

SANITATION DISTRICTS AGENCY

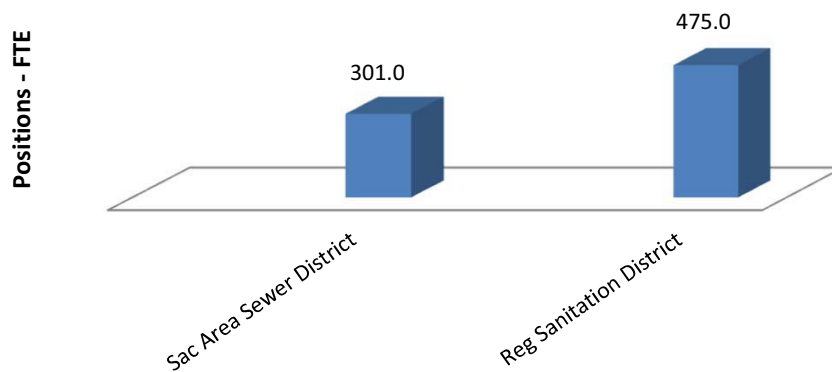
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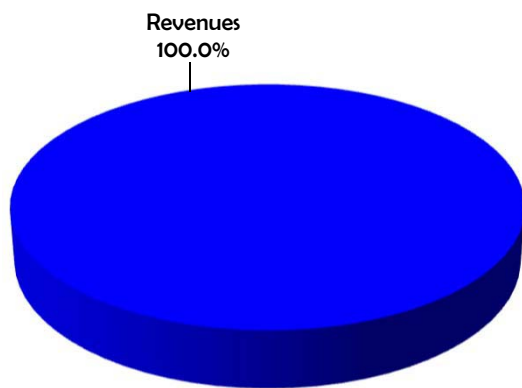
INTRODUCTION



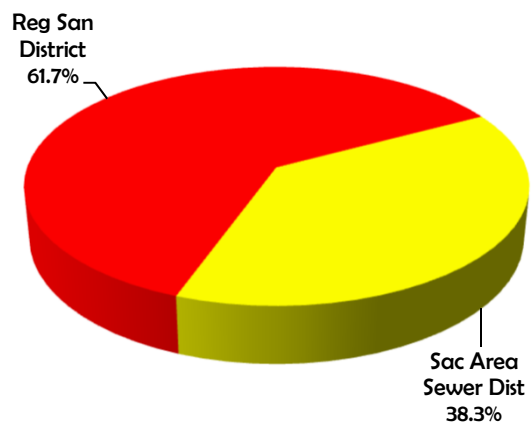
Staffing Trend



Financing Sources



Financing Uses



The mission of the Sanitation Districts Agency (SDA) is to protect and enhance public health and the environment through safe collection, conveyance and treatment of wastewater in the Sacramento region. The Agency provides the staffing and labor to oversee and carryout the goals and missions of the Sacramento Area Sewer District (SASD) and the Sacramento Regional County Sanitation District (SRCSD), including the operation of the Sacramento Regional Wastewater Treatment Plant (SRWTP).

The Agency consists of five departments whose directors are responsible for the day to day activities to operate and maintain more than 3,000 miles of mainline pipe, 1,400 miles of lower lateral pipe, 117 pump stations, 169 miles of interceptor pipelines, and the SRWTP. The Directors also oversee the master planning process and the plan, design, and construction of capital projects that are not included in the County's budget but in a separate budget document for SASD and SRCSD, respectively. The following departments report directly to the Agency:

Sacramento Regional County Sanitation District Operations – Provides wastewater conveyance, treatment and disposal for residents in the Sacramento Region. This department also operates and maintains an interconnected system of interceptor pipelines, pump stations and the SRWTP.

Policy and Planning – Monitors and directly engages in the regulatory process; advocates on federal and state issues; and works with regulatory agencies to develop permits for both SRCSD and SASD. The Department also evaluates life cycle costs to ensure current and future facilities are sustainable; administers a pretreatment program and local permit programs, new user investigations and initial permitting; and conducts incident response for suspected or actual illegal discharges of wastewater to the collection system, interceptor or treatment plant.

Internal Services – Provides administrative services and support to both SRCSD and SASD in the areas of; fiscal; administration; payroll and personnel; information technology; records management; training; real estate; purchasing and stores.

