


**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: May 21, 2024

SUBJECT: Consider Adoption of the FY 2024-25 Annual Budget including: Resolutions No.'s 2024-05, a Resolution for Determination of Appropriation Limitation for the FY 2024-25 and Resolution No. 2024-06 Adopting the FY 2024-25 Budget.

Recommendation:

1. Receive Staff Report and Board Comment on the Proposed FY 2024/25 Budget
2. Open Public Hearing and Receive any Public Comment
3. Close the Public Hearing
4. Consider any further changes to the proposed budget
5. Adopt as Final, the Proposed Budget for FY 2024-25, by adopting Resolution Nos. 2024-05 and 2024-06, or if necessary, continue this item to a date certain for further consideration.

Discussion/Background:

Each year the District prepares and adopts an operating and capital projects budget for the coming Fiscal Year. The budget preparation process typically includes any adjustments to the water and/or sewer fee schedules. In late 2019 the Board retained a consultant to prepare a Cost of Services and Rate Study. In May 2020, the Board concluded the Prop 218 Hearing process and adopted a 5-year rate schedule included a maximum 3% increase in both water and wastewater revenues each year. FY 2024/25 is the last year of the Rate Study.

Staff presented the FY 2024/25 Preliminary Budget to the Board at the April 9, 2024, Board meeting. The Board reviewed the estimated FY 2023/24 year-end revenues and expenses; the projected FY 2024/25 revenues and expenses; and the proposed FY 2024/25 Capital Improvement Program.

The Board reviewed the Preliminary Budget and provided an opportunity for public comment at the April 9, 2024, Board meeting. After careful consideration and discussion, the Board directed staff to prepare the Draft Final FY 2024/25 Budget with no water or sewer rate increases. The Board directed staff to schedule a Public Hearing Notice for consideration of the Draft Final FY 2024/25 budget for the May 21st, 2024, Board meeting.

Attached is the Draft Final FY 2024/25 Budget for the Board's review and approval. The Draft Final budget anticipates:

- No rate increases for both the Water and Sewer rates
- 4% increase in county tax revenue;
- Increase in interest revenue to \$150,000;
- Little or no Connection Fee revenue;
- At least a \$75,000 reduction in O & M expenses
- 10% increase in utility expenses and 5% – 8% increase in other O&M expenses;
- Cal Fire Annual Contract to remain at approximately \$225,000.

The Capital Improvement Program budget anticipates:

Wastewater

- The annual WWTP project loan payment of approximately \$206,000. The Harbor District will reimburse the CSD for 33% of the loan payment (approximately \$68,000 per year).;
- Work on the sewage collection system to minimize/eliminate Inflow and Infiltration;
- Completion of the SCADA upgrade project;
Total estimated cost: \$435,000

Water

- Completion of the water meter replacement project;
- Inspection, repair, and re-coating Water Tank #1
Total estimated cost: \$425,000

Administration

- A project to repair the fascia and paint the exterior of the District Admin building (carry-over project from FY 23/24).
Total estimated cost: \$35,000

Following the Board's review of the staff report and any staff comments on the Final Draft Budget, the Board should: receive any public comment, close the Public Hearing, consider any changes to the Draft Budget; and then consider adoption of Resolution No. 2024-05, (which increases the District's Appropriation Limitations) and Resolution No. 2024-06 which formally adopts the FY 2024/25 District Budget.

Attachments:

1. Resolution No. 2024-05
2. Resolution No. 2024-06
3. Final Draft of the FY 2024-25 Budget



Avila Beach Community Services District

FINAL

2024/25 Fiscal Year Budget

Presented to the Board of Directors

May 21, 2024

Peter Kelley, President
Ara Najarian, Vice President
Kristin Berry
Howie Kennett
John Janowitz

Proposed by:

Brad Hagemann
General Manager/District Engineer

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Fund Balances

AVILA BEACH COMMUNITY SERVICES DISTRICT
Cash Account Balances
Estimated FY 2023/24 Ending Balances

General Checking -

Five Star	Approx Ending Balance	06/30/24	\$ 750,000
Pacific Premier	Approx Ending Balance	06/30/24	<u>\$ 200,000</u>
Money Market	Approx Ending Balance	06/30/24	\$ 200,000

LAIF - Account Balance

	Beginning Balance	06/30/23	\$ 3,956,000
	Transfer In/Out		\$ 0.00
	Interest earned		\$ 148,000
	<u>LAIF Approx Ending Balance</u>	06/30/24	<u>\$ 4,104,000</u>

Reserve Account Balances

Water

Operating Reserve	\$ 425,000
Capital Replacement Reserve	\$ 275,000
Emergency Capital Reserve	\$ 125,000
Rate Stabilization	<u>\$ 100,000</u>
Total Water	\$ 925,000

Wastewater

Operating Reserve	\$ 525,000
Capital Replacement Reserve	\$ 1,500,000
Emergency Capital Reserve	\$ 225,000
Rate Stabilization	<u>\$ 100,000</u>
Total Wastewater	\$ 2,350,000

Unallocated General Reserves \$ 829,000

Total Approx Ending Cash Balance 06/30/24 \$ 5,254,000

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Budget Summary

Avila Beach Community Services District
Operations Maintenance Budget
Combined Detail - Final
 Fiscal Year 2024/25
 May 21, 2024

