Utilities

Summary of Departmental Expenditures by Program:

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Water Administration	$ 87,263	$ 126,700	$ 891,700	$ 146,900	(83.5)	$ 150,600	2.5
Water Production	1,411,453	1,808,600	1,808,600	1,542,100	(14.7)	1,500,800	(2.7)
Water Transmission	374,207	577,500	577,500	498,100	(13.7)	439,100	(11.8)
Water Billing	269,124	259,900	259,900	237,800	(8.5)	250,100	5.2
Total Water Fund	2,142,047	2,772,700	3,537,700	2,424,900	(31.5)	2,340,600	(3.5)
Sewer	239,136	376,600	981,600	224,800	(77.1)	197,500	(12.1)
Total Departmental Expenditures	$ 2,381,183	$ 3,149,300	$ 4,519,300	$ 2,649,700	(41.4)	$ 2,538,100	(4.2)

Summary of Departmental Expenditures by Category:

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	$ 442,356	$ 489,900	$ 489,900	$ 415,100	(15.3)	$ 440,000	6.0
Maintenance and Operations	1,920,146	2,615,400	3,985,400	2,234,600	(43.9)	2,098,100	(6.1)
Capital Outlay/Improvements	18,681	44,000	44,000	-	(100.0)	-	N/A
Total Departmental Expenditures	$ 2,381,183	$ 3,149,300	$ 4,519,300	$ 2,649,700	(41.4)	$ 2,538,100	(4.2)

DEPARTMENT: Utilities **Account Code: 050-370**

PROGRAM: Water Administration

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	$ 60,177	$ 63,800	$ 63,800	$ 64,100	0.5	$ 66,700	4.1
Maintenance and Operations	27,086	62,900	827,900	82,800	(90.0)	83,900	1.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	$ 87,263	$ 126,700	$ 891,700	$ 146,900	(83.5)	$ 150,600	2.5

PROGRAM DESCRIPTION:

This program has the administrative charge for overseeing the City's water accounts. The program is responsible for reporting, as required, to State and County agencies, tabulating test results, answering questions and responding to citizen complaints and coordinating the operations of the Water Division.

PROGRAM EXPLANATION:

Code 501: Director of Public Works - 0.20
Administrative Secretary - 0.25
Public Works Technician - 0.20

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Overtime for evening and weekend call-outs, plus work on leaks, etc.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Utilities **Account Code: 050-370**

PROGRAM: Water Administration

Code 600: Funds budgeted in this code include contract services for the following:

Annual fixed asset inventory and valuation by engineering consultant	$	10,000
Consulting services for study and evaluation of City's water system		7,000
Orange County Department of Health cross-connection inspection of commercial properties		7,000
Water rate evaluation for Proposition 218 and capital reserves		7,000
Water meter inventory		4,000

Code 620: Funds budgeted in this code include meetings and training for the following:

Water Works Association Workshop - Water Supervisor	$	1,000
American Water Works Conference - Director of Public Works		400
Other water-related seminars		500

Code 622: Funds budgeted in this code include publications and dues for the following:

American Water Works Association	$	100
Orange County Water Association		600

Code 650: Office supplies specifically related to Water Administration.

Code 654: Printing and reproduction for laboratory services, Department of Health, and other miscellaneous reports and letters.

Code 691: Costs for two pagers and related services.

Code 975: Funds budgeted in this code include this program's pro rata share of the Public Works departmental overhead based on 2007 Cost Study.

Code 976: Funds budgeted in this code include this program's pro rata share of general administrative overhead based on 2007 Cost Study.

DEPARTMENT: Utilities **Account Code: 050-370**

PROGRAM: Water Administration

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

Code 990: Transfer to Water Replacement Reserve to comply with Municipal Code that requires ten percent (10%) of replacement cost of Water System be set-aside for emergencies. No transfer is anticipated in the next two fiscal years.

