

Utilities - Water and Sewer Funds

Summary of Expenditures by Fund:

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Projected	% Change from Fiscal Year 2015-16 Estimated	Fiscal Year 2014-15 Adopted
Water Funds:								
Water Administration	\$ 185,015	\$ 198,400	\$ 199,400	\$ 199,400	\$ 229,600	15.1	\$ 233,000	1.5
Water Production	1,972,059	2,246,200	2,276,135	2,276,135	1,910,495	(16.1)	1,929,451	1.0
Water Transmission	472,495	423,200	429,100	429,100	476,900	11.1	486,205	2.0
Water Billing	366,462	357,100	357,100	357,100	407,600	14.1	414,600	1.7
Total Water Funds	\$ 2,996,031	\$ 3,224,900	\$ 3,261,735	\$ 3,261,735	\$ 3,024,595	(7.3)	\$ 3,063,256	1.3
Sewer Fund:								
Sewer	282,032	552,725	547,625	547,625	251,786	(54.0)	255,628	1.5
Total Utilities Expenditures	\$ 3,278,063	\$ 3,777,625	\$ 3,809,360	\$ 3,809,360	\$ 3,276,381	(14.0)	\$ 3,318,884	1.3

Summary of Expenditures by Category (All Utilities Funds):

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2013-14 Projected	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Projected	% Change from Fiscal Year 2015-16 Estimated	Fiscal Year 2014-15 Adopted
Personnel Services	\$ 745,906	\$ 689,100	\$ 672,500	\$ 672,500	\$ 739,500	10.0	\$ 753,800	1.9
Maintenance and Operations	2,527,765	3,088,525	3,136,860	3,136,860	2,536,881	(19.1)	2,565,084	1.1
Capital Outlay/Improvements	4,392	-	-	-	-	N/A	-	N/A
Total Utilities Expenditures	\$ 3,278,063	\$ 3,777,625	\$ 3,809,360	\$ 3,809,360	\$ 3,276,381	(14.0)	\$ 3,318,884	1.3

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 128,676	\$ 85,000	\$ 85,000	\$ 93,400	9.9	\$ 95,500	2.2
Maintenance and Operations	56,339	113,400	114,400	136,200	19.1	137,500	1.0
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 185,015	\$ 198,400	\$ 199,400	\$ 229,600	15.1	\$ 233,000	1.5

PROGRAM DESCRIPTION:

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

PROGRAM EXPLANATION:

Code 501: Community Services Director 0.20
 Administrative Secretary 0.30
 Engineering Technician 0.30
0.80

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
PROGRAM: Water Administration

Account Code: 050-370

- Code 600: Funds budgeted in this code include contract services for the following:
 - Contract City Engineer (20%)
 - Miscellaneous Contract Services

- Code 604: Funds budgeted in this code include Sedaru Software Annual Subscription

- Code 620: Funds budgeted in this code include meetings and training for the following:
 - Water Works Association Conference - Water & Maintenance Supervisor
 - American Water Works Courses & Workshops
 - Water TriState Seminar - Water & Maintenance Supervisor
 - Other water-related seminars / certification classes

- Code 622: Funds budgeted in this code include publications and dues for the following:
 - American Water Works Association
 - Orange County Water Association
 - Staff Certifications & Renewals

- 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.

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370

- Code 691: Funds budgeted in this code include publications and dues for the following:
 - Supervisor Cell Phone Stipend
 - On-Call Pager
 - Data Plans for Sedaru
 - Time Warner Communications Share

- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the Divisions fleet of vehicles. Vehicle repairs for general Community Services, Sewer, and Streets vehicles, are in their respective budgets.

- Code 738: Water Conservation School Education

- 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 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
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 87,804	\$ 62,100	\$ 62,100	\$ 64,600	4.0	\$ 66,000	2.2
505.000	Salary Savings Credit	-	(2,600)	(2,600)	-	(100.0)	-	N/A
530.000	Overtime	-	500	500	500	-	500	-
550.000	Employee Benefits	40,872	25,000	25,000	28,300	13.2	29,000	2.5
	TOTAL PERSONNEL SERVICES	128,676	85,000	85,000	93,400	9.9	95,500	2.2
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	200	53,700	53,700	35,000	(34.8)	35,000	-
604.000	Computer Software Support	-	-	-	11,700	N/A	11,700	-
620.000	Meetings & Training	4,379	6,000	6,000	6,000	-	6,000	-
622.000	Publications & Dues	393	400	400	1,100	175.0	1,100	-
650.000	Office Supplies	1,045	800	800	1,000	25.0	1,000	-
654.000	Printing & Reproduction	1,546	2,000	2,000	2,000	-	2,000	-
691.000	Communications	293	400	400	2,900	625.0	2,900	-
732.000	Vehicle Operating Expense	-	-	-	21,000	N/A	21,600	2.9
738.000	Community Events	2,583	3,000	4,000	4,000	-	4,000	-
975.000	Departmental Overhead	19,000	19,000	19,000	19,000	-	19,000	-

