

SEWER FUND SUMMARY
(Reviewed by Council 06/18/13)

	Expended 2011-12	Original Budget 2012-13	Adjusted Budget 2012-13	Estimate/ Actual 2012-13	Staff Request 2013-14	Staff Request 2014-15	Council Approve 2013-14	Council Approve 2014-15
EXPENDITURE CATEGORIES								
Employee Services	337,274	311,900	311,900	302,000	345,800	349,500	345,800	349,500
Other Current Expenses	2,672,293	2,774,100	2,774,100	2,620,300	2,719,800	2,781,800	2,719,800	2,781,800
Capital Equipment & Other	0	0	100,000	150,000	180,000	0	180,000	0
Capital Projects	2,072,649	2,887,000	3,046,000	2,005,000	3,717,000	3,840,000	3,717,000	3,840,000
Totals	5,082,216	5,973,000	6,232,000	5,077,300	6,962,600	6,971,300	6,962,600	6,971,300
Employee Services - % Change	--	--	--	--	10.9%	12.1%	--	--
\$ Change	--	--	--	--	33,900	37,600	--	--
Other Current Expenses - % Change	--	--	--	--	(2.0%)	0.3%	--	--
\$ Change	--	--	--	--	(54,300)	7,700	--	--
Equipment & Other - % Change	--	--	--	--	100.0%	0.0%	--	--
\$ Change	--	--	--	--	180,000	0	--	--
Capital Projects - % Change	--	--	--	--	28.8%	33.0%	--	--
\$ Change	--	--	--	--	830,000	953,000	--	--
Totals - % Change	--	--	--	--	16.6%	16.7%	--	--
\$ Change	--	--	--	--	989,600	998,300	--	--
SEWER ACTIVITIES								
Administration	421,385	398,400	498,400	539,900	550,400	402,900	550,400	402,900
Maintenance	556,820	554,600	554,600	625,400	704,200	675,400	704,200	675,400
Central Marin Sanitation Agency	1,999,820	2,099,000	2,099,000	1,873,000	1,955,000	2,015,000	1,955,000	2,015,000
Property Tax Collection (Page Q6)	31,542	34,000	34,000	34,000	36,000	38,000	36,000	38,000
Capital Projects	2,072,649	2,887,000	3,046,000	2,005,000	3,717,000	3,840,000	3,717,000	3,840,000
Totals	5,082,216	5,973,000	6,232,000	5,077,300	6,962,600	6,971,300	6,962,600	6,971,300
Administration - % Change	--	--	--	--	38.2%	1.1%	--	--
\$ Change	--	--	--	--	152,000	4,500	--	--
Maintenance - % Change	--	--	--	--	27.0%	21.8%	--	--
\$ Change	--	--	--	--	149,600	120,800	--	--
Central Marin Sanitation - % Change	--	--	--	--	(6.9%)	(4.0%)	--	--
\$ Change	--	--	--	--	(144,000)	(84,000)	--	--
Property Tax Collection - % Change	--	--	--	--	5.9%	11.8%	--	--
\$ Change	--	--	--	--	2,000	4,000	--	--
Capital Projects - % Change	--	--	--	--	28.8%	33.0%	--	--
\$ Change	--	--	--	--	830,000	953,000	--	--
Totals - % Change	--	--	--	--	16.6%	16.7%	--	--
\$ Change	--	--	--	--	989,600	998,300	--	--
Opening Balance July 1st	3,804,461	4,507,000	4,055,000	4,055,000	4,768,000	3,302,000	4,768,000	3,302,000
Revenues								
Property Taxes	2,297,443	2,374,000	2,345,000	2,346,000	2,410,000	2,497,000	2,410,000	2,497,000
Interest Earnings	9,623	15,000	10,000	10,000	15,000	15,000	15,000	15,000
Sewer Service Charges	2,998,414	2,973,000	3,052,000	3,052,000	3,052,000	3,052,000	3,052,000	3,052,000
Other	27,290	16,000	210,000	382,000	20,000	20,000	20,000	20,000
Total Revenues	5,332,770	5,378,000	5,617,000	5,790,000	5,497,000	5,584,000	5,497,000	5,584,000
Expenditures	(5,082,216)	(5,973,000)	(6,232,000)	(5,077,300)	(6,962,600)	(6,971,300)	(6,962,600)	(6,971,300)
Closing Balance June 30th	4,055,015	3,912,000	3,440,000	4,767,700	3,302,400	1,914,700	3,302,400	1,914,700

