

North Coast County Water District
Budget FY 2014-2015



**FY 13/14
Budget Overview**

	Budget FY13/14	Proposed 14/15
Revenues	\$9,466,000	\$9,879,500
Expenditures		
110 - Plant	\$4,156,000	\$4,774,000
120 - Distribution	\$1,511,200	\$1,377,200
130 - Administration	<u>\$2,913,975</u>	<u>\$2,973,820</u>
Operating Expenses	\$8,581,175	\$9,125,020
Depreciation	\$ 100,000	\$ 100,000
GASB 45	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Total Expenditures	\$8,731,175	\$9,275,020
Contribution to Reserves	\$ 734,825	\$ 604,480
Total	\$9,466,000	\$ 9,879,500
Reserve Fund		
Opening CIP Reserve	\$4,863,000	\$4,561,130
Contribution to Reserve	734,825	604,480
Storage & Transmission	20,000	30,000
Sub-Total	\$5,617,825	\$5,285,610
Capital Expenditures	\$2,053,000	\$2,664,000
Closing Balance	\$3,564,825	\$2,621,610

Opening Reserve Fund Balances

CIP Reserve	\$4,561,130
Operating Reserve Fund	\$2,750,000
Emergency Reserve	\$ 500,000
OPEB	<u>\$1,250,000</u>
Total Reserve	\$9,061,130

Revenue

Acct #	Description	13/14 Budget	03/2013 Received	% Received	Year End	14/15 Proposed	% Increase (Decrease)
4110	Residential Water Sales	4,300,000	3,337,650	77.62%	4,400,000	4,550,000	5.81%
4110-1	Residential Service	1,700,000	1,281,587	75.39%	1,705,000	1,750,000	2.94%
4140	Multi-Unit Sales	1,000,000	750,200	75.02%	1,100,000	1,150,000	15.00%
4140-1	Multi-Unit Service	75,000	51,371	68.49%	75,000	78,000	4.00%
4120	Business Water Sales	535,000	406,872	76.05%	535,000	550,000	2.80%
41210-	Business Service	60,000	43,974	73.29%	60,000	62,000	3.33%
4170	Other Public	436,000	345,183	79.17%	435,000	450,000	3.21%
4170-1	Public Service	32,000	26,434	82.61%	33,000	35,000	9.38%
4180	Irrigation	180,000	163,839	91.02%	180,000	185,000	2.78%
4180-1	Irrigation Service	21,000	14,825	70.60%	21,000	22,000	4.76%
	Recycled Water	150,000	21,160.00	0.00%	23,000.00	50,000	-66.67%
	Recycled Water Service		1,318.00		2,000.00	2,500	
4210	Fire Standby	30,000	17,839	59.46%	23,000	25,000	-16.67%
4230	Water Connections	13,000	19,098	146.91%	22,000	22,000	69.23%
4240	Renewal of Service Fees	28,000	20,868	74.53%	28,000	28,000	0.00%
4260	Late Fee Charge	75,000	54,341	72.45%	75,000	75,000	0.00%
4910	Revenue from Leases	230,000	174,214	75.75%	230,000	230,000	0.00%
4920	Interest Revenues	26,000	17,044	65.55%	25,000	25,000	-3.85%
4930	Taxes & Assessments	500,000	511,130	102.23%	668,000	515,000	3.00%
4970	Miscellaneous Income	75,000	75,169	100.23%	80,000	75,000	0.00%
	SUB-TOTAL	9,466,000	7,334,116	77.48%	9,715,000	9,879,500	4.37%
	NON-OPERATING REVENUE						
4980	Trans & Storage	20,000	50,470	252.35%	55,000	30,000	50.00%
	TOTAL	9,486,000	7,384,586	77.85%	9,770,000	9,909,500	4.46%

