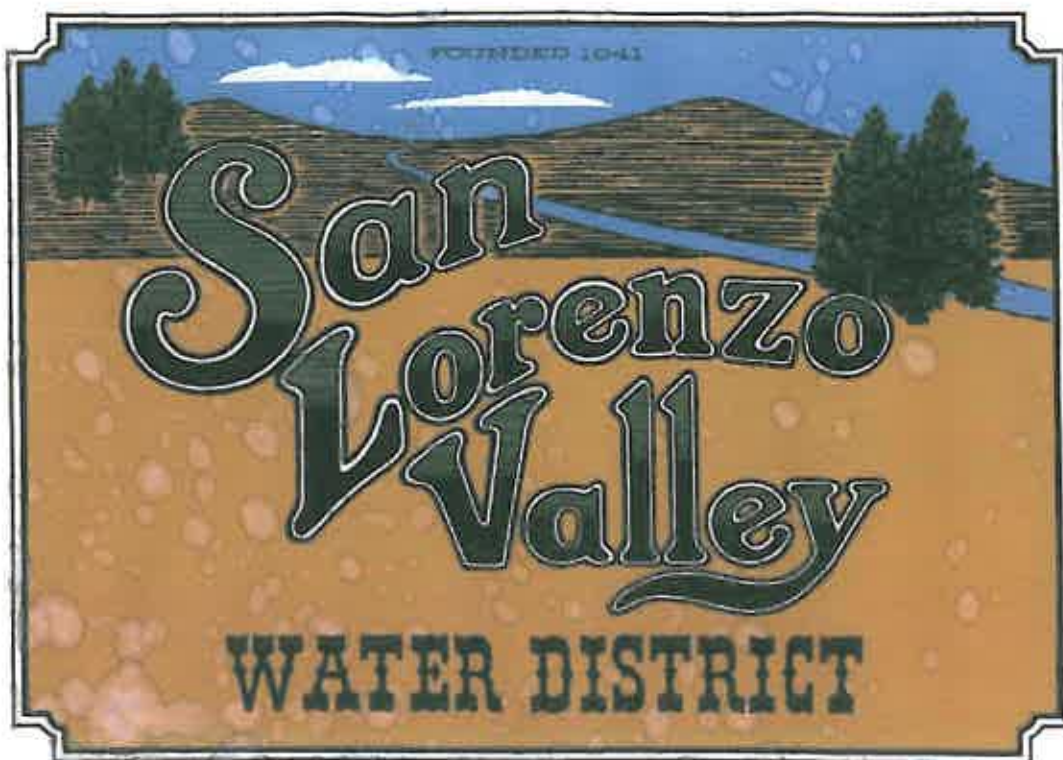


SAN LORENZO VALLEY WATER DISTRICT

2002/2003 ANNUAL BUDGET



BOARD OF DIRECTORS

President.....Larry Prather
Vice-PresidentJames Rapoza
Board MemberJames Nelson
Board MemberDavid Ross
Board MemberTerry Vierra

DISTRICT MANAGEMENT STAFF

District ManagerJames Mueller
District Secretary/Administrative Assistant.....Kelly Stephens
Watershed Resources Coordinator.....Al Haynes
District EngineerKen Girouard
Director of OperationsRick Rogers
Finance Manager.....Karen Alvarez
District Counsel.....Marc Hynes

June 20, 2002
Resolution No. 42 (01-02)

2002/2003 ANNUAL BUDGET

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Table 1. The number of cases of *Salmonella* infection in the United States, 1990–1999, by serotype and age group

Age group	Serotype									
	1	2	3	4	5	6	7	8	9	10
0–4	10	10	10	10	10	10	10	10	10	10
5–14	10	10	10	10	10	10	10	10	10	10
15–24	10	10	10	10	10	10	10	10	10	10
25–34	10	10	10	10	10	10	10	10	10	10
35–44	10	10	10	10	10	10	10	10	10	10
45–54	10	10	10	10	10	10	10	10	10	10
55–64	10	10	10	10	10	10	10	10	10	10
65–74	10	10	10	10	10	10	10	10	10	10
75–84	10	10	10	10	10	10	10	10	10	10
85–94	10	10	10	10	10	10	10	10	10	10
95–104	10	10	10	10	10	10	10	10	10	10
105–114	10	10	10	10	10	10	10	10	10	10
115–124	10	10	10	10	10	10	10	10	10	10
125–134	10	10	10	10	10	10	10	10	10	10
135–144	10	10	10	10	10	10	10	10	10	10
145–154	10	10	10	10	10	10	10	10	10	10
155–164	10	10	10	10	10	10	10	10	10	10
165–174	10	10	10	10	10	10	10	10	10	10
175–184	10	10	10	10	10	10	10	10	10	10
185–194	10	10	10	10	10	10	10	10	10	10
195–204	10	10	10	10	10	10	10	10	10	10
205–214	10	10	10	10	10	10	10	10	10	10
215–224	10	10	10	10	10	10	10	10	10	10
225–234	10	10	10	10	10	10	10	10	10	10
235–244	10	10	10	10	10	10	10	10	10	10
245–254	10	10	10	10	10	10	10	10	10	10
255–264	10	10	10	10	10	10	10	10	10	10
265–274	10	10	10	10	10	10	10	10	10	10
275–284	10	10	10	10	10	10	10	10	10	10
285–294	10	10	10	10	10	10	10	10	10	10
295–304	10	10	10	10	10	10	10	10	10	10
305–314	10	10	10	10	10	10	10	10	10	10
315–324	10	10	10	10	10	10	10	10	10	10
325–334	10	10	10	10	10	10	10	10	10	10
335–344	10	10	10	10	10	10	10	10	10	10
345–354	10	10	10	10	10	10	10	10	10	10
355–364	10	10	10	10	10	10	10	10	10	10
365–374	10	10	10	10	10	10	10	10	10	10
375–384	10	10	10	10	10	10	10	10	10	10
385–394	10	10	10	10	10	10	10	10	10	10
395–404	10	10	10	10	10	10	10	10	10	10
405–414	10	10	10	10	10	10	10	10	10	10
415–424	10	10	10	10	10	10	10	10	10	10
425–434	10	10	10	10	10	10	10	10	10	10
435–444	10	10	10	10	10	10	10	10	10	10
445–454	10	10	10	10	10	10	10	10	10	10
455–464	10	10	10	10	10	10	10	10	10	10
465–474	10	10	10	10	10	10	10	10	10	10
475–484	10	10	10	10	10	10	10	10	10	10
485–494	10	10	10	10	10	10	10	10	10	10
495–504	10	10	10	10	10	10	10	10	10	10
505–514	10	10	10	10	10	10	10	10	10	10
515–524	10	10	10	10	10	10	10	10	10	10
525–534	10	10	10	10	10	10	10	10	10	10
535–544	10	10	10	10	10	10	10	10	10	10
545–554	10	10	10	10	10	10	10	10	10	10
555–564	10	10	10	10	10	10	10	10	10	10
565–574	10	10	10	10	10	10	10	10	10	10
575–584	10	10	10	10	10	10	10	10	10	10
585–594	10	10	10	10	10	10	10	10	10	10
595–604	10	10	10	10	10	10	10	10	10	10
605–614	10	10	10	10	10	10	10	10	10	10
615–624	10	10	10	10	10	10	10	10	10	10
625–634	10	10	10	10	10	10	10	10	10	10
635–644	10	10	10	10	10	10	10	10	10	10
645–654	10	10	10	10	10	10	10	10	10	10
655–664	10	10	10	10	10	10	10	10	10	10
665–674	10	10	10	10	10	10	10	10	10	10
675–684	10	10	10	10	10	10	10	10	10	10
685–694	10	10	10	10	10	10	10	10	10	10
695–704	10	10	10	10	10	10	10	10	10	10
705–714	10	10	10	10	10	10	10	10	10	10
715–724	10	10	10	10	10	10	10	10	10	10
725–734	10	10	10	10	10	10	10	10	10	10
735–744	10	10	10	10	10	10	10	10	10	10
745–754	10	10	10	10	10	10	10	10	10	10
755–764	10	10	10	10	10	10	10	10	10	10
765–774	10	10	10	10	10	10	10	10	10	10
775–784	10	10	10	10	10	10	10	10	10	10
785–794	10	10	10	10	10	10	10	10	10	10
795–804	10	10	10	10	10	10	10	10	10	10
805–814	10	10	10	10	10	10	10	10	10	10
815–824	10	10	10	10	10	10	10	10	10	10
825–834	10	10	10	10	10	10	10	10	10	10
835–844	10	10	10	10	10	10	10	10	10	10
845–854	10	10	10	10	10	10	10	10	10	10
855–864	10	10	10	10	10	10	10	10	10	10
865–874	10	10	10	10	10	10	10	10	10	10
875–884	10	10	10	10	10	10	10	10	10	10
885–894	10	10	10	10	10	10	10	10	10	10
895–904	10	10	10	10	10	10	10	10	10	10
905–914	10	10	10	10	10	10	10	10	10	10
915–924	10	10	10	10	10	10	10	10	10	10
925–934	10	10	10	10	10	10	10	10	10	10
935–944	10	10	10	10	10	10	10	10	10	10
945–954	10	10	10	10	10	10	10	10	10	10
955–964	10	10	10	10	10	10	10	10	10	10
965–974	10	10	10	10	10	10	10	10	10	10
975–984	10	10	10	10	10	10	10	10	10	10
985–994	10	10	10	10	10	10	10	10	10	10
995–1004	10	10	10	10	10	10	10	10	10	10

