

# **SAUSALITO-MARIN CITY SANITARY DISTRICT**



**Adopted Budget  
FY 2015 – 2016**

**JUNE 1, 2015**



## **SAUSALITO-MARIN CITY SANITARY DISTRICT BUDGET EXECUTIVE SUMMARY FISCAL YEAR 2015/16**

### **DISTRICT OVERVIEW**

The Sausalito-Marin City Sanitary District was formed in 1950 and is governed by an elected five member Board of Directors and provides wastewater treatment and disposal service to the City of Sausalito and wastewater collection, treatment and disposal service to Marin City and other unincorporated areas. Treatment and disposal service is also provided on a contract basis to Tamalpais Community Services District (TCSD) and the National Parks Service (Forts Baker, Barry and Cronkhite and Muir Woods National Monument). Plant effluent is discharged to central San Francisco Bay.

### **DISTRICT OPERATIONS**

The District operates a 1.8 million-gallon per day secondary wastewater treatment plant, seven sewage pump stations, and approximately ten miles of pipelines. Four (4) additional pump stations are operated and maintained for the City of Sausalito on a contract basis. Twelve full-time employees are employed to accomplish these operations. In addition, the District has an established intern program. Under the program, two positions are funded as temporary part-time (non-benefited).

### **DISTRICT FINANCES**

The overall financial condition of the District remains strong. An important long term consideration is the execution of the District's adopted 10-year capital improvement plan currently entering its fifth (5) year. Additionally, the District has spent considerable effort in adopting a sewer rate structure that spreads costs to its customers in a fair and equitable way. The District's residential sewer rate structure now includes both a base cost (63%) and volumetric cost (37%) component to better distribute expenses to our customers. The non-residential (commercial) customer class sewer charge method was kept the same since it includes a base cost and volumetric cost component.

The adopted 5-year sewer rate plan was initiated for fiscal years 2014/15 to 2018/19. The revenue generated from sewer rates is being used largely to fund the District's capital improvement plan and also to keep pace with the cost of operations, goods, and service and construction.

In FY 2014/15, the District Board adopted a Residential Sewer Rate Rebate program. The program offers a five (5) percent rebate on the annual sewer charge to assist our low and fixed income customers that are also enrolled in the Pacific Gas and Electric's (PG&E) CARE or FERA programs.

Also last year the Board also approved a reserve policy standard procedure. The purpose the reserve policy is to ensure the District has adequate reserve funding to

meet its short and long-term operating and capital obligations. Establishment of the policy strengthens the financial stability of the district against uncertainty, provides adequate reserves for debt covenants and minimizes potential customer sewer service rate fluctuations caused by unanticipated expenditures.

## **REVENUE**

The fiscal year 2015/16 sewer service charge rates for Single Family and non-residential commercial customers is \$817, Multi-family is \$726 and Floating Homes \$687 respectively. The District also charges an additional \$66 for residential and non-residential customers located in the unincorporated areas of the District's jurisdiction, including Marin City, for collection system maintenance and rehabilitation. The City of Sausalito, which is responsible for the City's collection system, charges City residents a separate collection system charge.

The fiscal year 2015/16 budget includes a sewer service charge revenue projection of \$6,177,355 which is an estimated increase of \$244,600. This revenue projection includes anticipated funding from the adopted 5-year sewer service charge rates. The budget includes an estimated County property tax allocation \$520,000 which reflects the improving economy and housing market.

## **EXPENSES**

The overall operation, maintenance and administrative expenses are budgeted at (\$6,744) lower than last fiscal year from \$3,599,876 to \$3,593,042 for the current year. The projected stable operating budget reflects salary and benefits with 12 full-time positions, two temporary non-benefited intern positions, projected COLA of 3.0 percent per labor contracts, employee benefit provider increases and scheduled employee salary step increases.

Helping offset benefit expenses is the employees 8 percent reimbursement to the District for CalPERS pension plan costs included in the labor contracts. For fiscal year 2015/16, employees are reimbursing the District for 4.4 percent of their pension plan cost. The contribution percentage will be increased each year until fiscal year 2018/19 when employees will be contributing the full 8 percent. In addition, 3 of the District's 12 full-time positions are covered under the 2103 Public Employees' Pension Reform Act pension plan which is more economical for the District.

## **RESERVES**

Under the proposed budget, total reserves are estimated to be approximately \$8,068,173 at the end of fiscal year 2015/16. Reserve balances for the respective operations, capital and renewal and replacement accounts are within District reserve policy goals. The projected budget reserve balance at fiscal year-end 2015/16 is higher than the District's financial model estimate because some CIP projects have not been done as planned, construction costs have been lower than expected and the actual year end budget expenditures are coming in lower than budgeted.

For fiscal year 2015/16 the District is starting to fund an emergency reserve account to provide emergency capital for disaster recovery efforts until long-term financing is arranged.

### **DEBT SERVICE**

The District's total annual debt service amounts to \$370,614. The existing 2008 capital project Bank Loan of \$221,262 matures in 2028. The 2012 Locust Street State Revolving Fund Loan of \$149,352 matures in 2032. The amount of debt service is not expected to change until the District secures State Revolving Loan funding for construction of the \$26 million treatment plant upgrade project. Under the District's 2103 service agreement with the TCSD they are responsible for a cost share of the capital debt service. TCSD's respective debt service cost share annually is \$121,352.

### **CAPITAL PROGRAM**

The 10-year Capital Improvement Plan (FY 2011/12 to 2020/21) includes needed upgrades and rehabilitation of District infrastructure to address new discharge regulations, eliminate peak wet weather overflows, to improve treatment plant performance and to repair or replace aging infrastructure.

The 10-year CIP has been updated to reflect current project schedules and costs. Some project schedules have been shifted to improve project sequencing and to spread out funding requirements. The total program is estimated at \$53 million. Of this total, approximately \$13 million of collections system and treatment plant improvements have been completed from 2011/12 to 2014/15 (year 4 of the 10-year plan). Of the \$40 million remaining, approximately \$30 million is programmed for treatment plant projects, \$8.5 million for the sewer collection conveyance projects and \$1.5 million for smaller renewal and replacement projects.

The FY 2015/16 CIP includes larger capital projects totaling \$1,829,000, capital outlay for one time-purchases of equipment totaling \$120,000 and renewal and replacement projects to District facilities totaling \$310,000.

### **FUTURE VISION**

Looking ahead, the District's focus will be on a 50-year renewal of the National Park Service treatment plant facility easement agreement that is set to expire in 2017. Additionally, efforts will be made to initiate with the City of Sausalito a revision of our long-standing operation and maintenance service agreement to reflect a more modern shared service business arrangement.