Ordinary Income/Expense	Combined	Admin/Gen	Sanitary	Water	Street Lights	Solid Waste	Total
Income							
4010 · Operating Revenue	0	425,000	470,000	0			895,000
4012 · S W Franchise Fee						30,000	30,000
4020 · Ambulance Franchise Fee	4,500	0	0	0	0	0	4,500
4030 · County Taxes	630,000	125,000	80,000	15,000	0	0	850,000
4050 · Harbor O & M Reimbursement	0	100,000	0	1,000	0	0	101,000
4100 · Misc Income	0	0	0	0	0	0	0
4600 · Interest Income	125,000	0	0	0	0	0	125,000
Total Income	759,500	650,000	550,000	16,000	30,000	30,000	2,005,500
Expense							
5100 · Merch CC Fees TIB	7,500	0	0	0	0	0	7,500
5210 · Gross Wages	180,000	0	0	0	0	3,000	183,000
5230 · Payroll Taxes	1,000	0	0	0	0	0	1,000
5242 · Health Insurance	55,000	0	0	0	0	0	55,000
5254 · CalPERS Kathy	17,000	0	0	0	0	0	17,000
5256 · CalPERS Kristi	15,000	0	0	0	0	0	15,000
5260 · Work Comp Insurance	7,500	0	0	0	0	0	7,500
5280 · Payroll Admin & Misc	1,600	0	0	0	0	0	1,600
6102 · Accounting	30,000	0	0	0	0	2,000	32,000
6103 · Accounting Audit	11,000	0	0	0	0	1,000	12,000
6120 · Dues & Subscriptions	10,000	500	1,000	0	0	0	11,500
6130 · LAFCo Fees	6,000	0	0	0	0	1,000	7,000
6135 · Legal	15,000	5,000	2,000	0	0	5,000	27,000
6140 · Office Supplies & Postage	7,000	1,000	1,000	0	0	0	9,000
6145 · Public Notices	1,000	0	0	0	0	0	1,000
6150 · Rate Assistance	0	0	0	0	0	9,500	9,500
6155 · Rent	0	0	0	0	0	0	0
6160 · Training	2,500	0	0	0	0	0	2,500
6165 · Fuel & Travel	1,000	1,000	0	0	0	0	2,000
6170 · Web Site	5,000	0	0	0	0	0	5,000
6503 · Chemicals	0	45,000	2,000	0	0	0	47,000
6505 · Contract Labor O & M	4,000	50,000	10,000	0	0	0	64,000
6506 · Contract Labor GM	55,000	0	0	0	0	5,000	60,000
6507 · Contract Labor District Engr	0	50,000	25,000	0	0	0	75,000
6510 · Critical Spare Parts	0	6,000	4,000	0	0	0	10,000
6515 · Engineering	0	3,500	5,000	0	0	0	8,500
6520 · Equip Repairs & Maintenance	4,000	70,000	12,000	3,000	0	0	89,000
6525 · Fat Oil & Grease Program	0	4,000	0	0	0	0	4,000

**Avila Beach Community Services District
Operations Maintenance Budget
Combined Detail - Final**

Fiscal Year 2024/25
May 21, 2024

	Admin/Gen	Sanitary	Water	Street Lights	Solid Waste	Total
Combined						
6530 · Generator Maintenance		7,000		0	0	7,000
6535 · Insurance P/L	12,000	12,000	12,000	0	0	36,000
6540 · Lab Tests	0	55,000	2,000	0	0	57,000
6542 · Bldg Maintenance & Janitorial	5,000	0	0	0	0	5,000
6545 · Miscellaneous	0	0	2,000	0	0	2,000
6550 · Operating Supplies	0	6,000	3,000	0	0	9,000
6555 · Permits & Fees	0	17,000	5,000	0	0	22,000
6560 · Plan Checks	0	0	1,000	0	0	1,000
6565 · Regulatory Permit Compliance		5,000	2,000	0	0	7,000
6567 · Bldg Repairs	10,000					10,000
6570 · Safety Gear	0	1,000	500	0	0	1,500
6575 · Small Tools	0	2,000	1,000	0	0	3,000
6580 · Solids Handling		30,000				30,000
6585 · Telephone	3,000	5,500	0	0	0	8,500
6590 · Utilities	2,500	75,000	3,000	12,500	0	93,000
6591 · Yard Maintenance		3,500				
6802 · Lopez Water	0		175,000	0	0	175,000
6805 · State Water	0	0	205,000	0	0	205,000
6900 · Yard Improvements	0	0	1,000	0	0	1,000
Sub total Operating Expense	468,600	455,000	474,500	15,500	26,500	1,436,600
6600 · Cal Fire Contract Labor	225,000					
Total Expense	693,600	455,000	474,500	15,500	26,500	1,665,100
8050 · Fixed Assets Depreciation	0	150,000	40,000	0	0	190,000
Total Expenses	0	150,000	40,000	0	0	1,855,100
Net Profit/ Loss	65,900	45,000	35,500	500	3,500	150,400

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Administrative Fund

Avila Beach Community Services District
Final Admin FY2024/25 Budget

May 21, 2024

Administrative/General	23/24 Budget	23/24 Projected	23/24 Comments	24/25 Proposed Budget	24/25 Comments
Ordinary Income/Expense					
Income					
4010 · Operating Revenue	0	0			
4020 · Contract Services Ambulance	4,500	4,500		4,500	
4030 · County Taxes	470,000	525,000		630,000	
4050 · Harbor Charges	0				
4070 · Late Charge Penalty	0				
4600 · Interest Income	50,000	125,000	Interest Rate Increase	125,000	
Total Income	524,500	654,500		759,500	
Expense					
5100 · Merchant CC Fees TIB	7,500	7,500		7,500	
5210 · Gross Wages	50,000	120,000		180,000	Added Ops Supervisor
5230 · Payroll Taxes	1,000	950		1,000	
5242 · Health Insurance	9,600	25,000		55,000	Added EE Medical
5254 · CalPERS Kathy	16,000	15,000		17,000	Retiree Unfunded Liability
5256 · CalPERS All EEs	5,000	9,000		15,000	District Share (50%)
5260 · Work Comp Insurance	1,300	1,300		7,500	Increased Payroll
5280 · Payroll Admin & Misc.	1,500	1,500		1,600	Payroll Processing Fees
6102 · Accounting Labor	15,500	30,000		30,000	Contract Controller
6103 · Accounting Audit	10,000	10,000		11,000	
6120 · Dues & Subscriptions	9,500	9,000		10,000	CSDA and USA Membership
6130 · LAFCo Fees	6,000	5,600		6,000	
6135 · Legal	15,000	10,000	Legal issue & Migs as needed	15,000	
6140 · Office Supplies & Post	7,000	6,000		7,000	
6145 · Public Notices	1,000	1,000		1,000	
6150 · Rate Assistance	0		Funded from Solid Waste		
6160 · Training	2,500	0	revenue	0	Funded from SW Revenue
6165 · Travel	1,000	1,000		2,500	Required EE & Director Trng
6167 · EE Uniforms	1,000	1,000		1,000	
6170 · Webpage Host & IT Support	3,000	4,000		1,500	Ops Staff
6505 · Contract Labor Admin	4,000			5,000	
6506 · Contract Labor GM	55,000	3,000	Haz Mat Annual Fee	4,000	Haz Mat Annual Fee
6507 · Contract Labor District Engr		55,000		55,000	Contract GM Admin
6520 · Equip Repairs & Maint	3,000	3,000		4,000	Copier & IT Support/Back-up
6535 · P/L Insurance	8,500	9,000		12,000	
6542 · Bldg Maint & Janitorial	5,000	5,000	Pest Control & Maintenance	5,000	
6567 · Bldg Repairs	17,000	4,500		10,000	Adm Office Repairs
6585 · Telephone & Internet	3,000	2,800		3,000	Admin Office
6590 · Utilities, Electrical	2,500	2,300		2,500	Admin Office, Electrical
SubTotal Admin Expenses	260,400	342,450		470,100	
6600 · Cal Fire Contract Labor	235,000	225,000		225,000	Cal Fire Contract Services
Total Admin Expense	495,400	567,450		695,100	

