

FY 2023-24 BUDGET BUDGET SECTION SUMMARY

Section Title:

SOUTH PARK COUNTY SANITATION DISTRICT

A. Program Description

This budget finances administration of a collection system and pumping stations which serve the South Park area. Raw sewage is transported to the City of Santa Rosa (City) for treatment and disposal. Treatment and disposal are covered by an agreement between the two entities.

B. Financial Summary

Section	GROSS EXPENDITURES			NET COST/USE OF FUND BALANCE		
	FY 22-23 Adopted	FY 23-24 Requested	Percent Change	FY 22-23 Adopted	FY 23-24 Requested	Percent Change
Operations	\$5,616,740	\$4,635,928	(17.46%)	\$1,177,000	(\$48,672)	(104.14%)
Revenue Bonds	\$34,590	\$30,021	(13.21%)	(\$182,239)	(\$190,907)	4.76%
Construction	\$700,000	\$960,400	37.20%	(\$856,460)	\$225,200	126.29%
TOTAL:	\$6,351,330	\$5,626,349	(11.41%)	\$138,301	(\$14,379)	(110.40%)

C. Staffing Summary

No staffing is allocated to this index.

D. Workload Summary

Workload Indicator	FY 21-22 Actual	FY 22-23 Budget Estimate	FY 22-23 Revised Estimate	FY 23-24 Projected	Change from FY 22-23 Budget Estimate
TOTAL ESDs	4,271	4,364	4,371	4,364	0.00%
TOTAL APNs	2,135	2,135	2,132	2,133	(0.09%)

E. Summary of Issues and Significant Changes

The requested rate per equivalent single family dwelling (ESD) for FY 23-24 annual service charges is \$1,150, representing a 3.5% increase from FY 22-23. Annual sewer service charge revenue, adjusted for the anticipated number of ESDs and an estimated delinquency factor.

The South Park County Sanitation District (District) provides service to the South Park area using a gravity collection system. Wastewater from the District is treated and disposed of by the City at the Laguna Subregional Treatment Plant on Llano Road. In July of 1996, the City accepted responsibility, under contract, for the operation and routine maintenance of the collection system.

An agreement between the City and District was executed in 2012 relating to: (1) the possible eventual dissolution of the District and transfer of the facilities to the City, (2) the District's debt payment obligations, and potential origination of new debt, (3) District infrastructure improvements which are currently planned or may be planned in the future, (4) issues related to Clean Up and Abatement Order No. R1-2007-0040 from the North Coast Regional Water Quality Control Board, (5) the changeover of billings and collections, and (6) the responsibilities related to operation and maintenance of the District facilities.

FY 2023-24 BUDGET

BUDGET SECTION SUMMARY

Section Title:

SOUTH PARK COUNTY SANITATION DISTRICT

E. Summary of Issues and Significant Changes (continued)

On December 22, 1998 the NCRWQCB released a draft Cleanup and Abatement Order (CAO) for halogenated volatile compounds (HVOC) found in soil and groundwater in the vicinity of Sebastopol Road and West Avenue in the District's service area. The draft CAO specified that HVOCs found in the soil and groundwater are the result of the discharge of these chemicals from dry cleaning operations into the District's collection system. The draft CAO further specifies that the HVOCs subsequently leaked from the collection system to adjacent soil and groundwater. Potential costs for investigation, remediation, and legal work related to the draft CAO are substantial (\$2-10 million). The District, County of Sonoma, and NCRWQCB continue to work cooperatively to deal with this issue.

F. Summary of Reduction Options

No reduction options are proposed.

G. Attachments

- Summary of Revenues and Expenditures
- Character Justification
- Statement of Special Fund Activity

FY 2023-24 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: SOUTH PARK CSD - OPERATIONS

