

## Utilities - Water and Sewer Funds

### Summary of Expenditures by Fund:

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
<b>Water Funds:</b>							
Water Administration	\$ 158,511	\$ 199,100	\$ 199,100	\$ 198,400	(0.4)	\$ 202,500	2.1
Water Production	1,673,310	1,993,500	1,993,500	2,246,200	12.7	1,601,300	(28.7)
Water Transmission	429,855	420,100	420,100	423,200	0.7	427,100	0.9
Water Billing	330,967	370,200	370,200	357,100	(3.5)	366,600	2.7
Total Water Funds	<u>\$ 2,592,643</u>	<u>\$ 2,982,900</u>	<u>\$ 2,982,900</u>	<u>\$ 3,224,900</u>	8.1	<u>\$ 2,597,500</u>	(19.5)
<b>Sewer Fund:</b>							
Sewer	352,523	270,400	270,400	552,725	104.4	657,025	18.9
Total Utilities Expenditures	<u>\$ 2,945,166</u>	<u>\$ 3,253,300</u>	<u>\$ 3,253,300</u>	<u>\$ 3,777,625</u>	16.1	<u>\$ 3,254,525</u>	(13.8)

### Summary of Expenditures by Category (All Utilities Funds):

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 604,255	\$ 729,500	\$ 729,500	\$ 689,100	(5.5)	\$ 713,900	3.6
Maintenance and Operations	2,306,972	2,523,800	2,523,800	3,088,525	22.4	2,540,625	(17.7)
Capital Outlay/Improvements	33,939	-	-	-	N/A	-	N/A
Total Utilities Expenditures	<u>\$ 2,945,166</u>	<u>\$ 3,253,300</u>	<u>\$ 3,253,300</u>	<u>\$ 3,777,625</u>	16.1	<u>\$ 3,254,525</u>	(13.8)

**DEPARTMENT: Utilities**  
**PROGRAM: Water Administration**

**Account Code: 050-370**

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 93,929	\$ 135,600	\$ 135,600	\$ 85,000	(37.3)	\$ 89,000	4.7
Maintenance and Operations	64,582	63,500	63,500	113,400	78.6	113,500	0.1
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 158,511</b>	<b>\$ 199,100</b>	<b>\$ 199,100</b>	<b>\$ 198,400</b>	<b>(0.4)</b>	<b>\$ 202,500</b>	<b>2.1</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:	Community Services Director	0.20
	Administrative Secretary	0.30
	Engineering Technician	0.30
		<u>0.80</u>

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

Code 530: Overtime for evening and weekend call-outs, plus work on leaks and other repairs needed during off hours.

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

**DEPARTMENT: Utilities**  
**PROGRAM: Water Administration**

**Account Code: 050-370**

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

Code 620: Funds budgeted in this code include meetings and training for the following:  
Water Works Association Workshop - Water Supervisor  
American Water Works Conference - Director of Public Works  
Other water-related seminars / certification classes

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

Code 650: Office supplies specifically related to Water Administration.

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

Code 691: Costs for two pagers and related services.

Code 738: Water Conservation Outreach Meetings

**DEPARTMENT: Utilities**

**Account Code: 050-370**

**PROGRAM: Water Administration**

- Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.
- Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.
- Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of a Computer Maintenance costs.

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**DEPARTMENT:** Utilities  
**PROGRAM:** Water Administration

Account Code: 050-370



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**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 64,252	\$ 95,400	\$ 95,400	\$ 62,100	(34.9)	\$ 63,300	1.9
505.000	Salary Savings Credit	-	(4,200)	(4,200)	(2,600)	(38.1)	(2,700)	3.8
530.000	Overtime	-	-	-	500	N/A	500	-
550.000	Employee Benefits	29,677	44,400	44,400	25,000	(43.7)	27,900	11.6
	<b>TOTAL PERSONNEL SERVICES</b>	<u>93,929</u>	<u>135,600</u>	<u>135,600</u>	<u>85,000</u>	<u>(37.3)</u>	<u>89,000</u>	<u>4.7</u>
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	8,375	5,000	5,000	53,700	974.0	53,700	-
620.000	Meetings & Training	1,331	6,000	6,000	6,000	-	6,000	-
622.000	Publications & Dues	511	400	400	400	-	400	-
650.000	Office Supplies	1,145	800	800	800	-	800	-
654.000	Printing & Reproduction	1,290	2,000	2,000	2,000	-	2,000	-
691.000	Communications	320	400	400	400	-	400	-
738.000	Community Events	6,210	3,000	3,000	3,000	-	3,000	-

