

Utilities

Summary of Departmental Expenditures by Program:

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Water Administration	\$ 853,163	\$ 146,900	\$ 146,900	\$ 151,400	3.1	\$ 156,200	3.2
Water Production	1,464,265	1,542,100	1,542,100	1,572,300	2.0	1,592,200	1.3
Water Transmission	410,422	498,100	498,100	504,320	1.2	463,720	(8.1)
Water Billing	254,708	237,800	237,800	269,100	13.2	286,000	6.3
Total Water Fund	2,982,558	2,424,900	2,424,900	2,497,120	3.0	2,498,120	0.0
Sewer	842,571	224,800	224,800	226,600	0.8	229,400	1.2
Total Departmental Expenditures	<u>\$ 3,825,129</u>	<u>\$ 2,649,700</u>	<u>\$ 2,649,700</u>	<u>\$ 2,723,720</u>	2.8	<u>\$ 2,727,520</u>	0.1

Summary of Departmental Expenditures by Category:

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 443,462	\$ 415,100	\$ 415,100	\$ 466,300	12.3	\$ 498,000	6.8
Maintenance and Operations	3,365,148	2,234,600	2,234,600	2,257,420	1.0	2,229,520	(1.2)
Capital Outlay/Improvements	16,519	-	-	-	N/A	-	N/A
Total Departmental Expenditures	<u>\$ 3,825,129</u>	<u>\$ 2,649,700</u>	<u>\$ 2,649,700</u>	<u>\$ 2,723,720</u>	2.8	<u>\$ 2,727,520</u>	0.1

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-370

PROGRAM: Water Administration

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 61,101	\$ 64,100	\$ 64,100	\$ 67,600	5.5	\$ 70,700	4.6
Maintenance and Operations	792,062	82,800	82,800	83,800	1.2	85,500	2.0
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 853,163	\$ 146,900	\$ 146,900	\$ 151,400	3.1	\$ 156,200	3.2

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 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:

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: Pro rata share of the Public Works departmental overhead based on 2007 Cost Allocation Study.
- Code 976: Pro rata share of general administrative overhead based on 2007 Cost Allocation 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.

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370



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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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 41,837	\$ 44,100	\$ 44,100	\$ 46,200	4.8	\$ 48,100	4.1
505.000	Salary Savings Credit	-	(2,000)	(2,000)	(2,100)	5.0	(2,200)	4.8
530.000	Overtime	364	500	500	500	-	500	-
550.000	Employee Benefits	18,900	21,500	21,500	23,000	7.0	24,300	5.7
	TOTAL PERSONNEL SERVICES	61,101	64,100	64,100	67,600	5.5	70,700	4.6
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	-	35,000	35,000	35,000	-	35,000	-
620.000	Meetings & Training	576	1,900	1,900	1,900	-	1,900	-
622.000	Publications & Dues	71	700	700	700	-	700	-
650.000	Office Supplies	160	200	200	200	-	200	-
654.000	Printing & Reproduction	1,424	500	500	500	-	500	-
691.000	Communications	408	600	600	600	-	600	-
975.000	Departmental Overhead	-	15,700	15,700	16,100	2.5	16,600	3.1
976.000	General Overhead	2,200	14,500	14,500	15,000	3.4	15,500	3.3
977.000	Liability Insurance & Claims	3,300	1,900	1,900	1,600	(15.8)	2,000	25.0
978.000	Building Maintenance/Replacmnt	5,500	1,400	1,400	1,400	-	1,400	-
979.000	Vehicle Maintenance	1,400	8,900	8,900	9,000	1.1	9,300	3.3
980.000	Vehicle Replacement	7,500	800	800	800	-	800	-

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
981.000	Computer Maintenance	800	700	700	1,000	42.9	1,000	-
983.000	Transfer to 800 MHZ Comm System	4,000	-	-	-	N/A	-	N/A
990.055	Transfer to Water Capital Res	764,723	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	792,062	82,800	82,800	83,800	1.2	85,500	2.0
	TOTAL EXPENDITURES	<u>\$ 853,163</u>	<u>\$ 146,900</u>	<u>\$ 146,900</u>	<u>\$ 151,400</u>	3.1	<u>\$ 156,200</u>	3.2

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 93,767	\$ 101,900	\$ 101,900	\$ 112,800	10.7	\$ 119,700	6.1
Maintenance and Operations	1,370,498	1,440,200	1,440,200	1,459,500	1.3	1,472,500	0.9
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 1,464,265	\$ 1,542,100	\$ 1,542,100	\$ 1,572,300	2.0	\$ 1,592,200	1.3

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.