Fund/Department ID: 43401-33090100

Account No. and Title	Adopted 2022-23	Requested 2023-24	Difference	Percent Change
REVENUES:				
<u>TAXES</u>				
40003 Direct Charges-CY	\$4,286,500	\$4,478,200	\$191,700	4.47%
40202 Direct Charges - PY	37,000	37,000	0	0.00%
40999 Penalties/Costs on Taxes	9,000	9,000	0	0.00%
Subtotal Taxes	\$4,332,500	\$4,524,200	\$191,700	4.42%
<u>INTERGOVERNMENTAL</u>				
42461 Federal Other Funding	\$15,000	\$0	(\$15,000)	(100.00%)
Subtotal Intergovernmental	\$15,000	\$0	(\$15,000)	(100.00%)
<u>USE OF MONEY</u>				
44002 Interest on Pooled Cash	\$14,400	\$75,000	\$60,600	420.83%
Subtotal Use of Money	\$14,400	\$75,000	\$60,600	420.83%
<u>CHARGES FOR SERVICES</u>				
45221 Sewer/Water Usage Fee	\$77,840	\$85,400	\$7,560	9.71%
Subtotal Charges for Services	\$77,840	\$85,400	\$7,560	9.71%
TOTAL REVENUES	\$4,439,740	\$4,684,600	\$244,860	5.52%

EXPENDITURES:

SERVICES AND SUPPLIES

51201 Administration Costs	\$38,000	\$54,500	\$16,500	43.42%
51205 Advertising/Marketing Services	700	0	(700)	(100.00%)
51206 Accounting/Auditing Services	11,000	11,500	500	4.55%
51211 Legal Services	5,200	4,600	(600)	-11.54%
51241 Outside Printing & Binding	2,000	0	(2,000)	-100.00%
51244 Permits/License/Fees	3,000	3,500	500	16.67%
51502 Sewer Capacity Charges	1,968,000	2,185,000	217,000	11.03%
51803 Other Contract Services	1,215,763	912,700	(303,063)	-24.93%
51902 Telecommunication Usage	0	300	300	N/A
51916 County Services	2,000	1,400	(600)	-30.00%
51917 District Operations Charges	85,000	175,000	90,000	105.88%
51921 Equipment Usage Charges	400	1,500	1,100	275.00%
Subtotal Services and Supplies	\$3,331,063	\$3,350,000	\$18,937	0.57%

OTHER CHARGES

53402 Depreciation Expense	\$555,000	\$555,000	\$0	0.00%
Subtotal Other Charges	\$555,000	\$555,000	\$0	0.00%

OTHER FINANCING USES

57011 Transfers out-within a Fund	\$1,715,677	\$715,928	(\$999,749)	(58.27%)
Subtotal Other Financing Uses	\$1,715,677	\$715,928	(\$999,749)	(58.27%)

FY 2023-24 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: SOUTH PARK CSD - OPERATIONS

Fund/Department ID: 43401-33090100

FIXED ASSETS

19851 Intangible Assets - Non-amort	\$15,000	\$15,000	\$0	0.00%
Subtotal Fixed Assets	\$15,000	\$15,000	\$0	0.00%

TOTAL EXPENDITURES	\$5,616,740	\$4,635,928	(\$980,812)	(17.46%)
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TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$1,177,000	(\$48,672)	(\$1,225,672)	(104.14%)
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FY 2023-24 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation
Section Title: South Park CSD - Operations

Character Title: Taxes **Character No.:** 43401-33090100-40

40003 Direct Charges - CY

Flat charge revenue from annual service charges is expected to increase from the adopted FY 22-23 budget. The rate will increase 3.5%, from \$1,112 to \$1,150.

ESDs times annual rate:	4,260 x \$1,150	\$4,899,000
Less Estimated Delinquency Factor:	7.7%	(374,800)
		\$4,524,200

(See account 45221 for Total ESDs)

40202 Direct Charges - PY

This account records the estimated delinquent amount of prior years sewer service charges.

40999 Penalties/Costs on Taxes

This account records penalties paid on delinquent sewer service charges.

Character Title: Intergovernmental **Character No.:** 43401-33090100-42

42461 Federal Other Funding

This records an anticipated reimbursement of a Local Hazard Mitigation Plan grant.

Character Title: Use of Money **Character No.:** 43401-33090100-44

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance		\$3,000,000
Projected Interest Rate		2.50%
Projected/Planned Interest on Pooled Cash		\$75,000

Character Title: Charges for Services **Character No.:** 43401-33090100-45

45221 Sewer/Water Usage Fees

This account records annual sewer service charges for entities that are invoiced, rather than collected as flat charges on the tax roll, and for new hook-ups as they occur during the year. The Sanitation Rate Ordinance requires that charges be collected at the time permits are issued. The properties are then added to the tax roll master listing and collected through account 40003, Direct Charges, the following year. Based on projected FY23-24 ESDs, the District will experience an increase in revenue from invoiced entities. The budgeted revenue reflects an increase in the annual sewer service charge from \$1,112 to \$1,150.

