

**SAM COLLECTIONS BUDGET
FISCAL YEAR 2015-16**

May 26, 2015

SEWER AUTHORITY MID-COASTSIDE

FY2015-16 Collections System Budget Assessment

	HMB	GCSD	MWSD	Total
Collection Hour Distribution	36.32%	27.42%	36.26%	100.00%
Fixed Insurance Costs	\$ 13,117	\$ 11,032	\$ 20,621	\$ 44,770
Collection General Subtotal	\$ 340,506	\$ 257,051	\$ 339,879	\$ 937,436
Annual Collections Assessments	\$ 353,623	\$ 268,083	\$ 360,500	\$ 982,206
General Monthly Assessment	\$ 29,469	\$ 22,340	\$ 30,042	\$ 81,851

The Collection General Budget is distributed based on average employee hours.

Insurance costs are costs for individual liability insurance for all three member agencies to cover sewage overflows, especially into homes. Insurance costs also include liability insurance for MWSD's water system. Because these costs are not subject to assessment based on average employee hours, they are fixed costs.

The fixed insurance cost is subtracted from the total Collection General Budget. The difference is distributed amongst the member agencies based on average employee hours.

SEWER AUTHORITY MID-COASTSIDE

Collections Assessment Comparison

	Actual FY2013-14	FY2014-15 Budgeted Revenue	FY2015-16 Proposed Revenue	Change from FY 2014-15	
				\$	%
Collections	\$ 838,176	\$ 869,109	\$ 982,206	\$ 113,097	13.0%
Total	\$ 838,176	\$ 869,109	\$ 982,206	\$ 113,097	13.0%

Collections Expenditure Comparison

	Actual FY2013-14	FY2014-15 Budgeted Expenditures	FY2015-16 Proposed Expenditures	Change from FY 2014-15	
				\$	%
Collections	\$ 677,704	\$ 869,109	\$ 982,206	\$ 113,098	13.0%
Total	\$ 677,704	\$ 869,109	\$ 982,206	\$ 113,098	13.0%

SEWER AUTHORITY MID-COASTSIDE

FY 2015-16

Member Agency **Collections** Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Collections	\$ 275,760	\$ 300,195	\$ 353,623	\$ 53,428	17.8%
Total	\$ 275,760	\$ 300,195	\$ 353,623	\$ 53,428	17.8%
Monthly Total	\$ 22,980	\$ 25,016	\$ 29,469	\$ 4,452	17.8%

Granada Community Services District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Collections	\$ 229,548	\$ 263,061	\$ 268,083	\$ 5,022	1.9%
Total	\$ 229,548	\$ 263,061	\$ 268,083	\$ 5,022	1.9%
Monthly Total	\$ 19,129	\$ 21,922	\$ 22,340	\$ 418	1.9%

Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2014-15	
	FY2013-14	FY2014-15	FY2015-16	\$	%
Collections	\$ 332,868	\$ 305,853	\$ 360,500	\$ 54,647	17.9%
Total	\$ 332,868	\$ 305,853	\$ 360,500	\$ 54,647	17.9%
Monthly Total	\$ 27,739	\$ 25,488	\$ 30,042	\$ 4,554	17.9%

Total	\$ 838,176	\$ 869,109	\$ 982,206	\$ 113,097	13.0%
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SEWER AUTHORITY MID-COASTSIDE

Collections Budget

Grouped Categories	Actual	FY2014-15	FY2015-16	Change from		Distribution
	FY2013-14	Budgeted Expenditures	Proposed Expenditures	FY 2014-15		
				\$	%	
Personnel	\$ 573,006	\$ 743,551	\$ 869,724	\$ 126,173	17.0%	88.5%
Utilities	\$ 3,347	\$ 3,442	\$ 4,043	\$ 601	17.4%	0.4%
Professional Services	\$ 19,500	\$ 30,000	\$ 30,000	\$ -	0.0%	3.1%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Maintenance	\$ 4,129	\$ 8,250	\$ 5,750	\$ (2,500)	-30.3%	0.6%
All Other Accounts	\$ 77,721	\$ 83,866	\$ 72,690	\$ (11,176)	-13.3%	7.4%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%	
Total	677,704	869,109	982,206	113,098	13.0%	100.0%

