

FY 2013-14 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Section Title: GENERAL FUND
Section/Index No: 672105

Sub-Object No. and Title	Adopted 2012-13	Requested FY 13-14	Difference	Percent Change
<i>REVENUES:</i>				
<u>TAXES</u>				
1000 Prop Taxes - CY Secured	\$5,179,062	\$5,182,055	\$2,993	0.06%
1008 RDA Increment	(595,850)	(581,639)	14,211	(2.38%)
1011 SB 2557 Prop Tax Admin	(79,800)	(87,000)	(7,200)	9.02%
1014 AB1290 RDA Pass Throughs	38,161	34,467	(3,694)	(9.68%)
1017 Residual Prop-Tax RPTTE	0	130,049	130,049	N/A
1018 County-Utility-SBA Settlement	0	136,299	136,299	N/A
1020 Prop Taxes - CY Supplemental	29,420	27,066	(2,354)	(8.00%)
1040 Prop Taxes - CY Unsecured	195,682	186,994	(8,688)	(4.44%)
1266 Timber Yield Tax	4,000	600	(3,400)	(85.00%)
<i>Subtotal Taxes</i>	\$4,770,675	\$5,028,891	\$258,216	5.41%
<u>USE OF MONEY</u>				
1700 Interest on Pooled Cash	\$6,050	\$35,750	\$29,700	490.91%
<i>Subtotal Use of Money</i>	\$6,050	\$35,750	\$29,700	490.91%
<u>INTERGOVERNMENTAL REVENUE</u>				
2440 St - HOPTR	\$50,439	\$50,439	\$0	0.00%
2901 County	225,000	225,000	0	0.00%
<i>Subtotal Intergovernmental Revenue</i>	\$275,439	\$275,439	\$0	0.00%
<u>CHARGES FOR SERVICES</u>				
3019 NCPA-Fee for Govt Services	\$11,718	\$11,718	\$0	0.00%
3144 Plan Check / Drainage Review	50,000	50,000	0	0.00%
3145 Plans / Specs	2,000	2,000	0	0.00%
3405 Lab Services (Sanitation)	310,000	310,000	0	0.00%
<i>Subtotal Charges for Service</i>	\$373,718	\$373,718	\$0	0.00%
<u>MISCELLANEOUS REVENUE</u>				
4102 Donations and Reimbursements	\$0	\$50,000	\$50,000	N/A
<i>Subtotal Miscellaneous Revenue</i>	\$0	\$50,000	\$50,000	N/A
TOTAL REVENUES	\$5,425,882	\$5,763,798	\$337,916	6.23%

SUMMARY OF REVENUES AND EXPENDITURES

Index No.: 672105

Sub-Object No. and Title	Adopted 2012-13	Requested FY 13-14	Difference	Percent Change
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EXPENDITURES:

SALARIES AND BENEFITS

5100 Permanent Positions	\$16,799,489	\$17,932,622	\$1,133,133	6.75%
5101 Cash Allowance	1,395,732	1,494,830	99,098	7.10%
5110 Extra Help	1,786,513	1,993,175	206,662	11.57%
5120 Overtime	877,255	585,147	(292,108)	(33.30%)
5121 Overtime - FLSA	0	0	0	N/A
5140 Premium Pay	3,190	20,206	17,016	533.42%
5150 Vacation Pay	50,808	52,035	1,227	2.41%
5160 Shift Differential	2,852	28,797	25,945	909.71%
5170 Standby Pay	0	76,276	76,276	N/A
5190 Agency / Extra Help	43,503	44,544	1,041	2.39%
5210 County Retirement	6,681,501	7,200,497	518,996	7.77%
5211 Unclaimable County Retire	351,660	378,977	27,317	7.77%
5220 FICA	1,432,332	1,525,324	92,992	6.49%
5300 Health Insurance	1,157,544	1,232,282	74,738	6.46%
5301 Extra Help Health Insurance	0	0	0	N/A
5302 HRA Benefit	16,884	66,605	49,721	294.49%
5310 Disability	181,902	128,196	(53,706)	(29.52%)
5320 Dental Insurance	229,714	244,480	14,766	6.43%
5330 Life Insurance	14,748	13,330	(1,418)	(9.61%)
5340 Vision Insurance	41,045	42,306	1,261	3.07%
5350 Unemployment Insurance	108,978	69,760	(39,218)	(35.99%)
5351 Unemployment Perm Pos	16,794	17,921	1,127	6.71%
5400 Workers' Compensation	382,225	398,668	16,443	4.30%
5500 Other Benefits	2,678	2,520	(158)	(5.90%)
5900 Salary Savings	(1,888,693)	(2,000,000)	(111,307)	5.89%
5907 Additional Benefits	0	0	0	N/A

