

BUDGET FISCAL YEAR 2016-17



# **EASTERN MUNICIPAL WATER DISTRICT**

**BUDGET FISCAL YEAR 2016-17**

**ADOPTED JUNE 15, 2016**

# BUDGET FISCAL YEAR 2016-17

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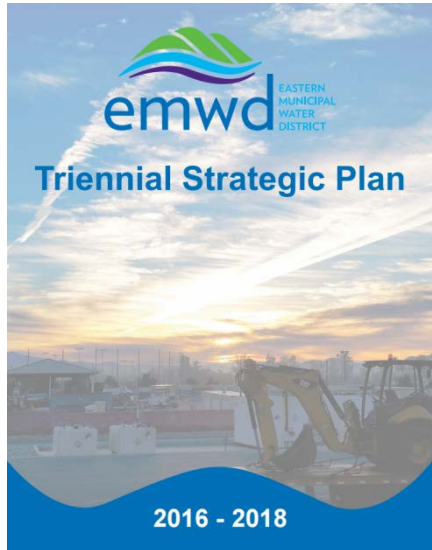
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### STRATEGIC PLAN

In March, 2016 the Board of Directors adopted the Triennial Strategic Plan and Strategic Priorities for 2016-2018.

#### Mission, Vision, and Guiding Principles



##### Mission

To deliver value to our customers and the communities we serve by providing safe, reliable, economical and environmentally sustainable water, wastewater and recycled water services.

##### Vision

To provide essential services to our community at a level that exceeds the performance of any other public or private entity.

##### Guiding Principles

EMWD embraces excellence in all facets of our business:

- **Innovation**: We will creatively seek to improve the services we provide.
- **Responsibility**: We will be accountable for our conduct in serving our customers, employees and community.
- **Safety**: We will ensure individual safety and the safety of our co-workers and the public, without compromise.
- **Integrity**: We will be honest and ethical in all of our interactions.
- **Community**: We will be actively engaged in promoting prosperity, environmental values and public health in the communities we serve.
- **Respect**: We will be considerate, aware and caring.
- **Leadership**: We will take a proactive industry-leading role in water management, wastewater treatment and renewable resources.
- **Transparency**: We will ensure the decisions and investments we make are clearly communicated and easily understood.



## Strategic Goals and Objectives

### Standards-Based Organization

With a clearly defined mission and vision, as well as guiding principles that define how we interact with customers and employees, EMWD is driven by standards to provide safe, reliable, economical and environmentally friendly services. These standards of excellence are best defined in the following key areas:

- Highly Reliable Water, Recycled Water and Wastewater Service: Achieve the safe, reliable and cost-effective collection and treatment of wastewater and beneficial use of biosolids, and a water supply portfolio that achieves an optimum balance of water resources.
- Protection of Public and Environmental Health: Protect the health and safety of the community and the environment and meet all regulatory requirements.
- Superior Customer and Community Service: Consistently meet or exceed expectations in all facets of EMWD's service.
- Sound Planning and Appropriate Investment: Deliver the highest quality products and services in a cost-effective manner by leveraging workforce, technology, and business resources and implementing industry-leading processes and practices.
- Efficiency and Fiscal Responsibility: Ensure financial stability and demonstrate responsible stewardship of public funds.
- Exemplary Employer: Become the employer of choice for high performing employees by sustaining a safe and ethical workplace that promotes innovation and provides opportunities for employee development to achieve job fulfillment.
- Effective Communication and Accountability: Engage in mutually beneficial community outreach and intergovernmental partnerships; Communicate with clarity and purpose and conduct constructive advocacy with all stakeholders including customers and the Federal, State and local legislators and agencies.



## BUDGET FISCAL YEAR 2016-17

### Investment in Excellence

To achieve the District’s vision, and sustain the high standards of excellence, the District will make important investments.

For Fiscal Year 2016-17, the District will make specific investments to sustain a standard of excellence and make progress towards achieving the District’s vision. A few highlights are reflected in the table below.

Standards of Excellence	Proposed FY 2016-17 Budget Investment Highlights
Highly reliable water, recycled water and wastewater service	<ul style="list-style-type: none"> <li>◆ Investments to improve water and recycled water supply reliability:                             <ul style="list-style-type: none"> <li>➢ Well drilling/equipping (\$6M) CIP</li> <li>➢ Well rehab/engine replacements (\$1M) OFA</li> <li>➢ Water filtration plant filter replacements (\$3M) CIP</li> <li>➢ Water recharge ponds (Mt. Ave.) (\$2M) CIP</li> <li>➢ Water tank repairs/rehab (\$1M) OFA</li> <li>➢ Sewer treatment engine/pump replacements (\$2M) OFA</li> <li>➢ Promote water use efficiency through conservation outreach (\$1M)</li> <li>➢ Drip Retrofit Irrigation Program (DRIP) (\$0.4M)</li> </ul> </li> </ul>
Protection of public and environmental health	<ul style="list-style-type: none"> <li>◆ Investments in lab equipment (\$0.1M)</li> <li>◆ Responsible regulation advocacy</li> </ul>
Superior customer and community service	<ul style="list-style-type: none"> <li>◆ Investments in customer service technology                             <ul style="list-style-type: none"> <li>➢ Automated Metering System (AMI) (\$4M) OFA</li> </ul> </li> <li>◆ Improve customer service levels with temporary staffing support</li> </ul>
Sound planning and appropriate investment	<ul style="list-style-type: none"> <li>◆ Investments in energy independence                             <ul style="list-style-type: none"> <li>➢ Reduced annual electric energy cost by \$2M as result of 5MW solar investment completed in FY 2015-16</li> </ul> </li> <li>◆ Investments in business process improvements                             <ul style="list-style-type: none"> <li>➢ IT Network/SCADA upgrade (\$2M) OFA</li> <li>➢ Inventory management system upgrade (\$1M) OFA</li> </ul> </li> <li>◆ Investment in groundwater sustainability plan (\$0.5M) Special Proj.</li> </ul>
Efficiency and fiscal responsibility	<ul style="list-style-type: none"> <li>◆ Pursue refunding/refinancing opportunities to lower debt service</li> <li>◆ Pursue grants and external funding for CIP</li> <li>◆ Complete Cost of Service study and implement for FY 2017-18</li> <li>◆ Invest in OPEB Trust to reduce liability</li> </ul>
Exemplary employer	<ul style="list-style-type: none"> <li>◆ Invest in business process improvements                             <ul style="list-style-type: none"> <li>➢ radio replacement for fleet (\$0.5M) OFA</li> </ul> </li> </ul>
Effective communication and accountability	<ul style="list-style-type: none"> <li>◆ Partnering with Youth Ecology Corp and others</li> <li>◆ Promoting water conservation through water garden development</li> </ul>