**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
975.000	Departmental Overhead	19,000	19,000	19,000	19,000	-	19,000	-
976.000	General Overhead	22,000	22,000	22,000	22,000	-	22,000	-
977.000	Liability Insurance & Claims	1,000	2,100	2,100	2,900	38.1	3,000	3.4
978.000	Building Maintenance/Replacmnt	1,400	1,100	1,100	1,300	18.2	1,300	-
981.000	Computer Maintenance	2,000	1,700	1,700	1,900	11.8	1,900	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>64,582</u>	<u>63,500</u>	<u>63,500</u>	<u>113,400</u>	78.6	<u>113,500</u>	0.1
	<b>TOTAL EXPENDITURES</b>	<u>\$ 158,511</u>	<u>\$ 199,100</u>	<u>\$ 199,100</u>	<u>\$ 198,400</u>	(0.4)	<u>\$ 202,500</u>	2.1

**DEPARTMENT: Utilities**  
**PROGRAM: Water Production**

**Account Code: 050-371**

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 133,094	\$ 134,600	\$ 134,600	\$ 138,700	3.0	\$ 142,500	2.7
Maintenance and Operations	1,511,472	1,858,900	1,858,900	2,107,500	13.4	1,458,800	(30.8)
Capital Outlay/Improvements	28,744	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 1,673,310</b>	<b>\$ 1,993,500</b>	<b>\$ 1,993,500</b>	<b>\$ 2,246,200</b>	<b>12.7</b>	<b>\$ 1,601,300</b>	<b>(28.7)</b>

PROGRAM DESCRIPTION:

This Division is responsible for supplying water to the City’s water system. Thirty Six percent of the City’s water system is imported from the Metropolitan Water District (MWD) and 64% is from the City’s groundwater system. The City’s groundwater system is produced out of the City’s Walker Well and City Yard Well. The Walker Well site has a 2 million gallon water reservoir and a pump station. The City Yard Well site has a 2.5 million gallon water reservoir and a pump station.

PROGRAM EXPLANATION:

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

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

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

Code 530: Overtime for evening and weekend call-outs, repair of leaks and other repairs needed during off hours.

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



**DEPARTMENT: Utilities**  
**PROGRAM: Water Production**

**Account Code: 050-371**

- Code 600: Funds budgeted in this code include contract services for the following:
  - Laboratory services for water testing
  - Backflow testing
  - Department of Health Services testing
  - Air Quality Management District (AQMD) testing and fees
  - On-call contracting services for repair of leaks, valves, and pipes.
  
- Code 691: Funds budgeted in this code include this program's share of the 800 MHz radio system.
  
- Code 692: Fuel for Walker Well engine and Caterpillar at the pump station.
  
- Code 705: Materials and parts for repair of pumps and other appurtenances related to pumps.
  
- Code 707: Minor repair of equipment at water facilities.
  
- Code 710: Funds budgeted in this code include pump and well repair for anticipated repair expenses.
  
- Code 747: Costs paid to Orange County Water District (OCWD) for water pumped from the ground.
  
- Code 748: Costs for chlorination and other water treatment products.
  
- Code 749: Payments to the Metropolitan Water District (MWD) for imported water.

**DEPARTMENT: Utilities**

**Account Code: 050-371**

**PROGRAM: Water Production**

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

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

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

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

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

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

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

Code 984: Reserve for future water infrastructure capital needs.