Subtotal Salaries & Benefits

\$29,688,654 \$31,548,498 \$1,859,844 6.26%

SERVICES AND SUPPLIES

6020 Clothing / Personal	\$70,000	\$85,000	\$15,000	21.43%
6040 Communications	190,000	280,000	90,000	47.37%
6060 Food	5,000	13,000	8,000	160.00%
6084 Janitorial Supplies	4,000	4,000	0	0.00%
6103 Liability Insurance	155,375	112,015	(43,360)	(27.91%)
6110 Reimb of Employee Damage	500	500	0	0.00%
6140 Maintenance - Equipment	128,000	100,000	(28,000)	(21.88%)
6262 Lab Supplies	310,000	310,000	0	0.00%
6280 Memberships	166,818	203,778	36,960	22.16%
6400 Office Expense	75,000	75,000	0	0.00%
6410 Postage	27,000	38,000	11,000	40.74%
6415 Books / Periodicals	9,000	9,000	0	0.00%
6430 Printing Services	16,000	16,000	0	0.00%
6461 Supplies / Expenses	195,000	100,000	(95,000)	(48.72%)
6500 Professional/Special Services	325,000	75,000	(250,000)	(76.92%)
6512 Testing / Analysis	0	180,000	180,000	N/A
6516 Data Processing Services	285,000	125,000	(160,000)	(56.14%)

SUMMARY OF REVENUES AND EXPENDITURES

Index No.: 672105

	Adopted	Requested	Percent
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Sub-Object No. and Title	2012-13	FY 13-14	Difference	Change
<u>SERVICES AND SUPPLIES (Continued)</u>				
6521 County Services	691,420	672,355	(19,065)	(2.76%)
6570 Consultant Services	730,500	1,837,500	1,107,000	151.54%
6589 Permits	0	8,000	8,000	N/A
6610 Legal Services	700,000	720,930	20,930	2.99%
6628 HRMS	120,000	129,478	9,478	7.90%
6629 Fiscal Accounting Services	445,550	445,550	0	0.00%
6630 Audit / Accounting Services	65,000	70,000	5,000	7.69%
6645 Risk Mgmt-Ben Admin Svcs	52,254	50,107	(2,147)	(4.11%)
6651 Optometric Services	2,000	1,800	(200)	(10.00%)
6654 Medical Examinations	1,000	800	(200)	(20.00%)
6800 Public / Legal Notices	3,000	4,000	1,000	33.33%
6820 Rents and Leases - Equipment	64,000	64,000	0	0.00%
6821 Rents and Leases - D P Equip	10,000	10,000	0	0.00%
6840 Rents and Leases - Bldgs/Imp	4,190,298	4,348,249	157,951	3.77%
6880 Small Tools - Instruments	80,000	90,000	10,000	12.50%
6889 Software	390,000	390,000	0	0.00%
6890 Computer Hardware	200,000	200,000	0	0.00%
7022 Public Relations Expense	40,000	45,000	5,000	12.50%
7120 In-Service Training	166,170	172,000	5,830	3.51%
7154 Dept Recognition Program	5,000	5,100	100	2.00%
7206 Equipment Usage Charge	180,000	170,000	(10,000)	(5.56%)
7217 State Permits / Fees	8,000	0	(8,000)	(100.00%)
7247 Water Conservation	43,415	0	(43,415)	(100.00%)
7250 Reimbursable Projects	50,000	50,000	0	0.00%
7302 Travel Expense	100,000	100,000	0	0.00%
7303 Private Car Expense	16,000	16,000	0	0.00%
7400 County Data Processing	25,732	60,750	35,018	136.09%
Subtotal Services and Supplies	\$10,341,032	\$11,387,912	\$1,046,880	10.12%
<u>OTHER CHARGES</u>				
8010 Contribution Non-Co Govt	\$0	\$225,000	\$225,000	N/A
Subtotal Other Charges	\$0	\$225,000	\$225,000	N/A
<u>FIXED ASSETS</u>				
8500 Land	\$0	\$0	\$0	N/A
8510 Buildings/Improvements	30,000	100,000	70,000	233.33%
8560 Equipment	24,500	35,000	10,500	42.86%
8561 Office Equipment	30,000	30,000	0	0.00%
8562 Computer Equipment	130,000	130,000	0	0.00%
8571 Field Equipment	57,000	57,000	0	0.00%
9482 Amort WIP outlay	650,000	300,000	(350,000)	(53.85%)
Subtotal Fixed Assets	\$921,500	\$652,000	(\$269,500)	(29.25%)
SUMMARY OF REVENUES AND EXPENDITURES			Index No.: 672105	
Sub-Object No. and Title	Adopted 2012-13	Requested FY 13-14	Difference	Percent Change
<u>OTHER FINANCING USES</u>				
8625 OT - W/in Special Dist - BOS	\$1,300,000	\$2,950,000	\$1,650,000	126.92%