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Sanitary Fund

Avila Beach Community Services District
Sanitary Budget
 Fiscal Year 2024/25
 May 21, 2024

Sanitary	23/24 Budget	23/24 Projected	23/24 Comments	24/25 Proposed Budget	24/25 Comments
Income					
4003 · Operating Revenue	460,000	425,000		425,000	Assumes No Rate Increase
4050 · Harbor O & M Reimbursement	100,000	100,000		100,000	
4030 · County Taxes	200,000	225,000		125,000	Transfer approx 20% of total Tax Revenue as needed
Total Income	<u>760,000</u>	<u>750,000</u>		<u>650,000</u>	
Expense					
6120 · Dues & Subscriptions	500	500		500	Underground Service Alert
6135 · Legal	5,000	3,000		5,000	WWTP Upgrade Project
6140 · Office Supplies & Postage	1,000	1,000		1,000	
6150 · Rate Assistance				0	Fund w/Franchise Fees
6165 · Travel	1,000	1,000		1,000	
6503 · Chemicals	55,000	40,000		45,000	Significant decrease due to staffing changes
6505 · Contract Labor O&M	240,000	120,000		50,000	
6507 · Contract Labor District Engr	55,000	40,000		50,000	
6510 · Critical Spare Parts	6,000	2,200		6,000	
6515 · Engineering	3,500	3,000		3,500	Contract as needed Non-CIP
6520 · Equip Repairs & Maintenance	90,000	90,000		70,000	More in-house repair work
6525 · Fat Oil & Grease Program	5,000	4,000		4,000	Contract program
6530 · Generator Maintenance	7,000	6,000		7,000	
6535 · Insurance	8,000	10,000		12,000	Once every five years
6540 · Lab Tests	65,000	50,000		55,000	
6502 · Misc - Benthic Monitoring				6,000	
6550 · Operating Supplies	5,000	6,000		17,000	Anticipates 10% Increase
6555 · Permits & Fees	13,000	15,000			

Avila Beach Community Services District
Sanitary Budget
 Fiscal Year 2024/25
 May 21, 2024

Sanitary	23/24		23/24 Comments	24/25		24/25 Comments
	Budget	Projected		Budget	Proposed	
6565 · Regulatory Permit Compliance	5,000	5,000		5,000	As Needed	
6570 · Safety Gear	1,000	750		1,000	Gloves/Safety gear	
6575 · Small Tools	500	1,000		2,000	Ops Staff Needs	
6580 · Solids Handling	30,000	28,000		30,000	Bio Solids Transport & Disposal	
6585 · Telephone	4,500	5,000		5,500	SCADA line & plant line	
6590 · Utilities	55,000	60,000		75,000	MBR Unit & Rate Increases	
6591 · Yard Maintenance	3,500	3,000		3,500	Landscape Maintenance at WWTP	
Sub Total Operating Expense	659,500	494,450		455,000		
Total Operating Expense	659,500	494,450		455,000		
170 · Fixed Assets Depreciation	100,000	100,000		150,000		
Net Income/ Expense	500	155,550		45,000		
Other Income						
7210 · Connection Fees Paid	0	0		0		
7220 · SL HD CIP Reimbursement		150000		100000		

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Water Fund

Avila Beach Community Services District
Water Budget
 Fiscal Year 2024/25
 May 21, 2024

Water	23/24		23/24 Comments	24/25		24/25 Comments
	Budget	Projected		Budget	Proposed	
Income						
4003 · Operating Revenue	475,000	470,000		470,000	Assumes No Rate Increase	
4009 · County Taxes	100,000	100,000		80,000	As Needed Xfer from Admin	
Total Income	<u>575,000</u>	<u>570,000</u>		<u>550,000</u>		
Expense						
6120 · Dues & Subscriptions	1000	600		1000	Rural Water Assc	
6135 · Legal	2,000	2,000		2,000		
6140 · Office Supplies & Postage	1,000	1,000		1,000		
6549 · Rate Study					No Rate Study	
6150 · Rate Assistance	0	0		0	Fund w/Franchise Fees	
6503 · Chemicals	2,000	2,000		2,000		
6505 · Contract Labor O &M	70,000	30,000		10,000	Limited Contract Operations	
6507 · Contract Labor District Engr	25,000	22,000		25,000	Contract District Engineer	
6510 · Critical Spare Parts	4,000	3,500		4,000		
6515 · Engineering	5,000	1,500		5,000	Contract as needed Non-CIP	
6520 · Equip Repairs & Maint	12,000	12,000		12,000		
6535 · Insurance P/L	8,000	8,000		12,000		
6540 · Lab Tests	2,000	1,800		2,000		
6542 · Maintenance	2000	1,000		2000		
6550 · Operating Supplies	3,000	2,500		3,000		
6555 · Permits & Fees	5,000	4,000		5,000		
6560 · Plan Checks	1,000	1,000		1,000	Consultant Support As Needed	
6565 · Regulatory Permit Compliance	2,000	1,500		2,000	SLO Co. Backflow, etc	
6570 · Safety Gear	500	125		500		
6575 · Small Tools	500	500		1,000		
6590 · Utilities	3,000	2,600		3,000	Slight increase	
6591 · Yard Improvements	1,000	500		1,000		

