

# Utilities

**Summary of Departmental Expenditures by Program:**

	<b>Fiscal Year 2007-08 Actual</b>	<b>Fiscal Year 2008-09 Adopted</b>	<b>Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2009-10 Adopted</b>	<b>% Change from Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2010-11 Estimated</b>	<b>% Change from Fiscal Year 2009-10 Adopted</b>
Water Administration	\$ 115,269	\$ 151,400	\$ 151,400	\$ 172,800	14.1	\$ 167,800	(2.9)
Water Production	1,618,737	1,572,300	1,572,300	1,808,500	15.0	1,677,000	(7.3)
Water Transmission	501,757	504,320	504,320	439,220	(12.9)	450,520	2.6
Water Billing	285,828	269,100	269,100	278,200	3.4	294,300	5.8
Total Water Fund	2,521,591	2,497,120	2,497,120	2,698,720	8.1	2,589,620	(4.0)
Sewer	319,327	226,600	226,600	223,500	(1.4)	220,800	(1.2)
Total Departmental Expenditures	<u>\$ 2,840,918</u>	<u>\$ 2,723,720</u>	<u>\$ 2,723,720</u>	<u>\$ 2,922,220</u>	7.3	<u>\$ 2,810,420</u>	(3.8)

**Summary of Departmental Expenditures by Category:**

	<b>Fiscal Year 2007-08 Actual</b>	<b>Fiscal Year 2008-09 Adopted</b>	<b>Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2009-10 Adopted</b>	<b>% Change from Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2010-11 Estimated</b>	<b>% Change from Fiscal Year 2009-10 Adopted</b>
Personnel Services	\$ 467,695	\$ 466,300	\$ 466,300	\$ 484,600	3.9	\$ 518,900	7.1
Maintenance and Operations	2,360,758	2,257,420	2,257,420	2,285,920	1.3	2,291,520	0.2
Capital Outlay/Improvements	12,465	-	-	151,700	N/A	-	(100.0)
Total Departmental Expenditures	<u>\$ 2,840,918</u>	<u>\$ 2,723,720</u>	<u>\$ 2,723,720</u>	<u>\$ 2,922,220</u>	7.3	<u>\$ 2,810,420</u>	(3.8)

**City of La Palma**

**DEPARTMENT: Utilities**

**Account Code: 050-370**

**PROGRAM: Water Administration**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ 64,988	\$ 67,600	\$ 67,600	\$ 70,700	4.6	\$ 75,600	6.9
Maintenance and Operations	46,778	83,800	83,800	90,400	7.9	92,200	2.0
Capital Outlay/Improvements	3,503	-	-	11,700	N/A	-	(100.0)
<b>Total</b>	<b>\$ 115,269</b>	<b>\$ 151,400</b>	<b>\$ 151,400</b>	<b>\$ 172,800</b>	<b>14.1</b>	<b>\$ 167,800</b>	<b>(2.9)</b>

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  
Engineering 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 804: Funds budgeted in this code includes 29 Motorola hand held radios.

Code 975: Pro rata share of the Public Works departmental overhead based on 2008 Cost Allocation Study.

**DEPARTMENT: Utilities**

**Account Code: 050-370**

**PROGRAM: Water Administration**

Code 976: Pro rata share of general administrative overhead based on 2008 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



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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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 44,293	\$ 46,200	\$ 46,200	\$ 48,500	5.0	\$ 52,400	8.0
505.000	Salary Savings Credit	-	(2,100)	(2,100)	(2,200)	4.8	(2,300)	4.5
530.000	Overtime	35	500	500	500	-	500	-
550.000	Employee Benefits	20,660	23,000	23,000	23,900	3.9	25,000	4.6
	<b>TOTAL PERSONNEL SERVICES</b>	<b>64,988</b>	<b>67,600</b>	<b>67,600</b>	<b>70,700</b>	<b>4.6</b>	<b>75,600</b>	<b>6.9</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	-	35,000	35,000	35,000	-	35,000	-
620.000	Meetings & Training	186	1,900	1,900	5,000	163.2	5,000	-
622.000	Publications & Dues	191	700	700	700	-	700	-
650.000	Office Supplies	280	200	200	400	100.0	400	-
654.000	Printing & Reproduction	1,782	500	500	500	-	500	-
691.000	Communications	439	600	600	600	-	600	-
975.000	Departmental Overhead	15,700	16,100	16,100	14,900	(7.5)	15,400	3.4
976.000	General Overhead	14,500	15,000	15,000	19,700	31.3	20,300	3.0
977.000	Liability Insurance & Claims	1,900	1,600	1,600	1,000	(37.5)	1,100	10.0
978.000	Building Maintenance/Replacmnt	1,400	1,400	1,400	1,400	-	1,400	-
979.000	Vehicle Maintenance	8,900	9,000	9,000	9,300	3.3	9,800	5.4
980.000	Vehicle Replacement	800	800	800	900	12.5	1,000	11.1