The current drought certainly has raised concerns related to the sustainability of our potable water supply. This situation poses opportunities for the District to evaluate with its partner agencies, the NPS and City of Sausalito, the possibility of the District becoming their recycled water service provider to reduce potable water usage.

Evolving regulatory compliance standards to improve discharge water quality will continue to pose challenges, both from a permitting standpoint and funding required to make needed capital infrastructure improvements.

In the future it will be important the District keep customer sewer rates as stable as possible following the current 5-year sewer rate plan. The District has spent considerable time on evaluating the financial aspects of our agency. Important facets of this work have been adjusting customer sewer service rates to align with our District infrastructure investment needs along with identifying ways to reduce operating and capital expenses.

Lastly, a continuing effort to keep the District focused on key areas is the 2013-2018 Strategic Plan. The District recently completed its second annual review of the plan. The adoption and annual review of this plan signifies the importance that the District, its Board of Directors, and employees place on seeking continuous improvements in every aspect of the District's operations. The strategic plan serves as a framework for decision making over the five-year period.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Justice", written in a cursive style.

Craig Justice, General Manager

**SAUSALITO-MARIN CITY SANITARY DISTRICT  
FY 2015 - 2016**

**REVENUE**

**OPERATING FUND**

**Sewer Service Charges**

Single Family			
1433 EDUs x	\$817 /EDU	\$ 1,170,761	
Floating Homes			
398 EDUs x	\$687 /EDU	\$ 273,426	
Multi-family			
3686 EDUs x	\$726 /EDU	\$ 2,676,036	
Non-Residential			
1913 EDUs x	\$817 /EDU	\$ 1,562,921	
Collection System Maintenance/Rehab (Unincorp area)			
1801 EDUs x	\$66 /EDU	\$ 118,866	
Separate Billing			
213 EDUs x	\$817 /EDU	\$ 174,021	
Marin City Housing Authority Coll (w/ 5% Discount)			
240 EDUs x	\$63 /EDU	\$ 15,048	
Marin City Housing Authority Treat (w/ 5% Discount)			
240 EDUs x	\$776 /EDU	\$ 186,276	
<b><u>Total Sewer Service Charges</u></b>			<b>\$ 6,177,355</b>
<b><u>TCSD O&amp;M</u></b>	(Revenue determined by contract)		<b>\$ 794,368</b>
Interest LAIF	0.25%		<b>\$ 1,986</b>
<b><u>Interest</u></b>			
\$2,694,781	Rate at 0.25%		<b>\$ 6,737</b>
<b><u>Sausalito Pump Station O &amp; M</u></b>			<b>\$ 75,000</b>
<b><u>Tax Allocation</u></b>	(Levy O)		<b>\$ 520,000</b>
<b><u>Miscellaneous other revenue</u></b>			<b>\$ 10,000</b>
		<b><u>TOTAL:</u></b>	<b><u>\$ 7,585,446</u></b>

**Reserve Transfers**

Operating Fund to Capital Fund	\$ (3,992,405)
Operating Fund to R&R Fund	\$ (310,000)
Operating fund to Emergency Reserve	\$ (250,000)
<b><u>TOTAL:</u></b>	<b><u>\$ (4,552,405)</u></b>

**SAUSALITO-MARIN CITY SANITARY DISTRICT  
FY 2015 - 2016**

**REVENUE**

**CAPITAL PROGRAM**

<u>Connection Fees</u>		
Miscellaneous	\$	20,000
<u>TCSD - Financed FY 15/16 Capital Share Costs</u>		
(No share in Marin City expenses)	\$	22,532
<u>TCSD - Debt Service and CIP Finance Payments</u>		\$241,790
<u>Interest</u>	(Assume 0.25% LAIF Return)	
	( \$3,419,895 x 0.25% )	\$ 8,550
	<b><u>TOTAL REVENUE:</u></b>	<b>\$ 292,872</b>
<u>Transfer from Operating Fund</u>	\$	3,992,405
	<b><u>TOTAL REVENUE &amp; TRANSFER:</u></b>	<b>\$ 4,285,276</b>

**R & R PROGRAM**

<u>TCSD - Financed FY 15/16 R&amp;R Share Costs</u>	\$	9,344
<u>Interest</u>	(Assume 0.25% LAIF Return)	
	( \$287,772 x 0.25% )	\$ 719
	<b><u>TOTAL REVENUE:</u></b>	<b>\$ 10,063</b>
<u>Transfer from Operating Fund</u>	\$	310,000
	<b><u>TOTAL REVENUE &amp; TRANSFER:</u></b>	<b>\$ 320,063</b>

SAUSALITO-MARIN CITY SANITARY DISTRICT  
FY 2015 - 2016

PROJECTED EXPENSES

OPERATING EXPENSES

SALARY<sup>1</sup>

<u>Full Time Employee Wages</u>	\$ 1,052,903
<u>Intern Program (2 positions - 2,666 hours at \$15/hr)</u>	\$ 40,000
<u>Deferred Compensation</u> 1.5% x \$1,052,903	\$ 17,773
<u>Standby/Overtime</u>	
Standby Pri/Sec Rotation 1482 hrs/year x \$42/hr (57 hrs per pay period)	\$ 62,244
Standby Operator OT 41 hrs. x \$42/hr	\$ 1,772
Overtime - Holidays 10 x 8 hrs x \$42 /hr x 1.5 /hr	\$ 5,040
Overtime - Callouts 12 x 4 hrs x \$42 /hr x 1.5 /hr	\$ 3,024
Overtime - Misc. 200 hrs. x \$42 /hr x 1.5 /hr	\$ 12,600
<u>Standby and Overtime Total:</u>	\$ 84,680
<u>Vacation Time Sellback:</u> 1000 hrs x \$42 /hr	\$ 42,000
<u>Performance Bonus</u>	\$ 18,000
<u><b>TOTAL</b></u>	<u><b>\$ 1,255,356</b></u>



**SOCIAL SECURITY & MEDICARE TAX**

Social Security 6.2% and Medicare Tax 1.45%	<b><u>TOTAL</u></b>	<b><u>\$ 92,229</u></b>
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**EMPLOYEE RETIREMENT**

<u>Salary</u>		
Employer EPMC: 8.0%	\$	66,531
Employer rate: 23.165%	\$	221,528
Employee Paid EMPC: 4.4% for 15-16	\$	(42,775)
	<b><u>TOTAL</u></b>	<b><u>\$ 245,284</u></b>

