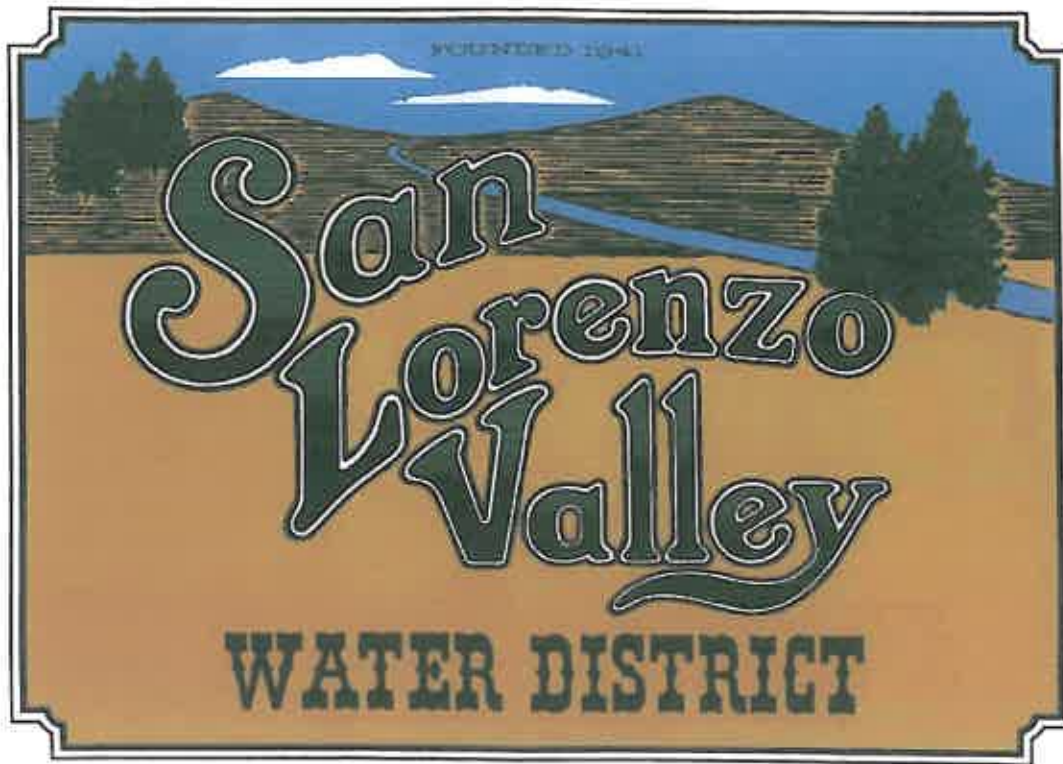


SAN LORENZO VALLEY WATER DISTRICT

2004/2005 ANNUAL BUDGET



BOARD OF DIRECTORS

President David Ross
Vice-President..... Terry Vierra
Board Member Jim Nelson
Board Member Larry Prather
Board Member James Rapoza

DISTRICT MANAGEMENT STAFF

District Manager James Mueller
District Secretary/Administrative Assistant..... Kelly Stephens
District Engineer Ken Girouard
Director of Operations Rick Rogers
Finance Manager Karen Alvarez
District Counsel..... Marc Hynes

July 1, 2004
Resolution No. 1 (04-05)

PRELIMINARY 2004/2005 ANNUAL BUDGET

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SUMMARY OF REVENUE BY FUNDS 2004-2005

07/02/04

	2003-2004 ESTIMATED REVENUE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>WATER FUND REVENUE</u>			
NON-RESTRICTED REVENUE			
4101 Water Service Fees	3,025,000	2,965,000	3,035,000 ✓
4209 Property Taxes	344,000	340,000	206,000 ✓
4308 Acct Establish Charges & Penalties	34,500	35,000	35,000 ✓
4314 Sale of Meters	120,000	60,000	70,000 ✓
4319 Mobile Service Lease Fees	7,200	7,850	8,050 ✓
4320 Miscellaneous	7,000	20,000	10,000 ✓
4817 Interest - Water Fund	12,500	42,000	9,000 ✓
<u>SUB TOTAL NON-RESTRICTED REVENUE</u>	<u>3,550,200</u>	<u>3,469,850</u>	<u>3,373,050</u>
RESTRICTED SPECIAL REVENUE			
4309 Assm't Bond - N.B.C.	119,800	110,000	110,000 ✓
4409 NBC Admin. Fee	3,400	3,400	3,400 ✓
4818 Interest - Water Reserve Fund	30,800	30,000	31,800 ✓
4819 Interest - 1998 COP Issue	28,000	30,800	22,700 ✓
4429 Sale of Surplus Property	0	1,138,400	1,000 ✓
4821 Interest - Waterman Gap Fund	370,000	378,000	425,000 ✓
4437 Transfer from COP Funds	85,000	381,500	421,500 ✗
4438 Transfer from Waterman Gap Revenue	10,000	0	712,000 ✗
<u>SUB TOTAL RESTRICTED SPECIAL REVENUE</u>	<u>647,000</u>	<u>2,072,100</u>	<u>1,727,400</u>
<u>SUB TOTAL ALL WATER FUND REVENUE</u>	<u>4,197,200</u>	<u>5,541,950</u>	<u>5,100,450</u>
<u>WASTEWATER FUND REVENUE</u>			
4102 Sewer Charges	46,100	44,500	46,100
4410 Transfer Water Fund Loan	0	0	150,000 ✗
<u>SUB TOTAL WASTEWATER FUND REVENUE</u>	<u>46,100</u>	<u>44,500</u>	<u>196,100</u>
<u>GRAND TOTAL REVENUE ALL FUNDS</u>	<u>4,243,300</u>	<u>5,586,450</u>	<u>5,296,550</u>

SUMMARY OF EXPENDITURES BY FUND

2004-2005

07/02/04

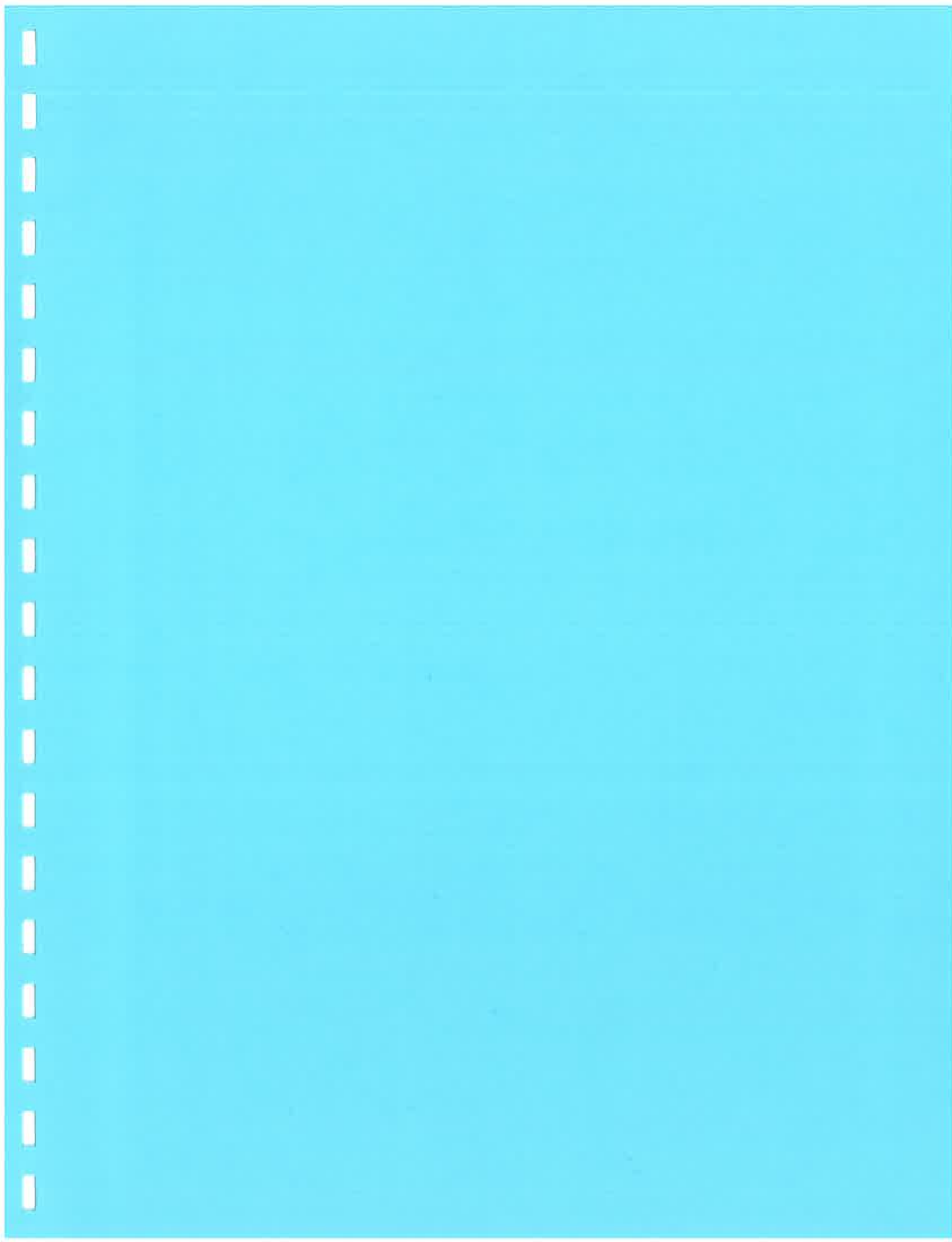
<u>ESTIMATED 2003-2004</u>	<u>WATER FUND</u>	<u>WASTE WATER</u>	<u>GRAND TOTAL</u>
PERSONNEL	1,842,465	6,980	1,849,445
MATERIALS & SERVICES	873,370	24,365	897,735
DEBT SERVICE	673,170	0	673,170
CAPITAL OUTLAY	458,000	39,000	497,000
<u>GRAND TOTAL</u>	<u>3,847,005</u>	<u>70,345</u>	<u>3,917,350</u>
<u>TOTAL REVENUE</u>	<u>4,197,200</u>	<u>46,100</u>	<u>4,243,300</u>
<u>NET INCOME (SHORTFALL)</u>	<u>350,195</u>	<u>-24,245</u>	<u>325,950</u>