## 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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
981.000	Computer Maintenance	700	1,000	1,000	1,000	-	1,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>46,778</u>	<u>83,800</u>	<u>83,800</u>	<u>90,400</u>	7.9	<u>92,200</u>	2.0
	<b>CAPITAL OUTLAY/IMPROVEMENTS</b>							
804.000	Machinery & Equipment	3,503	-	-	11,700	N/A	-	(100.0)
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>3,503</u>	<u>-</u>	<u>-</u>	<u>11,700</u>	N/A	<u>-</u>	<u>(100.0)</u>
	<b>TOTAL EXPENDITURES</b>	<u>\$ 115,269</u>	<u>\$ 151,400</u>	<u>\$ 151,400</u>	<u>\$ 172,800</u>	14.1	<u>\$ 167,800</u>	(2.9)

**City of La Palma**

**DEPARTMENT: Utilities**

**Account Code: 050-371**

**PROGRAM: Water Production**

	<b>Fiscal Year 2007-08 Actual</b>	<b>Fiscal Year 2008-09 Adopted</b>	<b>Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2009-10 Adopted</b>	<b>% Change from Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2010-11 Estimated</b>	<b>% Change from Fiscal Year 2009-10 Adopted</b>
Personnel Services	\$ 99,865	\$ 112,800	\$ 112,800	\$ 114,600	1.6	\$ 121,700	6.2
Maintenance and Operations	1,510,547	1,459,500	1,459,500	1,553,900	6.5	1,555,300	0.1
Capital Outlay/Improvements	8,325	-	-	140,000	N/A	-	(100.0)
<b>Total</b>	<b>\$ 1,618,737</b>	<b>\$ 1,572,300</b>	<b>\$ 1,572,300</b>	<b>\$ 1,808,500</b>	<b>15.0</b>	<b>\$ 1,677,000</b>	<b>(7.3)</b>

PROGRAM DESCRIPTION:

This Division is responsible for supplying water to the City’s water system. 36% 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 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.	30,000
GIS Software	5,000

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.
  
- Code 786: Depreciation is no longer budgeted, as the historical cost of capital assets is excluded from fund balance available for appropriation.
  
- Code 804: Funds budgeted in this code include replacement of machinery and equipment for the following:

Reservoir Management System	\$	60,000
Walker Well Booster Station Programmable Logic Controller (PLC)		25,000
City Yard Booster Station Variable Frequency Drive Upgrade		38,000
The replacement of 2 Data Chart Recorders		12,000
Rectifier for the Cathodic Protection Equipment at Walker Well Reservoir		5,000
  
- Code 975: Pro rata share of the Public Works departmental overhead based on 2008 Cost Allocation Study.
  
- Code 976: Pro rata share of general administrative overhead based on 2008 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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	Fiscal Year 2008-09 Amended	2010-11 Estimated	Fiscal Year 2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 49,406	\$ 57,700	\$ 57,700	\$ 59,300	2.8	\$ 64,800	9.3
505.000	Salary Savings Credit	-	(2,600)	(2,600)	(2,700)	3.8	(2,900)	7.4
520.000	Special Pay	27,271	25,800	25,800	25,800	-	25,800	-
530.000	Overtime	-	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	23,188	28,800	28,800	29,100	1.0	30,900	6.2
	<b>TOTAL PERSONNEL SERVICES</b>	<b>99,865</b>	<b>112,800</b>	<b>112,800</b>	<b>114,600</b>	<b>1.6</b>	<b>121,700</b>	<b>6.2</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	53,277	52,100	52,100	57,100	9.6	52,100	(8.8)
691.000	Communications	885	1,000	1,000	2,500	150.0	2,500	-
692.000	Gas	775	10,000	10,000	10,000	-	10,000	-
705.000	Maintenance & Repair Materials	11,331	10,000	10,000	10,000	-	10,000	-
707.000	Maintenance & Repair of Eqpt	8,630	3,400	3,400	3,400	-	3,400	-
710.000	Pump & Well Repair	26,065	20,600	20,600	20,600	-	20,600	-
747.000	Water Pumping Charge	407,733	595,000	595,000	595,000	-	595,000	-
748.000	Chlorination	54,904	75,000	75,000	75,000	-	75,000	-
749.000	Water Purchase - MWD	370,696	320,000	320,000	420,000	31.3	420,000	-
786.000	Depreciation	207,451	-	-	-	N/A	-	N/A
975.000	Departmental Overhead	18,200	18,800	18,800	18,600	(1.1)	19,200	3.2
976.000	General Overhead	56,900	58,600	58,600	53,400	(8.9)	55,000	3.0

