



Contract Collection Services Budget
Fiscal Year 2019/20

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SEWER AUTHORITY MID-COASTSIDE**

RESOLUTION NO. 2019-07

**ADOPTING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION
SERVICES BUDGET FOR FISCAL YEAR 2019/20**

The Board finds that:

The Sewer Authority Mid-Coastside has prepared and submitted to each of the contracting agencies a proposed Contract Collection Services Budget for Fiscal Year 2019/20.

The contracting agency governing boards have each approved the proposed budget.

As a result, the Board of Directors of the Sewer Authority Mid-Coastside:

1. approves and adopts the Contract Collection Services Budget for Fiscal Year 2019/20; and
2. directs the Secretary of the Board to file a copy of this Resolution, along with a copy of the adopted Budget, with each member agency.

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I HEREBY CERTIFY that this resolution was duly and regularly adopted by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, at a regular meeting held on the 10th day of June 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary of the Board
Sewer Authority Mid-Coastside
San Mateo County, California

CONTRACT COLLECTION SERVICES BUDGET

SAM has provided some form of collection system services to its member agencies through separate agreements since 1988. The scope of services has grown and changed over the past 30 years. The current collection system agreements with the Granada Community Services District (GCSD) and the Montara Water & Sanitary District (MWSD) require that SAM submit budgets for the cost of contract services no later than March 31 each year. The cost for services provided by SAM shall be “in accordance with a fee schedule set forth in the budget for each fiscal year.”

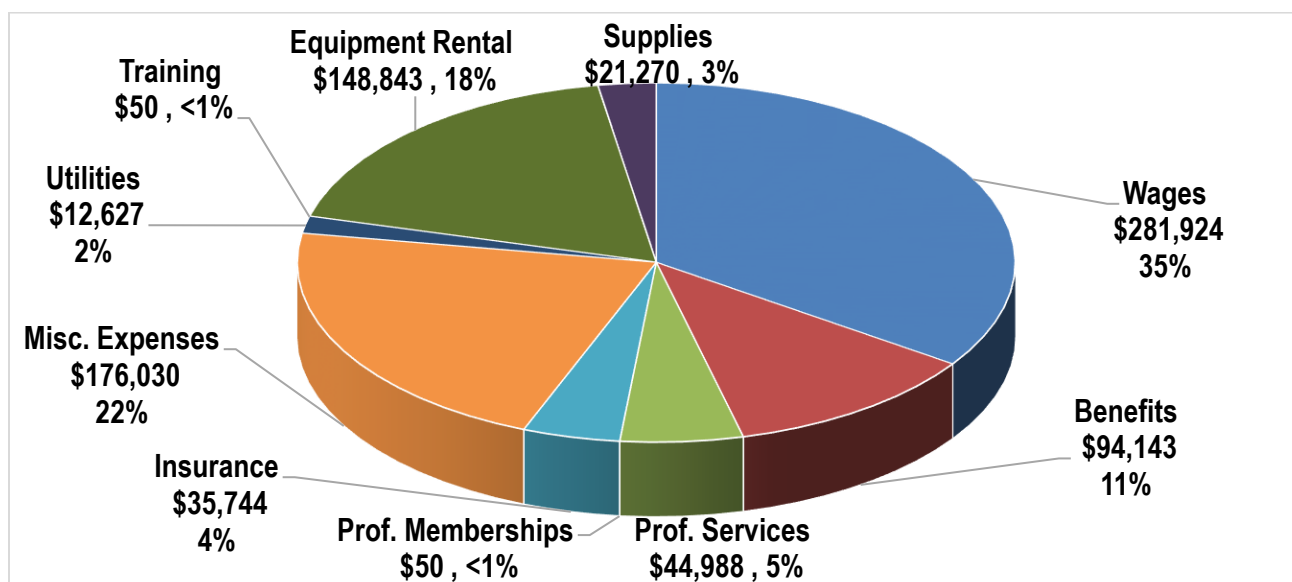
CCS Income & Expenses

Operating Income	
Contract Fees - City of Half Moon Bay	178,888
Contract Fees - Granada Community Services District	296,201
Contract Fees - Montara Water & Sanitary District	341,549
NDWSCP Fees	0
Miscellaneous Revenue	0
Total Operating Income	\$ 816,638
Operating Expenses	
Wages	281,924
Benefits	94,143
Legal Services	0
Engineering Services	0
Professional & Technical Services	44,988
Professional Memberships	50
Insurance Premiums	35,744
Miscellaneous Expenses	176,030
Utilities	12,627
Travel & Training	50
Equipment Rental/Lease	148,843
Contract Maintenance Services	0
Chemicals	1,000
Permits & Licenses	0
Supplies	21,270
Equipment	0
Infrastructure Projects	0
Claims & Penalties	0
Total Operating Expenses	\$ 816,669
Net Operating Income	\$ (31)
Non-Operating Income	
From Reserves	0
Total Non-Operating Income	\$ 7,175
Fund Balance	\$ 7,144

CCS BUDGET FISCAL YEAR 2019/20

The Contract Collection Services (CCS) Budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts, increases in retirement contributions, utilities, fuel, and other non-discretionary expenses. The overall change from Fiscal Year 2018/19 to Fiscal Year 2019/20 is a *decrease* of \$113,463 (-12%). This is primarily due to the City of Half Moon Bay reducing contract services as of July 1, 2019.