ADOPTED 2003-2004

PERSONNEL	1,834,164	10,780	1,844,944
MATERIALS & SERVICES	879,550	27,360	906,910
DEBT SERVICE	641,350	0	641,350
CAPITAL OUTLAY	888,200	125,000	1,013,200
<u>GRAND TOTAL</u>	<u>4,243,264</u>	<u>163,140</u>	<u>4,406,404</u>
<u>TOTAL REVENUE</u>	<u>5,541,950</u>	<u>44,500</u>	<u>5,586,450</u>
<u>NET INCOME (SHORTFALL)</u>	<u>1,298,686</u>	<u>-118,640</u>	<u>1,180,046</u>

ADOPTED 2004-2005

PERSONNEL	1,880,710	10,810	1,891,520
MATERIALS & SERVICES	883,560	30,770	914,330
DEBT SERVICE	679,350	0	679,350
CAPITAL OUTLAY	1,455,050	150,000	1,605,050
<u>GRAND TOTAL</u>	<u>4,898,670</u>	<u>191,580</u>	<u>5,090,250</u>
<u>TOTAL REVENUE</u>	<u>5,100,450</u>	<u>196,100</u>	<u>5,296,550</u>
<u>NET INCOME (SHORTFALL)</u>	<u>201,780</u>	<u>4,520</u>	<u>206,300</u>



BUDGET SUMMARY

07/02/04

DEPARTMENT: ADMINISTRATION - 01

FUND: WATER

<u>CLASSIFICATION</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
PERSONNEL	241,625	243,010	246,050
MATERIALS & SERVICES	181,640	191,150	224,730
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	71,190	12,100	717,000
<u>TOTAL BUDGET</u>	<u>494,455</u>	<u>446,260</u>	<u>1,187,780</u>

DEPARTMENT: ADMINISTRATION - 01

<u>PERSONNEL</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	171,300	173,000	172,300
5005 Directors Fees	12,700	14,000	14,000
Sub Total	<u>184,000</u>	<u>187,000</u>	<u>186,300</u>
<u>BENEFITS</u>			
5706 Medical Insurance	18,400	16,900	19,700
5707 Dental Insurance	1,700	2,400	1,900
5708 Vision Insurance	420	500	420
5709 Life Insurance	320	300	320
5710 Long Term Disability	2,225	2,250	2,250
5711 PERS Retirement	12,500	11,750	12,500
5712 FICA (Social Security)	8,650	9,100	8,650
5713 Workers Compensation	1,850	2,750	2,000
5714 Assistance Program	90	90	90
5715 Other Payroll Charges	970	420	500
5716 Medicare	2,450	2,450	2,570
5722 Retired Medical	8,050	7,100	8,850
Sub Total	<u>57,625</u>	<u>56,010</u>	<u>59,750</u>
<u>TOTAL PERSONNEL</u>	<u>241,625</u>	<u>243,010</u>	<u>246,050</u>

POSITION TITLES	
District Manager	1
District Secretary	1
Board of Directors	5
TOTAL POSITIONS	7

DEPARTMENT: ADMINISTRATION - 01

<u>MATERIALS & SERVICES</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
5020 Contract/Professional Services	9,000	12,000	10,000
5030 Legal Services	56,000	39,600	39,600
5040 Utilities - District Office	4,850	5,000	5,000
5045 Auto Allowance	4,200	4,200	4,200
5046 Personnel Recruitment Expense	1,000	2,000	2,000
5047 Rental/Leases/Permits	750	1,750	1,000
5050 Facilities Maintenance	8,100	8,000	8,000
5059 Telephone/Communications	6,350	6,500	6,500
5060 Office Supplies	7,800	7,000	8,000
5061 Postage	5,900	5,500	6,000
5062 Subscriptions/Books	670	1,000	750
5063 Advertising	3,300	1,000	3,000
5064 Training, Conferences & Meetings	2,500	4,500	4,000
5065 Membership & Dues	3,150	3,500	3,200
5066 Insurance - Property (SDRMA)	43,600	43,100	46,500
5072 Legal Settlements	0	2,500	1,000
5075 Water Conservation Program	15,300	20,000	20,000
5078 Household Supplies	470	800	600
5080 Education Program	500	15,000	15,000
5085 LAFCO Fees	8,200	8,200	22,880
5087 Election Fees	0	0	17,500
<u>TOTAL MATERIALS & SERVICES</u>	<u>181,640</u>	<u>191,150</u>	<u>224,730</u>

DEPARTMENT: ADMINISTRATION - 01

MATERIALS & SERVICES

5020 Contract/Professional Services		10,000
Maintenance on equipment; telephone, copier, printers, mail machine and scale	2,500	
Web Site/Internet Access	<u>7,500</u>	
SUBTOTAL	10,000	
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; \$350 month		
5046 Personnel Recruitment		2,000
Classified ads, physical examinations, and photo identification cards		
5047 Rentals/Leases/Permits		1,000
Postage meter lease		
5050 Facilities Maintenance		8,000
Refuse service	2,200	
Janitorial maintenance service	3,000	
Pest control	300	
Miscellaneous other repairs	<u>2,500</u>	
SUBTOTAL	8,000	
5059 Telephone/Communications		6,500
Telephone service, cellular phone service and long distance calls		
5060 Office Supplies		8,000
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		750
	Annual subscriptions to Valley Press/Banner, Western Cities, Legislature Bulletin, California Employer's Guides, and other miscellaneous materials	
5063 Advertising		3,000
	Advertising of all legal notices	
5064 Training, Conference, and Meetings		4,000
	Seminars, training and travel expense for District Manager, Secretary and Board Members	
5065 Membership and Dues		3,200
	American Public Works Association	170
	American Water Works Association	120
	Boulder Creek Business Association	50
	Costco	130
	California Public Employees Labor Relations Association	230
	California Special District Assn.	2,110
	Water Environment Federation	175
	Monterey Bay Water Works Assn.	175
	National Notary Association	<u>40</u>
	SUBTOTAL	3,200
5066 Insurance		
	Insurance coverage through Special District Risk Management Authority for comprehensive, general liability, property loss and automobile liability	46,500
5072 Legal Settlements		1,000
	Claims against the District	
5075 Water Conservation Program		20,000
	Low Flow Toilet and High Efficiency Clothes Washer Rebate Program and other activities to promote water conservation	

5078 Household Supplies	600
Paper products, cleaning supplies, and other household supplies	

5080 Education Program	15,000
District sponsored Education Program activities	

5085 LAFCO Fees	22,880
Districts prorated share of Special District Local Agency Formation Commission Fees	

5087 Election Fees	17,500
District share of 2004 General Election	

TOTAL MATERIALS & SERVICES	<u>224,730</u>
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DEPARTMENT: ADMINISTRATION - 01

<u>CAPITAL OUTLAY</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
BUILDING IMPROVEMENTS			
5888 1705 Admin. Building Design Plan	4,100	0	0
OFFICE FURNITURE & EQUIPMENT			
5888 1706 Computer	3,400	3,600	0
Scanner	600	1,000	0
			0
OTHER CAPITAL PROJECTS			
5890 0207 California American Water Potential Acquisition	18,320	0	0
5890 0210 California American Water PUC Rate Case	21,170	0	0
5890 0401 Administration Building Propert Acquisition	10,000	0	712,000
5890 0208 Document Imaging	13,600	7,500	5,000
<u>TOTAL CAPITAL OUTLAY</u>	<u>71,190</u>	<u>12,100</u>	<u>717,000</u>

DEPARTMENT: ADMINISTRATION – 01

CAPITAL OUTLAY

OTHER CAPITAL PROJECTS

5890 0208	Document Imaging Project	5,000
	Consultant services for document imaging project	

5890 0401	Administration Building Property Acquisition	712,000
	Proposed purchase of property for new District facilities building	

TOTAL CAPITAL OUTLAY	<u>717,000</u>
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BUDGET SUMMARY

07/02/04

DEPARTMENT: FINANCE - 02

FUND: WATER

<u>CLASSIFICATION</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
PERSONNEL	272,110	267,310	277,330
MATERIALS & SERVICES	47,380	49,500	49,250
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	3,780	42,900	5,550
<u>TOTAL BUDGET</u>	<u>323,270</u>	<u>359,710</u>	<u>332,130</u>