## 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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	Fiscal Year 2008-09 Amended	2010-11 Estimated	Fiscal Year 2009-10 Adopted
977.000	Liability Insurance & Claims	40,500	34,600	34,600	24,500	(29.2)	27,900	13.9
978.000	Building Maintenance/Replacmnt	19,700	19,700	19,700	19,700	-	19,700	-
979.000	Vehicle Maintenance	12,700	13,000	13,000	13,400	3.1	14,000	4.5
980.000	Vehicle Replacement	5,200	5,200	5,200	5,400	3.8	5,600	3.7
981.000	Computer Maintenance	15,600	22,500	22,500	25,300	12.4	25,300	-
984.000	Transfer out	200,000	200,000	200,000	200,000	-	200,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>1,510,547</u>	<u>1,459,500</u>	<u>1,459,500</u>	<u>1,553,900</u>	6.5	<u>1,555,300</u>	0.1
	<b>CAPITAL OUTLAY/IMPROVEMENTS</b>							
801.000	Building Improvements	8,325	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	-	-	-	140,000	N/A	-	(100.0)
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>8,325</u>	<u>-</u>	<u>-</u>	<u>140,000</u>	N/A	<u>-</u>	(100.0)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 1,618,737</u>	<u>\$ 1,572,300</u>	<u>\$ 1,572,300</u>	<u>\$ 1,808,500</u>	15.0	<u>\$ 1,677,000</u>	(7.3)

**City of La Palma**

**DEPARTMENT: Utilities**

**Account Code: 050-372**

**PROGRAM: Water Transmission**

	<b>Fiscal Year 2007-08 Actual</b>	<b>Fiscal Year 2008-09 Adopted</b>	<b>Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2009-10 Adopted</b>	<b>% Change from Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2010-11 Estimated</b>	<b>% Change from Fiscal Year 2009-10 Adopted</b>
Personnel Services	\$ 88,452	\$ 91,400	\$ 91,400	\$ 93,200	2.0	\$ 100,300	7.6
Maintenance and Operations	412,668	412,920	412,920	346,020	(16.2)	350,220	1.2
Capital Outlay/Improvements	637	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 501,757</b>	<b>\$ 504,320</b>	<b>\$ 504,320</b>	<b>\$ 439,220</b>	<b>(12.9)</b>	<b>\$ 450,520</b>	<b>2.6</b>

**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
	Miscellaneous consulting services as needed		20,000
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:		
	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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 49,406	\$ 57,700	\$ 57,700	\$ 59,300	2.8	\$ 64,800	9.3
505.000	Salary Savings Credit	-	(2,600)	(2,600)	(2,700)	3.8	(2,900)	7.4
530.000	Overtime	15,858	7,500	7,500	7,500	-	7,500	-
550.000	Employee Benefits	23,188	28,800	28,800	29,100	1.0	30,900	6.2
	<b>TOTAL PERSONNEL SERVICES</b>	<b>88,452</b>	<b>91,400</b>	<b>91,400</b>	<b>93,200</b>	<b>2.0</b>	<b>100,300</b>	<b>7.6</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	127,249	95,000	95,000	42,000	(55.8)	42,000	-
622.000	Publications & Dues	-	500	500	500	-	500	-
691.000	Communications	1,633	4,520	4,520	4,520	-	4,520	-
692.000	Gas	175	500	500	500	-	500	-
693.000	Electric	142,415	162,500	162,500	162,500	-	162,500	-
705.000	Maintenance & Repair Materials	14,626	20,000	20,000	20,000	-	20,000	-
707.000	Maintenance & Repair of Eqpt	10,660	2,000	2,000	2,000	-	2,000	-
711.000	Hydrant Repair	507	10,000	10,000	1,500	(85.0)	1,500	-
725.000	Small Tools/Other Equipment	1,003	500	500	2,000	300.0	2,000	-
975.000	Departmental Overhead	18,200	18,800	18,800	18,600	(1.1)	19,200	3.2
976.000	General Overhead	56,200	57,800	57,800	51,900	(10.2)	53,500	3.1
977.000	Liability Insurance & Claims	11,600	10,100	10,100	7,400	(26.7)	8,400	13.5
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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
979.000	Vehicle Maintenance	3,900	4,100	4,100	4,300	4.9	4,500	4.7
980.000	Vehicle Replacement	15,000	15,000	15,000	15,700	4.7	16,500	5.1
981.000	Computer Maintenance	4,500	6,600	6,600	7,600	15.2	7,600	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>412,668</u>	<u>412,920</u>	<u>412,920</u>	<u>346,020</u>	(16.2)	<u>350,220</u>	1.2
	<b>CAPITAL OUTLAY/IMPROVEMENTS</b>							
803.000	Office Equipment	127	-	-	-	N/A	-	N/A
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>637</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A	<u>-</u>	N/A
	<b>TOTAL EXPENDITURES</b>	<u>\$ 501,757</u>	<u>\$ 504,320</u>	<u>\$ 504,320</u>	<u>\$ 439,220</u>	(12.9)	<u>\$ 450,520</u>	2.6