Avila Beach Community Services District
Water Budget
Fiscal Year 2024/25
May 21, 2024

Water	23/24 Budget	23/24 Projected	23/24 Comments	24/25 Proposed Budget	24/25 Comments
6805 · State Water	205,000	170,000		205,000	<i>Anticipates 15% Increase</i>
6802 · Lopez Water	160,000	165,000		175,000	<i>Anticipates 5% Increase</i>
Sub Total Operating Expense	<u>515,000</u>	<u>433,125</u>		<u>474,500</u>	
Total Operating Expense	<u>515,000</u>	<u>433,125</u>		<u>474,500</u>	
Net Income/ Expense	30,000	106,875		75,500	
Other Income					
7210 · Connection Fees Paid	40,000				
Other Expenses					
1600 · Fixed Assets Depreciation	30,000	30,000		40,000	
8200 · Capital Replacement Transfer				80,000	
Net Net Income/ Expense				-44,500	

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Street Lighting Fund

Avila Beach Community Services District
Street Light Budget
Fiscal Year 2024/25
May 21, 2024

Ordinary Income/Expense	23/24 Budget	23/24 Projected	23/24 Comments	24/25 Proposed Budget	24/25 Comments
Income					
4010 · Operating Revenue	0			0	
4030 · County Taxes	15,000	16,000		15,000	
4050 · Harbor Charges	1,000	1,000		1,000	
4070 · Late Charge Penalty	0			0	
4100 · Misc Income					
Total Income	<u>16,000</u>	<u>17,000</u>		<u>16,000</u>	
Expense					
5200 · Payroll Expenses					
5210 · Gross Wages	0	0		0	
Total 5200 · Payroll Expenses	<u>0</u>	<u>0</u>		<u>0</u>	
5230 · Payroll Taxes					
503M · Medicare	0	0		0	
Total 5230 · Payroll Taxes	<u>0</u>	<u>0</u>		<u>0</u>	
6542 · Maintenance	3,000	2,500		3,000	
6545 · Miscellaneous	0			0	
6567 · Repairs	0			0	
6590 · Utilities	12,500	12,000		12,500	
Town Lights	7,200	7,200		7,200	
Front Street	5,300	5,300		5,300	
Sub Total Operating Expense	<u>15,500</u>	<u>14,500</u>		<u>15,500</u>	
6104 · Administrative Transfer	0			0	
Total Operating Expense	<u>15,500</u>	<u>14,500</u>		<u>15,500</u>	
Net Income/ Expense	500	2,500		500	

Repairs to Dist. Owned lights as needed

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Solid Waste Fund

**Avila Beach Community Services District
Solid Waste Budget**

Fiscal Year 2024/25
May 21, 2024

	<u>23/24 Budget</u>	<u>23/24 Projected</u>	<u>23/24 Comments</u>	<u>24/25 Proposed Budget</u>	<u>24/25 Comments</u>
Ordinary Income/Expense					
Income					
4012 · Solid Waste Franchise Fees	22,000	30,000		30,000	<i>Franchise Fee</i>
4070 · Late Charge Penalty	0	0		0	
4100 · Misc Income	0	0		0	
Total Income	<u>22,000</u>	<u>30,000</u>		<u>30,000</u>	
Expense					
5210 · Gross Wages	2,000	2,000		3,000	
6102 · Accounting	500	500		2,000	
6103 · Accounting Audit	1,000	1,000		1,000	
6130 · LAFCO Fees	1,000	1,000		1,000	
6135 · Legal	5,000	6,000		5,000	SB 1383 costs
6150 · Rate Assistance	9,500	9,500		9,500	
6506 · Contract Labor GM	2,000	2,000		5,000	SB 1383 costs
6542 · Maintenance	0			0	
6543 · Management	0			0	
6545 · Miscellaneous	0			0	
6550 · Operating Supplies	0			0	
6567 · Repairs	0			0	
Sub Total Operating Expense	<u>21,000</u>	<u>22,000</u>		<u>26,500</u>	
Total Operating Expense					
Net Income/ Expense	1,000	8,000		3,500	

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Water and Sewer Rates

FY 2024/25 Proposed Water & WW Fixed and Variable Charges

	Rate	July 1, FY 20-21	July 1, FY 21-22	July 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25
Fixed Charge (\$ per month)						
All Customers		\$47.88	\$47.88	\$49.32	\$50.80	\$50.80
Variable Charge (\$ per HCF)						
All Customers						
Tier 1 - 0 to 5 units		\$4.05	\$4.05	\$4.18	\$4.31	\$4.31
Tier 2 - Over 5 units		\$11.67	\$11.67	\$12.02	\$12.39	\$12.39