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SUMMARY OF REVENUE BY FUNDS

2002-2003

06/27/02

	2001-2002 ESTIMATED REVENUE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED REVENUE
<u>WATER FUND REVENUE</u>			
NON-RESTRICTED REVENUE			
4101 Water Service Fees	2,667,000	2,650,000	2,950,000
4308 Acct Establish Charges & Penalties	32,800	33,000	33,000
4209 Property Taxes	301,000	280,000	310,000
4314 Sale of Meters	27,600	110,000	50,000
4817 Interest - Water Fund (Non-Restricted)	43,000	110,000	45,000
4319 Mobile Service Lease Fees	7,500	7,300	8,000
4320 Miscellaneous	18,500	2,500	5,000
4440 USFWS Grant	0	0	24,000
4441 Trnsfr from Equip. Replcmnt Reserve	0	0	11,000
4442 FEMA Funds	0	0	150,000
4443 OESFunds	0	0	50,000
<u>SUB TOTAL NON-RESTRICTED REVENUE</u>	<u>3,097,400</u>	<u>3,192,800</u>	<u>3,636,000</u>
RESTRICTED SPECIAL REVENUE			
4309 Assm't Bond - N.B.C.	132,000	115,370	108,000
4409 NBC Admin. Fee	3,600	3,600	3,600
4818 Interest - Water Reserve Fund	41,000	45,000	30,000
4819 Interest - 1998 COP Issue	62,000	85,000	30,000
4429 Sale of Surplus Property	2,979,326	1,591,000	1,400,000
4821 Interest - Waterman Gap Fund	0	0	270,000
4437 Transfer from COP Funds	1,076,500	862,000	690,000
4439 Transfer from FEMA Funds	0	955,000	0
<u>SUB TOTAL RESTRICTED SPECIAL REVENUE</u>	<u>4,294,426</u>	<u>3,656,970</u>	<u>2,531,600</u>
<u>SUB TOTAL ALL WATER FUND REVENUE</u>	<u>7,391,826</u>	<u>6,849,770</u>	<u>6,167,600</u>
<u>WASTEWATER FUND REVENUE</u>			
4102 Sewer Charges	44,500	44,500	44,500
<u>SUB TOTAL WASTEWATER FUND REVENUE</u>	<u>44,500</u>	<u>44,500</u>	<u>44,500</u>
<u>GRAND TOTAL REVENUE ALL FUNDS</u>	<u>7,436,326</u>	<u>6,894,270</u>	<u>6,212,100</u>

SUMMARY OF EXPENDITURES BY FUND

2002-2003

06/27/02

<u>ESTIMATED 2001-2002</u>	<u>WATER FUND</u>	<u>WASTE WATER</u>	<u>GRAND TOTAL</u>
PERSONNEL	1,466,820	5,445	1,472,265
MATERIALS & SERVICES	798,635	20,730	819,365
DEBT SERVICE	734,130	0	734,130
CAPITAL OUTLAY	2,124,390	0	2,124,390
<u>GRAND TOTAL</u>	<u>5,123,975</u>	<u>26,175</u>	<u>5,150,150</u>
<u>TOTAL REVENUE</u>	<u>7,391,826</u>	<u>44,500</u>	<u>7,436,326</u>
<u>NET INCOME (SHORTFALL)</u>	<u>2,267,851</u>	<u>18,325</u>	<u>2,286,176</u>

ADOPTED 2001-2002

PERSONNEL	1,500,600	9,515	1,510,115
MATERIALS & SERVICES	747,840	24,170	772,010
DEBT SERVICE	753,170	0	753,170
CAPITAL OUTLAY	2,419,270	30,000	2,449,270
<u>GRAND TOTAL</u>	<u>5,420,880</u>	<u>63,685</u>	<u>5,484,565</u>
<u>TOTAL REVENUE</u>	<u>6,849,770</u>	<u>44,500</u>	<u>6,894,270</u>
<u>NET INCOME (SHORTFALL)</u>	<u>1,428,890</u>	<u>-19,185</u>	<u>1,409,705</u>

ADOPTED 2002-2003

PERSONNEL	1,547,455	9,680	1,557,135
MATERIALS & SERVICES	811,200	23,850	835,050
DEBT SERVICE	746,190	0	746,190
CAPITAL OUTLAY	1,369,200	15,000	1,384,200
<u>GRAND TOTAL</u>	<u>4,474,045</u>	<u>48,530</u>	<u>4,522,575</u>
<u>TOTAL REVENUE</u>	<u>6,167,600</u>	<u>44,500</u>	<u>6,212,100</u>
<u>NET INCOME (SHORTFALL)</u>	<u>1,693,555</u>	<u>-4,030</u>	<u>1,689,525</u>

1. The first step in the process of identifying a problem is to define the problem clearly and concisely.

2. The second step is to identify the causes of the problem.

3. The third step is to identify the effects of the problem.

4. The fourth step is to identify the stakeholders involved in the problem.

5. The fifth step is to identify the resources available to solve the problem.

6. The sixth step is to identify the constraints on the solution.

7. The seventh step is to identify the potential solutions.

8. The eighth step is to evaluate the potential solutions.

9. The ninth step is to select the best solution.

10. The tenth step is to implement the solution.

11. The eleventh step is to monitor the solution.

12. The twelfth step is to evaluate the results.

13. The thirteenth step is to document the solution.

14. The fourteenth step is to communicate the solution.

15. The fifteenth step is to review the solution.

16. The sixteenth step is to update the solution.

17. The seventeenth step is to close the problem.

18. The eighteenth step is to reflect on the process.

19. The nineteenth step is to learn from the experience.

20. The twentieth step is to apply the lessons learned.

21. The twenty-first step is to share the solution.

22. The twenty-second step is to celebrate the success.

23. The twenty-third step is to maintain the solution.

24. The twenty-fourth step is to improve the solution.

25. The twenty-fifth step is to end the problem.

26. The twenty-sixth step is to start a new problem.

27. The twenty-seventh step is to continue the process.

28. The twenty-eighth step is to repeat the process.

29. The twenty-ninth step is to refine the process.

30. The thirtieth step is to perfect the process.

BUDGET SUMMARY

06/27/02

DEPARTMENT: ADMINISTRATION - 01

FUND: WATER

<u>CLASSIFICATION</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
PERSONNEL	214,550	211,050	219,920
MATERIALS & SERVICES	147,960	156,210	173,450
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	30,400	34,170	41,400
<u>TOTAL BUDGET</u>	<u>392,910</u>	<u>401,430</u>	<u>434,770</u>