City of La Palma

DEPARTMENT: Utilities
PROGRAM: Water Administration

Account Code: 050-370

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
976.000	General Overhead	22,000	22,000	22,000	22,000	-	22,000	-
977.000	Liability Insurance & Claims	2,100	2,900	2,900	5,500	89.7	5,600	1.8
978.000	Building Maintenance/Replacmnt	1,100	1,300	1,300	1,700	30.8	2,200	29.4
981.000	Computer Maintenance	1,700	1,900	1,900	3,300	73.7	3,400	3.0
	TOTAL MAINTENANCE AND OPERATIONS	56,339	113,400	114,400	136,200	19.1	137,500	1.0
	TOTAL EXPENDITURES	\$ 185,015	\$ 198,400	\$ 199,400	\$ 229,600	15.1	\$ 233,000	1.5

DEPARTMENT: Utilities

Account Code: 050-371

PROGRAM: Water Production

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 131,645	\$ 138,700	\$ 131,300	\$ 151,000	15.0	\$ 154,100	2.1
Maintenance and Operations	1,836,022	2,107,500	2,144,835	1,759,495	(18.0)	1,775,351	0.9
Capital Outlay/Improvements	4,392	-	-	-	N/A	-	N/A
Total	\$ 1,972,059	\$ 2,246,200	\$ 2,276,135	\$ 1,910,495	(16.1)	\$ 1,929,451	1.0

PROGRAM DESCRIPTION:

This Division is responsible for supplying water to the City's water system. Thirty six percent (36%) 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 (3) 0.90
1.20

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
PROGRAM: Water Production

Account Code: 050-371

- 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
 - Department of Health Services testing
 - Air Quality Management District (AQMD) testing and fees

- 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, Caterpillar at the pump station, and new City Yard Diesel Emergency Generator.

- 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
PROGRAM: Water Production

Account Code: 050-371

- Code 749: Payments to the Metropolitan Water District (MWD) for imported water.
- 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 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.
- Code 984: Reserve for future water infrastructure capital needs.

DEPARTMENT: Utilities
PROGRAM: Water Production

Account Code: 050-371



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City of La Palma

DEPARTMENT: Utilities
PROGRAM: Water Production

Account Code: 050-371

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 75,231	\$ 78,800	\$ 71,400	\$ 83,400	16.8	\$ 85,400	2.4
505.000	Salary Savings Credit	-	(3,400)	(3,400)	-	(100.0)	-	N/A
520.000	Special Pay	21,288	28,000	28,000	28,000	-	28,000	-
530.000	Overtime	105	3,100	3,100	3,100	-	3,100	-
550.000	Employee Benefits	35,021	32,200	32,200	36,500	13.4	37,600	3.0
TOTAL PERSONNEL SERVICES		131,645	138,700	131,300	151,000	15.0	154,100	2.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	48,280	47,100	47,100	33,500	(28.9)	48,500	44.8
691.000	Communications	999	1,000	1,000	9,600	860.0	9,600	-
692.000	Gas	660	1,000	1,000	3,700	270.0	3,700	-
705.000	Maintenance & Repair Materials	5,968	15,000	15,000	6,000	(60.0)	6,000	-
707.000	Maintenance & Repair of Eqpt	29,248	12,000	12,000	28,300	135.8	28,300	-
710.000	Pump & Well Repair	6,750	20,600	57,935	20,000	(65.5)	20,000	-
747.000	Water Pumping Charge	547,903	475,000	475,000	536,300	12.9	536,300	-
748.000	Chlorination	33,249	30,000	30,000	47,500	58.3	47,500	-
749.000	Water Purchase - MWD	475,765	570,000	570,000	489,500	(14.1)	489,500	-
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	37,600	43,300	43,300	69,200	59.8	70,500	1.9
978.000	Building Maintenance/Replacmnt	18,900	18,400	18,400	21,500	16.8	27,300	27.0