Proposed Wastewater Fixed and Variable Charges

	July 1, FY 20-21	July 1, FY 21-22	July 1, FY 22-23	July 1, FY 23-24	July 1, FY 24-25
Fixed Charge (\$ per HCF)					
All Customers	\$9.50	\$9.50	\$9.79	\$10.08	\$10.08
Variable Charge (\$ per HCF)					
Single-family					
0 to 5 HCF	\$13.46	\$13.46	\$13.86	\$14.28	\$14.28
Over 5 HCF	13.46	13.46	13.86	14.28	14.28
Multifamily					
0 to 5 HCF	13.07	13.07	13.46	13.86	13.86
Over 5 HCF	13.07	13.07	13.46	13.86	13.86
Commercial					
0 to 5 HCF	16.41	16.41	16.90	17.41	17.41
Over 5 HCF	16.41	16.41	16.90	17.41	17.41
Hotels					
0 to 5 HCF	18.13	18.13	18.67	19.23	19.23
Over 5 HCF	18.13	18.13	18.67	19.23	19.23
Restaurants					
0 to 5 HCF	39.25	39.25	40.43	41.64	41.64
Over 5 HCF	39.25	39.25	40.43	41.64	41.64
Industrial					
0 to 5 HCF	14.98	14.98	15.43	15.89	15.89
Over 5 HCF	\$14.98	\$14.98	\$15.43	\$15.89	\$15.89

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Water and Sewer Capacity Fees

RESOLUTION NO. 2013- 08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
ADOPTING CAPACITY FEES FOR BOTH WATER AND SEWER**

WHEREAS, the Avila Beach Community Services District (herein "District") is a community services district organized under Govt. Code §61000 et seq.; and

WHEREAS, the District has amongst its active powers the power to provide water for any beneficial uses (Govt. Code §61100(a)) and to collect and to dispose of sewage and wastewater (Govt. Code §61100(b)); and

WHEREAS, the Board of Directors has reviewed the recommendations of NBS and has determined that those charges do not exceed the amount anticipated and are necessary for providing these services to new connections to the water and sewer services within the District (Govt. Code §66013); and

WHEREAS, that Notice of this Public Hearing was appropriately published pursuant to Govt. Code §61016; and

WHEREAS, that the honorable Board has considered the report of NBS regarding capacity fees on at least four (4) occasions. At the District's last meeting on November 12, 2013, the Board gave direction that the adoption of capacity charges be placed on the upcoming agenda; and

WHEREAS, the Board recognizes that the adoption of these new connection fees could cause a hardship upon property owners/developers who have not perfected their right to connect to the District's water and sewer services and wishes to provide a one (1) month grace period before these new connection/capacity charges take effect.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The above recitals are true and correct.
2. That the Board hereby adopts the connection/capacity charges set forth in Attachment "A" to this Resolution.
3. That the effect of these charges be delayed thirty (30) days as to those holding unperfected preliminary will serves to allow for District processing but shall take effect immediately as to all new applications for District water and sewer services

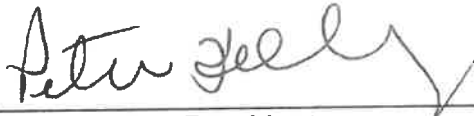
PASSED AND ADOPTED by the Board of Directors of the Avila Beach Community Services District this 10th day of December, 2013, on the following roll call vote:

AYES: Rowe, Janowicz, Waldron, Kelley

NOES: None

ABSENT: Richards

ABSTAIN: None



Peter Kelley, President
Avila Beach Community Services District

ATTEST:



John Wallace
District General Manager and
Secretary to the Board

APPROVED AS TO FORM:



Michael W. Seitz
District Legal Counsel

AVILA BEACH COMMUNITY SERVICES DISTRICT
 Water and Wastewater Capacity Charge Analysis
 Water Fee Classification and Calculation of Maximum Fee

EXHIBIT 10
 Preliminary Draft: Do Not Cite / Distribute.

UPDATED WATER CAPACITY FEES BASED ON NO. OF EDU'S:

Type of Use	Existing Water Capacity Fee ^{1,2}	Equivalence to a 2-Bedroom SFR Unit ³	Scenario 1	Scenario 2
			Updated Capacity Fee Based on 2-Bedroom Equivalency	Updated Capacity Fee Based on 2-Bedroom Equivalency
Single Family Residence or Condominium, per Residence				
One Bedroom	\$4,780.57	0.67	\$3,442	\$4,301
Two Bedroom	\$7,170.86	1.00	\$5,163	\$6,452
Three Bedroom	\$9,561.15	1.33	\$6,884	\$8,602
Four Bedroom	\$11,951.43	1.67	\$8,605	\$10,753
Multi Dwelling				
One Bedroom	\$3,824.46	0.53	\$2,754	\$3,441
Two Bedroom	\$5,736.69	0.80	\$4,130	\$5,161
Three Bedroom	\$7,648.92	1.07	\$5,507	\$6,882
Mobile Home	\$4,780.57	0.67	\$3,442	\$4,301
Barber Shop (per chair)	\$1,912.23	0.27	\$1,377	\$1,720
Beauty Shop (per chair)	\$2,390.29	0.33	\$1,721	\$2,151
Dentist Office (per chair)	\$14,341.72	2.00	\$10,326	\$12,903
Department Store (per employee)	\$764.89	0.11	\$551	\$688
or, if larger, (per 1,000 square feet)	\$2,292.92	0.32	\$1,652	\$2,063
Drug Store	\$9,561.15	1.33	\$6,884	\$8,602
w/Fountain Service add:	\$25,815.10	3.60	\$18,517	\$23,226
if Serving Meals add (per seat):	\$956.11	0.13	\$688	\$860
Laundry				
(per Standard washing machine)	\$19,122.29	2.67	\$13,768	\$17,205
Meat Market				
(per 1,000 square feet of floor area)	\$956.11	0.13	\$688	\$860
Motel or Hotel (per room)	\$2,390.29	0.33	\$1,721	\$2,151
Office Building				
(per employee)	\$478.06	0.07	\$344	\$430
or, if larger, (per 1,000 square feet)	\$2,294.68	0.32	\$1,652	\$2,065
Physicians Office				
(per examining room)	\$3,824.46	0.53	\$2,754	\$3,441
Restaurant				
(per seat at 20 gallons per day per seat)	\$382.45	0.05	\$275	\$344
Theatre (per seat)	\$57.37	0.01	\$41	\$52
Other non water intensive establishments:				
(per 500 gallons per day)	\$9,561.15	1.33	\$6,884	\$8,602
Boarding School, Elem (per student)	\$1,434.17	0.20	\$1,033	\$1,290
Boarding School, Senior (per student)	\$1,912.23	0.27	\$1,377	\$1,720
Church (per seat)	\$57.37	0.01	\$41	\$52
Country Club (per member)	\$478.06	0.07	\$344	\$430
Civic Club (per member)	\$57.37	0.01	\$41	\$52
Elementary School (per student)	\$305.96	0.04	\$220	\$275
Nursing Homes (per bed)	\$2,868.34	0.40	\$2,065	\$2,581
Rooming House (per resident)	\$1,912.23	0.27	\$1,377	\$1,720
Summer Camps (per resident or camper)	\$1,147.34	0.16	\$826	\$1,032