DEPARTMENT: FINANCE - 02

<u>PERSONNEL</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	206,800	202,600	212,400
5002 Temporary Wages	0	0	0
5003 Overtime Wages	350	500	500
Sub Total	<u>207,150</u>	<u>203,100</u>	<u>212,900</u>
<u>BENEFITS</u>			
5706 Medical Insurance	24,000	23,650	23,650
5707 Dental Insurance	3,500	3,850	3,100
5708 Vision Insurance	720	780	600
5709 Life Insurance	650	520	600
5710 Long Term Disability	3,350	3,400	3,560
5711 PERS Retirement	13,960	13,700	14,400
5712 FICA (Social Security)	12,960	12,500	13,170
5713 Workers Compensation	2,640	2,700	2,100
5714 Assistance Program	170	170	170
5715 Other Payroll Charges	0	0	0
5716 Medicare	3,010	2,940	3,080
Sub Total	<u>64,960</u>	<u>64,210</u>	<u>64,430</u>
<u>TOTAL PERSONNEL</u>	<u>272,110</u>	<u>267,310</u>	<u>277,330</u>

POSITION TITLES	
Finance Manager	1
Sr. Customer Service/Accounts Specialist	1
Customer Service/Accounts Specialist	2
TOTAL POSITIONS	4

DEPARTMENT: FINANCE - 02

<u>MATERIALS & SERVICES</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
5020 Contract/Professional Services	13,500	7,500	12,500
5031 Audit Services	10,500	10,500	10,500
5060 Office Supplies	7,400	12,500	9,000
5061 Postage	10,400	14,000	10,500
5062 Subscriptions/Books	30	250	100
5064 Training, Conferences & Meetings	1,050	2,000	1,750
5065 Membership & Dues	0	250	150
5068 Collection Costs/Credit Reports	1,700	1,000	1,750
5069 Bad Debts	2,800	1,500	3,000
<u>TOTAL MATERIALS & SERVICES</u>	<u>47,380</u>	<u>49,500</u>	<u>49,250</u>

DEPARTMENT: FINANCE - 02

MATERIALS & SERVICES

5020 Contract/Professional Services	12,500
Maintenance on equipment; telephones, copier and printers	3,000
Accounting package software maintenance contract	3,500
Miscellaneous requested software changes	<u>6,000</u>
SUBTOTAL	12,500
5031 Audit Services	10,500
Annual audit services, preparation of State Controller's report and financial reports	
5060 Office Supplies	9,000
Miscellaneous office supplies, printing forms, and paper for computer reports	
5061 Postage	10,500
Postage for mailing water bills, second notices, and correspondence	
5062 Subscription and Books	100
Miscellaneous publications	
5064 Training, Conferences, and Meetings	1,750
Seminars, training and travel expense for Finance Department	
5065 Membership and Dues	150
Credit Bureau of Santa Cruz, California Association Public Purchasing Officers, National Notary Association	
5068 Collection Costs & Audit Reports	1,750
Credit reports for new water customers, stop payment fees, bank analysis charges, lien release fees, and collection costs	

5069 Bad Debts

3,000

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

TOTAL MATERIALS & SERVICES

49,250

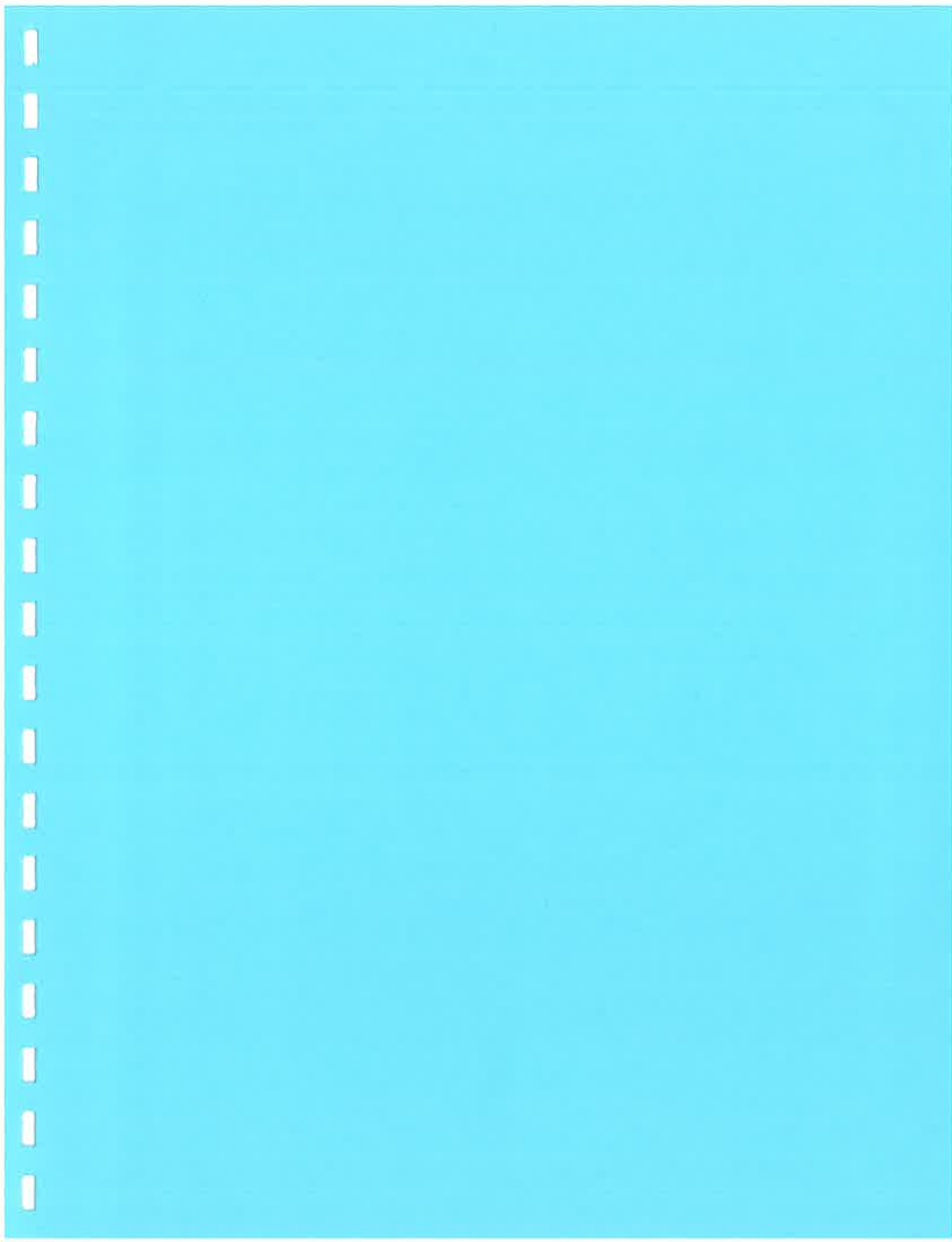
DEPARTMENT: FINANCE - 02

<u>CAPITAL OUTLAY</u>	2003-2004 ESTIMATED <u>EXPENSE</u>	2003-2004 ADOPTED <u>BUDGET</u>	2004-2005 ADOPTED <u>BUDGET</u>
<u>OFFICE FURNITURE & EQUIPMENT</u>			
5888 1706			
Computer Monitors	1,780	1,500	750
Letter Opening Equipment	0	1,400	0
HP Computer Upgrade	0	40,000	0
Computer Upgrade (4)	0	0	4,800
File Cabinet	900	0	0
Window Shade	1,100	0	0
Sub Total	<u>3,780</u>	<u>42,900</u>	<u>5,550</u>
<u>TOTAL CAPITAL OUTLAY</u>	<u>3,780</u>	<u>42,900</u>	<u>5,550</u>

DEPARTMENT: FINANCE – 02

CAPITAL OUTLAY

<u>OFFICE FURNITURE & EQUIPMENT</u>		5,550
5888 1706	Computer Monitors (2)	750
	Computer Upgrade (4)	<u>4,800</u>
	SUBTOTAL	5,550
TOTAL CAPITAL OUTLAY		<u>5,550</u>



BUDGET SUMMARY

07/02/04

DEPARTMENT: ENGINEERING - 03

FUND: WATER

<u>CLASSIFICATION</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
PERSONNEL	145,710	136,575	150,935
MATERIALS & SERVICES	12,540	13,650	15,630
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	36,590	44,200	8,500
<u>TOTAL BUDGET</u>	<u>194,840</u>	<u>194,425</u>	<u>175,065</u>

DEPARTMENT: ENGINEERING - 03

<u>PERSONNEL</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>SALARIES</u>			
5001 Regular Salaries	87,500	87,900	91,900
5002 Temporary Salaries	28,500	21,500	30,000
5003 Overtime Wages	0	0	0
Sub Total	<u>116,000</u>	<u>109,400</u>	<u>121,900</u>
<u>BENEFITS</u>			
5706 Medical Insurance	8,100	7,450	8,700
5707 Dental Insurance	960	950	960
5708 Vision Insurance	160	170	160
5709 Life Insurance	150	130	150
5710 Long Term Disability	1,340	1,350	1,350
5711 PERS Retirement	7,300	6,500	7,500
5712 FICA (Social Security)	7,200	7,000	7,500
5713 Workers Compensation	8,000	8,750	6,250
5714 Assistance Program	40	50	40
5715 Other Payroll Charges	0	0	0
5716 Medicare	1,640	1,650	1,650
5717 Special Clothing	220	675	675
5723 Certifications	0	0	600
Sub Total	<u>35,110</u>	<u>34,675</u>	<u>35,535</u>
<u>ALLOCATIONS</u>			
5719 Personnel Allocated to Projects	<u>-5,400</u>	<u>-7,500</u>	<u>-6,500</u>
<u>TOTAL PERSONNEL</u>	<u>145,710</u>	<u>136,575</u>	<u>150,935</u>