ESDs x Annual Charge	74 x \$1,150	=	\$85,400
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FY 2023-24 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation
Section Title: South Park CSD - Operations

Character Title: Services and Supplies **Character No.:** 43401-33090100-51 & 52

51201 Administration Costs

This account represents the 1% administration fee assessed by the County for processing collection of flat charges on the tax roll.

51205 Advertising/Marketing Services

This account represents the cost of advertising and marketing services provided by an outside agency.

51206 Accounting/Auditing Services

This account represents the cost of accounting and audit services provided by an outside certified public accounting service.

51211 Legal Services

This account provides funds for the estimated cost of legal services to be provided by County Counsel, or outside legal services, as required.

51244 Permits/License/Fees

This account records the cost of all permits.

51502 Sewer Capacity Charges

South Park CSD participates with the cities of Santa Rosa, Rohnert Park, Cotati and Sebastopol in the Santa Rosa Subregional Sewage System. Santa Rosa provides the treatment for raw sewage for the other participating entities. This payment, required by agreement, is South Park's share (based on capacity needs) of the cost of operations and improvements to the subregional facilities and the bonds used to finance them. Prior to the annexation of the Roseland area of South Park by the City of Santa Rosa, the South Park CSD's sewer capacity charge was based on a capacity in the Subregional Wastewater Treatment Plant of 700,000 gallons per day.

51803 Other Contract Services

This account reflects the cost for various outside services which include:

FY 23-24 Planned Contract Services:

City of Santa Rosa - Annual Collection System Maintenance	\$610,000
TPW Construction-related Services	35,000
Agreement (Document Transfer of Control)	200,000
Multi-Year Agreements (audit)	11,032
Miscellaneous non-routine work	56,668
	\$912,700

51902 Telecommunication Usage

This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges. The budget reflects current expenditure history which includes the addition of cellular phones for new staff members whose work requires travel around the many Agency facilities.

51916 County Services

This account records the expense for special district accounting services.

51917 District Operations

This account is used primarily to record staff time associated with maintaining the sanitation master user listing for the District, as well as management and administrative time associated with negotiating and administering agreements with the City.

FY 2023-24 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation
Section Title: South Park CSD - Operations

51921 Equipment Usage Charges

This account provides funds for equipment usage.

Character Title: Other Charges **Character No.: 43401-33090100-53**

53402 Depreciation

Generally Accepted Accounting Principles require that depreciation be expensed each year.

Character Title: Other Financing Uses **Character No.: 43401-33090100-57**

57011 Transfers out-within a Fund

This account reflects the transfer of cash from the Operations Fund to the 2000 Revenue Bond Fund necessary to satisfy the annual debt service payment on the bonds \$215,928. The amount to be transferred is determined from the debt service schedule for the bonds. In addition, \$500,000 will be transferred to the Construction Fund for planned capital projects.

Character Title: Fixed Assets **Character No.: 43401-33090100-19**

19851 Intangible Assets - Non-amort

This account records sewer easement dedications.

FY 2023-24 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation
Fund: South Park CSD - Operations
Fund/Department ID: 43401-33090100

DESCRIPTION OF FUND ACTIVITY	Actual FY 21-22	Estimated FY 22-23	Requested FY 23-24
Undesignated/Unreserved <u>BEGINNING</u> Retained Earnings			
Available for Budgeting (See Detailed Components Below)	\$3,338,648	\$3,607,090	\$2,944,265
Annual Revenues and Expenditures:			
Revenues - Increase retained earnings	4,414,096	\$4,424,740	\$4,684,600
Expenditures - (Decrease) retained earnings	(4,985,432)	(\$5,642,565)	(\$4,635,928)
Net Surplus or Deficit - Inc/(Dec) to retained earnings	(571,336)	(1,217,825)	48,672
Adjustments to Reserves/Encumbrances:			
Depreciation Expense	544,730	555,000	555,000
Unrealized Gain/loss	173,981	-	-
Pollution Remediation Obligation	120,970		
Post Audit Adjustment	-		
Change In Encumbrances	100	-	-
Net Adjustment - Increase/(Decrease) to Retained Earnings	839,781	555,000	555,000
Undesignated/Unreserved <u>ENDING</u> Retained Earnings			
Available for Budgeting	\$3,607,093	\$2,944,265	\$3,547,937
Target Fund Balance	\$1,387,887	\$1,678,671	\$1,675,000
<i>Over/(Under) Target Fund Balance</i>	\$2,219,206	\$1,265,595	\$1,872,937
Total Increase/(Decrease) in Retained Earnings for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	\$268,445	(\$662,825)	\$603,672
<u>Retained Earnings Components at Beginning of FY</u>	7/1/2021	7/1/2022	
Cash	\$3,368,452	\$3,642,381	
Accounts Receivable - AR Module	\$36,224	\$54,341	
Other Receivables	128,482	156,806	
Vouchers Payable	(193,760)	(203,814)	
Accounts Payable	(650)	-	
Due to Federal	-	(7,859)	
Unearned Revenue	-	(34,765)	
Encumbrances	(100)	-	
Total Beginning Retained Earnings	\$3,338,648	\$3,607,090	