1. ABCSD currently refers to the Capacity Fee as a Hookup Fee, however NBS recommends the District use "Capacity Fee" as the term for this fee to be consistent with industry standards, and because it more appropriately describes what the fee is.

2. For uses not specifically included in this schedule, and for hybrid uses, assessments shall be determined by calculating annual water usage of the use in acre feet and multiplying by \$17,057.09.

3. Per ABCSD staff, current capacity fees are based on McCall and Eddy strength/flow factors. NBS has calculated updated capacity fees based on the relationship of current fees for 2-bedroom and 3-bedroom SFR units to all other customer classes.

AVILA BEACH COMMUNITY SERVICES DISTRICT
Water and Wastewater Capacity Charge Analysis
Wastewater Fee Classification and Calculation of Maximum Fee

EXHIBIT 11
Preliminary Draft: Do Not Cite / Distribute.

UPDATED SEWER CAPACITY FEES BASED ON NO. OF EDU'S:

Type of Use	Existing Water Capacity Fee ^{1,2}	Equivalence to a 2-Bedroom SFR Unit ³	Scenario 1	Scenario 2
			Updated Capacity Fee Based on 2-Bedroom Equivalency	Updated Capacity Fee Based on 2-Bedroom Equivalency
Single Family Residence or Condominium, per Residence				
One Bedroom	\$980.94	0.67	\$6,253	\$8,320
Two Bedroom	\$1,471.41	1.00	\$9,379	\$12,481
Three Bedroom	\$1,961.88	1.33	\$12,505	\$16,641
Four Bedroom	\$2,452.35	1.67	\$15,632	\$20,801
Multi Dwelling*				
One Bedroom	\$784.75	0.53	\$5,002	\$6,656
Two Bedroom	\$1,177.13	0.80	\$7,503	\$9,985
Three Bedroom	\$1,569.51	1.07	\$10,004	\$13,313
Mobile Home*	\$980.94	0.67	\$6,253	\$8,320
Barber Shop** (per chair)	\$392.38	0.27	\$2,501	\$3,328
Beauty Shop** (per chair)	\$490.47	0.33	\$3,126	\$4,160
Dentist Office** (per chair)	\$2,942.83	2.00	\$18,756	\$24,982
Department Store (per employee)	\$158.95	0.11	\$1,000	\$1,331
or, if larger, (per 1,000 square feet)	\$470.49	0.32	\$2,991	\$3,991
Drug Store**	\$1,961.88	1.33	\$12,505	\$16,641
w/Fountain Service add:	\$5,297.09	3.60	\$37,455	\$44,931
If Serving Meals add (per seat):	\$196.19	0.13	\$1,211	\$1,664
Laundry**	\$3,823.77	2.67	\$23,011	\$33,282
(per Standard washing machine)				
Meat Market**	\$196.19	0.13	\$1,211	\$1,664
(per 1,000 square feet of floor area)				
Motel or Hotel (per room)	\$490.47	0.33	\$3,126	\$4,160
Office Building**				
(per employee)	\$88.09	0.07	\$625	\$832
or, if larger, (per 1,000 square feet)	\$470.85	0.32	\$3,001	\$3,994
Physicians Office**	\$784.75	0.53	\$5,002	\$6,656
(per examining room)				
Restaurant**	\$78.48	0.05	\$500	\$666
(per seat at 20 gallons per day per seat)				
Theatre** (per seat)	\$11.77	0.01	\$75	\$100
Other non water intensive establishments**:				
(per 500 gallons per day)	\$1,961.88	1.33	\$12,505	\$16,641
Boarding School, Elem (per student)	\$294.28	0.20	\$1,876	\$2,496
Boarding School, Senior (per student)	\$392.38	0.27	\$2,501	\$3,328
Church (per seat)	\$11.77	0.01	\$75	\$100
Country Club (per member)	\$88.09	0.07	\$625	\$832
Civic Club** (per member)	\$11.77	0.01	\$75	\$100
Elementary School (per student)	\$62.78	0.04	\$400	\$533
Nursing Homes (per bed)	\$588.57	0.40	\$3,752	\$4,992
Rooming House (per resident)	\$392.38	0.27	\$2,501	\$3,328
Summer Camps (per resident or camper)	\$235.43	0.16	\$1,501	\$1,997

1. ABCSD currently refers to the Capacity Fee as a Hookup Fee, however NBS recommends the District use "Capacity Fee" as the term for this fee to be consistent with industry standards and because it more appropriately describes what the fee is.
2. For those uses not specifically included in the foregoing Schedule, and for hybrid uses, assessments shall be determined by calculating annual water usage of the use in acre feet and multiplying by the applicable acre foot rate for that use(s) under Paragraph A, B, or C of this section.
3. Per ABCSD staff, current capacity fees are based on Metcalf and Eddy strength/flow factors. NBS has calculated updated capacity fees based on the relationship of current fees for 2-bedroom and 3-bedroom SFR units to all other customer classes.

