be held liable for all costs incurred. Said charges shall be estimated and paid prior to the resumption of service. This payment is subject to additional billing or refund to reflect the actual completed cost.

6.10.010 Discontinued Water Services

A customer's water service may be discontinued if a utility bill become delinquent.

- A. Charges not collected within twenty (20) days of billing shall be delinquent.
- B. If charges and penalties are not collected within twenty (20) days of billing, the General Manager is authorized to commence Service Termination Procedures pursuant to the Service Termination Procedures section below.
- C. The General Manager, at his or her discretion, may cause a meter reading to be made at any time; and thereupon, the bill for water and sewer used since the previous reading shall become immediately due and payable and shall become delinquent on the tenth (10th) day following the mailing or the presentation of the bill; and such account shall be subject to all applicable delinquency and termination procedures if the bill is not collected within the ten (10) day period.

6.10.060 Addition Of Unpaid Fees And Charges To The Tax Roll

On or before July 15 of each calendar year, the Secretary of the District shall prepare a list of persons owing connection fees, service charges, penalties and other charges. The Secretary, immediately upon preparing such a list shall follow the procedures for notice and hearing set forth in the California Government Code § 61621.2 et seq. and upon completion of same a delinquent list shall be transmitted before August 10th of such year to the County Auditor for additional to the assessment roll as provided for in the California Government Code § 61621.2 et seq.



Oceano Community Services District

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

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

Date: March 21, 2024

To: Oceano Finance and Budget Committee

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #:6C Annual review of the District's Investment Policy and Consideration of a Recommendation to the Board of Directors to approve a resolution adopting the District's Investment Policy**

Recommendation

It is recommended that the Committee review and consider the attached resolution adopting the Investment Policy and recommend approval to the Board of Directors.

Discussion

California Government Code Section 53646(A)(2) requires local government entities to adopt an annual investment policy. While it is not required by statute, it is in the best interest of the District to discuss the policy with the Board of Directors and have the policy approved and adopted. A public vote signifies that the Board of Directors has a fiduciary responsibility in establishing the investment policy which provides for transparency and disclosure. We believe that the annual review and adoption is a financially sound organizational practice that should be maintained even if there is no change to the policy. In January 2023, Resolution 2023-04 was adopted by the Board, establishing the new Investment Policy and an agreement with Optimized Investment Partners (OIP) for investment advisory services. During the first half of Fiscal Year 2023-24, OIP successfully recommended investments that were compliant with the District's investment policy and earned the District a total of \$51,506 in interest.

This year, OIP has provided one amendment to Section 17 of the investment policy regarding quarterly reports. A new statute changed the due date for quarterly reports from 30 days to 45 days. The amendment is provided in Attachment B.

Other Agency Involvement

The County of San Luis Obispo collects property tax revenues and is the depository of District funds.

Other Financial Considerations

By adopting an updated investment policy that meets industry best practices while maintaining a conservative list of authorized investments.



Oceano Community Services District

Board of Directors Meeting

Results

Reviewing the existing investment policy in accordance with the Government Code and considering the attached resolution promotes a well-governed community.

Attachments:

- Attachment A – Draft Resolution
- Attachment B - Investment Policy - Redlined

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2024-_____**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT ADOPTING THE INVESTMENT POLICY

WHEREAS, the Board of Directors of the Oceano Community Services District ("District") has a fiduciary responsibility to assure that public funds are invested in financial instruments and institutions in accordance with State and Federal law and District guidelines; and,

WHEREAS, District funds will be available from time to time that would be beneficial to invest in financial instruments in accordance with the Investment Policy (Exhibit A) and deposited in interest bearing accounts, in banks or financial institutions; and,

WHEREAS, the Board of Directors finds that it is impractical to expect that the District will hire and provide continuous training to the District Finance Officer/Treasurer to meet the "Prudent Investor Standard" requirements established in Government Code Section 53600.3, and that the District Board of Directors shall authorize investments in accordance with the provisions of the District's current Investment Policy with and the California Government Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Oceano Community Services District that the District Finance Officer/Treasurer is hereby authorized to deposit for safe keeping all money belonging to, or in the custody of, the District pursuant to Exhibit A, the District's Investment Policy; and,

BE IT FURTHER RESOLVED that the District hereby adopts a Statement of Investment Policy attached here to as Exhibit A, Investment Policy, which supersedes any previously adopted or utilized policies and that this Policy be effective immediately.

On motion by _____,
seconded by _____, and carried on the
following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAIN:

The foregoing Resolution is hereby passed and adopted this _____ day of March 2024.

ATTEST:

President, Board of Directors
of the Oceano Community Services District

Board Secretary of the
Oceano Community Services District

OCEANO COMMUNITY SERVICES DISTRICT

INVESTMENT POLICY

(Last Revised 1/25/23)



Table of Contents

1. Policy		2
2. Scope		2
3. Prudence		2
4. Objectives		2
5. Delegation of Authority		3
6. Ethics and Conflicts of Interest		3
7. Authorized Dealers and Institutions		4
8. Authorized and Suitable Investments		4
9. Review of Investment Portfolio		6
10. Investment Pools / Money Market Funds		6
11. Collateralization		7
12. Safekeeping and Custody		7
13. Diversification		7
14. Maximum Maturities		7
15. Internal Controls		8
16. Performance Standards		8
17. Reporting		8
18. Investment Policy Adoption		9
19. Glossary of Terms in this Policy		9
20. Glossary of General Investment Terms		11



1. Policy

The Oceano Community Services District shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of Safety, Liquidity and Return on investment. In accordance with the Municipal Code of the Oceano Community Services District and under authority granted by the Board of Directors, the District General Manager is responsible for investing the unexpended cash in the District Treasury.

2. Scope

The investment policy applies to all investment activities and financial assets of the Oceano Community Services District as accounted for in the Annual Comprehensive Financial Report (ACFR). This policy is applicable, but not limited to, all funds listed below:

- General Fund
- Capital Funds
- Other Special Revenue Funds, Debt Service Funds, Internal Service Funds
- Any new fund created by the Board of Directors unless specifically exempted.

3. Prudence

The standard of prudence to be used by the designated representative shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Persons authorized to make investment decisions on behalf of local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard which states, “When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency”.

The District General Manager and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

4. Objectives

The District’s primary investment objectives, in order of priority, shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation



of capital in the overall portfolio. The District shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

- a. Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in issuers that carry the direct or implied backing of the U.S. Government (including, but not limited to, the U.S. Treasury, U.S. Government Agencies, and federally insured banks). The portfolio will be diversified so that the failure of any one issuer does not unduly harm the District's capital base and cash flow.
 - b. Market risk, (aka "interest rate risk") defined as market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long-term securities for the sole purpose of short-term speculation. Moreover, it is the District's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. Limited exceptions will be granted for security swaps that would improve the portfolio's yield and/or credit quality.
2. Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the Oceano Community Services District to meet all operating requirements which might be reasonably anticipated.
 3. Return on Investments: The District's investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout budgetary and economic cycles. These measurements should be commensurate with the District's investment risk constraints identified in this Investment Policy and the cash flow characteristics of the portfolio.

5. Delegation of Authority

The Municipal Code of the Oceano Community Services District and the authority granted by Board of Directors assign the responsibility of investing unexpended cash to the District's General Manager. Daily management responsibility of the investment program may be delegated to the Business and Accounting Manager, who shall establish procedures for the operation consistent with this investment policy.

6. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the General Manager and the Business and Accounting Manager are required to annually file applicable



financial disclosures as required by the Fair Political Practices Commission (FPPC). Furthermore, Investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the District.

7. Authorized Dealers and Institutions

The General Manager will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). Best practices include the following: 1) A determination that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy; 2) the broker/dealer firms should have the ability to meet all their financial obligations in dealing with the Public Agency; 3) the firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved; 4) no public deposit shall be made except in a qualified public depository as established by the established state laws; 4) all financial institutions and broker/dealers who desire to conduct investment transactions with the public agency may supply the General Manager with audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, a completed broker/dealer questionnaire, certification of having read the Public Agency’s investment policy and depository contracts.

The General Manager may conduct an annual review of the financial condition and registrations of qualified dealers & institutions.

8. Authorized and Suitable Investments

Investment of District funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, and Los Angeles County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when part of the list of authorized investments, with the knowledge that the



pool/fund may include some investments allowed by statute but not explicitly identified in this investment policy.

Additionally, shares of beneficial interest issued by a joint powers authority organized pursuant to CA Code (Section 6509.7) that invests in the securities and obligations in compliance with CA Code 53601 (subsection 'a' to 'r', inclusive) are also authorized. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- The adviser is registered or exempt from registration with the Securities and Exchange Commission.
 - The adviser has not less than five years of experience investing in the securities and obligations authorized in CA Code (subsection 'a' to 'r', inclusive).
 - The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).
4. Negotiable Certificates of Deposit issued by nationally or state-chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. Principal and accrued interest on these investments must not exceed the \$250,000 FDIC insurance limit. A maturity limitation of five years is applicable.
 5. Time deposits or placement service deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 50% of the investment portfolio may be invested in this investment type. A maturity limitation of five years is applicable. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.
 6. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the Oceano Community Services District may be purchased as allowed under the State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be used.



The following summary of maximum percentage limits, by instrument, are established for the District’s investment portfolio:

Authorized Investment Type	Government Code	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment in One Issuer
Treasury Obligations (bills, notes, & bonds)	53601(b)	5 Years	N/A	100%	N/A
US Government Agency and Federal Agency Securities	53601(f)	5 Years	N/A	100%	N/A
Local Agency Investment Fund (LAIF)	16429.1	Upon Demand	N/A	As permitted by LAIF (currently \$65 million per account)	N/A
San Luis Obispo County Investment Pool	53684	Upon Demand	N/A	As permitted by County Treasurer (currently no limit)	N/A
Joint Powers Authority Pool	53601(p)	N/A	See § 8.3 (above)	None	N/A
Negotiable Certificates of Deposit	53601(i)	5 Years	N/A	30%	N/A
Placement Service Deposits – Deposits or	53601.8 and 53635.8	5 Years	N/A	50%	N/A

9. Review of Investment Portfolio

The securities held by the Oceano Community Services District must be in compliance with Section 8.0 “Authorized and Suitable Investments” at the time of purchase. The General Manager should review the portfolio (at least annually) to identify those securities that do not comply.

