



NOTICE OF BUDGET & FINANCE COMMITTEE MEETING

Responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget and reserves; audit; investments; insurance; and other financial matters.

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a special meeting of the Budget & Finance Committee to be held on **Tuesday, March 3, 2020 9:00am**, at the Operations Building, 13057 Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.
3. Old Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agendized items.
 - A. DRAFT FISCAL YEAR 2020/21 OPERATING REVENUE & EXPENSE BUDGET REVIEW
Discussion and possible action by the Committee regarding Operating & Expense Budget Review FY20/21.
4. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agendized items.
 - A. PROPOSED RESCHEDULE OF APRIL 2020 BUDGET & FINANCE COMMITTEE MEETING
Discussion and possible action by Budget and Finance Committee regarding moving the April 2020 B & F Committee to March 31, 2020.
5. Informational Material: None.

6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on February 28, 2020 I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the regular meeting of the Budget & Finance Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on February 28, 2020

Holly B. Hossack, District Secretary
San Lorenzo Valley Water District

M E M O

TO: Budget & Finance Committee
FROM: Director of Finance
SUBJECT: FY20-21 Budget
DATE: March 3, 2020

RECOMMENDATION:

It is recommended that the Budget & Finance Committee review the preliminary operating budget and discuss.

BACKGROUND:

BUDGET

The budget is a financial tool to help plan and guide the District’s revenue and expenses. It is slightly different than the audited financials, mainly in that the budget looks more to cash expenses and excludes depreciation and other non-cash events. It is a long process with a lot of discussions and revisions. This is the initial review of the FY2021 budget process for operating expenses and revenue.

HIGH LEVEL VIEW

	FY2021 Proposed Budget	FY1920 Adopted Budget	FY1920 Est. Actuals	Variance to FY1920 Budget	Variance to FY1920 Est. Actuals
OPERATING REVENUE	\$ 11,304,715	\$ 10,817,670	\$ 10,820,000	\$ 487,045 5%	\$ 484,715 4%
OPERATING EXPENSES	8,301,639	7,817,156	7,609,928	484,483 6%	691,711 9%
OPERATING INCOME	3,003,076	3,000,514	3,210,072	2,562 0%	(206,996) -6%

Overall revenue is tracking as expected given the slatted rate increase and a slight reduction in consumption assumptions. Expenses will be reviewed at a more detailed level.

ADDITIONAL SUPPORT

The following support spreadsheets are a view of the full internal roll-up staff review. This is a deep dive and can look overwhelming at first.

This is a lot of detailed information that is meant to be fully discussed in the meeting. Sometimes providing this much detail can lead to a lot of questions. Please review, but understand we will be going over all of these in detail at the meeting.

DRAFT - FY2021 REVENUE PROJECTIONS

SEWER FUND REVENUE

# MONTHS	6	6		
BASIC \$	214.56	\$	257.47	
# CONNECTIONS	56		56	
X # MONTHS \$	72,092	\$	86,511	\$ 158,603 SEWER

WATER FUND REVENUE

BASIC FEE

RATE INCREASE		5%		
# MONTHS	4		8	
MO. RUN RATE \$	269,000	\$	282,450	
X # MONTHS \$	1,076,000	\$	2,259,600	\$ 3,335,600 BASIC

SANITY CHECK

SERVICE RATE	CONNECTIONS	1ST RATE	2ND RATE	EST.
5/8"	6,900	\$ 32.06	\$ 33.66	2,742,888
3/4"	247	\$ 32.06	\$ 33.66	98,187
1	643	\$ 48.05	\$ 50.45	383,099
1.5	36	\$ 88.03	\$ 92.43	39,296
2	31	\$ 136.00	\$ 142.80	52,278
3	4	\$ 263.92	\$ 277.12	13,091
4	1	\$ 407.84	\$ 428.23	5,057
	7,889			3,333,897
			% DIFF	0.05%

CONSUMPTION FEE

	1ST RATE	2ND RATE	
UNITS	273,255	376,745	650,000
PRICE PER \$	11.48	\$ 12.06	
	\$ 3,136,965	\$ 4,543,547	\$ 7,680,512 CONSUMPTION

IMPACT OF NO RATE INCREASE

IMPACT ON FY 20-21	\$ (325,879)
ANNUALLY	\$ (538,049)

RATE STABILIZATION 0-10%

10% reduction	65,000	
	If @ \$11.48	If @ \$12.06
Amount floated	\$ 746,200	\$ 783,900
by District if consumption drops		