**DEPARTMENT:** Utilities  
**PROGRAM:** Water Production

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**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 72,808	\$ 75,000	\$ 75,000	\$ 78,800	5.1	\$ 79,400	0.8
505.000	Salary Savings Credit	-	(3,300)	(3,300)	(3,400)	3.0	(3,500)	2.9
520.000	Special Pay	26,659	28,000	28,000	28,000	-	28,000	-
530.000	Overtime	-	-	-	3,100	N/A	3,100	-
550.000	Employee Benefits	33,627	34,900	34,900	32,200	(7.7)	35,500	10.2
	<b>TOTAL PERSONNEL SERVICES</b>	<u>133,094</u>	<u>134,600</u>	<u>134,600</u>	<u>138,700</u>	3.0	<u>142,500</u>	2.7
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	39,083	47,100	47,100	47,100	-	47,100	-
691.000	Communications	1,026	1,000	1,000	1,000	-	1,000	-
692.000	Gas	640	1,000	1,000	1,000	-	1,000	-
705.000	Maintenance & Repair Materials	3,228	15,000	15,000	15,000	-	15,000	-
707.000	Maintenance & Repair of Eqpt	18,610	12,000	12,000	12,000	-	12,000	-
710.000	Pump & Well Repair	28,652	20,600	20,600	20,600	-	20,600	-
747.000	Water Pumping Charge	357,124	475,000	475,000	475,000	-	400,000	(15.8)
748.000	Chlorination	25,652	30,000	30,000	30,000	-	30,000	-
749.000	Water Purchase - MWD	652,757	570,000	570,000	570,000	-	645,000	13.2

**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
975.000	Departmental Overhead	24,900	24,900	24,900	24,900	-	24,900	-
976.000	General Overhead	63,000	63,000	63,000	63,000	-	63,000	-
977.000	Liability Insurance & Claims	24,500	37,600	37,600	43,300	15.2	44,600	3.0
978.000	Building Maintenance/Replacmnt	19,700	18,900	18,900	18,400	(2.6)	18,400	-
979.000	Vehicle Maintenance	5,200	5,600	5,600	5,600	-	5,600	-
980.000	Vehicle Replacement	1,400	7,000	7,000	2,000	(71.4)	2,000	-
981.000	Computer Maintenance	46,000	30,200	30,200	28,600	(5.3)	28,600	-
984.000	Transfer out	200,000	500,000	500,000	750,000	50.0	100,000	(86.7)
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>1,511,472</u>	<u>1,858,900</u>	<u>1,858,900</u>	<u>2,107,500</u>	13.4	<u>1,458,800</u>	(30.8)
	<b>CAPITAL OUTLAY/IMPROVEMENTS</b>							
804.000	Machinery & Equipment	28,744	-	-	-	N/A	-	N/A
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>28,744</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A	<u>-</u>	N/A
	<b>TOTAL EXPENDITURES</b>	<u>\$ 1,673,310</u>	<u>\$ 1,993,500</u>	<u>\$ 1,993,500</u>	<u>\$ 2,246,200</u>	12.7	<u>\$ 1,601,300</u>	(28.7)

**DEPARTMENT: Utilities**  
**PROGRAM: Water Transmission**

**Account Code: 050-372**

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 112,978	\$ 107,100	\$ 107,100	\$ 113,000	5.5	\$ 116,600	3.2
Maintenance and Operations	311,682	313,000	313,000	310,200	(0.9)	310,500	0.1
Capital Outlay/Improvements	5,195	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 429,855</b>	<b>\$ 420,100</b>	<b>\$ 420,100</b>	<b>\$ 423,200</b>	<b>0.7</b>	<b>\$ 427,100</b>	<b>0.9</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 Services Supervisor	0.30
	Water Service Worker II	0.90
		<u>1.20</u>

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

Code 530: Overtime for evening and weekend call-outs, repair of leaks and other repairs needed during off hours.

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

**DEPARTMENT: Utilities**

**Account Code: 050-372**

**PROGRAM: Water Transmission**

Code 600: Funds budgeted in this code include professional service contracts for the following:  
Miscellaneous consulting services as needed

Code 622: Funds budgeted in this code include membership dues for the following:  
American Water Works Association  
Orange County Water Association

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

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

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

**DEPARTMENT: Utilities**  
**PROGRAM: Water Transmission**

**Account Code: 050-372**

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

- Pipe fittings
- Angle valves
- Flushing signs
- Gallons per minute (GpM) flow meters
- Backflow devices
- Welding supplies
- Equipment rental
- Other miscellaneous repair supplies

Code 707: Miscellaneous maintenance and repair of equipment.