POSITION TITLES
District Engineer

1

TOTAL POSITIONS

1

DEPARTMENT: ENGINEERING - 03

PERSONNEL ALLOCATED TO PROJECTS

5719	Allocation to Projects	6,500
	Engineering Department personnel and overhead charged to specific capital outlay projects	
5890-0201	Kings Creek Road Project	2,500
5890-0406	Highway 9 Distribution Project	<u>4,000</u>
TOTAL ALLOCATED TO PROJECTS		<u>6,500</u>

DEPARTMENT: ENGINEERING - 03

<u>MATERIALS & SERVICES</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
5020 Contract/Professional Services	3,300	2,500	5,000
5038 Equipment Replacement Fund	2,800	2,800	2,880
5044 Maint/Operations of Vehicles	600	1,000	1,000
5048 Small Tools/Maint & Repairs	400	500	500
5059 Communications	250	350	300
5060 Office Supplies	2,750	3,600	3,000
5062 Subscription/ Books	650	500	650
5064 Training, Conferences&Meetings	500	1,000	1,000
5065 Membership & Dues	1,290	1,400	1,300
<u>TOTAL MATERIALS & SERVICES</u>	<u>12,540</u>	<u>13,650</u>	<u>15,630</u>

DEPARTMENT: ENGINEERING - 03

MATERIALS & SERVICES

5020 Contract/Professional Services	5,000
Maintenance on equipment - telephone and plotter/printer	500
Autocad software maintenance	2,000
Outside Services	<u>2,500</u>
SUBTOTAL	5,000
5038 Equipment Replacement Fund	2,880
Engineering Department pro-rata share of allocation to Equipment Replacement Reserve Fund	
5044 Maintenance & Operation of Vehicles	1,000
Gasoline & repairs to the department vehicle	
5048 Small tools/Maintenance and Repairs	500
Purchasing and maintenance of small surveying equipment	
5059 Communications	300
Telephone service charges and cellular phone service	
5060 Office Supplies	3,000
Blue print services, special engineering supplies, county maps, surveying supplies, paint for marking locates and APN update	
5062 Subscriptions & Books	650
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		1,300
American Water Works Assn.	125	
Automated Mapping/Facility Maint.	75	
National Notary Assn.	25	
USA Locate	950	
Water Environment Federation	<u>125</u>	
SUBTOTAL	1,300	

TOTAL MATERIALS & SERVICES	<u>15,630</u>
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DEPARTMENT: ENGINEERING - 03

<u>CAPITAL OUTLAY</u>			2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
OFFICE FURNITURE & EQUIPMENT					
5888	1706	Pipe Locator	1,190	1,200	0
		Computer	4,500	0	0
Sub Total			<u>5690</u>	<u>1,200</u>	<u>0</u>
OTHER CAPITAL PROJECTS					
5890	0209	Aerial Photography	27,000	32,500	0
Sub Total			<u>27,000</u>	<u>32,500</u>	<u>0</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS					
5890	9922	Lyon Zone Distribution	2,200	5,000	0
5890	9930	Brookside Drive Project	600	2,000	0
5890	0201	Kings Creek Road Project	1,100	3,500	3,500
5890	0406	Highway 9 Distribution Proj.	0	0	5,000
Sub Total			<u>3,900</u>	<u>10,500</u>	<u>8,500</u>
<u>TOTAL CAPITAL OUTLAY</u>			<u>36,590</u>	<u>44,200</u>	<u>8,500</u>

DEPARTMENT: ENGINEERING - 03

CAPITAL OUTLAY

1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM IMPROVEMENT PROJECTS

5890 0201	Kings Creek Road Project	3,500
	Force account technical and design services for project to replace existing water distribution system along Kings Creek Road, Boulder Creek	
5890 0406	Highway 9 Distribution Project	5,000
	Force account technical and design services for project to replace existing water distribution system along Highway 9 near Alba Creek. Existing facilities damaged by slide and removed from service	
TOTAL; 1998 COP PROJECTS		8,500
TOTAL CAPITAL OUTLAY		<u>8,500</u>

BUDGET SUMMARY

07/02/04

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

FUND: WATER

<u>CLASSIFICATION</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
PERSONNEL	871,400	775,620	817,660
MATERIALS & SERVICES	289,320	257,500	266,250
DEBT SERVICE	371,500	377,100	372,150
CAPITAL OUTLAY	239,920	631,000	615,000
<u>TOTAL BUDGET</u>	<u>1,772,140</u>	<u>2,041,220</u>	<u>2,071,060</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION 04

PERSONNEL	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>SALARIES</u>			
5X01 Regular Salaries	615,000	540,000	555,000
5X02 Temporary Salaries	36,000	15,000	30,000
5X03 Overtime Wages	29,000	18,000	20,000
5704 Standby Wages	17,200	16,000	17,000
Sub Total	<u>697,200</u>	<u>589,000</u>	<u>622,000</u>
<u>BENEFITS</u>			
5706 Medical Insurance	85,100	67,600	86,000
5707 Dental Insurance	12,160	10,700	10,200
5708 Vision Insurance	2,200	2,000	2,000
5709 Life Insurance	1,760	1,550	1,600
5710 Long Term Disability	9,920	8,800	9,000
5711 PERS Retirement	46,050	37,500	39,000
5712 FICA (Social Security)	44,700	36,500	34,600
5713 Workers Compensation	55,700	52,500	40,000
5714 Assistance Program	460	420	460
5715 Other Payroll Charges	0	0	0
5716 Medicare	10,500	8,500	8,000
5717 Special Clothing	5,900	7,000	6,600
5718 Vaccinations	0	0	0
5723 Certifications	550	750	700
Sub Total	<u>275,000</u>	<u>233,820</u>	<u>238,160</u>
<u>ALLOCATIONS</u>			
5719 Personnel Allocated to Projects	-100,800	-47,200	-42,500
<u>TOTAL PERSONNEL</u>	<u>871,400</u>	<u>775,620</u>	<u>817,660</u>
POSITION TITLES			
Director of Operations	0.60		
Field Services Supervisor	1.00		
Electrician	0.50		
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	2.00		
Construction Specialist	1.00		
TOTAL POSITIONS	9.70		

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

PERSONNEL ALLOCATED TO PROJECTS

5719	Allocation to Projects	42,500
	Operations Distribution Department personnel and overhead charged to specific capital outlay projects	
5890-0103	Blackstone Distribution Project	8,500
5890-9924	Irwin Booster Project	2,500
5890-0201	Kings Creek Road Distribution Project	2,500
5890-0406	Highway 9 Distribution Project	2,500
5890-0403	Fairview Booster Project	15,000
5890-0404	Larita Drive Distribution Project	11,500
TOTAL ALLOCATED TO PROJECTS		<u>42,500</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

<u>MATERIALS & SERVICES</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
5X20 Contract/Professional Services	14,200	15,000	15,000
5038 Equipment Replacement Fund	21,000	21,000	19,800
5X40 Utilities	81,600	85,000	85,000
5X43 Operating Supplies	58,000	40,000	45,000
5044 Maint & Operations of Vehicles	43,000	30,000	35,000
5X47 Rental/Leases/Permits	5,000	3,500	3,500
5048 Small Tools-Maint & Repairs	9,300	9,000	9,000
5X50 Facilities Maintenance	9,700	10,000	10,000
5052 Safety Equipment	7,000	3,000	3,500
5X59 Communications&Telemetering	34,900	35,000	35,000
5060 Office Supplies	3,550	3,500	3,500
5062 Subscription/Books	70	400	200
5064 Training, Conferences&Meetings	2,500	6,000	4,000
5065 Membership & Dues	0	400	0
5078 Other Household Supplies	2,000	1,300	1,750
 Sub Total	 <u>291.820</u>	 <u>263.100</u>	 <u>270.250</u>
 <u>ALLOCATIONS</u>			
5779 District Equipment Allocated to Projects	-2.500	-5.600	-4.000
 <u>TOTAL MATERIALS & SERVICES</u>	 <u>289.320</u>	 <u>257.500</u>	 <u>266.250</u>

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

MATERIALS & SERVICES

5020 Contract/Professional Services		15,000
Maintenance on equipment; telephone, copier and printers	1,900	
DOT testing program	400	
Cathodic protection system inspection service	1,200	
Miscellaneous outside services	<u>11,500</u>	
SUBTOTAL	15,000	
5038 Equipment Replacement Fund		19,800
Operations Distribution Department pro-rata of all allocation to Equipment Replacement Reserve Fund		
5040 Utilities		85,000
Electrical service to booster pumps, tanks and distribution system		
5043 Operating Supplies		45,000
Supplies for maintenance of mains, booster pumps, regulators, tanks, and customer service		
5044 Maintenance of Operating Vehicles		35,000
Gasoline, oil and maintenance of 9 vehicles, backhoe, 2 dump trucks and Kubota tractor		
5047 Rentals, Leases and Permits		3,500
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	10,000
Maintenance of District facilities, operations building, booster stations, storage tanks, Quail Hollow storage yard and spoil removal	
5052 Safety Equipment	3,500
Purchase and maintenance of shoring equipment, fire extinguishers, barricades, first aid kits and flares	
5059 Communications & Telemetering	35,000
Telemetering 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	200
American Water Works Assn. books, renewal of title 8 publications	
5064 Training, Conferences & Meetings	4,000
Seminars, training and travel expense for Distribution Department	
5078 Other Household Supplies	1,750
Miscellaneous paper products, cleaning supplies, coffee	
5779 District Equipment Allocated to Projects	-4,000
TOTAL MATERIALS & SERVICES	<u>266,250</u>