Account Number	Description	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	NOTES	[J]
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718		FY1920 BvA
01-100-5100	REGULAR SALARIES	\$329,877	\$328,000	\$339,897	\$1,877	-\$10,020	1%	-3%	\$345,714	\$283,670		-\$11,897
01-100-5101	DIRECTORS FEES	\$13,400	\$11,600	\$12,900	\$1,800	\$500	16%	4%	\$12,225	\$11,525		-\$1,300
01-100-5120	OVERTIME WAGES	\$7,200	\$6,000	\$5,500	\$1,200	\$1,700	20%	31%	\$6,010	\$3,897		\$500
01-100-5140	MEDICAL INSURANCE	\$32,065	\$31,000	\$30,680	\$1,065	\$1,385	3%	5%	\$31,619	\$39,577		\$320
01-100-5141	DENTAL INSURANCE	\$2,458	\$2,350	\$2,363	\$108	\$95	5%	4%	\$2,964	\$1,914		-\$13
01-100-5142	VISION INSURANCE	\$341	\$341	\$350	\$0	-\$9	0%	-2%	\$429	\$575		-\$9
01-100-5143	LIFE INSURANCE	\$400	\$457	\$400	-\$57	\$0	-13%	0%	\$433	\$400		\$57
01-100-5144	LONG TERM DISABILITY	\$1,469	\$1,163	\$1,349	\$306	\$120	26%	9%	\$1,128	\$1,018		-\$186
01-100-5145	WORKERS COMPENSATION	\$2,834	\$2,350	\$2,603	\$484	\$231	21%	9%	\$2,116	\$791		-\$253
01-100-5146	ASSISTANCE PROGRAM	\$0	\$258	\$200	-\$258	-\$200	-100%	-100%	\$197	\$0		\$58
01-100-5147	RETIRED EMPLOYEE MEDICAL	\$23,000	\$24,691	\$22,800	-\$1,691	\$200	-7%	1%	\$19,852	\$17,853		\$1,891
01-100-5150	PERS - RETIREMENT	\$62,753	\$53,000	\$52,155	\$9,753	\$10,598	18%	20%	\$43,774	\$31,930		\$845
01-100-5160	FICA - SOCIAL SECURITY	\$17,644	\$15,400	\$18,862	\$2,244	-\$1,218	15%	-6%	\$12,219	\$13,522		-\$3,462
01-100-5161	MEDICARE	\$5,082	\$5,130	\$5,239	-\$48	-\$157	-1%	-3%	\$3,730	\$4,322		-\$109
01-100-5170	OTHER PAYROLL CHARGES	\$0	\$1,757	\$0	-\$1,757	\$0	-100%		\$345	-\$14,202		\$1,757
01-100-5171	UNIFORMS	\$0	\$0	\$0	\$0	\$0			\$369	\$145		\$0
01-100-5172	CERTIFICATIONS	\$0	\$0	\$150	\$0	-\$150		-100%	\$0	\$60		-\$150
01-100-5200	CONTRACT/PROFESSIONAL SERVICES	\$240,000	\$190,000	\$199,100	\$50,000	\$40,900	26%	21%	\$108,641	\$72,987	See dept. detail	-\$9,100
01-100-5210	LEGAL SERVICES	\$180,000	\$165,000	\$195,000	\$15,000	-\$15,000	9%	-8%	\$315,606	\$441,741	Assumes ~\$15K per month	-\$30,000
01-100-5300	OPERATING SUPPLIES	\$500	\$1,500	\$0	-\$1,000	\$500	-67%		\$990	\$0		\$1,500
01-100-5310	EQUP NON-CAP	\$2,000	\$5,000	\$0	-\$3,000	\$2,000	-60%		\$0	\$0		\$5,000
01-100-5320	RENTALS/LEASES/PERMITS	\$3,200	\$3,200	\$2,000	\$0	\$1,200	0%	60%	\$3,405	\$1,987		\$1,200
01-100-5410	MAINT & OPERATIONS OF VEHICLES	\$2,400	\$1,750	\$0	\$650	\$2,400	37%		\$0	\$0		\$1,750
01-100-5420	BUILD MAINT-SERVICES & SUPPLYS	\$14,000	\$13,125	\$16,000	\$875	-\$2,000	7%	-13%	\$18,553	\$13,607		-\$2,875
01-100-5500	UTILITIES - DISTRICT OFFICE	\$13,000	\$11,500	\$10,000	\$1,500	\$3,000	13%	30%	\$9,145	\$9,165		\$1,500
01-100-5510	TELEPHONE/COMMUNICATIONS	\$17,000	\$17,000	\$17,000	\$0	\$0	0%	0%	\$20,391	\$16,547		\$0
01-100-5600	OFFICE SUPPLIES	\$6,000	\$6,000	\$10,000	\$0	-\$4,000	0%	-40%	\$10,344	\$14,643		-\$4,000
01-100-5630	TRAINING, CONFERENCES & MEETINGS	\$5,000	\$2,500	\$4,000	\$2,500	\$1,000	100%	25%	\$5,255	\$5,249		-\$1,500
01-100-5631	MEMBERSHIP & DUES	\$25,000	\$25,000	\$25,000	\$0	\$0	0%	0%	\$21,429	\$36,942		\$0
01-100-5632	SUBSCRIPTIONS/BOOKS	\$500	\$500	\$1,000	\$0	-\$500	0%	-50%	\$846	\$0		-\$500
01-100-5633	EMPLOYEE RECOGNITION PROGRAM	\$2,000	\$1,294	\$2,000	\$706	\$0	55%	0%	\$1,309	\$0		-\$706
01-100-5634	AUTO ALLOWANCE	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-100-5640	ADVERTISING	\$10,000	\$8,000	\$8,000	\$2,000	\$2,000	25%	25%	\$8,209	\$11,672		\$0
01-100-5650	POSTAGE	\$500	\$2,500	\$5,000	-\$2,000	-\$4,500	-80%	-90%	\$4,401	\$9,309		-\$2,500
01-100-5660	INSURANCE - PROPERTY	\$130,000	\$140,000	\$104,500	-\$10,000	\$25,500	-7%	24%	\$99,004	\$69,568		\$35,500
ADMINISTRATION DEPARTMENT TOTALS		\$1,149,624	\$1,077,367	\$1,094,048	\$72,257	\$55,576	7%	5%	\$1,110,652	\$1,100,413		-\$16,681
01-200-5100	REGULAR SALARIES	\$795,347	\$719,000	\$757,308	\$76,347	\$38,039	11%	5%	\$719,283	\$700,668	Current year low from employee leave not backfilled	-\$38,308
01-200-5120	OVERTIME WAGES	\$1,000	\$500	\$2,500	\$500	-\$1,500	100%	-60%	\$943	\$923		-\$2,000
01-200-5130	STANDBY	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-200-5140	MEDICAL INSURANCE	\$184,911	\$180,000	\$179,581	\$4,911	\$5,330	3%	3%	\$168,808	\$173,133		\$419
01-200-5141	DENTAL INSURANCE	\$19,986	\$18,500	\$16,765	\$1,486	\$3,221	8%	19%	\$16,092	\$16,866		\$1,735
01-200-5142	VISION INSURANCE	\$2,646	\$2,000	\$2,387	\$646	\$259	32%	11%	\$1,668	\$1,704		-\$387
01-200-5143	LIFE INSURANCE	\$1,798	\$1,740	\$1,798	\$58	\$0	3%	0%	\$1,653	\$1,757		-\$58
01-200-5144	LONG TERM DISABILITY	\$4,181	\$3,600	\$4,044	\$581	\$137	16%	3%	\$3,284	\$3,394		-\$444
01-200-5145	WORKERS COMPENSATION	\$3,337	\$2,450	\$3,340	\$887	-\$3	36%	0%	\$1,601	\$6,418		-\$890
01-200-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-200-5150	PERS - RETIREMENT	\$102,323	\$80,600	\$84,238	\$21,723	\$18,085	27%	21%	\$82,454	\$80,520		-\$3,638
01-200-5160	FICA - SOCIAL SECURITY	\$48,383	\$44,200	\$46,064	\$4,183	\$2,319	9%	5%	\$42,058	\$41,809		-\$1,864
01-200-5161	MEDICARE	\$11,533	\$10,660	\$10,981	\$873	\$552	8%	5%	\$10,005	\$9,778		-\$321