Districts Finance – Provides financial oversight and support to both SRCSD and SASD; prepares Comprehensive Annual Financial Reports and other financial reports; issues bonds and manages the related debt service; sets rates and fees; reviews and monitors agency budgets; and develops financial policies and procedures.

Public Affairs – Provides communications support to SRCSD and SASD for public outreach, print and web-based materials for both internal and external audiences, media relations, education programs, communications counsel and training, public meeting coordination, event management and strategic planning.

Sacramento Area Sewer District Operations – Provides sewer services to build, operate and, maintain the system of piping and pump stations that collect and convey wastewater from homes and businesses to the SRWTP.

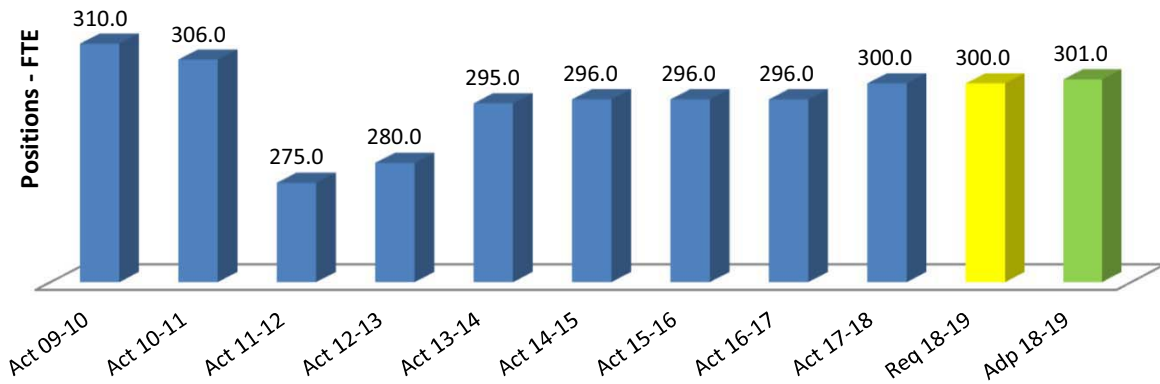
Sanitation Districts Agency Budget Units/Departments

Fund	Budget Unit No.	Departments/Budget Units	Requirements	Financing	Net Cost	Positions
267A	3005000	Sacramento Area Sewer District	\$41,062,158	\$41,062,158	\$0	301.0
261A	3028000	Regional Sanitation District	66,074,226	66,074,226	0	475.0
		TOTAL	\$107,136,384	\$107,136,384	\$0	776.0

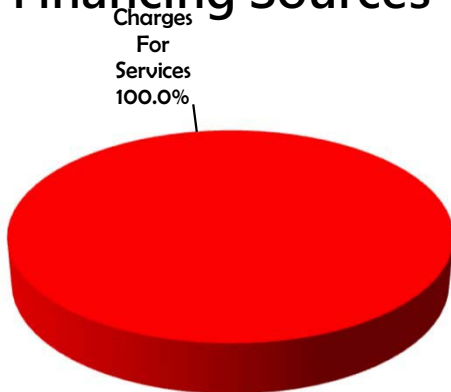
DEPARTMENTAL STRUCTURE
PRABHAKAR SOMAVARAPU, Agency Administrator



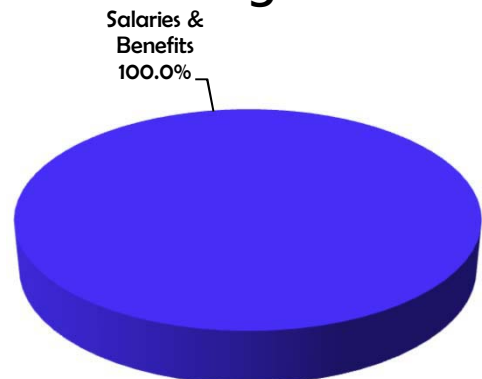
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	37,850,687	38,643,699	39,742,461	41,062,158	41,062,158
Total Financing	37,850,687	38,643,699	39,742,461	41,062,158	41,062,158
Net Cost	-	-	-	-	-
Positions	296.0	300.0	298.0	301.0	301.0

PROGRAM DESCRIPTION:

- The Department of Sacramento Area Sewer District (SASD) Operations of the Sanitation Districts Agency provides staffing to support and carryout the mission and goals of the SASD.
- The Sacramento Area Sewer District (SASD) is governed by a Board of Directors comprised of the Sacramento County Board of Supervisors and one representative each from the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, and Sacramento.
- Due to the increase in the number of seats to the District’s Board of Directors from member jurisdictions, the Board is no longer a blended component of Sacramento County. As such, the county budget document reflects only the salary and benefit appropriations of the SASD budget. All other appropriations are reflected in a separate SASD budget document.