## OPERATING BUDGET

### EXECUTIVE SUMMARY

This year, staff has continued to prepare a comprehensive budget report, providing the Board and stakeholders a more complete view of the District's financial condition. The budget process also provides an opportunity to evaluate resources relative to the District's mission, values and beliefs, and strategic goals and objectives. Each department identified how their resources are deployed to achieve the District's strategic goals and objectives. The Fiscal Year 2016-17 Budget provides resources towards achieving the strategic standards of excellence of the District.

## BUDGET FISCAL YEAR 2016-17

### REVENUES AND EXPENSES

Operating revenues and expenses are shown for water, sewer, and recycled services for the fiscal year.

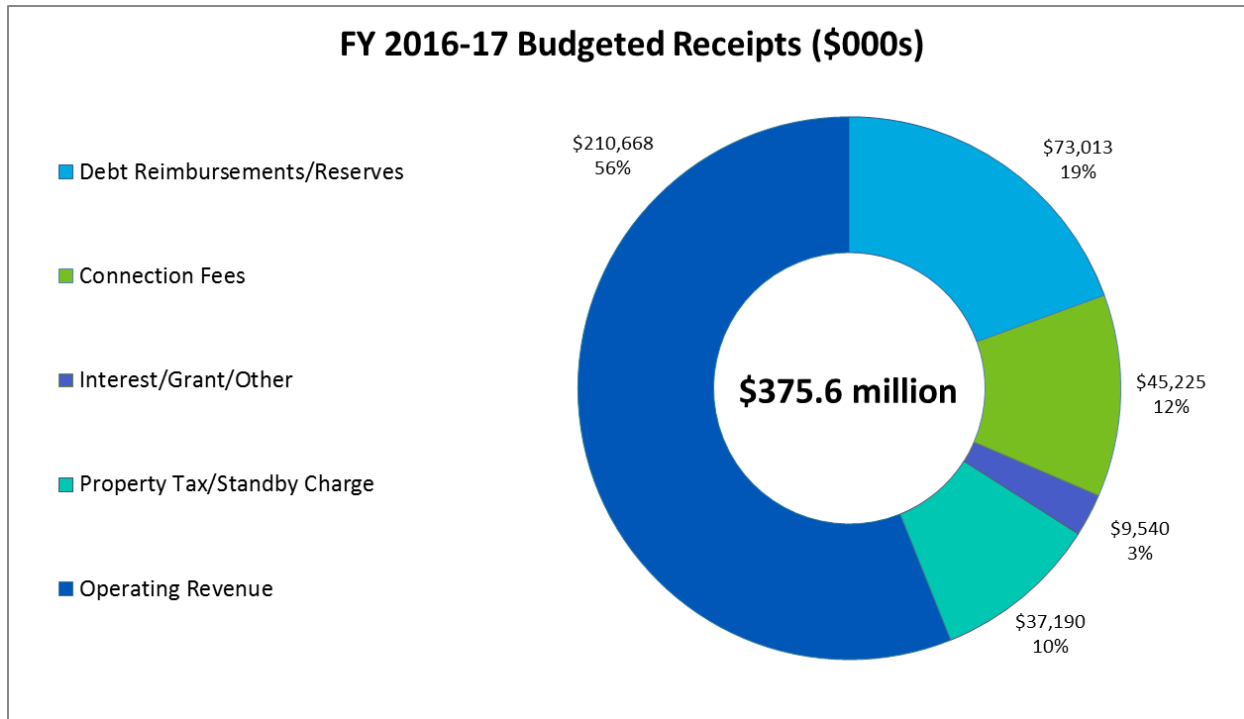
Category	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget	% Change vs Budget
<b>Operating Revenue</b>				
Water Service	\$ 117,295,100	\$ 128,779,200	\$ 114,591,000	-11.0%
Sewer Service	77,120,400	82,940,100	86,344,200	4.1%
Recycled Service	9,106,300	9,053,800	9,732,900	7.5%
<b>Total Operating Revenue</b>	<b>\$ 203,521,800</b>	<b>\$ 220,773,100</b>	<b>\$ 210,668,100</b>	<b>-4.6%</b>
<b>Non-Operating Revenue</b>				
Property Tax & Standby	\$ 36,579,200	\$ 34,067,500	\$ 37,190,400	9.2%
Connection & Development Fees	29,050,600	45,540,400	45,225,300	-0.7%
Interest Income	2,670,300	2,260,800	3,040,000	34.5%
Other Income/Grants	12,144,000	4,642,000	6,500,000	40.0%
<b>Total Non-Operating Revenue</b>	<b>\$ 80,444,100</b>	<b>\$ 86,510,700</b>	<b>\$ 91,955,700</b>	<b>6.3%</b>
<b>Total Revenues</b>	<b>\$ 283,965,900</b>	<b>\$ 307,283,800</b>	<b>\$ 302,623,800</b>	<b>-1.5%</b>
<b>Operating Expense</b>				
Water Purchases	\$ 59,573,500	\$ 62,886,100	\$ 54,148,000	-13.9%
Water Operations	50,661,300	52,013,100	52,195,900	0.4%
Sewer Operations	54,496,700	56,966,700	57,839,100	1.5%
Recycled Water Operations	6,221,000	6,704,100	7,022,900	4.8%
<b>Total Operating Expense</b>	<b>\$ 170,952,500</b>	<b>\$ 178,570,000</b>	<b>\$ 171,205,900</b>	<b>-4.1%</b>
<b>Operating Services</b>	<b>\$ 111,379,000</b>	<b>\$ 115,683,900</b>	<b>\$ 117,057,900</b>	<b>1.2%</b>
<b>Non-Operating Expense</b>				
General & Administrative	\$ 16,637,000	\$ 19,859,800	\$ 22,304,400	12.3%
Miscellaneous Expense	764,500	2,154,700	2,100,000	-2.5%
Special Projects & Studies	3,036,300	1,581,000	2,388,000	51.0%
C.O.P./Bond Debt Expense	35,516,400	50,858,100	51,049,400	0.4%
<b>Total Non-Operating Expense</b>	<b>\$ 55,954,200</b>	<b>\$ 74,453,600</b>	<b>\$ 77,841,800</b>	<b>4.6%</b>
<b>Other Commitments</b>				
Other Post-Employment Benefits	8,842,500	8,553,200	10,063,000	17.7%
<b>Total Other Commitments</b>	<b>\$ 8,842,500</b>	<b>\$ 8,553,200</b>	<b>\$ 10,063,000</b>	<b>17.7%</b>
<b>Total Operating Expenses</b>	<b>\$ 235,749,200</b>	<b>\$ 261,576,800</b>	<b>\$ 259,110,700</b>	<b>-0.9%</b>
<b>Net Operating Margin</b>	<b>\$ 48,216,700</b>	<b>\$ 45,707,000</b>	<b>\$ 43,513,100</b>	<b>-4.8%</b>
<b>Capital Commitments</b>				
Operating Fixed Assets	\$ 11,197,900	\$ 20,392,400	\$ 28,309,000	38.8%
Capital Improvement Plan (CIP)	94,437,000	86,021,900	88,216,900	2.6%
<b>Total Capital Commitments</b>	<b>\$ 105,634,900</b>	<b>\$ 106,414,300</b>	<b>\$ 116,525,900</b>	<b>9.5%</b>
Less: Contribution from Net Operating Margin	\$ (48,216,700)	\$ (45,707,000)	\$ (43,513,100)	-4.8%
Less: Contribution from Debt/Reserves	(57,418,200)	(60,707,300)	(73,012,800)	-4.7%
<b>Net</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## BUDGET FISCAL YEAR 2016-17