DEPARTMENT: ADMINISTRATION - 01

<u>PERSONNEL</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	149,660	152,300	152,300
5005 Directors Fees	12,900	14,000	14,000
Sub Total	<u>162,560</u>	<u>166,300</u>	<u>166,300</u>
<u>BENEFITS</u>			
5706 Medical Insurance	13,620	11,230	14,000
5707 Dental Insurance	2,500	2,300	2,500
5708 Vision Insurance	530	530	530
5709 Life Insurance	300	320	300
5710 Long Term Disability	2,010	2,010	2,010
5711 PERS Retirement	13,440	10,350	13,440
5712 FICA (Social Security)	8,200	8,200	8,200
5713 Workers Compensation	1,170	1,100	1,170
5714 Assistance Program	90	90	90
5715 Other Payroll Charges	420	300	420
5716 Medicare	2,210	2,210	2,210
5722 Retired Medical	7,500	6,110	8,750
Sub Total	<u>51,990</u>	<u>44,750</u>	<u>53,620</u>
<u>TOTAL PERSONNEL</u>	<u>214,550</u>	<u>211,050</u>	<u>219,920</u>

POSITION TITLES

District Manager	1
District Secretary	1
Board of Directors	<u>5</u>
TOTAL POSITIONS	7

DEPARTMENT: ADMINISTRATION - 01

<u>MATERIALS & SERVICES</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
5020 Contract/Professional Services	8,700	8,750	23,000
5030 Legal Services	39,600	39,600	39,600
5040 Utilities - District Office	4,810	5,100	5,000
5045 Auto Allowance	3,600	3,600	4,200
5046 Personnel Recruitment Expense	100	2,000	2,000
5047 Rental/Leases/Permits	50	1,750	1,750
5050 Facilities Maintenance	11,000	8,450	8,500
5059 Telephone/Communications	7,800	6,900	7,000
5060 Office Supplies	6,900	9,500	8,500
5061 Postage	5,600	5,000	6,000
5062 Subscriptions/Books	1,050	1,000	1,000
5063 Advertising	700	1,000	1,000
5064 Training, Conferences & Meetings	4,100	4,000	4,500
5065 Membership & Dues	2,620	2,400	2,700
5066 Insurance - Property (SDRMA)	35,450	35,300	37,700
5072 Legal Settlements	2,300	2,000	2,500
5075 Water Conservation Program	3,900	10,000	10,000
5078 Household Supplies	820	1,000	1,000
5085 LAFCO Fees	8,860	8,860	7,500
<u>TOTAL MATERIALS & SERVICES</u>	<u>147,960</u>	<u>156,210</u>	<u>173,450</u>

DEPARTMENT: ADMINISTRATION - 01

MATERIALS & SERVICES

5020 Contract/Professional Services		23,000
Maintenance on equipment; telephone, copier, printers, mail machine and scale	4,000	
Election	11,500	
Web Site/Internet Access	<u>7,500</u>	
SUBTOTAL	23,000	
5030 Legal Fees		
District Legal Counsel; \$3,300 month		39,600
5040 Utilities		
Administration building electrical service		5,000
5045 Auto Allowance		4,200
District Manager; \$300 month		
5046 Personnel Recruitment		2,000
Classified ads, physical examinations, and photo identification cards		
5047 Rentals/Leases/Permits		1,750
Postage meter lease		
5050 Facilities Maintenance		8,500
Refuse service	2,200	
Janitorial maintenance service	3,000	
Pest control	300	
Miscellaneous other repairs	<u>3,000</u>	
SUBTOTAL	8,500	
5059 Telephone/Communications		7,000
Telephone service, cellular phone service and long distance calls		
5060 Office Supplies		8,500
Office supplies - paper, pencils, copy paper, binders, envelopes, printing forms, and annual newsletter cost		

5061 Postage		6,000
	Postage for all departments (except Finance), special Federal Express, and annual newsletter	
5062 Subscription and Books		1,000
	Annual subscriptions to Valley Press/Banner, Western Cities, Legislature Bulletin, California Employer's Guides, and other miscellaneous materials	
5063 Advertising		1,000
	Advertising of all legal notices	
5064 Training, Conference, and Meetings		4,500
	Seminars, training and travel expense for District Manager, Secretary and Board Members	
5065 Membership and Dues		2,700
	American Public Works Association	160
	American Water Works Association	200
	Boulder Creek Business Association	50
	Costco	50
	SLV Main Street	50
	California Public Employees Labor Relations Association	190
	California Special District Assn.	1,800
	Water Environment Federation	150
	Monterey Bay Water Works Assn.	<u>50</u>
	SUBTOTAL	2,700
5066 Insurance		
	Insurance coverage through Special District Risk Management Authority for comprehensive, general liability, property loss and automobile liability	37,700
5072 Legal Settlements		2,500
	Claims against the District	
5075 Water Conservation Program		10,000
	Program to promote and implement miscellaneous water conservation measures	
5078 Household Supplies		1,000

Paper products, cleaning supplies, and other household supplies

5085 LAFCO Fees

7,500

Districts protata share of Special District Local Agency Formation Commission Fees

TOTAL MATERIALS & SERVICES

173,450

DEPARTMENT: ADMINISTRATION - 01

<u>CAPITAL OUTLAY</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
BUILDING IMPROVEMENTS			
5888 1705 Admin. Building Design Plan	0	7,000	12,000
OFFICE FURNITURE & EQUIPMENT			
5888 1706 File Cabinet	2,600	2,100	2,800
Computer	0	2,500	2,500
P.A. System	700	1,000	0
Bookcases	0	0	800
Flagpole OPS Building	0	0	7,000
OTHER CAPITAL PROJECTS			
5890 0001 Classification/Salary Study	6,700	13,570	16,300
5890 0101 Wastewater System	20,400	8,000	0
<u>TOTAL CAPITAL OUTLAY</u>	<u>30,400</u>	<u>34,170</u>	<u>41,400</u>

DEPARTMENT: ADMINISTRATION – 01

CAPITAL OUTLAY

BUILDING IMPROVEMENTS

5888 1705	Administration Building Design	12,000
	Completion of preliminary design for remodel and/or renovation of existing Administration Building	

<u>OFFICE FURNITURE & EQUIPMENT</u>	13,100
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5890 1706	File Cabinet	2,800
	Lap Top Computer	2,500
	Book Cases	800
	Flag Pole - Ops Building	<u>7,000</u>
	SUBTOTAL	13,100

OTHER CAPITAL PROJECTS

5890 0001	Classification/Salary Study	16,300
	Consultant services for position classification/salary survey	

TOTAL CAPITAL OUTLAY	<u>41,400</u>
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BUDGET SUMMARY

06/27/02

DEPARTMENT: FINANCE - 02

FUND: WATER

<u>CLASSIFICATION</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
PERSONNEL	224,660	229,030	232,170
MATERIALS & SERVICES	41,380	69,850	49,500
DEBT SERVICE	- 0	0	0
CAPITAL OUTLAY	2,100	10,000	20,500
<u>TOTAL BUDGET</u>	<u>268,140</u>	<u>308,880</u>	<u>302,170</u>

DEPARTMENT: FINANCE - 02

<u>PERSONNEL</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	172,000	178,500	178,500
5002 Temporary Wages	0	0	0
5003 Overtime Wages	225	500	500
Sub Total	<u>172,225</u>	<u>179,000</u>	<u>179,000</u>
<u>BENEFITS</u>			
5706 Medical Insurance	19,265	16,550	20,000
5707 Dental Insurance	3,160	2,880	3,160
5708 Vision Insurance	780	770	780
5709 Life Insurance	740	780	740
5710 Long Term Disability	2,100	2,110	2,100
5711 PERS Retirement	11,560	11,940	11,560
5712 FICA (Social Security)	10,600	11,070	10,600
5713 Workers Compensation	1,550	1,130	1,550
5714 Assistance Program	210	210	210
5715 Other Payroll Charges	0	0	0
5716 Medicare	2,470	2,590	2,470
Sub Total	<u>52,435</u>	<u>50,030</u>	<u>53,170</u>
<u>TOTAL PERSONNEL</u>	<u>224,660</u>	<u>229,030</u>	<u>232,170</u>

POSITION TITLES	
Finance Manager	1
Customer Service/Accounts Specialist	3
TOTAL POSITIONS	4