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
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
979.000	Vehicle Maintenance	5,600	5,600	5,600	-	(100.0)	-	N/A
980.000	Vehicle Replacement	7,000	2,000	2,000	2,000	-	2,000	-
981.000	Computer Maintenance	30,200	28,600	28,600	41,700	45.8	43,500	4.3
984.000	Transfer out	500,000	750,000	750,000	362,795	(51.6)	354,751	(2.2)
	TOTAL MAINTENANCE AND OPERATIONS	1,836,022	2,107,500	2,144,835	1,759,495	(18.0)	1,775,351	0.9
	CAPITAL OUTLAY/IMPROVEMENTS							
801.000	Building Improvements	-	-	-	-	N/A	-	N/A
803.000	Office Equipment	-	-	-	-	N/A	-	N/A
804.000	Machinery & Equipment	4,392	-	-	-	N/A	-	N/A
	TOTAL CAPITAL OUTLAY/IMPROVEMENTS	4,392	-	-	-	N/A	-	N/A
	TOTAL EXPENDITURES	\$ 1,972,059	\$ 2,246,200	\$ 2,276,135	\$ 1,910,495	(16.1)	\$ 1,929,451	1.0

DEPARTMENT: Utilities
PROGRAM: Water Transmission

Account Code: 050-372

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 122,076	\$ 113,000	\$ 108,900	\$ 117,300	7.7	\$ 119,800	2.1
Maintenance and Operations	350,419	310,200	320,200	359,600	12.3	366,405	1.9
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 472,495	\$ 423,200	\$ 429,100	\$ 476,900	11.1	\$ 486,205	2.0

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 (3) 0.90
1.20

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
PROGRAM: Water Transmission

Account Code: 050-372

Code 600: Funds budgeted in this code include professional service contracts for the following:
Backflow Testing
AQMD Operation Fees
On-Call Contracts for Water Leak Repairs

Code 691: Funds budgeted in this code include the following communications costs:
Time Warner Data
800 MHz
AT&T Data for SCADA

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.

Code 705: Funds budgeted in this code include maintenance and repair materials for the following:
Water Main Clamps & Couplings
Booster Pump Supplies
Backflow devices
Brass & PVC Fittings
Welding supplies
Other miscellaneous repair supplies

DEPARTMENT: Utilities
PROGRAM: Water Transmission

Account Code: 050-372

- Code 707: Funds budgeted in this code include maintenance and repair equipment for the following:
 - Booster Pump Control Valve Maintenance
 - Booster Pump Maintenance
 - Water Main Repair

- Code 711: Replacement of deteriorated fire hydrants.

- Code 725: Miscellaneous, small pieces of equipment.

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

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

DEPARTMENT: Utilities
PROGRAM: Water Transmission

Account Code: 050-372



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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
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 75,231	\$ 77,200	\$ 70,600	\$ 76,400	8.2	\$ 78,000	2.1
505.000	Salary Savings Credit	-	(3,300)	(3,300)	-	(100.0)	-	N/A
530.000	Overtime	11,824	7,500	10,000	7,500	(25.0)	7,500	-
550.000	Employee Benefits	35,021	31,600	31,600	33,400	5.7	34,300	2.7
	TOTAL PERSONNEL SERVICES	122,076	113,000	108,900	117,300	7.7	119,800	2.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	72,305	35,000	45,000	28,200	(37.3)	28,200	-
604.000	Computer Software Support	1,250	3,500	3,500	-	(100.0)	-	N/A
622.000	Publications & Dues	413	500	500	-	(100.0)	-	N/A
691.000	Communications	2,356	2,000	2,000	1,400	(30.0)	1,400	-
692.000	Gas	260	400	400	300	(25.0)	300	-
693.000	Electric	118,410	100,000	100,000	132,100	32.1	138,705	5.0
705.000	Maintenance & Repair Materials	17,646	20,000	20,000	22,000	10.0	22,000	-
707.000	Maintenance & Repair of Eqpt	60	2,000	2,000	27,000	1,250.0	27,000	-
711.000	Hydrant Repair	952	12,000	12,000	12,000	-	12,000	-
725.000	Small Tools/Other Equipment	1,667	2,500	2,500	2,500	-	2,500	-
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	8,900	9,400	9,400	16,800	78.7	17,100	1.8
978.000	Building Maintenance/Replacmnt	4,500	4,000	4,000	5,200	30.0	6,600	26.9