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 and other repairs needed during off hours.

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. Added \$16,000 due to an increase in contract repair cost.		30,000

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.

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

- Code 749: Payments to the Metropolitan Water District (MDW) for imported water. Cost reflects a 14.6% expected increase to purchase MWD 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: Pro rata share of the Public Works departmental overhead based on 2007 Cost Allocation Study.
- Code 976: Pro rata share of general administrative overhead based on 2007 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

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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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 41,339	\$ 50,600	\$ 50,600	\$ 57,700	14.0	\$ 62,200	7.8
505.000	Salary Savings Credit	-	(2,300)	(2,300)	(2,600)	13.0	(2,800)	7.7
520.000	Special Pay	25,229	25,800	25,800	25,800	-	25,800	-
530.000	Overtime	99	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	27,100	24,700	24,700	28,800	16.6	31,400	9.0
	TOTAL PERSONNEL SERVICES	93,767	101,900	101,900	112,800	10.7	119,700	6.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	39,000	36,100	36,100	52,100	44.3	52,100	-
691.000	Communications	876	1,000	1,000	1,000	-	1,000	-
692.000	Gas	769	10,000	10,000	10,000	-	10,000	-
705.000	Maintenance & Repair Materials	4,528	10,000	10,000	10,000	-	10,000	-
707.000	Maintenance & Repair of Eqpt	366	3,400	3,400	3,400	-	3,400	-
710.000	Pump & Well Repair	9,013	70,600	70,600	20,600	(70.8)	20,600	-
747.000	Water Pumping Charge	465,290	595,000	595,000	595,000	-	595,000	-
748.000	Chlorination	63,564	75,000	75,000	75,000	-	75,000	-
749.000	Water Purchase - MWD	335,192	270,300	270,300	320,000	18.4	320,000	-
975.000	Departmental Overhead	54,000	18,200	18,200	18,800	3.3	19,500	3.7
976.000	General Overhead	80,400	56,900	56,900	58,600	3.0	60,500	3.2
977.000	Liability Insurance & Claims	46,800	40,500	40,500	34,600	(14.6)	44,600	28.9

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
978.000	Building Maintenance/Replacmnt	19,700	19,700	19,700	19,700	-	19,700	-
979.000	Vehicle Maintenance	11,500	12,700	12,700	13,000	2.4	13,400	3.1
980.000	Vehicle Replacement	5,200	5,200	5,200	5,200	-	5,200	-
981.000	Computer Maintenance	34,300	15,600	15,600	22,500	44.2	22,500	-
984.000	Transfer out	200,000	200,000	200,000	200,000	-	200,000	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>1,370,498</u>	<u>1,440,200</u>	<u>1,440,200</u>	<u>1,459,500</u>	1.3	<u>1,472,500</u>	0.9
	TOTAL EXPENDITURES	<u>\$ 1,464,265</u>	<u>\$ 1,542,100</u>	<u>\$ 1,542,100</u>	<u>\$ 1,572,300</u>	2.0	<u>\$ 1,592,200</u>	1.3

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-372

PROGRAM: Water Transmission

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 74,962	\$ 76,100	\$ 76,100	\$ 91,400	20.1	\$ 98,300	7.5
Maintenance and Operations	318,941	422,000	422,000	412,920	(2.2)	365,420	(11.5)
Capital Outlay/Improvements	16,519	-	-	-	N/A	-	N/A
Total	\$ 410,422	\$ 498,100	\$ 498,100	\$ 504,320	1.2	\$ 463,720	(8.1)

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 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:

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 (FY 2008-09)	5,000
Digitization of water plans (FY2008-09)	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 2009-10.

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	1,020

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 five (5) deteriorated fire hydrants per year.

Code 725: Miscellaneous, small pieces of equipment.

Code 975: Pro rata share of the Public Works departmental overhead based on 2007 Cost Allocation Study.

Code 976: Pro rata share of general administrative overhead based on 2007 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.

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.