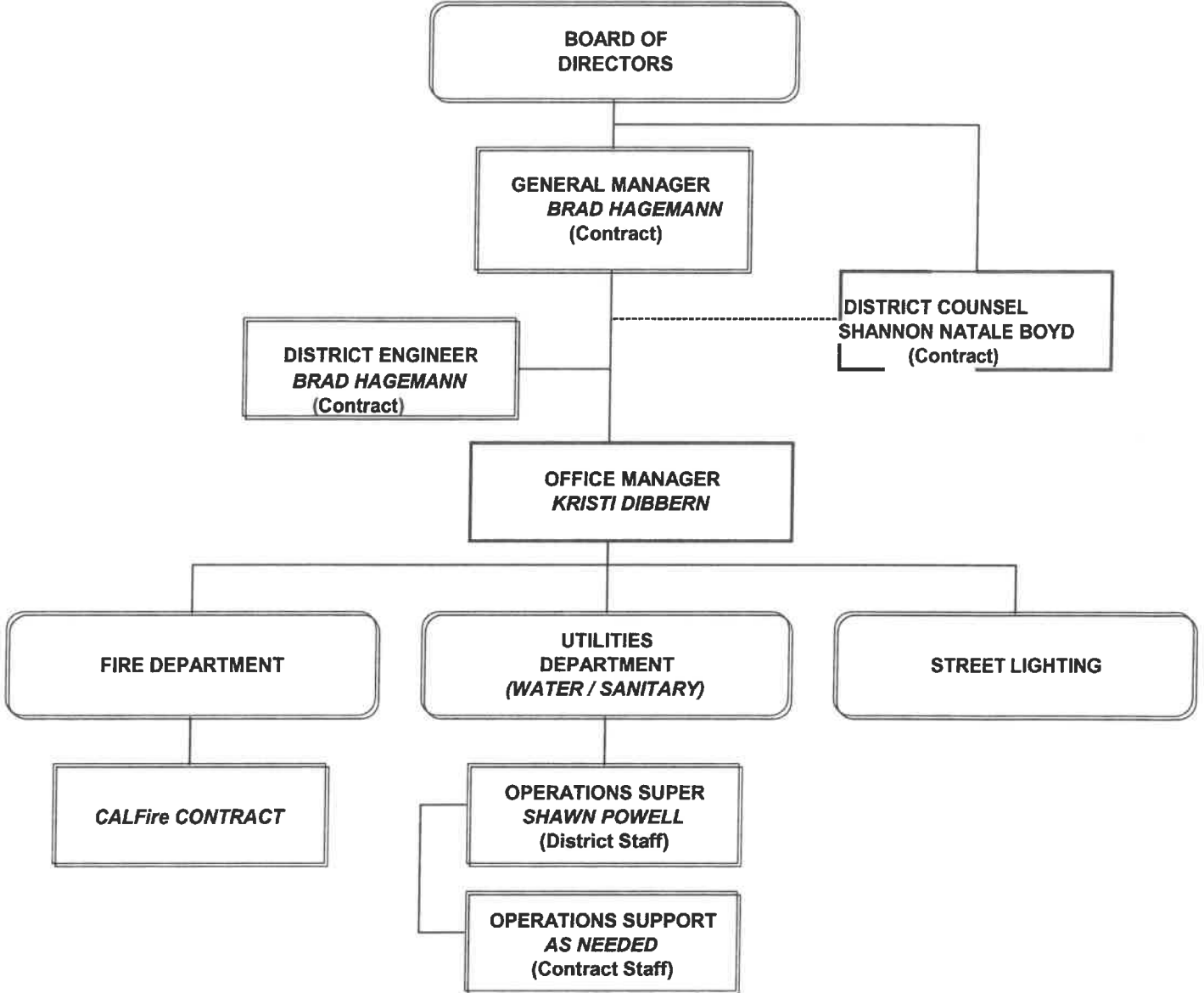
The following notes are applicable to the existing capacity fees:

- A. Uses in which a ratio of water used to sewage produced is essentially - 100% water used, 80% sewage produced; based upon \$1,987.54 per acre foot annual water use.
- B. Uses in which a ratio of water used to sewage produced is essentially - 100% water used, 90% sewage produced; based upon \$2,208.38 per acre foot of water used, marked by *.
- C. Uses in which essentially 100% of the water used is converted to sewage; based upon \$3,229.74 per acre foot of water used, marked by **

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

District Organization Chart

AVILA BEACH COMMUNITY SERVICES DISTRICT
FY 2024/25 Organization Chart



**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

**Compensation
Effective 7/1/24**

**2024/25 Fiscal Year Budget
Avila Beach Community Services District**

**Proposed Pay Grades and Related Steps
for Permanent Employees
To Be Effective 7/1/24**

	Existing		Proposed		Existing		Proposed	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
STEP 1	21.00	21.84	26.00	27.04	32.80	34.11	50.00	52.00
STEP 2	22.26	23.15	27.56	28.66	34.77	36.16	53.00	55.12
STEP 3	23.60	24.54	29.21	30.38	36.85	38.33	56.18	58.43
STEP 4	25.01	26.01	30.97	32.21	39.07	40.63	60.00	62.40
STEP 5	26.51	27.57	32.82	34.14	41.41	43.07	63.60	66.14
STEP 6	28.10	29.23	34.79	36.19	43.89	45.65	67.42	70.11

Classification	Billing Clerk	Accountant	Office Manager	Operations Supervisor
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STEP PARAMETERS INCLUDE A 6% INCREASE PER STEP

Step 1 is typically the starting wage. Hiring above Step 1 may be approved subject to the Personnel Committee concurrence.
 Step 2 increase is available with satisfactory six month review, completion of probation period and General Manager's approval.
 Step 3 is available after 1 year of service at Step 2, satisfactory annual review and General Manager's approval.
 Step 4 is available after 1 year of service in Step 3, satisfactory annual review and General Manager's approval.
 Step 5 is available after 1 year of service in Step 4, satisfactory annual review and General Manager's approval.
 Step 6 is available after 1 year of service in Step 5, satisfactory annual review and General Manager's approval.