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		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718		FY1920 BvA
01-200-5171	UNIFORMS	\$1,600	\$1,152	\$1,750	\$448	-\$150	39%	-9%	\$1,789	\$1,713		-\$598
01-200-5172	CERTIFICATIONS	\$0	\$103	\$0	-\$103	\$0	-100%		\$110	\$0		\$103
01-200-5200	CONTRACT/PROFESSIONAL SERVICES	\$118,000	\$95,000	\$88,500	\$23,000	\$29,500	24%	33%	\$79,635	\$90,744	See dept detail	\$6,500
01-200-5201	AUDIT SERVICES	\$21,000	\$21,000	\$21,000	\$0	\$0	0%	0%	\$12,564	\$19,480		\$0
01-200-5300	OPERATING SUPPLIES	\$250	\$250	\$250	\$0	\$0	0%	0%	\$158	\$43		\$0
01-200-5310	EQUIP NON-CAP	\$8,000	\$2,000	\$1,500	\$6,000	\$6,500	300%	433%	\$1,268	\$2,677		\$500
01-200-5401	SAFETY EQUIPMENT	\$350	\$350	\$350	\$0	\$0	0%	0%	\$0	\$315		\$0
01-200-5410	MAINT & OPERATION OF VEHICLES	\$14,000	\$15,000	\$15,500	-\$1,000	-\$1,500	-7%	-10%	\$15,140	\$15,012		-\$500
01-200-5510	TELEPHONE/COMMUNICATIONS	\$1,300	\$1,200	\$1,500	\$100	-\$200	8%	-13%	\$1,296	\$0		-\$300
01-200-5600	OFFICE SUPPLIES	\$5,000	\$4,000	\$4,000	\$1,000	\$1,000	25%	25%	\$1,821	\$6,133		\$0
01-200-5610	BANK CHARGES	\$110,000	\$110,000	\$100,000	\$0	\$10,000	0%	10%	\$117,337	\$103,535	Got 10% reduction in credit card fees, offsets the increase	\$10,000
01-200-5611	BAD DEBTS	\$7,500	\$7,500	\$7,500	\$0	\$0	0%	0%	\$9,256	\$14,623		\$0
01-200-5620	WATER CONSERVATION PROGRAM	\$5,000	\$3,000	\$3,000	\$2,000	\$2,000	67%	67%	\$0	\$0		\$0
01-200-5630	TRAINING, CONFERENCES & MEETINGS	\$2,500	\$4,000	\$4,000	-\$1,500	-\$1,500	-38%	-38%	\$1,289	\$430		\$0
01-200-5632	SUBSCRIPTIONS/BOOKS	\$500	\$397	\$520	\$103	-\$20	26%	-4%	\$220	\$459		-\$123
01-200-5650	POSTAGE	\$35,000	\$30,450	\$29,500	\$4,550	\$5,500	15%	19%	\$28,774	\$31,965		\$950
FINANCE DEPARTMENT TOTALS		\$1,505,443	\$1,358,651	\$1,387,876	\$146,792	\$117,567	11%	8%	\$1,318,504	\$1,324,097		-\$29,225
01-300-5100	REGULAR SALARIES	\$328,575	\$276,000	\$280,060	\$52,575	\$48,515	19%	17%	\$112,076	\$83,531	Full year of new hire	-\$4,060
01-300-5120	OVERTIME WAGES	\$2,500	\$0	\$0	\$2,500	\$2,500			\$0	\$0	"	\$0
01-300-5140	MEDICAL INSURANCE	\$21,377	\$12,300	\$25,567	\$9,077	-\$4,190	74%	-16%	\$9,289	\$9,080	"	-\$13,267
01-300-5141	DENTAL INSURANCE	\$4,105	\$3,300	\$1,924	\$805	\$2,181	24%	113%	\$1,142	\$739	"	\$1,376
01-300-5142	VISION INSURANCE	\$597	\$515	\$343	\$82	\$254	16%	74%	\$227	\$131	"	\$172
01-300-5143	LIFE INSURANCE	\$599	\$515	\$500	\$84	\$99	16%	20%	\$233	\$200	"	\$15
01-300-5144	LONG TERM DISABILITY	\$1,643	\$1,400	\$1,445	\$243	\$198	17%	14%	\$607	\$491	"	-\$45
01-300-5145	WORKERS COMPENSATION	\$3,238	\$2,400	\$2,687	\$838	\$551	35%	20%	\$1,228	\$235	"	-\$287
01-300-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0	"	\$0
01-300-5150	PERS - RETIREMENT	\$57,039	\$46,600	\$45,955	\$10,439	\$11,084	22%	24%	\$8,692	\$5,166	"	\$645
01-300-5160	FICA - SOCIAL SECURITY	\$19,598	\$16,500	\$16,475	\$3,098	\$3,123	19%	19%	\$6,819	\$4,855	"	\$25
01-300-5161	MEDICARE	\$4,801	\$4,400	\$4,061	\$401	\$740	9%	18%	\$1,595	\$1,135	"	\$339
01-300-5171	UNIFORMS	\$800	\$500	\$800	\$300	\$0	60%	0%	\$0	\$0		-\$300
01-300-5200	CONTRACT/PROFESSIONAL SERVICES	\$30,000	\$25,000	\$32,000	\$5,000	-\$2,000	20%	-6%	\$29,904	\$66,065	See dept detail	-\$7,000
01-300-5310	EQUIP NON-CAP	\$5,000	\$8,000	\$23,000	-\$3,000	-\$18,000	-38%	-78%	\$1,725	\$1,163		-\$15,000
01-300-5410	MAINT & OPERATIONS OF VEHICLES	\$1,000	\$1,000	\$1,000	\$0	\$0	0%	0%	\$0	\$0		\$0
01-300-5510	TELEPHONE/COMMUNICATIONS	\$2,000	\$1,000	\$2,500	\$1,000	-\$500	100%	-20%	\$489	\$1,281		-\$1,500
01-300-5600	OFFICE SUPPLIES	\$2,000	\$2,000	\$2,000	\$0	\$0	0%	0%	\$1,023	\$607		\$0
01-300-5630	TRAINING, CONFERENCES & MEETINGS	\$2,500	\$0	\$3,000	\$2,500	-\$500		-17%	\$1,709	\$1,074		-\$3,000
01-300-5631	MEMBERSHIP & DUES	\$800	\$0	\$800	\$800	\$0		0%	\$0	\$0		-\$800
01-300-5632	SUBSCRIPTIONS/BOOKS	\$800	\$0	\$2,000	\$800	-\$1,200		-60%	\$0	\$767		-\$2,000
ENGINEERING DEPARTMENT TOTALS		\$488,970	\$401,430	\$446,117	\$87,540	\$42,853	22%	10%	\$176,757	\$176,520		-\$44,687
01-400-5100	REGULAR SALARIES	\$969,075	\$937,000	\$886,081	\$32,075	\$82,994	3%	9%	\$867,008	\$903,598		\$50,919
01-400-5120	OVERTIME WAGES	\$90,000	\$75,300	\$55,000	\$14,700	\$35,000	20%	64%	\$52,798	\$38,282		\$20,300
01-400-5130	STANDBY	\$28,000	\$27,000	\$26,000	\$1,000	\$2,000	4%	8%	\$25,216	\$26,286		\$1,000
01-400-5140	MEDICAL INSURANCE	\$225,862	\$220,000	\$216,135	\$5,862	\$9,727	3%	5%	\$213,966	\$199,983		\$3,865
01-400-5141	DENTAL INSURANCE	\$23,737	\$21,500	\$21,059	\$2,237	\$2,678	10%	13%	\$21,421	\$21,241		\$441
01-400-5142	VISION INSURANCE	\$3,222	\$4,005	\$2,978	-\$783	\$244	-20%	8%	\$4,016	\$3,949		\$1,027
01-400-5143	LIFE INSURANCE	\$2,118	\$2,420	\$2,118	-\$303	\$0	-12%	0%	\$2,138	\$2,105		\$302
01-400-5144	LONG TERM DISABILITY	\$5,240	\$4,253	\$5,005	\$987	\$235	23%	5%	\$3,787	\$3,866		-\$752
01-400-5145	WORKERS COMPENSATION	\$29,626	\$28,000	\$27,820	\$1,626	\$1,806	6%	6%	\$21,965	\$25,169		\$180

