

**SAM MEMBER AGENCY MANAGER'S
COLLECTIONS BUDGET V3.0
FISCAL YEAR 2013-14**

SEWER AUTHORITY MID-COASTSIDE

FY2013-14 Collections System Budget Assessment

	HMB	GSD	MWSD	Total
Collection Hour Distribution	33.18%	27.57%	39.25%	100.00%
Fixed Insurance Costs	\$ 14,754	\$ 12,709	\$ 24,073	\$ 51,536
Collection General Subtotal	\$ 261,009	\$ 216,842	\$ 308,794	\$ 786,645
Annual Collections Assessments	\$ 275,763	\$ 229,551	\$ 332,867	\$ 838,181
General Monthly Assessment	\$ 22,980	\$ 19,129	\$ 27,739	\$ 69,848

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	FY2012-13	FY2013-14	Change from	
	FY2011-12	Budgeted Assessments	Proposed Assessments	FY 2012-13 \$	%
Collections	\$ 810,029	\$ 814,366	\$ 838,181	\$ 23,815	2.92%
Total	\$ 810,029	\$ 814,366	\$ 838,181	\$ 23,815	2.92%

Collections Expenditure Comparison

	Actual	FY2012-13	FY2013-14	Change from	
	FY2011-12	Budgeted Expenditures	Proposed Expenditures	FY 2012-13 \$	%
Collections	\$ 814,710	\$ 814,366	\$ 838,181	\$ 23,815	2.92%
Total	\$ 814,710	\$ 814,366	\$ 838,181	\$ 23,815	2.92%

SEWER AUTHORITY MID-COASTSIDE

FY 2013-14

Member Agency **Collections** Assessment Comparison

City of Half Moon Bay					
	Actual	Current	Proposed	Change from FY 2012-13	
	FY2011-12	FY2012-13	FY2013-14	\$	%
Collections	\$ 272,079	\$ 300,491	\$ 275,763	\$ (24,729)	-8.2%
Total	\$ 272,079	\$ 300,491	\$ 275,763	\$ (24,729)	-8.2%
Monthly Total	\$ 22,673	\$ 25,041	\$ 22,980	\$ (2,061)	-8.2%

Granada Sanitary District					
	Actual	Current	Proposed	Change from FY 2012-13	
	FY2011-12	FY2012-13	FY2013-14	\$	%
Collections	\$ 225,561	\$ 232,537	\$ 229,551	\$ (2,986)	-1.3%
Total	\$ 225,561	\$ 232,537	\$ 229,551	\$ (2,986)	-1.3%
Monthly Total	\$ 18,797	\$ 19,378	\$ 19,129	\$ (249)	-1.3%

Montara Water and Sanitary District					
	Actual	Current	Proposed	Change from FY 2012-13	
	FY2011-12	FY2012-13	FY2013-14	\$	%
Collections	\$ 312,389	\$ 281,337	\$ 332,867	\$ 51,529	18.3%
Total	\$ 312,389	\$ 281,337	\$ 332,867	\$ 51,529	18.3%
Monthly Total	\$ 26,032	\$ 23,445	\$ 27,739	\$ 4,294	18.3%

Total	\$ 810,029	\$ 814,366	\$ 838,181	\$ 23,815	2.9%
--------------	-------------------	-------------------	-------------------	------------------	-------------

* Non-Domestic Waste Source Control Program (NDWSCP) costs are not included in assessment allocations because, except for some administrative costs, this program is funded entirely by commercial users and not the member agencies.

SEWER AUTHORITY MID-COASTSIDE

Collections Budget

Grouped Categories	Actual	FY2012-13	FY2013-14	Change from	
	FY2011-12	Budgeted Assessments	Proposed Assessments	FY 2012-13	
				\$	%
Personnel	\$ 714,430	\$ 700,680	\$ 696,895	\$ (3,785)	-0.5%
Utilities	\$ 3,387	\$ 3,004	\$ 3,278	\$ 274	0.0%
Professional Services	\$ -	\$ 18,000	\$ 18,000	\$ -	0.0%
Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%
Sludge/Solids	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance	\$ 16,875	\$ 6,750	\$ 8,250	\$ 1,500	0.0%
All Other Accounts	\$ 80,017	\$ 85,932	\$ 111,758	\$ 25,826	30.1%
Passthrough Accounts	\$ -	\$ -	\$ -	\$ -	0.0%
Total	814,710	814,366	838,181	23,815	2.9%