**EMPLOYEE BENEFITS**

<u>Health</u>		
Reg Employees:	\$	198,756
OPEB Health (2013 valuation)	\$	141,220
OPEB Unfunded Liability	\$	110,000
OPEB Trust	\$	50,000
	\$	499,976
<u>Dental</u>	\$	20,881
<u>Vision</u>	\$	2,926
<u>Life Insurance</u>	\$	2,474
<u>Long-Term Disability Insurance</u>	\$	9,513
<u>Short-Term Disability Insurance</u>	\$	1,471
	<b><u>TOTAL</u></b>	<b><u>\$ 537,241</u></b>
 <u>Workers' Compensation</u>		
Based on 14/15 rates with 1.51 experience modification factor	\$	49,952
		<b><u>\$ 49,952</u></b>

<b><u>SALARY and BENEFITS TOTAL</u></b>	<b><u>\$ 2,180,062</u></b>
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<sup>1</sup> 25% and 75% of General Manager and Associate Engineer costs, respectively, are charged to Capital and Renewal and Replacement budgets. The following O&M budget categories have been reduced accordingly: Salaries, Social Security, Medicare, Retirement, Employee Benefits, Workers Compensation and Vehicles .

### CHEMICALS

<u>Sodium Bisulfite</u>	\$	50,000	
<u>Sodium Hypochlorite</u>	\$	40,000	
<u>Bioxide</u>	\$	37,000	
<u>Polymer</u>	\$	31,000	
<u>Ferric Chloride</u>	\$	22,500	
	<u>TOTAL</u>	<u>\$</u>	<u>180,500</u>

### CONFERENCE & TRAINING

#### CASA Conferences

3 Meetings / GM	Registration	\$	3,000	
and 2 Board	Lodging	\$	4,600	
Members	Travel	\$	1,800	
	Expenses	\$	400	\$ 9,800

#### WEF/CSDA - Annual/Specialty Conferences

GM/Board	Registration	\$	500	
	Lodging	\$	800	
	Travel	\$	700	
	Expenses	\$	200	\$ 2,200

#### CWEA Conferences

Staff	Registration	\$	1,500	
	Lodging	\$	1,800	
	Travel	\$	900	
	Expenses	\$	500	\$ 4,700

#### Training Miscellaneous

Office Mgr/Admin Asst	1 @ 1000	\$	1,000	
Lab Director	1 @ 500	\$	500	
Operations	5 @ 600	\$	3,000	
Board	2 @ 650	\$	1,300	\$ 5,800

#### Certifications/Associations

Certification Renewals	\$	2,000	
Incentive Program Certs	\$	1,800	
WEF/CWEA	\$	1,500	\$ 5,300

TOTAL    \$    27,800

**CONSULTING SERVICES**

<u>General Consulting Services</u>	\$	15,000	
<u>Labor Relations Services</u>	\$	5,000	
<u>Engineering Services</u>	\$	20,000	
<u>Public Outreach</u>	\$	30,000	
<u>Computer Systems Admin/Tech Services</u>	\$	5,000	
<u>Financial Services</u>	\$	20,000	
<u>Accounting Services</u>	\$	5,000	
<u>Website Hosting Services</u>	\$	3,500	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>103,500</u></b>

**PERMITS & FEES**

<u>NPDES Permit</u>	\$	8,200	
<u>WDR Collections General Permit</u>	\$	1,600	
<u>CITECT SCADA Software Support</u>	\$	3,500	
<u>Air Quality Permits</u>	\$	8,000	
<u>Special District Association Dues</u>	\$	4,600	
<u>CASA Fees</u>	\$	8,000	
<u>Regional Monitoring Program Fees</u>	\$	11,000	
<u>Marin County Hazardous Material Permitting Fees</u>	\$	5,047	
<u>ELAP Certification Fee</u>	\$	2,500	
<u>Payroll Service Fee (ADP)</u>	\$	4,728	
<u>USA - Underground Service Alert</u>	\$	1,000	
<u>LAFCO</u>	\$	2,800	
<u>Fuel Storage Tank Testing &amp; Inspection and Fees</u>	\$	13,000	
<u>Bay Area Clean Water Agency</u>	\$	5,000	
<u>BACWWE membership</u>	\$	3,000	
<u>Welding cylinders rental</u>	\$	1,050	
<u>Pest Control</u>	\$	750	
<u>Fire Ext'r Tests &amp; Monitor, OSHA Posting, Copier Svc Contract</u>	\$	2,243	
<u>Offsite Record Storage</u>	\$	1,619	
<u>Maintenance Management System User Licenses</u>	\$	4,202	
<u>SMART Cover hosting (4 sites)</u>	\$	2,200	
<u>Backflow Preventer Testing</u>	\$	500	
<u>Network Hosting Exchange</u>	\$	5,000	
<u>Website License</u>	\$	2,500	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>102,040</u></b>

**FUEL**

<u>Unleaded</u>			
2000 gals @ \$4.25	\$	8,500	
<u>Diesel Fuel</u>			
500 gals @ \$4.40	\$	2,200	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>10,700</u></b>

**MONITORING**

<u>Contract Lab Analyses</u>	\$	17,000	
<u>Lab Supplies</u>	\$	12,500	
<u>Nutrient Monitoring Regional Program</u>	\$	8,000	
<u>Extra Sampling and Analysis (NPDES/Process)</u>	\$	5,000	
<u>Acute Toxicity Testing (SASM)</u>	\$	8,000	
<u>Pollution Minimization Regional Program</u>	\$	5,500	
<u>Chronic Toxicity Testing</u>	\$	2,500	
<u>Redwood Landfill Disposal Profiles</u>	\$	3,000	
<u>Fats, Oil and Grease Inspection Program (City)</u>	\$	25,000	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>86,500</u></b>

**POWER**

<u>Plant</u>	\$	137,000	
<u>Pump Stations</u>	\$	93,000	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>230,000</u></b>

**INSURANCE**

<u>CSRMA</u>			
<u>Pooled Liability</u>	\$	32,250	
<u>Primary - Auto</u>	\$	3,500	
<u>Property</u>	\$	17,500	
<u>Commercial Crime Coverage</u>	\$	1,500	
<u>Dividends/Retroactive Adjustments</u>	\$	(5,000)	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>49,750</u></b>

**TREATMENT AND CONVEYANCE SYSTEM MAINTENANCE & REPAIRS**

<u>Main Plant</u>	\$	70,000	
<u>Pump Stations</u>	\$	30,000	
<u>Interceptor &amp; Pump Station Hydrocleaning</u>	\$	30,000	
<u>Facilities Painting</u>	\$	20,000	
<u>Instrumentation &amp; Control Systems &amp; SCADA</u>	\$	30,000	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>180,000</u></b>