Expense Plant 110

Acct.#	Description	13/14 Budget	03/2014 Spent	% Spent	Year End	14/15 Proposed	% Increase (Decrease)
5111-110	Regular Salary	175,000	124,115	70.92%	165,000	171,000	-2.29%
5112-110	Overtime	1,000	0	0.00%	300	500	-50.00%
5640-110	Payroll Taxes	14,000	9,495	67.82%	12,500	13,000	-7.14%
5642-110	Health Insurance	45,000	35,390	78.64%	48,000	50,000	11.11%
SUB-TOTAL		235,000	169,000	71.91%	225,800	234,500	-0.21%
5130-110	Water Purchases-SF	3,502,000	2,976,427	84.99%	3,600,000	4,100,000	17.08%
5230-110	Utilities	205,000	191,734	93.53%	236,000	240,000	17.07%
5312-110	Lab	20,000	19,163	95.82%	22,000	22,000	10.00%
5314-110	Regulatory Fees	70,000	48,557	69.37%	65,000	65,000	-7.14%
5350-110	Tools & Repair	5,000	2,676	53.52%	4,500	4,500	-10.00%
5412-110	Operating Supplies	3,000	1,405	46.83%	3,000	3,000	0.00%
5623-110	Telephone	3,000	2,757	91.90%	3,300	3,500	16.67%
5629-110	Vehicle Maintenance	26,500	17,707	66.82%	23,000	25,000	-5.66%
5632-110	Fuel	65,000	40,117	61.72%	52,000	55,000	-15.38%
5661-110	Uniforms & Safety Equip	1,500	862	57.47%	1,500	1,500	0.00%
5670-110	Plant Repair & Maint.	20,000	8,752	43.76%	18,000	20,000	0.00%
SUB-TOTAL		3,921,000	3,310,157	84.42%	4,028,300	4,539,500	15.77%
TOTAL		4,156,000	3,479,157	83.71%	4,254,100	4,774,000	14.87%

**North Coast County Water District
Budget Fiscal Year 2014-15**

Division/Activity: Plant - 110

This category represents direct and indirect costs associated with the funding for two (2) personnel employed in the operations and maintenance of the District's Plant Operations, including Pump Stations and Fleet Service Garage.

Salaries & Benefits

5111-110 Regular Salary - \$171,000
Provides funding for direct salary costs for two regular full-time employees.
Decrease \$4,000 (-2.29%) from the FY 2013-14 Budget.

5112-110 Overtime - \$500
Provides funding for unscheduled overtime to respond to system emergencies.
Decrease \$500 (-50.00%), overtime not as high as budgeted in FY 2013-14.

Benefits

5640-110 Payroll Taxes - \$13,000
Decrease \$1,000 (-7.14%) from the FY 2013-14 Budget.

5642-110 Health Insurance - \$50,000
Provides funding for fees charged to employee benefits (e.g. social security, medical, dental insurance, etc.)
Increase \$5,000 (+11.11%)

Operations

This category represents the costs associated with providing the materials, supplies and services necessary to support the daily operations of the division.

5130-110 - Water Purchases - San Francisco - \$4,100,000
Provides funding for water purchased through San Francisco PUC.
Increase \$598,000 (+17.08%) due to an increase by the SFPUC.

5230-110 - Utilities - \$240,000
Provides for energy costs for operation of six (6) booster pump stations, the main office building and all remote metered sites, including tank telemetry, etc.
Increase of \$35,000 (+17.07%) over the FY 2013-14 Budget.

5312-110 - Lab - **\$22,000**
Provides for performing Federal- and State-mandated water quality monitoring of the water supply. Includes materials and supplies for District laboratory as well as covering costs for contract laboratory services and lab equipment calibration. Includes routine source and distribution system monitoring, emergency repair sampling, and samples collected and analyzed at customer request.
Increase \$2,000 (+10.00%) over the FY 2013-14 Budget.

5314-110 – Regulatory Fees - **\$65,000**
Provides for fees charged to the District for regulatory oversight by State and County agencies. Includes State Department of Public Health Drinking Water Program permit fee and Environmental Laboratory Accreditation Program fee and for the San Mateo County Environmental Health Services fee to administer the cross-connection control program, fees for hazardous waste storage and for the Bay Area Air Quality Management District permit fees.
Decrease \$5,000 (-7.14%) from the FY 2013-14 Budget.

5350-110 - Tools and Repair - **\$4,500**
Provides funding for the replacement/repair of various small tools on an as-needed basis.
Decrease \$500 (-10.00%) from FY 2013-14 Budget.