***COST OF LIVING ADJUSTMENT (This table includes 4% COLA)**

Yearly on July 1, all employees will be eligible for a cost of living adjustment if approved by the Board of Directors. The percent will be applied to all grades and steps equally and the above schedule will be recalculated to reflect such Board action. The applicable percent shall be based on the consumer's price index for inflation released for the previous year by the Federal Government and proposed to the Board by the General Manager along with his recommendation for approval or defer depending on the fiscal impact on the District. This Adjustment is applicable to all employees as a group, but not guaranteed.

**Avila Beach Community Services District
2024-25 Fiscal Year Budget**

Capital Equipment/Projects

2024/25 Fiscal Year Budget
Avila Beach Community Services District
Capital Improvement Program
(May 21, 2024)

Item Description	2024/25	2026/26	2027/27	2028/28	2029/29
	1	2	3	4	5
General/Administration					
General/Administrative Capital Improvements	\$ 35,000	\$ 25,000	\$ 0.00	\$ 15,000	\$ 0.00
Subtotal:	\$ 35,000	\$ 25,000	\$ 0.00	\$ 15,000	\$ 0.00
Water					
W-2024/25 - 1 Water System Meter Replacement (AMR)	\$ 175,000	\$ 50,000	\$ 0.00	\$ 0.00	\$ 0.00
W-2024/25 - 2 Misc Water Line or Valve Replacement/Repair (As Needed)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000
W-2024/25 - 3 Inspect and Re-Coat Water Tank #1	\$ 200,000	\$ 50,000	\$ 0.00	\$ 0.00	\$ 0.00
W-Future Water Tank #2 Maintenance or Replace	\$ 0.00	\$ 100,000	\$ 50,000	\$ 0.00	\$ 0.00
W-Future Develop Well Water Source	\$ 0.00	\$ 0.00	\$ 75,000	\$ -	\$ 0.00
Subtotal:	\$ 425,000	\$ 250,000	\$ 175,000	\$ 50,000	\$ 25,000
Wastewater					
WW- 2024/25-1 WWTP Improvements/Redundancy Project (loan payment)	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
WW- 2024/25-2 WWTP SCADA Upgrade	\$ 50,000	\$ 25,000			
WW - 2024/25 -3 Wastewater Collection System Repair Inflow & Infiltration	\$ 100,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
WW - 2024/25 - 4 Miscellaneous Wastewater Projects (As Needed)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
WW - F1 Brine Receiving Facilities	0	\$ 75,000	\$ 100,000	\$ -	\$ -
WW- F3 First Street Sewer Line Replacement	0	0	0.00	50,000	200,000
WW- F5	0	0	0	0	0
Subtotal:	\$ 435,000	\$ 435,000	\$ 410,000	\$ 360,000	\$ 510,000
Street Lighting					
L-1 Repair or Replace Lights and Electrical Systems (As Needed)	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Subtotal:	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Total Capital Equipment / Projects by Fiscal year:	\$ 902,500	\$ 717,500	\$ 592,500	\$ 432,500	\$ 542,500
Total 5-Year Capital Equipment / Projects	\$ 3,187,500				

KEY

- W-F#= FUTURE WATER -
- WW#= WASTEWATER
- WW-F#= FUTURE WASTEWATER -

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2024-05**

**A RESOLUTION FOR DETERMINATION OF
APPROPRIATION LIMITATION FOR THE
2024-2025 FISCAL YEAR
AND
REQUESTING DISTRIBUTION OF
SPECIAL DISTRICT AUGMENTATION FUNDS**

WHEREAS, Article XIII B of the California Constitution specifies that appropriations made by governmental entities may increase annually by the change in population and the change in either the California Per Capita Personal Income or the change in the local assessment roll due to local residential construction; and

WHEREAS, the State Department of Finance has determined that the percent change in the California Per Capita Personal Income (CPCPI) is **1.0362** and the percent change in the population (POP) of the unincorporated areas of San Luis Obispo County is **-0.42** and,

WHEREAS, the appropriation, subject to limitation (estimated net tax proceeds excluding Augmentation Funds) for FY 2024/25 was been determined to be **\$7,001,283**; and

WHEREAS, the appropriation limit exceeds the appropriation subject to limitation; and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, of the Avila Beach Community Services District, San Luis Obispo County, California, as follows:

1. That the ratio of change is and is determined as follows:

$$1.0362 \times 0.9958 = 1.0318$$

2. That the 2024-2025 Appropriation Limit is and is determined as follows:

2023-2024 Limitation		<u>\$ 7,255,836</u>
2024-2025 Ratio of Change	X	<u>1.0318</u>
2024-2025 Appropriation Limitation		<u>\$ 7,486,919</u>

3. That the Appropriation Limitation (\$7,486,919) exceeds the Appropriation subject to Limitation (\$478,389) by \$7,008,530.

4. No further adjustment to the 2024-2025 Appropriation Limitation has been made for mandated costs. However, any new mandated costs or increases in existing mandated costs would increase the limitation by the amount of "Proceeds from Taxes" used to finance mandates in fiscal year 2024-2025.

5. That the County of San Luis Obispo distribute to the District, the District's share of the Special District's Augmentation Funds, if any, as determined by the Board of Supervisors.

Upon motion of Director _____, seconded by Director _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution is hereby adopted this 21st day of May 2024.

Peter Kelley, President

ATTEST:

Secretary to the Board of Directors

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2024-06**

A RESOLUTION ADOPTING THE 2024-2025 FISCAL YEAR BUDGET

WHEREAS, The District is required, pursuant to state codes to designate a custodian for its monies; and,

WHEREAS, such custodianship requires that proper methods be used for the acquisition and disbursement of District monies; and,

WHEREAS, the District desires to make known its planned activities and associated costs for the 2024-2025 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of directors, Avila Beach Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed budget entitled, "Avila Beach Community Services District 2024/25 Fiscal Year Budget," be adopted as submitted or amended.
2. That the budget be administered as established by past policies and practices.

ON MOTION of Director _____ seconded by Director _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

The foregoing resolution is hereby adopted this 21st day of May 2024.

Peter Kelley, President

ATTEST:

Secretary to the Board of Directors