MISSION:

To protect public health and the environment by efficiently and effectively collecting sewage for our community.

FY 2018-19 APPROVED RECOMMENDED BUDGET

STAFFING LEVEL CHANGES FOR 2018-19:

The following adjustments were made by various Salary Resolution Amendments during the fiscal year:

Sanitation District Maintenance & Operations Assistant	1.0
Sanitation District Maintenance & Operations Senior Technician	1.0
Sanitation District Maintenance & Operations Technician.....	4.0
Senior Office Assistant.....	3.0
Stationary Engineer I.....	1.0
Associate Administrative Analyst Level 2.....	-1.0
Assistant Underground Construction and Maintenance Specialist.....	-1.0
Stationary Engineer 2.....	-1.0
Underground Construction and Maintenance Specialist	-3.0
Underground Construction and Maintenance Supervisor	<u>-2.0</u>
Total	2.0

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3005000 - Sacramento Area Sewer Operations			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 41,062,158	\$ 41,062,158	-
Total Revenue	\$ 41,062,158	\$ 41,062,158	-
Salaries & Benefits	\$ 41,062,158	\$ 41,062,158	-
Total Financing Uses	\$ 41,062,158	\$ 41,062,158	-
Total Expenditures/Appropriations	\$ 41,062,158	\$ 41,062,158	-
Net Cost	\$ -	\$ -	-
Positions	300.0	301.0	1.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

The following position changes are included as part of the Fiscal Year 2018-19 Adopted Budget:

Assistant Electrical Engineer Level 2.....	-1.0
Assistant Engineer – Civil Level 2.....	1.0
Assistant Underground Construction & Maintenance Specialist.....	-2.0
Sanitation District Maintenance & Operations Assistant.....	2.0
Sanitation District Planner Scheduler 1	<u>1.0</u>
Total	1.0

SCHEDULE:

State Controller Schedule		County of Sacramento			Schedule 15	
County Budget Act January 2010		Special Districts and Other Agencies Financing Sources and Uses by Budget Unit by Object Fiscal Year 2018-19				
3005000 - Sacramento Area Sewer Operations 267A - SACRAMENTO AREA SEWER DISTRICT						
Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Charges for Services	\$ 37,850,687	\$ 38,643,699	\$ 39,742,461	\$ 41,062,158	\$ 41,062,158	
Total Revenue	\$ 37,850,687	\$ 38,643,699	\$ 39,742,461	\$ 41,062,158	\$ 41,062,158	
Salaries & Benefits	\$ 37,850,687	\$ 38,643,699	\$ 39,742,461	\$ 41,062,158	\$ 41,062,158	
Total Financing Uses	\$ 37,850,687	\$ 38,643,699	\$ 39,742,461	\$ 41,062,158	\$ 41,062,158	
Total Expenditures/Appropriations	\$ 37,850,687	\$ 38,643,699	\$ 39,742,461	\$ 41,062,158	\$ 41,062,158	
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -	
Positions	296.0	300.0	298.0	301.0	301.0	

2018-19 PROGRAM INFORMATION

BU: 3005000 Sacramento Area Sewer District

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 SASD - Sanitation Services Support

41,062,158	0	0	41,062,158	0	0	41,062,158	0	0	301.0	0
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Program Type: Mandated

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: PS2 -- Keep the community safe from environmental hazards and natural disasters

Program Description: Provide sanitation support services to the District so that the health and environment of the Sacramento community is protected