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]		[J]
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01-400-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-400-5150	PERS - RETIREMENT	\$197,435	\$187,200	\$167,865	\$10,235	\$29,570	5%	18%	\$152,064	\$134,709		\$19,335
01-400-5160	FICA - SOCIAL SECURITY	\$68,688	\$64,200	\$62,538	\$4,488	\$6,150	7%	10%	\$61,153	\$56,820		\$1,662
01-400-5161	MEDICARE	\$16,064	\$15,100	\$14,626	\$964	\$1,438	6%	10%	\$14,659	\$13,462		\$474
01-400-5171	UNIFORMS	\$8,000	\$8,000	\$8,000	\$0	\$0	0%	0%	\$9,084	\$8,228		\$0
01-400-5172	CERTIFICATIONS	\$750	\$506	\$750	\$244	\$0	48%	0%	\$265	\$340		-\$244
01-400-5200	CONTRACT/PROFESSIONAL SERVICES	\$100,000	\$100,000	\$140,000	\$0	-\$40,000	0%	-29%	\$88,324	\$94,757		-\$40,000
01-400-5300	OPERATING SUPPLIES	\$150,000	\$150,000	\$150,000	\$0	\$0	0%	0%	\$130,620	\$94,395		\$0
01-400-5310	EQUIP NON-CAP	\$10,000	\$0	\$0	\$10,000	\$10,000			\$0	\$0		\$0
01-400-5311	SMALL TOOLS/MAINT & REPAIRS	\$12,000	\$9,278	\$10,000	\$2,722	\$2,000	29%	20%	\$11,330	\$12,573		-\$722
01-400-5320	RENTALS/LEASES/PERMITS	\$20,000	\$60,000	\$12,000	-\$40,000	\$8,000	-67%	67%	\$13,076	\$10,567	FY1920 had high PSPS rentals	\$48,000
01-400-5401	SAFETY EQUIPMENT - MAINTENANCE	\$5,000	\$5,000	\$6,500	\$0	-\$1,500	0%	-23%	\$5,601	\$4,701		-\$1,500
01-400-5410	MAINT & OPERATIONS OF VEHICLES	\$85,000	\$81,344	\$80,000	\$3,656	\$5,000	4%	6%	\$73,596	\$60,805		\$1,344
01-400-5420	BUILD MAINT-SERVICES & SUPPLYS	\$10,000	\$5,000	\$20,000	\$5,000	-\$10,000	100%	-50%	\$7,690	\$17,854		-\$15,000
01-400-5500	UTILITIES - DISTRICT OFFICE	\$110,000	\$102,000	\$108,500	\$8,000	\$1,500	8%	1%	\$109,749	\$106,217		-\$6,500
01-400-5510	TELEPHONE/COMMUNICATIONS	\$90,000	\$86,000	\$90,000	\$4,000	\$0	5%	0%	\$90,128	\$84,540		-\$4,000
01-400-5600	OFFICE SUPPLIES	\$4,500	\$4,252	\$4,500	\$248	\$0	6%	0%	\$5,202	\$6,974		-\$248
01-400-5630	TRAINING,CONFERENCES &MEETINGS	\$3,500	\$2,894	\$4,000	\$606	-\$500	21%	-13%	\$1,537	\$1,752		-\$1,106
OPERATIONS DEPARTMENT TOTALS		\$2,267,817	\$2,200,252	\$2,121,475	\$67,566	\$146,342	3%	7%	\$1,986,391	\$1,933,171		\$78,777
01-500-5100	REGULAR SALARIES	\$80,627	\$74,200	\$122,661	\$6,427	-\$42,034	9%	-34%	\$175,631	\$162,225		-\$48,461
01-500-5120	OVERTIME WAGES	\$3,000	\$1,500	\$0	\$1,500	\$3,000	100%		\$3,551	\$176		\$1,500
01-500-5140	MEDICAL INSURANCE	\$10,688	\$12,600	\$26,589	-\$1,912	-\$15,901	-15%	-60%	\$38,867	\$33,195		-\$13,989
01-500-5141	DENTAL INSURANCE	\$800	\$1,226	\$1,594	-\$425	-\$794	-35%	-50%	\$3,495	\$2,146		-\$368
01-500-5142	VISION INSURANCE	\$134	\$141	\$213	-\$7	-\$79	-5%	-37%	\$424	\$363		-\$72
01-500-5143	LIFE INSURANCE	\$200	\$143	\$200	\$57	\$0	40%	0%	\$400	\$366		-\$57
01-500-5144	LONG TERM DISABILITY	\$403	\$348	\$613	\$55	-\$210	16%	-34%	\$941	\$877		-\$265
01-500-5145	WORKERS COMPENSATION	\$996	\$2,200	\$1,515	-\$1,204	-\$519	-55%	-34%	\$1,695	\$521		\$685
01-500-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$75	\$0		\$0
01-500-5150	PERS - RETIREMENT	\$21,554	\$24,000	\$30,279	-\$2,446	-\$8,725	-10%	-29%	\$29,708	\$23,357		-\$6,279
01-500-5160	FICA - SOCIAL SECURITY	\$5,185	\$4,290	\$7,605	\$895	-\$2,420	21%	-32%	\$11,217	\$9,663		-\$3,315
01-500-5161	MEDICARE	\$1,213	\$1,003	\$1,779	\$209	-\$566	21%	-32%	\$2,623	\$2,260		-\$776
01-500-5171	UNIFORMS	\$0	\$0	\$0	\$0	\$0			\$303	\$22		\$0
01-500-5200	CONTRACT/PROFESSIONAL SERVICES	\$312,600	\$144,000	\$160,111	\$168,600	\$152,489	117%	95%	\$196,962	\$304,262	See dept detail	-\$16,111
01-500-5300	OPERATING SUPPLIES	\$1,000	\$0	\$1,500	\$1,000	-\$500		-33%	\$743	\$2,562		-\$1,500
01-500-5310	EQUIP. NON-CAP	\$0	\$3,000	\$1,000	-\$3,000	-\$1,000	-100%	-100%	\$140	\$1,297		\$2,000
01-500-5320	RENTALS/LEASES/PERMITS	\$0	\$0	\$2,000	\$0	-\$2,000		-100%	\$0	\$3,474		-\$2,000
01-500-5410	MAINT & OPERATIONS OF VEHICLES	\$500	\$0	\$0	\$500	\$500			\$702	\$0		\$0
01-500-5430	ROAD MAINTENANCE	\$5,000	\$5,000	\$8,000	\$0	-\$3,000	0%	-38%	\$6,561	\$2,134		-\$3,000
01-500-5510	TELEPHONE/COMMUNICATIONS	\$0	\$601	\$1,200	-\$601	-\$1,200	-100%	-100%	\$1,626	\$897		-\$599
01-500-5600	OFFICE SUPPLIES	\$250	\$0	\$500	\$250	-\$250		-50%	\$194	\$1,288		-\$500
01-500-5620	WATER CONSERVATION PROGRAM	\$5,000	\$0	\$0	\$5,000	\$5,000			\$10,573	\$14,328		\$0
01-500-5621	WATERSHED GRANTS DATA COLLECT	\$0	\$500	\$0	-\$500	\$0	-100%		\$0	\$9,000		\$500
01-500-5622	EDUCATION PROGRAM	\$0	\$800	\$0	-\$800	\$0	-100%		\$2,563	\$30,300		\$800
01-500-5630	TRAINING,CONFERENCES &MEETINGS	\$3,000	\$2,000	\$2,000	\$1,000	\$1,000	50%	50%	\$3,464	\$3,578		\$0
01-500-5631	MEMBERSHIP & DUES	\$6,250	\$750	\$750	\$5,500	\$5,500	733%	733%	\$750	\$1,845		\$0
01-500-5632	SUBSCRIPTIONS/BOOKS	\$0	\$0	\$600	\$0	-\$600		-100%	\$0	\$0		-\$600
ENVIRONMENTAL DEPARTMENT TOTALS		\$458,400	\$278,303	\$370,709	\$180,097	\$87,691	65%	24%	\$493,207	\$610,134		-\$92,406
01-800-5100	REGULAR SALARIES	\$987,849	\$912,000	\$931,334	\$75,849	\$56,515	8%	6%	\$859,630	\$838,527		-\$19,334