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370

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DEPARTMENT: Utilities

PROGRAM: Water Administration

Account Code: 050-370

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
	PERSONNEL SERVICES							
501.000	Salaries - Full-time	$ 41,213	$ 44,400	$ 44,400	$ 44,100	(0.7)	$ 46,200	4.8
505.000	Salary Savings Credit	-	-	-	(2,000)	N/A	(2,100)	5.0
530.000	Overtime	64	500	500	500	-	500	-
550.000	Employee Benefits	18,900	18,900	18,900	21,500	13.8	22,100	2.8
	TOTAL PERSONNEL SERVICES	60,177	63,800	63,800	64,100	0.5	66,700	4.1
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	-	35,000	35,000	35,000	-	35,000	-
620.000	Meetings & Training	1,283	1,500	1,500	1,900	26.7	1,900	-
622.000	Publications & Dues	383	400	400	700	75.0	700	-
650.000	Office Supplies	433	200	200	200	-	200	-
654.000	Printing & Reproduction	1,576	500	500	500	-	500	-
691.000	Communications	411	600	600	600	-	600	-
975.000	Departmental Overhead	2,200	2,200	2,200	15,700	613.6	16,100	2.5
976.000	General Overhead	3,300	3,300	3,300	14,500	339.4	15,000	3.4
977.000	Liability Insurance & Claims	5,500	5,500	5,500	1,900	(65.5)	2,000	5.3
978.000	Building Maintenance/Replacmnt	1,400	1,400	1,400	1,400	-	1,400	-
979.000	Vehicle Maintenance	7,500	7,500	7,500	8,900	18.7	9,000	1.1
980.000	Vehicle Replacement	800	800	800	800	-	800	-

DEPARTMENT: Utilities

PROGRAM: Water Administration

Account Code: 050-370

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
981.000	Computer Maintenance	2,300	4,000	4,000	700	(82.5)	700	-
990.051	Transfer to Water Replac Rsrv	-	-	765,000	-	(100.0)	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	27,086	62,900	827,900	82,800	(90.0)	83,900	1.3
	TOTAL EXPENDITURES	$ 87,263	$ 126,700	$ 891,700	$ 146,900	(83.5)	$ 150,600	2.5

DEPARTMENT: Utilities **Account Code: 050-371**

PROGRAM: Water Production

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	$ 95,957	$ 107,700	$ 107,700	$ 101,900	(5.4)	$ 107,300	5.3
Maintenance and Operations	1,315,496	1,700,900	1,700,900	1,440,200	(15.3)	1,393,500	(3.2)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	$ 1,411,453	$ 1,808,600	$ 1,808,600	$ 1,542,100	(14.7)	$ 1,500,800	(2.7)

PROGRAM DESCRIPTION:

This Division is responsible for supplying water to the City's water system. 35% percent of the City's water system is imported from the Metropolitan Water District (MWD) and 65% is from the City's groundwater system. The City's groundwater system is produced out of the City's Walker Well and City Yard Well. The Walker Well site has a 2 million gallon water reservoir and a pump station. The City Yard Well site has a 2.5 million gallon water reservoir and a pump station. A Supervisory Control and Data Acquisition (SCADA) system provides automatic monitoring of the water system.

PROGRAM EXPLANATION:

Code 501: Water Supervisor - 0.30
Water Service Worker II - 0.90

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 520: Special pay for weekend and holiday duty work.

Code 530: Overtime for evening and weekend call-outs, repair of leaks, etc.

DEPARTMENT: Utilities **Account Code: 050-371**

PROGRAM: Water Production

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 600: Funds budgeted in this code include contract services for the following:

Laboratory services for water testing	$	15,000
Backflow testing		2,100
Department of Health Services testing		4,000
Air Quality Management District (AQMD) testing and fees		1,000
On-call contracting services for repair of leaks, valves and pipes		14,000

Code 691: Funds budgeted in this code include this program's share of the 800 MHz radio system.

Code 692: Gas for Walker Well engine and caterpillar at the pump station.

Code 705: Materials and parts for repair of pumps and other appurtenances related to pumps.

Code 707: Minor repair of equipment at water facilities.

Code 710: Funds budgeted in this code include pump and well repair for the following:

Rehabilitation of City Yard Well	$	50,000
Unanticipated repair expenses		20,600

Note: Includes supplemental request of $50,000 for rehabilitation of the City Yard well.

Code 747: Costs paid to Orange County Water District (OCWD) for water pumped from the ground.

Code 748: Costs for chlorination and other water treatment products.

DEPARTMENT: Utilities **Account Code: 050-371**

PROGRAM: Water Production

Code 749: Payments to the Metropolitan Water District for imported water.

Code 786: Depreciation is no longer budgeted, as the historical cost of capital assets is excluded from fund balance available for appropriation.

Code 975: Funds budgeted in this code include this program's pro rata share of the Public Works departmental overhead based on 2007 Cost Study.

Code 976: Funds budgeted in this code include this program's pro rata share of general administrative overhead based on 2007 Cost Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

Code 984: Reserve for future water infrastructure capital needs.