DEPARTMENT: FINANCE - 02

<u>MATERIALS & SERVICES</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
5020 Contract/Professional Services	6,500	7,500	7,500
5031 Audit Services	10,500	10,500	10,500
5060 Office Supplies	7,500	13,000	12,500
5061 Postage	12,500	14,000	14,000
5062 Subscriptions/Books	160	200	250
5064 Training, Conferences & Meetings	1,860	2,000	2,000
5065 Membership & Dues	150	350	250
5068 Collection Costs/Credit Reports	960	800	1,000
5069 Bad Debts	1,250	1,500	1,500
5076 Refund of Connection Charges	0	20,000	0
<u>TOTAL MATERIALS & SERVICES</u>	<u>41,380</u>	<u>69,850</u>	<u>49,500</u>

DEPARTMENT: FINANCE - 02

MATERIALS & SERVICES

5020 Contract/Professional Services		7,500
Maintenance on equipment; telephones, copier and printers	2,000	
Accounting package software maintenance contract	2,500	
Miscellaneous requested software changes	<u>3,000</u>	
SUBTOTAL	7,500	
5031 Audit Services		10,500
Annual audit services, preparation of State Controller's report and financial reports		
5060 Office Supplies		12,500
Miscellaneous office supplies, printing forms, and paper for computer reports		
5061 Postage		14,000
Postage for mailing water bills, second notices, and correspondence		
5062 Subscription and Books		250
Miscellaneous publications		
5064 Training, Conferences, and Meetings		2,000
Seminars, training and travel expense for Finance Department		
5065 Membership and Dues		250
Credit Bureau of Santa Cruz, California Association Public Purchasing Officers, National Notary Association		
5068 Collection Costs & Audit Reports		1,000
Credit reports for new water customers, stop payment fees, bank analysis charges, lien release fees, and collection costs		

5069 Bad Debts

1,500

Write off of bankruptcy accounts and
Uncollectable accounts over 5 years old

TOTAL MATERIALS & SERVICES

49,500

DEPARTMENT: FINANCE - 02

		2001-2002	2001-2002	2002-2003
		ESTIMATED	ADOPTED	ADOPTED
<u>CAPITAL OUTLAY</u>		<u>EXPENSE</u>	<u>BUDGET</u>	<u>BUDGET</u>
OFFICE FURNITURE & EQUIPMENT				
5888 1706	Desks (2)	1,100	3,000	0
	File Cabinet	1,000	1,000	0
	Software Upgrades		6,000	5,500
	Water Billing Equipment		0	15,000
Sub Total		<u>2,100</u>	<u>10,000</u>	<u>20,500</u>
<u>TOTAL CAPITAL OUTLAY</u>		<u>2,100</u>	<u>10,000</u>	<u>20,500</u>

DEPARTMENT: FINANCE – 02

CAPITAL OUTLAY

<u>OFFICE FURNITURE & EQUIPMENT</u>	20,500
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5888 1706	Software Upgrades	5,500
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	Water Billing Equipment	<u>15,000</u>
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SUBTOTAL	20,500
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TOTAL CAPITAL OUTLAY	<u>20,500</u>
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BUDGET SUMMARY

06/27/02

DEPARTMENT: ENGINEERING - 03

FUND: WATER

<u>CLASSIFICATION</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
PERSONNEL	83,620	128,530	99,095
MATERIALS & SERVICES	16,210	20,200	17,300
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	41,780	178,300	23,100
<u>TOTAL BUDGET</u>	<u>141,610</u>	<u>327,030</u>	<u>139,495</u>

DEPARTMENT: ENGINEERING - 03

<u>PERSONNEL</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	74,100	123,200	74,100
5002 Temporary Salaries	7,500	0	18,000
5003 Overtime Wages	0	0	0
Sub Total	<u>81,600</u>	<u>123,200</u>	<u>92,100</u>
<u>BENEFITS</u>			
5706 Medical Insurance	6,200	11,530	7,250
5707 Dental Insurance	990	2,290	990
5708 Vision Insurance	170	450	170
5709 Life Insurance	150	350	150
5710 Long Term Disability	1,200	1,790	1,200
5711 PERS Retirement	5,540	8,400	5,540
5712 FICA (Social Security)	5,010	7,640	5,010
5713 Workers Compensation	3,960	6,100	3,960
5714 Assistance Program	50	90	50
5715 Other Payroll Charges	0	0	0
5716 Medicare	1,200	1,790	1,200
5717 Special Clothing	350	900	475
Sub Total	<u>24,820</u>	<u>41,330</u>	<u>25,995</u>
<u>ALLOCATIONS</u>			
5719 Personnel Allocated to Projects	-22,800	-36,000	-19,000
<u>TOTAL PERSONNEL</u>	<u>83,620</u>	<u>128,530</u>	<u>99,095</u>

POSITION TITLES

District Engineer	1
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TOTAL POSITIONS	1
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DEPARTMENT: ENGINEERING - 03

PERSONNEL ALLOCATED TO PROJECTS

5719	Allocation to Projects	19,000
	Engineering Department personnel and overhead charged to specific capital outlay projects	

5890-9922	Lyon Zone	12,500
5890-9930	Brookside Drive	<u>6,500</u>

TOTAL ALLOCATED TO PROJECTS	<u>19,000</u>
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DEPARTMENT: ENGINEERING - 03

<u>MATERIALS & SERVICES</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
5020 Contract/Professional Services	4,000	7,200	7,500
5038 Equipment Replacement Fund	4,600	4,600	0
5044 Maint/Operations of Vehicles	1,000	1,200	1,200
5048 Small Tools/Maint & Repairs	100	500	500
5059 Communications	460	400	500
5060 Office Supplies	3,450	3,000	3,500
5062 Subscription/ Books	1,500	800	1,500
5064 Training, Conferences&Meetings	50	1,000	1,000
5065 Membership & Dues	1,050	1,500	1,600
 <u>TOTAL MATERIALS & SERVICES</u>	 <u>16,210</u>	 <u>20,200</u>	 <u>17,300</u>

DEPARTMENT: ENGINEERING - 03

MATERIALS & SERVICES

5020 Contract/Professional Services	7,500
Maintenance on equipment - telephone and plotter/printer	500
Miscellaneous outside consultant services	5,000
Autocad software maintenance	<u>2,000</u>
SUBTOTAL	7,500
5038 Equipment Replacement Fund	0
Engineering Department pro-rata share of allocation to Equipment Replacement Reserve Fund	
5044 Maintenance & Operation of Vehicles	1,200
Gasoline & repairs to the department vehicle	
5048 Small tools/Maintenance and Repairs	500
Purchasing and maintenance of small surveying equipment	
5059 Communications	500
Telephone service charges and cellular phone service	
5060 Office Supplies	3,500
Blue print services, special engineering supplies, county maps, surveying supplies, paint for marking locates and APN update	
5062 Subscriptions & Books	1,500
Compuserve, Geographic Information System, Updates of Assessors Parcel Numbers for microfische and computer-aided design, system books	
5064 Training, Conference & Meetings	1,000
Seminars, travel expenses for conferences and training	

5065 Membership & Dues		<u>1,600</u>
American Water Works Assn.	125	
Automated Mapping/Facility Maint.	85	
California Rural Water Assn.	95	
National Notary Assn.	25	
USA Locate	1,145	
Water Environment Federation	<u>125</u>	
SUBTOTAL	1,600	

TOTAL MATERIALS & SERVICES	<u>17,300</u>
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DEPARTMENT: ENGINEERING - 03