The General Manager should establish procedures to report any major and critical incidences of noncompliance identified through the review of the portfolio.

10. Investment Pools / Money Market Funds

A thorough investigation of the investment pool/money market fund is required prior to investing, and on a continual basis. Best efforts will be made to acquire the following information:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.



3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

11. Collateralization

Collateralization will be required on two types of investments: non-negotiable certificates of deposit and repurchase (and reverse repurchase) agreements. To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for non-negotiable certificate of deposit and 102% for reverse repurchase agreements of principal and accrued interest.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

The District may waive the collateralization requirements for any portion of the deposit that is covered by Federal Deposit Insurance.

12. Safekeeping and Custody

All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

13. Diversification

The District shall diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type, excluding U.S. Treasuries, federal agencies, and pooled investments such as LAIF, money market funds, or local government investment pools.

14. Maximum Maturities

To the extent possible, the Oceano Community Services District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than 5 years from the



date of purchase. Any investment longer than 5 years must be done with advance permission from Board of Directors.

15. Internal Controls

The General Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Oceano Community Services District are protected from loss, theft, fraud or misuse.

Separation of functions between the District's General Manager or Business and Accounting Manager is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the General Manager, executed by the General Manager or Assistant General Manager, and confirmed by the Senior Business and Accounting Manager. All wire transfers initiated by the Business and Accounting Manager must be reconfirmed by the appropriate financial institution to the General Manager. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Senior Business and Accounting Manager on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the District's cash and investments that have a material impact on the financial statements. The General Manager shall review and assure compliance with investment process and procedures.

16. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The District intends to spread its investments relatively evenly between 0 and 5 years and hold those investments to maturity. The District is limiting its authorized investments to the safest end of the investment spectrum—debt issued by the U.S. Treasury, U.S. Government Agencies, and debt that is federally insured (see section 8.0 Authorized and Suitable Investments, above, for a complete list of authorized investments).

Therefore, an appropriate performance benchmark will be a Constant Treasury Maturity Rate consistent with the weighted average maturity of the portfolio. The District recognizes that benchmarks may change over time based on changes in market conditions or cash flow requirements.



17. Reporting

The District General Manager shall review and render quarterly reports to the Board of Directors that include the following information:

- Investment type (e.g. U.S. Treasury Note, U.S. Government Agency Bond)
- Name of the issuer (e.g. Federal Farm Credit Bank, Federal Home Loan Bank)
- Maturity date
- Yield to maturity
- Current market value and source of market value
- Par and dollar amount for each security the District has invested in
- Par and dollar amount on any money held by the District (e.g. LAIF balance, Cash Balance).

The report shall also include a description of any of the District's funds, investments, or programs that are under the management of contracted parties, including lending programs.

The quarterly report shall state compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance.

The quarterly report shall include a statement denoting the ability of the District to meet its expenditure requirements for the next six months or provide an explanation as to why sufficient money shall (or may not) be available.

The quarterly reports shall be placed on the Board of Directors meeting agenda for its review and approval no later than ~~4530~~ days after the quarter ends. If there are no ~~Council Board~~ meetings within the ~~4530~~-day period, the quarterly report shall be presented to the ~~Council Board~~ at the soonest possible meeting thereafter.

18. Investment Policy Adoption

The Oceano Community Services District investment policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed annually by the Board of Directors and any modifications made thereto must be approved by the Board of Directors.

The General Manager shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Oceano Community Services District.



19. Glossary of Terms in this Policy

Accrued Interest: Interest earned but not yet received.

Annual Comprehensive Financial Report (ACFR): The official annual financial report for the District. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles (GAAP).

Bond: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Bond Swap: Selling one bond issue and buying another at the same time in order to create an advantage for the investor. Some benefits of swapping may include tax-deductible losses, increased yields, and an improved quality portfolio.

Broker: In securities, the intermediary between a buyer and a seller of securities. The broker, who usually charges a commission, must be registered with the exchange in which he or she is trading, accounting for the name registered representative.

Certificate of Deposit: A deposit insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC) at a set rate for a specified period of time.

Collateral: Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Constant Maturity Treasury (CMT): An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Custody: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement that also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Delivery vs. Payment (DVP): Delivery of securities with a simultaneous exchange of money for the securities.

Diversification: Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Federal Deposit Insurance Corporation (FDIC): Insurance provided to customers of a subscribing bank that guarantees deposits to a set limit (currently \$250,000) per account.

Interest Rate: The annual yield earned on an investment, expressed as a percentage.

Liquidity: Refers to the ability to rapidly convert an investment into cash.



Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Purchase Date: The date in which a security is purchased for settlement on that or a later date.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Risk: Degree of uncertainty of return on an asset. Safekeeping: See Custody.

Settlement Date: The date on which a trade is cleared by delivery of securities against funds.

Time Deposit: A deposit in an interest-paying account that requires the money to remain on account for a specific length of time. While withdrawals can generally be made from a passbook account at any time, other time deposits, such as certificates of deposit, are penalized for early withdrawal.

Treasury Obligations: Debt obligations of the U.S. Government that are sold by the Treasury Department in the forms of bills, notes, and bonds. Bills are short-term obligations that mature in one year or less. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more.

U.S. Government Agencies: Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

Yield: The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity: The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

20. Glossary of General Investment Terms



Active Deposits: Funds that are immediately required for disbursement.

Amortization: An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Asked Price: The price a broker dealer offers to sell securities. **Basis Point:** One basis point is one hundredth of one percent (.01). **Bid Price:** The price a broker / dealer offers to purchase securities.

Book Entry Securities: Securities, such stocks held in "street name," that are recorded in a customer's account, but are not accompanied by a certificate. The trend is toward a certificate-free society to cut down on paperwork and to diminish investors' concerns about the certificates themselves. All the large New York District banks, including those that handle the bulk of the transactions of the major government securities dealers, now clear most of their transactions with each other and with the Federal Reserve through the use of automated telecommunications and the "book-entry" custody system maintained by the Federal Reserve Bank of New York. These banks have deposited with the Federal Reserve Bank a major portion of their government and agency securities holdings, including securities held for the accounts of their customers or in a fiduciary capacity for the District. Virtually all transfers for the account of the banks, as well as for the government securities dealers who are their clients, are now effected solely by bookkeeping entries. The system reduces the costs and risks of physical handling and speeds the completion of transactions.

Book Value: The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Bullet Bond: See "*Non-callable Bond.*"

Callable Bond: A debt obligation where the bond issuer (i.e. borrower) has the option to *call the bond* or pay it off early (before the scheduled maturity date). For instance, a 5-year bond might be "callable quarterly"—meaning that, although the bond has a scheduled end date 5 years from now, it could end in 3 months (and every 3 months after that, until the scheduled maturity date).

Coupon: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Analysis: A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield: The interest paid on an investment expressed as a percentage of the current price of the security.

Discount: The difference between the cost of a security and its value at maturity when quoted at lower than face value.



Duration: The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.

Fannie Mae: Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Federal Reserve System: The central bank of the U.S. that consists of a seven member Board of Governors, 12 regional banks and approximately 8,000 commercial banks that are members.

Fed Wire: A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Freddie Mac: Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Investment Agreements: An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Nationally Recognized Statistical Rating Organizations (NRSRO): A U.S. Securities & Exchange Commission registered agency that assesses the creditworthiness of an entity or specific security. NRSRO typically refers to Standard and Poor's Ratings Services, Fitch Ratings, Inc. or Moody's Investors Services.

New Issue: Term used when a security is originally "brought" to market.

Non-callable Bond: Also known as, "*Bullet Bond.*" A non-callable bond is a debt obligation where the bond issuer does not have the option to "call the bond" i.e.-end the bond before the scheduled maturity date.

Perfect Delivery: Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Repurchase Agreement (REPO): A transaction where the seller (bank) agrees to buy back from the buyer (District) the securities at an agreed upon price after a stated period of time.

Reverse Repurchase Agreement (REVERSE REPO): A transaction where the seller (District) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.



Yield Curve: The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.





Oceano Community Services District

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

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

Date: March 21, 2024

To: Oceano Finance and Budget Committee

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #6D: Review of the District's Budget Status as of December 31, 2023**

Recommendation

It is recommended that the Committee review and discuss the District's budget status as of December 31, 2023.

Discussion

The attached worksheets have been prepared for your review of the status of this year's budget, and they have been designed to include the following:

- ✓ Current fiscal year adopted budget
- ✓ Current fiscal year actual revenues and expenditures as of December 31, 2023
- ✓ Current percentage of the adopted budget
- ✓ Estimated total on June 30, 2024

When reviewing the worksheets (Attachment A), items of significance can be identified and listed by fund. The column containing the percentage of the 2023-24 budget utilized in the second quarter of the fiscal year assists with illustrating the estimated revenues and costs at the end of the fiscal year.

Expenditures:

Several expenses are front-loaded and paid at the beginning of each fiscal year. The budget worksheets indicate that the District has spent more than 50% of the overall budget on these items. The worksheets also show that the year-end cost estimate is within budget.

The front-loaded expenses are as follows:

1. Water Supply from Lopez and State Water
2. CalPERS Unfunded Accrued Liability (UAL) for the Public Employees' Pension Reform Act (PEPRA) Miscellaneous Plan members
3. Permit, Fees & Licenses (SLO County Public Works Annual Encroachment Permit and Municode License)
4. Local Agency Formation Commission Expense (LAFCO)
5. Liability Insurance
6. Membership Expense (Cal Rural Water Association)



Oceano Community Services District

Board of Directors Meeting

- 7. Boot Allowance Expense
- 8. Annual Software Maintenance

Other expenses appear to be running high in the General, Water and Garbage funds but are expected to level out during the fiscal year, including the following:

General Fund

- 1. Legal Services –the District’s legal costs are estimated to run over this fiscal year. The District will be issuing a request for proposals for legal services in the upcoming months.

Budget: \$75,000	Expensed @ 12/31: \$69,279 (92%)	Estimate - Year End: \$ 138,558	(Over)/Under: \$ (63,558)
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- 2. Classes/Seminars/ Training – during the first half of the year staff and Board members attended the California Special District Association (CSDA) Annual Conference. The year-end estimate includes the costs for the CSDA Leadership Conference in San Luis Obispo that staff and Board members attended, less the two scholarships that were earned.