Code 711: Replacement of deteriorated fire hydrants.

Code 725: Miscellaneous, small pieces of equipment.



**DEPARTMENT: Utilities**

**Account Code: 050-372**

**PROGRAM: Water Transmission**

- Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.
- Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and claim costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.
- Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.

**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 72,808	\$ 75,000	\$ 75,000	\$ 77,200	2.9	\$ 77,700	0.6
505.000	Salary Savings Credit	-	(3,300)	(3,300)	(3,300)	-	(3,400)	3.0
530.000	Overtime	6,543	500	500	7,500	1,400.0	7,500	-
550.000	Employee Benefits	33,627	34,900	34,900	31,600	(9.5)	34,800	10.1
	<b>TOTAL PERSONNEL SERVICES</b>	<u>112,978</u>	<u>107,100</u>	<u>107,100</u>	<u>113,000</u>	5.5	<u>116,600</u>	3.2
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	66,014	35,000	35,000	35,000	-	35,000	-
604.000	Computer Software Support	3,695	3,500	3,500	3,500	-	3,500	-
622.000	Publications & Dues	-	500	500	500	-	500	-
691.000	Communications	2,325	2,000	2,000	2,000	-	2,000	-
692.000	Gas	196	400	400	400	-	400	-
693.000	Electric	98,474	100,000	100,000	100,000	-	100,000	-
705.000	Maintenance & Repair Materials	12,673	20,000	20,000	20,000	-	20,000	-
707.000	Maintenance & Repair of Eqpt	1,951	2,000	2,000	2,000	-	2,000	-
711.000	Hydrant Repair	(1,146)	12,000	12,000	12,000	-	12,000	-
725.000	Small Tools/Other Equipment	3,000	2,500	2,500	2,500	-	2,500	-

**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
975.000	Departmental Overhead	24,000	24,000	24,000	24,000	-	24,000	-
976.000	General Overhead	59,000	59,000	59,000	59,000	-	59,000	-
977.000	Liability Insurance & Claims	7,400	8,900	8,900	9,400	5.6	9,700	3.2
978.000	Building Maintenance/Replacmnt	5,000	4,500	4,500	4,000	(11.1)	4,000	-
979.000	Vehicle Maintenance	10,800	11,500	11,500	10,700	(7.0)	10,700	-
980.000	Vehicle Replacement	9,100	20,000	20,000	19,000	(5.0)	19,000	-
981.000	Computer Maintenance	9,200	7,200	7,200	6,200	(13.9)	6,200	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>311,682</u>	<u>313,000</u>	<u>313,000</u>	<u>310,200</u>	(0.9)	<u>310,500</u>	0.1
	<b>CAPITAL OUTLAY/IMPROVEMENTS</b>							
804.000	Machinery & Equipment	5,195	-	-	-	N/A	-	N/A
	<b>TOTAL CAPITAL OUTLAY/IMPROVEMENTS</b>	<u>5,195</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A	<u>-</u>	N/A
	<b>TOTAL EXPENDITURES</b>	<u>\$ 429,855</u>	<u>\$ 420,100</u>	<u>\$ 420,100</u>	<u>\$ 423,200</u>	0.7	<u>\$ 427,100</u>	0.9

**DEPARTMENT: Utilities**

**Account Code: 050-373**

**PROGRAM: Water Billing**

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 220,444	\$ 261,300	\$ 261,300	\$ 246,700	(5.6)	\$ 256,000	3.8
Maintenance and Operations	110,523	108,900	108,900	110,400	1.4	110,600	0.2
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 330,967</b>	<b>\$ 370,200</b>	<b>\$ 370,200</b>	<b>\$ 357,100</b>	<b>(3.5)</b>	<b>\$ 366,600</b>	<b>2.7</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.

A private service provider is responsible for mailing bills and collecting most payments. City staff is responsible for ensuring the accurate of meter reads, notifying and "tagging" delinquent customers, responding to customer inquiries, and receiving in-person payments at City Hall. The direct customer service and billing duties are performed by Finance Department staff, with support provided by Public Works.