### Sources of Funds

The FY 2016-17 budgeted receipts are estimated to be \$375.6 million, of which about \$210.7 million (56 percent) is from operating revenue. Other significant funding sources include debt/reserves funding of \$73.0 million (19 percent), connection fees of \$45.2 million (12 percent), property taxes and standby charges of \$37.2 million (10 percent), and interest/grant/other funds of \$9.5 million (3 percent).



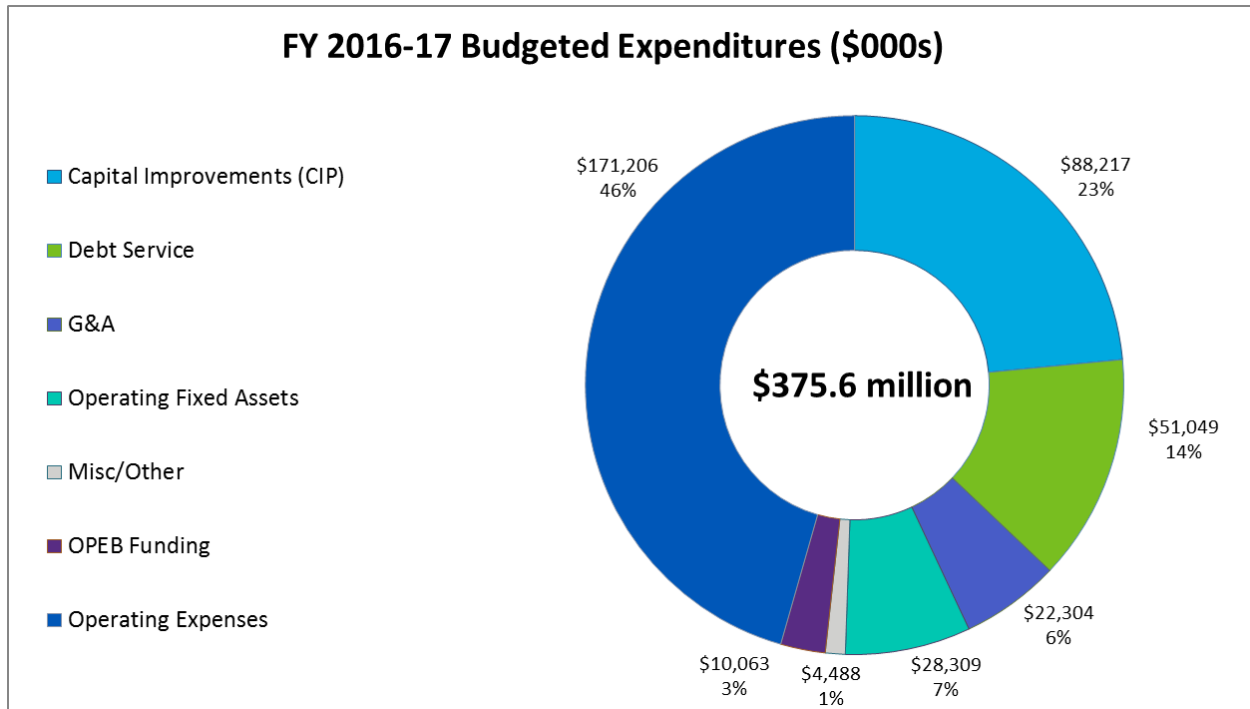
Operating revenue in FY 2016-17 includes an assumed 11.0 percent decrease in water sales, an assumed 4.1 percent increase in sewer sales, and an assumed 7.5 percent increase in recycled water sales. To recover the increased cost of purchased water and operating expenses, the FY 2016-17 budget includes the pass-through of the MWD wholesale cost by an anticipated water commodity rate and daily service charge (DSC) rate increase of an assumed 2.0 percent effective January 1, 2017. Additionally, the fixed capital charge of an assumed \$3.25 per month per water customer (an increase of \$1.00 per month) will become effective January 1, 2017. Similarly, to recover the escalating cost of sewer service, the budget includes a sewer rate increase of an assumed 1.5 percent effective July 1, 2016. Additionally, the fixed capital charge of an assumed \$2.25 per month per sewer customer (an increase of \$0.75 per month) will become effective July 1, 2016. All of the proposed rate increases have been properly noticed to customers to comply with California Proposition 218, and a public hearing is set for June 15, 2016.