DEPARTMENT: OPERATIONS DISTRIBUTION - 04

DISTRICT EQUIPMENT ALLOCATED TO PROJECTS

5779 Allocation to Projects 4,000

District equipment and overhead charged to
specific capital outlay projects

5890-0103	Blackstone Distribution Project	500
5890-9924	Irwin Booster Project	350
5890-0201	Kings Creek Road Distribution Project	350
5890-0406	Highway 9 Distribution Project	0
5890-0403	Fairview Booster Project	1,500
5890-0404	Larita Drive Distribution Project	<u>1,300</u>

SUBTOTAL 4,000

TOTAL ALLOCATED TO PROJECTS **4,000**

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

		2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>DEBT SERVICE</u>				
5886	1997 CSDA Lease			
2714	Principal	15,000	15,000	15,000
2715	Interest	10,200	13,700	8,750
5886 1998 Certificate of Participation Issue				
2820	Principal	105,000	105,000	115,000
2821	Interest	136,900	134,000	123,400
5886 1999 NBC Bonds				
2830	Principal	60,000	60,000	65,000
2831	Interest	44,400	49,400	45,000
<u>TOTAL DEBT SERVICE</u>		<u>371,500</u>	<u>377,100</u>	<u>372,150</u>

DEPARTMENT: OPERATIONS DISTRIBUTION – 04

DEBT SERVICE

04-58892714/15	1997 CSDA	23,750
	Principal & Interest for loan to purchase Operations Building (Principal \$15,600; Interest \$8,750)	
04-58862820/21	1998 Certificates of Participation	238,400
	Principal & Interest for misc. water system improvement funded by property tax pledge (Principal \$115,000; Interest \$123,400)	
04-58862830/31	1999 North Boulder Creek Refunding Bonds	110,000
	Principal & Interest for construction of North Boulder Creek water distribution system improvements. Assesment District funds collected by Santa Cruz County through property tax assessments (Principal \$65,000; Interest \$45,000)	
TOTAL DEBT SERVICES		<u>372,150</u>

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

<u>CAPITAL OUTLAY</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
<u>MACHINERY & EQUIPMENT</u>			
<u>5888 1702</u>			
Tapping Machine	1,050	1,500	0
Leak Detector	1,150	1,500	0
Jack Hammer	920	1,000	0
Trash Pumps (2)	1,450	1,500	0
Pipe Thread Machine	0	0	1,800
Steel Plates	0	0	2,200
Cut-Off Saw	0	0	1,000
Sub Total	<u>4,570</u>	<u>5,500</u>	<u>5,000</u>
<u>OFFICE FURNITURE & EQUIPMENT</u>			
<u>5888 1706</u>			
Software Upgrades	0	500	1,000
Monitor Replacements(2)	1,450	1,500	0
Maintenance Program	3,500	4,500	0
Computer Replacement	2,300	2,500	7,000
Network Server/Software Replace	0	0	9,000
Sub Total	<u>7,250</u>	<u>9,000</u>	<u>17,000</u>
<u>TRANSPORTATION EQUIPMENT</u>			
<u>5888 1711</u>			
Truck #238 Replacement	32,500	30,000	0
Truck #312 Replacement	0	0	34,000
Sub Total	<u>32,500</u>	<u>30,000</u>	<u>34,000</u>
<u>WATER METERS & REGISTERS</u>			
<u>5888 1736</u> New Service Installations	48,650	10,000	20,000

DEPARTMENT: OPERATIONS/DISTRIBUTION - 04

	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>CAPITAL OUTLAY-Continued</u>			
OTHER CAPITAL PROJECTS			
5890 9901 Replacement Pumps & Motors	2,650	5,000	5,000
9902 Telemetry Controls	5,050	10,000	7,500
9903 Bear Creek Rd Water Main	2,000	20,000	10,000
0002 Meter Replacement Program	35,000	120,000	80,000
0103 Blackstone Distribution Project	0	25,000	15,000
0301 Brimlecom Rd. Distribution Project	46,300	25,000	0
0302 Admin. Fuel Tanks	0	18,000	0
Sub Total	<u>91,000</u>	<u>223,000</u>	<u>117,500</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS			
5890 9924 Irwin Booster Pump Station	14,200	36,000	25,000
9926 Quail 5 Booster Station	34,900	32,500	0
9928 Quail 4 Well Project	6,850	0	0
9930 Brookside Drive Project	0	65,000	0
0201 Kings Creek Road Project	0	220,000	220,000
0406 Highway9/ Distribution Project	0	0	76,500
0402 Huckleberry Scada Project	0	0	20,000
0403 Fairview Booster Pump Station Project	0	0	45,000
0404 Larita Drive Distribution Project	0	0	35,000
Sub Total	<u>55,950</u>	<u>353,500</u>	<u>421,500</u>
<u>TOTAL CAPITAL OUTLAY</u>	<u>239,920</u>	<u>631,000</u>	<u>615,000</u>

DEPARTMENT: OPERATIONS DISTRIBUTION – 04

CAPITAL OUTLAY

<u>MACHINERY & EQUIPMENT</u>		5,000
5888 1702	Pipe Thread Machine	1,800
	Steel Plates	2,200
	Cut off Saw	<u>1,000</u>
	SUBTOTAL	5,000
<u>OFFICE FURNITURE AND EQUIPMENT</u>		17,000
5888 1706	Software Upgrade	1,000
	Computer Replacement (6)	7,000
	Network Server/Software Replacement	<u>9,000</u>
	SUBTOTAL	17,000
<u>TRANSPORTATION EQUIPMENT</u>		34,000
5888 1711	Truck #312 Replacement	34,000
<u>WATER METERS & REGISTERS</u>		
5888 1736	New Service Installations	20,000
<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	7,500
	Miscellaneous replacement or repair of existing SCADA control system components, as needed	
5890 9903	Bear Creek Road Water Main Abandonment Project	10,000
	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	Distribution System Meter Replacement Project Meter change out program for Distribution System. Replacement of approximately 550 meters with touch and radio read meters and appurtenances. Third (3) year of five (5) year change-out program.	80,000
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5890 0103	Blackstone Distribution System Project Operations Distribution Department force account activities and required parts, supplies and materials to install approximately 500 LF replacement water distribution system facilities along Blackston Drive, Boulder Creek	15,000
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SUBTOTAL; OTHER CAPITAL PROJECTS	<u>117,500</u>
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1998 CERTIFICATES OF PARTICIPATION WATER SYSTEM
IMPROVEMENT PROJECTS

5890 9924	Irwin Booster Pump Station Project Operations Distribution Department force account activities and required parts, supplies, and materials for repairs and renovation of existing Irwin Booster Pump	25,000
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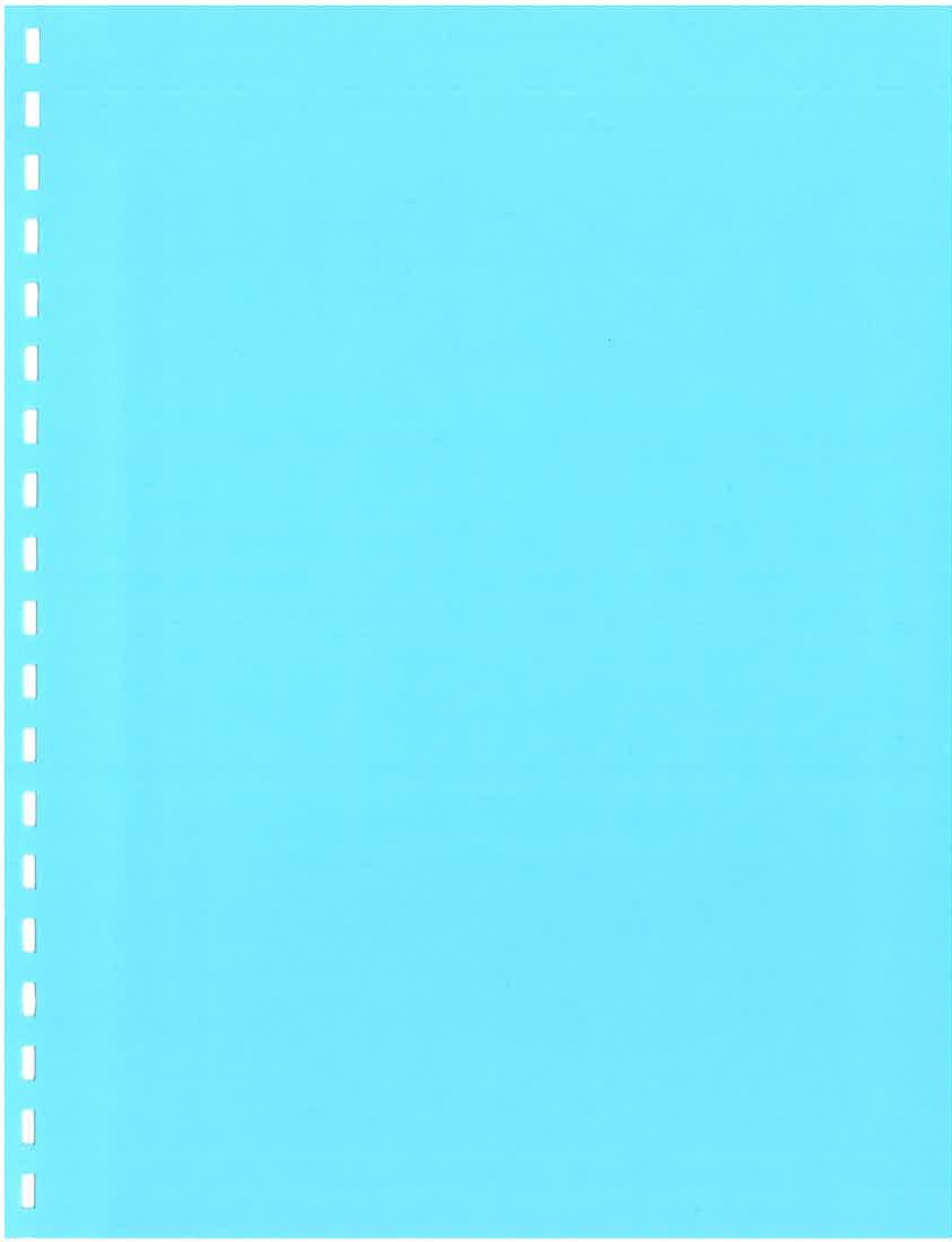
5890 0201	Kings Creek Road Distribution System Project Installation by contract service to replace approximately 1,500 LF of existing 2-inch water mainline with 8-inch water mainline and appurtenances	220,000
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5890 0406	Highway 9 Distribution Project Installation by contract service to replace approximately 300 LF of existing facilities damaged by Alba Creek slide	76,500
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5890 0402	Huckleberry SCADA Project Operations Distribution Department force account activities and required parts, materials and supplies to install new SCADA control system for Huckleberry Pressure Zone	20,000
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5890 0403	Fairview Booster Pump Station Project Operations Distribution Department force account activities and required parts, materials and supplies to construct new Fairview Booster Pump Station	45,000
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5890 0404	Larita Drive Distribution Project	35,000
	Operations Distribution Department force account activities and required parts, materials and supplies to install approximately 500 LF of new 6" distribution system facilities along Larita Drive from Quail Hollow Road to Clement Street	
	SUBTOTAL; 1998 COP PROJECTS	<u>421,500</u>
	TOTAL ALL CAPITAL OUTLAY	<u>615,000</u>