FY 2023-24 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: SOUTH PARK CSD - CONSTRUCTION

Fund/Department ID: 43402-33090200

Account No. and Title	Adopted 2022-23	Requested 2023-24	Difference	Percent Change
REVENUES:				
<u>USE OF MONEY</u>				
44002 Interest on Pooled Cash	\$46,560	\$225,000	\$178,440	383.25%
Subtotal Use of Money	\$46,560	\$225,000	\$178,440	383.25%
<u>MISCELLANEOUS REVENUE</u>				
46024 Connection Fees	\$9,900	\$10,200	\$300	3.03%
Subtotal Miscellaneous Revenue	\$9,900	\$10,200	\$300	3.03%
<u>OTHER FINANCING SOURCES</u>				
47101 Transfers In -within a Fund	\$1,500,000	\$500,000	(\$1,000,000)	(66.67%)
Subtotal Other Financing Sources	\$1,500,000	\$500,000	(\$1,000,000)	(66.67%)
TOTAL REVENUES	\$1,556,460	\$735,200	(\$821,260)	(52.76%)
EXPENDITURES:				
<u>FIXED ASSETS</u>				
19832 CIP - Infrastructure	\$700,000	\$960,400	\$260,400	37.20%
Subtotal Fixed Assets	\$700,000	\$960,400	\$260,400	37.20%
TOTAL EXPENDITURES	\$700,000	\$960,400	\$260,400	37.20%
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	(\$856,460)	\$225,200	\$1,081,660	126.29%

FY 2023-24 BUDGET CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation
Section Title: South Park CSD - Construction

Character Title: Use of Money Character No.: 43402-33090200-44

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$9,000,000
Projected Interest Rate	<u>2.50%</u>
 Projected/Planned Interest on Pooled Cash	 \$225,000

The fund balance remaining in the Construction Fund is expected to be reduced as a result of work required to be completed prior to dissolution of the District.

Character Title: Miscellaneous Revenue Character No.: 43402-33090200-46

46024 Connection Fees

This account reflects the anticipated connection fees for new users.

Character Title: Other Financing Sources Character No.: 43402-33090200-47

47101 Transfers In-within a Fund

This account reflects the transfer of cash from the Operations Fund to the Construction Fund to finance the Capital Replacement Program. Budgeted amount for FY 23-24 is \$500,000.

Character Title: Fixed Assets Character No.: 43402-33090200-19

19832 CIP-Infrastructure

This account is used for expenses associated with facility improvement or expansion.

<u>Planned Projects for FY 23-24:</u>	<u>Project No.</u>	<u>Amount</u>
Santa Rosa Ave Sewers -Todd to E. Robles	tbd	\$599,600
Barbara-Winston Collection System Replacement Projec	tbd	<u>\$360,800</u>
		\$960,400

FY 2023-24 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Sanitation
Fund: South Park CSD - Construction
Fund/Department ID: 43402-33090200