Property taxes and standby charges are projected to increase in FY 2016-17 to \$37.2 million. Connection fees are anticipated to increase as a result of projected 3,866 new sewer connections and 2,706 new water connections in FY 2016-17. Connection fee rates are anticipated to increase by an assumed 3.0 percent effective January 1, 2017. Interest income, other income, and grant revenue are anticipated to be \$9.5 million in FY 2016-17.

## BUDGET FISCAL YEAR 2016-17

### Uses of Funds

The FY 2016-17 Budget is estimated to be \$375.6 million, including operating expenses, capital expenditures, debt service, and post-employment benefit (OPEB) funding.



Significant factors driving the budget include:

- (a) Operating Expenses:** Operating expenditures, which include operating expenses for water, sewer, and recycled services, are estimated to be \$171.2 million in FY 2016-17, or 46 percent of total expenditures. The operating expenditures for Water Services are estimated to be \$106.3 million in FY 2016-17, a decrease of \$8.6 million (7.5 percent) from FY 2015-16. The purchase of treated and untreated water from The Metropolitan Water District of Southern California (MWD) is estimated at \$54.1 million in FY 2016-17 which is over half of the cost of water service. Water purchase expenditures are estimated to decrease by \$8.7 million (13.9 percent) from FY 2015-16. The amount of water purchased from MWD is estimated to be 62,346 acre feet in FY 2016-17, which is a decrease of 8,782 acre feet (12.3 percent) from FY 2015-16. Energy rates are expected to rise during the year. Energy demands are assumed to decline as water deliveries decrease. Additionally, electric energy expense will decrease as demand is met with recently completed solar voltaic installation at 5 plants, with a capacity to generate 5 megawatts (MW) of clean energy.
- (b) Capital Improvement Program (CIP) Expenditures:** The CIP is estimated to be \$88.2 million in FY 2016-17. The total five-year CIP for FY 2016-17 through FY 2020-21 is \$398.8 million. The most significant projects in the FY 2016-17 CIP are the Temecula Valley RWRf expansion project, the North Trumble Recycled Water Storage project, and the Paradise Meadows Water Storage Tank project.
- (c) Debt Service:** Debt service is anticipated to increase slightly in FY 2016-17 as a result of the completion of projects at the San Jacinto RWRf treatment plant funded with debt. The District refunded various series of debt in FY 2015-16 which lowered debt service for the next several years.

## BUDGET FISCAL YEAR 2016-17

The District issued additional debt in June 2016 which provided \$80 million to fund capital projects in FY 2015-16 and FY 2016-17. Debt service is projected to be \$51.0 million in FY 2016-17.

- (d) General and Administrative (G&A):** G&A expenditures are estimated to be \$22.3 million in FY 2016-17. These expenditures represent the non-allocated administrative costs to support the strategic goals and objectives of the organization.
- (e) Operating Fixed Assets (OFA):** Operating fixed assets includes needed maintenance, vehicle and equipment replacements, and information technology replacements and enhancements. These expenditures are estimated to be \$28.3 million in FY 2016-17.
- (f) Miscellaneous:** Miscellaneous expenditures include miscellaneous fees and charges, special resource development and conservation projects and studies, and interest expense. These expenditures are estimated to be \$4.5 million in FY 2016-17.
- (g) OPEB:** Other post-employment benefit expenditure includes the District's contribution to pay future retiree's post-employment benefits, which is primarily medical and life insurance expenses. The District formed an OPEB Trust in FY 2012-13 and pledged to contribute the full Annual Required Contribution (ARC) as determined by actuarial analysis. Total OPEB contribution is estimated at \$10.1 million for FY 2016-17. This includes the "pay as you go" components for retiree medical premiums, plus the stated contributions from ad valorem property taxes, plus a remaining contribution amount to meet the full ARC.

## BUDGET FISCAL YEAR 2016-17

### SUMMARY OF WATER SERVICE EXPENSES

The water service expenses for FY 2016-17 are estimated to be \$106.3 million. Expenses include cost of water purchases, treatment, pumping, storage, energy, replenishment, support costs, and allocated G&A. The most significant water expense is purchased water, which is projected to be \$54.1 million, more than half the cost of water service.

### Water Sales and Supply (Acre Feet or AF)

Estimated water sales are budgeted at 72,100 acre feet (AF) for FY 2016-17, which is 15 below sales in FY 2014-15. Mild growth in service connections will result in an increase in domestic retail commodity demand for the fiscal year, however, the growth in commodity sales is expected to be surpassed by continued conservation seen within the District during the California drought.

MWD commodity purchases are projected to remain low relative to FY 15-16 budget due to continued conservation efforts. Water purchased from MWD for resale is budgeted at 59,818 AF for FY 2016-17. Settlement water purchased from MWD for groundwater replenishment is budgeted at 2,528 AF. Potable well production is estimated at 16,000 AF and desalter production is estimated at 8,500 AF. Recycled water supply is estimated to be 40,000 AF for each fiscal year.

Acre Feet (AF)	FY 2014-15	FY 2015-16	FY 2016-17
	Actual	Budget	Budget
Purchased - MWD Treated	46,905	49,500	36,705
Purchased - MWD Untreated	21,549	19,100	23,113
Purchased Replenishment	-	2,528	2,528
Desalter Production	7,447	8,500	8,500
Well Production	13,513	16,000	16,000
Recycled Water Supply	40,000	40,000	40,000
<b>Total</b>	<b>129,413</b>	<b>135,628</b>	<b>126,846</b>



## BUDGET FISCAL YEAR 2016-17

### Purchased Water Expense

Although the commodity volume is expected to remain relatively lower during FY 2016-17, increases in the wholesale variable commodity rates and fixed charge rates will cause an increase in the cost of purchased water. The total amount of water purchased from MWD is estimated at 62,346 AF for FY 2016-17. The amounts of purchased treated tier 1, untreated, and replenishment water are 36,705 AF, 23,113 AF, and 2,528 AF, respectively. The purchased water expense is estimated based on MWD adopted rates, which will increase effective January 1, 2017. The fixed charges from MWD include the capacity charge (CC) and the readiness-to-serve (RTS) charge which will change effective January 1, 2017. The projected purchased water cost is \$54.1 million. The purchased water cost includes replenishment water cost of \$1.3 million for FY 2016-17. The purchased water cost is estimated to decrease by approximately \$8.7 million relative to the FY 2015-16 budget due to reduced demand.

