

Utilities

Summary of Departmental Expenditures by Program:

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Water Administration	\$ 146,228	\$ 155,600	\$ 164,400	\$ 199,100	21.1	\$ 204,400	2.7
Water Production	1,529,439	1,730,300	1,757,700	1,993,500	13.4	1,696,900	(14.9)
Water Transmission	454,102	502,700	502,700	420,100	(16.4)	425,000	1.2
Water Billing	309,821	337,100	337,100	370,200	9.8	382,000	3.2
Total Water Fund	\$ 2,439,591	\$ 2,725,700	\$ 2,761,900	\$ 2,982,900	8.0	\$ 2,708,300	(9.2)
Sewer	209,332	333,400	333,400	270,400	(18.9)	276,600	2.3
Total Departmental Expenditures	\$ 2,648,923	\$ 3,059,100	\$ 3,095,300	\$ 3,253,300	5.1	\$ 2,984,900	(8.3)

Summary of Departmental Expenditures by Category:

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 567,267	\$ 614,100	\$ 622,900	\$ 729,500	17.1	\$ 761,600	4.4
Maintenance and Operations	2,112,912	2,395,000	2,395,000	2,523,800	5.4	2,223,300	(11.9)
Capital Outlay/Improvements	(31,257)	50,000	77,400	-	(100.0)	-	N/A
Total Departmental Expenditures	\$ 2,648,923	\$ 3,059,100	\$ 3,095,300	\$ 3,253,300	5.1	\$ 2,984,900	(8.3)

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 78,412	\$ 87,600	\$ 96,400	\$ 135,600	40.7	\$ 141,000	4.0
Maintenance and Operations	67,816	68,000	68,000	63,500	(6.6)	63,400	(0.2)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 146,228	\$ 155,600	\$ 164,400	\$ 199,100	21.1	\$ 204,400	2.7

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:	Public Works Director	0.40
	Administrative Secretary	0.30
	Engineering Technician	0.30
		<u>1.00</u>

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 and other repairs needed during off hours.

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: Miscellaneous Contract Services	5,000
Code 620:	Funds budgeted in this code include meetings and training for the following: Water Works Association Workshop - Water Supervisor American Water Works Conference - Director of Public Works Other water-related seminars / certification classes	\$ 1,000 1,000 4,000
Code 622:	Funds budgeted in this code include publications and dues for the following: American Water Works Association Orange County Water Association	\$ 100 300
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 738:	Water Conservation Outreach Meetings	

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

- Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

- Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation 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.

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370



THIS PAGE INTENTIONALLY LEFT BLANK

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 52,614	\$ 61,500	\$ 67,500	\$ 95,400	41.3	\$ 100,000	4.8
505.000	Salary Savings Credit	-	(2,800)	(2,800)	(4,200)	50.0	(4,400)	4.8
530.000	Overtime	90	500	500	-	(100.0)	-	N/A
550.000	Employee Benefits	25,708	28,400	31,200	44,400	42.3	45,400	2.3
	TOTAL PERSONNEL SERVICES	78,412	87,600	96,400	135,600	40.7	141,000	4.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	2,271	10,000	10,000	5,000	(50.0)	5,000	-
620.000	Meetings & Training	4,651	6,000	6,000	6,000	-	6,000	-
622.000	Publications & Dues	778	400	400	400	-	400	-
650.000	Office Supplies	1,322	800	800	800	-	800	-
654.000	Printing & Reproduction	1,435	2,000	2,000	2,000	-	2,000	-
691.000	Communications	230	400	400	400	-	400	-
738.000	Community Events	2,530	3,000	3,000	3,000	-	3,000	-