5412-110 - Operating Supplies - **\$3,000**
Provides for the purchase of water treatment chemicals, consumable products required for water quality monitoring operation, and ongoing maintenance of pump stations. It also includes non-project specific supplies, rental tools or equipment, paint and consumables (such as grinding wheels, sandpaper, wire wheels, etc.).
No change requested.

5623-110 - Telephone - **\$3,500**
Provides funding for seven (7) telephone lines located at various distribution sites.
Increase \$500 (+16.67%) over FY 2013-14 Budget.

5629-110 - Vehicle Maintenance - **\$25,000**
Provides for Central Garage services to maintain the District's vehicles and fabrication of various specialized equipment.
Decrease \$1,500 (-5.66%) from FY 2013-14 Budget.

5632 -110 – Fuel - **\$55,000**
Provides funding for fuel for the District's fleet of vehicles and mobile equipment.
Decrease \$5,000 (-15.38%) from FY 2013-14 Budget.

5661-110 - Uniforms and Safety Equipment - \$1,500

Provides for uniforms, jackets, shirts, worksite safety equipment such as flasher barricades, safety vests, safety shoes, first aid kits, traffic cones, goggles, hard hats and gloves.

No change requested.

5670-110 - Plant Repair and Maintenance - \$20,000

Contingency for repairs, replacement and maintenance of pump stations, parts, plant valving, motors, and related appurtenant equipment.

No change requested.

Expense Distribution 120

Acct.#	Description	13/14 Budget	03/2013 Spent	% Spent	Year End	14/15 Proposed	% Increase (Decrease)	Comments
5111-120	Regular Salary	850,000	532,136	62.60%	720,000	760,000	-10.59%	
5112-120	Overtime	20,000	15,743	78.72%	19,000	20,000	0.00%	
5113-120	Duty	55,000	39,917	72.58%	54,000	55,500	0.91%	
5640-120	Payroll Taxes	65,000	43,580	67.05%	59,000	61,000	-6.15%	
5642-120	Health Insurance	185,000	116,061	62.74%	160,000	175,000	-5.41%	
SUB-TOTAL		1,175,000	747,437	63.61%	1,012,000	1,071,500	-8.81%	
5230-120	Utilities	35,000	29,500	84.29%	35,000	36,000	2.86%	
5314-120	Other Services-Misc.	2,200	1,665	75.68%	2,000	2,000	-9.09%	
5350-120	Tools & Equipment	4,000	4,668	116.70%	4,668	5,000	25.00%	
5410-120	Meters	30,000	29,966	99.89%	29,996	30,000	0.00%	
5411-120	Asphaltic Materials	5,000	5,202	104.04%	6,200	6,200	24.00%	
5412-120	Operating Supplies	3,500	3,597	102.77%	4,000	4,000	14.29%	
5420-120	Inventory	50,000	30,138	60.28%	50,000	50,000	0.00%	
5621-120	Office Supplies	1,500	866	57.73%	1,500	1,500	0.00%	
5623-120	Telephone	15,000	10,774	71.83%	14,500	15,000	0.00%	
5661-120	Uniforms & Safety Equip	5,000	6,582	131.64%	6,582	6,000	20.00%	
5670-120	Dist.Repairs & Maintenance	50,000	37,860	75.72%	50,000	50,000	0.00%	
5750-120	Recycled Water Operations	125,000	5,545	4.44%	10,000	90,000	-28.00%	
5730-120	Misc. Supplies & Expenses	3,000	2,810	93.67%	3,000	3,000	0.00%	
5315-120	Contract Services	7,000	0	0.00%	0	7,000	0.00%	
	Sub Total	336,200	169,173	50.32%	217,446	305,700	-9.07%	
TOTAL		1,511,200	916,610	60.65%	1,244,446	1,377,200	-8.87%	

Budget Fiscal Year 2014-15

Division Activity: Distribution - 120

This category represents direct and indirect costs associated with the funding for ten (10) full-time personnel employed for the maintenance of the District's Distribution System, including the Recycled Water System; one (1) support staff person, and funding for two (2) temporary summertime employees.

Salaries & Benefits

5111-120 Regular Salary - \$760,000

Provides funding for direct salary costs for employees.

Decrease \$90,000 (-10.59%) from the FY 2013-14 Budget. Adjustment includes earned step increases, COLA increases and under budget in FY 2013-14.