Account Number	Description	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	NOTES	[J]
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	Diff to Prior Year Est Actuals	Diff to Prior Year Budget	% to PY Est Act	% to PY Budg	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718		FY1920 BvA
01-800-5120	OVERTIME WAGES	\$115,000	\$91,300	\$55,000	\$23,700	\$60,000	26%	109%	\$63,704	\$40,070		\$36,300
01-800-5130	STANDBY	\$37,000	\$36,000	\$34,000	\$1,000	\$3,000	3%	9%	\$31,982	\$32,241		\$2,000
01-800-5140	MEDICAL INSURANCE	\$126,565	\$119,000	\$111,856	\$7,565	\$14,709	6%	13%	\$127,589	\$120,047		\$7,144
01-800-5141	DENTAL INSURANCE	\$17,570	\$17,817	\$16,070	-\$246	\$1,500	-1%	9%	\$15,816	\$13,795		\$1,747
01-800-5142	VISION INSURANCE	\$2,486	\$2,138	\$2,298	\$348	\$188	16%	8%	\$1,920	\$1,799		-\$160
01-800-5143	LIFE INSURANCE	\$1,878	\$1,975	\$1,878	-\$97	\$0	-5%	0%	\$1,792	\$1,758		\$97
01-800-5144	LONG TERM DISABILITY	\$5,212	\$4,433	\$4,962	\$779	\$250	18%	5%	\$3,928	\$3,843		-\$529
01-800-5145	WORKERS COMPENSATION	\$31,902	\$30,000	\$30,364	\$1,902	\$1,538	6%	5%	\$23,168	\$23,211		-\$364
01-800-5146	ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
01-800-5150	PERS - RETIREMENT	\$216,325	\$162,000	\$187,266	\$54,325	\$29,059	34%	16%	\$170,261	\$152,315		-\$25,266
01-800-5160	FICA - SOCIAL SECURITY	\$70,993	\$65,000	\$63,583	\$5,993	\$7,410	9%	12%	\$59,219	\$56,203		\$1,417
01-800-5161	MEDICARE	\$16,603	\$15,700	\$14,870	\$903	\$1,733	6%	12%	\$14,122	\$13,274		\$830
01-800-5171	UNIFORMS	\$7,200	\$7,200	\$7,200	\$0	\$0	0%	0%	\$6,434	\$5,560		\$0
01-800-5172	CERTIFICATIONS	\$750	\$420	\$750	\$330	\$0	79%	0%	\$1,162	\$170		-\$330
01-800-5200	CONTRACT/PROFESSIONAL SERVICES	\$100,000	\$93,377	\$100,000	\$6,623	\$0	7%	0%	\$123,950	\$147,228		-\$6,623
01-800-5202	OUTSIDE WATER ANALYSIS	\$50,000	\$30,000	\$60,000	\$20,000	-\$10,000	67%	-17%	\$53,630	\$84,348	See dept detail	-\$30,000
01-800-5300	OPERATING SUPPLIES	\$65,000	\$64,410	\$65,000	\$590	\$0	1%	0%	\$47,288	\$75,151		-\$590
01-800-5301	CHEMICALS	\$40,000	\$36,777	\$40,000	\$3,223	\$0	9%	0%	\$38,825	\$27,310		-\$3,223
01-800-5302	LAB SUPPLIES	\$15,000	\$10,428	\$15,000	\$4,572	\$0	44%	0%	\$18,724	\$11,020		-\$4,572
01-800-5310	EQUIP. NON-CAP	\$20,000	\$20,000	\$20,000	\$0	\$0	0%	0%	\$34,348	\$0		\$0
01-800-5311	SMALL TOOLS/MAINT & REPAIRS	\$7,000	\$3,770	\$7,000	\$3,230	\$0	86%	0%	\$6,453	\$896		-\$3,230
01-800-5320	RENTALS/LEASES/PERMITS	\$50,000	\$40,000	\$60,000	\$10,000	-\$10,000	25%	-17%	\$39,768	\$47,826		-\$20,000
01-800-5401	SAFETY EQUIPMENT - MAINTENANCE	\$3,000	\$3,346	\$2,500	-\$346	\$500	-10%	20%	\$3,361	\$1,419		\$846
01-800-5410	MAINT & OPERATIONS OF VEHICLES	\$40,000	\$54,000	\$50,000	-\$14,000	-\$10,000	-26%	-20%	\$36,197	\$38,988		\$4,000
01-800-5420	BUILD MAINT-SERVICES & SUPPLYS	\$5,000	\$1,774	\$18,000	\$3,226	-\$13,000	182%	-72%	\$1,632	\$4,206		-\$16,226
01-800-5500	UTILITIES - DISTRICT OFFICE	\$290,000	\$270,000	\$290,000	\$20,000	\$0	7%	0%	\$263,194	\$278,080		-\$20,000
01-800-5510	TELEPHONE/COMMUNICATIONS	\$60,000	\$63,880	\$60,000	-\$3,880	\$0	-6%	0%	\$64,360	\$50,560		\$3,880
01-800-5600	OFFICE SUPPLIES	\$4,000	\$2,530	\$4,000	\$1,470	\$0	58%	0%	\$4,476	\$4,047		-\$1,470
01-800-5630	TRAINING, CONFERENCES & MEETINGS	\$2,000	\$154	\$3,000	\$1,846	-\$1,000	1199%	-33%	\$1,432	\$2,067		-\$2,846
01-800-5632	SUBSCRIPTIONS/BOOKS	\$0	\$0	\$500	\$0	-\$500		-100%	\$0	\$75		-\$500
01-800-5650	POSTAGE	\$0	\$25	\$0	-\$25	\$0	-100%		\$544	\$716		\$25
SUPPLY & TREATMENT DEPARTMENT TOTALS		\$2,388,333	\$2,159,454	\$2,256,431	\$228,879	\$131,902	11%	6%	\$2,118,907	\$2,076,752		-\$96,977
02-600-5100	REGULAR SALARIES	\$26,000	\$26,000	\$26,000	\$0	\$0	0%	0%	\$20,750	\$20,737		\$0
02-600-5120	OVERTIME WAGES	\$1,000	\$241	\$2,500	\$759	-\$1,500	315%	-60%	\$3,165	\$1,047		-\$2,259
02-600-5130	STANDBY	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5150	PERS - RETIREMENT	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5160	FICA - SOCIAL SECURITY	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5161	MEDICARE	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5171	UNIFORMS	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5200	CONTRACT/PROFESSIONAL SERVICES	\$20,000	\$50,000	\$45,000	-\$30,000	-\$25,000	-60%	-56%	\$10,730	\$10,461		\$5,000
02-600-5202	OUTSIDE WATER ANALYSIS	\$30,000	\$28,000	\$30,000	\$2,000	\$0	7%	0%	\$17,364	\$17,185		-\$2,000
02-600-5300	OPERATING SUPPLIES	\$10,000	\$5,000	\$10,000	\$5,000	\$0	100%	0%	\$6,761	\$8,005		-\$5,000
02-600-5320	RENTALS/LEASES/PERMITS	\$15,000	\$15,000	\$15,000	\$0	\$0	0%	0%	\$8,416	\$8,077		\$0
02-600-5410	MAINT & OPERATIONS OF VEHICLES	\$0	\$0	\$500	\$0	-\$500		-100%	\$0	\$0		-\$500
02-600-5420	BUILD MAINT-SERVICES & SUPPLYS	\$500	\$0	\$500	\$500	\$0		0%	\$0	\$0		-\$500
02-600-5500	UTILITIES - DISTRICT OFFICE	\$6,000	\$5,000	\$6,000	\$1,000	\$0	20%	0%	\$3,103	\$3,014		-\$1,000
02-600-5510	TELEPHONE/COMMUNICATIONS	\$6,000	\$5,231	\$5,000	\$769	\$1,000	15%	20%	\$4,685	\$4,245		\$231
02-600-5600	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0			\$0	\$0		\$0
02-600-5650	POSTAGE	\$0	\$0	\$0	\$0	\$0			\$29	\$0		\$0