Budget: \$6,350	Expensed @ 12/31: \$7,774 (122%)	Estimate - Year End: \$ 19,173	(Over)/Under: \$ (12,823)
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Water Fund

- 1. Contract Engineering - during the first of the year staff updated the water atlas for all the hydrants in the system.

Budget: \$2,000	Expensed @ 12/31: \$3,609(180%)	Estimate - Year End: \$ 7,219	(Over)/Under: \$ (5,219)
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- 2. CIP 21st St Valve Replacement - staff received three bids for the valves on 21st St and the lowest bid came in \$26,000 over from R. Baker, Inc. The remaining balance will be covered by the CIP Upgrades All Projects line item of \$135,000.

Budget: \$15,000	Expensed @ 12/31: \$0 (0%)	Estimate - Year End: \$ 41,000	(Over)/Under: \$(26,000)
CIP Upgrades \$135,000	\$0(0%)	\$109,00	\$26,000



Oceano Community Services District

Board of Directors Meeting

Garbage Fund

- Professional Services - during the first half of the year the roll-off was filled six times with items illegally dumped throughout the community. This is in response to illegal dumping and the Ready 311 application.

Budget: \$7,000	Expensed @12/31: \$4,516 (65%)	Estimate - Year End: \$9,032	(Over)/Under: \$ (2,032)
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Revenues:

Certain revenues appear to be lower in the General Fund and higher in the Enterprise Funds than the budgeted for the second quarter. These revenues arise from the timing of the December 31st review:

- Property Taxes - 60% of property taxes were paid in December 2023 with the remaining expected to come in April 2024. The year end totals are based on the County estimates provided in October and are consistent with previous years based on the County's collection system.
- Landfill Saving Payment – each year South County Sanitary Services Inc. (SCSS) issues the District a landfill savings payment to recognize the capital improvement saving at the landfill by entering into the Franchise Agreement.

Other Agency Involvement

N/A

Other Financial Considerations

The wind-down period of the Joint Powers Agreement (JPA) with the Five Cities Fire Authority (FCFA) was triggered when the June 2022 special tax failed. The District initiated proceedings through LAFCO to divest fire and emergency services and turn the responsibility over to the County. The District is currently in the process of negotiating with the County for the District's fire and emergency service for FY 2024-25.

Results

Establishing good budget monitoring procedures will help ensure that the District's costs are managed in a financially prudent manner and promote a prosperous and well-governed community.

Attachments: Attachment A - Budget Worksheets
Attachment B - FY 2023-24 Budget Adjustments

FY 2023-2024 OCSD q2 BUDGET review



BUDGET SUMMARY





GENERAL FUND





OCEANO COMMUNITY SERVICES DISTRICT
GENERAL FUND
SUMMARY

ACCOUNT NO.	GENERAL FUND (GF)	2023/24		2023/24 APPROVED BUDGET	ACTUAL AT 12/30/2023	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS				
SOURCES OF FUNDS							
	Fire	\$0	\$0	\$0	\$0	0%	\$0
	Lighting	\$0	\$0	\$0	\$0	0%	\$0
	Parks & Recreation	\$0	\$0	\$0	\$0	0%	\$0
	Facilities	\$291,966	\$0	\$291,966	\$81,994	54%	\$171,882
	Admin	\$2,444,137	\$0	\$2,444,137	\$1,435,005	117%	\$2,515,107
	Total Sources of Funds	\$2,736,103	\$0	\$2,736,103	\$1,516,998	56%	\$2,686,989
USES OF FUNDS							
	Fire	\$1,195,322	\$0	\$1,195,322	\$593,064	50%	\$1,182,937
	Lighting	49,868	\$0	\$49,868	\$22,850	46%	\$44,835
	Parks & Recreation	\$0	\$19,500	\$19,500	\$3,619	19%	\$5,835
	Facilities	\$359,230	\$0	\$359,230	\$19,901	6%	\$142,825
	Admin	\$1,151,804	\$0	\$1,151,804	\$626,400	54%	\$1,165,718
	Total Expenditures	\$2,756,223	\$19,500	\$2,775,723	\$1,265,834	46%	\$2,542,150
OPERATING SURPLUS/(DEFICIT)							
	Fire	(\$1,195,322)	\$0	(\$1,195,322)	(\$593,064)		(\$1,182,937)
	Lighting	(\$49,868)	\$0	(\$49,868)	(\$22,850)		(\$44,835)
	Parks & Recreation	\$0	(\$19,500)	(\$19,500)	(\$3,619)		(\$5,835)
	Facilities	(\$67,263)	\$0	(\$67,263)	\$62,092		\$29,058
	Admin	\$1,292,333	\$0	\$1,292,333	\$808,605		\$1,349,389
	OPERATING SURPLUS/(DEFICIT)	(\$20,120)	(\$19,500)	(\$39,620)	\$251,164		\$144,839
TRANSFERS & ENCUMBRANCES							
	Transfers In - From Water & Garbage Funds	55,373		55,373			0
	(Transfers Out) - To Water & Wastewater Funds	(132,334)		(132,334)			0
	Encumbrances - Sources of Funding	0		0			0
	Encumbrances - (Designated Funds)	0		0	(7,944)		9,707
	NET TRANSFERS & ENCUMBRANCES	(\$76,961)	\$0	(\$76,961)	(\$7,944)		(\$86,668)



ADMINISTRATIVE BUDGET





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	2023/24		2023/24 CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	Revenues	\$1,292,333	\$0	\$1,292,333	\$808,605	63%	\$1,349,389	\$49,152
	Other Sources of Funds	\$1,151,804	\$0	\$1,151,804	\$626,400	54%	\$1,165,718	\$13,914
	Total Sources of Funds	\$2,444,137	\$0	\$2,444,137	\$1,435,005	117%	\$2,515,107	\$63,067
USES OF FUNDS								
	Salaries & Wages	\$466,000	\$0	\$466,000	\$227,148	49%	\$454,297	\$11,703
	Benefits	\$150,325	\$0	\$150,325	\$76,723	51%	\$153,447	(\$3,122)
	Personnel Services	\$616,325	\$0	\$616,325	\$303,872	49%	\$607,744	\$8,581
	Services & Supplies	\$306,389	\$0	\$306,389	\$225,334	74%	\$364,786	(\$58,397)
	Operating Crew Benefits Allocation	\$229,090	\$0	\$229,090	\$97,194	42%	\$193,189	\$35,901
	Total Expenditures	\$1,151,804	\$0	\$1,151,804	\$626,400	54%	\$1,165,718	(\$13,914)
	OPERATING SURPLUS/(DEFICIT)	\$1,292,333	\$0	\$1,292,333	\$808,605		\$1,349,389	\$49,152
	TRANSFERS & ENCUMBRANCES							
	Transfers In - From Facilities Fund	0	0	0	0		0	0
	(Transfers Out) - Fire, Lighting & Parks and Rec (Property Taxes)	(1,383,728)	0	(1,383,728)	(619,533)		(1,352,645)	(31,083)
	Encumbrances - Sources of Funding	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$1,383,728)	\$0	(\$1,383,728)	(\$619,533)		(\$1,352,645)	(\$31,083)