MWD Charges	Estimated AF Jul - Dec	Estimated AF Jan - Jun	FY 2016-17	
			Avg Rate	Dollars
<u>Tier 1 Limit: 71,020</u>				
Untreated Water	12,288	10,825	\$ 628	\$ 14,509,000
Tier 1 Treated Water	22,023	14,682	957	35,119,000
Tier 2 Treated Water	-	-	-	-
Sub Totals	34,311	25,507	\$ 830	\$ 49,628,000
FY Annual Total AF		59,818		
CRC (Annual charge)			\$ 8,000	\$ 1,426,000
RTS (Annual charge)			-	7,037,000
Standby Credit (FY)			-	(2,379,000)
Tunnel @ 12.57 AF/day		Untreated	\$ 628	(2,891,000)
Fixed Charges			\$ 53	\$ 3,193,000
Settlement Water		2,528	\$ 525	\$ 1,327,000
<b>Total MWD Charges \$</b>		<b>62,346</b>	<b>\$ 905</b>	<b>\$ 54,148,000</b>

## BUDGET FISCAL YEAR 2016-17

### Water Service Expenses

Water service operating expenses are projected to be \$106.3 million in FY 2016-17. This includes operating and maintenance (O&M) expense for treatment, transmission, storage, and distribution; system energy, support costs, and allocated G&A. Water system energy costs are expected to decrease by \$0.4 million to \$7.6 million in FY 2016-17 relative to the FY 2015-16 budget due to reduced pumping demands as a result of continued conservation and due to an anticipated decrease in the average unit price of electricity.

Net operating revenue available to fund capital commitments is projected to be \$8.3 million.

<b>Water Service</b>				
	FY 2014-15	FY 2015-16	FY 2016-17	Variance to Budget
	Actual	Budget	Budget	Over / (Under)
<b>Water Revenues:</b>				
<b>Domestic Water</b>	\$ 90,609,400	\$ 100,999,300	\$ 84,239,900	\$ (16,759,400)
<b>Domestic demand</b>	23,250,100	26,271,000	26,744,500	473,500
<b>Irrigation</b>	3,365,000	1,424,000	3,533,300	2,109,300
<b>Irrigation demand</b>	70,600	84,900	73,300	(11,600)
<b>Total Water Revenues</b>	<b>\$ 117,295,100</b>	<b>\$ 128,779,200</b>	<b>\$ 114,591,000</b>	<b>\$ (14,188,200)</b>
<b>Operating Costs:</b>				
<b>Purchased Water</b>	\$ 59,573,500	\$ 62,886,100	\$ 54,148,000	\$ (8,738,100)
<b>Groundwater Replenishment</b>	130,900	189,300	327,800	138,500
<b>Operations &amp; Maintenance</b>	17,698,100	16,818,600	17,254,900	436,300
<b>Energy</b>	7,528,600	7,979,000	7,608,800	(370,200)
<b>Allocated Support Costs</b>	20,986,500	22,879,200	22,471,400	(407,800)
<b>Admin allocation</b>	4,317,200	4,147,000	4,533,000	386,000
<b>Operating Costs</b>	<b>\$ 110,234,800</b>	<b>\$ 114,899,200</b>	<b>\$ 106,343,900</b>	<b>\$ (8,555,300)</b>
<b>Operating Services</b>	\$ 50,661,300	\$ 52,013,100	\$ 52,195,900	182,800
<b>Net Operating Revenue to Fund Capital Commitments</b>	<b>\$ 7,060,300</b>	<b>\$ 13,880,000</b>	<b>\$ 8,247,100</b>	<b>\$ (5,632,900)</b>

The following table is a detailed breakdown of the Water Service operating costs.

## BUDGET FISCAL YEAR 2016-17

WATER OPERATING COSTS BY ACCOUNT			
ACCOUNT - DESCRIPTION	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
51115 - MWD UNTREATED WATER PURCHASES	\$ 12,656,432	\$ 11,224,382	\$ 14,509,000
51120 - MWD TREATED WATER PURCHASES	42,186,305	46,077,369	35,119,000
51125 - MWD TIER 2 SURCHARGE	457,834	-	-
51130 - MWD CONNECTION MAINT CHARGE	1,620,310	1,659,900	1,426,000
51135 - MWD RTS CHARGE	6,220,354	5,439,724	4,658,000
51136 - RTS CHARGED TO RCWD	(1,658,642)	-	-
51150 - OTHER OUTSIDE PURCHASED WATER	162,220	-	-
51170 - HSJ BASIN WELL WATER	179,192	-	-
COST OF IN-LIEU SETTLEMENT WATER	533,480	-	-
51240 - GROUNDWATER REPLENISHMENT	(87,220)	1,183,104	1,327,000
51635 - MWD TUNNEL SEEPAGE CREDIT	(2,696,765)	(2,698,379)	(2,891,000)
<b>51115:51999 - COST OF WATER</b>	<b>\$ 59,573,500</b>	<b>\$ 62,886,100</b>	<b>\$ 54,148,000</b>
53150 - DIRECT LABOR	9,760,492	10,034,714	10,355,913
53156 - SPECIFICATION LABOR	38	-	-
53157 - INSPECTION LABOR	14,301	3,985	79,710
53160 - HAZMAT RESPONSE LABOR	-	227	-
53550 - STANDBY LABOR	34,458	36,930	37,530
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 9,809,289</b>	<b>\$ 10,075,856</b>	<b>\$ 10,473,153</b>
54120 - DIRECT MATERIALS	1,189,566	980,274	1,103,482
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,462	-	11,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,005	-	500
54124 - SAFETY SUPPLIES & SMALL TOOLS	4,571	16,819	8,040
54125 - NEW COMPUTER WORKSTATIONS	-	4,080	-
54127 - NETWORK MATERIALS	-	1,530	-
54140 - INVENTORY MATERIALS	3,499,853	2,106,481	1,834,085
54242 - CHEMICALS	1,010,913	1,079,486	1,088,000
54244 - OIL & LUBRICANTS	87,472	108,630	84,260
54249 - CHLORINE	2,949	51,444	10,470
54446 - TOOLS-REPLACEMENT	98	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 5,797,889</b>	<b>\$ 4,348,744</b>	<b>\$ 4,139,837</b>
55170 - ELECTRIC POWER	6,879,871	6,997,070	7,126,722
55175 - ENERGY CREDITS	-	-	(299,922)
55271 - NATURAL GAS	648,729	981,930	782,000
<b>55170:55271 - ENERGY</b>	<b>\$ 7,528,600</b>	<b>\$ 7,979,000</b>	<b>\$ 7,608,800</b>
55373 - TELEPHONE	5,869	8,364	6,270
55472 - OTHER UTILITIES	111,451	35,914	89,602
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 117,320</b>	<b>\$ 44,278</b>	<b>\$ 95,872</b>
56160 - OUTSIDE SERVICES	1,313,250	975,120	1,020,620
56164 - SAWPA FEES VOLUMETRIC	933,821	1,230,496	922,148
56165 - SAWPA FEES FIXED	781,728	803,257	861,961
56166 - SAWPA FEES TSS&BOD	-	-	83,966
56177 - REPAIRS-OTHER	72,704	69,423	115,460
56178 - MAJOR MAINTENANCE & REPAIR-PLANNED PM	321,573	136,831	212,050
56179 - MAJOR MAINTENANCE & REPAIR-UNPLANNED	684,484	104,450	229,550