DEPARTMENT: Utilities

PROGRAM: Water Production

Account Code: 050-371

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DEPARTMENT: Utilities **Account Code: 050-371**

PROGRAM: Water Production

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
	PERSONNEL SERVICES							
501.000	Salaries - Full-time	$ 46,210	$ 51,700	$ 51,700	$ 50,600	(2.1)	$ 54,700	8.1
505.000	Salary Savings Credit	-	-	-	(2,300)	N/A	(2,500)	8.7
520.000	Special Pay	22,555	25,800	25,800	25,800	-	25,800	-
530.000	Overtime	92	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	27,100	27,100	27,100	24,700	(8.9)	26,200	6.1
	TOTAL PERSONNEL SERVICES	95,957	107,700	107,700	101,900	(5.4)	107,300	5.3
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	28,554	37,300	37,300	36,100	(3.2)	36,100	-
691.000	Communications	-	1,000	1,000	1,000	-	1,000	-
692.000	Gas	5,386	68,000	68,000	10,000	(85.3)	10,000	-
705.000	Maintenance & Repair Materials	2,256	10,300	10,300	10,000	(2.9)	10,000	-
707.000	Maintenance & Repair of Eqpt	2,948	3,400	3,400	3,400	-	3,400	-
710.000	Pump & Well Repair	4,675	20,600	20,600	70,600	242.7	20,600	(70.8)
747.000	Water Pumping Charge	572,261	427,500	427,500	595,000	39.2	595,000	-
748.000	Chlorination	55,380	75,000	75,000	75,000	-	75,000	-
749.000	Water Purchase - MWD	206,736	437,800	437,800	270,300	(38.3)	270,300	-
786.000	Depreciation	-	168,100	168,100	-	(100.0)	-	N/A
975.000	Departmental Overhead	54,000	54,000	54,000	18,200	(66.3)	18,800	3.3
976.000	General Overhead	80,400	80,400	80,400	56,900	(29.2)	58,600	3.0

DEPARTMENT: Utilities **Account Code: 050-371**

PROGRAM: Water Production

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
977.000	Liability Insurance & Claims	46,800	46,800	46,800	40,500	(13.5)	41,200	1.7
978.000	Building Maintenance/Replacmnt	19,700	19,700	19,700	19,700	-	19,700	-
979.000	Vehicle Maintenance	11,500	11,500	11,500	12,700	10.4	13,000	2.4
980.000	Vehicle Replacement	5,200	5,200	5,200	5,200	-	5,200	-
981.000	Computer Maintenance	19,700	34,300	34,300	15,600	(54.5)	15,600	-
984.000	Transfer out	200,000	200,000	200,000	200,000	-	200,000	-
	TOTAL MAINTENANCE AND OPERATIONS	1,315,496	1,700,900	1,700,900	1,440,200	(15.3)	1,393,500	(3.2)
	TOTAL EXPENDITURES	$ 1,411,453	$ 1,808,600	$ 1,808,600	$ 1,542,100	(14.7)	$ 1,500,800	(2.7)

DEPARTMENT: Utilities **Account Code: 050-372**

PROGRAM: Water Transmission

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	$ 75,235	$ 81,900	$ 81,900	$ 76,100	(7.1)	$ 81,500	7.1
Maintenance and Operations	297,081	451,600	451,600	422,000	(6.6)	357,600	(15.3)
Capital Outlay/Improvements	1,891	44,000	44,000	-	(100.0)	-	N/A
Total	$ 374,207	$ 577,500	$ 577,500	$ 498,100	(13.7)	$ 439,100	(11.8)

PROGRAM DESCRIPTION:

This program accounts for the maintenance and repair of the water system, which carries water from the source to the distribution point. The main lines in the streets are a part of the transmission system. This portion of the system is in adequate condition, and no major repairs are foreseen in the near future. The work performed under this program is for the maintenance and repair of the water mains, gate valves, and booster pump system at the City Yard. The City maintains 38.4 miles of pipelines and 500 fire hydrants.

PROGRAM EXPLANATION:

Code 501: Water Supervisor 0.30
Water Service Worker II - 0.90

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Overtime for evening and weekend call-outs, repair of leaks, etc.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Utilities **Account Code: 050-372**

PROGRAM: Water Transmission

Code 600: Funds budgeted in this code include professional service contracts for the following:

Supervisory Control and Data Acquisition (SCADA) system maintenance and repair	$	2,000
Consulting services for modifications to the transmission system		20,000
Completion of Water Master Plan		19,000
Digitization of water plans		48,000
Miscellaneous consulting services as needed		20,000

Note: No amounts are budgeted for the Water Master Plan or digitization of water plans in Fiscal Year 2008-09.