Sewer Authority Mid-Coastside

Collections Contract Budget

Acct #	Account Name	Actual '12-13	Actual '13-14	Budgeted Amount '14-15	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '15-16	Increase/ (decrease) from '14-15 Budget	Increase/ (decrease) %
5162006	Chemicals-NaOCL-Pump Station										
5162007	Chemicals-Polymer										
5162008	Chemicals-FeCl3										
5162010	Chemicals-NaOH-Plant										
5172001	Lab Chemicals										
5172002	Lab Maintenance Supplies										
5172003	Lab General										
5172004	Public Outreach Gen Supplies										
5181001	Office Equipment		252								
5182002	Vehicles	9,343	4,129	7,500	10,774	143.7%	21,548	287.3%	5,000	-2,500	-33.3%
5182003	Building and Grounds										
5182004	Pump Station										
5182005	Plant Equipment										
5182013	Facility Roofing										
5182014	Instrumentation										
5184020	Leahate Delivery Expenses										
5184006	Sewer Line - HMB										
5184007	Sewer Line-GCSD										
5184008	Sewer Line - MWSD										
5184009	Lift Station - HMB										
5184010	Lift Station - GCSD										
5184011	Lift Station-MWSD										
5184012	SAM Collection Equipment	6,114	11,491	12,000	24,528	204.4%	49,056	408.8%	14,000	2,000	16.7%
52310	Service/Bank Charges										
52410	Interest Expense										
52510	Depreciation Expense										
5202001	Mechanical Tools										
5202002	General Tools	264	353	756	65	8.5%	129	17.1%	756	0	0.0%
53210	Fines and Penalties										
Total Expenses		764,767	677,704	869,109	402,875	46.4%	805,750	92.7%	982,206	113,098	13.0%

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2015-2016 BUDGET
Class: COLLECTIONS**

REVENUE		
	Current Yr	Last Yr

EXPENSES		
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5021001	Productive Payroll	\$ 541,067	\$ 448,668
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This is salary for employees in this account class. This total reflects 3.75% MOU related increase for the fiscal year. The total also includes 2 step (5.0%) increases and 2 increases (5.0%) for obtaining Class B licenses. The budgeted amount includes 4 full-time Collection employees as well as an allocation 2.475 employees from other departments, an increase in allocation from FY 2014-15.

Item	Cost
Salary	\$516,931
Step Increases	\$3,988
Estimated Certifications	\$10,675
MOU Increase	\$9,473

5021002	Overtime	\$ 45,098	\$ 40,983
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This is for overtime pay to represented employees. SAM has an MOU with Stationary Engineers Local 39. That MOU specifies the conditions and amounts for overtime pay. For this account class, we projected the FY2015-16 total based upon the actuals thru December 2014. Overtime is used for sewer system callouts, emergency response to alarm conditions and storm related staffing. There is an increase in FY 2015-16 due to a higher projection of actual expenses in FY 2014-15

5021004	Benefits	\$ 227,940	\$ 238,740
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This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2%@55 for "classic" employees and 2%@62 for new hires. CalPERS retirement cost is reduced due to MOU-related 1% increase for "classic" CALPERS employee's contribution. Medical/Dental/Life/Vision represents actual cost plus 2.8% estimated increase. LTD insurance cost increase of 5% and workers comp insurance increase of 5%, as projected by CSRMA.

Item	Cost
CalPERS retirement	\$76,412
Medical/Dental/Life/Vision	\$119,244

Retiree Health Security Plan	\$2,173
LTD	\$1,855
Workers Comp/Medicare	\$28,256

5021005	Healthcare Benefits MOU Reserve	\$ 32,659	\$ -
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This account budgets for the difference of actual healthcare cost versus the stipulated \$1955/month per employee cost per the MOU. In prior fiscal years, SAM accounted for all of the healthcare cost (both actual and accrued) in account #5021004. Starting this year, to increase visibility of the cost of the healthcare benefit accrual, SAM is breaking out the actual cost of the accrual in this account.

5021006	Overtime Meals	\$ 100	\$ 100
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This account is used for MOU-required overtime meals.

5021008	Retiree Benefits	\$ 9,060	\$ 9,060
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This account is for CalPERS and GASB 45 mandatory contribution towards current and future retiree medical benefits. SAM provides the minimum required contribution for its one (1) Collection retired employee at \$115 per month.

5031003	Employee Physicals	\$ 2,400	\$ 1,500
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Costs associated with various medical examinations and required inoculations.