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	2023/24		APPROVED BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
REVENUES								
01-4-3100-000	Property Taxes: Current Year - Secured	1,243,348		1,243,348	731,175	59%	1,273,983	30,635
01-4-3101-000	Property Taxes: Current Year - Unsecured	39,809		39,809	42,419	107%	43,209	3,400
01-4-3102-000	Property Taxes: Prior Year - Secured	0		0	269		538	538
01-4-3103-000	Property Taxes: Prior Year - Unsecured	0		0	650		1,299	1,299
01-4-3105-000	Penalties & Interest	0		0	11		22	22
01-4-3120-000	Homeowners' Prop Tax Relief	6,314		6,314	3,177	50%	6,227	(87)
01-4-3121-000	SB 1090	13,866		13,866	21,769	157%	21,769	
01-4-3213-100	Will Serve Letter Fee	0		0	300		600	600
01-4-3230-100/200/600	Misc Income	0		0	5,356		10,711	10,711
01-4-3238-200	Fireworks Permit	1,748		1,748	0	0%	1,748	0
01-4-3300-000	Interest Income	4,922		4,922	3,475	71%	6,950	2,028
01-4-3557-000	CO Charge: SB 2557	(17,674)		(17,674)	0	0%	(17,674)	0
01-4-3900-011	Board Member receivable PMT	0		0	5		5	5
Total Revenues		\$1,292,333	\$0	\$1,292,333	\$808,605	63%	\$1,349,389	\$49,152
OTHER SOURCES OF FUNDS								
01-5-4100-376	Allocated Administrative Overhead	922,714		922,714	529,205	57%	972,530	49,816
01-5-4100-377	Allocated Operating Crew Overhead	229,090		229,090	97,194	42%	193,189	(35,901)
Total Other Sources of Funds		\$1,151,804	\$0	\$1,151,804	\$626,400	54%	\$1,165,718	\$13,914
Total Sources of Funds		\$2,444,137	\$0	\$2,444,137	\$1,435,005	59%	\$2,515,107	\$63,067
USES OF FUNDS								
SALARIES & WAGES								
01-5-4100-010	Salary & Wages	461,000		461,000	226,980	49%	453,961	7,039
01-5-4100-020	Overtime	5,000		5,000	168	3%	336	4,664
Total Salaries & Wages		\$466,000	\$0	\$466,000	\$227,148	49%	\$454,297	\$11,703
BENEFITS								
01-5-4100-061	PERS Contribution	56,000		56,000	29,026	52%	58,052	(2,052)
01-5-4100-070	SUI	2,200		2,200	0	0%	0	2,200
01-5-4100-071	Medicare	6,825		6,825	3,442	50%	6,884	(59)
01-5-4100-072	FICA	2,400		2,400	1,007	42%	2,013	387
01-5-4100-075	Compensation Insurance	5,000		5,000	2,884	58%	5,767	(767)
01-5-4100-090	Insurance	77,000		77,000	39,915	52%	79,830	(2,830)
01-5-4100-097	Cell Phone Allowance	900		900	450	50%	900	0
Total Benefits		\$150,325	\$0	\$150,325	\$76,723	51%	\$153,447	(\$3,122)
Total Personnel Services		\$616,325	\$0	\$616,325	\$303,872	49%	\$607,744	\$8,581
SERVICES & SUPPLIES								
01-5-4100-110	Communications & Dispatch	9,795		9,795	4,905	50%	9,809	(14)
01-5-4100-150	Insurance	37,000		37,000	37,977	103%	37,977	(977)
01-5-4100-170	Maintenance: Equipment	3,810		3,810	0	0%	0	3,810
01-5-4100-173	Maint: Structures/ Improvements	13,000		13,000	4,988	38%	9,976	3,024
01-5-4100-180	Memberships	9,000		9,000	8,600	96%	9,000	0
01-5-4100-193	Bank Fees	6,200		6,200	3,108	50%	6,216	(16)
01-5-4100-200	Office Expense	5,875		5,875	3,337	57%	6,675	(800)
01-5-4100-210	Postage	2,575		2,575	244	9%	489	2,086
01-5-4100-218	Audit	25,000		25,000	8,290	33%	25,000	0
01-5-4100-220	Professional Services	35,000		35,000	15,784	45%	31,568	3,432
01-5-4100-221	Information Technology	5,000		5,000	329	7%	658	4,342
01-5-4100-223	Legal Services	75,000		75,000	69,279	92%	138,558	(63,558)
01-5-4100-225	Board Stipends	12,000		12,000	3,400	28%	6,800	5,200
01-5-4100-226	Annual Software Maintenance	22,800		22,800	25,675	113%	25,675	(2,875)
01-5-4100-230	Required Legal Notice	1,200		1,200	157	13%	314	886
01-5-4100-235	Books/ Journals/ Subscriptions/ Software	1,700		1,700	3,154	186%	3,154	(1,454)
01-5-4100-247	LAFCO Annual Charge	12,804		12,804	12,967	101%	12,967	(163)
01-5-4100-248	Permits, Fees, Licenses	2,500		2,500	4,447	178%	4,447	(1,947)
01-5-4100-280	Private Vehicle/ Milage Expense	530		530	0	0%	0	530
01-5-4100-285	Classes/ Seminars/ Training Fee	6,350		6,350	7,774	122%	19,173	(12,823)
01-5-4100-286	Board Member Travel	2,200		2,200	750	34%	1,500	700
01-5-4100-290	Utilities	11,500		11,500	4,662	41%	9,323	2,177
01-5-4100-320	Fixed Assets - Hearing Impaired Stationary System	5,550		5,550	5,507	99%	5,507	43
Total Services & Supplies		\$306,389	\$0	\$306,389	\$225,334	74%	\$364,786	(\$58,397)
Operating Crew Benefits & Direct Labor Cost Allocations								
01-5-4100-600	Leave time	54,000		54,000	26,779	50%	53,559	441
01-5-4100-010	Salaries & Wages (Admin)	6,400		6,400	3,060	48%	6,120	280
01-5-4100-601	PERS Contribution	40,000		40,000	17,811	45%	35,622	4,378
01-5-4100-602	Medicare	5,500		5,500	2,307	42%	4,614	886
01-5-4100-192	P/R Fed & State Taxes	4,500		4,500	0	0%	0	4,500
01-5-4100-070	SUI	1,750		1,750	0	0%	0	1,750
01-5-4100-603	Insurance	92,000		92,000	33,534	36%	67,068	24,932
01-5-4100-080	Boot Allowance	1,500		1,500	1,200	80%	1,200	300
01-5-4100-100	Clothing	7,000		7,000	3,263	47%	6,526	474
01-5-4100-604	Standby	16,440		16,440	9,240	56%	18,480	(2,040)
Total Operating Crew Benefits		\$229,090	\$0	\$229,090	\$97,194	42%	\$193,189	\$35,901
Total Expenditures		\$1,151,804	\$0	\$1,151,804	\$626,400	54%	\$1,165,718	(\$13,914)



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	2023/24		APPROVED BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
OPERATING SURPLUS/(DEFICIT)		\$1,292,333	\$0	\$1,292,333	\$808,605		\$1,349,389	\$49,152
TRANSFERS & ENCUMBRANCES								
	Transfers In	0		0	0		0	0
	(Transfers Out) - Fire, Lighting & Parks and Rec (Property Taxes)	(1,383,728)		(1,383,728)	(619,533)		(1,352,645)	(31,083)
	Encumbrances - Sources of Funding	0		0	0		0	0
	Encumbrances - (Designated Funds)	0		0	0		0	0
NET TRANSFERS & ENCUMBRANCES		(1,383,728)	\$0	(1,383,728)	(\$619,533)		(\$1,352,645)	(\$31,083)



FIRE BUDGET





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 FIRE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	2023/24			ACTUAL AT 12/30/2023	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE	
		ADOPTED BUDGET	APPROVED ADJUSTMENTS	APPROVED BUDGET				
SOURCES OF FUNDS								
	Revenues	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
USES OF FUNDS								
	Salaries & Wages	\$1,995	\$0	\$1,995	\$0	0%	\$0	\$1,995
	Benefits	\$1,145	\$0	\$1,145	\$486	42%	\$966	\$180
	Personnel Services	\$3,140	\$0	\$3,140	\$486	15%	\$966	\$2,175
	Services & Supplies	\$1,164,500	\$0	\$1,164,500	\$576,702	50%	\$1,152,795	\$11,705
	Capital Overlay	\$0	\$0	\$0	\$0		\$0	\$0
	Administrative Cost Allocation	\$27,681	\$0	\$27,681	\$15,876	57%	\$29,176	(\$1,494)
	Total Expenditures	\$1,195,322	\$0	\$1,195,322	\$593,064	50%	\$1,182,937	\$12,385
	OPERATING SURPLUS/(DEFICIT)	(\$1,195,322)	\$0	(\$1,195,322)	(\$593,064)		(\$1,182,937)	\$12,385



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 FIRE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	2023/24		2023/24 APPROVED BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	REVENUES							
	Total Revenues	\$0	\$0	\$0	\$0		\$0	\$0
	OTHER SOURCES OF FUNDS							
	Total Other Sources of Funds	\$0	\$0	\$0	\$0		\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0		\$0	\$0
USES OF FUNDS								
	PERSONNEL SERVICES							
	SALARIES & WAGES							
01-5-4200-010	Salary & Wages	1,995		1,995	0	0%	0	1,995
	Total Salaries & Wages	\$1,995	\$0	\$1,995	\$0	0%	\$0	\$1,995
	BENEFITS							
01-5-4200-377	Operating Crew Benefits Allocation	1,145		1,145	486	42%	966	180
	Total Benefits	\$1,145	\$0	\$1,145	\$486	42%	\$966	\$180
	Total Personnel Services	\$3,140	\$0	\$3,140	\$486	15%	\$966	\$2,175
	SERVICES & SUPPLIES							
01-5-4200-220	Contract Fire and Emergency Services	1,150,000		1,150,000	575,000	50%	1,150,000	0
01-5-4200-110	Communication	1,000		1,000	111	11%	222	778
01-5-4200-220	Professional Services	7,500		7,500	0	0%	0	7,500
01-5-4200-290	Utilities	5,000		5,000	787	16%	1,573	3,427
01-5-4200-291	Sandbags	1,000		1,000	804	80%	1,000	0
	Total Services & Supplies	\$1,164,500	\$0	\$1,164,500	\$576,702	50%	\$1,152,795	\$11,705
	Total Capital Overlay	\$0	\$0	\$0	\$0		\$0	\$0
	ADMINISTRATIVE COST ALLOCATION							
01-5-4200-376	Allocated Overhead - Admin	27,681		27,681	15,876	57%	29,176	(1,494)
	Total Administrative Cost Allocation	\$27,681	\$0	\$27,681	\$15,876	57%	\$29,176	(\$1,494)
	Total Expenditures	\$1,195,322	\$0	\$1,195,322	\$593,064	50%	\$1,182,937	\$12,385
	OPERATING SURPLUS/(DEFICIT)	(\$1,195,322)	\$0	(\$1,195,322)	(\$593,064)		(\$1,182,937)	\$12,385
	TRANSFERS & ENCUMBRANCES							
	Transfers In - Property Taxes	1,307,712		1,307,712	593,064		1,295,327	(12,385)
	(Transfers Out) - Water & Wastewater Funds	(112,390)		(112,390)			(112,390)	0
	Encumbrances - Sources of Funding	0		0			0	0
	Encumbrances - (Designated Funds)	0		0			0	0
	NET TRANSFERS & ENCUMBRANCES	\$1,195,322	\$0	\$1,195,322	\$593,064		\$1,182,937	(\$12,385)



LIGHTING BUDGET





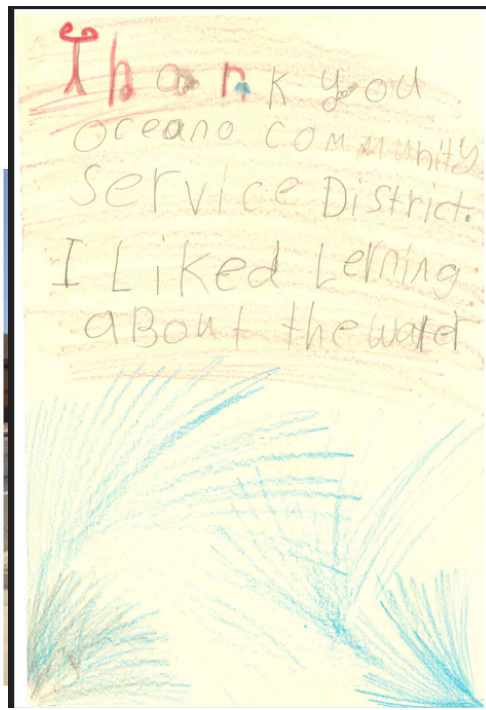
OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 LIGHTING - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	2023/24		2023/24	ACTUAL AT		ESTIMATED	2023/24
		ADOPTED BUDGET	APPROVED ADJUSTMENTS	CURRENT BUDGET	12/30/2023	ACTUAL	EST. BUDGET VARIANCE	
SOURCES OF FUNDS								
	Revenues	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
USES OF FUNDS								
	Salaries & Wages	\$1,995	\$0	\$1,995	\$0	0%	\$0	\$1,995
	Benefits	\$1,145	\$0	\$1,145	\$486	42%	\$966	\$180
	Personnel Services	\$3,140	\$0	\$3,140	\$486	15%	\$966	\$2,175
	Services & Supplies	\$37,500	\$0	\$37,500	\$17,072	46%	\$34,143	\$3,357
	Administrative Cost	\$9,227	\$0	\$9,227	\$5,292	57%	\$9,725	(\$498)
	Total Expenditures	\$49,868	\$0	\$49,868	\$22,850	46%	\$44,835	\$5,033
	OPERATING SURPLUS/(DEFICIT)	(\$49,868)	\$0	(\$49,868)	(\$22,850)		(\$44,835)	\$5,033