As for most service agencies, the most significant expenditures are for wages (35%) and benefits (11%). Providing support services (46%) and the necessary equipment (8%) required to meet the scope of services are the next largest portions of the budget. The significant overall changes in the budget line items are detailed in the budget narrative.



The following table reflects changes in service fees year over year for each agency.

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
Half Moon Bay	\$ 351,881	\$ 303,060	\$ 310,905	\$ 178,888	(\$ 132,017)	(42%)
GCSD	\$ 242,350	\$ 241,134	\$ 284,500	\$ 296,201	\$ 11,701	4%
MWSD	\$ 321,608	\$ 391,476	\$ 328,036	\$ 341,549	\$ 13,513	4%
Total	\$ 915,839	\$ 935,670	\$ 923,441	\$ 816,638	(\$ 106,803)	(12%)

Each agency will be invoiced monthly for the cost of services as well as any reimbursements for repair services performed by vendors in response to requests by the contracting agency.

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

	FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL
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EXPENDITURES

Personnel

1	Wages	311,166	347,149	401,639	170,993	246,191	(155,448)	-39%
2	Premium Pay	60,217	40,519	44,243	54,630	35,733	(8,510)	-19%
3	Health Benefits	93,486	95,961	70,298	54,796	41,204	(29,094)	-41%
4	Retirement Cont.	3,815	30,156	52,497	28,378	31,347	(21,150)	-40%
5	Retiree Med/OPEB	1,592	1,668	5,660	3,313	3,362	(2,298)	-41%
6	Misc. Benefits	21,301	23,027	31,812	12,865	18,229	(13,583)	-43%
7	Subtotal	491,577	538,480	606,149	324,974	376,067	(230,082)	-38%

Non-Personnel

8	Legal Services	-	-	-	-	-	-	0%
9	Engineering Services	-	-	-	-	-	-	0%
10	Professional Services	158,831	49,004	24,520	79,672	44,988	20,468	83%
11	Prof. Memberships	1,056	-	175	-	50	(125)	-71%
12	Insurance Premiums	71,996	59,204	37,000	43,961	35,744	(1,256)	-3%
13	Misc. Expenses	5,718	9,211	175,494	219,841	176,030	536	0%
14	Utilities	11,175	10,001	10,950	11,178	12,627	1,677	15%
15	Travel & Training	1,533	2,180	1,081	650	50	(1,031)	-95%
16	Equipment Rental	-	-	52,139	177,688	148,843	96,704	185%
17	Bldg & Maint Services	44,006	115,430	-	70,265	-	-	0%
18	Chemicals	4,153	4,089	1,025	1,880	1,000	(25)	-2%
19	Permits & Licenses	3,338	1,044	-	-	-	-	0%
20	Supplies	27,828	21,176	21,600	23,481	21,270	(330)	-2%
21	Equipment	2,033	-	-	-	-	-	0%
22	Infrastructure	-	-	-	-	-	-	0%
23	Claims/Penalties	-	(38,653)	-	1,419	-	-	0%
24	Subtotal	331,667	232,686	323,984	630,035	440,602	116,618	36%

25 TOTAL **823,244** **771,166** **930,133** **955,009** **816,669** **(113,463)** **-12%**

Key Changes

Reduce cleaning services by 50% per City staff / consultants	(155,273)
Increase in wages and benefits per Local 39 MOU	\$ 21,821
Temporary staffing to cover for vacations, training, etc.	10,000
Increase in services and supplies based on 5% CPI	\$ 9,989
	\$ (113,463)

CONTRACT COLLECTION SERVICES
Consolidated (Half Moon Bay, GCSD, MWSD)

FY 2016/17 ACTUAL	FY 2017/18 ACTUAL	FY 2018/19 ADOPTED	FY 2018/19 ACTUAL	FY 2019/20 PROPOSED	CHANGE FROM FY 2018/19 ORIGINAL	
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REVENUE

By Type:

26 JPA Assessments	-	-	-	-	-	-	0%
27 Contract Services	915,839	935,670	923,441	971,784	816,638	(106,803)	-12%
28 NDWSCP Fees	-	59,292	7,175	10,918	7,175	-	0%
29 Misc. Fees	-	-	-	-	-	-	0%
30 Interest Earnings	-	-	-	-	-	-	0%
31 Misc. Revenue	-	-	-	-	-	-	0%
32 From/(To) Reserves	-	-	-	-	-	-	0%
33	915,839	994,962	930,616	982,702	823,813	(106,803)	-11%

By Agency:

34 Half Moon Bay	351,881	303,060	310,905	291,303	178,888	(132,017)	-42%
35 Granada CSD	242,350	241,134	284,500	287,857	296,201	11,701	4%
36 Montara WSD	321,608	391,476	328,036	392,624	341,549	13,513	4%
37	915,839	935,670	923,441	971,784	816,638	(106,803)	-12%

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Reduce cleaning services by 50% per City staff / consultants (132,017)

Funded Positions:	4.75	5.00	5.00	5.00	4.00	(1.00)	-20%
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