**COLLECTION SYSTEM MAIN & REPAIR**  
(UNINCORPORATED AREA, INCLUDING MARIN CITY)

<u>Pump Stations</u>	\$	20,000	
<u>Collection System Hydrocleaning (Marin City)</u>	\$	60,000	
<u>Instrumentation &amp; Control Systems</u>	\$	3,000	
	<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>83,000</u></b>

**SOLIDS DISPOSAL**

<u>Biosolids</u>	900 tons @ \$38 /ton	\$	34,200	
<u>Recycling/Haz Waste disposal/Yard Waste/Testing/Misc</u>		\$	6,500	
<u>Refuge</u>	2 Dumpsters/week @ \$500 /month x 12 mo	\$	6,000	
<u>Biosolids Hauling</u>	\$2,610 per month \$290(9/mth)(12 mths/yr)	\$	31,320	
		<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>78,020</u></b>

**SUPPLIES**

<u>Supplies</u>		\$	52,000	
		<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>52,000</u></b>

**TELEPHONES**

<u>Pagers</u>				
	3 pagers @ \$10 x 12 months	\$	1,000	
<u>Cellular Telephones</u>				
	\$250 x 12 months	\$	3,000	
<u>CalNet</u>		\$	5,700	
<u>Alarm Phones &amp; Local Service</u>		\$	3,700	
<u>After Hours Phone Service (\$75/mth)</u>		\$	900	
		<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>14,300</u></b>

**VEHICLES**

<u>Vehicle Maintenance</u>		\$	5,000	
<u>Vehicle Allowances</u>		\$	14,850	
<u>Mileage Reimbursement (work related)</u>		\$	5,000	
		<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>24,850</u></b>

**SAFETY**

<u>Safety Program Consultant</u>		\$	34,000	
<u>Safety Classes, Equipment</u>		\$	6,600	
<u>Miscellaneous - Health Exams, Recognition Awards</u>		\$	1,500	
		<b><u>TOTAL</u></b>	<b>\$</b>	<b><u>42,100</u></b>

**WATER**

<u>Pump Stations</u>	\$	3,000	
<u>Plant</u>	\$	6,000	
	<u><b>TOTAL</b></u>	<u><b>\$</b></u>	<u><b>9,000</b></u>

**TOTAL PROJECTED OPERATING EXPENSES:** **\$ 3,454,122**

**ADMINISTRATIVE EXPENSES**

ASSESSOR ROLL FEE **\$ 15,000**

SEWER SERVICE SERVICE CHARGE REBATE PROGRAM  
Property Tax revenue funded **\$ 5,000**

AUDIT **\$ 9,000**

<u>DIRECTORS</u>			
Regular Meetings	5 x 24 x \$160	\$	19,200
Special Meetings	5 x 4 x \$160	\$	3,200
Committee Meetings	2 x 24 x \$160	\$	7,680
Miscellaneous (TCSD, CSDA, CASA)	2 x 12 x \$160	\$	3,840
	<u><b>TOTAL</b></u>	<u><b>\$</b></u>	<u><b>33,920</b></u>

ELECTION EXPENSES **\$ 15,000**  
Board members Beers and Ring

LEGAL NOTICE **\$ 1,000**

LEGAL GENERAL **\$ 25,000**  
District Counsel services

LEGAL SPECIAL **\$ 20,000**

Personnel and special legal services  
Policy and Procedures Manual Project

OFFICE EXPENSE **\$ 15,000**

General office supplies, equipment, mailing etc.  
Lease copier (\$225\*12=\$2,700)  
Facility building cleaning service (Ops \$595\*4) (Office \$100\*2\*12)

**TOTAL PROJECTED ADMINISTRATIVE EXPENSES:** **\$ 138,920**

**GRAND TOTAL:** **\$ 3,593,042**

**CAPITAL PROGRAM**  
**FY 2015 - 2016**

**CAPITAL FUND**

Headworks, Primary and Secondary Improvements	\$	250,000	
Joint Agency Flow Monitoring Study	\$	200,000	
Whiskey Springs & Scotties Pump Station Rehabilitation Proje	\$	250,000	
Highway Booster Pump Station Rehabilitation Project	\$	550,000	
Private Lateral Inspection and Rehabilitation	\$	34,000	
GGNRA Easement Extension	\$	50,000	
Beach Force Main & City Gravity Line Inspection Project	\$	495,000	
	<b><u>TOTAL</u></b>		<b><u>\$ 1,829,000</u></b>

**CAPITAL OUTLAY**

Computer/Network Equipment	\$	15,000	
Maintenance Management System GIS Upgrades	\$	60,000	
Maintenance Truck	\$	45,000	
	<b><u>TOTAL</u></b>		<b><u>\$ 120,000</u></b>

**RENEWAL AND REPLACEMENT PROGRAM**

Disinfection Chlorine Contact Tank Improvements	\$	275,000	
Secondary Rotating Filter Screen Rehabilitation	\$	20,000	
Sewer Pump Stations Electrical Surge Protection	\$	15,000	
	<b><u>TOTAL</u></b>		<b><u>\$ 310,000</u></b>

**CAPITAL DEBT SERVICE PAYMENT**

2008 Bank Loan Principle and Interest (Mature 2028)	\$	221,262	
2012 SRF Loan - Locust Street Pump St. (Mature 2032)	\$	149,352	
			<b><u>\$ 370,614</u></b>

**SMCSD FISCAL YEAR 2015/16 CAPITAL EXPENDITURE DESCRIPTIONS****Capital Fund**

<b>Project</b>	<b>Budget</b>	<b>Description</b>
Headwork's, Primary and Secondary Improvements	\$250,000	Completion of construction bid documents and pre-construction management services.
Joint Agency Flow Monitoring Study	\$200,000	Joint study with City of Sausalito and TCSD (Jointly funded).
Scotties Wet Weather and Whiskey Springs Sewer Pump Station Rehabilitation	\$250,000	Detailed design of improvements. Design in coordination with the City's Whiskey Springs Sewer Pump Station Rehabilitation.
Highway Booster Sewer Pump Station Rehabilitation	\$550,000	Detailed design and construction of improvements.
Private Sewer Lateral Inspection and Rehabilitation	\$34,000	Funding for the Private Sewer Lateral Rehabilitation Assistance program.
GGNRA Easement Extension	\$50,000	Consultant and specialty assistance related to renewal of the District facility easement extension with the NPS.
Beach Force Main and City Gravity Line Inspection project	\$495,000	Inspection of the lines to determine a repair, reuse or abandonment plan in coordination with the City.
	<b>\$1,829,000</b>	

**Capital Outlay**

<b>Project</b>	<b>Budget</b>	<b>Description</b>
Computer/Network Equipment	\$15,000	Computer and Network replacement and upgrades.
Maintenance Management system GIS Upgrades	\$60,000	GIS upgrade for the Nexgen system.
Maintenance Truck	\$45,000	Replacement of leased electrical maintenance vehicle with new District vehicle.
	<b>\$120,000</b>	

**Renewal and Replacement**

<b>Project</b>	<b>Budget</b>	<b>Description</b>
Disinfection Chlorine Contact Tank Improvements	\$275,000	Detailed design and construction of improvements.