Descrip	Freq	Rate	Cost
Hep B Series (3)	4	\$255	\$1,020
Respirator	4	\$120	\$480
Class B CDL Drug Screens	12	\$75	\$900

5041006	Other Professional Services	\$ 30,000	\$ 30,000
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This expense is for moving to a more modernized and robust Maintenance Management System. In addition to a higher degree of usability, it will cost much less over time. This year will cover the initial cost of purchase and setup of \$30,000 for a SAM seat. Member agencies will be able to utilize the SAM seat through protected network access. The annual support cost will drop by approximately \$12,000. Therefore, the District will recover the cost of software and setup by the second or third year of implementation, and will save at least \$12,000 in cost every year thereafter. This is a carry-over from FY 2014-15

Item	Cost
New Collection System Maintenance Management System	\$30,000

5052002	Laundry Service			\$ 2,412	\$ 2,412
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These are costs associated with the laundering of MOU-required uniforms.

Item	Units/Year	Rate	Cost
Uniform Service (per Ee)	52	\$46	\$2,412

50810	Skills Improvements			\$ 8,500	\$ 1,600
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These are costs associated with employee skill improvements for four employees. 3 SAM staff will need to obtain training for new Vactor Truck commercial drivers licenses

Item		Rate	Cost
CDL School	3	\$2,500	\$7,500
Other	4	\$250	\$1,000

50910	Meetings and Travel			\$ 500	\$ 500
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These are costs associated with one employee meeting, conference, seminar costs and associated travel costs.

5102001	Safety Training			\$ 2,400	\$ 2,400
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These are costs associated with safety training.

Item		Rate	Cost
Cintas Safety Training	4	\$600	\$2,400

5102002	Safety Shoes			\$ 880	\$ 880
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These are costs associated with MOU-required safety shoe reimbursement. Current reimbursement is \$220/ employee.

Item		Rate	Cost
Safety shoes	4	\$220	\$880

5102003	Personal Safety Equipment			\$ 1,000	\$ 1,000
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These are costs associated with personal safety equipment such as gloves, raingear, boots, safety vests, goggles.

Item		Rate	Cost
Personal Safety Equipment	4	\$250	\$1,000

5102005	Safety Equipment			\$ 699	\$ 824
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These are costs associated with safety equipment other than personal equipment. These include SCBAs, Air Detectors, etc.

Item		Rate	Cost
SCBA Units	1	\$232	\$232
Equipment Repair & Maint	1	\$317	\$317
SCBA Tanks	3	\$50	\$150

5111003 Office Supplies **\$ 257 \$ 257**

These are costs associated with office supplies - paper, pens, clips etc.

5111005 General Supplies **\$ 516 \$ 516**

These costs are for various supplies used in the daily operation of the Collection System and associated equipment. This would include nuts, bolts and other hardware, paints, brooms and cleaning supplies, herbicides, etc.

Item		Rate	Cost
General	12	\$43	\$516

5121002 Liability Insurance **\$ 44,770 \$ 56,221**

Liability insurance for SAM operations reduced based on 2015 actual expenditures plus avg anticipated 5% increase projected by insurance carrier, CSRMA for 2016.

5132004 Water **\$ 4,043 \$ 3,442**

These are potable water service costs. Potable water is used at the SAM plant and pump stations for domestic purposes, pump seal water, odor control street wash down and fire protection. Anticipated water use to increase due to increased capacity of new Vector flushing truck.

Item		Rate	Cost
Water for flushing	350	\$ 11.55	\$4,043

5152001 Diesel **\$ 5,600 \$ 6,000**

Diesel fuel costs drop due to price, volume anticipated to increase for new Vector.

Item		Rate	Cost
Diesel Fuel	1600	\$3.50	\$5,600

5152002 Gasoline **\$ 1,800 \$ 3,000**

Gasoline fuel costs for SAM's Collection System vehicles.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Gasoline	600	\$3.00	\$1,800

5152003 Lubricants **\$ 250 \$ 250**

Cost of equipment lubricants for SAM's Collection System vehicles and equipment.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Lubricants	12	\$ 20.83	\$250

5162002 Maintenance **\$ 500 \$ 500**

These are costs related to the SAM Collections System equipment maintenance. This includes parts and outside labor.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Various	12	\$ 41.66	\$500

5182002 Vehicles **\$ 5,000 \$ 7,500**

These are costs for accessories and for repairs to vehicles such as annual services, brakes, safety equipment and the like. We have reduced this account in anticipation that the new Vector will be a more reliable unit than the older flusher truck.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Maintenance / Repairs	2	\$ 2,500	\$5,000

5184012 SAM Collection Equipment **\$ 14,000 \$ 12,000**

Costs associated with routine repairs to and minor replacement of SAM collection equipment which includes hose replacement, camera equipment service and/or replacement, nozzles, etc. Push camera needed to inspect sewer mains for QA/QC of flushing work.