City of La Palma

DEPARTMENT: Utilities
PROGRAM: Water Transmission

Account Code: 050-372

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
979.000	Vehicle Maintenance	11,500	10,700	10,700	-	(100.0)	-	N/A
980.000	Vehicle Replacement	20,000	19,000	19,000	19,000	-	17,000	(10.5)
981.000	Computer Maintenance	7,200	6,200	6,200	10,100	62.9	10,600	5.0
	TOTAL MAINTENANCE AND OPERATIONS	350,419	310,200	320,200	359,600	12.3	366,405	1.9
	TOTAL EXPENDITURES	\$ 472,495	\$ 423,200	\$ 429,100	\$ 476,900	11.1	\$ 486,205	2.0

DEPARTMENT: Utilities

Account Code: 050-373

PROGRAM: Water Billing

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 269,977	\$ 246,700	\$ 246,700	\$ 280,700	13.8	\$ 286,200	2.0
Maintenance and Operations	96,485	110,400	110,400	126,900	14.9	128,400	1.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 366,462	\$ 357,100	\$ 357,100	\$ 407,600	14.1	\$ 414,600	1.7

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.

A private service provider is responsible for mailing bills and collecting most payments. City staff is responsible for ensuring the accuracy of meter reads, notifying and "tagging" delinquent customers, responding to customer inquiries, and receiving in-person payments at City Hall. The direct

PROGRAM EXPLANATION:

Code 501:	Admin Services Director	0.05
	Community Services Director	0.05
	Accounting Supervisor	0.18
	Management Analyst	0.05
	Account Clerk	0.65
	Senior Accounting Technician	0.15
	Water Services Supervisor	0.40
	Water Service Worker II (3)	1.20
	Administrative Secretary	0.15
		2.88

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

Code 510: PT Cashier/Office Aide 0.40
0.40

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 623: Purchase of uniforms.

Code 650: Office supplies specially related to Water Billing.

Code 652: Postage

Code 654: Printing

Code 705: Maintenance and repair of materials

Code 707: Maintenance and repair of equipment

Code 712: Purchase of replacements for defective meters.

DEPARTMENT: Utilities
PROGRAM: Water Billing

Account Code: 050-373

- 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 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

Account Code: 050-373

PROGRAM: Water Billing

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 184,895	\$ 179,300	\$ 179,300	\$ 186,500	4.0	\$ 190,000	1.9
505.000	Salary Savings Credit	-	(7,700)	(7,700)	-	(100.0)	-	N/A
510.000	Salaries - Part-time				10,000	N/A	10,000	-
530.000	Overtime	732	1,800	1,800	1,800	-	1,800	-
550.000	Employee Benefits	84,350	73,300	73,300	82,400	12.4	84,400	2.4
	TOTAL PERSONNEL SERVICES	269,977	246,700	246,700	280,700	13.8	286,200	2.0
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	615	3,000	3,000	10,000	233.3	10,000	-
604.000	Computer Software Support	-	1,500	1,500	-	(100.0)	-	N/A
623.000	Uniforms	2,766	5,000	5,000	5,000	-	5,000	-
650.000	Office Supplies	487	2,000	2,000	2,000	-	2,000	-
652.000	Postage	815	1,000	1,000	1,000	-	1,000	-
654.000	Printing & Reproduction	696	500	500	500	-	500	-
691.000	Communications	489	-	-	-	N/A	-	N/A
705.000	Maintenance & Repair of Materials	-	-	-	2,500	N/A	2,500	-
707.000	Maintenance & Repair of Eqpt	-	1,500	1,500	1,500	-	1,500	-
712.000	Meter Maintenance	19,217	23,000	23,000	23,000	-	23,000	-

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
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 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	5,400	6,700	6,700	11,700	74.6	11,900	1.7
978.000	Building Maintenance/Replacmnt	2,700	2,800	2,800	3,600	28.6	4,600	27.8
981.000	Computer Maintenance	4,300	4,400	4,400	7,100	61.4	7,400	4.2
	TOTAL MAINTENANCE AND OPERATIONS	96,485	110,400	110,400	126,900	14.9	128,400	1.2
	TOTAL EXPENDITURES	<u>\$ 366,462</u>	<u>\$ 357,100</u>	<u>\$ 357,100</u>	<u>\$ 407,600</u>	14.1	<u>\$ 414,600</u>	1.7

