

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

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November 9, 2015

To: LAFCo Commissioners
From: Martha Poyatos, Executive Officer
Subject: One-year Update of Granada Community Services District (GCSD)

It has been a little over a year since the Granada Community Services District reorganization was effective. At LAFCo's request, Chuck Duffy, District General Manager, has provided the following summary of the District since its reorganization from a sanitary district to a community services district on October 1, 2014.

At the beginning of this year, District staff (in conjunction with County Parks Director Marlene Finlay and Parks Planner Sam Hertzberg) developed a detailed survey that was mailed to all District residents requesting their input on specific parks and recreation goals and interests. Of the approximately 2,250 surveys that were mailed out, the District received about 650 completed surveys (27 percent). Pat Tierney, a District resident and Professor at San Francisco State University in the Parks and Recreation Department, offered his services to enter the survey results into a statistical database that could quantify what people stated that they wanted. The results are posted on the GCSD website at http://granada.ca.gov/wp-content/uploads/2014/02/2015-APR-GCSDFINAL_Survey_Results_Report.pdf.

The Board also voted to form a Parks and Recreation Advisory Committee consisting of a varied resident demographic to help decide what the initial parks projects should be. The Committee was appointed at the September GCSD meeting by seven public District members and an eighth "ex-officio" member representing coastside areas to the north but not within the District. The Committee's first meeting was held in October and they are slated to meet at least quarterly. We are working well with County Parks and they are providing their assistance and expertise where needed, including helping to manage the Advisory Committee meetings.

Attached is a copy of the GCSD's Fiscal Year 2015-16 Budget.

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

<u>SEWER - OPERATING REVENUES</u>	FY 2015/16 Budget
1 . Property Tax Allocation	\$550,000
2 . Annual Sewer Service Charges	\$ 1,293,000
3 . Reim. from A.D. - Salary and Overhead	\$30,000
4 . Recology of the Coast Franchise Fee	\$23,500
5 . Miscellaneous	\$2,000
TOTAL REVENUES	\$1,898,500

Budget Revenue Assumptions:

- 1 . 3,215 ERU's of sewer service charge at \$402 per ERU

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

SEWER - OPERATING EXPENDITURES

<u>OPERATING EXPENSES</u>	FY 2015/16 Budget
1 . SAM General (Treatment and Admin.)	\$925,455
2 . SAM Collections	\$268,083
3 . Lateral Repairs	\$60,000
4 . CCTV	\$30,000
5 . Pet Waste Stations	\$1,000
6 . Plant Shortfall Debt Service (COP)	\$94,400
Sub-Total Operations Expenditures	\$1,378,938

<u>ADMINISTRATIVE EXPENSES</u>	FY 2015/16 Budget
1 . Accounting	\$2,000
2 . Auditing	\$12,000
3 . Copier Lease	\$7,000
4 . Directors' Compensation	\$11,000
5 . Education & Travel Reimbursement	\$2,000
6 . Employee Salaries	\$110,000
7 . Employee Medical, Payroll Taxes, and Retirement	\$58,000
8 . Engineering Services (General)	\$20,000
9 . Insurance	\$6,000
10 . Legal Services	\$60,000
11 . Memberships	\$10,000
12 . Newsletter	\$2,500
13 . Office Lease	\$50,000
14 . Office Maintenance and Repairs	\$2,000
15 . Office Supplies	\$5,000
16 . Professional Services - Other	\$65,000
17 . Publications & Notices	\$10,000
18 . Utilities	\$9,000
19 . Video Taping of Board Meetings	\$2,000
20 . Computers	\$2,000
21 . Miscellaneous	\$7,000
Sub-Total Administration Expenditures	\$452,500

SEWER - TOTAL OPERATING EXPENDITURES **\$1,831,438**

SEWER - NET TO/(FROM) RESERVES **\$67,062**

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

<u>SEWER - NON-OPERATING REVENUES</u>	FY 2015/16 Budget
1 . Interest on Reserves	\$6,200
2 . Connection Fees	\$14,100
3 . SAM Refund from Prior Year Allocation	\$5,000
4 . Repayment of Monies Advanced to the Assessment District-FY 15/16	\$155,000
5 . Repayment of Monies Advanced to the Assessment District-prior years	\$1,700,000
6 . ERAF Refund from Prior Year	\$250,000
TOTAL NON-OPERATING REVENUES	\$2,130,300

Budget Revenue Assumptions:

- 1 . 0.25% Interest on average yearly reserve
- 2 . 3 Connections at \$4700 per connection

SEWER - CAPITAL PROJECTS AND RESERVE FUND BALANCE

<u>SEWER - CAPITAL PROJECTS</u>	FY 2015/16 Budget
1 . Mainline System Repairs	\$10,000
2 . Sewer Main Replacement CIP	\$550,000
3 . Update of Sewer System Management Plan	\$12,000
4 . SAM - Projects	\$210,045
TOTAL CAPITAL IMPROVEMENT PROJECTS	\$782,045

SEWER - CAPITAL RESERVE FUND

1 . Beginning Balance on July 1	\$3,081,000
2 . Capital Projects	(\$782,045)
3 . Transfer (to)/from Operating Budget	\$67,062
4 . Transfer (to)/from Non-Operating Revenues	\$2,130,300
TOTAL RESERVE AT END OF FISCAL YEAR	\$4,496,317

**GRANADA COMMUNITY SERVICES DISTRICT
FISCAL YEAR 2015/16 BUDGET**

	FY 2015/16
<u>PARKS AND RECREATION - OPERATING REVENUES</u>	<u>Budget</u>
1 . Property Tax Allocation	\$50,000
2 . Miscellaneous	\$0
TOTAL REVENUES	\$50,000
<u>PARKS AND RECREATION - OPERATING EXPENDITURES</u>	
1 . Projects	\$15,000
2 . County staff time	\$25,000
TOTAL EXPENDITURES	\$40,000
NET TO/(FROM) PARKS AND RECREATION RESERVE	\$10,000
<u>PARKS AND RECREATION - CAPITAL RESERVE FUND</u>	
1 . Beginning Balance on July 1	\$0
2 . Transfer (to)/from Operating Revenues	\$10,000
PARKS AND RECREATION RESERVE AT FYE	\$10,000