Subtotal Other Financing Uses	\$1,300,000	\$2,950,000	\$1,650,000	126.92%
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REIMBURSEMENTS

8705 Reimbursements - Lab Services	\$0	\$0	\$0	N/A
8709 Reimbursements - Interfund	(37,250,000)	(40,000,000)	(\$2,750,000)	7.38%

Subtotal Reimbursements	(\$37,250,000)	(\$40,000,000)	(\$2,750,000)	7.38%
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RESIDUAL EQUITY TRANSFER

8880 RET - Between Entities - BOS	\$850,000	\$750,000	(\$100,000)	(11.76%)
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Subtotal Residual Equity Transfer	\$850,000	\$750,000	(\$100,000)	(11.76%)
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APPROPRIATIONS FOR CONT

9000 Appropriations for Contingencies	\$300,000	\$300,000	\$0	0.00%
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Subtotal Approp. for Contingencies	\$300,000	\$300,000	\$0	0.00%
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ADMIN CONTROL

9210 Advances	\$400,000	\$400,000	\$0	0.00%
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9219 Advances - Clearing	(400,000)	(400,000)	0	0.00%
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Subtotal Admin Control	\$0	\$0	\$0	N/A
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TOTAL EXPENDITURES	\$6,151,186	\$7,813,410	\$1,662,224	27.02%
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GROSS EXPENDITURES <i>(Without Reimbursements)</i>	\$43,401,186	\$47,813,410	\$4,412,224	10.17%
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TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$725,304	\$2,049,612	\$1,324,308	182.59%
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FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund
Character Title: Taxes

Character No.: 672105-10

1000 Prop Taxes - CY Secured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1008 RDA increment

This portion of the property tax is shifted to local redevelopment agencies.

1011 SB 2557 Admin Fee

Property Tax administration costs related to Assessor, Auditor, Tax Collection and ISD.

1014 AB1290 RDA Pass Through

This amount is to report gross tax increment and pass throughs to cities and Rural Development Agencies.

1017 Residual Prop-Tax RPTTE

This revenue are residual amounts distributed from the Redevelopment Property Tax Trust Funds (RPTTF) back to taxing entities.

1018 Prop Tax RDA Asset Distribut

This revenue represent the distribution from the Redevelopment Dissolution Asset Funds back to taxing entities as assets are liquated.

1020 Prop Taxes - CY Supplemental

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1040 Prop Taxes - CY Unsecured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1266 Timber Yield Tax

Timber Yield taxes are calculated and collected by the State.

Character Title: Use of Money and Property

Character No.: 672105-17

1700 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$5,500,000
Projected Interest Rate	0.65%
Projected/Planned Interest on Pooled Cash	\$35,750

Character Title: Intergovernmental Revenue

Character No.: 672105-20

2440 St - HOPTR

Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.