PROGRAM EXPLANATION:

Code 501:	Finance Director	0.15
	Sr. Accounting Technician	0.15
	Account Clerk	0.65
	Water Services Supervisor	0.40
	Water Service Worker II	1.20
	Administrative Secretary	0.10
		<b>2.65</b>

**DEPARTMENT: Utilities**  
**PROGRAM: Water Billing**

**Account Code: 050-373**

- Code 505: Represents the salary savings anticipated during the year due to vacancies in the workforce. Estimated at three percent (3%).
- Code 530: Provides for personnel overtime for this program.
- Code 550: Funds budgeted in this code include this program's pro rata share of Employee Benefits costs.
- Code 600: Professional Contract Services
- Code 604: Computer software maintenance and updating for meter reading system.
- Code 623: Purchase of uniforms.
- Code 650: Office supplies specially related to Water Billing.
- Code 704: Maintenance of office equipment and supply costs.
- Code 712: Purchase of replacements for defective meters.

**DEPARTMENT: Utilities**

**Account Code: 050-373**

**PROGRAM: Water Billing**

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

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

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

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

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

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

**DEPARTMENT:** Utilities  
**PROGRAM:** Water Billing

Account Code: 050-373



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**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 150,797	\$ 183,100	\$ 183,100	\$ 179,300	(2.1)	\$ 181,100	1.0
505.000	Salary Savings Credit	-	(8,100)	(8,100)	(7,700)	(4.9)	(7,900)	2.6
530.000	Overtime	-	3,100	3,100	1,800	(41.9)	1,800	-
550.000	Employee Benefits	69,647	83,200	83,200	73,300	(11.9)	81,000	10.5
	<b>TOTAL PERSONNEL SERVICES</b>	<u>220,444</u>	<u>261,300</u>	<u>261,300</u>	<u>246,700</u>	(5.6)	<u>256,000</u>	3.8
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	2,115	3,000	3,000	3,000	-	3,000	-
604.000	Computer Software Support	-	1,500	1,500	1,500	-	1,500	-
623.000	Uniforms	2,184	5,000	5,000	5,000	-	5,000	-
650.000	Office Supplies	1,115	2,000	2,000	2,000	-	2,000	-
652.000	Postage	820	1,000	1,000	1,000	-	1,000	-
654.000	Printing & Reproduction	231	500	500	500	-	500	-
707.000	Maintenance & Repair of Eqpt	1,256	1,500	1,500	1,500	-	1,500	-
712.000	Meter Maintenance	31,002	23,000	23,000	23,000	-	23,000	-



**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
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
975.000	Departmental Overhead	32,000	32,000	32,000	32,000	-	32,000	-
976.000	General Overhead	27,000	27,000	27,000	27,000	-	27,000	-
977.000	Liability Insurance & Claims	3,300	5,400	5,400	6,700	24.1	6,900	3.0
978.000	Building Maintenance/Replacmnt	3,300	2,700	2,700	2,800	3.7	2,800	-
981.000	Computer Maintenance	6,200	4,300	4,300	4,400	2.3	4,400	-
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	110,523	108,900	108,900	110,400	1.4	110,600	0.2
	<b>TOTAL EXPENDITURES</b>	\$ 330,967	\$ 370,200	\$ 370,200	\$ 357,100	(3.5)	\$ 366,600	2.7

**DEPARTMENT: Utilities**  
**PROGRAM: Sewer**

**Account Code: 052-380**

	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
Personnel Services	\$ 43,810	\$ 90,900	\$ 90,900	\$ 105,700	16.3	\$ 109,800	3.9
Maintenance and Operations	308,713	179,500	179,500	447,025	149.0	547,225	22.4
Capital Outlay/Improvements	-	-	-	-	N/A	-	N/A
<b>Total</b>	<b>\$ 352,523</b>	<b>\$ 270,400</b>	<b>\$ 270,400</b>	<b>\$ 552,725</b>	<b>104.4</b>	<b>\$ 657,025</b>	<b>18.9</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.

PROGRAM EXPLANATION:

Code 501:	Finance Director	0.05
	Sr. Accounting Technician	0.05
	Account Clerk	0.10
	Community Services Director	0.10
	Engineering Technician	0.10
	Maintenance Supervisor	0.40
	Administrative Secretary	0.10
		<b>0.90</b>

**DEPARTMENT: Utilities**

**Account Code: 052-380**

**PROGRAM: Sewer**

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

Code 530: Provides for personnel overtime.