DESCRIPTION OF FUND ACTIVITY	Actual FY 21-22	Estimated FY 22-23	Requested FY 23-24
Undesignated/Unreserved <u>BEGINNING</u> Retained Earnings			
Available for Budgeting (See Detailed Components Below)	\$7,818,378	\$9,368,749	\$9,150,209
Annual Revenues and Expenditures:			
Revenues - Increase retained earnings	1,278,723	1,556,460	735,200
Expenditures - (Decrease) retained earnings	0	(1,775,000)	(960,400)
Net Surplus or Deficit - Inc/(Dec) to retained earnings	<u>1,278,723</u>	<u>(218,540)</u>	<u>(225,200)</u>
Adjustments to Reserves/Encumbrances:			
Change in Encumbrance	-	-	-
Unrealized Gain/loss	271,649	-	-
Post Audit Adjustment	-	-	-
Net Adjustment - Inc/(Dec) to Retained Earnings	<u>271,649</u>	<u>-</u>	<u>-</u>
Undesignated/Unreserved <u>ENDING</u> Retained Earnings			
Available for Budgeting	\$9,368,750	\$9,150,209	\$8,925,009
Total Increase/(Decrease) in Retained Earnings for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	\$1,550,372	(\$218,540)	(\$225,200)
<u>Retained Earnings Components at Beginning of FY</u>	<u>7/1/2021</u>	<u>7/1/2022</u>	
Cash	\$7,818,378	\$9,368,749	
Accounts Payable	-	-	
Due from Other Funds	-	-	
Retention Payable	-	-	
Encumbrance	-	-	
Total Beginning Retained Earnings	<u>\$7,818,378</u>	<u>\$9,368,749</u>	

FY 2023-24 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: **SOUTH PARK CSD - 2005 REVENUE BONDS**

Fund/Department ID: **43403-33090300**

Account No. and Title	Adopted 2022-23	Requested 2023-24	Difference	Percent Change
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REVENUES:

USE OF MONEY

44002 Interest on Pooled Cash	\$1,152	\$5,000	\$3,848	334.03%
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Subtotal Use of Money	\$1,152	\$5,000	\$3,848	334.03%
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OTHER FINANCING SOURCES

47101 Transfers In -within a Fund	\$215,677	\$215,928	\$251	0.12%
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Subtotal Other Financing Sources	\$215,677	\$215,928	\$251	0.12%
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TOTAL REVENUES	\$216,829	\$220,928	\$4,099	1.89%
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EXPENDITURES:

SERVICES & SUPPLIES

51242 Bank Charges	\$500	\$500	\$0	0.00%
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Subtotal Services & Supplies	\$500	\$500	\$0	0.00%
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OTHER CHARGES

53103 Interest on LT Debt	\$21,473	\$16,904	(\$4,569)	(21.28%)
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53104 Other Interest Expense	12,617	12,617	\$0	0.00%
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Subtotal Other Charges	\$34,090	\$29,521	(\$4,569)	(13.40%)
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ADMIN CONTROL

59004 Admin Control Acct	\$193,704	\$198,524	\$4,820	2.49%
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59005 Admin Control Acct-Clearing	(193,704)	(198,524)	(4,820)	2.49%
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Subtotal Admin Control	\$0	\$0	\$0	N/A
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TOTAL EXPENSES	\$34,590	\$30,021	(\$4,569)	(13.21%)
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TOTAL NET COST <i>(Expenses Minus Revenues)</i>	(\$182,239)	(\$190,907)	(\$8,668)	4.76%
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FY 2023-24 BUDGET CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Sanitation
Section Title: South Park CSD - 2005 Revenue Bonds

Character Title: Use of Money **Character No.:** 43403-33090300-44

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the District by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$200,000
Projected Interest Rate	2.50%
Projected/Planned Interest on Pooled Cash	\$5,000

Character Title: Other Financing Sources **Character No.:** 43403-33090300-47

47101 Transfers In-within a fund

This account will record the operating transfer from the Operations Fund necessary to meet the annual debt service requirements for the bonds.

Character Title: Services and Supplies **Character No.:** 43403-33090300-51

51242 Bank Charges

This account records the annual administrative fees from the trustee for the 2005 Revenue Bonds.

Character Title: Other Charges **Character No.:** 43403-33090300-53

53103 Interest on LT Debt

This account reflects the interest expense of the refunded 2005 Revenue Bonds. Interest on Serial Bonds range from 2.6% to 5.0%.

Character Title: Administrative Control Account **Character No.:** 43403-33090300-59

59004 Admin Control Acct

This account reflects the principal payment for the 2005 Revenue Bonds issued in early FY 05-06 to finance the Capital Replacement Program. Payments began in October 2006 and will continue until October 2026.

Original Issue	\$3,250,000
Total FY 05-06 through FY 22-23 Principal Payments:	(2,554,914)
FY 23-24 Principal Payment:	(198,524)
Outstanding Loan Amount	\$496,562

59005 Admin Control Acct-Clearing

This is the clearing account for account 59004, Admin Control Acct.