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

	Fiscal Year 2012-13 Actual	Fiscal Year 2013-14 Adopted	Fiscal Year 2013-14 Amended	Fiscal Year 2014-15 Adopted	% Change from Fiscal Year 2013-14 Amended	Fiscal Year 2015-16 Estimated	% Change from Fiscal Year 2014-15 Adopted
Personnel Services	\$ 93,532	\$ 105,700	\$ 100,600	\$ 97,100	(3.5)	\$ 98,200	1.1
Maintenance and Operations	188,500	447,025	447,025	154,686	(65.4)	157,428	1.8
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
Total	\$ 282,032	\$ 552,725	\$ 547,625	\$ 251,786	(54.0)	\$ 255,628	1.5

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:	Community Services Director	0.10
	Sr. Accounting Technician	0.05
	Account Clerk	0.10
	Engineering Technician	0.10
	Maintenance Supervisor	0.40
	Administrative Secretary	0.10
		0.85

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

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

- Code 600: Funds budgeted in this code include contract services for the following:
 - City Engineer
 - Pest Control
 - Miscellaneous Engineering Services

- Code 604: Provides for CCTV Software License and Annual Support.

- Code 620: Funds budgeted in this code include the following:
 - California Water Environment Association (CWEA) Meetings & Workshops
 - Miscellaneous Training

- Code 622: Funds budgeted in this code include the following:
 - CWEA Certifications
 - National Association of Sewer Service Contractors (NASSCO) Dues

- Code 691: Funds budgeted in this code include the following communications costs:
 - Underground service alert fees
 - Program's share of 800 MHz radio costs

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

- Code 705: Miscellaneous maintenance and repair of equipment used for work on sewers.

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

- Code 732: Provides for gasoline, preventive maintenance, parts, repair, and all other expenses of maintaining the Divisions fleet of vehicles. Vehicle repairs for general Community Services, Water, and Streets vehicles, are in their respective budgets.

- 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 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



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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
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	2013-14 Amended	2015-16 Estimated	2014-15 Adopted
PERSONNEL SERVICES								
501.000	Salaries - Full-time	\$ 62,461	\$ 76,600	\$ 71,500	\$ 67,500	(5.6)	\$ 68,200	1.0
505.000	Salary Savings Credit	-	(3,000)	(3,000)	-	(100.0)	-	N/A
530.000	Overtime	2,131	3,500	3,500	-	(100.0)	-	N/A
550.000	Employee Benefits	28,940	28,600	28,600	29,600	3.5	30,000	1.4
TOTAL PERSONNEL SERVICES		93,532	105,700	100,600	97,100	(3.5)	98,200	1.1
MAINTENANCE AND OPERATIONS								
600.000	Professional Contract Services	32,874	36,200	36,200	30,000	(17.1)	30,000	-
604.000	Computer Software Support	-	-	-	5,000	N/A	5,000	-
620.000	Meetings & Training	-	-	-	2,000	N/A	2,000	-
622.000	Publications & Dues	-	-	-	1,600	N/A	1,600	-
622.000	Uniforms	-	-	-	2,500	N/A	2,500	-
691.000	Communications	1,373	1,500	1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	453	200	200	2,000	900.0	2,000	-
707.000	Maintenance & Repair Equipment	-	-	-	2,500	N/A	2,500	-
732.000	Vehicle Operating Expense	-	-	-	2,500	N/A	2,600	4.0
975.000	Departmental Overhead	2,200	2,200	2,200	2,200	-	2,200	-

DEPARTMENT: Utilities
PROGRAM: Sewer

Account Code: 052-380

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Adopted	Fiscal Year 2013-14 Amended	2015-16 Estimated	Fiscal Year 2014-15 Adopted
976.000	General Overhead	10,000	10,000	10,000	10,000	-	10,000	-
977.000	Liability Insurance & Claims	1,500	6,600	6,600	5,500	(16.7)	5,600	1.8
978.000	Building Maintenance/Replacmnt	800	2,800	2,800	1,700	(39.3)	2,200	29.4
979.000	Vehicle Maintenance	5,100	5,125	5,125	-	(100.0)	-	N/A
980.000	Vehicle Replacement	8,000	3,000	3,000	3,000	-	3,000	-
981.000	Computer Maintenance	1,200	4,400	4,400	3,300	(25.0)	3,500	6.1
984.000	Transfer out	125,000	375,000	375,000	79,386	(78.8)	81,228	2.3
	TOTAL MAINTENANCE AND OPERATIONS	188,500	447,025	447,025	154,686	(65.4)	157,428	1.8
	TOTAL EXPENDITURES	\$ 282,032	\$ 552,725	\$ 547,625	\$ 251,786	(54.0)	\$ 255,628	1.5



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