BUDGET SUMMARY

07/02/04

DEPARTMENT: WATERSHED - 05

FUND: WATER

<u>CLASSIFICATION</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
PERSONNEL	77,760	113,499	65,145
MATERIALS & SERVICES	16,590	14,400	14,000
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	20,060	55,000	55,000
<u>TOTAL BUDGET</u>	<u>114,410</u>	<u>182,899</u>	<u>134,145</u>

DEPARTMENT: WATERSHED - 05

<u>PERSONNEL</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	20,800	81,624	32,000
5002 Temporary Salaries	45,000	0	20,000
Sub Total	<u>65,800</u>	<u>81,624</u>	<u>52,000</u>
<u>BENEFITS</u>			
5706 Medical Insurance	2,260	7,450	3,500
5707 Dental Insurance	220	980	450
5708 Vision Insurance	40	180	90
5709 Life Insurance	40	140	70
5710 Long Term Disability	0	1,300	500
5711 PERS Retirement	0	5,550	2,230
5712 FICA (Social Security)	4,180	5,500	1,950
5713 Workers Compensation	4,200	8,860	3,200
5714 Assistance Program	10	50	30
5715 Other Payroll Charges	10	0	0
5716 Medicare	1,000	1,290	450
5717 Special Clothing	0	575	675
Sub Total	<u>11,960</u>	<u>31,875</u>	<u>13,145</u>
<u>ALLOCATIONS</u>			
5719 District Personnel Allocated to Projects	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL PERSONNEL</u>	<u>77,760</u>	<u>113,499</u>	<u>65,145</u>

POSITION TITLES	
Watershed Resources Coordinator	<u>1</u>
TOTAL POSITIONS	<u>1</u>

DEPARTMENT: WATERSHED - 05

<u>MATERIALS & SERVICES</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
5020 Contract/Professional Services	7,700	5,000	5,000
5034 Road Maintenance	6,400	3,000	5,000
5043 Operating Supplies	440	500	500
5045 Auto Allowance	700	4,200	2,100
5059 Communications	250	600	300
5062 Subscription/Books	50	500	500
5064 Training, Conference/Seminars	1,050	500	500
5065 Membership & Dues	0	100	100
<u>TOTAL MATERIALS & SERVICES</u>	<u>16,590</u>	<u>14,400</u>	<u>14,000</u>

DEPARTMENT: WATERSHED - 05

MATERIALS & SERVICES

5020 Contract/Professional Services	5,000
Miscellaneous consultant	
hydrogeology services	2,500
Habitat services	<u>2,500</u>
SUBTOTAL	5,000
 5034 Road Maintenance	 5,000
Miscellaneous maintenance activities of	
District maintained watershed roadways	
 5043 Operating Supplies	 500
Supplies, copies of special reports,	
office supplies, maps, shovels	
 5045 Auto Allowance	 2,100
Watershed Analyst, \$350 month	
 5059 Communications	 300
Cellular phone charges	
 5062 Subscriptions and Books	 500
California Journal, Environmental,	
Wildland Hydrology	
 5064 Training, Conferences & Seminars	 500
Training and seminars, travel expense	
for Watershed Department	
 5065 Membership and Dues	 100
Watershed Management Council Membership	

TOTAL MATERIALS & SERVICES **14,000**

DEPARTMENT: WATERSHED - 05

<u>CAPITAL OUTLAY</u>			2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>OTHER CAPITAL PROJECTS</u>					
5890	9514	Quail Groundwater Model	5,060	0	0
	0003	Habitat Projects	0	15,000	0
	0004	Quail Well EIR	0	40,000	40,000
	0305	Juvenile Steelhead Survey	15,000	0	15,000
<u>TOTAL CAPITAL OUTLAY</u>			<u>20,060</u>	<u>55,000</u>	<u>55,000</u>

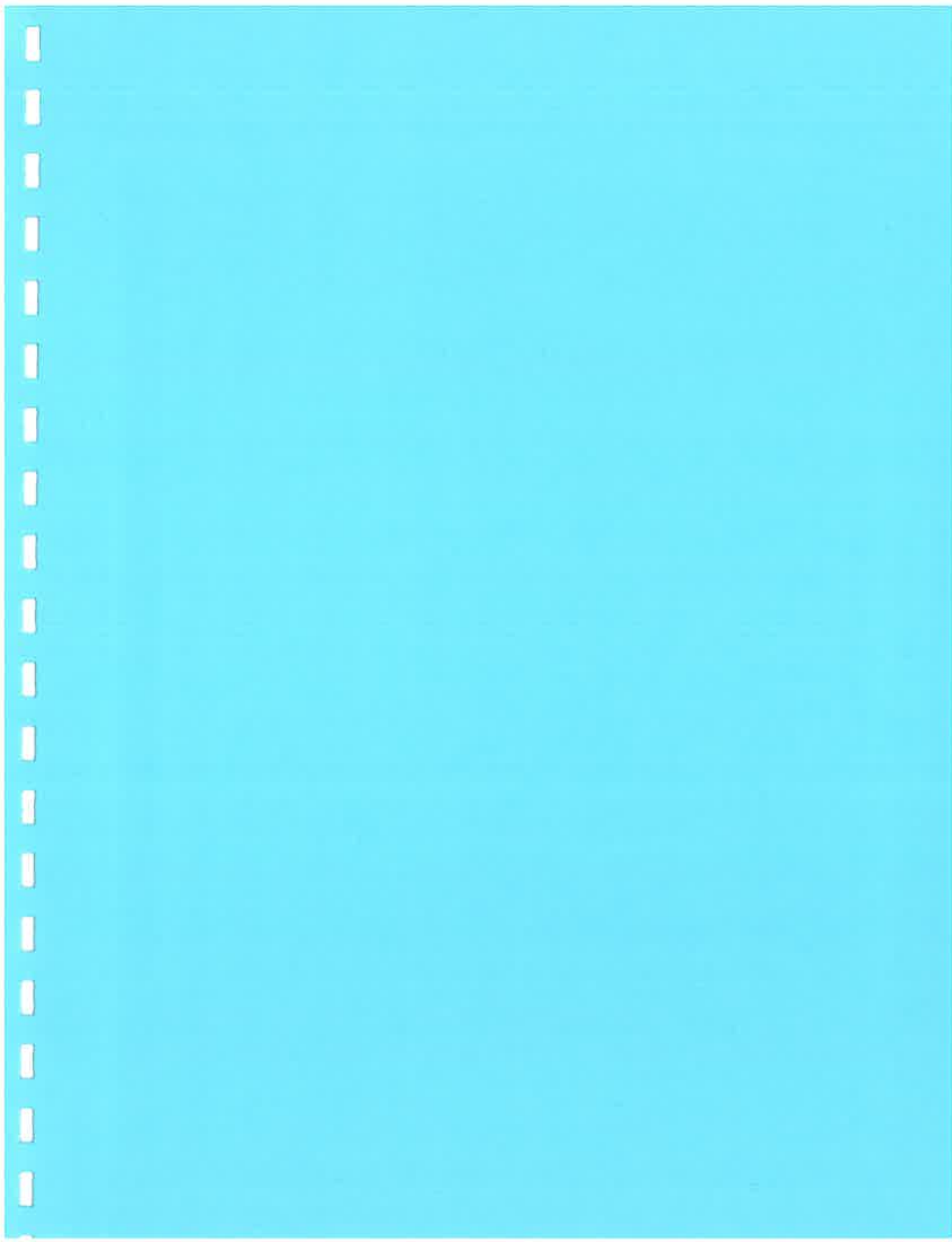
DEPARTMENT – WATERSHED - 05

CAPITAL OUTLAY

OTHER CAPITAL PROJECTS

5890 0004	Program EIR Environmental Impact Report for proposed capital improvement project to install a new groundwater well in the Quail Hollow subunit	40,000
5890 0305	Juvenile Steelhead Survey Contract services to provide survey activities of juvenile steelhead population San Lorenzo River	15,000