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 LIGHTING - GENERAL FUND - FUND 01

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	2023/24		2023/24	ACTUAL AT		ESTIMATED	2023/24
		ADOPTED BUDGET	APPROVED ADJUSTMENTS	CURRENT BUDGET	12/30/202	50%	ACTUAL	EST. BUDGET VARIANCE
SOURCES OF FUNDS								
REVENUES								
Total Revenues		\$0	\$0	\$0	\$0		\$0	\$0
OTHER SOURCES OF FUNDS								
Total Other Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0
Total Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0
USES OF FUNDS								
PERSONNEL SERVICES								
SALARIES & WAGES								
01-5-4195-010	Salaries & Wages	1,995		1,995	0	0%	0	1,995
Total Salaries & Wages		\$1,995	\$0	\$1,995	\$0	0%	\$0	\$1,995
BENEFITS								
01-5-4195-377	Operating Crew Benefits Allocation	1,145	0	1,145	486	42%	966	180
Total Benefits		\$1,145	\$0	\$1,145	\$486	42%	\$966	\$180
Total Personnel Services		\$3,140	\$0	\$3,140	\$486	15%	\$966	\$2,175
SERVICES & SUPPLIES								
01-5-4195-175	Operating Supplies	2,500		2,500	292	12%	584	1,916
01-5-4195-295	Street Lighting	35,000		35,000	16,780	48%	33,559	1,441
Total Services & Supplies		\$37,500	\$0	\$37,500	\$17,072	46%	\$34,143	\$3,357
CAPITAL OUTLAY								
Total Capital Outlay		\$0	\$0	\$0	\$0		\$0	\$0
ADMINISTRATIVE COST ALLOCATION								
01-5-4195-376	Administrative Cost Allocation	9,227		9,227	5,292	57%	9,725	(498)
Total Administrative Cost Allocation		\$9,227	\$0	\$9,227	\$5,292	57%	\$9,725	(\$498)
Total Expenditures		\$49,868	\$0	\$49,868	\$22,850	46%	\$44,835	\$5,033
OPERATING SURPLUS/(DEFICIT)		(\$49,868)	\$0	(\$49,868)	(\$22,850)		(\$44,835)	\$5,033
TRANSFERS & ENCUMBRANCES								
Transfers In - Property Taxes		56,516		56,516	22,850		51,483	(5,033)
(Transfers Out) - Water & Wastewater Fund		(6,648)		(6,648)	0		(6,648)	0
Encumbrances - Sources of Funding		0		0	0		0	0
Encumbrances - (Designated)		0		0	0		0	0
NET TRANSFERS & ENCUMBRANCES		\$49,868	\$0	\$49,868	\$22,850		\$44,835	(\$5,033)



PARKS & RECREATION BUDGET





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 PARKS & RECREATION - GENERAL FUND - 07

ACCOUNT NO.	GENERAL FUND (GF) PARKS & RECREATION - 07	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	Revenues	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
USES OF FUNDS								
	Salaries & Wages	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Benefits	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Personnel Services	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Services & Supplies	\$0	\$14,886	\$14,886	\$973	7%	\$973	\$13,913
	Capital Outlay	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Administrative Cost	\$0	\$4,614	\$4,614	\$2,646	57%	\$4,863	(\$249)
	Total Expenditures	\$0	\$19,500	\$19,500	\$3,619	19%	\$5,835	\$13,665
	OPERATING SURPLUS/(DEFICIT)	\$0	(\$19,500)	(\$19,500)	(\$3,619)		(\$5,835)	\$13,665



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
PARKS & RECREATION - GENERAL FUND - FUND 07**

ACCOUNT NO.	GENERAL FUND (GF) PARKS & RECREATION- 07	2023/24		2023/24	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS	CURRENT BUDGET				
SOURCES OF FUNDS								
REVENUES								
	Total Revenues	\$0	\$0	\$0	\$0		\$0	\$0
OTHER SOURCES OF FUNDS								
	Total Other Sources of Funds	\$0	\$0	\$0	\$0		\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0		\$0	\$0
USES OF FUNDS								
PERSONNEL SERVICES								
SALARIES & WAGES								
	Total Salaries & Wages	\$0	\$0	\$0	\$0		\$0	\$0
BENEFITS								
	Total Benefits	\$0	\$0	\$0	\$0		\$0	\$0
	Total Personnel Services	\$0	\$0	\$0	\$0		\$0	\$0
SERVICES & SUPPLIES								
	July 26, 2023 Budget Adjustment - Parks & Recreation	0	13,711	13,711	0	0%	0	13,711
01-5-4850-301	October 11, 2023 Budget Request - Dia de Los Muertos Event	0	1,175	1,175	973	83%	973	202
	Total Services & Supplies	\$0	\$14,886	\$14,886	\$973	7%	\$973	\$13,913
CAPITAL OUTLAY								
	Total Capital Outlay	\$0	\$0	\$0	\$0		\$0	\$0
ADMINISTRATIVE COST ALLOCATION								
01-5-4850-376	July 26, 2023 Budget Adjustment - Administrative Cost Allocation	0	4,614	4,614	2,646	57%	4,863	(249)
	Total Administrative Cost Allocation	\$0	\$4,614	\$4,614	\$2,646	57%	\$4,863	(\$249)
	Total Expenditures	\$0	\$19,500	\$19,500	\$3,619	19%	\$5,835	\$13,665
OPERATING SURPLUS/(DEFICIT)		\$0	(\$19,500)	(\$19,500)	(\$3,619)		(\$5,835)	\$13,665
TRANSFERS & ENCUMBRANCES								
	Transfers In - Property Taxes	0	19,500	19,500	3,619		5,835	(13,665)
	(Transfers Out)	0	0	0	0		0	0
	Encumbrances - Sources of Funding	0	0	0	0		0	0
	Encumbrances - (Designated)	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$0	\$19,500	\$19,500	\$3,619		\$5,835	(\$13,665)



FACILITIES FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE	
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	Revenues	\$152,022	\$0	\$152,022	\$81,994	54%	\$163,987	\$11,965
	Other Sources of Funds	\$139,944	\$0	\$139,944	\$0	0%	\$7,895	(\$132,049)
	Total Sources of Funds	\$291,966	\$0	\$291,966	\$81,994	54%	\$171,882	(\$120,084)
USES OF FUNDS								
	Salaries & Wages	\$4,000	\$0	\$4,000	\$835	21%	\$1,669	\$2,331
	Benefits	\$2,291	\$0	\$2,291	\$972	42%	\$1,932	\$359
	Personnel Services	\$6,291	\$0	\$6,291	\$1,807	29%	\$3,601	\$2,690
	Services & Supplies	\$26,774	\$0	\$26,774	\$3,801	14%	\$17,309	\$9,465
	Capital Outlay	\$12,324	\$0	\$12,324	\$6,356	0%	\$107,327	\$204,997
	Administrative Cost	\$13,841	\$0	\$13,841	\$7,938	57%	\$14,588	(\$747)
	Total Expenditures	\$359,230	\$0	\$359,230	\$19,901	6%	\$142,825	\$216,405
	OPERATING SURPLUS/(DEFICIT)	(\$67,263)	\$0	(\$67,263)	\$62,092		\$29,058	\$96,321
	TRANSFERS & ENCUMBRANCES							
	Transfers In - From Water Fund	55,373	0	55,373	0		55,373	0
	(Transfers Out) - To Water & Wastewater Funds	(13,296)	0	(13,296)	0		(13,296)	0
	Encumbrances - Sources of Funding	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	(9,707)	0	(9,707)	(7,944)		(9,707)	0
	NET TRANSFERS & ENCUMBRANCES	\$32,370	\$0	\$32,370	(\$7,944)		\$32,370	\$0