Secondary Rotating Filter Screen Rehabilitation	\$20,000	Rebuild the secondary rotating filter screen.
Sewer Pump Stations Electrical Surge Protection	\$15,000	Install electrical main line surge protection.
	<b>\$310,000</b>	

**SMCSD**  
**FY 2015-16 BUDGET**

**REVENUE AND EXPENSE SUMMARY SHEET**

**EXPENSE**

	<b>FY 2015/16</b>
<b>OPERATING</b>	
Salary	\$ 1,255,356
Social Security	\$ 92,229
Employee Retirement	\$ 245,284
Benefits	\$ 537,241
Workers Comp	\$ 49,952
Chemicals	\$ 180,500
Conference/Training	\$ 27,800
Consulting Services	\$ 103,500
Permits	\$ 102,040
Fuel	\$ 10,700
Monitor	\$ 86,500
Power	\$ 230,000
Insurance	\$ 49,750
Main & Repairs ( TP&Coll)	\$ 180,000
Main & Repairs (Unin Coll)	\$ 83,000
Solids Disposal	\$ 78,020
Supplies	\$ 52,000
Telephone	\$ 14,300
Vehicles	\$ 24,850
Safety	\$ 42,100
Water	\$ 9,000
<b>ADMINISTRATION</b>	
Assessor Roll Fee	\$ 15,000
Sewer Fee Rebate Program	\$ 5,000
Audit	\$ 9,000
Director	\$ 33,920
Election Expense	\$ 15,000
Legal Notice	\$ 1,000
Legal General	\$ 25,000
Legal Special	\$ 20,000
Office Expense	\$ 15,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,593,042</b>
Capital Outlay	\$ 120,000
R & R	\$ 310,000
Capital	\$ 1,829,000
Bank & SRF Loans P&I	\$ 370,614
<b>GRAND TOTAL</b>	<b>\$ 6,222,656</b>

**REVENUE**

	<b>FY 2015/16</b>
Sewer Service Charge	6,177,355
Tax Allocation	520,000
Sausalito Pump Maint.	75,000
TCSD	1,068,034
Miscellaneous	10,000
Connection Fees	20,000
Interest	17,992
From Reserve	-1,665,725
<b>TOTAL</b>	<b>6,222,656</b>

**SAUSALITO-MARIN CITY SANITARY DISTRICT**

**CAPITAL PROGRAM  
FY 2015-2016**

FY 2015-16	
<b><u>REVENUE</u></b>	
Sewer Service Charges <sup>1</sup>	\$ 3,992,405
Connection Fees	\$ 20,000
TCSD - Financed FY 15/16 Capital Share Co	\$ 22,532
Interest	\$ 8,550
<b>Total Revenues</b>	<b>\$ 4,043,486</b>
<b><u>EXPENSES</u></b>	
Headworks, Primary and Secondary Improv	\$ 250,000
Joint Agency Flow Monitoring Study	\$ 200,000
Whiskey Springs & Scotties Pump Station R	\$ 250,000
Highway Booster Pump Station Rehabilitatio	\$ 550,000
Private Lateral Inspection and Rehabilitation	\$ 34,000
GGNRA Easement Extension	\$ 50,000
Beach Force Main & City Gravity Line Inspe	\$ 495,000
Computer/Network Equipment	\$ 15,000
Maintenance Truck	\$ 45,000
<b>Total Expenses</b>	<b>\$ 1,889,000</b>
Net Income (Decrease) in Reserve	\$ 2,154,486
Estimated Reserve Beginning of FY	\$ 3,419,895
<b>Projected Reserve End of FY</b>	<b>\$ 5,574,381</b>

<sup>1</sup>. Transfer from Operating Fund

**SAUSALITO-MARIN CITY SANITARY DISTRICT**

**R&R RESERVE PROGRAM  
FY 2015-2016**

FY 2015-16	
<b><u>REVENUE/TRANSFER</u></b>	
Sewer Service Charges <sup>1</sup>	\$ 310,000
Interest	\$ 719
TCSD	\$ 9,344
Total Revenues	\$ 320,063
<b><u>EXPENSES</u></b>	
Disinfection Chlorine Contact Tank Improve	\$ 275,000
Secondary Rotating Filter Screen Rehabilita	\$ 20,000
Sewer Pump Stations Electrical Surge Prote	\$ 15,000
Total Expenses	\$ 310,000
Net Income (Decrease) in Reserve	\$ 10,063
Estimated Reserve Beginning of FY	\$ 287,772
Projected Reserve End of FY	\$ 297,835

<sup>1</sup> Transfer from Operating Fund

**SAUSALITO-MARIN CITY SANITARY DISTRICT  
RESERVES SUMMARY  
FY 2015-2016**

	OPERATING RESERVE	CIP RESERVE	R & R RESERVE	EMERGENCY RESERVE	TOTAL
<b>REVENUE</b>					
Sewer Service Charges	6,177,355				6,177,355
Tax Allocation	520,000				520,000
Connection Fees		20,000			20,000
Interest	8,723	8,550	719		17,992
Sausalito Pump Station	75,000				75,000
TCSD	794,368	264,322	9,344		1,068,034
Miscellaneous	10,000				10,000
<b>Total Revenue</b>	<b>\$7,585,446</b>	<b>\$292,872</b>	<b>\$10,063</b>	<b>\$0</b>	<b>\$7,888,381</b>
Transfers In (Out)	(4,552,405)	3,992,405	310,000	250,000	
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>\$3,033,042</b>	<b>\$4,285,276</b>	<b>\$320,063</b>	<b>\$250,000</b>	<b>\$7,888,381</b>
<b>EXPENSES</b>					
Operating Expenses	3,593,042				3,593,042
Project Expenses		1,949,000	310,000	0	2,259,000
2008 Bank & 2012 SRF Loan Payment		\$370,614			
<b>Total Expenses</b>	<b>\$3,593,042</b>	<b>\$2,319,614</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$6,222,656</b>
Net Increase (Decrease) in Reserve	(560,000)	1,965,662	10,063	250,000	1,665,725
<b>Estimated Beginning Reserve FY 15/16</b>	<b>2,694,781</b>	<b>3,419,895</b>	<b>287,772</b>	<b>0</b>	<b>\$6,402,448</b>
Adjustments for Reserve Target Balance	362,440	-564,605	202,165		
<b>Estimated End Reserve FY 15/16</b>	<b>\$2,497,221</b>	<b>\$4,820,952</b>	<b>\$500,000</b>	<b>\$250,000</b>	<b>\$8,068,173</b>