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 41,339	\$ 50,600	\$ 50,600	\$ 57,700	14.0	\$ 62,200	7.8
505.000	Salary Savings Credit	-	(2,300)	(2,300)	(2,600)	13.0	(2,800)	7.7
530.000	Overtime	6,523	3,100	3,100	7,500	141.9	7,500	-
550.000	Employee Benefits	27,100	24,700	24,700	28,800	16.6	31,400	9.0
	TOTAL PERSONNEL SERVICES	74,962	76,100	76,100	91,400	20.1	98,300	7.5
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	61,074	109,000	109,000	95,000	(12.8)	42,000	(55.8)
622.000	Publications & Dues	-	500	500	500	-	500	-
691.000	Communications	1,526	4,100	4,100	4,520	10.2	4,520	-
692.000	Gas	148	500	500	500	-	500	-
693.000	Electric	149,762	162,500	162,500	162,500	-	162,500	-
705.000	Maintenance & Repair Materials	19,903	20,000	20,000	20,000	-	20,000	-
707.000	Maintenance & Repair of Eqpt	7,007	800	800	2,000	150.0	2,000	-
711.000	Hydrant Repair	840	10,000	10,000	10,000	-	10,000	-
725.000	Small Tools/Other Equipment	181	200	200	500	150.0	500	-
975.000	Departmental Overhead	12,600	18,200	18,200	18,800	3.3	19,400	3.2
976.000	General Overhead	18,300	56,200	56,200	57,800	2.8	59,600	3.1
977.000	Liability Insurance & Claims	13,900	11,600	11,600	10,100	(12.9)	13,000	28.7
978.000	Building Maintenance/Replacmnt	5,000	5,000	5,000	5,000	-	5,000	-

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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
979.000	Vehicle Maintenance	3,600	3,900	3,900	4,100	5.1	4,300	4.9
980.000	Vehicle Replacement	15,000	15,000	15,000	15,000	-	15,000	-
981.000	Computer Maintenance	10,100	4,500	4,500	6,600	46.7	6,600	-
	TOTAL MAINTENANCE AND OPERATIONS	<u>318,941</u>	<u>422,000</u>	<u>422,000</u>	<u>412,920</u>	(2.2)	<u>365,420</u>	(11.5)
	CAPITAL OUTLAY/IMPROVEMENTS							
803.000	Office Equipment	16,519	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	<u>16,519</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A	<u>-</u>	N/A
	TOTAL EXPENDITURES	<u>\$ 410,422</u>	<u>\$ 498,100</u>	<u>\$ 498,100</u>	<u>\$ 504,320</u>	1.2	<u>\$ 463,720</u>	(8.1)

City of La Palma

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 175,394	\$ 149,800	\$ 149,800	\$ 170,000	13.5	\$ 183,600	8.0
Maintenance and Operations	79,314	88,000	88,000	99,100	12.6	102,400	3.3
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 254,708	\$ 237,800	\$ 237,800	\$ 269,100	13.2	\$ 286,000	6.3

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: 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.
- Code 975: Pro rata share of the Public Works departmental overhead based on 2007 Cost Allocation Study.
- Code 976: Pro rata share of general administrative overhead based on 2007 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.

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

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



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City of La Palma

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 109,480	\$ 101,700	\$ 101,700	\$ 114,800	12.9	\$ 123,600	7.7
505.000	Salary Savings Credit	-	(4,600)	(4,600)	(5,200)	13.0	(5,600)	7.7
530.000	Overtime	186	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	63,100	49,600	49,600	57,300	15.5	62,500	9.1
	TOTAL PERSONNEL SERVICES	175,394	149,800	149,800	170,000	13.5	183,600	8.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	8,118	-	-	4,800	N/A	4,800	-
604.000	Computer Software Support	774	1,500	1,500	1,500	-	1,500	-
623.000	Uniforms	3,735	3,600	3,600	3,600	-	3,600	-
650.000	Office Supplies	1,712	3,100	3,100	3,100	-	3,100	-
652.000	Postage	703	1,000	1,000	1,000	-	1,000	-
712.000	Meter Maintenance	24,672	20,000	20,000	25,000	25.0	25,000	-
975.000	Departmental Overhead	7,900	24,300	24,300	25,100	3.3	25,900	3.2
976.000	General Overhead	11,800	19,900	19,900	20,500	3.0	21,200	3.4
977.000	Liability Insurance & Claims	8,100	6,500	6,500	5,300	(18.5)	6,900	30.2
978.000	Building Maintenance/Replacmnt	3,300	3,300	3,300	3,300	-	3,300	-