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	2011-12 Amended	2013-14 Estimated	2012-13 Adopted
975.000	Departmental Overhead	19,000	19,000	19,000	19,000	-	19,000	-
976.000	General Overhead	22,000	22,000	22,000	22,000	-	22,000	-
977.000	Liability Insurance & Claims	1,000	1,000	1,000	2,100	110.0	2,100	-
978.000	Building Maintenance/Replacmnt	1,400	1,400	1,400	1,100	(21.4)	1,100	-
979.000	Vehicle Maintenance	9,300	-	-	-	N/A	-	N/A
980.000	Vehicle Replacement	900	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	1,000	2,000	2,000	1,700	(15.0)	1,600	(5.9)
	TOTAL MAINTENANCE AND OPERATIONS	<u>67,816</u>	<u>68,000</u>	<u>68,000</u>	<u>63,500</u>	(6.6)	<u>63,400</u>	(0.2)
	TOTAL EXPENDITURES	<u>\$ 146,228</u>	<u>\$ 155,600</u>	<u>\$ 164,400</u>	<u>\$ 199,100</u>	21.1	<u>\$ 204,400</u>	2.7

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 130,310	\$ 133,900	\$ 133,900	\$ 134,600	0.5	\$ 140,000	4.0
Maintenance and Operations	1,446,792	1,596,400	1,596,400	1,858,900	16.4	1,556,900	(16.2)
Capital Outlay/Improvements	(47,663)	-	27,400	-	(100.0)	-	N/A
Total	\$ 1,529,439	\$ 1,730,300	\$ 1,757,700	\$ 1,993,500	13.4	\$ 1,696,900	(14.9)

PROGRAM DESCRIPTION:

This Division is responsible for supplying water to the City’s water system. Thirty Six percent of the City’s water system is imported from the Metropolitan Water District (MWD) and 64% 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.

PROGRAM EXPLANATION:

Code 501:	Water Services Supervisor	0.30
	Water Service Worker II	0.90
		<u>1.20</u>

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 and other repairs needed during off hours.

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

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

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.		25,000

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

Code 692: Fuel 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 anticipated repair expenses.

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.

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

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation 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



THIS PAGE INTENTIONALLY LEFT BLANK

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 69,135	\$ 72,600	\$ 72,600	\$ 75,000	3.3	\$ 79,400	5.9
505.000	Salary Savings Credit	-	(3,300)	(3,300)	(3,300)	-	(3,500)	6.1
520.000	Special Pay	27,390	28,000	28,000	28,000	-	28,000	-
530.000	Overtime	-	3,100	3,100	-	(100.0)	-	N/A
550.000	Employee Benefits	33,785	33,500	33,500	34,900	4.2	36,100	3.4
	TOTAL PERSONNEL SERVICES	<u>130,310</u>	<u>133,900</u>	<u>133,900</u>	<u>134,600</u>	0.5	<u>140,000</u>	4.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	22,503	87,100	87,100	47,100	(45.9)	47,100	-
604.000	Computer Software Support	574	-	-	-		-	N/A
691.000	Communications	918	1,000	1,000	1,000	-	1,000	-
692.000	Gas	683	1,000	1,000	1,000	-	1,000	-
705.000	Maintenance & Repair Materials	6,349	15,000	15,000	15,000	-	15,000	-
707.000	Maintenance & Repair of Eqpt	16,574	12,000	12,000	12,000	-	12,000	-
710.000	Pump & Well Repair	17,337	20,600	20,600	20,600	-	20,600	-
747.000	Water Pumping Charge	306,968	475,000	475,000	475,000	-	400,000	(15.8)
748.000	Chlorination	25,625	30,000	30,000	30,000	-	30,000	-
749.000	Water Purchase - MWD	691,860	570,000	570,000	570,000	-	645,000	13.2