Code 622: Funds budgeted in this code include membership dues for the following:

American Water Works Association	$	250
Orange County Water Association		250

Code 691: Funds budgeted in this code include the following communications costs:

Telemetry phone charges	$	1,000
Underground service alert fees		1,500
800 MHz system charges		1,000
Cellular phone charges for one phone		600

Code 692: Gas for caterpillar operation at the City Yard Well.

Code 693: Electrical energy to operate the booster pumps at the Walker Well and City Yard reservoirs.

DEPARTMENT: Utilities **Account Code: 050-372**

PROGRAM: Water Transmission

Code 705: Funds budgeted in this code include maintenance and repair equipment for the following:

Pipe fittings	$	5,000
Angle valves		500
Flushing signs		1,000
Gallons per minute (GpM) flow meters		1,000
Backflow devices		2,000
Welding supplies		500
Equipment rental		500
Other miscellaneous repair supplies		9,500

Code 707: Miscellaneous maintenance and repair of equipment.

Code 711: Replacement of five (5) deteriorated fire hydrants per year.

Code 725: Miscellaneous, small pieces of equipment.

Code 975: Funds budgeted in this code include this program's pro rata share of the Public Works departmental overhead based on 2007 Cost Study.

Code 976: Funds budgeted in this code include this program's pro rata share of general administrative overhead based on 2007 Cost Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and claim costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

DEPARTMENT: Utilities **Account Code: 050-372**

PROGRAM: Water Transmission

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Utilities

PROGRAM: Water Transmission

Account Code: 050-372

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
	PERSONNEL SERVICES							
501.000	Salaries - Full-time	$ 45,810	$ 51,700	$ 51,700	$ 50,600	(2.1)	$ 54,700	8.1
505.000	Salary Savings Credit	-	-	-	(2,300)	N/A	(2,500)	8.7
530.000	Overtime	2,325	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	27,100	27,100	27,100	24,700	(8.9)	26,200	6.1
	TOTAL PERSONNEL SERVICES	75,235	81,900	81,900	76,100	(7.1)	81,500	7.1
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	53,460	159,300	159,300	109,000	(31.6)	42,000	(61.5)
622.000	Publications & Dues	213	500	500	500	-	500	-
691.000	Communications	643	4,100	4,100	4,100	-	4,100	-
692.000	Gas	141	500	500	500	-	500	-
693.000	Electric	134,153	172,500	172,500	162,500	(5.8)	162,500	-
705.000	Maintenance & Repair Materials	9,468	20,000	20,000	20,000	-	20,000	-
707.000	Maintenance & Repair of Eqpt	777	6,000	6,000	800	(86.7)	800	-
711.000	Hydrant Repair	23,780	10,000	10,000	10,000	-	10,000	-
725.000	Small Tools/Other Equipment	246	200	200	200	-	200	-
975.000	Departmental Overhead	12,600	12,600	12,600	18,200	44.4	18,800	3.3
976.000	General Overhead	18,300	18,300	18,300	56,200	207.1	57,800	2.8
977.000	Liability Insurance & Claims	13,900	13,900	13,900	11,600	(16.5)	11,800	1.7
978.000	Building Maintenance/Replacmnt	5,000	5,000	5,000	5,000	-	5,000	-

DEPARTMENT: Utilities

PROGRAM: Water Transmission

Account Code: 050-372

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
979.000	Vehicle Maintenance	3,600	3,600	3,600	3,900	8.3	4,100	5.1
980.000	Vehicle Replacement	15,000	15,000	15,000	15,000	-	15,000	-
981.000	Computer Maintenance	5,800	10,100	10,100	4,500	(55.4)	4,500	-
	TOTAL MAINTENANCE AND OPERATIONS	297,081	451,600	451,600	422,000	(6.6)	357,600	(15.3)
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	1,891	44,000	44,000	-	(100.0)	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	1,891	44,000	44,000	-	(100.0)	-	N/A
	TOTAL EXPENDITURES	$ 374,207	$ 577,500	$ 577,500	$ 498,100	(13.7)	$ 439,100	(11.8)