5112-120 Overtime - \$20,000

Provides funding for unscheduled overtime to respond to unscheduled system emergencies.

No change requested.

5113-120 Duty - \$55,500

Provides funding for on-call duty personnel.

Increase \$500 (+.91%) over FY 2013-14 Budget.

Benefits -

5640-120 Payroll Taxes - \$61,000

Decrease \$4,000 (-6.15%) from FY 2013-14 Budget.

5642-120 Health Insurance - \$175,000

Provides funding for payments relating to employee benefits. (e.g. social security, medical, dental insurance, etc.)

Decrease \$10,000 (-5.41%) from FY 2013-14 Budget.

Operations

This category represents the costs associated with providing the materials, supplies and services necessary to support the daily operations of the division.

5230-120 - Utilities - \$36,000

Provides funding for electrical energy costs for operation of the District's telemetry and cathodic protection systems for the District's storage reservoirs.

Increase \$1,000 (+2.86%) over FY 2013-14 Budget.

5314-120 - Other Services - Miscellaneous - \$2,000

Includes funding for maintenance agreements for the calibration adjustments of the

cathodic protection and telemetry systems by outside contractors.
Decrease \$200 (-9.09%) from FY 2013-14 Budget.

5315-120 Contract Services - \$7,000

This line item pays for the services of miscellaneous consultants hired throughout the year for special studies.

No change requested.

5350-120 - Tools and Equipment - \$5,000

Includes funding for replacement of various small tools on an as-needed basis.

Increase \$1,000 (+25.00%) over the FY 2013-14 Budget.

5410-120 Meters - \$30,000

Provides for the purchase of meters and touch read equipment.

No change requested.

5411-120 - Asphaltic Materials - \$6,200

Provides for the purchase of asphaltic concrete, cutback, portland cement, sand and gravel and other supplies for restoration of street cuts resulting from utility cuts and reservoir improvements.

Increase \$1,200 (+24.00%) over the FY 2013-14 Budget.

5412-120 - Operating Supplies - \$4,000

Provides for the purchase of hardware consumable items including hardware, lumber, paint, nuts and bolts, and other supplies needed for the operation of the water system.

Increase \$500 (+14.29%) over the FY 2013-14 Budget.

5420-120 Inventory - \$50,000

Provides for the purchase of pipes, fire hydrants, valves, vault boxes, fittings and other service connection items necessary to maintain inventory.

No change requested.

5621-120 Office Supplies - \$1,500

Provides for the purchase of office supplies, toners, etc. for the Distribution Department.

No change requested.

5623-120 - Telephone - \$15,000

Provides funding for maintenance and repair of the District's dedicated lease line utilized for system telemetry analog interface between the District's booster pump stations and the District's SCADA system and for the field employees' cellular telephones.

No change requested.

5661-120 - Uniforms and Safety Equipment - \$6,000

Provides for uniforms, jackets, shirts, worksite safety equipment such as flasher barricades, safety vests, safety shoes, first aid kits, traffic cones, goggles, hard hats,

gloves, fire extinguishers, flashlights, etc.

Increase \$1,000 (+20.00%) over the FY 2013-14 Budget.

5670-120 Distribution Repairs & Maintenance – \$50,000

Contingency for repairs to the District's distribution system including: valving, main breaks and to general system appurtenances and for asphaltic repairs, also where outside help is needed to quickly restore service.

No change requested.

5730-120 Miscellaneous Supplies & Expenses \$3,000

Provides for the purchase of one-time expenditures for special projects and/or equipment.

No change requested.

5750-120 Recycled Water Operations - \$90,000

Provides for the costs associated with providing materials, supplies and services necessary to support the daily operations of Recycled Water Operations.

Decrease \$35,000 (-28.00%) from the FY 2013-14 Budget.