<u>Item</u>		<u>Rate</u>	<u>Cost</u>
Various	3	\$1,000	\$3,000
Push-Camera	1	\$11,000	\$11,000

5202002 General Tools **\$ 756 \$ 756**

Costs for tools other than Mechanic's tools.

<u>Item</u>	<u>No</u>	<u>Rate</u>	<u>Cost</u>
Various tools	12	\$63	\$756

TOTAL COLLECTION EXPENDITURES: **\$ 982,206**

SEWER AUTHORITY MID-COASTSIDE

Collection Percentage Allocation

Based off prior year Calendar Year Distribution

	<u>HMB</u>	<u>GCS D</u>	<u>MWSD</u>	
FY 2015-16 Rate	36.32%	27.42%	36.26%	(based off Calendar Year 2014 Hours)
FY 2014-15 Rate	34.91%	30.65%	34.43%	(based off Calendar Year 2013 Hours)
Percent Change	4.04%	-10.54%	5.29%	

Hour Distribution - Calendar Year 2014							
	HMB	GCS D	MWSD	Total	% HMB	% GCS D	% MWSD
January 2014	124.87	195.45	315.67	635.99	19.63%	30.73%	49.63%
February 2014	118.97	144.40	290.62	553.99	21.48%	26.07%	52.46%
March 2014	125.17	191.62	254.21	571.00	21.92%	33.56%	44.52%
April 2014	227.23	200.42	274.26	701.91	32.37%	28.55%	39.07%
May 2014	138.38	108.53	368.10	615.01	22.50%	17.65%	59.85%
June 2014	318.83	121.22	95.20	535.25	59.57%	22.65%	17.79%
July 2014	226.91	255.61	147.98	630.50	35.99%	40.54%	23.47%
August 2014	248.62	189.21	176.82	614.65	40.45%	30.78%	28.77%
September 2014	346.46	250.39	125.41	722.26	47.97%	34.67%	17.36%
October 2014	329.51	263.24	169.75	762.50	43.21%	34.52%	22.26%
November 2014	295.86	94.09	257.91	647.86	45.67%	14.52%	39.81%
December 2014	280.15	85.19	299.91	665.25	<u>42.11%</u>	<u>12.81%</u>	<u>45.08%</u>
Totals	2780.96	2099.37	2775.84	7656.17	36.32%	27.42%	36.26%

Hour Distribution - Calendar Year 2013							
	HMB	GCS D	MWSD	Total	% HMB	% GCS D	% MWSD
January 2013	106.51	314.60	287.84	708.95	15.02%	44.38%	40.60%
February 2013	92.89	201.98	261.63	556.50	16.69%	36.29%	47.01%
March 2013	120.42	194.06	316.02	630.50	19.10%	30.78%	50.12%
April 2013	94.67	185.40	403.93	684.00	13.84%	27.11%	59.05%
May 2013	113.48	204.74	383.29	701.51	16.18%	29.19%	54.64%
June 2013	279.08	191.59	147.08	617.75	45.18%	31.01%	23.81%
July 2013	275.27	281.58	130.14	686.99	40.07%	40.99%	18.94%
August 2013	291.82	211.27	145.91	649.00	44.96%	32.55%	22.48%
September 2013	245.94	248.90	167.66	662.50	37.12%	37.57%	25.31%
October 2013	344.63	206.20	172.67	723.50	47.63%	28.50%	23.87%
November 2013	319.30	119.46	176.24	615.00	51.92%	19.42%	28.66%
December 2013	457.32	46.98	111.20	615.50	<u>74.30%</u>	<u>7.63%</u>	<u>18.07%</u>
Totals	2741.33	2406.76	2703.61	7851.70	34.91%	30.65%	34.43%