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
975.000	Departmental Overhead	24,900	24,900	24,900	24,900	-	24,900	-
976.000	General Overhead	63,000	63,000	63,000	63,000	-	63,000	-
977.000	Liability Insurance & Claims	24,500	24,500	24,500	37,600	53.5	37,600	-
978.000	Building Maintenance/Replacmnt	19,700	19,700	19,700	18,900	(4.1)	18,900	-
979.000	Vehicle Maintenance	-	5,200	5,200	5,600	7.7	5,600	-
980.000	Vehicle Replacement	-	1,400	1,400	7,000	400.0	7,000	-
981.000	Computer Maintenance	25,300	46,000	46,000	30,200	(34.3)	28,200	(6.6)
984.000	Transfer out	200,000	200,000	200,000	500,000	150.0	200,000	(60.0)
	TOTAL MAINTENANCE AND OPERATIONS	<u>1,446,792</u>	<u>1,596,400</u>	<u>1,596,400</u>	<u>1,858,900</u>	16.4	<u>1,556,900</u>	(16.2)
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	(47,663)	-	27,400	-	(100.0)	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>(47,663)</u>	<u>-</u>	<u>27,400</u>	<u>-</u>	(100.0)	<u>-</u>	N/A
	TOTAL EXPENDITURES	<u>\$ 1,529,439</u>	<u>\$ 1,730,300</u>	<u>\$ 1,757,700</u>	<u>\$ 1,993,500</u>	13.4	<u>\$ 1,696,900</u>	(14.9)

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 120,493	\$ 110,300	\$ 110,300	\$ 107,100	(2.9)	\$ 112,500	5.0
Maintenance and Operations	317,204	342,400	342,400	313,000	(8.6)	312,500	(0.2)
Capital Outlay/Improvements	16,406	50,000	50,000	-	(100.0)	-	N/A
Total	\$ 454,102	\$ 502,700	\$ 502,700	\$ 420,100	(16.4)	\$ 425,000	1.2

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 Services Supervisor	0.30
	Water Service Worker II	0.90
		<u>1.20</u>

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 and other repairs needed during off hours.

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:		
	Miscellaneous consulting services as needed		35,000
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.		
Code 692:	Fuel 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 deteriorated fire hydrants.

Code 725: Miscellaneous, small pieces of equipment.

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

- Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

- Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation 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.

- 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.

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 69,135	\$ 72,600	\$ 72,600	\$ 75,000	3.3	\$ 79,400	5.9
505.000	Salary Savings Credit	-	(3,300)	(3,300)	(3,300)	-	(3,500)	6.1
530.000	Overtime	17,573	7,500	7,500	500	(93.3)	500	-
550.000	Employee Benefits	33,785	33,500	33,500	34,900	4.2	36,100	3.4
	TOTAL PERSONNEL SERVICES	<u>120,493</u>	<u>110,300</u>	<u>110,300</u>	<u>107,100</u>	(2.9)	<u>112,500</u>	5.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	64,080	75,000	75,000	35,000	(53.3)	35,000	-
604.000	Computer Software Support	3,620	3,500	3,500	3,500	-	3,500	-
622.000	Publications & Dues	-	500	500	500	-	500	-
691.000	Communications	2,236	2,000	2,000	2,000	-	2,000	-
692.000	Gas	190	400	400	400	-	400	-
693.000	Electric	103,535	100,000	100,000	100,000	-	100,000	-
705.000	Maintenance & Repair Materials	17,745	20,000	20,000	20,000	-	20,000	-
707.000	Maintenance & Repair of Eqpt	170	2,000	2,000	2,000	-	2,000	-
711.000	Hydrant Repair	-	12,000	12,000	12,000	-	12,000	-
725.000	Small Tools/Other Equipment	2,628	2,500	2,500	2,500	-	2,500	-