2901 Countv

This item records revenue received as reimbursement for services provided to other county departments, cities and governmental agencies.

FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character Title: Charges for Services **Character No.:** 672105-30

3019 NCPA-Fee for Govt Services

This item records the Agency's share of a service fee paid to the County by North Coast Power Authority.

3144 Plan Check / Drainage Review

This item records service revenues received from plan checking and developmental reviews. The decrease in this items is due to the slow down in housing construction.

3145 Plans / Specs

This item records revenue which is generated from the sale of plans and specs for Agency projects that are put out to bid.

3405 Lab Services (Sanitation)

Revenue from laboratory services performed. Associated expenses are recorded in subobject 6262.

Character Title: Miscellaneous Revenue **Character No.:** 672105-40

4102 Donations and Reimbursements

This item records miscellaneous donations or reimbursements.

Character Title: Salaries and Employee Benefits **Character No.:** 672105-50

5100 Permanent Positions

All Agency employees are budgeted in the Agency's General Fund. Hourly charges are then cost applied to the various enterprise and non-enterprise activities, reimbursing the General Fund.

Reconciliation of Permanent Positions:

	FTE
<i>FY 12-13 Adopted Budget:</i>	194.50
<i>FY 12-13 Authorized Mid-Year Position Changes:</i>	12.00
 <i>Add:</i>	
1-Water Agency Engineer IV	
1-Administrative Aide	
1-Administrative Service Officer II	
1-Assistant Project Specialist	
1-Environmental Resource Coordinator	
2-Principal Environmental Specialist	
2-Principal Program Specialist	
2-Technical Writing Specialist (CBA)	
1-Engineering Technician IV (CBA)	
 <i>Delete:</i>	
1-Accopunt Clerk III	
1-Administrative Service Officer I	
2-Engineering Technicians III	(7.00)
3-Engineering Technician III (1CBA)	
 <i>FY 13-14 Requested Position Changes:</i>	
<i>Add:</i>	
1-Senior Office Assistant	8.00
3-Water Agency Engineer IV	
1-Supervising Right of Way Agent	
1-Water Agency Hydrogeologist IVI	
1-Vegetation Control Advisor	
1-Water Agency Maintenance Worker II	

FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
 Section Title: General Fund

FY 13-14 Requested Permanent Positions

207.50

Character Title: Salaries and Employee Benefits (continued) Character No.: 672105-50

5101 Cash Allowance

This records the portion of compensation that is provided at a flat monthly rate for some bargaining units.

5110 Extra Help

Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Extra Help is limited to filling extremely sensitive positions which are anticipated to be vacant for a period that would disrupt departmental operations. Normally it is limited to positions that are in an unpaid status.

<u>Job Class</u>	<u>Hours</u>	<u>FTE</u>	<u>Amount</u>
Administrative Aide	367	0.18	
Administrative Officer I	960	0.46	
Assistant Project Specialist	1,230	0.59	
Elec/Inst Tech	960	0.46	
Engineering Tech III	2,800	1.34	
Environmental Specialist	2,802	1.34	
Environmental Resource Coordinator	173	0.08	
Natural Resources Program Assistant	22,140	10.60	
Office Assistant II	1,355	0.65	
Program Analyst	748	0.36	
Risk Manger Analyst II	748	0.36	
Right of the Way Agent II	485	0.23	
Senior AG Prog Assistant	8,029	3.85	
Senior Office Assistant	1,946	0.93	
Student Intern-GS	400	0.19	
Student Intern	8,000	3.83	
Technical Writing Specialist	80	0.04	
Technical Writing Manager	513	0.25	
Water Agency Assistant Engineer	2,926	1.40	
Water Agency Coordinator	1,011	0.48	
Water Agency Jr. Engineer	1,309	0.63	
Water Agency Lead Maintenance Worker	1,920	0.92	
Water Agency Maintenance Worker I	7,494	3.59	
Water Agency Maintenance Worker II	12,980	6.22	
Water Agency Maintenance Worker III	917	0.44	
Water Agency Mechanic	3,000	1.44	
Water Agency Principal Engineer	651	0.31	
Water Agency Program Specialist	3,240	1.55	
Total	<u>89,184</u>	<u>42.72</u>	<u>\$1,993,175</u>