SEWER ADMINISTRATION
(Reviewed by Council 06/18/13)

	Expended 2011-12	Original Budget 2012-13	Adjusted Budget 2012-13	Estimate/ Actual 2012-13	Staff Request 2013-14	Staff Request 2014-15	Council Approve 2013-14	Council Approve 2014-15
PERSONNEL								
Salaries	184,060	148,200	148,200	148,200	181,900	183,100	181,900	183,100
FICA	2,373	2,200	2,200	2,200	2,600	2,600	2,600	2,600
PERS	33,375	30,000	30,000	30,000	37,600	37,600	37,600	37,600
Fringe Benefits	20,925	19,700	19,700	19,700	27,000	28,300	27,000	28,300
Total Employee Services	240,733	200,100	200,100	200,100	249,100	251,600	249,100	251,600
% Change	--	--	--	--	24.5%	25.7%	--	--
\$ Change	--	--	--	--	49,000	51,500	--	--
OTHER CURRENT EXPENSES								
(1) Office & Other Expenses	3,543	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Data Processing Equipment Maint.	37,458	30,000	30,000	30,000	30,000	30,000	30,000	30,000
(2) Info System Technology Support	6,000	11,500	11,500	11,500	11,500	11,500	11,500	11,500
Engineering Services	14,875	14,000	14,000	14,000	15,000	15,000	15,000	15,000
Contract Personnel	23,491	27,000	27,000	27,000	0	0	0	0
Annual Audit	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Billing Services	7,820	8,500	8,500	8,500	8,500	8,500	8,500	8,500
Accounting Services	48,056	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Legal Services	5,719	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Building Rentals	19,581	21,000	21,000	17,000	0	0	0	0
25% Marin Map Info System	0	2,300	2,300	2,300	2,300	2,300	2,300	2,300
Update Connection Charges	0	0	0	0	0	0	0	0
Conferences & Conventions	3,405	4,000	4,000	2,000	4,000	4,000	4,000	4,000
Meetings	984	1,500	1,500	1,000	1,500	1,500	1,500	1,500
Memberships & Subscriptions	3,720	6,000	6,000	4,000	6,000	6,000	6,000	6,000
Total Other Current Expenses	180,652	198,300	198,300	189,800	151,300	151,300	151,300	151,300
% Change	--	--	--	--	(23.7%)	(23.7%)	--	--
\$ Change	--	--	--	--	(47,000)	(47,000)	--	--
EQUIPMENT & OTHER								
Relocation Expenses	0	0	100,000	150,000	150,000		150,000	
Total Equipment & Other	0	0	100,000	150,000	150,000	0	150,000	0
% Change	--	--	--	--	100.0%	0.0%	--	--
\$ Change	--	--	--	--	150,000	0	--	--
GRAND TOTALS	421,385	398,400	498,400	539,900	550,400	402,900	550,400	402,900
% Change	--	--	--	--	38.2%	1.1%	--	--
\$ Change	--	--	--	--	152,000	4,500	--	--

(1) Objects 3430, 4181, 4500, 5050, 5270, 6351

(2) Objects 3403, 3404, 3405

SEWER ADMINISTRATION

Continued

(Reviewed by Council 06/18/13)

Expended 2011-12	Original Budget 2012-13	Adjusted Budget 2012-13	Estimate/ Actual 2012-13	Staff Request 2013-14	Staff Request 2014-15	Council Approve 2013-14	Council Approve 2014-15
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FINANCING SOURCE								
Sewer Revenues	421,385	398,400	498,400	539,900	550,400	402,900	550,400	402,900

COMMENTARY

The Sanitary District maintains approximately 235,000 lineal feet of gravity sewer mains and 23,000 lineal feet of force mains. Nineteen (19) pump stations are used to pump approximately one million gallons (average dry weather flow) of wastewater per day to the Central Marin Sanitation Agency (CMSA) treatment plant, which provides primary and secondary treatment. There are 5,665 laterals connected to the District's collection system.