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	2011-12 Amended	2013-14 Estimated	2012-13 Adopted
975.000	Departmental Overhead	24,000	24,000	24,000	24,000	-	24,000	-
976.000	General Overhead	59,000	59,000	59,000	59,000	-	59,000	-
977.000	Liability Insurance & Claims	7,400	7,400	7,400	8,900	20.3	8,900	-
978.000	Building Maintenance/Replacmnt	5,000	5,000	5,000	4,500	(10.0)	4,500	-
979.000	Vehicle Maintenance	4,300	10,800	10,800	11,500	6.5	11,500	-
980.000	Vehicle Replacement	15,700	9,100	9,100	20,000	119.8	20,000	-
981.000	Computer Maintenance	7,600	9,200	9,200	7,200	(21.7)	6,700	(6.9)
	TOTAL MAINTENANCE AND OPERATIONS	<u>317,204</u>	<u>342,400</u>	<u>342,400</u>	<u>313,000</u>	(8.6)	<u>312,500</u>	(0.2)
	CAPITAL OUTLAY/IMPROVEMENTS							
804.000	Machinery & Equipment	16,406	50,000	50,000	-	(100.0)	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>16,406</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>	(100.0)	<u>-</u>	N/A
	TOTAL EXPENDITURES	<u>\$ 454,102</u>	<u>\$ 502,700</u>	<u>\$ 502,700</u>	<u>\$ 420,100</u>	(16.4)	<u>\$ 425,000</u>	1.2

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 206,190	\$ 227,800	\$ 227,800	\$ 261,300	14.7	\$ 273,400	4.6
Maintenance and Operations	103,631	109,300	109,300	108,900	(0.4)	108,600	(0.3)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 309,821	\$ 337,100	\$ 337,100	\$ 370,200	9.8	\$ 382,000	3.2

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.

A private 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	0.15
	Sr. Accounting Technician	0.15
	Account Clerk	0.65
	Public Works Director	0.10
	Water Services Supervisor	0.40
	Water Service Worker II	1.20
	Administrative Secretary	0.10
		2.75

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: Provides for personnel overtime for this program.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.
- Code 600: Professional Contract Services
- 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.

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation 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.

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



THIS PAGE INTENTIONALLY LEFT BLANK

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 138,216	\$ 159,500	\$ 159,500	\$ 183,100	14.8	\$ 192,900	5.4
505.000	Salary Savings Credit	-	(7,200)	(7,200)	(8,100)	12.5	(8,400)	3.7
530.000	Overtime	432	1,800	1,800	3,100	72.2	3,100	-
550.000	Employee Benefits	67,543	73,700	73,700	83,200	12.9	85,800	3.1
	TOTAL PERSONNEL SERVICES	<u>206,190</u>	<u>227,800</u>	<u>227,800</u>	<u>261,300</u>	14.7	<u>273,400</u>	4.6
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	1,485	3,000	3,000	3,000	-	3,000	-
604.000	Computer Software Support	-	1,500	1,500	1,500	-	1,500	-
623.000	Uniforms	4,593	5,000	5,000	5,000	-	5,000	-
650.000	Office Supplies	713	2,000	2,000	2,000	-	2,000	-
652.000	Postage	720	1,000	1,000	1,000	-	1,000	-
653.000	Advertising	-	-	-	-	N/A	-	N/A
654.000	Printing & Reproduction	171	500	500	500	-	500	-
707.000	Maintenance & Repair of Eqpt	1,697	1,500	1,500	1,500	-	1,500	-
712.000	Meter Maintenance	22,552	23,000	23,000	23,000	-	23,000	-

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
975.000	Departmental Overhead	32,000	32,000	32,000	32,000	-	32,000	-
976.000	General Overhead	27,000	27,000	27,000	27,000	-	27,000	-
977.000	Liability Insurance & Claims	3,300	3,300	3,300	5,400	63.6	5,400	-
978.000	Building Maintenance/Replacmnt	3,300	3,300	3,300	2,700	(18.2)	2,700	-
979.000	Vehicle Maintenance	2,600	-	-	-	N/A	-	N/A
981.000	Computer Maintenance	3,500	6,200	6,200	4,300	(30.6)	4,000	(7.0)
	TOTAL MAINTENANCE AND OPERATIONS	<u>103,631</u>	<u>109,300</u>	<u>109,300</u>	<u>108,900</u>	(0.4)	<u>108,600</u>	(0.3)
	TOTAL EXPENDITURES	<u>\$ 309,821</u>	<u>\$ 337,100</u>	<u>\$ 337,100</u>	<u>\$ 370,200</u>	9.8	<u>\$ 382,000</u>	3.2