Expense Administration 130

Acct.#	Description	13/14 Budget	03/2014 Spent	% Spent	Year End	14/15 Proposed	% Increase (Decrease)	Comments
5111-130	Regular Salary	720,000	514,258	71.42%	675,000	705,000	-2.08%	
5112-130	Overtime	5,000	4,228	84.56%	5,000	5,500	10.00%	
5640-130	Payroll Taxes	54,000	38,938	72.11%	51,000	54,000	0.00%	
5641-130	Workers Compensation	55,000	34,524	62.77%	45,000	50,000	-9.09%	
5642-130	Health Insurance	160,000	117,840	73.65%	160,000	168,000	5.00%	
5642-130A	Retiree Health Insurance	240,000	193,147	80.48%	257,000	260,000	8.33%	
5643-130	Retirement	400,000	275,048	68.76%	360,000	380,000	-5.00%	
5644-130	Retiree COLA Benefit	124,000	80,828	65.18%	105,000	110,000	-11.29%	
5645-130	Directors' Health Insurance	95,000	62,205	65.48%	83,000	95,000	0.00%	
5646-130	Life Insurance	14,500	9,252	63.81%	13,000	13,500	-6.90%	
5647-130	Employee Welfare	1,000	330	33.00%	500	1,000	0.00%	
5940-130	Directors' Fees	11,000	7,500	68.18%	10,000	11,000	0.00%	
SUB-TOTAL		1,879,500	1,338,098	71.19%	1,764,500	1,853,000	-1.41%	
Operations								
5513-130	Payment Center Fees	975	410	42.05%	975	975	0.00%	
5514-130	On-Line Payment Fees	32,000	27,675	86.48%	36,000	36,000	12.50%	
5522-130	Bad Debt Write Off	4,000		0.00%	4,000	4,000	0.00%	
5620-130	Advertising	700	227	32.43%	700	700	0.00%	
5621-130	Printing & Office Supplies	10,000	13,031	130.31%	13,031	15,000	50.00%	
5622-130	Utilities	19,000	15,072	79.33%	19,500	20,000	5.26%	
5623-130	Telephone	13,000	12,113	93.18%	16,000	16,000	23.08%	
5624-130	Janitor & Gardener	15,000	13,815	92.10%	18,000	18,000	20.00%	
5627-130	Postage	33,000	31,532	95.55%	40,000	40,000	21.21%	
5628-130	General Manager Expenses	500	255	51.00%	500	500	0.00%	
5630-130	Insurance	73,000	54,450	74.59%	73,000	73,000	0.00%	
5631-130	Off. Build. Maint. & Repairs	3,500	2,199	62.83%	3,500	5,000	42.86%	
5637-130	Billing	55,000	35,729	64.96%	50,000	50,000	-9.09%	
5650-130	Off. Equip. Rep/Maint/Pur	3,500	3,067	87.63%	3,500	3,500	0.00%	
5655-130	Off. Equip. Lease & Maint	6,000	4,587	76.45%	6,000	6,000	0.00%	
5685-130	Water Ed/Comm. Service	2,500	5,934	237.36%	6,000	5,000	100.00%	

Acct.#	Description	13/14 Budget	03/2014 Spent	% Spent	Year End	14/15 Proposed	% Increase (Decrease)	Comments
5687-130	Water Conservation	3,000	4,099	136.63%	4,100	45,000	1400.00%	
5720-130	Taxes & Assessments	2,200	1,313	59.68%	2,000	2,000	-9.09%	
5730-130	Miscellaneous Expenses	3,000	2,422	80.73%	2,500	3,000	0.00%	
5732-130	Licenses & Certificates	2,000	530	26.50%	1,000	1,000	-50.00%	
5733-130	Meals	500	550	110.00%	550	600	20.00%	
5734-130	Travel & Lodging	400	168	42.00%	400	400	0.00%	
5735-130	Employee Annual Recog	700	637	91.00%	640	700	0.00%	
5661-130	Uniforms & Safety Equip.	1,000	1,443	144.30%	1,445	1,445	44.50%	
Director's Expenses								
5941-130	Directors' Election Fees	0	0	0.00%	0	23,000		
5942-130	Directors' Conv. & Travel	6,000	2,679	44.65%	5,500	6,000	0.00%	
Employee Development								
5625-130	Meetings & Conferences	3,000	1,855	61.83%	2,500	3,000	0.00%	
5626-130	Dues & Membership	40,000	33,630	84.08%	35,000	35,000	-12.50%	
5626-130A	BAWSCA Dues	55,000	37,096	67.45%	52,000	55,000	0.00%	
5635-130	Staff Training	4,000	2,365	59.13%	3,000	4,000	0.00%	
Professional Fees								
5680-130	Engineering Fees	5,000	1,149	22.98%	2,500	5,000	0.00%	
5681-130	Legal Fees	30,000	27,181	90.60%	37,000	40,000	33.33%	
5682-130	Auditing & Accounting Fees	25,000	16,951	67.80%	23,000	25,000	0.00%	
5683-130	Misc. Professional Fees	50,000	40,903	81.81%	50,000	50,000	0.00%	
5725-130	Rebate Programs	50,000	19,529	39.06%	40,000	45,000	-10.00%	
SUB-TOTAL		552,475	414,596	75.04%	553,841	638,820	15.63%	
TOTAL ADMINISTRATION								
		2,431,975	1,752,694	72.07%	2,318,341	2,491,820	2.46%	
5800-130	Debt Service	482,000	482,000	100.00%	482,000	482,000	0.00%	
	BAWSCA Surcharge							
TOTAL ADMINISTRATION W/DEBT		2,913,975	2,234,694	76.69%	2,800,341	2,973,820	2.05%	

