

# ALTO SANITARY DISTRICT

## RESOLUTION 2016-08

### **A RESOLUTION AMENDING THE BUDGET FOR FISCAL YEAR 2016-2017 TO INCLUDE REVISED MANAGEMENT COSTS**

**WHEREAS**, as part of its approval of the Annual Budget for Fiscal Year 2016-17 the Board duly considered the annual expenditures necessary for the Alto Sanitary District; and

**WHEREAS**, a new District Manager was employed on September 15<sup>th</sup>, 2016, after the opening for the position was advertised, a search conducted, and multiple candidates considered; and


**WHEREAS**, the Board extended an offer of employment to the new District Manager at a current competitive rate higher than the previous manager's salary; and

**WHEREAS**, the Board desires to amend the Annual Budget to provide sufficient funds to cover the cost of the new District Manager.

**RESOLVED**, by the Board of Directors of the Alto Sanitary District, Marin County, California that the Fiscal Year 2016-2017 Budget for the Alto Sanitary District is amended as attached (Exhibit A).

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Alto Sanitary District held on the 23<sup>rd</sup> day of November, 2016, by the following vote:

  
Stanley Bransgrove, Chair

  
District Secretary

AYES: Bosenko, Bransgrove, Femenia, Gainer

NOES:

ABSENT: Gates

ABSTAIN:

**Alto Sanitary District**  
Budget for Fiscal Year 2016-17

<b>Revenue</b>		
<i>Item</i>	<i>FY15-16 Actual</i>	<i>FY16-17 Budget</i>
<b>Operating Revenue</b>		
Program Revenues (Sewer Service Charges)	283,586	628,760
Franchise Fees (MVRS)	13,623	13,500
Permits & Fees	1,828	6,250
Operating Revenue:	<u>299,037</u>	<u>648,510</u>
<b>Non-Operating Revenue</b>		
Property Taxes	45,423	46,000
Excess ERAF	16,448	16,500
Aid from Govt Agencies (HOPTR)	245	250
Interest	809	1,000
Non-Operating Revenue:	<u>62,925</u>	<u>63,750</u>
<b>Total Revenue:</b>	<b>361,962</b>	<b>712,260</b>

<b>Expenses</b>		
<b>Sewage Treatment</b>		
Sewage Treatment SASM	164,621	202,160
Sewage Treatment:	<u>164,621</u>	<u>202,160</u>
<b>Sewer System Maintenance</b>		
Cleaning	18,527	25,000
Televising Program	824	1,600
Repairs	3,708	9,500
Lateral Rehab Prog (Inspections)	933	1,000
Underground Service Alert	7,885	7,500
Unscheduled Services	0	0
Sewer System Maintenance:	<u>31,877</u>	<u>44,600</u>
<b>Professional Services</b>		
Marin County Admin Fees	1,197	1,200
LAFCO Dues	187	221
Marin County Encroachment Fee	490	490
PO Box Fee	102	106
SWRCB	2,088	2,100
Underground Service Alerts Fees	263	263
Audit	6,000	6,000
Bookkeeping	1,119	1,000
Legal	2,409	2,450
Engineering (GIS,EPA,SSMP)	9,151	9,000
Engineering (Lateral Oversight)	10,267	10,000
Engineering (Other)	12,374	11,000
Professional Services:	<u>45,647</u>	<u>43,830</u>

**Alto Sanitary District**  
Budget for Fiscal Year 2016-17

**Administration Costs**

Insurance: CSRMA	621	750
Election Notices and Fees	1,330	0
Office Expenses (Postage, Printing, Supplies)	564	575
Utilities (Cell Phone, Office Phone, Website)	1,044	1,050
Miscellaneous (Parking, Mileage)	49	0

	<b>Administration Costs:</b>	<b>3,608</b>	<b>2,375</b>
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**Payroll Expenses**

Payroll for Manager (New Manager @\$36K/yr began 9/15/16)	28,600	34,500
Stipends for Board (includes YTD Special Mtgs)	7,600	9,000
Employer Taxes	3,186	4,252
Payroll Service	1,078	900
Payroll Bank Account Fees	144	144

	<b>Payroll Expenses:</b>	<b>40,608</b>	<b>48,796</b>
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	<b>Total Operating Expenses:</b>	<b>286,361</b>	<b>341,761</b>
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	<b>Net Operations (Revenue - Expenses):</b>	<b>75,602</b>	<b>370,499</b>
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<b>CIP Program/Rehabilitation</b>
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Line 111.01-110.03 (Islamic Cntr Parking Lot)	0	51,215
Capital Improvement Projects (TBD)	0	148,785

	<b>CIP Expense:</b>	<b>0</b>	<b>200,000</b>
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	<b>Net Operations - CIP Expense:</b>	<b>75,602</b>	<b>170,499</b>
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<b>Net Change to Fund Balances</b>
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	<b>75,602</b>	<b>170,499</b>
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	<b>Contribution to Reserve Fund:</b>	16,000	170,499
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<b>Reserve Fund Balance: \$500K-\$800K Target (Year End Amount)</b>
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	<b>216,059</b>	<b>386,558</b>
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