FUNDED										
41,062,158	0	0	41,062,158	0	0	41,062,158	0	0	301.0	0

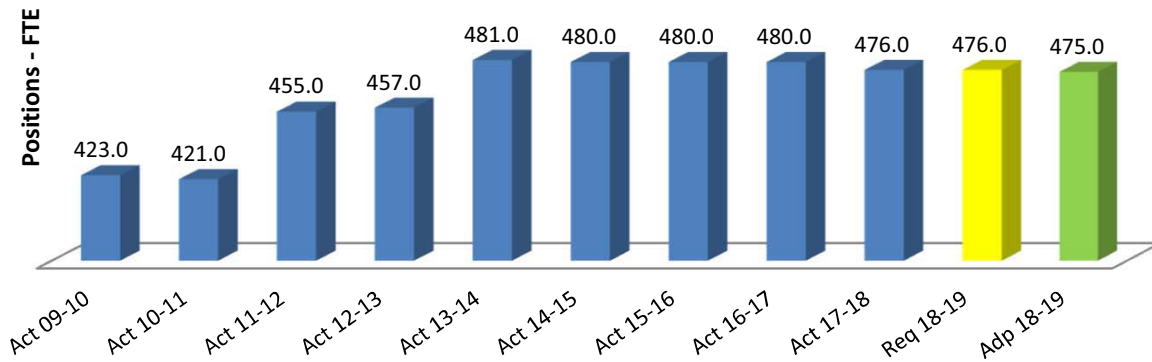
GRAND TOTAL FUNDED										
41,062,158	0	0	41,062,158	0	0	41,062,158	0	0	301.0	0

DEPARTMENTAL STRUCTURE

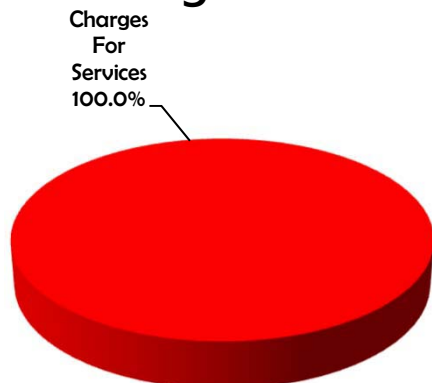
RUBEN ROBLES, Director



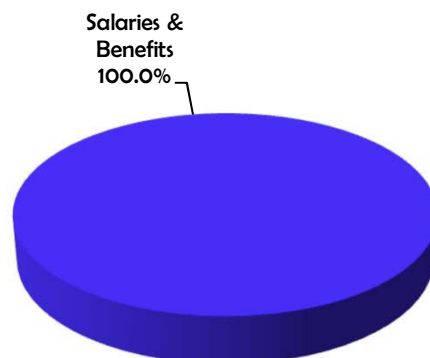
Staffing Trend



Financing Sources



Financing Uses



Summary					
Classification	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommend	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5	6
Total Requirements	61,637,612	61,475,347	64,823,431	66,074,226	66,074,226
Total Financing	61,637,612	61,475,347	64,823,431	66,074,226	66,074,226
Net Cost	-	-	-	-	-
Positions	480.0	476.0	478.0	475.0	475.0

PROGRAM DESCRIPTION:

- The Sacramento Regional County Sanitation District is governed by a 17-member Board of Directors comprised of the Sacramento County Board of Supervisors; one representative each from the cities of Citrus Heights, Folsom, Rancho Cordova, and West Sacramento; one representative from Yolo County; five representatives from the City of Sacramento; and two representatives from the City of Elk Grove.
- The Sacramento Regional County Sanitation District (Regional San) is comprised of the following departments:
 - **Operations** – Provides staffing to support and carryout the mission and goals of the Regional San including construction, monitoring, repair and maintenance of district assets.
 - **Internal Services** – Provides consolidated administrative support to Regional San and the Sacramento Area Sewer District (SASD). The Department is responsible for fiscal; administration; payroll and personnel; information technology; records management; training; and purchasing and stores.
 - **Policy and Planning** – Provides support to Regional San and SASD districts to monitor, advocate, and engage in the state and federal regulatory process. The Department is also responsible for the Master Plan updates; sustainability efforts; source control programs; and source reduction programs for both Regional San and SASD.
 - **Finance** – Provides financial and debt management support to Regional San and SASD and is responsible for the preparation of the Comprehensive Annual Financial Reports, grant reporting and other financial reporting; issuing and monitoring bonds; revenue projection and analysis; and financial compliance and auditing, including budget review and analysis.
 - **Public Affairs** – Provides communication support to Regional San and SASD for construction projects; print and web based materials for internal and external audiences; media relations; public outreach and education programs; event management; and strategic planning.
- Due to the increase in the number of seats to the District’s Board of Directors from member jurisdictions, the Board is no longer a blended component of Sacramento County. As such, the county budget document reflects only the salary and benefit appropriations of the Regional San budget. All other appropriations are reflected in a separate Regional San budget document.