City of La Palma

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
Personnel Services	\$ 31,862	\$ 54,500	\$ 54,500	\$ 90,900	66.8	\$ 94,700	4.2
Maintenance and Operations	177,469	278,900	278,900	179,500	(35.6)	181,900	1.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 209,332	\$ 333,400	\$ 333,400	\$ 270,400	(18.9)	\$ 276,600	2.3

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 system annually. Field personnel oversee this operation. They also respond to complaints or backups of sewage and suspected leakages.

PROGRAM EXPLANATION:

Code 501: Finance Director	0.05
Sr. Accounting Technician	0.05
Account Clerk	0.10
Public Works Director	0.05
Engineering Technician	0.10
Maintenance Supervisor	0.40
Administrative Secretary	0.10
	0.85

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

- 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.

- Code 600: Funds budgeted in this code include contract services for the following:
 - Annual system cleaning \$ 24,000

- 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.

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation 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.

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

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380



THIS PAGE INTENTIONALLY LEFT BLANK

City of La Palma

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code	Description	Fiscal Year 2010-11 Actual	Fiscal Year 2011-12 Adopted	Fiscal Year 2011-12 Amended	Fiscal Year 2012-13 Adopted	% Change from Fiscal Year 2011-12 Amended	Fiscal Year 2013-14 Estimated	% Change from Fiscal Year 2012-13 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 19,183	\$ 36,000	\$ 36,000	\$ 63,200	75.6	\$ 66,300	4.9
505.000	Salary Savings Credit	-	(1,600)	(1,600)	(2,800)	75.0	(2,900)	3.6
530.000	Overtime	3,305	3,500	3,500	1,800	(48.6)	1,800	-
550.000	Employee Benefits	9,375	16,600	16,600	28,700	72.9	29,500	2.8
	TOTAL PERSONNEL SERVICES	<u>31,862</u>	<u>54,500</u>	<u>54,500</u>	<u>90,900</u>	66.8	<u>94,700</u>	4.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	23,342	- 126,500	- 126,500	24,000	(81.0)	26,500	10.4
691.000	Communications	1,275	- 1,500	- 1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	653	- 200	- 200	200	-	200	-

City of La Palma

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2010-11 Actual	2011-12 Adopted	2011-12 Amended	2012-13 Adopted	Fiscal Year 2011-12 Amended	2013-14 Estimated	Fiscal Year 2012-13 Adopted
975.000	Departmental Overhead	2,200 -	2,200 -	2,200	2,200	-	2,200	-
976.000	General Overhead	10,000 -	10,000 -	10,000	10,000	-	10,000	-
977.000	Liability Insurance & Claims	3,000 -	3,000 -	3,000	1,500	(50.0)	1,500	-
978.000	Building Maintenance/Replacmnt	2,500 -	2,500 -	2,500	800	(68.0)	800	-
979.000	Vehicle Maintenance	2,600 -	4,500 -	4,500	5,100	13.3	5,100	-
980.000	Vehicle Replacement	3,800 -	1,400 -	1,400	8,000	471.4	8,000	-
981.000	Computer Maintenance	3,100 -	2,100 -	2,100	1,200	(42.9)	1,100	(8.3)
984.000	Transfer out	125,000 -	125,000 -	125,000	125,000	-	125,000	-
990.053	Transfer to Sewer Replac Rsrv	-	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	177,469	278,900	278,900	179,500	(35.6)	181,900	1.3
	TOTAL EXPENDITURES	<u>\$ 209,332</u>	<u>\$ 333,400</u>	<u>\$ 333,400</u>	<u>\$ 270,400</u>	(18.9)	<u>\$ 276,600</u>	2.3



THIS PAGE INTENTIONALLY LEFT BLANK