**City of La Palma**

**DEPARTMENT: Utilities**

**Account Code: 050-373**

**PROGRAM: Water Billing**

	Fiscal Year 2007-08 Actual	Fiscal Year 2008-09 Adopted	Fiscal Year 2008-09 Amended	Fiscal Year 2009-10 Adopted	% Change from Fiscal Year 2008-09 Amended	Fiscal Year 2010-11 Estimated	% Change from Fiscal Year 2009-10 Adopted
Personnel Services	\$ 190,848	\$ 170,000	\$ 170,000	\$ 177,900	4.6	\$ 191,900	7.9
Maintenance and Operations	94,980	99,100	99,100	100,300	1.2	102,400	2.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 285,828</b>	<b>\$ 269,100</b>	<b>\$ 269,100</b>	<b>\$ 278,200</b>	<b>3.4</b>	<b>\$ 294,300</b>	<b>5.8</b>

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**

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**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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	2008-09 Amended	2010-11 Estimated	2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 129,033	\$ 114,800	\$ 114,800	\$ 120,900	5.3	\$ 131,800	9.0
505.000	Salary Savings Credit	-	(5,200)	(5,200)	(5,500)	5.8	(5,900)	7.3
530.000	Overtime	157	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	61,006	57,300	57,300	59,400	3.7	62,900	5.9
	<b>TOTAL PERSONNEL SERVICES</b>	<b>190,848</b>	<b>170,000</b>	<b>170,000</b>	<b>177,900</b>	<b>4.6</b>	<b>191,900</b>	<b>7.9</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	1,733	4,800	4,800	4,800	-	4,800	-
604.000	Computer Software Support	550	1,500	1,500	1,500	-	1,500	-
623.000	Uniforms	3,487	3,600	3,600	3,600	-	3,600	-
650.000	Office Supplies	2,394	3,100	3,100	3,100	-	3,100	-
652.000	Postage	19	1,000	1,000	1,000	-	1,000	-
712.000	Meter Maintenance	27,997	25,000	25,000	25,000	-	25,000	-
975.000	Departmental Overhead	24,300	25,100	25,100	24,700	(1.6)	25,500	3.2
976.000	General Overhead	19,900	20,500	20,500	23,900	16.6	24,600	2.9
977.000	Liability Insurance & Claims	6,500	5,300	5,300	3,300	(37.7)	3,800	15.2
978.000	Building Maintenance/Replacmnt	3,300	3,300	3,300	3,300	-	3,300	-

## City of La Palma

**DEPARTMENT: Utilities**

**Account Code: 050-373**

**PROGRAM: Water Billing**

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2007-08 Actual</u>	<u>Fiscal Year 2008-09 Adopted</u>	<u>Fiscal Year 2008-09 Amended</u>	<u>Fiscal Year 2009-10 Adopted</u>	<u>% Change from 2008-09 Amended</u>	<u>Fiscal Year 2010-11 Estimated</u>	<u>% Change from 2009-10 Adopted</u>
979.000	Vehicle Maintenance	2,300	2,400	2,400	2,600	8.3	2,700	3.8
981.000	Computer Maintenance	2,500	3,500	3,500	3,500	-	3,500	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>94,980</u>	<u>99,100</u>	<u>99,100</u>	<u>100,300</u>	1.2	<u>102,400</u>	2.1
	<b>TOTAL EXPENDITURES</b>	<u>\$ 285,828</u>	<u>\$ 269,100</u>	<u>\$ 269,100</u>	<u>\$ 278,200</u>	3.4	<u>\$ 294,300</u>	5.8