5120 Overtime

<u>Job Class</u>	<u>Hours</u>	<u>FTE</u>	<u>Amount</u>
Account Clerk II	179	0.09	
Auto Mechanic	600	0.29	
Engineering Technician III	100	0.05	
Material Equipment Specialist	307	0.15	
Senior AG Prog Assistant	132	0.06	

FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Technical Writing Specialist	80	0.04	
Water Agency Lead Maintenance Worker	2,000	0.96	
Water Agency Maintenance Worker I	500	0.24	
Water Agency Maintenance Worker II	600	0.29	
Water Agency Maintenance Worker III	4,000	1.92	
Water Agency Mechanic	4,160	1.99	
Water Agency Senior Plant Operator	1,000	0.48	
Total	<u>13,658</u>	<u>6.56</u>	<u>\$585,147</u>

5190 Agency / Extra Help

Agency Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Help is limited to extremely sensitive positions that are anticipated to be vacant for a period that would severely disrupt departmental operations. It is normally confined to positions that are in an unpaid status.

This account differs from 5110 Extra Help in that personnel are hired through a temporary services agency rather than through the County personnel system.

Character Title: Services and Supplies

Character No.: 672105-60

6020 Clothing/Personal

Order No. Various Overhead, ie: 111, 114, 122

The Memorandum of Understanding requires the Agency to furnish uniforms and safety apparel as well as to provide laundry service for clothing.

6040 Communications

Order No. Various

This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges. The budget reflects current expenditure history which includes the addition of cellular phones for new staff members whose work requires travel around the many Agency facilities.

6060 Food

Order No. Various

This item is requested to provide food for meetings and events

6084 Janitorial Supplies

Order No. 108-1

This item is requested to provide funds for cleaning and household supplies. (previously used 6080-Household Exp).

6103 Liability Insurance

Order No. 108-5

The amount requested for liability insurance in FY 13-14 is based on estimates from Risk Management which were provided as part of the County Administrator's budget instructions including water craft insurance.

6110 Reimb of Employee Damage

Order No. Various Overhead

Reimbursement of Employee Damage is to cover the cost of damage to personal items while performing assigned duties. Amount budgeted is at the same level as the prior fiscal year's adopted budget.

6140 Maintenance - Equipment

Order No. 623, 927

This item records the cost of maintenance and repair of the Agency's data processing equipment and shop equipment.

6262 Lab Supplies

Order No. 120-1

This item is requested to provide funds for staff time and lab supplies and tests for the various West County wastewater treatment plants. Costs are allocated to specific plants based on number and types of test performed. Revenue is recorded in sub-object 3405.

6280 Memberships

Order No. Various

This item is requested to provide funds for Agency memberships in various professional and technical organizations as follows:

American Water Resources Assoc	\$325
American Water Works Assoc	3,500

FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Assn of Calif Water Agencies	19,800
Assn of Metropolitan Water	7,900
Bay Area Stormwater Mgmt	4,543
Bay Area Coalition	1,550
Bay Friendly Membership	250
CA Assoc of Sanitation Agency	15,000
CA Groundwater Coalition	7,500
Ca Landscape Contractors Assoc	250
CA Special Districts	5,000
CA Utilities Emergency Assoc	500
CA Utility Executive	400
CA Urban Water Conservation	3,700
Climate Registry	1,200
California Municipal Utilities Assn	10,000
Construction Specification Institute	280
Government Finance Officers	280
Groundwater Resources Assoc	400
Local Government Commission	10,000
Miscellaneous	55,000
Underground Service Alert	750
Water Research Foundation	20,750
Water Education Foundations	4,900
Water Reuse Foundation	20,000
Renuwit	10,000
Total	<u><u>\$203,778</u></u>

Character Title: Services and Supplies (continued)