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

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

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.

**DEPARTMENT: Utilities**

**Account Code: 052-380**

**PROGRAM: Sewer**

- Code 975: Pro rata share of the Public Works departmental overhead based on 2009 Cost Allocation Study.
- Code 976: Pro rata share of general administrative overhead based on 2009 Cost Allocation Study.
- Code 977: Funds budgeted in this code include this program's pro rata share of Liability Insurance and Claims costs.
- Code 978: Funds budgeted in this code include this program's pro rata share of Building Maintenance and Replacement costs.
- Code 979: Funds budgeted in this code include this program's pro rata share of Vehicle Maintenance costs.
- Code 980: Funds budgeted in this code include this program's pro rata share of Vehicle Replacement costs.
- Code 981: Funds budgeted in this code include this program's pro rata share of Computer Maintenance costs.
- Code 984: Reserve for future sewer infrastructure and capital needs.

**DEPARTMENT:** Utilities  
**PROGRAM:** Sewer

Account Code: 052-380



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DEPARTMENT: Utilities

Account Code: 052-380

PROGRAM: Sewer

Code	Description	Fiscal Year 2011-12 Actual	Fiscal Year 2012-13 Adopted	Fiscal Year 2012-13 Amended	Fiscal Year 2013-14 Adopted	% Change from Fiscal Year 2012-13 Amended	Fiscal Year 2014-15 Estimated	% Change from Fiscal Year 2013-14 Proposed
<b>PERSONNEL SERVICES</b>								
501.000	Salaries - Full-time	\$ 29,615	\$ 63,200	\$ 63,200	\$ 76,600	21.2	\$ 77,600	1.3
505.000	Salary Savings Credit	-	(2,800)	(2,800)	(3,000)	7.1	(3,100)	3.3
530.000	Overtime	517	1,800	1,800	3,500	94.4	3,500	-
550.000	Employee Benefits	13,678	28,700	28,700	28,600	(0.3)	31,800	11.2
	<b>TOTAL PERSONNEL SERVICES</b>	<u>43,810</u>	<u>90,900</u>	<u>90,900</u>	<u>105,700</u>	16.3	<u>109,800</u>	3.9
<b>MAINTENANCE AND OPERATIONS</b>								
600.000	Professional Contract Services	156,064	24,000	24,000	36,200	50.8	36,200	-
691.000	Communications	1,363	1,500	1,500	1,500	-	1,500	-
705.000	Maintenance & Repair Materials	48	200	200	200	-	200	-
804.000	Machinery & Equipment	538	-	-	-	-	-	-

**DEPARTMENT: Utilities**

**Account Code: 052-380**

**PROGRAM: Sewer**

Code	Description	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	% Change from	Fiscal Year	% Change from
		2011-12 Actual	2012-13 Adopted	2012-13 Amended	2013-14 Adopted	2012-13 Amended	2014-15 Estimated	2013-14 Proposed
975.000	Departmental Overhead	2,200	2,200	2,200	2,200	-	2,200	-
976.000	General Overhead	10,000	10,000	10,000	10,000	-	10,000	-
977.000	Liability Insurance & Claims	3,000	1,500	1,500	6,600	340.0	6,800	3.0
978.000	Building Maintenance/Replacmnt	2,500	800	800	2,800	250.0	2,800	-
979.000	Vehicle Maintenance	4,500	5,100	5,100	5,125	0.5	5,125	-
980.000	Vehicle Replacement	1,400	8,000	8,000	3,000	(62.5)	3,000	-
981.000	Computer Maintenance	2,100	1,200	1,200	4,400	266.7	4,400	-
984.000	Transfer out	125,000	125,000	125,000	375,000	200.0	475,000	26.7
	<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<u>308,713</u>	<u>179,500</u>	<u>179,500</u>	<u>447,025</u>	149.0	<u>547,225</u>	22.4
	<b>TOTAL EXPENDITURES</b>	<u>\$ 352,523</u>	<u>\$ 270,400</u>	<u>\$ 270,400</u>	<u>\$ 552,725</u>	104.4	<u>\$ 657,025</u>	18.9



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