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]		[J]
Account Number	Description	FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET	<i>Diff to Prior Year Est Actuals</i>	<i>Diff to Prior Year Budget</i>	<i>% to PY Est Act</i>	<i>% to PY Budg</i>	1 YR PRIOR ACTUALS FY1819	2 YR PRIOR ACTUALS FY1718	NOTES	FY1920 BvA
	SEWER DEPARTMENT TOTALS	\$114,500	\$134,472	\$140,500	-\$19,972	-\$26,000	-15%	-19%	\$75,003	\$72,772	DOES NOT INCLUDE INDIRECT ALLOCATIONS YET	-\$6,028
	GRAND TOTALS	\$8,373,087	\$7,609,928	\$7,817,156	\$763,159	\$555,931	10%	7%	\$7,279,423	\$7,293,859		-\$207,228

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA					DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	
100	ADMINISTRATIVE						
01-100-5200	CONTRACT/PROFESSIONAL SERVICES	240,000	180,395	199,100	108,641	72,987	
01-100-5210	LEGAL SERVICES	180,000	165,000	195,000	315,606	441,741	
	CONTRACT/PROFESSIONAL SERVICES	420,000	345,395	394,100	424,247	514,727	
01-100-5300	OPERATING SUPPLIES	500	1,500	-	990	-	
01-100-5310	EQUIP. NON-CAP	2,000	5,000	-	-	-	
01-100-5320	RENTALS/LEASES/PERMITS	3,200	3,200	2,000	3,405	1,987	
	OPERATING EXPENSES	5,700	9,700	2,000	4,395	1,987	
01-100-5410	MAINT & OPERATIONS OF VEHICLES	2,400	1,750	-	-	-	
01-100-5420	BUILD MAINT-SERVICES & SUPPLYS	14,000	13,016	16,000	18,553	13,607	
	MAINTENANCE	16,400	14,766	16,000	18,553	13,607	
01-100-5500	UTILITIES - DISTRICT OFFICE	13,000	11,500	10,000	9,145	9,165	
01-100-5510	TELEPHONE/COMMUNICATIONS	17,000	17,000	17,000	20,391	16,547	
	FACILITIES	30,000	28,500	27,000	29,536	25,712	
01-100-5600	OFFICE SUPPLIES	6,000	8,295	10,000	10,344	14,643	
01-100-5620	WATER CONSERVATION PROGRAM	-	-	-	-	-	
01-100-5622	EDUCATION PROGRAM	-	-	-	-	-	
01-100-5630	TRAINING, CONFERENCES & MEETINGS	5,000	2,500	4,000	5,255	5,249	
01-100-5631	MEMBERSHIP & DUES	25,000	25,000	25,000	21,429	36,942	
01-100-5632	SUBSCRIPTIONS/BOOKS	500	500	1,000	846	-	
01-100-5633	EMPLOYEE RECOGNITION PROGRAM	2,000	1,401	2,000	1,309	-	
01-100-5634	AUTO ALLOWANCE	-	-	-	-	-	
01-100-5640	ADVERTISING	10,000	8,000	8,000	8,209	11,672	
01-100-5650	POSTAGE	5,000	5,000	5,000	4,401	9,309	
01-100-5660	INSURANCE - PROPERTY	130,000	140,000	104,500	99,004	69,568	are we doing any mailers this year or next? Over for \$25K insurance claim
	GEN. & ADMIN.	183,500	190,696	159,500	150,799	147,382	
100	ADMINISTRATIVE	655,600	589,058	598,600	627,529	703,416	

% Change 11% 10%

FY1920 % Change from estimated actuals -2%

If you have a large variance from FY1920 please be prepared

This can be an indicator money is not being spent as planned.

ITEMIZED ACCOUNT DETAIL

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01-100-5200	BOD Video	11,000
01-100-5200	Website	5,000
01-100-5200	iHwy	300
01-100-5200	PDNC	6,900
01-100-5200	AP River	2,700
01-100-5200	Mail Chimp	720
01-100-5200	Pitney Bowes	1,900
01-100-5200	Dataflow	1,400
01-100-5200	NBS	7,500
01-100-5200	SMGWA	150,000
01-100-5200	Election	27,500
01-100-5200	Communication Consultant	20,000
01-100-5200	Misc appraisals	3,000
01-100-5200	Other Misc.	2,500
		240,420
01-100-5631	LAFCO	13,000
01-100-5631	CSDA	8,000
01-100-5631	AWWA	3,000
01-100-5631	SMALL MISC.	1,000
		25,000

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
200	FINANCE						
01-200-5200	CONTRACT/PROFESSIONAL SERVICES	118,000	95,000	88,500	79,635	90,744	Increase related to Badger meter reading fees
01-200-5201	AUDIT SERVICES	21,000	21,000	21,000	12,564	19,480	
	CONTRACT/PROFESSIONAL SERVICES	139,000	116,000	109,500	92,199	110,224	
01-200-5300	OPERATING SUPPLIES	250	250	250	158	43	New computers
01-200-5310	EQUIP NON-CAP	8,000	2,000	1,500	1,268	2,677	
	OPERATING EXPENSES	8,250	2,250	1,750	1,426	2,720	
01-200-5401	SAFETY EQUIPMENT	350	350	350	-	315	
01-200-5410	MAINT & OPERATION OF VEHICLES	14,000	15,000	15,500	15,140	15,012	
	MAINTENANCE	14,350	15,350	15,850	15,140	15,328	
01-200-5510	TELEPHONE/COMMUNICATIONS	1,300	1,200	1,500	1,296	-	
	FACILITIES	1,300	1,200	1,500	1,296	-	
01-200-5600	OFFICE SUPPLIES	5,000	4,000	4,000	1,821	6,133	Increase for SB998 mailings
01-200-5610	BANK CHARGES	110,000	110,000	100,000	117,337	103,535	
01-200-5611	BAD DEBTS	7,500	7,500	7,500	9,256	14,623	
01-200-5620	WATER CONSERVATION PROGRAM	5,000	3,000	3,000	-	-	
01-200-5630	TRAINING, CONFERENCES & MEETINGS	2,500	3,370	4,000	1,289	430	
01-200-5632	SUBSCRIPTIONS/BOOKS	500	463	520	220	459	
01-200-5650	POSTAGE	32,000	30,500	29,500	28,774	31,965	Increase for SB998 mailings
	GEN. & ADMIN.	162,500	158,833	148,520	158,697	157,145	
200	FINANCE	325,400	293,633	277,120	268,758	285,416	