Sausalito-Marin City Sanitary District - FY 2015/16 Budget Reserve Fund Policy Effective September 2, 2014					
	Operating Reserve	Capital Reserve	Renewal & Replacement Reserve	Disaster Recovery Reserve (Starting FY 2015/16)	Total Combined Reserves
Purpose	Provide working capital for operating expense cash flow during year.	Provide capital for major capital projects in 10 year capital program.	Provide capital for renewal and replacement of equipment and appurtenant assets.	Provide additional capital funding for emergency recovery until long-term funding is arranged from rate increases, loans, debt.	
<u>Current Reserve Levels</u>					
FY 2014/15 - Estimated Fiscal Year ending balance	\$2,694,781	\$3,419,895	\$287,772	\$0	\$6,402,448
FY 2015/16 - Projected Fiscal Year ending balance	\$2,497,221	\$4,820,952	\$500,000	\$250,000	\$8,068,173
<u>Long Range Target Level Goals</u>					
Target balance	\$2,590,591 9-months of annual operation and maintenance expenses.	\$4,750,000 1.5 times the average annual 10-year CIP expense. Includes debt service payments.	\$500,000 Two-years of average annual renewal replacement costs	\$1,500,000 One-year of average annual 10_year CIP cash funded capital expense.	\$9,340,591
Minimum Balance	\$1,139,860 Four-months of annual operation and maintenance expenses. Also funding to cover any restricted reserve obligations.	\$518,420 Funding to cover the 10-year CIP debt service and other restricted reserve obligations.	\$250,000 One-year of average annual renewal and replacement costs.	\$250,000 Minimum funding to aid in disaster recovery.	\$2,158,280
<u>Other Financial Policies and Rate-Making Guidelines</u>					
Reserve funding priority: Operating, Capital, R&R, and Disaster Recovery as funding becomes available. Maintain adequate Capital Reserve to fund CIP, but debt financing may be required for major upgrades. Maintain adequate R&R Reserve to avoid debt financing minor facilities. Rate increases will be moderated to minimize rate shock (e.g., phase in increases, avoid excessive increases followed by decreases). Rates are adjusted to keep pace with inflationary cost increases. When reserve balances allow, inter-fund borrowing and transfer may occur as a means of rate stabilization.					

**SMCSD**  
**2016-16 BUDGET vs ACTUAL EXPENDITURES**

	Budget 2015-16	Projected 2014-15	Actual ----> 2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06
<b>OPERATING</b>											
Salary	1,255,356	1,144,135	1,059,075	1,002,832	1,042,878	960,532	1,248,013	1,040,027	911,295	695,144	641,124
Social Security	92,229	84,231	79,146	81,958	80,762	88,802	74,558	72,123	66,311	52,168	46,173
Pension	245,284	295,683	230,832	334,537	331,003	374,647	272,914	303,418	257,744	202,031	184,620
Employee Benefits	537,241	516,460	347,502	273,439	313,710	283,424	328,833	248,091	222,337	180,797	189,208
Workers Comp	49,952	45,374	22,489	29,512	16,717	35,445	17,545	18,814	15,778	3,626	13,827
Chemicals	180,500	164,825	190,238	211,005	198,844	190,506	180,581	186,147	165,604	144,789	116,088
Conference/Training	27,800	26,410	13,822	9,129	8,459	19,108	11,086	19,236	14,532	12,924	13,674
Consulting Services	103,500	182,077	219,470	202,579	152,361	81,646	94,873	206,807	151,808	77,514	15,066
Permits and Fees	102,040	93,613	99,513	99,577	98,865	78,070	124,489	337,827	191,537	156,699	160,352
Fuel	10,700	10,165	10,000	11,146	9,321	9,372	9,186	9,754	12,699	16,143	28,971
Monitoring	86,500	58,425	87,068	107,572	84,911	32,913	66,311	90,552	52,162	43,950	33,402
Power	230,000	218,500	220,016	213,733	212,408	204,846	220,481	205,628	222,959	229,978	229,688
Insurance	49,750	47,263	36,416	39,793	39,330	48,214	22,180	29,228	26,180	28,797	17,637
Repairs (TP&SH COLL)	180,000	145,350	219,894	184,561	177,965	235,295	351,216	321,767	211,389	258,675	156,066
Repairs (Unincorp Coll)	83,000	78,850	0	0	0	0	0	0	0	0	0
Solids Disposal	78,020	62,548	85,197	64,047	59,870	40,474	32,915	38,434	23,003	37,935	21,282
Supplies	52,000	49,400	51,894	45,978	53,383	77,149	66,955	78,198	67,924	45,172	33,402
Phone	14,300	13,585	15,832	18,182	16,995	17,716	14,953	14,066	14,635	11,694	13,440
Vehicles	24,850	23,608	13,701	11,355	11,871	12,309	18,133	19,562	18,318	15,433	12,452
Safety	42,100	39,995	29,712	46,804	37,138	44,413	48,935	37,474	16,050	21,072	18,608
Water	9,000	7,125	11,332	8,234	6,507	5,710	6,644	5,521	10,259	2,723	3,906
<b>SUB - TOTAL</b>	<b>3,454,122</b>	<b>3,307,621</b>	<b>3,043,149</b>	<b>2,995,973</b>	<b>2,953,298</b>	<b>2,840,591</b>	<b>3,210,801</b>	<b>3,282,674</b>	<b>2,672,524</b>	<b>2,237,264</b>	<b>1,948,986</b>
<b>ADMINISTRATION</b>											
Assessor Roll Fees	15,000	14,250	14,880	13,077	12,667	14,025	10,712	\$13,105	12,956	12,058	7,343
Audit	9,000	8,550	15,865	9,200	9,130	9,650	9,650	\$8,750	8,000	7,700	8,526
Director	33,920	28,576	25,280	23,429	23,680	21,440	26,080	\$27,200	24,480	25,120	17,920
Election Expense	15,000	-	250	-	250	-	-	\$0	-	-	8,407
Legal Notice	1,000	950	638	950	-	1,405	174	\$1,382	1,671	813	2,660
Legal General	25,000	28,500	25,892	35,200	48,859	46,182	37,324	\$44,878	39,348	31,480	17,138
Legal Special	20,000	23,750	62,685	37,777	32,572	40,879	6,559	\$5,899	14,167	0	1,500
Office Expense	15,000	7,600	7,666	5,905	9,933	7,084	6,371	\$4,157	5,146	3,962	5,866
<b>SUB - TOTAL</b>	<b>133,920</b>	<b>112,176</b>	<b>153,156</b>	<b>125,538</b>	<b>137,091</b>	<b>140,665</b>	<b>96,670</b>	<b>105,371</b>	<b>105,768</b>	<b>81,133</b>	<b>69,360</b>
<b>TOTAL OPERATIONS</b>	<b>3,588,042</b>	<b>3,419,797</b>	<b>3,196,305</b>	<b>3,121,511</b>	<b>3,090,389</b>	<b>2,981,256</b>	<b>3,307,471</b>	<b>3,388,045</b>	<b>2,778,292</b>	<b>2,318,397</b>	<b>2,018,346</b>
<b>CAPITAL OUTLAY</b>											
R & R	120,000	17,460	9,237	155,000	39,617	81,274	37,700	92,372	14,837	-	6,565
CAPITAL	310,000	327,500	220,785	112,000	38,539	66,296	60,028	349,016	-	-	102,291
	1,829,000	4,369,000	2,700,904	2,500,000	3,235,500	2,196,248	1,405,871	2,253,083	3,287,602	2,412,505	994,503
<b>SUB - TOTAL</b>	<b>2,259,000</b>	<b>4,713,960</b>	<b>2,767,000</b>	<b>3,313,656</b>	<b>2,343,818</b>	<b>1,503,599</b>	<b>2,694,471</b>	<b>3,302,440</b>	<b>2,412,505</b>	<b>1,103,359</b>	<b>271,520</b>
<b>GRAND TOTAL</b>	<b>5,847,042</b>	<b>8,133,757</b>	<b>6,127,231</b>	<b>5,888,511</b>	<b>6,404,045</b>	<b>5,325,074</b>	<b>4,811,070</b>	<b>6,082,516</b>	<b>8,493,237</b>	<b>5,834,261</b>	<b>3,393,225</b>