Character No.: 672105-60

<p>6400 Office Expense This account records non-capitalized office expenses.</p> <p>6410 Postage This item is requested to cover the costs of the Agency's postage. This item has increased due to the increased cost of postage stamps.</p> <p>6415 Books/Periodicals This item records the cost of books, periodicals and other publications required by Agency staff to keep abreast of changes in laws, standards or technology as it pertains to Agency responsibilities or projects.</p> <p>6430 Printing Services This item is requested to cover the costs of printing services, which are primarily furnished by the County Reprographics Department.</p> <p>6461 Supplies/Expenses Supplies/Expenses covers the costs of operational supplies used by various divisions of the Agency.</p> <p>6500 Professional/Special Services This item is requested for the Agency's share of costs for a Human Resources Analyst position.</p> <p>6516 Data Processing Services This request covers the costs of various data processing supplies and services.</p> <p>6521 County Services County Services covers the costs of services provided by other county departments, as specified in agreements. The FY13-14 budget assumes the following costs:</p> <table border="0" style="margin-left: 40px;"> <tr><td>Clerk of the Board</td><td>108-13</td><td>\$300,000</td></tr> <tr><td>County Administrator's Office</td><td>108-14</td><td>100,000</td></tr> <tr><td>Support Services</td><td>108-22</td><td>59,667</td></tr> </table>	Clerk of the Board	108-13	\$300,000	County Administrator's Office	108-14	100,000	Support Services	108-22	59,667	<p>Order No. 108-1 and Various Overhead</p> <p>Order No. Various</p> <p>Order No. 108-1, 111, 114, 122</p> <p>Order No. Various</p> <p>Order No. Various Overhead</p> <p>Order No. Various</p> <p>Order No. 108-9</p> <p>Order No. Various</p>
Clerk of the Board	108-13	\$300,000								
County Administrator's Office	108-14	100,000								
Support Services	108-22	59,667								

FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

County Auditor-Controller	108-12	212,688
		\$672,355

6570 Consultant Services

This item reflects the costs of outside consultant services.

Consultant Services for FY 13-14:

Stormwater Recharge Applied Research	\$100,000
Stormwater Recharge Site Investigation	50,000
Safety/Wellness	40,000
Community Outreach	120,000
Multicultural Outreach	25,000
Web Site Maintenance	25,000
Data and Web Base Development	35,000
GIS Support	23,000
Bay Area Water Forum	10,000
Drainage Review	50,000
SCADA and Others	500,000
Mapping Collaboration w/Open Space	475,000
Quagga Mussel Prevention Prog	60,000
Water Ed Assembly	17,500
NOAA Quantitative Precipitation Information	200,000
SCYES Sustainability	52,000
Local Project Support	50,000
Sonoma Envir Ed Collaboration	5,000
	\$1,837,500

Character Title:	Services and Supplies (continued)	Character No.:	672105-60
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|---|---|
| <p>6589 Permits
 This account records the cost of all permits. (No longer using 7217 State Permits/Fees)</p> <p>6610 Legal Services
 This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel.</p> <p>6628 HRMS
 This account reflects the estimated cost of the Agency's share of the County's HRMS system based on FTE's.</p> <p>6629 Fiscal Accounting Service
 This item records the direct charge for services provided by the Fiscal Services Section of the County Auditor Controller's Office for staff costs attributed to Agency accounting.</p> <p>6630 Audit/Accounting Services
 Audit / Accounting Services covers the costs of the Agency's annual audit provided by outside certified public accounting services.</p> <p>6645 Risk Mgmt-Ben Admin Svcs
 This item records charges for health insurance administration by the County's Risk Management Department.</p> <p>6651 Optometric Services
 This item is requested to cover the costs of optometric services in providing safety glasses for various employees.</p> <p>6654 Medical Examinations
 This item is requested to provide funds for medical exams for personnel required to have special drivers licenses</p> | <p>Order No. Various</p> <p>Order No. 108-8 and Various</p> <p>Order No. 123-2 and Various</p> <p>Order No. 108-12</p> <p>Order No. 108-12</p> <p>Order No. 108-1</p> <p>Order No. Various</p> <p>Order No. Various</p> |
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FY 2013-14 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

or those exposed to hazardous materials. The budget allows for medical costs which may be incurred with the implementation of the Department of Transportation Drug and Alcohol regulations. Costs associated with first-aid, not charged to Workers Compensation costs, are also recorded in this account.