% Change 11% 17%

FY1920 % Change from estimated actuals 6%

If you have a large variance from FY1920 please be prepared

This can be an indicator money is not being spent as planned

ITEMIZED ACCOUNT DETAIL

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01-200-5200	ERP Software	30,000
01-200-5200	Badger Meter Fees	42,000
01-200-5200	Bill Mailing Services	14,500
01-200-5200	Paychex	15,000
01-200-5200	IVR Notification Software	5,000
01-200-5200	UB Research Software	2,600
01-200-5200	Customer Portal Hosting	2,400
01-200-5200	Collection Service Fees	1,000
01-200-5200	Copier/Printer Support	1,000
01-200-5200	GASB Reports	2,200
01-200-5200	Document Shredding	500
01-200-5200	Misc. (IT server upgrade % share etc.)	1,800
		<u>118,000</u>
01-200-5610	Payment Portal Transaction Fees	20,000
01-200-5610	Payment Type Processing Fees	90,000
		<u>110,000</u>
		Includes 10% reduction in credit card fees
01-200-5630	LinkedIn Lynda Training	360
01-200-5630	HR Seminar	1,000
01-200-5630	Misc	1,000
		<u>2,360</u>
		No seminar for Manager this year

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL			
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)
300	ENGINEERING					
01-300-5200	CONTRACT/PROFESSIONAL SERVICES	30,000	4,686	32,000	29,904	66,065
	CONTRACT/PROFESSIONAL SERVICES	30,000	4,686	32,000	29,904	66,065
01-300-5310	EQUIP NON-CAP	5,000	7,961	23,000	1,725	1,163
	OPERATING EXPENSES	5,000	7,961	23,000	1,725	1,163
01-300-5410	MAINT & OPERATIONS OF VEHICLES	1,000	556	1,000	-	-
	MAINTENANCE	1,000	556	1,000	-	-
01-300-5510	TELEPHONE/COMMUNICATIONS	2,000	530	2,500	489	1,281
	FACILITIES	2,000	530	2,500	489	1,281
01-300-5600	OFFICE SUPPLIES	2,000	1,845	2,000	1,023	607
01-300-5630	TRAINING, CONFERENCES & MEETINGS	2,500	-	3,000	1,709	1,074
01-300-5631	MEMBERSHIP & DUES	800	-	800	-	-
01-300-5632	SUBSCRIPTIONS/BOOKS	800	-	2,000	-	767
	GEN. & ADMIN.	6,100	1,845	7,800	2,732	2,448
300	ENGINEERING	44,100	15,578	66,300	34,851	70,957
	<i>% Change</i>		183%	-33%		
	<i>FY1920 % Change from estimated actuals</i>		-77%			

DEPT MANAGER INPUT DATA
NOTE/COMMENTS

If you have a large variance from FY1920 please be prepared
This can be an indicator money is not being spent as planned

ITEMIZED ACCOUNT DETAIL		
ACCOUNT NUMBER	DESCRIPTION	AMOUNT
01-300-5200	Water Master Plan	10,000
01-300-5200	Esri	10,000
01-300-5200	Scanning Service	10,000
01-300-5310	Computer	5,000

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL				DEPT MANAGER INPUT DATA
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	NOTE/COMMENTS
400	DISTRIBUTION						
01-400-5200	CONTRACT/PROFESSIONAL SERVICES	100,000	100,000	140,000	88,324	94,757	Generator Service and Repairs, Portable Toilet Services, Data Flow Equipment Service and Repairs, Backflow Inspections, Badger Meter Monthly Reads, Software Support and Maintenance, Water Loss Audit Verification, First Alarm Support/Service/Repair
	CONTRACT/PROFESSIONAL SERVICES	100,000	100,000	140,000	88,324	94,757	
01-400-5300	OPERATING SUPPLIES	150,000	150,000	150,000	130,620	94,395	Inventory & Non Inventory Parts and Supplies, Asphalt Repairs, and Backfill Materials 5 Android tablets for GIS mapping capabilities and Two replacement computers.
01-400-5310	EQUIP NON-CAP	10,000	-	-	-	-	
01-400-5311	SMALL TOOLS/MAINT & REPAIRS	12,000	9,318	10,000	11,330	12,573	County Hazmat Permits for Propane Tanks, County Encroachment Permit, Air Pollution Control Permits, and Rental Equipment Needed
01-400-5320	RENTALS/LEASES/PERMITS	20,000	60,000	12,000	13,076	10,567	
	OPERATING EXPENSES	192,000	219,318	172,000	155,027	117,535	
01-400-5401	SAFETY EQUIPMENT - MAINTENANCE	5,000	5,000	6,500	5,601	4,701	
01-400-5410	MAINT & OPERATIONS OF VEHICLES	85,000	81,344	80,000	73,596	60,805	
01-400-5420	BUILD MAINT-SERVICES & SUPPLYS	10,000	5,000	20,000	7,690	17,854	
	MAINTENANCE	100,000	91,344	106,500	86,886	83,360	
01-400-5500	UTILITIES - DISTRICT OFFICE	100,000	102,000	108,500	109,749	106,217	
01-400-5510	TELEPHONE/COMMUNICATIONS	90,000	86,000	90,000	90,128	84,540	
	FACILITIES	190,000	188,000	198,500	199,877	190,757	
01-400-5600	OFFICE SUPPLIES	4,500	4,252	4,500	5,202	6,974	
01-400-5630	TRAINING, CONFERENCES & MEETINGS	3,500	2,894	4,000	1,537	1,752	
	GEN. & ADMIN.	8,000	7,146	8,500	6,740	8,726	
400	DISTRIBUTION	590,000	605,809	625,500	536,853	495,135	