## Fiscal Year 2015/16

[illegible]



# TCSD CAPITAL PROGRAM COST ALLOCATION AND FINANCING

FY 2015 - 2016

## CAPITAL FUND

	<u>2015/16 Budget</u>	<u>TCSD % Share</u>	<u>TCSD \$ Share</u>	<u>LAIF + 1% P&amp;I @ 1.25% for 10 yrs</u>
Headworks, Primary and Secondary Improvements	\$ 250,000	29.6%	\$ 74,000	7,918
TCSD share costs financed until SRF Loan secured for project				
Joint Agency Flow Monitoring Study	\$ 200,000	15.0%	\$ 30,000	3,210
TCSD share cost based on 15% (bell and submer stations only)				
Whiskey Springs & Scotties Pump Station Rehabilitation	\$ 250,000	37.5%	\$ 56,250	6,019
60% SMCSD & 40% City. TCSD 37.5% or \$56,250 of SMCSD \$150k Cost				
Highway Booster Pump Station Rehabilitation Project	\$ 550,000	0.0%	\$ -	0
non-shared collection system				
Private Lateral Inspection and Rehabilitation	\$ 34,000	0.0%	\$ -	0
non-shared collection system				
GGNRA Easement Extension	\$ 50,000	29.6%	\$ 14,800	1,584
Beach Force Main & City Gravity Line Inspection Project	\$ 495,000	0.0%	\$ -	0
non-shared collection system				
<u>SUB TOTAL</u>	<u>\$1,829,000</u>		<u>\$ 175,050</u>	<u>\$ 18,731</u>

## CAPITAL OUTLAY

Computer/Network Equipment	\$ 15,000	29.6%	\$ 4,440	475
Maintenance Management System GIS Upgrades	\$ 60,000	29.6%	\$ 17,760	1,900
Maintenance Truck	\$ 45,000	29.6%	\$ 13,320	1,425
<u>SUB TOTAL</u>	<u>\$ 120,000</u>		<u>\$ 35,520</u>	<u>\$ 3,801</u>

## RENEWAL AND REPLACEMENT PROGRAM

Disinfection Chlorine Contact Tank Improvements	\$ 275,000	29.6%	\$ 81,400	8,710
Secondary Rotating Filter Screen Rehabilitation	\$ 20,000	29.6%	\$ 5,920	633
Sewer Pump Stations Electrical Surge Protection	\$ 15,000	0.0%	\$ -	0
non-shared collection system				

<b>SUB TOTAL</b>	<b>\$ 310,000</b>	<b>\$ 87,320</b>	<b>\$ 9,344</b>
<b>TOTAL</b>	<b>\$ 2,259,000</b>	<b>\$ 297,890</b>	<b>\$ 31,875</b>

**DEBT SERVICE AND CASH FUNDED PROJECT LOANS**

2008 Bank Loan (Matures 2028)	\$ 221,262		\$65,494
2012 SRF Loan -Locust St (Matures 2032)	\$ 149,352		\$55,858
FY 2011/12 and 12/13 (Per Sept 10, 2014 capital finance agreement - Matures 2029)			\$74,892
FY 2013/14 (FY 15/16 payment reduced per FY 13/14 reconciliation - Matures 2022)			\$45,547
			<b>\$241,790</b>
<b>GRAND TOTAL</b>	<b>\$ 2,259,000</b>	<b>\$</b>	<b>\$ 273,665</b>

**SAUSALITO-MARIN CITY SANITARY DISTRICT  
TAMALPAIS COMMUNITY SERVICES DISTRICT  
ESTIMATED O&M EXPENSE ALLOCATION  
FISCAL YEAR 2015/16 BUDGET**