<u>CAPITAL OUTLAY</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
OFFICE FURNITURE & EQUIPMENT			
5888 1706 Plotter Printer	10,000	3,300	0
Flat Files	0	0	900
Computer Monitor	0	0	700
Sub Total	<u>10000</u>	<u>3300</u>	<u>1600</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS			
5890 9920 Bear Creek Bridge Replace	200	3,000	0
5890 9921 Spring Creek Bridge Proj	6,750	3,000	0
5890 9922 Lyon Zone Distribution	200	95,000	15,000
5890 9923 Quail Hollow Distribution	13,500	50,000	0
5890 9930 Brookside Drive	0	0	6,500
Sub Total	<u>20.450</u>	<u>148.000</u>	<u>21.500</u>
FEMA #1203 EL NINO STORM PROJECTS			
5894 9801F #24 North Street	0	3,000	0
5894 9804F #26 Brackny/Sunncrft	0	6,000	0
5894 9810F #32 Riverdale Blvd.	0	12,000	0
5894 9812F #33 Crescent Drive	11,330	6,000	0
5894 9825F #38 Hwy 9/Highland	0	3,000	0
Sub Total	<u>11.330</u>	<u>27.000</u>	<u>0</u>
<u>TOTAL CAPITAL OUTLAY</u>	<u>41.780</u>	<u>178.300</u>	<u>23.100</u>

DEPARTMENT: ENGINEERING - 03

CAPITAL OUTLAY

OFFICE FURNITURE & EQUIPMENT 1,600

5888 1706	Flat Files	900
	Computer Monitor	<u>700</u>
	SUBTOTAL	1,600

1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM IMPROVEMENT PROJECTS

5890 9922	Lyon Zone Water Distribution System Project	15,000
	Force Account-technical and design services for project to replace existing water distribution system along Highway 236 from Lyon water storage tank to Highway 9, along Highway 9 to Bear Creek Road and Lomond Street, Boulder Creek; construction activities scheduled for summer FY 2003/2004	

5890 9930	Brookside Drive	6,500
	Force Account-technical and design services for project to replace existing water distribution system along Brookside Drive, from Highway 9 to Glen Arbor, Ben Lomond.	

TOTAL; 1998 COP PROJECTS	<u>21,500</u>
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TOTAL CAPITAL OUTLAY	<u>23,100</u>
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The document also highlights the need for transparency and accountability in all financial dealings.

In the second part, the document outlines the various methods used to collect and analyze data. It describes the process of gathering information from different sources and how this data is then used to identify trends and patterns. The document also discusses the importance of using reliable and valid data sources to ensure the accuracy of the findings.

The third part of the document focuses on the results of the study. It presents the findings of the research and discusses the implications of these findings for the field. The document also includes a discussion of the limitations of the study and suggestions for future research.

Finally, the document concludes with a summary of the key points and a statement of the author's conclusions. It reiterates the importance of maintaining accurate records and the need for transparency and accountability in financial dealings.

BUDGET SUMMARY

06/27/02

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

FUND: WATER

<u>CLASSIFICATION</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
PERSONNEL	659,920	660,320	725,230
MATERIALS & SERVICES	227,325	183,800	214,200
DEBT SERVICE	441,080	454,160	447,160
CAPITAL OUTLAY	1,960,670	2,000,300	1,005,700
<u>TOTAL BUDGET</u>	<u>3,288,995</u>	<u>3,298,580</u>	<u>2,392,290</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION 04

PERSONNEL	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>SALARIES</u>			
5X01 Regular Salaries	512,300	512,300	512,300
5X02 Temporary Salaries	53,000	20,700	49,500
5X03 Overtime Wages	15,000	15,000	15,000
5704 Standby Wages	12,500	12,500	12,500
Sub Total	<u>592,800</u>	<u>560,500</u>	<u>589,300</u>
<u>BENEFITS</u>			
5706 Medical Insurance	55,240	48,350	58,000
5707 Dental Insurance	11,750	10,540	11,750
5708 Vision Insurance	2,170	2,080	2,170
5709 Life Insurance	1,530	1,600	1,530
5710 Long Term Disability	7,940	7,440	7,940
5711 PERS Retirement	37,500	36,550	37,500
5712 FICA (Social Security)	36,930	33,950	36,930
5713 Workers Compensation	32,450	25,500	32,450
5714 Assistance Program	420	420	420
5715 Other Payroll Charges	0	0	0
5716 Medicare	8,740	7,980	8,740
5717 Special Clothing	8,850	6,000	7,000
5718 Vaccinations	0	450	0
5723 Certifications	1,400	760	1,500
Sub Total	<u>204,920</u>	<u>181,620</u>	<u>205,930</u>
<u>ALLOCATIONS</u>			
5719 Personnel Allocated to Projects	-137,800	-81,800	-70,000
<u>TOTAL PERSONNEL</u>	<u>659,920</u>	<u>660,320</u>	<u>725,230</u>

POSITION TITLES

Director of Operations	0.60
Field Services Supervisor	1.00
Electrician	0.60
Customer Service Field Coordinator	1.00
Senior Field Services Worker	1.00
Field Services Worker II	2.00
Network Specialist	0.60
Field Services Worker I	1.00
Construction Specialist	1.00
TOTAL POSITIONS	8.80

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

PERSONNEL ALLOCATED TO PROJECTS

5719	Allocation to Projects	70,000
	Operations Distribution Department personnel and overhead charged to specific capital outlay projects	
5890-0103	Blackstone	10,000
5890-0201	Kings Creek Road	12,000
5890-0202	Reagan Tank	4,700
5890-9903	Bear Creek Road	8,000
5890-9924	Irwin Booster	5,500
5890-9926	Quail 5 Booster	12,300
5890-9931	Quail Hollow Distribution	15,000
5894-9826F	Alta Via Road	2,500
TOTAL ALLOCATED TO PROJECTS		<u>70,000</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

<u>MATERIALS & SERVICES</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
5X20 Contract/Professional Services	12,960	10,000	12,000
5038 Equipment Replacement Fund	0	0	0
5X40 Utilities	86,500	65,800	80,000
5X43 Operating Supplies	40,600	30,000	35,000
5044 Maint & Operations of Vehicles	32,500	25,000	30,000
5X47 Rental/Leases/Permits	2,400	2,000	2,500
5048 Small Tools-Maint & Repairs	8,800	7,000	9,000
5X50 Facilities Maintenance	6,500	12,500	12,500
5052 Safety Equipment	3,480	3,000	3,000
5X59 Communications&Telemetry	33,160	32,000	32,000
5060 Office Supplies	3,600	3,500	3,500
5062 Subscription/Books	30	400	400
5064 Training, Conferences&Meetings	2,670	4,000	6,000
5065 Membership & Dues	25	400	400
5078 Other Household Supplies	900	1,200	1,200
 Sub Total	 <u>234,125</u>	 <u>196,800</u>	 <u>227,500</u>
 <u>ALLOCATIONS</u>			
5779 District Equipment Allocated to Projects	-6,800	-13,000	-13,300
 <u>TOTAL MATERIALS & SERVICES</u>	 <u>227,325</u>	 <u>183,800</u>	 <u>214,200</u>

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

MATERIALS & SERVICES

5020 Contract/Professional Services	12,000
Maintenance on equipment; telephone, copier and printers	900
DOT testing program	300
Cathodic protection system inspection service	1,300
Miscellaneous outside services	<u>9,500</u>
SUBTOTAL	12,000
5038 Equipment Replacement Fund	0
Operations Distribution Department pro-rata of all allocation to Equipment Replacement Reserve Fund	
5040 Utilities	80,000
Electrical service to booster pumps, tanks and distribution system	
5043 Operating Supplies	35,000
Supplies for maintenance of mains, booster pumps, regulators, tanks, and customer service	
5044 Maintenance of Operating Vehicles	30,000
Gasoline, oil and maintenance of 9 vehicles, backhoe, 2 dump trucks and Kubota tractor	
5047 Rentals, Leases and Permits	2,500
Encroachment permits, underground storage tank permit, Monterey Bay Unified Air Quality permit, rentals of various operating equipment such as scaffolding, forklift, etc	
5048 Small Tools – Maintenance & Repairs	9,000
Purchase & maintenance of small tools, chain saws, air compressors, portable generators, trash pumps and fusion machines	