Sewer Authority Mid-Coastside

Collections Contract Budget

Acct #	Account Name	Actual '10-11	Actual '11-12	Budgeted Amount '12-13	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '13-14	Increase/ (decrease) from '12-13 Budget	Increase/ (decrease) %
Income Accounts											
4011001	Operating Fund Admin Operating HMB	269,557	272,079	300,491	150,246	50.0%	300,492	100.0%	275,763	-24,729	-8.2%
4011002	Operating Fund Admin Operating GSD	212,114	225,561	232,537	116,268	50.0%	232,536	100.0%	229,551	-2,986	-1.3%
4011003	Operating Fund Admin Operating MWSD	284,442	312,389	281,337	140,670	50.0%	281,340	100.0%	332,867	51,529	18.3%
Total	Assessments	766,113	810,029	814,366	407,184	50.0%	814,368	100.0%	838,181	23,815	2.9%
4043001	NDWSCP Revenue-Operating										
4043003	NDWSCP Revenue - Late Fee										
4081001	Treatment Trucked Waste										
40810	Misc. Revenue										
40850	Grant Revenue										
41110	Leachate Revenue										
40610	Insurance Dividend										
40910	Interest Revenue Operating										
Total	Other Income	0	0	0	0		0		0	0	
Total Income		766,113	810,029	814,366	407,184	50.0%	814,368	100.0%	838,181	23,815	2.9%
Expense Accounts											
50110	Directors Fees										
5021001	Productive Payroll	406,345	443,601	446,235	200,506	44.9%	401,012	89.9%	428,390	-17,845	-4.0%
5021002	Overtime	35,137	39,814	0	15,131		30,262		32,183	32,183	999.0%
5021003	Restricted Standby Pay										
5021004	Benefits	200,367	213,681	240,947	102,292	42.5%	204,584	84.9%	222,524	-18,423	-7.6%
5021006	Overtime Meals		61	100		0.0%	0	0.0%	100	0	0.0%
5021007	Temporary										
5021008	Retire Benefits	8,698	8,698	8,698	4,686		9,372	107.7%	8,698	0	0.0%
5031002	Fingerprinting										
5031003	Employee Physicals		832	1,500		0.0%	0	0.0%	1,500	0	0.0%
5041001	Personnel Assistance										
5041002	Audit Fees										
5041003	Engineering Fees										
5041004	Legal Fees										
5041005	Payroll Costs										
5041006	Other Professional Services	19,500		18,000		0.0%	0	0.0%	18,000	0	0.0%
5051001	Janitorial										
5052002	Laundry Service	2,387	2,750	2,412	1,621	67.2%	3,243	134.5%	2,412	0	0.0%
5052003	Outside Lab Analysis										
5052004	Inspections										
5052005	Calibration										
5054006	Outside Service- HMB										

Sewer Authority Mid-Coastside

Collections Contract Budget

Acct #	Account Name	Actual '10-11	Actual '11-12	Budgeted Amount '12-13	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '13-14	Increase/ (decrease) from '12-13 Budget	Increase/ (decrease) %
5054007	Outside Service- GSD										
5052009	Solid Waste										
5052013	Maintenance Project Management										
5054004	Technical/Consulting Services										
5054005	Video Services										
50610	Memberships and Dues				140		280				
50710	Printing and Publications				119		239				
50810	Skills Improvements	1,938	2,247	1,200	375	31.3%	750	62.5%	1,400	200	16.7%
50910	Meetings and Travel			500	70	14.0%	140	28.0%	500	0	0.0%
5101004	Safety Physicals										
5102001	Safety Training	3,672	5,496	1,500	1,500	100.0%	3,000	200.0%	1,600	100	6.7%
5102002	Safety Shoes	418	869	880	432	49.1%	865	98.3%	880	0	0.0%
5102003	Personal Safety Equipment	2	1,124	600	1,139	189.8%	2,278	379.6%	600	0	0.0%
5102005	Safety Equipment	150	453	798	129	16.1%	258	32.3%	824	26	3.3%
5102006	Safety Program Administration										
5111001	Postage										
5111002	Equipment Rental										
5111003	Office Supplies			257		0.0%	0	0.0%	250	-7	-2.7%
5111004	Computer/Supplies										
5111005	General Supplies		187	500	47	9.4%	94	18.8%	500	0	0.0%
5111006	Bad Debt Expense										
5121002	Liability Insurance	51,890	42,829	55,729	14,554	26.1%	29,108	52.2%	51,536	-4,193	-7.5%
5121003	Property Insurance										
5121006	Claims										
5121007	Dishonesty Bond Insurance										
5132001	Telephone										
5132002	Electric										
5132003	Natural Gas										
5132004	Water	1,464	3,387	3,004	1,790	59.6%	3,580	119.2%	3,278	274	9.1%
5141002	Mailing Machine										
5141003	Copy Machine										
5142005	Pagers										
5142006	Alarm System										
5142007	Radio System										
5142008	Permits, Licenses and Fees										
5152001	Diesel	6,317	8,558	6,000	2,556	42.6%	5,111	85.2%	6,000	0	0.0%
5152002	Gasoline	3,597	2,405	6,000	646	10.8%	1,292	21.5%	6,000	0	0.0%
5152003	Lubricants			250	44	17.7%	89	35.5%	250	0	0.0%
5162001	Chemical-General										
5162002	Maintenance			500	2,677	535.5%	5,355	1071.0%	500	-0	0.0%
5162003	General										
5162004	Chemicals-Hypoclorite-Plant										
5162005	Chemicals-Bisulfite										