% Change -3% -6%

FY1920 % Change from estimated actuals -3%

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ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA					DEPT MANAGER INPUT DATA NOTE/COMMENTS
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)	
500	WATERSHED						
01-500-5200	CONTRACT/PROFESSIONAL SERVICES	312,600	144,000	160,111	196,962	304,262	
	CONTRACT/PROFESSIONAL SERVICES	312,600	144,000	160,111	196,962	304,262	
01-500-5300	OPERATING SUPPLIES	1,000	-	1,500	743	2,562	
01-500-5310	EQUIP. NON-CAP	-	3,000	1,000	140	1,297	
01-500-5320	RENTALS/LEASES/PERMITS	-	-	2,000	-	3,474	
	OPERATING EXPENSES	1,000	3,000	4,500	883	7,333	
01-500-5410	MAINT & OPERATIONS OF VEHICLES	500	-	-	702	-	
01-500-5430	ROAD MAINTENANCE	5,000	5,000	8,000	6,561	2,134	
	MAINTENANCE	5,500	5,000	8,000	7,263	2,134	
01-500-5510	TELEPHONE/COMMUNICATIONS		599	1,200	1,626	897	
	FACILITIES	-	599	1,200	1,626	897	
01-500-5600	OFFICE SUPPLIES	250	-	500	194	1,288	
01-500-5620	WATER CONSERVATION PROGRAM	5,000	-	-	10,573	14,328	Dry start to 2020
01-500-5621	WATERSHED GRANTS DATA COLLECT	-	500	-	-	9,000	
01-500-5622	EDUCATION PROGRAM	-	800	-	2,563	30,300	
01-500-5630	TRAINING, CONFERENCES & MEETINGS	3,000	2,000	2,000	3,464	3,578	
01-500-5631	MEMBERSHIP & DUES	6,250	-	750	750	1,845	Use WCC as water conservation resource
01-500-5632	SUBSCRIPTIONS/BOOKS	-	-	600	-	-	
	GEN. & ADMIN.	14,500	3,300	3,850	17,544	60,338	
500	WATERSHED	333,600	155,899	177,661	224,278	374,964	
	<i>% Change</i>		114%	88%			<i>If you have a large variance from FY1920 please be prepare</i>
	<i>FY1920 % Change from estimated actuals</i>		-12%				<i>This can be an indicator money is not being spent as planned</i>

ITEMIZED ACCOUNT DETAIL		
ACCOUNT NUMBER	DESCRIPTION	AMOUNT
5200	John Fio EKI - As Needed	\$ 55,000
5200	Mike Polech - Conjunctive Use	\$ 12,600 100% Grant Funded
5200	Mike Polech - Other as needed	\$ 10,000
5200	Stream Flow Monitoring	\$ 55,000
5200	UWMP	\$ 80,000 Estimate, will be RFP
5200	Olympia Patrol	\$ 5,000
5200	Fire Management Plan	\$ 80,000 Estimate, will be RFP
5200	County Fish Monitoring Program	\$ 12,000 (Don Alley)
5200	Misc. Unknown	\$ 3,000
		\$ 312,600
5631	Climate Registry	\$ 750
5631	Water Conservation Coalition	\$ 5,500
		\$ 6,250

ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL			
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)
800	SUPPLY & TREATMENT					
01-800-5200	CONTRACT/PROFESSIONAL SERVICES	100,000	93,377	100,000	123,950	147,228
01-800-5202	OUTSIDE WATER ANALYSIS	50,000	30,000	60,000	53,630	84,348
	CONTRACT/PROFESSIONAL SERVICES	150,000	123,377	160,000	177,580	231,577
01-800-5300	OPERATING SUPPLIES	65,000	64,410	65,000	47,288	75,151
01-800-5301	CHEMICALS	40,000	36,777	40,000	38,825	27,310
01-800-5302	LAB SUPPLIES	15,000	10,428	15,000	18,724	11,020
01-800-5310	EQUIP. NON-CAP	20,000	20,000	20,000	34,348	-
01-800-5311	SMALL TOOLS/MAINT & REPAIRS	7,000	3,770	7,000	6,453	896
01-800-5320	RENTALS/LEASES/PERMITS	50,000	50,000	60,000	39,768	47,826
	OPERATING EXPENSES	197,000	185,385	207,000	185,405	162,202
01-800-5401	SAFETY EQUIPMENT - MAINTENANCE	3,000	3,346	2,500	3,361	1,419
01-800-5410	MAINT & OPERATIONS OF VEHICLES	40,000	54,000	50,000	36,197	38,988
01-800-5420	BUILD MAINT-SERVICES & SUPPLYS	5,000	1,774	18,000	1,632	4,206
	MAINTENANCE	48,000	59,120	70,500	41,190	44,613
01-800-5500	UTILITIES - DISTRICT OFFICE	270,000	270,000	290,000	263,194	278,080
01-800-5510	TELEPHONE/COMMUNICATIONS	60,000	63,880	60,000	64,360	50,560
	FACILITIES	330,000	333,880	350,000	327,554	328,640
01-800-5600	OFFICE SUPPLIES	4,000	2,530	4,000	4,476	4,047
01-800-5630	TRAINING, CONFERENCES & MEETINGS	2,000	154	3,000	1,432	2,067
01-800-5632	SUBSCRIPTIONS/BOOKS	-	-	500	-	75
01-800-5650	POSTAGE	-	2,064	-	544	716
	GEN. & ADMIN.	6,000	4,748	7,500	6,452	6,906
800	SUPPLY & TREATMENT	731,000	706,510	795,000	738,180	773,938

DEPT MANAGER INPUT DATA
NOTE/COMMENTS

Some significant sampling coming up. Running lower due to some sampling programs dropping off and a change in arsenic blend sampling at Paso wells from once a week to once a month granted by SWRCB. There will be and increase next year due to lead and copper and UCMR is back.

Anticipated Ipads for SCADA Control in the field and on-call. Possibly 2-4 new computers for replacement.

% Change 3% -8%

FY1920 % Change from estimated actuals -11%

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ACCOUNT NUMBER	DESCRIPTION	DEPT MANAGER INPUT DATA	INFORMATIONAL			
		FY2021 BUDGET REQUEST	FY1920 EST. ACTUALS	FY1920 BUDGET ADOPTED	1 YR PRIOR ACTUALS (FY1819)	2 YR PRIOR ACTUALS (FY1718)
600	WASTEWATER					
02-600-5200	CONTRACT/PROFESSIONAL SERVICES	20,000	20,000	45,000	10,730	10,461
02-600-5202	OUTSIDE WATER ANALYSIS	30,000	33,814	30,000	17,364	17,185
	CONTRACT/PROFESSIONAL SERVICES	50,000	53,814	75,000	28,094	27,646
02-600-5300	OPERATING SUPPLIES	10,000	2,268	10,000	6,761	8,005
02-600-5320	RENTALS/LEASES/PERMITS	15,000	22,320	15,000	8,416	8,077
	OPERATING EXPENSES	25,000	24,588	25,000	15,177	16,082
02-600-5410	MAINT & OPERATIONS OF VEHICLES		-	500	-	-
02-600-5420	BUILD MAINT-SERVICES & SUPPLYS	500	-	500	-	-
	MAINTENANCE	500	-	1,000	-	-
02-600-5500	UTILITIES - DISTRICT OFFICE	6,000	6,772	6,000	3,103	3,014
02-600-5510	TELEPHONE/COMMUNICATIONS	6,000	5,231	5,000	4,685	4,245
	FACILITIES	12,000	12,003	11,000	7,788	7,260
02-600-5600	OFFICE SUPPLIES		-	-	-	-
02-600-5650	POSTAGE		-	-	29	-
	GEN. & ADMIN.	-	-	-	29	-
02-600-5800	ALLOCATIONS		-	-	-	26,998
	WASTEWATER	87,500	90,405	112,000	51,088	77,985
	<i>% Change</i>		-3%	-22%		
	<i>FY1920 % Change from estimated actuals</i>		-19%			

DEPT MANAGER INPUT DATA
NOTE/COMMENTS

Allocations now hit in the designated categories
This will be input by Finance

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