Budget Fiscal Year 2014-15

Division Activity: Administration - 130

This category represents direct and indirect costs associated with the funding for eight (8) personnel employed for the maintenance of the District's Administrative Services Division including the meter division.

Salaries & Benefits

<u>5111-130 Regular Salary -</u>	<u>\$705,000</u>
<i>Provides funding for direct salary costs for employees.</i>	
Decrease \$15,000 (-2.08%) from the FY 2013-14 Budget. Adjustment includes earned step increases and COLA adjustments.	
<u>5112-130 – Overtime -</u>	<u>\$5,500</u>
<i>Provides funding for unscheduled overtime in the administrative department and to respond to system emergencies.</i>	
Increase \$500 (+10.00%) over FY 2013-14 Budget.	
<u>5640-130 Payroll Taxes -</u>	<u>\$54,000</u>
No change requested.	
<u>5641-130 Workers' Compensation -</u>	<u>\$50,000</u>
Decrease \$500 (-9.09%) from FY 2013-14 Budget.	
<u>5642-130 Health Insurance -</u>	<u>\$168,000</u>
Increase \$8,000 (+5.00%) over FY 2013-14 Budget.	
<u>5642-130A Retiree Health Insurance -</u>	<u>\$260,000</u>
Increase \$20,000 (+8.33%) over FY 2013-14 Budget.	
<u>5643-130 Retirement -</u>	<u>\$380,000</u>
Decrease \$20,000 (-5.00%) from FY 2013-14 Budget.	
<u>5644-130 Retiree COLA Benefit -</u>	<u>\$110,000</u>
Decrease \$14,000 (-11.29%) for COLA adjustments.	
<u>5645-130 Directors' Health Insurance -</u>	<u>\$95,000</u>
No change requested.	
<u>5646-130 Life Insurance -</u>	<u>\$13,500</u>
<i>Provides funding for employees, retirees and the Board of Directors.</i>	
Decrease \$1,000 (-6.90%) from FY 2013-14 Budget.	
<u>5647-130 Employee Welfare -</u>	<u>\$1,000</u>
<i>Provides funding for the employee wellness program that reimburses employees up to \$15 per month for gym memberships.</i>	
No change requested.	

5940-130 – Directors’ Fees - \$ 11,000

Provides funding for the Board of Directors to attend the monthly Board meeting, standing committee meetings and miscellaneous meetings.

No change requested.

Operations

This category represents the costs associated with providing the materials, supplies and services necessary to support the daily operations of the division.

5513-130 - Payment Center Fees - \$975

Provides funding for the District to maintain its two customer payment drop-off centers.

No change requested.

5514-130 – On-Line Payment Fees - \$36,000

Provides funding for the third party fees incurred for District customers to pay their utility bills on-line.

Increase \$4,000 (+12.50%) over FY 2013-14 Budget.

5522-130 Bad Debt Write Off - \$4,000

Provides funding for the accounts that the District must send to collections for non-payment.

No change requested.

5620-130 - Advertising - \$700

Includes funding for District’s legal ads and for any other advertisements the District may place during the year.

No change requested.