Sewer Authority Mid-Coastside

Collections Contract Budget

Acct #	Account Name	Actual '10-11	Actual '11-12	Budgeted Amount '12-13	Income / Expenditures to date	% to date	Projected	Projected as % of Budgeted	Budgeted Amount '13-14	Increase/ (decrease) from '12-13 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	2									
5181001	Office Equipment	17									
5182002	Vehicles	6,835	16,875	6,000	6,916	115.3%	13,833	230.5%	7,500	1,500	25.0%
5182003	Building and Grounds										
5182004	Pump Station										
5182005	Plant Equipment	111									
5182013	Facility Painting										
5182014	Instrumentaion										
5184020	Leahate Delivery Expenses										
5184006	Sewer Line - HMB										
5184007	Sewer Line-GSD										
5184008	Sewer Line - MWSD										
5184009	Lift Station - HMB										
5184010	Lift Station - GSD										
5184011	Lift Station-MWSD										
5184012	SAM Collection Equipment	15,645	20,724	12,000	4,263	35.5%	8,527	71.1%	42,000	30,000	250.0%
52310	Service/Bank Charges										
52410	Interest Expense										
52510	Depreciation Expense										
5202001	Mechanical Tools	1,161									
5202002	General Tools	461	118	756	82	10.9%	164	21.7%	756	0	0.0%
53210	Fines and Penalties										
Total Expenses		766,114	814,710	814,366	361,717	44.4%	723,434	88.8%	838,181	23,815	2.9%

**SEWER AUTHORITY MID-COASTSIDE
PROPOSED FY2013-2014 BUDGET
Class: COLLECTIONS**

REVENUE

Current Yr

EXPENSES

5021001 Productive Payroll \$428,390

This is salary for employees in this account class. This total reflects no continuation of a COLA for this fiscal year, because the memorandum of understanding (MOU) expired at the end of the 2010 calendar year. The total also includes 4 step increases. Reduced budget due to new employees hired at a lower salary.

Item	Cost
Salary	\$424,125
Est. Step Incr/Certifications	\$4,265
COLA	\$0

5021002 Overtime \$32,183

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 FY2012-13 total based upon the actuals thru December 2012. Overtime is used for sewer system callouts, emergency response to alarm conditions and storm related staffing. Increase due to prior year mistakenly containing no budget for overtime.

5021004	Benefits	\$222,524
----------------	-----------------	------------------

This account is used for MOU-required benefits. SAM provides CalPERS retirement at 2%@55 for "classic" employees and 2%@62 for new hires, medical, dental, vision, and ADD/Life Insurance for these employees. CalPERS retirement cost increase of 1.02%, Medical insurance cost increase 3 yr avg. is estimated at 8.41%; Dental increase estimated at 6.19%; ADD Life Insurance increase is estimated at 6.19%; Vision insurance increase is projected to 3.71%.

Item	Cost
CalPERS retirement	\$63,839
Medical	\$122,021
Workers Comp/Medicare	\$25,112
Dental/ADD/Life	\$10,727
Vision	\$825

5021006	Overtime Meals	\$100
----------------	-----------------------	--------------

This account is used for MOU-required overtime meals.

5021008	Retiree Benefits	\$8,698
----------------	-------------------------	----------------

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 for the first six months of FY2013-14 and an estimated a cost increase of 5% for the remaining six months.