Public Works personnel provide both routine and emergency cleaning and maintenance of the sewer system. Contractual services are used for some special vacuum cleaning of sewer lines and for some emergency response activities. Major repair work of sewer lines is provided by private contract. The pump stations are maintained through a contract with CMSA.

The major objectives of Sanitary District #2 are the reduction of inflow and infiltration (I&I) of ground water into the sewer system, the replacement of aging gravity mains, and the improvement of the level of maintenance by Public Works personnel and private contractual services to reduce the number of sewer stoppages per year. Use of the Infrastructure Management Geographic Information System (GIS) will assist in this.

The District updated its Sewer Master Plan in September, 2009. The Master Plan provides guidance for fiscal planning on system upgrades and refurbishments over the next forty years. The Plan has identified 50% of the sanitary sewer system as being over 40 years old. Using this plan as a guide, Sanitary District #2 will continue an aggressive program of repair and replacement of the sanitary infrastructure. To finance this effort, the Sewer User Service Charge has been increased from \$188 per sewer user unit to \$498 per sewer user unit over a 5 year period and will continue at that level until it is revised by the Board of Directors.

<u>Fiscal Year</u> <u>July 1 - June 30</u>	<u>Charge per</u> <u>Sewer User Unit</u>	<u>Collection Charge</u> <u>Per Parcel Billing</u>
FY 1992-1993 through		
FY 2004-2005	\$188.00	\$2.00
FY 2005-2006	\$250.00	\$2.00
FY 2006-2007	\$312.00	\$2.00
FY 2007-2008	\$374.00	\$2.00
FY 2008-2009	\$436.00	\$2.00
FY 2009-2010	\$498.00	\$2.00
FY 2010-2011	\$498.00	\$2.00
FY 2011-2012	\$498.00	\$2.00
FY 2012-2013	\$498.00	\$2.00
FY 2013-2014	\$498.00	\$2.00
FY 2014-2015	\$498.00	\$2.00

SEWER MAINTENANCE
(Reviewed by Council 06/18/13)

Expended 2011-12	Original Budget 2012-13	Adjusted Budget 2012-13	Estimate/ Actual 2012-13	Staff Request 2013-14	Staff Request 2014-15	Council Approve 2013-14	Council Approve 2014-15	
PERSONNEL								
Salaries	47,080	56,600	56,600	46,700	46,300	46,800	46,300	46,800
Overtime	10,934	14,000	14,000	14,000	14,000	14,000	14,000	14,000
Standby Time	14,885	14,000	14,000	14,000	14,000	14,000	14,000	14,000
FICA	737	1,500	1,500	1,500	1,500	1,500	1,500	1,500
PERS	9,363	11,500	11,500	11,500	9,600	9,800	9,600	9,800
Fringe Benefits	13,542	14,200	14,200	14,200	11,300	11,800	11,300	11,800
Total Employee Services	96,541	111,800	111,800	101,900	96,700	97,900	96,700	97,900
% Change	--	--	--	--	(13.5%)	(12.4%)	--	--
\$ Change	--	--	--	--	(15,100)	(13,900)	--	--
OTHER CURRENT EXPENSES								
(1) Equip. & Vehicle Expenses	24,908	35,000	35,000	37,000	37,000	37,000	37,000	37,000
(2) Other Expenses	30,167	33,000	33,000	33,700	35,700	35,700	35,700	35,700
(3) Sewer Main Services	260,194	240,000	240,000	293,000	295,000	295,000	295,000	295,000
Self Insurance Allocation	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000
Contract Labor	16,500	25,000	25,000	50,000	100,000	100,000	100,000	100,000
(4) Utilities - Pump Stations	74,038	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Utilities - Corp Yard	4,753	5,800	5,800	5,800	5,800	5,800	5,800	5,800
Building Maint-Corp Yard	20,719							
Total Other Current Expenses	460,279	442,800	442,800	523,500	577,500	577,500	577,500	577,500
% Change	--	--	--	--	30.4%	30.4%	--	--
\$ Change	--	--	--	--	134,700	134,700	--	--