6800 Public/Legal Notices Order No. Various

This item is requested to provide funds for publishing notices required by law.

6820 Rents/Leases - Equip Order No. 108-7, 108-11

Rents and Leases - Equipment covers the costs of renting copiers, fax machines and other equipment as needed.

6821 Rents/Leases - DP Equip Order No. 108-9

This item covers the costs of leasing computer equipment.

6840 Rents/Leases - Bldgs/Impr Order No. Various

This request covers the cost of principal and interest for financing the purchase of the new Administration building in the Airport Business Park. This item also includes the rental expense to cover the operation, maintenance and depreciation costs of the Agency's facilities, as recorded in the Facilities Fund.

Principal and interest payments for 404 Aviation Blvd. Building	\$754,624
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Principal and interest payments for O&M Building & Fleet Center	531,875
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Other Rent Charges-Facilities Fund PCAS NO. 108-20	3,061,750
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(includes \$557,000 for payoff payment for the loan at 404 Aviation Blvd.)		<u><u>\$4,348,249</u></u>
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Total

Character Title: Services and Supplies (continued)

Character No.: 672105-60

6880 Small Tools/Instruments

This item is requested to provide funds for the purchase of office furniture, small tools, instruments and equipment that are individually under \$5,000.

<u>Electrical Section</u>	Order No. 111	\$5,000
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Miscellaneous

<u>Maint. and Mechanic Services</u>	Order No. 111	5,000
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Miscellaneous

<u>Office Furniture</u>	Order No. 3303	
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Desk Chairs		5,000
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Replacement Furniture		65,000
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(increase due to pending relocation)

Miscellaneous		<u>10,000</u>
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	Total	<u><u>\$90,000</u></u>
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6889 Software Order No. 108-9

This item provides funds for various productivity software packages to be used by different sections within the Agency. This item includes the cost of maintaining licensing agreements for the various packages utilized by the Agency. The costs of this item has increased due to the anticipated purchase of software for budgeting, and records management (from paper to paperless).

6890 Computer Hardware Order No. 108-9

This item is requested to fund the purchase of anticipated hardware additions required for new staff members and replacement of worn out parts and equipment. It is expected that the component items in these requests will not meet the fixed asset threshold of \$5,000.

7022 Public Relations Expense Order No. 108-1

Public Relations Expense includes the costs of special meetings and luncheons sponsored by the Agency.

FY 2013-14 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

7120 Training-In-Service Order No. Various Overhead
 This line item is necessary to provide training to Agency employees to meet safety regulations, to keep abreast of changing industry standards, and to provide employees with the knowledge necessary to do their jobs.

7154 Dept Recognition Program Order No. 108-1 and Various Overhead
 This item provides funds for the Agency's annual employee recognition program.

7206 Equipment Usage Charge Order No. Various Overhead
 This item records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles.

Character Title: Services and Supplies (continued) **Character No.:** 672105-60

7247 Water Conservation Order No. 7274
 This item is requested to fund the alternative toilet pilot program. No funds are budgeted for FY 13-14.

7250 Reimbursable Projects Order No. Various
 Reimbursable Projects is requested to cover the costs of services provided to other county departments, cities, and other governmental agencies. These costs are reimbursed by the using entity. This sub-object will fluctuate from year to year based on need. This request is to fund work for Development & Plan Review (PCAS No. 0588) and other projects that arise during the fiscal year.

7302 Travel Expense Order No. Various
 This item is requested to cover the cost of travel expenses to meetings and seminars by Agency staff.

7303 Private Car Expense Order No. Various
 Private Car Expense is reimbursed to employees for the use of their private vehicles.

7400 County Data Processing Order No. 108-9
 This is the estimate given by the Data Processing Department for the costs associated with the Agency's access to the County's IBM computer system for payroll, purchasing, benefit assessments and sanitation master files. The increase in FY13-14 is due to the replacment of the County's system.