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2023/24	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
			ADOPTED BUDGET	APPROVED ADJUSTMENTS			50%		
SOURCES OF FUNDS									
REVENUES									
10-4-3257-000	Utility Reimbursement	1,200	1,200		1,200	1,734	145%	3,469	2,269
10-4-3258-000	Old Fire Station Rent	12,000	12,000		12,000	6,000	50%	12,000	0
10-4-3260-000	Lease - Sheriff Facility	123,822	123,822		123,822	63,099	51%	126,198	2,376
	Public Facilities Fees	15,000	15,000		15,000	11,160	74%	22,320	7,320
	Total Revenues	\$152,022	\$152,022	\$0	\$152,022	\$81,994	54%	\$163,987	\$11,965
OTHER SOURCES OF FUNDS									
	Electric Vehicle Charging Stations Grant/ Rebate	139,944	139,944		139,944	0	0%	7,895	(132,049)
	Total Other Sources of Funds	\$139,944	\$139,944	\$0	\$139,944	\$0		\$7,895	(\$132,049)
	Total Sources of Funds	\$291,966	\$291,966	\$0	\$291,966	\$81,994	28%	\$171,882	(\$120,084)
USES OF FUNDS									
SALARIES & WAGES									
10-5-4300-010	Salary & Wages	4,000	4,000		4,000	835	21%	1,669	2,331
	Total Salaries & Wages	\$4,000	\$4,000	\$0	\$4,000	\$835	21%	\$1,669	\$2,331
BENEFITS									
10-5-4300-377	Operating Crew Overhead	2,291	2,291		2,291	972	42%	1,932	359
	Total Benefits	\$2,291	\$2,291	\$0	\$2,291	\$972	42%	\$1,932	\$359
	Total Personnel Services	\$6,291	\$6,291	\$0	\$6,291	\$1,807	29%	\$3,601	\$2,690
SERVICES & SUPPLIES									
10-5-4300-110	Communication	0	0		0	15		30	(30)
10-5-4300-163	Maint: Structure/ Improvements	10,500	10,500		10,500	2,094	20%	4,188	6,312
10-5-4300-173	So: Maint. Structures/ Improvements	3,700	3,700		3,700	1,412	38%	2,823	877
10-5-4300-220	Professional Services	12,574	12,574		12,574	280	2%	10,268	2,306
	Total Services & Supplies	\$26,774	\$26,774	\$0	\$26,774	\$3,801	14%	\$17,309	\$9,465
CAPITAL OUTLAY									
10-5-4300-320	Sheriff's Building - Flooring	90,000	90,000		90,000	0	0%	90,000	0
10-5-4300-320	HWY 1 Beautification Project	71,619	71,619		71,619	0	0%	0	71,619
10-5-4300-320	Diesel Tank Removal	8,000	8,000		8,000	6,356	79%	6,356	1,644
10-5-4300-320	Electric Vehicle Charging Stations	142,705	142,705		142,705	0	0%	10,971	131,734
	Total Capital Outlay	\$312,324	\$312,324	\$0	\$312,324	\$6,356		\$107,327	\$204,997
ADMINISTRATIVE COST ALLOCATION									
10-5-4300-376	Admin Allocation	13,841	13,841		13,841	7,938	57%	14,588	(747)
	Total Administrative Cost Allocation	\$13,841	\$13,841	\$0	\$13,841	\$7,938	57%	\$14,588	(\$747)
	Total Expenditures	\$359,230	\$359,230	\$0	\$359,230	\$19,901	6%	\$142,825	\$216,405
	OPERATING SURPLUS/(DEFICIT)	(\$67,263)	(\$67,263)	\$0	(\$67,263)	\$62,092		\$29,058	\$96,321
TRANSFERS & ENCUMBRANCES									
	Transfers In - From Water & Garbage Funds	55,373	55,373		55,373	0		55,373	0
	(Transfers Out) - To Water & Wastewater Funds	(13,296)	(13,296)		(13,296)	0		(13,296)	0
	Encumbrances - Sources of Funding	0	0		0	0		0	0
	Encumbrances - (Designated Funds)	(9,707)	(9,707)		(9,707)	(7,944)		(9,707)	0
	NET TRANSFERS & ENCUMBRANCES	\$32,370	\$32,370	\$0	\$32,370	(\$7,944)		\$32,370	\$0



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 ENTERPRISE FUNDS

ACCOUNT NO.	ENTERPRISE FUNDS	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	Water	\$3,123,787	\$0	\$3,123,787	\$1,781,750	57%	\$3,177,124	\$53,338
	Wastewater	\$439,871	\$0	\$439,871	\$227,129	52%	\$456,358	\$16,488
	Garbage	\$68,255	\$11,650	\$79,905	\$59,996	171%	\$96,925	\$17,020
	Equipment	\$72,025	\$0	\$72,025	\$9,730	14%	\$60,436	(\$11,589)
	Total Sources of Funds	\$3,703,938	\$11,650	\$3,715,588	\$2,078,606	56%	\$3,790,844	\$75,256
USES OF FUNDS								
	Water	\$3,089,959	\$5,130	\$3,095,089	\$2,595,291	84%	\$3,031,031	\$64,057
	Wastewater	\$530,734	\$3,600	\$534,334	\$228,406	43%	\$460,080	\$74,254
	Garbage	\$127,833	\$11,920	\$139,753	\$75,676	230%	\$127,054	\$12,699
	Equipment	\$68,000	\$0	\$68,000	\$5,705	0%	\$26,411	\$11,589
	Total Expenditures	\$3,816,525	\$20,650	\$3,837,175	\$2,905,078	76%	\$3,644,576	\$162,600
OPERATING SURPLUS/(DEFICIT)								
	Water	\$33,828	(\$5,130)	\$28,698	(\$813,540)		\$146,093	\$117,395
	Wastewater	(\$90,863)	(\$3,600)	(\$94,463)	(\$1,277)		(\$3,722)	\$90,742
	Garbage	(\$59,577)	(\$270)	(\$59,847)	(\$15,679)		(\$30,128)	\$29,719
	Equipment	\$4,025	\$0	\$4,025	\$4,025		\$34,025	\$0
	OPERATING SURPLUS/(DEFICIT)	(\$112,588)	(\$9,000)	(\$121,588)	(\$826,472)		\$146,268	\$237,856
TRANSFERS & ENCUMBRANCES								
	Transfers In	166,276	0	166,276	0		105,857	0
	(Transfers Out)	(161,340)	0	(161,340)	1,095		(79,965)	0
	Encumbrances - Sources of Funding	2,601,777	0	2,601,777	268,000		2,601,777	0
	Encumbrances - (Designated Funds)	(2,748,796)	0	(2,699,996)	(143,888)		(2,696,336)	0
	NET TRANSFERS & ENCUMBRANCES	(\$142,083)	\$0	(\$93,283)	\$125,207		(\$68,667)	\$0



WATER FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
REVENUES								
02-4-3200-000	Water Sales	2,916,408		2,916,408	1,696,759	58%	2,916,408	0
02-4-3206-000	Front Footage Fees	24,480		24,480	0	0%	24,480	0
02-4-3207-000	Sales: U/B Courtesy Notice	4,500		4,500	1,846	41%	3,692	(808)
02-4-3208-000	Delinquent U/B Acct Fees	40,000		40,000	42,152	105%	84,304	44,304
02-4-3209-000	Capacity Charges	40,704		40,704	0	0%	40,704	0
02-4-3210-000	Meter Fees	8,100		8,100	0	0%	8,100	0
02-4-3211-000	Lopez Connection Fees	6,000		6,000	0	0%	6,000	0
02-4-3212-000	New Account Setup Fee	6,000		6,000	2,370	40%	4,740	(1,260)
02-4-3217-297	Wheeling/Fire Protection	25,000		25,000	12,899	52%	25,798	798
02-4-3230-350	Reimbursement - New Development	11,150		11,150	0	0%	11,150	0
02-4-3255-000	Inspection Fees	300		300	0	0%	300	0
02-4-3300-002	Interest	36,145		36,145	23,271	64%	46,542	10,397
02-4-3224-000	Backflow Fees	5,000		5,000	2,453	49%	4,906	(94)
Total Revenues		\$3,123,787	\$0	\$3,123,787	\$1,781,750	57%	\$3,177,124	\$53,338
OTHER SOURCES OF FUNDS								
Total Other Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0
Total Sources of Funds		\$3,123,787	\$0	\$3,123,787	\$1,781,750	57%	\$3,177,124	\$53,338
USES OF FUNDS								
PERSONNEL SERVICES								
SALARIES & WAGES								
02-5-4400-010	Salaries and Wages	208,000		208,000	91,236	44%	182,471	25,529
02-5-4400-020	Overtime	10,000		10,000	4,524	45%	9,048	952
Total Salaries & Wages		\$218,000	\$0	\$218,000	\$95,760	44%	\$191,520	\$26,480
BENEFITS								
02-5-4400-075	Workers Compensation Insurance	7,600		7,600	4,383	58%	8,766	(1,166)
02-5-4400-377	Operating Crew Benefits Allocation	146,618		146,618	62,204	42%	123,641	22,977
Total Benefits		\$154,218	\$0	\$154,218	\$66,588	43%	\$132,407	\$21,810
Total Personnel Services		\$372,218	\$0	\$372,218	\$162,347	44%	\$323,927	\$48,291
SERVICES & SUPPLIES								
02-5-4400-110	Communications	3,000		3,000	1,295	43%	2,591	409
02-5-4400-163	Maint: Structures/ Improvements	5,000		5,000	981	20%	1,961	3,039
02-5-4400-164	Paving	7,000		7,000	1,797	26%	3,594	3,406
02-5-4400-170	Maintenance - Equipment	5,000		5,000	155	3%	310	4,690
02-5-4400-173	Maint: Shared Structures/ Improvements	5,000		5,000	0	0%	0	5,000
02-5-4400-175	System Parts/ Operating Supplies	13,000		13,000	4,685	36%	9,370	3,630
02-5-4400-176	Water Meters	24,000		24,000	5,428	23%	24,000	0
02-5-4400-177	Safety Expense	1,000		1,000	0	0%	0	1,000
02-5-4400-178	Chemicals	5,000		5,000	6,828	137%	6,828	(1,828)
02-5-4400-180	Membership	3,600		3,600	2,508	70%	3,600	0
02-5-4400-200	Office Expense	1,000		1,000	225	23%	451	549
02-5-4400-205	Outside UB Mail Service	10,000		10,000	5,752	58%	11,504	(1,504)
02-5-4400-220	Professional Services	25,000		25,000	13,601	54%	27,202	(2,202)
02-5-4400-221	Information Technology	575		575	0	0%	0	575
02-5-4400-222	Contracted Engineering	2,000		2,000	3,609	180%	7,219	(5,219)
02-5-4400-226	Engineering & Other Reimbursements	10,815		10,815	3,301	31%	6,603	4,212
02-5-4400-230	Legal Notices	1,000		1,000	728	73%	1,456	(456)
02-5-4400-241	Rents/ Leases - Equipment	1,000		1,000	1,017	102%	2,035	(1,035)
02-5-4400-248	Permits, Fees, Licenses	10,500		10,500	5,618	54%	10,500	0
02-5-4400-250	Small Tools and Instruments	1,000		1,000	697	70%	1,394	(394)
02-5-4400-285	Classes/ Seminars	1,000		1,000	0	0%	1,000	0
02-5-4400-261	Water Supply - Lopez	543,858		543,858	527,159	97%	543,858	0
02-5-4400-262	Water Supply - State Water	1,151,000		1,151,000	1,120,527	97%	1,151,000	0
02-5-4400-290	Utilities	35,000		35,000	5,592	16%	11,184	23,816
02-5-4400-297	Pass-Thru: Crest/Christie/AG	26,265		26,265	12,899	49%	25,798	467
02-5-4400-320	Fixed Assets - Equipment	10,995		10,995	0	0%	10,995	0
02-5-4400-380	NCMA Tec	50,000		50,000	16,932	34%	50,000	0
02-5-4400-499	Claim & Settlements	7,500		7,500	0	0%	0	7,500
Total Services & Supplies		\$1,960,108	\$0	\$1,960,108	\$1,741,336	89%	\$1,914,452	\$45,656