5050 Facilities Maintenance	12,500
Maintenance of District facilities, operations building, booster stations, storage tanks, Quail Hollow storage yard and spoil removal	
5052 Safety Equipment	3,000
Purchase and maintenance of shoring equipment, fire extinguishers, barricades, first aid kits and flares	
5059 Communications & Telemetry	32,000
Telemetry charges, beepers, alarm service, answering services and cellular phone service	
5060 Office Supplies	3,500
Miscellaneous office supplies, computer paper, copier paper, computer repair, parts, printing of forms and notices	
5062 Subscriptions and Books	400
American Water Works Assn. books, renewal of title 8 publications	
5064 Training, Conferences & Meetings	6,000
Seminars, training and travel expense for Distribution Department	
5065 Membership and Dues	400
American Water Works Association	
5078 Other Household Supplies	1,200
Miscellaneous paper products, cleaning supplies, coffee	
5779 District Equipment Allocated to Projects	<u>-13,300</u>
TOTAL MATERIALS & SERVICES	<u>214,200</u>

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

DISTRICT EQUIPMENT ALLOCATED TO PROJECTS

5779 Allocation to Projects 13,300

District equipment and overhead charged to
specific capital outlay projects

Blackstone	500
Kings Creek Road	5,000
Reagan Tank	1250
Bear Creek Road	1500
Irwin Booster	1350
Quail 5 Booster	3,200
Quail Hollow Distribution	0
Alta Via Road	<u>500</u>
SUBTOTAL	13,300

TOTAL ALLOCATED TO PROJECTS **13,300**

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

<u>DEBT SERVICE</u>		2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
5886	1988 St. Resource Loan			
2704	Principal	68,490	68,490	71,210
2705	Interest	4,170	4,750	2,430
5886	1997 CSDA Lease			
2714	Principal	15,000	15,000	15,000
2715	Interest	11,600	12,250	11,500
5886	1998 Certificate of Participation Issue			
2820	Principal	95,000	95,000	100,000
2821	Interest	145,960	143,300	138,920
5886	1999 NBC Bonds			
2830	Principal	60,000	60,000	55,000
2831	Interest	40,860	55,370	53,100
<u>TOTAL DEBT SERVICE</u>		<u>441,080</u>	<u>454,160</u>	<u>447,160</u>

DEPARTMENT: OPERATIONS DISTRIBUTION – 04

DEBT SERVICE

04-58862704/05	1988 State Resource Loan Principal & Interest for cash flow loan due to Valleywide Sewer Project financial problems	73,640
04-58892714/15	1997 CSDA Principal & Interest for loan to purchase Operations Building	26,500
04-58862820/21	1998 Certificates of Participation Principal & Interest for misc. water system improvement funded by property tax pledge	238,920
04-58862830/31	1999 North Boulder Creek Refunding Bonds Principal & Interest for construction of North Boulder Creek water distribution system improvements by funds collected by Santa Cruz County through property tax assessments; transfer to Bond Redemption Fund of revenue in excess of annual debt service (\$80,855)	<u>108,100</u>
TOTAL DEBT SERVICES		<u>447,160</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

		2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>				
MACHINERY & EQUIPMENT				
5888 1702	Steel Plates	2,450	2,500	2,500
	Tapping Machine	2,480	2,500	0
	Portable Pump	0	1,000	0
	Asphalt Cutter	1,500	1,700	0
	Small Generators	4,600	5,000	0
	Meg-Ohm Meter	510	600	0
	Leak Detector	0	0	2,000
	Air Compressor	0	0	600
	Table Saw	0	0	800
Sub Total		<u>11,540</u>	<u>13,300</u>	<u>5,900</u>
OFFICE FURNITURE & EQUIPMENT				
5888 1706	Scada Upgrade	13,740	8,500	0
	Software Upgrades	1,090	1,000	2,500
	Monitor Replacements	0	0	1,400
	Office Furniture	6,930	4,000	1,500
	Maintenance Program	0	7,500	7,500
	Computer Replacements	0	0	5,300
Sub Total		<u>21,760</u>	<u>21,000</u>	<u>18,200</u>
TRANSPORTATION EQUIPMENT				
5888 1711	Truck #170 Replacement	26,500	27,000	0
	Truck #311 Replacement	22,500	23,000	0
	Truck #239 Replacement	0	0	25,000
	Truck #311 Replacement	0	0	27,000
Sub Total		<u>49,000</u>	<u>50,000</u>	<u>52,000</u>
WATER METERS & REGISTERS				
5888 1736	New Service Installations	7,800	10,000	10,000

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

				2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
CAPITAL OUTLAY-Continued						
CAPITAL PROJECTS						
5890	9901	Replacement Pumps & Motors		1,300	5,000	5,000
	9902	Telemetry Controls		4,900	5,000	5,000
	9903	Bear Creek Rd Water Main		12,500	40,000	20,000
	0002	Meter Replacement Program		125,000	130,000	120,000
	0102	Ralston Booster Pump Station		25,000	25,000	0
	0103	Blackstone Booster Pump Stati		0	25,000	25,000
	0104	OPS Building Paint		6,650	4,000	0
	0201	Kings Creek Road Project		0	0	51,000
	0202	Reagan Tank Project		0	0	10,600
	0203	Highway 9 Project		0	0	40,000
Sub Total				<u>175,350</u>	<u>234,000</u>	<u>276,600</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS						
5890	9920	Bear Creek Bridges Projects		73,280	66,000	0
	9921	Spring Creek Road Project		173,620	166,000	0
	9924	Irwin Booster Pump Station		1,900	40,000	75,500
	9926	Quail 5 Booster Station		155,950	120,000	130,000
	9927	Highway 9 Mainline Project		330,370	275,000	0
	9928	Quail 4 Well Project		2,500	50,000	0
	9931	Quail Hollow Distribution Projec		0	0	365,000
	9930	Brookside Drive		0	0	65,000
Sub Total				<u>737,620</u>	<u>717,000</u>	<u>635,500</u>
FEMA #1203 - EL NINO STORM PROJECTS						
5894	9801F	#24 North St. Water Mainline		188,190	168,000	0
	9804F	#26 Brackney/Sunnycroft		210,880	275,000	0
	9810F	#32 Riverdale Blvd		113,430	160,000	0
	9812F	#33 Crescent Drive		356,160	275,000	0
	9825F	#38 Hwy 9/Highlands		88,940	77,000	0
	9826F	Alta Via Road		0	0	7,500
Sub Total				<u>957,600</u>	<u>955,000</u>	<u>7,500</u>
<u>TOTAL CAPITAL OUTLAY</u>				<u>1,960,670</u>	<u>2,000,300</u>	<u>1,005,700</u>

DEPARTMENT: OPERATIONS DISTRIBUTION – 04

CAPITAL OUTLAY

<u>MACHINERY & EQUIPMENT</u>			5,900
5888 1702	Steel Plates	2,500	
	Leak Detector	2,000	
	Air Compressor	600	
	Table Saw	<u>800</u>	
	SUBTOTAL	5,900	
<u>OFFICE FURNITURE AND EQUIPMENT</u>			18,200
5888 1706	Software Upgrade	2,500	
	Monitor Replacements	1,400	
	Office Furniture	1,500	
	Computer Replacements	7,500	
	Maintenance Program	<u>5,300</u>	
	SUBTOTAL	18,200	
<u>TRANSPORTATION EQUIPMENT</u>			52,000
5888 1711	Truck #239 Replacement	25,000	
	Truck #311 Replacement	<u>27,000</u>	
	SUBTOTAL	52,000	
<u>WATER METERS & REGISTERS</u>			
5888 1736	New Service Installations		10,000
<u>OTHER CAPITAL PROJECTS</u>			
5890 9901	Replacement Pumps & Motors		5,000
	Miscellaneous replacement of existing distribution system pumps and motors, as needed		
5890 9902	Telemetry Controls		5,000
	Miscellaneous replacement or repair of existing SCADA control system components, as needed		
5890 9903	Bear Creek Road Water Main Abandonment Project		20,000
	Abandonment of approximately 4,500 lineal feet of existing 2-inch and 4-inch water main along Bear Creek Road;		

Operations Distribution Department force account construction activities and required parts, supplies and materials to install branch mainline laterals and water services to existing 8-inch water main prior to abandonment of undersized facilities