## BUDGET FISCAL YEAR 2016-17

WATER OPERATING COSTS BY ACCOUNT - CONTINUED			
ACCOUNT - DESCRIPTION	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
56180 - JANITORIAL SERVICES	\$ 6,132	\$ 10,863	\$ 10,796
56181 - REFUSE & WASTE HAULING	48,150	33,302	45,965
56227 - NETWORK SERVICES	-	510	-
56266 - CONSULTANTS-OTHER	65,520	3,910	22,000
56268 - SAFETY CONSULTANTS	6,003	4,590	2,040
56430 - AIR QUALITY COMPLIANCE COSTS	188,022	227,060	215,700
56434 - TESTS-OUTSIDE LAB	94,165	22,240	26,950
56463 - TESTS-EMWD LAB	75	-	240
56768 - OUTSIDE PERMIT FEES	134,176	146,769	122,940
56770 - SCAQMD FEES	38,606	40,800	38,000
56775 - TAXES/ASSESSMENTS	348,093	785,604	356,750
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 5,036,500</b>	<b>\$ 4,595,225</b>	<b>\$ 4,287,136</b>
57130 - OUTSIDE EQUIPMENT	87,239	111,249	132,538
57133 - MAINTENANCE CONTRACTS	240,804	133,945	238,220
57235 - EQUIPMENT RENTAL	571,753	614,244	626,100
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 899,796</b>	<b>\$ 859,438</b>	<b>\$ 996,858</b>
57500 - TRANSFER AUGMENTATION COST TO RECYCLED	(71,415)	-	(50,000)
<b>57500:57500 - TRANSFER COSTS</b>	<b>\$ (71,415)</b>	<b>\$ -</b>	<b>\$ (50,000)</b>
58161 - EMPLOYEE TRAVEL EXPENSE	2,459	567	900
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 2,459</b>	<b>\$ 567</b>	<b>\$ 900</b>
59086 - DESALTER LRP PROGRAM CREDIT	(1,319,350)	-	-
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (1,319,350)</b>	<b>\$ -</b>	<b>\$ -</b>
59171 - CNSRV,MTRS,WTROPS PROD ALLOC-726,765,744	2,617,884	2,700,599	2,757,500
59175 - REGULATORY COMPLIANCE ALLOC - 747	594,484	606,605	775,740
59176 - SOURCE CONTROL ALLOC - 748	2,168	2,795	3,050
59177 - MAINTENANCE SERVICES ALLOC - 750	1,093,415	1,303,150	190,509
59178 - ELECTRICAL SERVICES ALLOC - 755	403,197	496,615	493,880
59179 - ASSET & FACILITIES MGMT ALLOC - 757	394,345	442,278	833,580
59180 - WATER OPS DISTRIBUTION ALLOC - 74401	343,695	535,973	537,600
59181 - WATER OPS SPC SVCS ALLOC-74101	-	-	26,724
59183 - MAPS & RECORDS ALLOC-735,736,767	1,709,562	2,049,941	2,172,780
59185 - FIELD SVCS CONSTRUCTION ALLOC-753	754,037	839,984	812,345
59186 - CUSTOMER SERVICE ALLOCATION - 752	5,934,631	6,525,876	6,917,895
59187 - NEW BUSINESS ALLOCATION - 733	1,116,855	1,323,616	1,309,800
59188 - LABORATORY ALLOCATION-749	643,184	808,025	683,391
59192 - WATER OPS CENTRAL CONTROL ALLOC-741	1,061,222	1,062,320	1,123,800
59193 - WATER OPS ADMIN ALLOC-743	420,191	441,473	435,400
59194 - MECHANICAL SVCS ALLOC-745	801,614	823,742	1,036,350
59196 - ADMIN EXPENSE ALLOCATION	4,317,200	4,147,000	4,533,000
Pension Expense Adjustment /Non-Cash Component (GASB 68)	652,528	-	-
<b>59170:59200 - ALLOCATED COSTS</b>	<b>\$ 22,860,212</b>	<b>\$ 24,109,992</b>	<b>\$ 24,643,344</b>
<b>TOTAL WATER OPERATING COSTS</b>	<b>\$ 110,234,800</b>	<b>\$ 114,899,200</b>	<b>\$ 106,343,900</b>
TOTAL WATER OPERATING SERVICES	\$ 50,661,300	\$ 52,013,100	\$ 52,195,900



## BUDGET FISCAL YEAR 2016-17

### SUMMARY OF SEWER SERVICE EXPENSES

The sewer service expenses are projected to be \$57.8 million in FY 2016-17. This includes operating and maintenance (O&M) expense for collection systems, treatment, disposal, system energy, support costs, allocated G&A, and \$2.6 million in recycled water expenses. Sewer system energy costs are expected to significantly decrease by \$1.4 million to \$5.7 million in FY 2016-17 due to the implementation of four one-megawatt solar power generation facilities each located at a sewer treatment plant and due to an anticipated decrease in the average unit price of electricity. This helps offset the additional energy demands that exist due to the placement in service of the new Plant 2 at the San Jacinto Valley Regional Water Reclamation Facility and the newly modified Plant 2 at the Perris Valley Regional Water Reclamation Facility.