5031003	Employee Physicals	\$1,500
----------------	---------------------------	----------------

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

5041006	Other Professional Services	\$18,000
----------------	------------------------------------	-----------------

These expenses are for quarterly support services for the ICOMMM Collection System Maintenance Management system (MMS) used to schedule and track collection system maintenance, lift station maintenance and FOG issues associated with permitting and inspecting grease producing businesses and high grease neighborhoods. Additionally, the ICOMMM system will track lateral sewer issues as the database is developed.

Item	Units	Rate	Cost
MMS	4	\$4,500	\$18,000

5052002	Laundry Service	\$2,412
----------------	------------------------	----------------

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	\$1,400
--------------	----------------------------	----------------

These are costs associated with employee skill improvements for four employees.

Item	No	Rate	Cost
Various training	4	\$350	\$1,400

50910	Meetings and Travel	\$500
--------------	----------------------------	--------------

These are costs associated with one employee meeting, conference, seminar costs and associated travel costs.

5102001	Safety Training	\$1,600
----------------	------------------------	----------------

These are costs associated with safety training.

Item	No of staff	Rate	Cost
Cintas Safety Training	4	\$400	\$1,600

5102002 Safety Shoes \$880

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

Item	No	Rate	Cost
Safety shoes	4	\$220	\$880

5102003 Personal Safety Equipment \$600

These are costs associated with personal safety equipment such as gloves, raingear, boots, safety vests, goggles.

Item	No	Rate	Cost
Personal Safety Equipment	4	\$150	\$600

5102005 Safety Equipment \$824

These are costs associated with safety equipment other than personal equipment. These include SCBAs, Air Detectors, etc. This account has been increased due to service costs for the SCBA and associated equipment.

Item	No	Rate	Cost
SCBA Units	1	\$232	\$232
Equipment Repair & Maint	1	\$317	\$317
Foul Air Detectors	1	\$125	\$125
SCBA Tanks	3	\$50	\$150

5111003 Office Supplies \$250

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

5111005 General Supplies \$500

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	No	Rate	Cost
General	12	\$42	\$500

5121002	Liability Insurance	\$51,536
----------------	----------------------------	-----------------

This amount is based on 2013 premiums plus anticipated 7.5% increase for 2014 projected by insurance carrier, CSRMA.

5132004	Water	\$3,278
----------------	--------------	----------------

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. Included is an estimated 10% rate increase indicated by the larger of the two water districts we work with.

Item	No	Rate	Cost
Water for flushing	298	\$11	\$3,278

5152001	Diesel	\$6,000
----------------	---------------	----------------

Diesel fuel costs. Diesel is used for vehicles.

Item	No	Rate	Cost
Diesel Fuel	1200	\$5.00	\$6,000

5152002	Gasoline	\$6,000
----------------	-----------------	----------------

Gasoline fuel costs for SAM's Collection System vehicles.

Item	No	Rate	Cost
Gasoline	1200	\$5.00	\$6,000

5152003	Lubricants	\$250
----------------	-------------------	--------------

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

Item	No	Rate	Cost
Lubricants	12	\$21	\$250

5162002	Maintenance	\$500
----------------	--------------------	--------------

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

Item	No	Rate	Cost
Various	12	\$42	\$500

5182002	Vehicles	\$7,500
----------------	-----------------	----------------

These are costs for accessories and for repairs to vehicles such as annual services, brakes, safety equipment and the like. We have increased this account due to vehical age and previous spending confirming the older vehical age requires more service work.

Item	No	Rate	Cost
Maintenance / Repairs	3	\$ 2,500	\$7,500

5184012	SAM Collection Equipment	\$42,000
----------------	---------------------------------	-----------------

Costs associated with routine repairs to and minor replacement of SAM collection equipment which includes hose replacement, camera equipment service and/or replace,emt, nozzles, etc. We've added \$30,000 to this account to replace the camera equipment, on SAM 8, with the current rendition which is more robust and less likely to break down.

Item	No	Rate	Cost
Various	12	\$1,000	\$12,000
Hose and Camera Equipment	1	\$30,000	\$30,000

5202002	General Tools	\$756
----------------	----------------------	--------------

Costs for tools other than Mechanic's tools.

Item	No	Rate	Cost
Various tools	12	\$63	\$756

TOTAL COLLECTION EXPENDITURES:	\$ 838,181
---------------------------------------	-------------------