5890 0002	South System Meter Replacement Meter change out program for South System. Replacement of approximately 550 meters with touch and radio read meters and appurtenances	120,000
5890 0102	Ralston Booster Pump Station Project Operations Distribution Department force account activities and required parts, supplies and materials for complete replacement of existing Ralston Booster Pump Station, Boulder Creek	0
5890 0103	Blackstone Booster Pump Station Project Operations Distribution Department force account activities and required parts, supplies and materials for complete replacement of existing Blackstone Booster Pump Station, Boulder Creek	25,000
5890 0201	Kings Creek Road Project Operations Distribution Department force account activities and required parts, supplies and materials to replace approximately 1,000 LF of existing 2-inch water mainline with 8-inch water mainline and appurtenances.	51,000
5890 0202	Reagan Tank Project Operations Distribution Department force account activities and required parts, supplies and materials to replace existing oversized redwood water storage tank to eliminate a potential water quality problem.	10,600
5890 0203	Highway 9 Project Installation by contract service to relocate approximately 200 LF of existing 8-inch water mainline along Highway 9 at Milepost 10.8 to accommodate CalTrans roadway construction project.	40,000
SUBTOTAL; OTHER CAPITAL PROJECTS		<u>276,600</u>

1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM
IMPROVEMENT PROJECTS

5890 9924	Irwin Booster Pump Station Operations Distribution Department force account activities and required parts, supplies, and materials for repairs and renovation of existing Irwin Booster Pump	75,500
5890 9926	Quail 5 Booster Station Operations Distribution Department force account activities and required related parts, materials and supplies to construct new Quail 5 Booster Pump Station and approximately 2,000 lineal feet of force main.	130,000
5890 9931	Quail Hollow Distribution Project Installation by contract service of approxiamtely 4,000 LF of new 12-inch water distribution mainline along Quail Hollow Road from Cumora Lane to Glen Arbor, Ben Lomond.	365000
5890 9930	Brookside Drive Project Installation by contract service of approxiamtely 750 LF of new 8-inch water distribution mainline along Brookside Drive from Highway 9 to Glen Arbor Road, Ben Lomond.	65000
	SUBTOTAL; 1998 COP PROJECTS	<u>635,500</u>
<u>FEMA #1205 – EL NINO STORM PROJECTS</u>		
5894 9826F	Alta Via Road Installation by contract service of approxiamtely 150 LF of new 6-inch water distribution mainline along Alta Via Road.	7,500
	SUBTOTAL; FEMA #1205 EL NINO STORM PROJECTS	<u>7,500</u>
	TOTAL ALL CAPITAL OUTLAY	<u>1,005,700</u>

BUDGET SUMMARY

06/27/02

DEPARTMENT: WATERSHED - 05

FUND: WATER

<u>CLASSIFICATION</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
PERSONNEL	107,520	111,250	108,580
MATERIALS & SERVICES	19,850	19,360	20,750
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	27,900	110,000	114,000
<u>TOTAL BUDGET</u>	<u>155,270</u>	<u>240,610</u>	<u>243,330</u>

DEPARTMENT: WATERSHED - 05

<u>PERSONNEL</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	79,700	85,300	79,700
Sub Total	<u>79,700</u>	<u>85,300</u>	<u>79,700</u>
<u>BENEFITS</u>			
5706 Medical Insurance	9,680	7,250	10,500
5707 Dental Insurance	980	910	980
5708 Vision Insurance	180	170	180
5709 Life Insurance	150	160	150
5710 Long Term Disability	1,170	1,110	1,170
5711 PERS Retirement	5,010	5,210	5,100
5712 FICA (Social Security)	4,860	5,290	4,860
5713 Workers Compensation	4,350	4,200	4,350
5714 Assistance Program	50	50	50
5715 Other Payroll Charges	0	0	0
5716 Medicare	1,140	1,240	1,140
5717 Special Clothing	250	360	400
Sub Total	<u>27,820</u>	<u>25,950</u>	<u>28,880</u>
<u>ALLOCATIONS</u>			
5719 District Personnel Allocated to Projects	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL PERSONNEL</u>	<u>107,520</u>	<u>111,250</u>	<u>108,580</u>
POSITION TITLES			
Watershed/Planner	1		
TOTAL POSITIONS	1		

DEPARTMENT: WATERSHED - 05

<u>MATERIALS & SERVICES</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
5020 Contract/Professional Services	10,750	9,000	10,000
5034 Road Maintenance	2,800	3,000	3,000
5043 Operating Supplies	400	1,000	1,000
5045 Auto Allowance	4,200	4,200	4,200
5059 Communications	1,150	750	1,100
5062 Subscription/Books	450	750	750
5064 Training, Conference/Seminars	0	600	600
5065 Membership & Dues	100	60	100
5077 Santa Margarita Committee	0	0	0
<u>TOTAL MATERIALS & SERVICES</u>	<u>19,850</u>	<u>19,360</u>	<u>20,750</u>

DEPARTMENT: WATERSHED - 05

MATERIALS & SERVICES

5020 Contract/Professional Services		10,000
Miscellaneous consultant		
hydrogeology services	7,500	
Habitat services	<u>2,500</u>	
SUBTOTAL	10,000	
5034 Road Maintenance		3,000
Miscellaneous maintenance activities of		
District maintained watershed roadways		
5043 Operating Supplies		1,000
Supplies, copies of special reports,		
office supplies, maps, shovels		
5045 Auto Allowance		4,200
Watershed Analyst, \$350 month		
5059 Communications		1,100
Cellular phone charges		
5062 Subscriptions and Books		750
California Journal, Environmental,		
Wildland Hydrology		
5064 Training, Conferences & Seminars		600
Training and seminars, travel expense		
for Watershed Department		
5065 Membership and Dues		<u>100</u>
Watershed Management Council Membership		

TOTAL MATERIALS & SERVICES **20,750**

DEPARTMENT: WATERSHED - 05

			2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL PROJECTS</u>					
5890	9514	Quail Groundwater Model	12,900	10,000	10,000
	9612	Steelhead Survey	15,000	15,000	25,000
	0003	Habitat Projects	0	15,000	15,000
	0004	Quail Well EIR	0	70,000	40,000
	0204	Olympia Plant Removal	0	0	24,000
<u>TOTAL CAPITAL OUTLAY</u>			<u>27,900</u>	<u>110,000</u>	<u>114,000</u>

DEPARTMENT – WATERSHED - 05**CAPITAL OUTLAY****OTHER CAPITAL PROJECTS**

5890 9514	Groundwater Model	10,000
	Consultant services for groundwater model of the Quail Hollow Subunit, Santa Margarita Aquifer	
5890 9612	Steelhead Survey	25,000
	District support of joint project with County of Santa Cruz and City of Santa Cruz Water Department for expanded fisheries study of San Lorenzo River basin	
5890 0003	Habitat Projects	15,000
	District support for fisheries habitat project on King's Creek and Olympia conservation easement	
5890 0004	Program EIR	40,000
	Environmental Impact Report for proposed capital improvement project to install a new groundwater well in the Quail Hollow subunit.	
5890 0204	Olympia Plant Removal	<u>24,000</u>
	U.S. Fish and Wildlife joint project to remove invasive plants from Olympia property.	

TOTAL ALL CAPITAL OUTLAY	<u>114,000</u>
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the 1990s, the number of people in the UK who are aged 65 and over has increased by 1.5 million (1990–2000) and is projected to increase by a further 1.5 million by 2020 (Office for National Statistics 2001).

There is a growing awareness of the need to develop strategies to meet the needs of the ageing population. The Department of Health (2000) has identified the need to develop a new paradigm of care for the ageing population, one that is based on the concept of 'active ageing'. This paradigm is based on the idea that ageing is a process, not a state, and that the goal of care should be to promote the health and well-being of older people, rather than to simply manage their decline. This paradigm is based on the idea that older people should be able to live independently, to participate in social activities, and to be able to manage their own health and well-being.

The Department of Health (2000) has identified a number of key areas for action in order to achieve this paradigm. These include: (1) promoting the health and well-being of older people; (2) promoting the independence of older people; (3) promoting the participation of older people in social activities; and (4) promoting the ability of older people to manage their own health and well-being. These areas are all inter-related and need to be addressed in a holistic way.