5621-130 - Printing & Office Supplies - \$15,000

Provides funding for all stationary, miscellaneous office supplies and all District forms, newsletters and the Consumer Confidence Report.

Increase \$5,000 (+50.00%) over FY 2013-14 Budget.

5622-130- Utilities - \$20,000

Provides funding for electrical energy costs for the operation of the District’s headquarters.

Increase \$1,000 (+5.26%) over FY 2013-14 Budget.

5623-130 - Telephone - \$16,000

Provides funding for telephones, cellular phones and pagers for the Administration division.

Increase \$3,000 (+23.08%) over FY 2013-14 Budget.

- 5624-130 Janitor & Gardener-** **\$18,000**
Provides funding for janitorial services and gardening services around the District's reservoirs and at the District's headquarters.
Increase \$3,000 (+20.00%) over FY 2013-14 Budget.
- 5627-130 - Postage -** **\$40,000**
Provides funding for mailing of all customer bills and District correspondence.
Increase \$7,000 (+21.21%) over FY 2013-14 Budget.
- 5628-130 - General Manager Expenses -** **\$500**
Provides funding for miscellaneous expenses the General Manager might incur including conventions, meetings, conferences and luncheons.
No change requested.
- 5630-130 - Insurance -** **\$73,000**
Provides funding for the ACWA/JPIA premium.
No change requested.
- 5631-130 - Office Building Maintenance & Repairs** **\$5,000**
Provides funding for the regular maintenance of District's facilities for the year.
Increase \$1,500 (+42.86%) over FY 2013-14 Budget.
- 5637-130 – Billing -** **\$50,000**
Provides funding for the maintenance agreements for the billing system and the Sensus meter reading equipment.
Decrease \$5,000 (-9.09%) from FY 2013-14 Budget.
- 5650-130 – Office Equipment Repair/Maintenance/Purchase-** **\$3,500**
Provides funding for the repair/maintenance/replacement of equipment that may be needed.
No change requested.
- 5655-130 – Office Equipment Lease & Maintenance-** **\$6,000**
Provides funding for maintenance agreements and leases for the various pieces of equipment.
No change requested.
- 5685-130 - Water Education/Community Service** **\$5,000**
Provides funding for the District's water education program including participation in Project WET, and providing schools and the general public with miscellaneous community events and for various consumable products.
Increase \$2,500 (+100.00%) over FY 2013-14 Budget.
- 5687-130 – Water Conservation-** **\$5,000**
Provides funding for miscellaneous water conservation activities and to purchase miscellaneous water conservation consumables.
Increase \$2,000 (+66.67%) over FY 2013-14 Budget.

5720-130 Taxes & Assessments -

\$ 2,000

Provides funding for miscellaneous taxes the District must pay on fuel and for the CalOSHA compliance certificate.

Decrease \$200 (-9.09%) from FY 2013-14 Budget.

5730-130 - Miscellaneous Expenses -

\$3,000

Provides funding for various miscellaneous items.

No change requested.

5732-130 – Licenses & Certificates

\$1,000

Provides funding for costs expended on licenses and certificates.

Decrease \$1,000 (-50.00%) from FY 2013-14 Budget.

5733-130 – Meals

\$600

Provides funding for monies spent on meals while attending classes, conferences, etc.

Increase \$100 (+20.00%) over FY 2013-14 Budget.

5734-130 – Travel & Lodging

\$400

Provides funding for expenditures on travel and lodging for staff involved in training programs.

No change requested.

5735-130 – Employee Annual Recognition

\$700

Provides funding for the employee recognition meal and for miscellaneous employee awards.

No change requested.

5661-130 – Uniforms & Safety Equipment -

\$1,445

Provides funding for the uniforms required in the meter division and for various District apparel for the office staff. Also includes funding for miscellaneous safety equipment.

Increase \$445 (+44.50%) over FY 2013-14 Budget.

Directors' Expenses

5941-130 – Directors' Election Fees -

\$23,000

Provides funding for San Mateo County Office of Election fees needed for the District to elect Directors.

Estimated costs for elections this Fiscal Year.

5942-130 – Directors' Conventions & Travel -

\$6,000

Provides funding for the Directors to attend various meetings and conferences.

No change requested.