MISSION:

Regional San protects public health and the environment by conveying, treating, and recovering resources from wastewater responsibly and cost effectively. Our goal is to continue to be a leader in environmental stewardship and a trusted partner in regional sustainability.

FY 2018-19 APPROVED RECOMMENDED BUDGET

STAFFING LEVEL CHANGES FOR 2017-18:

- The following 6.0 FTE positions were added following the 2017-18 Budget Adoption through June 30, 2018:

Associate Administrative Analyst Level 2.....	1.0
Associate Civil Engineer.....	1.0
Assistant Engineer – Civil Level 2	0.8
Assistant Engineer – Civil Level 2	0.2
Sanitation Dist Senior Data Management Technician	1.0
Wastewater Treatment Plant Operator Level 2	<u>2.0</u>
Total	6.0

- The following 8.0 FTE positions were deleted following the 2017-18 Budget Adoption through June 30, 2018:

Associate Civil Engineer (Long-Term)	1.0
Associate Civil Engineer	0.2
Associate Civil Engineer	0.8
Assistant Engineer – Civil Level 2 (Long-Term).....	1.0
Sanitation District Senior Data Management Technician (Long-Term)	1.0
Senior Civil Engineer	1.0
Senior Office Assistant	<u>3.0</u>
Total	8.0

FY 2018-19 BUDGET RECOMMENDED FOR ADOPTION

ADJUSTMENTS TO APPROVED RECOMMENDED 2018-19 BUDGET			
Budget Unit: 3028000 - Regional Sanitation District			
Detail by Revenue Category and Expenditure Object	Approved Recommended Budget 2018-19	Recommended For Adopted Budget 2018-19	Variance
Charges for Services	\$ 66,074,226	\$ 66,074,226	\$ -
Total Revenue	\$ 66,074,226	\$ 66,074,226	\$ -
Salaries & Benefits	\$ 66,074,226	\$ 66,074,226	\$ -
Total Financing Uses	\$ 66,074,226	\$ 66,074,226	\$ -
Total Expenditures/Appropriations	\$ 66,074,226	\$ 66,074,226	\$ -
Net Cost	\$ -	\$ -	\$ -
Positions	476.0	475.0	-1.0

DESCRIPTION OF CHANGES FROM APPROVED RECOMMENDED BUDGET:

Appropriations and revenues have not changed.

STAFFING LEVEL CHANGES FROM APPROVED RECOMMENDED BUDGET:

The following position changes are included as part of the Fiscal Year 2018-19 Adopted Budget if applicable:

Assistant Engineer – Civil Level 2	-2.0
Assistant Engineer – Civil Level 2 Long-Term	2.0
Associate Electrical Engineer	-1.0
Associate Electrical Engineer Long-Term	1.0
Principal Engineering Technician	-2.0
Sanitation District Principal Data Management Technician	1.0
Sanitation District Senior Data Management Technician	1.0
Senior Information Technology Technician	-1.0
Senior Training & Development Specialist	-1.0
Training & Development Specialist Level 2	1.0
Treatment Plant Operator Level 2	-1.0
Wastewater Treatment Plant Operator Level 2	<u>1.0</u>
Total	-1.0

SCHEDULE:

State Controller Schedule County Budget Act January 2010		County of Sacramento Special Districts and Other Agencies Financing Sources and Uses by Budget Unit by Object Fiscal Year 2018-19				Schedule 15
3028000 - Regional Sanitation District 261A - REGIONAL SANITATION DISTRICT						
Detail by Revenue Category and Expenditure Object	2016-17 Actual	2017-18 Actual	2017-18 Adopted	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors	
1	2	3	4	5	6	
Charges for Services	\$ 61,637,612	\$ 61,475,347	\$ 64,823,431	\$ 66,074,226	\$ 66,074,226	
Total Revenue	\$ 61,637,612	\$ 61,475,347	\$ 64,823,431	\$ 66,074,226	\$ 66,074,226	
Salaries & Benefits	\$ 61,637,612	\$ 61,475,347	\$ 64,823,431	\$ 66,074,226	\$ 66,074,226	
Total Financing Uses	\$ 61,637,612	\$ 61,475,347	\$ 64,823,431	\$ 66,074,226	\$ 66,074,226	
Total Expenditures/Appropriations	\$ 61,637,612	\$ 61,475,347	\$ 64,823,431	\$ 66,074,226	\$ 66,074,226	
Net Cost	\$ -	\$ -	\$ -	\$ -	\$ -	
Positions	480.0	476.0	478.0	475.0	475.0	