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
CAPITAL OUTLAY								
02-5-4400-320	CIP - 21st St Valve Replacement	15,000		15,000	0	0%	41,000	(26,000)
02-5-4400-320	CIP Upgrade All Projects	135,000		135,000	0	0%	109,000	26,000
	12/13/2023 Budget Adjustment - New Truck Bed	0	5,130	5,130	0	0%	5,130	0
Total Capital Outlay		\$150,000	\$5,130	\$155,130	\$364,804	235%	\$155,130	\$0
DEBT SERVICE								
02-5-4400-310	CalPERS UAL Funding	54,005		54,005	9,280	17%	54,005	0
Total Debt Service		\$54,005	\$0	\$54,005	\$9,280	17%	\$54,005	\$0
ADMINISTRATIVE COST ALLOCATION								
02-5-4400-376	Administrative Cost Allocation	553,628		553,628	317,523	57%	583,518	(29,890)
Total Administrative Cost Allocation		\$553,628	\$0	\$553,628	\$317,523	57%	\$583,518	(29,890)
Total Expenditures		\$3,089,959	\$5,130	\$3,095,089	\$2,595,291	84%	\$3,031,031	\$64,057
OPERATING SURPLUS/(DEFICIT)		\$33,828	(\$5,130)	\$28,698	(\$813,540)		\$146,093	\$117,395
TRANSFERS & ENCUMBRANCES								
	Transfers In- From General & Garbage Funds	105,857		105,857	0		105,857	0
	(Transfers Out) - To General , Garbage, Equipment	(79,965)		(79,965)	4,527		(79,965)	0
	Encumbrances - Sources of Funding	2,601,777		2,601,777	268,000		2,601,777	0
	Encumbrances - (Designated Funds)	(2,696,336)		(2,696,336)	(102,462)		(2,696,336)	0
NET TRANSFERS & ENCUMBRANCES		(\$68,667)	\$0	(\$68,667)	\$170,065		(\$68,667)	\$0




Waste water FUND





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 WASTEWATER DEPARTMENT - FUND - 03

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE	
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	Revenues	\$439,871	\$0	\$439,871	\$227,129	52%	\$456,358	\$16,488
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$439,871	\$0	\$439,871	\$227,129	52%	\$456,358	\$16,488
USES OF FUNDS								
	Salaries & Wages	\$91,500	\$0	\$91,500	\$24,375	27%	\$48,749	\$42,751
	Benefits	\$59,182	\$0	\$59,182	\$25,749	44%	\$51,210	\$7,972
	Personnel Services	\$150,682	\$0	\$150,682	\$50,124	33%	\$99,959	\$50,723
	Services & Supplies	\$68,240	\$0	\$68,240	\$14,882	22%	\$29,763	\$38,477
	Capital Outlay	8,000	\$3,600	\$11,600	\$0	0%	\$11,600	\$0
	Debt Service	\$26,998	\$0	\$26,998	\$4,639	17%	\$26,998	\$0
	Administrative Cost	\$276,814	\$0	\$276,814	\$158,762	57%	\$291,759	(\$14,945)
	Total Expenditures	\$530,734	\$3,600	\$534,334	\$228,406	43%	\$460,080	\$74,254
OPERATING SURPLUS/(DEFICIT)		(\$90,863)	(\$3,600)	(\$94,463)	(\$1,277)		(\$3,722)	\$90,742
TRANSFERS & ENCUMBRANCES								
	Transfers In - From General & Garbage Funds	52,919	0	52,919	0		52,919	0
	(Transfers Out) - To Equipment Fund	(28,585)	0	(28,585)	(3,159)		(28,585)	0
	Encumbrances - Sources of Funding	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	(48,800)	0	0	(38,535)		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$24,466)	\$0	\$24,334	(\$41,694)		\$24,334	\$0

 OCEANO COMMUNITY SERVICES DISTRICT FUND LEVEL ANALYSIS WASTEWATER DEPARTMENT - FUND 03								
ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS			50%		
SOURCES OF FUNDS								
REVENUES								
03-4-3210-000	Sales - Sewer	400,000		400,000	202,098	51%	404,196	4,196
03-4-3211-000	Sewer Connections	2,000		2,000	0	0%	2,000	0
03-4-3255-000	Inspection Fees	100		100	0	0%	100	0
03-4-3256-000	FOG Program	4,100		4,100	2,880	70%	5,760	1,660
03-4-3257-000	Interest Income	33,671		33,671	22,151	66%	44,302	10,631
Total Revenues		\$439,871	\$0	\$439,871	\$227,129	52%	\$456,358	\$16,488
OTHER SOURCES OF FUNDS								
Total Other Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0
Total Sources of Funds		\$439,871	\$0	\$439,871	\$227,129	52%	\$456,358	\$16,488
USES OF FUNDS								
PERSONNEL SERVICES								
SALARIES & WAGES								
03-5-4500-010	Salaries and Wages	79,000		79,000	22,547	29%	45,095	33,905
03-5-4500-020	Overtime	12,500		12,500	1,827	15%	3,654	8,846
Total Salaries & Wages		\$91,500	\$0	\$91,500	\$24,375	27%	\$48,749	\$42,751
BENEFITS								
03-5-4500-075	Workers Compensation Insurance	4,200		4,200	2,422	58%	4,845	(645)
03-5-4500-377	Operating Crew Benefits Allocation	54,982		54,982	23,327	42%	46,365	8,616
Total Benefits		\$59,182	\$0	\$59,182	\$25,749	44%	\$51,210	\$7,972
Total Personnel Services		\$150,682	\$0	\$150,682	\$50,124	33%	\$99,959	\$50,723



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS		50%			
SERVICES & SUPPLIES								
03-5-4500-110	Communication	515		515	192	37%	384	131
03-5-4500-163	Maint: Sewer Structures/ Improvements	10,000		10,000	386	4%	773	9,227
03-5-4500-170	Maintenance: Equipment	3,400		3,400	1,933	57%	3,867	(467)
03-5-4500-171	Maintenance: Vehicles	3,600		3,600	155	4%	311	3,289
03-5-4500-172	Gas and Oil	3,500		3,500	0	0%	0	3,500
03-5-4500-173	Maint: Structures/ Improvements	5,135		5,135	0	0%	0	5,135
03-5-4500-175	System Parts/ Operating Supplies	8,240		8,240	1,050	13%	2,101	6,139
03-5-4500-177	Safety Expense	2,850		2,850	0	0%	0	2,850
03-5-4500-180	Memberships	1,050		1,050	722	69%	1,445	(395)
03-5-4500-200	Office Expense	515		515	77	15%	155	360
03-5-4500-205	Outside UB Mailing Expense	9,300		9,300	5,752	62%	11,504	(2,204)
03-5-4500-220	Professional Services	2,575		2,575	0	0%	0	2,575
03-5-4500-222	Contracted Engineering	2,835		2,835	168	6%	337	2,498
03-5-4500-241	Rents & Leases/ Equipment	2,575		2,575	0	0%	0	2,575
03-5-4500-248	Regulatory Permits & Fees	4,500		4,500	3,746	83%	7,492	(2,992)
03-5-4500-285	Classes/ Seminars/ Training Fees	2,800		2,800	0	0%	0	2,800
03-5-4500-290	Utilities	2,600		2,600	698	27%	1,396	1,204
03-5-4500-390	Bad Debt Expense	350		350	0	0%	0	350
03-5-4500-499	Claims & Settlements	1,900		1,900	0		0	1,900
Total Services & Supplies		\$68,240	\$0	\$68,240	\$14,882	22%	\$29,763	\$38,477
CAPITAL OUTLAY								
03-5-4500-320	CIP - Beach St. Sewer Lateral Replacement	8,000		8,000	0	0%	8,000	0
	12/13/2023 Budget Adjustment - New Truck Bed	0	3,600	3,600	0	0%	3,600	0
Total Capital Outlay		8,000	\$3,600	\$11,600	\$0	0%	\$11,600	\$0
DEBT SERVICE								
03-5-4500-310	CalPERs UAL Funding	26,998		26,998	4,639	17%	26,998	0
Total Debt Service		\$26,998	\$0	\$26,998	\$4,639	17%	\$26,998	\$0
ADMINISTRATIVE COST ALLOCATION								
03-5-4500-376	Administrative Cost Allocation	276,814		276,814	158,762	57%	291,759	(14,945)
Total Administrative Cost Allocation		\$276,814	\$0	\$276,814	\$158,762	57%	\$291,759	(14,945)
Total Expenditures		\$530,734	\$3,600	\$534,334	\$228,406	43%	\$460,080	\$74,254




GARBAGE FUND






OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 GARBAGE FUND - 06

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE	
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
	Revenues	\$68,255	\$0	\$68,255	\$48,346	71%	\$85,275	\$17,020
	Other Sources of Funds	\$0	\$11,650	\$11,650	\$11,650	100%	\$11,650	\$0
	Total Sources of Funds	\$68,255	\$11,650	\$79,905	\$59,996	171%	\$96,925	\$17,020
USES OF FUNDS								
	Salaries & Wages	\$32,000	\$0	\$32,000	\$11,714	37%	\$23,429	\$8,571
	Benefits	\$23,909	\$0	\$23,909	\$10,296	43%	\$20,472	\$3,437
	Personnel Services	\$55,909	\$0	\$55,909	\$22,011	39%	\$43,901	\$12,008
	Services & Supplies	\$20,015	\$0	\$20,015	\$9,633	48%	\$19,266	\$749
	Capital Outlay	\$15,000	\$11,920	\$26,920	\$22,864	85%	\$24,985	\$1,935
	Administrative Cost	\$36,909	\$0	\$36,909	\$21,168	57%	\$38,901	(\$1,993)
	Total Expenditures	\$127,833	\$11,920	\$139,753	\$75,676	\$2	\$127,054	\$12,699
	OPERATING SURPLUS/(DEFICIT)	(\$59,577)	(\$270)	(\$59,847)	(\$15,679)		(\$30,128)	\$29,719
	TRANSFERS & ENCUMBRANCES							
	Transfers In - From Water Fund	7,500	0	7,500	0		7,500	0
	(Transfers Out) - Water, Wastewater, Equipment Fund	(52,790)	0	(52,790)	(274)		(52,790)	0
	Encumbrances - Sources of Funding	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	(3,660)	0	(3,660)	(2,890)		(3,660)	0
	NET TRANSFERS & ENCUMBRANCES	(\$48,950)	\$0	(\$48,950)	(\$3,164)		(\$48,950)	\$0