The Department of Health (2000) has also identified a number of key areas for action in order to achieve this paradigm. These include: (1) promoting the health and well-being of older people; (2) promoting the independence of older people; (3) promoting the participation of older people in social activities; and (4) promoting the ability of older people to manage their own health and well-being. These areas are all inter-related and need to be addressed in a holistic way.

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BUDGET SUMMARY

06/27/02

DEPARTMENT: WASTEWATER - 06

FUND: SEWER

<u>CLASSIFICATION</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
PERSONNEL	5,445	9,515	9,680
MATERIALS & SERVICES	20,730	24,170	23,850
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	0	30,000	15,000
<u>TOTAL BUDGET</u>	<u>26,175</u>	<u>63,685</u>	<u>48,530</u>

DEPARTMENT: WASTEWATER - 06

PERSONNEL	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	3,500	6,500	6,500
5003 Overtime Wages	400	750	750
5004 Standby Wages	400	400	400
Sub Total	<u>4,300</u>	<u>7,650</u>	<u>7,650</u>
<u>BENEFITS</u>			
5706 Medical Insurance	350	590	750
5707 Dental Insurance	70	115	115
5711 PERS Retirement	240	400	400
5712 FICA (Social Security)	225	375	375
5713 Workers Compensation	150	230	230
5716 Medicare	60	95	100
5717 Special Clothing	50	60	60
Sub Total	<u>1,145</u>	<u>1,865</u>	<u>2,030</u>
<u>ALLOCATIONS</u>			
5719 District Personnel Allocated to Projects	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL PERSONNEL</u>	<u>5,445</u>	<u>9,515</u>	<u>9,680</u>
POSITION TITLES			
Allocated District Staff	<u>0.10</u>		
TOTAL POSITIONS	0.10		

DEPARTMENT: WASTEWATER - 06

<u>MATERIALS & SERVICES</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
5020 Contract/Professional Services	950	3,000	3,000
5023 Outside Water Analysis	4,330	4,500	4,500
5036 Administration Overhead	4,500	4,500	4,500
5038 Equipment Replacement Fund	880	880	0
5040 Utilities	4,800	4,500	5,000
5043 Operating Supplies	1,450	2,000	2,000
5044 Maint & Operations of Vehicles	400	700	700
5047 Rentals/Leases/Permits	1,280	1,250	1,300
5050 Facilities Maintenance	250	750	750
5059 Communications	1,590	1,650	1,650
5060 Office Supplies	130	250	250
5061 Postage	170	190	200
<u>TOTAL MATERIALS & SERVICES</u>	<u>20,730</u>	<u>24,170</u>	<u>23,850</u>

DEPARTMENT: WASTE WATER - 06

MATERIALS & SERVICES

5020	Contract/Professional Services	3,000
	Sewer system pumping and outside pipeline cleaning services, as needed	
5023	Outside Water Analysis	4,500
	Sampling of PH & Solids on effluent tanks, fecal MPN, enterococcus & nitrogen. Reduced monitoring required pursuant to Regional Water Quality Board proposed amended permit	
5036	Administration Department Overhead	4,500
	Wastewater Department Pro-rated percentage of Administration Department Overhead	
5038	Equipment Replacement Fund	0
	Wastewater Department Pro-rated percentage of allocation to Equipment Replacement Fund	
5040	Utilities	5,000
	Power to operate the sewer system.	
5043	Operating Supplies	2,000
	Supplies for waste water system, effluent pumps, and lift station repairs	
5044	Maintenance & Operations of Vehicles	700
	Pro-rated portion of vehicle maintenance	
5047	Permits	1,300
	State of California for wastewater discharge	
5050	Building Maintenance	750
	Maintenance of sewer facility	
5059	Communications	1,650
	Telephones & telemetering for SCADA System	

5060 Office Supplies	250
Percentage of Finance office supplies based on number of sewer connections	
5061 Postage	<u>200</u>
Percentage of Finance postage based on number of sewer connections	
TOTAL MATERIALS & SERVICES	<u>23,850</u>

DEPARTMENT: WASTEWATER - 06

<u>DEBT SERVICE</u>		2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
5886 1985 Bear Creek Bond Payment				
2710	Principal	0	0	0
2711	Interest	0	0	0
<u>TOTAL DEBT SERVICE</u>		<u>0</u>	<u>0</u>	<u>0</u>

DEPARTMENT: WASTEWATER - 06

<u>CAPITAL OUTLAY</u>	2001-2002 ESTIMATED EXPENSE	2001-2002 ADOPTED BUDGET	2002-2003 ADOPTED BUDGET
<u>OTHER CAPITAL PROJECTS</u>			
5890 0113 Treatment Plant Upgrades	0	30,000	15,000
<u>TOTAL CAPITAL OUTLAY</u>	<u>0</u>	<u>30,000</u>	<u>15,000</u>

DEPARTMENT: WASTEWATER - 06

CAPITAL OUTLAY

OTHER CAPITAL PROECTS

5890 0113	Treatment Plant Upgrade	15,000
	Design and construction request for wastewater treatment plant improvements.	

TOTAL CAPITAL OUTLAY	<u>15,000</u>
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activity. The second part of the document provides a detailed breakdown of the company's revenue streams. It identifies the primary sources of income and analyzes their contribution to the overall financial performance. The third part of the document focuses on the company's expenses, detailing the various costs incurred in the course of its operations. This includes salaries, rent, utilities, and other overheads. The final part of the document presents a summary of the company's financial position, highlighting the key findings and providing recommendations for future actions.

BUDGET SUMMARY

06/27/02

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

FUND: WATER

<u>CLASSIFICATION</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
PERSONNEL	176,550	160,420	162,460
MATERIALS & SERVICES	345,910	298,420	336,000
DEBT SERVICE	293,050	299,010	299,030
CAPITAL OUTLAY	61,540	86,500	164,500
<u>TOTAL BUDGET</u>	<u>877,050</u>	<u>844,350</u>	<u>961,990</u>

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

<u>PERSONNEL</u>	<u>2001-2002 ESTIMATED EXPENSE</u>	<u>2001-2002 ADOPTED BUDGET</u>	<u>2002-2003 ADOPTED BUDGET</u>
<u>SALARIES</u>			
5X01 Regular Salaries	121,570	116,860	121,570
5X02 Temporary Salaries	0	0	0
5X03 Overtime Wages	9,000	6,760	8,000
5804 Standby	3,500	4,800	4,800
Sub Total	<u>134,070</u>	<u>128,420</u>	<u>134,370</u>
<u>BENEFITS</u>			
5706 Medical Insurance	12,000	10,450	14,000
5707 Dental Insurance	2,450	2,300	2,450
5708 Vision Insurance	290	430	290
5709 Life Insurance	290	320	290
5710 Long Term Disability	1,800	1,750	1,800
5711 PERS Retirement	7,840	7,500	7,840
5712 FICA (Social Security)	7,950	7,400	7,950
5713 Workers Compensation	6,880	5,530	6,880
5714 Assistance Program	90	90	90
5715 Other Payroll Charges	0	0	0
5716 Medicare	1,130	1,730	1,700
5717 Special Clothing	1,500	1,200	1,500
5723 Certifications	260	300	500
Sub Total	<u>42,480</u>	<u>39,000</u>	<u>45,290</u>
<u>ALLOCATIONS</u>			
5819 Personnel Allocated to Projects	0	-7,000	-17,200
<u>TOTAL PERSONNEL</u>	<u>176,550</u>	<u>160,420</u>	<u>162,460</u>
<u>POSITION TITLES</u>			
Director of Operations	0.40		
Electrician	0.40		
Network Specialist	0.40		
Senior Plant Operator	1.00		
Systems Plant Operator	1.00		
TOTAL POSITIONS	3.20		

DEPARTMENT: OPERATIONS SUPPLY AND TREATMENT - 08

PERSONNEL ALLOCATED TO PROJECTS

5719	Allocation to Projects	17,200
	Engineering Department personnel and overhead charged to specific capital outlay projects	
5890-0008	Olympia Booster	1,100
5890-0205	Water Sample Sites	10,000
5890-9928	Quail Well 4	<u>6,100</u>
TOTAL ALLOCATED TO PROJECTS		<u>17,200</u>