City of La Palma

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	2007-08 Amended	2009-10 Estimated	2008-09 Adopted
979.000	Vehicle Maintenance	1,900	2,300	2,300	2,400	4.3	2,600	8.3
981.000	Computer Maintenance	6,600	2,500	2,500	3,500	40.0	3,500	-
	TOTAL MAINTENANCE AND OPERATIONS	79,314	88,000	88,000	99,100	12.6	102,400	3.3
	TOTAL EXPENDITURES	<u>\$ 254,708</u>	<u>\$ 237,800</u>	<u>\$ 237,800</u>	<u>\$ 269,100</u>	13.2	<u>\$ 286,000</u>	6.3

City of La Palma

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

	Fiscal Year 2006-07 Actual	Fiscal Year 2007-08 Adopted	Fiscal Year 2007-08 Amended	Fiscal Year 2008-09 Adopted	% Change from Fiscal Year 2007-08 Amended	Fiscal Year 2009-10 Estimated	% Change from Fiscal Year 2008-09 Adopted
Personnel Services	\$ 38,238	\$ 23,200	\$ 23,200	\$ 24,500	5.6	\$ 25,700	4.9
Maintenance and Operations	804,333	201,600	201,600	202,100	0.2	203,700	0.8
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 842,571	\$ 224,800	\$ 224,800	\$ 226,600	0.8	\$ 229,400	1.2

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. 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: Pro rata share of the Public Works departmental overhead based on 2007 Cost Allocation Study.

- Code 976: Pro rata share of general administrative overhead based on 2007 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.

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

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

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380



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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
		2006-07 Actual	2007-08 Adopted	2007-08 Amended	2008-09 Adopted	Fiscal Year 2007-08 Amended	2009-10 Estimated	Fiscal Year 2008-09 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 26,738	\$ 15,700	\$ 15,700	\$ 16,500	5.1	\$ 17,300	4.8
505.000	Salary Savings Credit	-	(700)	(700)	(800)	14.3	(800)	-
530.000	Overtime	-	500	500	500	-	500	-
550.000	Employee Benefits	11,500	7,700	7,700	8,300	7.8	8,700	4.8
	TOTAL PERSONNEL SERVICES	38,238	23,200	23,200	24,500	5.6	25,700	4.9
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	19,854	35,000	35,000	35,000	-	35,000	-
691.000	Communications	1,167	1,500	1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	240	200	200	200	-	200	-
975.000	Departmental Overhead	10,100	3,900	3,900	4,000	2.6	4,100	2.5
976.000	General Overhead	15,100	24,400	24,400	25,100	2.9	25,900	3.2
977.000	Liability Insurance & Claims	11,500	2,300	2,300	1,700	(26.1)	2,200	29.4
978.000	Building Maintenance/Replacmnt	2,500	2,500	2,500	2,500	-	2,500	-
979.000	Vehicle Maintenance	1,900	2,300	2,300	2,400	4.3	2,600	8.3
980.000	Vehicle Replacement	3,600	3,600	3,600	3,600	-	3,600	-
981.000	Computer Maintenance	8,300	900	900	1,100	22.2	1,100	-

City of La Palma

DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2006-07 Actual</u>	<u>Fiscal Year 2007-08 Adopted</u>	<u>Fiscal Year 2007-08 Amended</u>	<u>Fiscal Year 2008-09 Adopted</u>	<u>% Change from Fiscal Year 2007-08 Amended</u>	<u>Fiscal Year 2009-10 Estimated</u>	<u>% Change from Fiscal Year 2008-09 Adopted</u>
984.000	Transfer out	125,000	125,000	125,000	125,000	-	125,000	-
990.053	Transfer to Sewer Replac Rsrv	605,072	-	-	-	N/A	-	N/A
	TOTAL MAINTENANCE AND OPERATIONS	<u>804,333</u>	<u>201,600</u>	<u>201,600</u>	<u>202,100</u>	0.2	<u>203,700</u>	0.8
	TOTAL EXPENDITURES	<u>\$ 842,571</u>	<u>\$ 224,800</u>	<u>\$ 224,800</u>	<u>\$ 226,600</u>	0.8	<u>\$ 229,400</u>	1.2



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