OPERATING EXPENSES		Northern Trunk			Locust Str. PS & FM			Main Street PS & FM			Treatment Plant		
Budget Item	Budget Amount	Flow Factor <sup>3</sup> %	Budget Allocation %	Cost Allocation \$	Flow Factor <sup>3</sup> %	Budget Allocation %	Cost Allocation \$	Flow Factor <sup>3</sup> %	Budget Allocation %	Cost Allocation \$	Flow Factor <sup>3</sup> %	Budget Allocation %	Cost Allocation \$
Salaries	2,249,962	--	--	--	28.40	1.3	\$8,307	23.60	2.3	\$12,213	24.72	90.4	\$502,796
Chemicals	180,500	--	--	--	--	--	--	--	--	--	24.72	100	\$44,620
Insurance	49,750	--	--	--	--	--	--	--	--	--	24.72	97	\$11,929
Consulting Services <sup>2</sup>	103,500	--	--	--	--	--	--	--	--	--	24.72	0	\$0
Permit	99,206	--	--	--	--	--	--	--	--	--	24.72	100	\$24,524
Fuel	7,195	--	--	--	28.40	3.5	\$72	23.60	3.5	\$59	24.72	72	\$1,281
Monitoring	86,500	--	--	--	--	--	--	--	--	--	24.72	100	\$21,383
Power	220,500	--	--	--	28.40	11	\$6,888	23.60	20	\$10,408	24.72	61.7	\$33,631
Repairs (TP & Sh Coil)	180,000	--	--	--	28.40	5	\$2,556	23.60	11	\$4,673	24.72	84	\$37,377
Solids Disposal	78,020	--	--	--	--	--	--	--	--	--	24.72	100	\$19,287
Supplies	52,000	--	--	--	--	--	--	--	--	--	24.72	100	\$12,854
Telephone	14,300	--	--	--	28.40	2	\$81	23.60	2	\$67	24.72	79	\$2,793
Vehicles	24,850	--	--	--	28.40	3.5	\$247	23.60	3.5	\$205	24.72	72	\$4,423
Water	9,000	--	--	--	28.40	11.1	\$284	23.60	11.1	\$236	24.72	67	\$1,491
<b>Total</b>	<b>\$3,355,283</b>						<b>\$18,435</b>			<b>\$27,861</b>			<b>\$718,387</b>
ADMINISTRATION	\$ 59,750	Ratio of TCSD share of operating expenses to total operating expenses:											
<b>TOTAL</b>	<b>\$ 3,415,033</b>												

**Grand Total: \$794,368**

Consulting Services <sup>2</sup>	Budget	Allocation <sup>3</sup>	Total
General Consulting Services	\$15,000	24.72	\$3,708
Labor Relations Services	\$5,000	0	\$0
Engineering Services	\$20,000	24.72	\$4,944
Public Outreach	\$30,000	0	\$0
Computer Systems Admin/Tech Services	\$5,000	24.72	\$1,236
Financial Services	\$20,000	24.72	\$4,944
Accounting Services	\$5,000	24.72	\$1,236
Website Hosting Services	\$3,500	0	\$0
<b>Total</b>	<b>\$103,500</b>		<b>\$16,068</b>

<sup>2</sup> Allocated expenses only for TCSD share costs

<sup>3</sup> Percentage of the annual average TCSD flow to annual average flow conveyed in the facility based on prior 3-year historical flow data (FY 11/12 through FY 13/14).  
See TCSD flow figure table for flow percentage breakdown

**SAUSALITO-MARIN CITY SANITARY DISTRICT  
TAMALPAIS COMMUNITY SERVICES DISTRICT  
FY 2015/16**

**Proposed Flow Factors for Determining O&M and Capital Cost Sharing**

Facility	Peak Wet Weather Flow <sup>1</sup> (MGD)	Ratio of TCSD PWWF to Facility <sup>2</sup> PWWF (%)	Annual Average Flow (MGD) <sup>3</sup>	Percentage of TCSD AAF to Facility <sup>4</sup> AAF (%)
TCSD Bell Lane Pump Station	3.7	-	0.34	-
Scotties, Interceptor, Locust St. Pump Sta., System	9.7	37.5	1.19	28.40
Main Street Pump Sta.	11.6	31.9	1.44	23.60
WWTP	12.3	29.6	1.37	24.72

<sup>1</sup> RMC Oct. 2010 Capacity Assurance Evaluation based on 15 minute, 5-year sewer event

<sup>2</sup> TCSD PWWF factor calculated from the 2010 evaluation (used for capital project cost allocation)

<sup>3</sup> SMCSO Flow Records based on prior 3-year rolling average

<sup>4</sup> TCSD AAF percentage used for O&M cost allocation based on prior 3-year rolling average

**SAUSALITO-MARIN CITY SANITARY DISTRICT  
TAMALPAIS COMMUNITY SERVICES DISTRICT  
PERCENTAGE ALLOCATION OF ANNUAL O&M COSTS  
FISCAL YEAR 2015/16**

**OPERATING EXPENSES**

Budget Item	Northern Trunk	Locust Street Pump Station and	Main Street Pump station and	Treatment Plant	Non-TCSD Utilized Facilities
Salaries <sup>1</sup>	Based on actual O&M labor cost plus proportional share of administrative labor costs				
	---	1.30%	2.30%	90.40%	6.00%
Insurance	---	---	---	97.00%	3.00%
Chemicals	---	---	---	100%	
Consulting Services	Allocated to appropriate category				
Permit	---	---	---	100%	---
Fuel	Diesel fuel allocated 100% to plant. Gasoline is allocated as follows: 25% to plant, 12.5% to LSPS, 12.5% MSPS, and 50% to non-TCSD utilized facilities				
	---	3.5%	3.5%	72%	21%
Monitoring	---	---	---	100%	---
Power	---	Based on actual power costs			
	---	11.0%	20.0%	61.7%	7.3%
Repairs	Allocated to appropriate category				
	---	5.0%	11.0%	84.0%	0.0%
Solids Disposal	---	---	---	100%	---
Supplies	---	---	---	100%	---
Telephone	---	Allocated to appropriate category			
	---	2%	2%	79%	17%
Vehicles	Allocated dump truck to plant and pick-ups and flatbed as follows ( 25% plant, 12.5% LSPS, 12.5% MSPS, & 50% non-TCSD utilized facilities				
	---	3.5%	3.5%	72%	21%
Water	---	Based on actual water costs			
	---	11.1%	11.1%	67%	11.1%
ADMINISTRATION <sup>3</sup>	Based on the ratio of TCSD share of operating expenses to total operating expenses				

<sup>1</sup> Includes social security, employee retirement, employee benefits, workers compensation, safety and conference/training

<sup>2</sup> The estimated FY 2012/13 ASAC charge percentage is based on historical data and is shown in shaded cell.

<sup>3</sup> Includes accountant, assessor roll fees, audit, legal notice, legal general, and office expense. Excludes assessor roll fees, director election expenses and special legal as appropriate.