Net operating revenue available to fund capital commitments is projected to be \$28.5 million.

<b>Sewer Service</b>				
	FY 2014-15	FY 2015-16	FY 2016-17	Variance to Budget
Sewer Revenues:	Actual	Budget	Budget	Over / (Under)
<b>Sewer Service</b>	\$ 51,647,200	\$ 55,291,400	\$ 57,506,600	\$ 2,215,200
<b>Outside Sewer Collections</b>	24,970,600	27,110,700	28,276,500	1,165,800
<b>Dump Stations</b>	502,600	538,000	561,100	23,100
<b>Total Sewer Revenues</b>	<b>\$ 77,120,400</b>	<b>\$ 82,940,100</b>	<b>\$ 86,344,200</b>	<b>\$ 3,404,100</b>
<b>Operating Costs:</b>				
<b>Recycled Disposal</b>	\$ 2,713,500	\$ 2,470,000	\$ 2,576,200	\$ 106,200
<b>Collect/Lift</b>	4,334,900	3,880,600	4,689,700	809,100
<b>Treatment</b>	20,165,400	21,482,400	22,060,900	578,500
<b>Energy</b>	6,410,000	7,110,400	5,725,800	(1,384,600)
<b>Sludge Hauling</b>	1,999,700	2,578,600	2,290,500	(288,100)
<b>Allocated Support Costs</b>	10,434,500	11,741,700	12,077,000	335,300
<b>Admin allocation</b>	8,438,700	7,703,000	8,419,000	716,000
<b>Operating Costs</b>	<b>\$ 54,496,700</b>	<b>\$ 56,966,700</b>	<b>\$ 57,839,100</b>	<b>\$ 872,400</b>
<b>Net Operating Revenue to Fund Capital Commitments</b>	<b>\$ 22,623,700</b>	<b>\$ 25,973,400</b>	<b>\$ 28,505,100</b>	<b>\$ 2,531,700</b>

The following table is a detailed breakdown of the Sewer Service operating costs.

## BUDGET FISCAL YEAR 2016-17

SEWER OPERATING COSTS BY ACCOUNT			
ACCOUNT - DESCRIPTION	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
53150 - DIRECT LABOR	\$ 13,758,035	\$ 15,091,144	\$ 15,570,062
53156 - SPECIFICATION LABOR	38	-	-
53157 - INSPECTION LABOR	2,836	-	6,700
53160 - HAZMAT RESPONSE LABOR	5,218	-	-
53550 - STANDBY LABOR	226	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 13,766,353</b>	<b>\$ 15,091,144</b>	<b>\$ 15,576,762</b>
54120 - DIRECT MATERIALS	2,085,699	1,356,314	1,755,449
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	564	12,560	53,500
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	2,898	3,040	6,600
54124 - SAFETY SUPPLIES & SMALL TOOLS	81,271	54,060	62,120
54125 - NEW COMPUTER WORKSTATIONS	306	2,244	2,744
54126 - REPLACEMENT COMPUTER WORKSTATIONS	3,992	2,500	-
54140 - INVENTORY MATERIALS	371,107	338,130	354,159
54242 - CHEMICALS	2,889,488	3,334,238	3,172,435
54244 - OIL & LUBRICANTS	63,007	72,604	63,300
54247 - NATURAL GAS/PROPANE	788	1,000	-
54249 - CHLORINE	633,604	900,070	821,738
54446 - TOOLS-REPLACEMENT	29,571	25,134	25,970
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 6,162,296</b>	<b>\$ 6,101,894</b>	<b>\$ 6,318,016</b>
55170 - ELECTRIC POWER	5,304,105	5,899,944	4,515,340
55271 - NATURAL GAS	1,105,895	1,210,456	1,210,460
<b>55170:55271 - ENERGY</b>	<b>\$ 6,410,000</b>	<b>\$ 7,110,400</b>	<b>\$ 5,725,800</b>
55373 - TELEPHONE	22,741	24,684	24,704
55472 - OTHER UTILITIES	240,494	192,372	218,776
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 263,236</b>	<b>\$ 217,056</b>	<b>\$ 243,480</b>
56160 - OUTSIDE SERVICES	1,174,965	1,363,454	1,540,253
56177 - REPAIRS-OTHER	283,332	210,020	193,200
56178 - MAJOR MAINTENANCE & REPAIR-PLANNED PM	187,695	239,496	206,349
56179 - MAJOR MAINTENANCE & REPAIR-UNPLANNED	243,892	4,896	260,000
56180 - JANITORIAL SERVICES	21,288	21,012	22,908
56181 - SLUDGE HAULING (CENTER 065000)	1,999,700	2,578,600	2,290,500
56181 - OTHER REFUSE & WASTE HAULING	280,117	218,327	261,474
56227 - NETWORK SERVICES	-	2,550	2,040
56266 - CONSULTANTS-OTHER	16,108	-	17,000
56267 - CONSULTANTS-ENGINEERING	534	-	-
56268 - SAFETY CONSULTANTS	10,679	8,568	9,814
56430 - AIR QUALITY COMPLIANCE COSTS	124,906	145,100	132,000
56434 - TESTS-OUTSIDE LAB	63,298	44,880	44,880
56768 - OUTSIDE PERMIT FEES	136,894	129,642	126,092
56769 - PENALTIES & FINES	110,624	-	-
56770 - SCAQMD FEES	110,153	113,934	125,900
56775 - TAXES/ASSESSMENTS	11,725	7,650	7,650
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 4,775,910</b>	<b>\$ 5,088,129</b>	<b>\$ 5,240,059</b>