DEPARTMENT: Utilities **Account Code: 050-373**

PROGRAM: Water Billing

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	$ 175,399	$ 197,800	$ 197,800	$ 149,800	(24.3)	$ 160,500	7.1
Maintenance and Operations	76,935	62,100	62,100	88,000	41.7	89,600	1.8
Capital Outlay/Improvements	16,790	-	-	-	N/A	-	N/A
Total	$ 269,124	$ 259,900	$ 259,900	$ 237,800	(8.5)	$ 250,100	5.2

PROGRAM DESCRIPTION:

This portion of the Water Division is responsible for the metering of the water to the user. Field personnel are responsible for the bi-monthly reading of 4,323 meters, both residential and commercial; repairing or replacing meters as needed; repairing City-owned water laterals; and responding to requests for special meter readings or evaluations. Office personnel transfer the readings to computer software for the preparation of billings by the contracted service provider.

The service provider is responsible for mailing bills and collecting most payments. The City staff continues to read meters, tag delinquent customers, respond to customer inquiries, and receive in-person payments.

PROGRAM EXPLANATION:

Code 501: Finance Director - 0.09
Accounting Technician - 0.09
Account Clerk - 0.58
Water Supervisor - 0.40
Water Service Worker II - 1.20

DEPARTMENT: Utilities **Account Code: 050-373**

PROGRAM: Water Billing

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Overtime for evening and weekend call-outs, repair of leaks, etc.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

Code 604: Computer software maintenance and updating for meter reading system.

Code 623: Purchase of uniforms.

Code 650: Office supplies specially related to Water Billing.

Code 704: Maintenance of office equipment and supply costs.

Code 712: Purchase of replacements for defective meters.

Code 975: Funds budgeted in this code include this program's pro rata share of the Public Works departmental overhead based on 2007 Cost Study.

Code 976: Funds budgeted in this code include this program's pro rata share of general administrative overhead based on 2007 Cost Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and claim costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

DEPARTMENT: Utilities **Account Code: 050-373**

PROGRAM: Water Billing

Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

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DEPARTMENT: Utilities

PROGRAM: Water Billing

Account Code: 050-373

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
	PERSONNEL SERVICES							
501.000	Salaries - Full-time	$ 112,093	$ 131,600	$ 131,600	$ 101,700	(22.7)	$ 109,700	7.9
505.000	Salary Savings Credit	-	-	-	(4,600)	N/A	(4,900)	6.5
530.000	Overtime	206	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	63,100	63,100	63,100	49,600	(21.4)	52,600	6.0
	TOTAL PERSONNEL SERVICES	175,399	197,800	197,800	149,800	(24.3)	160,500	7.1
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	11,963	10,200	10,200	-	(100.0)	-	N/A
604.000	Computer Software Support	-	1,500	1,500	1,500	-	1,500	-
623.000	Uniforms	2,933	3,600	3,600	3,600	-	3,600	-
650.000	Office Supplies	1,572	4,100	4,100	3,100	(24.4)	3,100	-
652.000	Postage	680	-	-	1,000	N/A	1,000	-
712.000	Meter Maintenance	22,987	3,100	3,100	20,000	545.2	20,000	-
975.000	Departmental Overhead	7,900	7,900	7,900	24,300	207.6	25,100	3.3
976.000	General Overhead	11,800	11,800	11,800	19,900	68.6	20,500	3.0
977.000	Liability Insurance & Claims	8,100	8,100	8,100	6,500	(19.8)	6,600	1.5
978.000	Building Maintenance/Replacmnt	3,300	3,300	3,300	3,300	-	3,300	-

DEPARTMENT: Utilities

PROGRAM: Water Billing

Account Code: 050-373

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
979.000	Vehicle Maintenance	1,900	1,900	1,900	2,300	21.1	2,400	4.3
981.000	Computer Maintenance	3,800	6,600	6,600	2,500	(62.1)	2,500	-
	TOTAL MAINTENANCE AND OPERATIONS	76,935	62,100	62,100	88,000	41.7	89,600	1.8
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	16,790	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	16,790	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	$ 269,124	$ 259,900	$ 259,900	$ 237,800	(8.5)	$ 250,100	5.2

DEPARTMENT: Utilities **Account Code: 052-380**

PROGRAM: Sewer

	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
Personnel Services	$ 35,588	$ 38,700	$ 38,700	$ 23,200	(40.1)	$ 24,000	3.4
Maintenance and Operations	203,548	337,900	942,900	201,600	(78.6)	173,500	(13.9)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	$ 239,136	$ 376,600	$ 981,600	$ 224,800	(77.1)	$ 197,500	(12.1)

PROGRAM DESCRIPTION:

The Sewer Division is responsible for the maintenance and repair of the City's 28.3 miles of sewers and 631 manholes. This budget includes cleaning of the entire City. Field personnel oversee this operation. They also respond to complaints or backups of sewage and suspected leakages. Office personnel are responsible for the billing and collection of monthly sewage charges.