Character Title: Other Charges **Character No.:** 672105-75

8010 Contribution Non-Co Govt Order No. Various
 This item is requested to fund NOAA agreement with NOAA Quantitative Precipitation Information (\$200,000) and Town of Windsor for energy efficiency projects (\$25,000).

Character Title: Fixed Assets **Character No.:** 672105-85

8510 Buildings/Improvements Order No. 7392
 This items provides funds for the Lake Sonoma Project for educational interpretive signage and the planning of a public access trail system.

8560 Equipment Order No. TBD
 This item is to request funds for the purchase of various equipment over \$5,000. For FY 13-14 replacement of of GPS Equipment Phase I is requested.

8561 Office Equipment Order No. Various
 This item will provide for office equipment which may be required to meet operational needs arising during the fiscal year.

8562 Computer Equipment Order No. Various
 The FY 13-14 request will fund the purchase of new or replacement equipment as required throughout the year.

8571 Field Equipment Order No. Various
 This request will fund the purchase of miscellaneous equipment that may be required during the year.

FY 2013-14 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

9482 Amort WIP Outlay Order No. Various
 This request will fund software development.

Character Title: Other Financing Uses **Character No.:** 672105-86

8625 OT - W/in Special Dist - BOS
 Transfer of funds to Sustainability Fund (\$2,100,000), Recycled Water Fund (\$500,000) and Common Facilities for the Westside Facility (\$350,000).

Character Title: Reimbursements **Character No.:** 672105-87

8709 Reimbursements - Interfund
 Reimbursements-Interfund are used to recover labor and overhead for services provided to the Agency's enterprises of water transmission, sanitation services, flood control and include the following General Fund projects:

ISO Implementation	\$250,000
California Municipal Utilities Assn	5,000
Community Outreach	5,000
Internal Communication Prog	50,000
Public Tours	25,000
Water Ed Program	350,000
Social Media Program	20,000
Web Site	48,000
SCYES Sustainability	8,500
Brochures Services	40,000
	\$801,500

Character Title: Residual Equity Transfer **Character No.:** 672105-88

8880 RET - Between Entities - BOS
 FY 13-14 a residual equity transfer of funds will be made to Occidental CSD Operations (\$750,000).

Character Title: Appropriations for Contingencies **Character No.:** 672105-90

9000 Appropriations for Contingencies
 An appropriation for contingency amount of \$300,000 is requested in FY 13-14 to provide for unexpected emergency purchases or revenue shortfalls.

Character Title: Administrative Control **Character No.:** 672105-92

9210 Advances
 This item reflects an as needed advance to the ISF-Power Resources Fund to acquire electrical power assets and meet debt service payments. This began in FY 07-08 and will continue for 8 years.

9219 Advances - Clearing
 This is the clearing account for sub-object 9210 Advances.

FY 2013-14 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Section: General Fund
Index No.: 672105

DESCRIPTION OF FUND ACTIVITY	Actual FY 11-12	Estimated FY 12-13	Requested FY 13-14
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$4,030,537	\$3,853,988	\$3,981,306
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	5,287,000	5,749,912	5,763,798
Expenditures - (Decrease) fund balance	(4,809,479)	(5,222,594)	(7,813,410)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	477,521	527,318	(2,049,612)
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances - Net Change	(639,439)	-	-
Advances (ISF-Power Resources Fund)	(14,631)	(400,000)	(400,000)
Net Adjustment - Increase/(Decrease) to Fund Balance	(654,070)	(\$400,000)	(\$400,000)
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	\$3,853,988	\$3,981,306	\$1,531,694
Total Increase/(Decrease) in Fund Balance for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	(\$176,549)	\$127,318	(\$2,449,612)
<u>Fund Balance Components at Beginning of FY</u>	7/1/11	7/1/12	
Cash	\$5,198,319	\$5,539,938	
Other Receivable	17,583	6,899	
Accounts Payable	(512,944)	(380,989)	
Encumbrances	(597,421)	(1,236,860)	
FB Res for Contingencies	(75,000)	(75,000)	
Total Beginning Fund Balance	\$4,030,537	\$3,853,988	