TOTAL ALL CAPITAL OUTLAY	<u>55,000</u>
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BUDGET SUMMARY

07/02/04

DEPARTMENT: WASTEWATER - 06

FUND: SEWER

<u>CLASSIFICATION</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
PERSONNEL	6,980	10,780	10,810
MATERIALS & SERVICES	24,365	27,360	30,770
DEBT SERVICE	0	0	0
CAPITAL OUTLAY	39,000	125,000	150,000
<u>TOTAL BUDGET</u>	<u>70,345</u>	<u>163,140</u>	<u>191,580</u>

DEPARTMENT: WASTEWATER - 06

<u>PERSONNEL</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
<u>SALARIES</u>			
5001 Regular Salaries	4,910	7,500	7,700
5003 Overtime Wages	100	500	500
5004 Standby Wages	400	400	400
Sub Total	<u>5,410</u>	<u>8,400</u>	<u>8,600</u>
<u>BENEFITS</u>			
5706 Medical Insurance	480	800	860
5707 Dental Insurance	90	120	130
5711 PERS Retirement	370	450	450
5712 FICA (Social Security)	330	390	400
5713 Workers Compensation	170	450	200
5716 Medicare	80	100	100
5717 Special Clothing	50	70	70
Sub Total	<u>1,570</u>	<u>2,380</u>	<u>2,210</u>
<u>ALLOCATIONS</u>			
5719 District Personnel Allocated to Projects	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL PERSONNEL</u>	<u>6,980</u>	<u>10,780</u>	<u>10,810</u>
POSITION TITLES			
Allocated District Staff	<u>0.10</u>		
TOTAL POSITIONS	<u>0.10</u>		

DEPARTMENT: WASTEWATER - 06

<u>MATERIALS & SERVICES</u>	2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
5020 Contract/Professional Services	2,150	3,000	3,000
5023 Outside Water Analysis	4,500	8,000	8,000
5036 Administration Overhead	4,500	4,500	4,500
5038 Equipment Replacement Fund	700	700	720
5040 Utilities	3,600	5,000	5,000
5043 Operating Supplies	760	1,000	1,200
5044 Maint & Operations of Vehicles	500	500	500
5047 Rentals/Leases/Permits	4,750	1,500	4,750
5050 Facilities Maintenance	810	750	750
5059 Communications	1,800	2,000	2,000
5060 Office Supplies	160	250	200
5061 Postage	135	160	150
<u>TOTAL MATERIALS & SERVICES</u>	<u>24,365</u>	<u>27,360</u>	<u>30,770</u>

DEPARTMENT: WASTEWATER - 06

MATERIALS & SERVICES

5020 Contract/Professional Services	3,000
Sewer system pumping and outside pipeline cleaning services, as needed	
5023 Outside Water Analysis	8,000
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	720
Wastewater Department pro-rated percentage of allocation to Equipment Replacement Fund	
5040 Utilities	5,000
Power to operate the sewer system.	
5043 Operating Supplies	1,200
Supplies for waste water system, effluent pumps, and lift station repairs	
5044 Maintenance & Operations of Vehicles	500
Pro-rated portion of vehicle maintenance	
5047 Permits	4,750
State of California NPDES Permit	4,250
County of S C Hazardous Waste Permit	<u>500</u>
	4,750
5050 Building Maintenance	750
Maintenance of sewer facility	

5059 Communications	2,000
Telephones & telemetering for SCADA System	
5060 Office Supplies	200
Percentage of Finance office supplies based on number of sewer connections	
5061 Postage	150
Percentage of Finance postage based on number of sewer connections	
TOTAL MATERIALS & SERVICES	<u>30,770</u>

DEPARTMENT: WASTEWATER - 06

		2003-2004	2003-2004	2004-2005
		<u>ESTIMATED</u>	<u>ADOPTED</u>	<u>ADOPTED</u>
		<u>EXPENSE</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>CAPITAL OUTLAY</u>				
<u>OTHER CAPITAL PROJECTS</u>				
5890 0113	Treatment Plant Upgrades	39,000	125,000	150,000
<u>TOTAL CAPITAL OUTLAY</u>		<u>39,000</u>	<u>125,000</u>	<u>150,000</u>

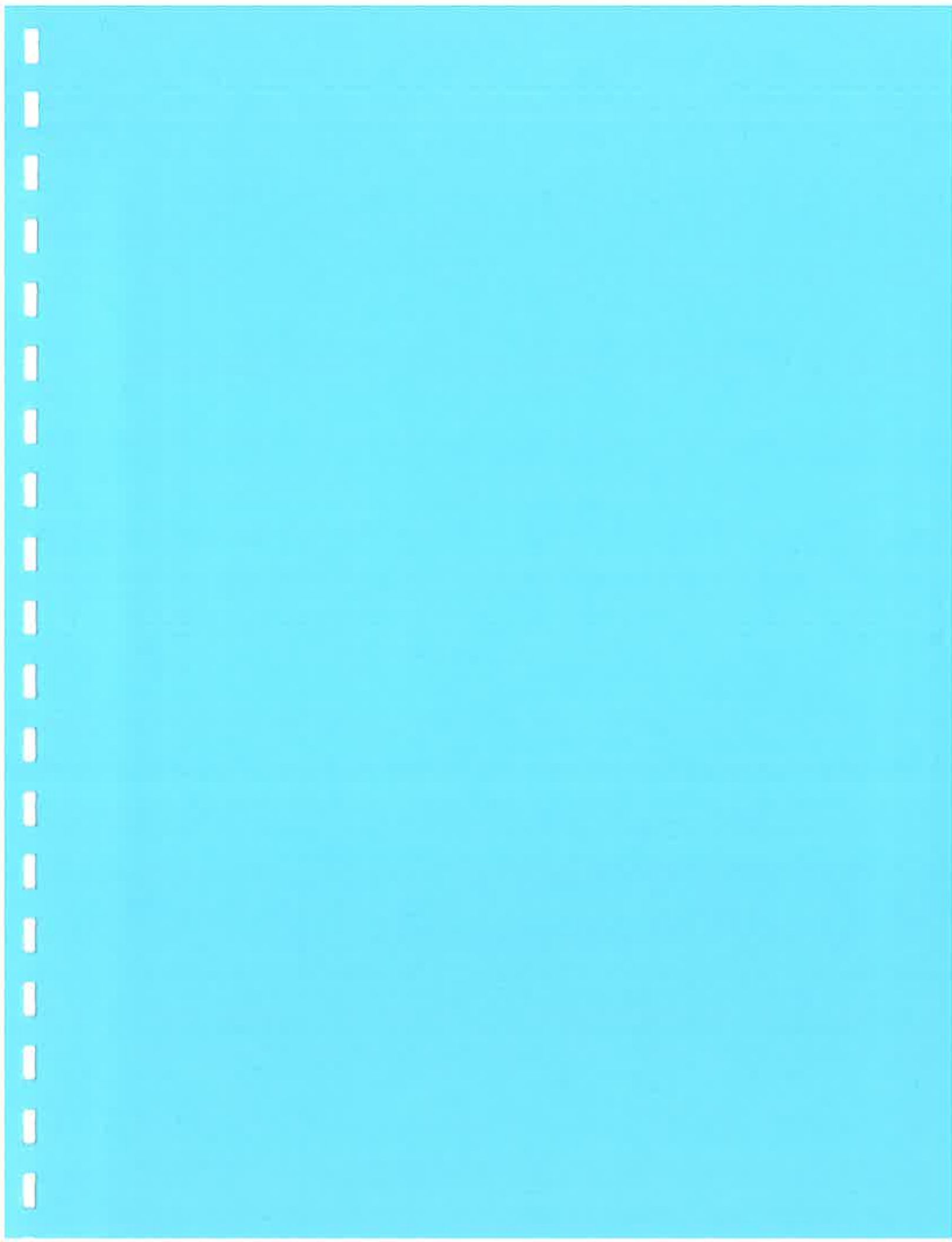
DEPARTMENT: WASTEWATER - 06

CAPITAL OUTLAY

OTHER CAPITAL PROECTS

5890 0113	Treatment Plant Upgrade	150,000
	Construction of required upgrades for wastewater treatment plant improvements	

TOTAL CAPITAL OUTLAY	<u>150,000</u>
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BUDGET SUMMARY

07/02/04

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

FUND: WATER

<u>CLASSIFICATION</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
PERSONNEL	233,860	298,150	323,590
MATERIALS & SERVICES	325,900	353,350	313,700
DEBT SERVICE	301,670	264,250	307,200
CAPITAL OUTLAY	86,460	103,000	54,000
<u>TOTAL BUDGET</u>	<u>947,890</u>	<u>1,018,750</u>	<u>998,490</u>