 OCEANO COMMUNITY SERVICES DISTRICT FUND LEVEL ANALYSIS GARBAGE FUND - 06								
ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
SOURCES OF FUNDS								
REVENUES								
06-4-3230-000	Garbage: Misc Income	0		0	266		266	266
06-4-3300-003	Interest Income	5,263		5,263	3,388	64%	6,777	1,514
06-4-3501-000	Franchise Fees	52,465		52,465	33,541	64%	67,081	14,616
06-4-3501-741	Landfill Savings Payment	10,528		10,528	11,151	106%	11,151	623
Total Revenues		\$68,255	\$0	\$68,255	\$48,346	71%	\$85,275	\$17,020
OTHER SOURCES OF FUNDS								
06-43500-001	12/13/2023 Budget Adjustment - SLO County Off-Highway Motor Vehicle Grant	0	11,650	11,650	11,650	100%	11,650	0
Total Other Sources of Funds		\$0	\$11,650	\$11,650	\$11,650	100%	\$11,650	\$0
Total Sources of Funds		\$68,255	\$11,650	\$79,905	\$59,996	75%	\$96,925	\$17,020
USES OF FUNDS								
PERSONNEL SERVICES								
SALARIES & WAGES								
06-5-4900-010	Salaries & Wages	32,000		32,000	11,714	37%	23,429	8,571
Total Salaries & Wages		\$32,000	\$0	\$32,000	\$11,714	37%	\$23,429	\$8,571
BENEFITS								
06-5-4900-075	Compensation Insurance	1,000		1,000	577	58%	1,153	(153)
06-5-4900-377	Operating Crew Benefits Allocation	22,909		22,909	9,719	42%	19,319	3,590
Total Benefits		\$23,909	\$0	\$23,909	\$10,296	43%	\$20,472	\$3,437
Total Personnel Services		\$55,909	\$0	\$55,909	\$22,011	39%	\$43,901	\$12,008
SERVICES & SUPPLIES								
06-5-4900-110	Communication	1,000		1,000	89	9%	177	823
06-5-4900-173	Maint - Shared Structures/ Improvements	550		550	20		40	510
06-5-4900-175	Operating Supplies	300		300	9	3%	17	283
06-5-4900-200	Office Expense	300		300	0	0%	0	300
06-5-4900-210	Postage	300		300	0	0%	0	300
06-5-4900-220	Professional Services	7,000		7,000	4,516	65%	9,032	(2,032)
06-5-4900-290	Utilities	565		565	0	0%	0	565
06-5-4900-291	School Outreach Programs	10,000		10,000	5,000	50%	10,000	0
Total Services & Supplies		\$20,015	\$0	\$20,015	\$9,633	48%	\$19,266	\$749

 OCEANO COMMUNITY SERVICES DISTRICT FUND LEVEL ANALYSIS GARBAGE FUND - 06								
ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023	50%	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE
		ADOPTED BUDGET	APPROVED ADJUSTMENTS					
CAPITAL OUTLAY								
06-5-4900-320	Trash Cans	15,000		15,000	13,065	87%	13,065	1,935
06-5-4900-321	12/13/2023 Budget Adjustment - SLO County Off-Highway Motor Vehicle Grant	0	11,650	11,650	9,799	84%	11,650	0
06-5-4900-320	12/13/2023 Budget Adjustment - New Truck Bed	0	270	270	0	0%	270	0
Total Capital Outlay		\$15,000	\$11,920	\$26,920	\$22,864	85%	\$24,985	\$1,935
ADMINISTRATIVE COST ALLOCATION								
06-5-4900-376	Administrative Cost Allocation	36,909		36,909	21,168	57%	38,901	(1,993)
Total Administrative Cost Allocation		\$36,909	\$0	\$36,909	\$21,168	57%	\$38,901	(\$1,993)
Total Expenditures		\$127,833	\$11,920	\$139,753	\$75,676	54%	\$127,054	\$12,699
OPERATING SURPLUS/(DEFICIT)		(\$59,577)	(\$270)	(\$59,847)	(\$15,679)		(\$30,128)	\$29,719
TRANSFERS & ENCUMBRANCES								
	Transfers In - From Water Fund	7,500		7,500	0		7,500	0
	(Transfers Out) - Water, Wastewater, Equipment Fund	(52,790)		(52,790)	(274)		(52,790)	0
	Encumbrances - Sources of Funding	0		0	0		0	0
	Encumbrances - (Designated Funds)	(3,660)		(3,660)	(2,890)		(3,660)	0
NET TRANSFERS & ENCUMBRANCES		(\$48,950)	\$0	(\$48,950)	(\$3,164)		(\$48,950)	\$0



EQUIPMENT FUND





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 EQUIPMENT FUND - 12

ACCOUNT NO.	EQUIPMENT FUND - 12	2023/24			ACTUAL AT 12/30/2023	ESTIMATED ACTUAL	2023/24 EST. BUDGET VARIANCE	
		ADOPTED BUDGET	APPROVED ADJUSTMENTS	CURRENT BUDGET				
SOURCES OF FUNDS								
	Revenues	\$72,025	\$0	\$72,025	\$9,730	14%	\$60,436	(\$11,589)
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$72,025	\$0	\$72,025	\$9,730	14%	\$60,436	(\$11,589)
USES OF FUNDS								
	Salaries & Wages	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Benefits	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Personnel Services	\$0	\$0	\$0	\$0	0%	\$0	\$0
	Services & Supplies	\$23,000	\$0	\$23,000	\$5,705	25%	\$11,411	\$11,589
	Capital Outlay	\$30,000	\$0	\$30,000	\$0	0%	\$0	\$0
	Debt Service	\$15,000	\$0	\$15,000	\$0	0%	\$15,000	\$0
	Total Expenditures	\$68,000	\$0	\$68,000	\$5,705	0%	\$26,411	\$11,589
OPERATING SURPLUS/(DEFICIT)		\$4,025	\$0	\$4,025	\$4,025		\$34,025	(\$23,178)
TRANSFERS & ENCUMBRANCES								
	Transfers In	0	0	0	0		0	0
	(Transfers Out)	0	0	0	0		0	0
	Encumbrances - Sources of Funding	0	0	0	0		0	0
	Encumbrances - (Designated Funds)	0	0	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$0	\$0	\$0	\$0		\$0	\$0



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 EQUIPMENT FUND - 12

ACCOUNT NO.	EQUIPMENT FUND - 12	2023/24		CURRENT BUDGET	ACTUAL AT 12/30/2023		ESTIMATED ACTUAL	2023/24	
		ADOPTED BUDGET	APPROVED ADJUSTMENTS		50%	EST. BUDGET VARIANCE			
SOURCES OF FUNDS									
REVENUES									
12-4-3800-001	Lease Revenue from Water	40,965		40,965	4,527	11%	33,367		(7,598)
12-4-3800-002	Lease Revenue from Sewer	28,585		28,585	3,159	11%	23,283		(5,302)
12-4-3800-005	Lease Revenue from Garbage	2,475		2,475	274	11%	2,016		(459)
12-4-3800-004	Surplus Sales	0		0	1,770		1,770		1,770
Total Revenues		\$72,025	\$0	\$72,025	\$9,730	14%	\$60,436		(\$11,589)
OTHER SOURCES OF FUNDS									
Total Other Sources of Funds		\$0	\$0	\$0	\$0		\$0		\$0
Total Sources of Funds		\$72,025	\$0	\$72,025	\$9,730	14%	\$60,436		(\$11,589)
USES OF FUNDS									
SALARIES & WAGES									
12-5-4350-010	Salaries & Wages	0		0	0		0		0
Total Salaries & Wages		\$0	\$0	\$0	\$0		\$0		\$0
BENEFITS									
Total Benefits		\$0	\$0	\$0	\$0		\$0		\$0
Total Personnel Services		\$0	\$0	\$0	\$0		\$0		\$0
SERVICES & SUPPLIES									
12-5-4350-171	Maintenance - Vehicles	8,000		8,000	1,166	15%	2,332		5,668
12-5-4350-172	Fuel	15,000		15,000	4,539	30%	9,079		5,921
Total Services & Supplies		\$23,000	\$0	\$23,000	\$5,705	25%	\$11,411		\$11,589
CAPITAL OUTLAY									
12-5-4350-320	Fixed Assets - Service Truck	30,000		30,000	0		30,000		0
Total Capital Outlay		\$30,000	\$0	\$30,000	\$0		\$30,000		\$0
DEBT SERVICE									
12-5-4350-320	Equipment Lease	15,000		15,000	0	0%	15,000		0
12-5-4350-386	Interest Expense	0		0	0		0		0
Total Debt Service		\$15,000	\$0	\$15,000	\$0	0%	\$15,000		\$0
Total Expenditures		\$68,000	\$0	\$68,000	\$5,705	8%	\$56,411		\$11,589
OPERATING SURPLUS/(DEFICIT)		\$4,025	\$0	\$4,025	\$4,025		\$4,025		\$0
TRANSFERS & ENCUMBRANCES									
Transfers In		0		0			0		0
(Transfers Out)		0		0			0		0
Encumbrances - Sources of Funding		0		0			0		0
Encumbrances - (Designated Funds)		0		0			0		0
NET TRANSFERS & ENCUMBRANCES		\$0	\$0	\$0	\$0		\$0		\$0

Oceano Community Services District
 Chronology of Budget Actions
 Fiscal Years 2023-24

Date	Action
FISCAL YEAR 2023-24 BUDGET ADJUSTMENTS	
June 28, 2023	Approved the Preliminary Budget for Fiscal Year 2023-24
July 26, 2023	Approved a \$19,500 budget adjustment from General Fund reserves for Parks and Recreation.
August 23, 2023	Approved the Final Budget for Fiscal Year 2023-24
December 13, 2023	Approved a budget adjustment of \$5,130 in the Water Fund, \$3,000 in the Wastewater Fund and \$270 in the Garbage Fund reserves will cover truck bed additions to the new service vehicle.
December 13, 2023	Approved a budget adjustment of \$11,650 from the San Luis Obispo Off-Highway Motor Vehicle Fund Grant Program for three new dual receptacle cans on Pier Avenue.