PROGRAM EXPLANATION:

Code 501: Finance Director - 0.01
Accounting Technician - 0.01
Account Clerk - 0.08
Maintenance Supervisor - 0.20

Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).

Code 530: Provides for personnel overtime.

Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.

DEPARTMENT: Utilities **Account Code: 052-380**

PROGRAM: Sewer

Code 600: Funds budgeted in this code include contract services for the following:

Annual system cleaning	$	24,000
Evaluation study of sewer system		5,000
Raise sewer manholes due to street construction		6,000

Code 691: Funds budgeted in this code include the following communications costs:

Underground service alert fees	$	500
Program's share of 800 MHz radio costs		1,000

Code 705: Miscellaneous maintenance and repair materials used for work on sewers.

Code 786: Depreciation is no longer budgeted, as the historical cost of capital assets is excluded from fund balance available for appropriation.

Code 975: Funds budgeted in this code include this program's pro rata share of the Public Works departmental overhead based on 2007 Cost Study.

Code 976: Funds budgeted in this code include this program's pro rata share of general administrative overhead based on 2007 Cost Study.

Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.

Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.

Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.

Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.

Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

DEPARTMENT: Utilities **Account Code: 052-380**

PROGRAM: Sewer

Code 984: Reserve for future sewer infrastructure and capital needs.

Code 990: Transfer to Sewer Replacement Reserve to comply with Municipal Code that requires ten percent (10%) of replacement cost of Sewer System be set-aside for emergencies. No transfer is anticipated in the next two fiscal years.

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

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DEPARTMENT: Utilities Account Code: 052-380

PROGRAM: Sewer

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
	PERSONNEL SERVICES							
501.000	Salaries - Full-time	$ 23,847	$ 26,700	$ 26,700	$ 15,700	(41.2)	$ 16,400	4.5
505.000	Salary Savings Credit	-	-	-	(700)	N/A	(700)	-
530.000	Overtime	241	500	500	500	-	500	-
550.000	Employee Benefits	11,500	11,500	11,500	7,700	(33.0)	7,800	1.3
	TOTAL PERSONNEL SERVICES	35,588	38,700	38,700	23,200	(40.1)	24,000	3.4
	MAINTENANCE AND OPERATIONS							
600.000	Professional Contract Services	28,544	67,200	67,200	35,000	(47.9)	6,000	(82.9)
691.000	Communications	306	1,500	1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	298	200	200	200	-	200	-
786.000	Depreciation	-	91,000	91,000	-	(100.0)	-	N/A
975.000	Departmental Overhead	10,000	10,100	10,100	3,900	(61.4)	4,000	2.6
976.000	General Overhead	15,100	15,100	15,100	24,400	61.6	25,100	2.9
977.000	Liability Insurance & Claims	11,500	11,500	11,500	2,300	(80.0)	2,300	-
978.000	Building Maintenance/Replacmnt	2,500	2,500	2,500	2,500	-	2,500	-
979.000	Vehicle Maintenance	1,900	1,900	1,900	2,300	21.1	2,400	4.3
980.000	Vehicle Replacement	3,600	3,600	3,600	3,600	-	3,600	-
981.000	Computer Maintenance	4,800	8,300	8,300	900	(89.2)	900	-

DEPARTMENT: Utilities

PROGRAM: Sewer

Account Code: 052-380

Code	Description	Fiscal Year 2005-06 Actual	Fiscal Year 2006-07 Adopted	Fiscal Year 2006-07 Amended	Fiscal Year 2007-08 Adopted	% Change from Fiscal Year 2006-07 Amended	Fiscal Year 2008-09 Estimated	% Change from Fiscal Year 2007-08 Adopted
984.000	Transfer out	125,000	125,000	125,000	125,000	-	125,000	-
990.053	Transfer to Sewer Replac Rsrv	-	-	605,000	-	(100.0)	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	203,548	337,900	942,900	201,600	(78.6)	173,500	(13.9)
	TOTAL EXPENDITURES	$ 239,136	$ 376,600	$ 981,600	$ 224,800	(77.1)	$ 197,500	(12.1)

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