2018-19 PROGRAM INFORMATION

BU: 3028000 Sacramento Regional County Sanitation District

<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net</u>	<u>Federal</u>	<u>State</u>	<u>Fees/</u>	<u>Fund</u>	<u>Net</u>	<u>Positions</u>	<u>Vehicles</u>
	<u>Realignment/</u>	<u>Other</u>	<u>Appropriations</u>			<u>Other</u>	<u>Balance</u>	<u>Cost</u>		
	<u>Prop 172</u>									

FUNDED

Program No. and Title: 001 Operations

47,838,205	0	0	47,838,205	0	0	47,838,205	0	0	326.0	0
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Program Type: Mandated

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: PS2 -- Keep the community safe from environmental hazards and natural disasters

Program Description: Provide sanitation support services to District to ensure safe conveyance and treatment of wastewater for the Sacramento Regional County Sanitation District, including the Sacramento Regional Wastewater Treatment Plant, and its customers, in order to protect public health and the environment.

Program No. and Title: 002 Internal Services

9,894,920	0	0	9,894,920	0	0	9,894,920	0	0	85.0	0
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Program Type: Mandated

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: PS2 -- Keep the community safe from environmental hazards and natural disasters

Program Description: Includes the Office of the District Engineer and all fiscal and general administration staff for both Regional San and SASD. Responsible for budget development and monitoring; program cost accounting; accounts payable/receivable; personnel/payroll; training; records management; Sewer Lifeline Rate Assistance Program; and all administrative support.

Program No. and Title: 003 Policy and Planning

6,712,328	0	0	6,712,328	0	0	6,712,328	0	0	50.0	0
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Program Type: Mandated

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: PS2 -- Keep the community safe from environmental hazards and natural disasters

Program Description: Responsible for monitoring and engaging in state and federal legislative and regulatory processes; long-range strategic planning to optimize wastewater conveyance and treatment; sustainability and "green" efforts; watershed management programs; scientific research and technical support related to environmental and process needs; rates and fees development; and policies including development and oversight of ordinances and agreements with contributing and other agencies.

Program No. and Title: 004 Office of Finance

842,738	0	0	842,738	0	0	842,738	0	0	8.0	0
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Program Type: Mandated

Countywide Priority: 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations

Strategic Objective: PS2 -- Keep the community safe from environmental hazards and natural disasters

Program Description: Responsible for financial activities, including preparation of the Comprehensive Annual Financial Reports, grant reports, and other financial reports; debt issuance and management; investment management; long-term financial planning and revenue projections; development of financial policies and procedures; budget review and monitoring; and auditing of contributing agencies and internal financial activities.

	<u>Appropriations</u>	<u>Reimbursements</u>		<u>Net Appropriations</u>	<u>Federal</u>	<u>State</u>	<u>Fees/ Other</u>	<u>Fund Balance</u>	<u>Net Cost</u>	<u>Positions</u>	<u>Vehicles</u>
		<u>Realignment/ Prop 172</u>	<u>Other</u>								
Program No. and Title: 005 Office of Public Affairs											
	786,035	0	0	786,035	0	0	786,035	0	0	6.0	0
<i>Program Type:</i> Mandated											
<i>Countywide Priority:</i> 1 -- Flexible Mandated Countywide/Municipal or Financial Obligations											
<i>Strategic Objective:</i> PS2 -- Keep the community safe from environmental hazards and natural disasters											
<i>Program Description:</i> Provides internal and external communications and public affairs management. Responsible for education of and outreach to customers, stakeholders, Board of Directors, and policymakers. Implements communication strategies for projects; produces print and internet-based communications; facilitates media relations; oversees Proposition 218 activities; and coordinates public meetings, communications training, event planning, and strategic communications.											
FUNDED											
	66,074,226	0	0	66,074,226	0	0	66,074,226	0	0	475.0	0
GRAND TOTAL FUNDED											
	66,074,226	0	0	66,074,226	0	0	66,074,226	0	0	475.0	0