**City of La Palma**

**DEPARTMENT: Utilities**

**Account Code: 052-380**

**PROGRAM: Sewer**

	<b>Fiscal Year 2007-08 Actual</b>	<b>Fiscal Year 2008-09 Adopted</b>	<b>Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2009-10 Adopted</b>	<b>% Change from Fiscal Year 2008-09 Amended</b>	<b>Fiscal Year 2010-11 Estimated</b>	<b>% Change from Fiscal Year 2009-10 Adopted</b>
Personnel Services	\$ 23,542	\$ 24,500	\$ 24,500	\$ 28,200	15.1	\$ 29,400	4.3
Maintenance and Operations	295,785	202,100	202,100	195,300	(3.4)	191,400	(2.0)
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 319,327</b>	<b>\$ 226,600</b>	<b>\$ 226,600</b>	<b>\$ 223,500</b>	<b>(1.4)</b>	<b>\$ 220,800</b>	<b>(1.2)</b>

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
	GIS Software		5,000

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.

**DEPARTMENT: Utilities**

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**PROGRAM: Sewer**

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



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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
		2007-08 Actual	2008-09 Adopted	2008-09 Amended	2009-10 Adopted	Fiscal Year 2008-09 Amended	2010-11 Estimated	Fiscal Year 2009-10 Adopted
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 16,052	\$ 16,500	\$ 16,500	\$ 19,200	16.4	\$ 20,200	5.2
505.000	Salary Savings Credit	-	(800)	(800)	(900)	12.5	(900)	-
530.000	Overtime	-	500	500	500	-	500	-
550.000	Employee Benefits	7,490	8,300	8,300	9,400	13.3	9,600	2.1
	<b>TOTAL PERSONNEL SERVICES</b>	<b>23,542</b>	<b>24,500</b>	<b>24,500</b>	<b>28,200</b>	<b>15.1</b>	<b>29,400</b>	<b>4.3</b>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	35,889	35,000	35,000	40,000	14.3	35,000	(12.5)
691.000	Communications	1,284	1,500	1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	-	200	200	200	-	200	-
786.000	Depreciation	93,712	-	-	-	N/A	-	N/A
975.000	Departmental Overhead	3,900	4,000	4,000	4,000	-	4,100	2.5
976.000	General Overhead	24,400	25,100	25,100	9,600	(61.8)	9,900	3.1
977.000	Liability Insurance & Claims	2,300	1,700	1,700	3,000	76.5	3,400	13.3
978.000	Building Maintenance/Replacmnt	2,500	2,500	2,500	2,500	-	2,500	-
979.000	Vehicle Maintenance	2,300	2,400	2,400	2,600	8.3	2,700	3.8
980.000	Vehicle Replacement	3,600	3,600	3,600	3,800	5.6	4,000	5.3
981.000	Computer Maintenance	900	1,100	1,100	3,100	181.8	3,100	-

## City of La Palma

**DEPARTMENT: Utilities**

**Account Code: 052-380**

**PROGRAM: Sewer**

<u>Code</u>	<u>Description</u>	<u>Fiscal Year 2007-08 Actual</u>	<u>Fiscal Year 2008-09 Adopted</u>	<u>Fiscal Year 2008-09 Amended</u>	<u>Fiscal Year 2009-10 Adopted</u>	<u>% Change from Fiscal Year 2008-09 Amended</u>	<u>Fiscal Year 2010-11 Estimated</u>	<u>% Change from Fiscal Year 2009-10 Adopted</u>
984.000	Transfer out	125,000	125,000	125,000	125,000	-	125,000	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>295,785</u>	<u>202,100</u>	<u>202,100</u>	<u>195,300</u>	(3.4)	<u>191,400</u>	(2.0)
	<b>TOTAL EXPENDITURES</b>	<u>\$ 319,327</u>	<u>\$ 226,600</u>	<u>\$ 226,600</u>	<u>\$ 223,500</u>	(1.4)	<u>\$ 220,800</u>	(1.2)



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