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

<u>PERSONNEL</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
<u>SALARIES</u>			
5X01 Regular Salaries	155,000	220,500	237,500
5X02 Temporary Salaries	4,500	0	0
5X03 Overtime Wages	11,050	10,000	11,000
5804 Standby	5,100	4,800	5,100
Sub Total	<u>175,650</u>	<u>235,300</u>	<u>253,600</u>
<u>BENEFITS</u>			
5706 Medical Insurance	18,000	22,900	27,800
5707 Dental Insurance	2,180	3,600	3,600
5708 Vision Insurance	420	680	600
5709 Life Insurance	320	280	350
5710 Long Term Disability	2,080	3,600	3,850
5711 PERS Retirement	8,620	15,050	15,700
5712 FICA (Social Security)	9,400	14,300	14,900
5713 Workers Compensation	12,650	19,000	12,100
5714 Assistance Program	90	90	90
5715 Other Payroll Charges	0	0	0
5716 Medicare	2,300	3,400	3,600
5717 Special Clothing	1,800	1,900	1,900
5723 Certifications	350	500	500
Sub Total	<u>58,210</u>	<u>85,300</u>	<u>84,990</u>
<u>ALLOCATIONS</u>			
5819 Personnel Allocated to Projects	0	-22,450	-15,000
<u>TOTAL PERSONNEL</u>	<u>233,860</u>	<u>298,150</u>	<u>323,590</u>
<u>POSITION TITLES</u>			
Director of Operations	0.40		
Electrician	0.50		
Network Specialist	0.40		
Senior Plant Operator	1.00		
Systems Plant Operator	1.00		
TOTAL POSITIONS	3.30		

DEPARTMENT: OPERATIONS SUPPLY AND TREATMENT - 08

PERSONNEL ALLOCATED TO PROJECTS

5719	Allocation to Projects		15,000
	Operations Department personnel and overhead charged to specific capital outlay projects		

5890 0205	Water Sample Stations Project	15,000
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TOTAL ALLOCATED TO PROJECTS	<u>15,000</u>
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DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

<u>MATERIALS & SERVICES</u>	<u>2003-2004 ESTIMATED EXPENSE</u>	<u>2003-2004 ADOPTED BUDGET</u>	<u>2004-2005 ADOPTED BUDGET</u>
5X20 Contract/Professional Services	28,000	20,000	20,000
5X23 Outside Water Analysis	34,900	50,000	25,000
5X25 Lab Supplies	4,600	5,000	5,000
5038 Equipment Replacement Fund	10,500	10,500	12,600
5X40 Utilities	182,000	200,000	185,000
5X42 Chemicals	21,100	17,500	20,000
5X43 Operating Supplies	14,200	17,500	15,000
5044 Maintenance/Operations of Vehicles	10,200	7,500	7,500
5X47 Rental/Leases/Permits	9,300	10,000	10,000
5048 Small Tools-Maintenance & Repairs	1,400	3,000	1,500
5X50 Facilities Maintenance	2,700	6,000	5,000
5052 Safety Equipment	0	500	500
5X59 Communications & Telemetering	5,780	6,500	6,000
5060 Office Supplies	590	1,000	700
5062 Subscription /Books	350	500	500
5064 Training, Conferences & Meetings	50	2,200	1,500
5065 Membership & Dues	130	400	150
5078 Other Household Supplies	100	300	250
Sub Total	<u>325,900</u>	<u>358,400</u>	<u>316,200</u>
<u>ALLOCATIONS</u>			
5879 District Equipment Allocated to Projects	<u>0</u>	<u>-5,050</u>	<u>-2,500</u>
<u>TOTAL MATERIALS & SERVICES</u>	<u>325,900</u>	<u>353,350</u>	<u>313,700</u>

DEPARTMENT: OPERATIONS, SUPPLY & TREATMENT – 08

MATERIALS & SERVICES

5020 Contract/Professional Services	20,000
Outside services for well repairs and maintenance of telephones	
5023 Outside Water Analysis	25,000
Outside services for water quality testing	
5025 Lab Supplies	5,000
Miscellaneous supplies and materials for bacteriological and other water quality tests performed by District Staff	
5038 Equipment Replacement Fund	12,600
Operations Supply Department pro-rata share of allocation Equipment Replacement Reserve Fund	
5040 Utilities	185,000
Electrical service to wells and Water Treatment Plant	
5042 Chemicals	20,000
Calciquest for wells, chlorine, polymer, and alum for treatment plant	
5043 Operating Supplies	15,000
Sampling bottles, reagents, material, material for flushing due to build up from source of water and miscellaneous other operating supplies	
5044 Maintenance of Operating Vehicles	7,500
Gasoline, maintenance and repair of 2 vehicles	
5047 Rentals, Leases and Permits	10,000
State of California Water System Fees, lab permit fee, and County of Santa Cruz Haz-Mat Certification fee	

5048 Small Tools	1,500
Specialized and miscellaneous tools for water sampling and treatment plant	
5050 Building Maintenance	5,000
Maintenance of Treatment Plant, wells, and intake facilities	
5052 Safety Equipment	500
Maintenance & replacement of fire extinguishers and eyewash stations	
5059 Communications & Telemetry	6,000
Alarm services, answering services, telemeter charges for telephone lines and pagers.	
5060 Office Supplies	700
Computer paper, special notebooks, printing forms.	
5062 Subscriptions & Books	500
Books needed for water quality updates.	
5064 Training, Conferences & Meetings	1,500
Seminars, training and travel expense for Supply & Treatment Department	
5065 Membership & Dues	150
5078 Other Household Supplies	250
Paper products, cleaning supplies, and other household supplies	
5879 District Equipment Allocated to Projects	-2,500
TOTAL MATERIALS & SERVICES	<u>313,700</u>

DEPARTMENT: OPERATIONS SUPPLY & TREATMENT - 08

DISTRICT EQUIPMENT ALLOCATED TO PROJECTS

5779 Allocation to Projects	2,500
District equipment and overhead charged to specific capital outlay projects	
5890-0205 Water Sample Stations Project	2,500
TOTAL ALLOCATED TO PROJECTS	<u>2,500</u>

DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

<u>DEBT SERVICE</u>		2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
5886	2003 West America Bank (Refinance of State Loan)			
2716	Principal	20,600	20,600	51,000
2717	Interest	34,000	21,250	32,900
5886	1991 State Resource-Treatment Plant			
2718	Principal	146,800	121,250	126,600
2719	Interest	100,270	101,150	96,700
<u>TOTAL DEBT SERVICE</u>		<u>301,670</u>	<u>264,250</u>	<u>307,200</u>

DEPARTMENT: OPERATIONS, SUPPLY & TREATMENT – 08

DEBIT SERVICE

08-58862716/17	2003 West America Bank Refinance of State Pool Loan	83,900
	Principal & Interest associated with refinancing of 1976 Safe Drinking Loan; original loan financed miscellaneous supply, storage and distribution improvements (Principal \$51,000; Interest \$32,900)	

08-58862718/19	1991 State Water Resources Loan	223,300
	Principal & Interest associated with financing construction of the Surface Water Treatment Plant (Principal \$126,600; Interest \$96,700)	

TOTAL DEBT SERVICE	<u>307,200</u>
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DEPARTMENT: OPERATIONS/SUPPLY & TREATMENT - 08

			2003-2004 ESTIMATED EXPENSE	2003-2004 ADOPTED BUDGET	2004-2005 ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>					
MACHINERY & EQUIPMENT					
5888	1702	Chemical Feed Pumps(2)	0	0	3,000
		PH Meters(2)	0	0	3,300
		5 Mile Meter Replacement	0	0	6,000
		Drum Pump	0	0	1,500
Sub Total			<u>0</u>	<u>0</u>	<u>13,800</u>
OFFICE FURNITURE & EQUIPMENT					
5888	1706	Scada Upgrade	25,030	24,000	0
		Maintenance Program	970	1,000	0
		Laptop Computer	0	0	2,200
Sub Total			<u>26,000</u>	<u>25,000</u>	<u>2,200</u>
TRANSPORTATION EQUIPMENT					
5888	1711		0	0	0
Sub Total			<u>0</u>	<u>0</u>	<u>0</u>
OTHER CAPITAL PROJECTS					
5890					
	9906	Replacement Pumps/Motor	35,500	10,000	15,000
	9907	Well Abandonment Project	1,100	6,000	5,000
	0205	Water Sampling Station	15,360	36,000	18,000
	0303	Chlorine Station	2,100	8,500	0
Sub Total			<u>54,060</u>	<u>60,500</u>	<u>38,000</u>
1998 COP WATER SYSTEM IMPROVEMENT PROJECTS					
5890	9928	Quail Well 4	0	17,500	0
Sub Total			<u>6,400</u>	<u>17,500</u>	<u>0</u>
<u>TOTAL CAPITAL OUTLAY</u>			<u>86,460</u>	<u>103,000</u>	<u>54,000</u>

DEPARTMENT: OPERATIONS, SUPPLY & TREATMENT – 08

CAPITAL OUTLAY

<u>MACHINERY & EQUIPMENT</u>		13,800
5888 1702	Chemical Feed Pumps (2)	3,000
	PH Meters (2)	3,300
	5 Mile Meter Replacement	6,000
	Drum Pump	<u>1,500</u>
	SUBTOTAL	13,800
<u>OFFICE FURNITURE & EQUIPMENT</u>		2,200
5888 1706	Lap Top Computer for System Supervisor vehicle	2,200
<u>OTHER CAPITAL PROJECTS</u>		
5890 9906	Replacement Pumps & Motors Miscellaneous replacement of existing supply and treatment system pumps and motors, as needed	15,000
5890 9907	Well Abandonment Project Construction of Estrella Well to monitoring well	5,000
5890 0205	Water Sampling Stations Project Operations Department force account activities and required parts, supplies and materials to install approximately ten (10) dedicated water quality sampling stations through the distribution system	18,000
	SUBTOTAL; OTHER CAPITAL PROJECTS	38,000
TOTAL CAPITAL OUTLAY		<u>54,000</u>