Employee Development

This category represents costs associated with the provision of services and materials that enhance the professional growth and development of personnel.

5625-130 - Meetings and Conferences - \$3,000

Provides funding for meetings and conferences associated with job assignments or related to the conduct of departmental business. Attendance is geared toward personnel development and the advancement of departmental effectiveness. Staff regularly attends organizational meetings that include the American Water Works Association, Peninsula Water Works Association, Northern California Backflow Prevention Association, Association of California Water Agencies and other associations on an as-needed basis.

No change requested.

5626-130 - Dues & Membership - \$35,000

This line item represents those costs associated with the provision of services and materials that enhance the professional growth and development of personnel.

Decrease \$5,000 (-12.50%) from FY 2013-14 Budget.

5626-130A BAWSCA Dues - \$55,000

Funds the District's apportionment of the BAWSCA dues.

No change requested.

5635-130 - Staff Training - \$4,000

Provides funding for outside professional services.

No change requested.

Professional Fees

5680-130 - Engineering Fees - \$5,000

Provides funding for administrative projects provided by the District's engineering consultants including the attendance of meetings.

No change requested.

5681 - 130 Legal Fees - \$40,000

Provides funding for the administrative services of the District's legal counsel including the attendance of District meetings.

Increase \$10,000 (+33.33%) over FY 2013-14 Budget.

5682 - 130 - Auditing & Accounting Fees - \$25,000

Provides funding for the preparation of the District's annual audit and for the District's accountant.

No change requested.

5683 -130 - Misc. Professional Fees - \$50,000

Provides funding for outside professional services.

No change requested.

5725-130 – Rebate Programs - \$45,000

Provides funding for the District's ULF toilet, the washing machine rebate program, the spray valve rinse program, the Lawn Be Gone program and any additional programs that may be instituted.

Decrease \$5,000 (-10.00%) from FY 13-14 Budget.

5800-130 Debt Service - \$482,000

This line item funds the District's debt service for the CSCDA bond.

No change requested. Line item is paid by the amount calculated in the Bond documents.



Expense Capital Improvement and Bond Projects FY 14/15

Account No.	Description	13/14 Budget	YTD Spent	14/15 Proposed
1117-145	T-4 Rifle Range	Project Completed		
1117-145	Dead End Blow-offs	\$5,000	\$6,503	\$6,000
1117-145	Valleamar	\$0	\$0	\$10,000
1117-145	Valve Exercice Program	\$3,000	\$1,096	\$3,000
1117-145A	Annual Pipeline Improvements	145,000	\$1,184	\$65,000
1117-145A	Palmetto Street Scape Project	\$50,000	\$14,696	\$50,000
1117-130	21" Main Nodules	\$0	\$0	\$0
1117-160B	Tank Projects/Maintenance	\$75,000	\$32,923	\$250,000
1117-112	Annual Paving Projects	\$10,000		\$50,000
1117-113	Fence Maintenance Projects	\$5,000	\$4,021	\$5,000
1117-165	Easement Protection/Maintenance	\$5,000	\$1,635	\$20,000
1117-169	Meter Replacement Program	50,000	\$55,440	\$115,000
1117-170	Fire Hydrant Replacement Program	\$30,000	\$20,567	\$30,000
1117-183B	Regulator Upgrades	\$30,000	\$13,773	30,000
1118-112B	Francisco Building Repairs	\$20,000		\$20,000
1118-122B	Pick Up Trucks	\$0	\$0	\$40,000
1118-160	20 Year Master Plan / GIS	\$75,000	\$41,695	\$65,000
1116-201R	Recycled Water	\$0	\$0	\$8,000
1116-201R	Flushing	\$100,000	\$0	\$5,000
1116-201R	Devils Slide Pump Station Building	\$30,000	\$43,063	\$5,000
1116-201R	Christen Hill Tank			
	Consultant	\$340,000	\$26,573	\$80,000
	Inspectors	\$80,000		\$80,000
	Construction	\$1,000,000		\$1,000,000
	Christen Bond	\$615,000		\$615,000
111x-xxx	Milagra Pump Station Pump Rebuild	\$0	\$0	\$12,000
111x-xyy	Francisco Fueling Tank	\$0	\$0	\$100,000
	Total	\$2,668,000		\$2,664,000