(1) Objects 3250, 325A, 3280, 3360, 5110, 5120, 5130, 5140, 5160

(2) Objects 3101, 310V, 3160, 3161, 3260, 3490, 3840, 4410, 4420, 4430, 5050, 5330, 5360, 5365, 5420, 5500, 6300

(3) Objects 3100, 3102, 3110, 3120

(4) Objects 3900, 3910, 3970, 4590

SEWER MAINTENANCE
Continued
(Reviewed by Council 06/18/13)

	Expended 2011-12	Original Budget 2012-13	Adjusted Budget 2012-13	Estimate/ Actual 2012-13	Staff Request 2013-14	Staff Request 2014-15	Council Approve 2013-14	Council Approve 2014-15
EQUIPMENT & OTHER								
Replace Wash Rack	0	0	0	0	30,000	0	30,000	0
Total Equipment	0	0	0	0	30,000	0	30,000	0
% Change	--	--	--	--	100.0%	0.0%	--	--
\$ Change	--	--	--	--	30,000	0	--	--
GRAND TOTALS	556,820	554,600	554,600	625,400	704,200	675,400	704,200	675,400
% Change	--	--	--	--	27.0%	21.8%	--	--
\$ Change	--	--	--	--	149,600	120,800	--	--

FINANCING SOURCE								
Sewer Revenues	556,820	554,600	554,600	625,400	704,200	675,400	704,200	675,400

CENTRAL MARIN SANITATION AGENCY
(Reviewed by Council 06/18/13)

Expended 2011-12	Original Budget 2012-13	Adjusted Budget 2012-13	Estimate/ Actual 2012-13	Staff Request 2013-14	Staff Request 2014-15	Council Approve 2013-14	Council Approve 2014-15	
OTHER CURRENT EXPENSES								
Pump Station Maintenance	296,377	370,000	370,000	300,000	385,000	400,000	385,000	400,000
Sewage Treatment & Disposal	1,010,802	1,043,000	1,043,000	887,000	874,000	900,000	874,000	900,000
WWIP Debt Service	685,947	676,000	676,000	676,000	684,000	700,000	684,000	700,000
"FOG" Source Control Program	6,694	10,000	10,000	10,000	12,000	15,000	12,000	15,000
Totals	1,999,820	2,099,000	2,099,000	1,873,000	1,955,000	2,015,000	1,955,000	2,015,000
% Change	--	--	--	--	(6.9%)	(4.0%)	--	--
\$ Change	--	--	--	--	(144,000)	(84,000)	--	--

FINANCING SOURCE								
Sewer Revenues	1,999,820	2,099,000	2,099,000	1,873,000	1,955,000	2,015,000	1,955,000	2,015,000

COMMENTARY

The Central Marin Sanitation Agency (CMSA) was formed in 1979 to meet the future sewer treatment needs of four sewer service agencies: Sanitary District No. 1 (Ross Valley and now the City of Larkspur), Sanitary District No. 2 (Town of Corte Madera), the San Rafael Sanitation District (City of San Rafael), and the City of Larkspur (since de-annexed sewer system to Sanitary District No. 1). In 1995, the City of Larkspur de-annexed the sewer system it maintained in approximately one-half of the City of Larkspur to Sanitary District No. 1. Sanitary District No. 1 had always provided sewer service to approximately one-half of the City of Larkspur in the Greenbrae area which original was unincorporated.

The CMSA wastewater treatment plant was completed in January 1985. The plant provides advanced secondary treatment of up to 125 million gallons per day. It serves a population of 115,000 which equates to 55,975 equivalent dwelling units (EDU's) for the combined member agencies. Based on an estimated 6,100 EDU's, Sanitary District No. 2 will pay CMSA an estimated \$1,558,000 for treatment of wastewater and capital debt service in FY 2013-2014. CMSA also maintains the District's 19 pump stations by contract at an estimated cost of \$385,000 in FY 2013-2014. The "Fats, Oil & Grease" (FOG) Source Control Program began in FY 2010-2011 through a contract with CMSA and will cost an estimated \$12,000 in FY 2013-2014.