## BUDGET FISCAL YEAR 2016-17

SEWER OPERATING COSTS BY ACCOUNT - CONTINUED			
ACCOUNT - DESCRIPTION	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
57130 - OUTSIDE EQUIPMENT	\$ 210,036	\$ 81,910	\$ 100,910
57133 - MAINTENANCE CONTRACTS	1,047,848	1,000,504	1,032,996
57134 - SOFTWARE LICENSE & SUPPORT	27,391	48,720	31,240
57235 - EQUIPMENT RENTAL	1,219,068	1,178,202	1,258,802
57237 - WORK CLOTHES RENTAL	8,717	15,504	15,504
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 2,513,059</b>	<b>\$ 2,324,840</b>	<b>\$ 2,439,452</b>
57500 - INTERFUND TRANSFERS - RECYCLED DISPOSAL	2,713,500	2,470,000	2,576,200
<b>57500:57500 - TRANSFER COSTS</b>	<b>\$ 2,713,500</b>	<b>\$ 2,470,000</b>	<b>\$ 2,576,200</b>
58161 - EMPLOYEE TRAVEL EXPENSE	104	2,836	2,224
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 104</b>	<b>\$ 2,836</b>	<b>\$ 2,224</b>
59174 - WASTEWATER COLLECTION SERVICE ALLOC - 796	559,362	711,967	614,652
59175 - REGULATORY COMPLIANCE ALLOC - 747	934,189	953,236	1,219,020
59176 - SOURCE CONTROL ALLOC - 748	539,837	695,994	759,550
59177 - MAINTENANCE SERVICES ALLOC - 750	364,472	434,384	190,509
59178 - ELECTRICAL SERVICES ALLOC - 755	403,197	496,615	493,880
59179 - ASSET & FACILITIES MGMT ALLOC - 757	52,579	58,970	277,860
59183 - MAPS & RECORDS ALLOC-735,736,767	1,293,215	1,551,571	1,643,240
59185 - FIELD SVCS CONSTRUCTION ALLOC-753	44,355	49,410	47,785
59186 - CUSTOMER SERVICE ALLOCATION - 752	1,047,288	1,151,626	1,220,805
59187 - NEW BUSINESS ALLOCATION - 733	893,484	1,058,892	1,047,840
59188 - LABORATORY ALLOCATION-749	929,007	1,167,100	1,058,567
59189 - SEWER OPS & ADMIN ALLOC-758,791-795	548,841	1,264,260	1,437,054
59192 - WATER OPS CENTRAL CONTROL ALLOC-741	530,611	531,161	561,900
59194 - MECHANICAL SVCS ALLOC-745	712,546	732,215	725,445
59196 - ADMIN EXPENSE ALLOCATION	8,438,700	7,703,000	8,419,000
Pension Expense Adjustment /Non-Cash Component (GASB 68)	600,561	-	-
<b>59170:59200 - ALLOCATED COSTS</b>	<b>\$ 17,892,243</b>	<b>\$ 18,560,401</b>	<b>\$ 19,717,107</b>
<b>TOTAL SEWER OPERATING COSTS</b>	<b>\$ 54,496,700</b>	<b>\$ 56,966,700</b>	<b>\$ 57,839,100</b>



## BUDGET FISCAL YEAR 2016-17

### SUMMARY OF RECYCLED WATER SERVICE EXPENSES

The recycled water service expenses are projected to be \$7.0 million in FY 2016-17. This includes operating and maintenance (O&M) expense for transmission systems, pumping facilities, storage, system energy, and support costs. Recycled system energy costs are expected to decrease by \$0.2 million in FY 2016-17 due to receiving a share in the savings generated from the implementation of a one-megawatt solar power generation facility at the Sun City Recycled Storage Pond location, and due to an anticipated decrease in the unit price of electricity.

Net operating revenue available to fund capital commitments is projected to be \$2.7 million.

<b>Recycled Service</b>				
	FY 2014-15	FY 2015-16	FY 2016-17	Variance to Budget
Recycled Water Revenues:	Actual	Budget	Budget	Over / (Under)
<b>Recycled Sales</b>	\$ 5,406,100	\$ 5,498,400	\$ 5,962,700	\$ 464,300
<b>Recycled Demand</b>	254,400	279,900	307,900	28,000
<b>Recycled – Groundwater</b>	0	0	0	0
<b>Recovery Projects</b>	732,300	805,500	886,100	80,600
<b>From Sewer Customers</b>	2,713,500	2,470,000	2,576,200	106,200
<b>Total Recycled Revenues</b>	<b>\$ 9,106,300</b>	<b>\$ 9,053,800</b>	<b>\$ 9,732,900</b>	<b>\$ 679,100</b>
<b>Operating Costs:</b>				
<b>Purchased Water</b>	\$ -	\$ -	\$ -	-
<b>Transmission</b>	996,500	1,110,500	1,068,200	(42,300)
<b>Pumping</b>	574,600	585,900	545,200	(40,700)
<b>Energy</b>	972,900	1,193,000	977,000	(216,000)
<b>Storage</b>	687,900	760,000	869,000	109,000
<b>Allocated Support Costs</b>	2,989,100	3,054,700	3,563,500	508,800
<b>Operating Costs</b>	<b>\$ 6,221,000</b>	<b>\$ 6,704,100</b>	<b>\$ 7,022,900</b>	<b>\$ 318,800</b>
<b>Net Operating Revenue to Fund Capital Commitments</b>	<b>\$ 2,885,300</b>	<b>\$ 2,349,700</b>	<b>\$ 2,710,000</b>	<b>\$ 360,300</b>

The following table is a detailed breakdown of the Recycled Service operating costs.



## BUDGET FISCAL YEAR 2016-17

RECYCLED OPERATING COSTS BY ACCOUNT			
ACCOUNT - DESCRIPTION	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
53150 - DIRECT LABOR	\$ 1,246,240	\$ 1,317,930	\$ 1,371,216
53151 - ENGINEERING LABOR	2,080	510	510
53160 - HAZMAT RESPONSE LABOR	-	2,020	2,020
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,248,320</b>	<b>\$ 1,320,460</b>	<b>\$ 1,373,746</b>
54120 - DIRECT MATERIALS	114,184	172,512	170,120
54140 - INVENTORY MATERIALS	141,135	128,046	102,074
54242 - CHEMICALS	11,627	102,000	76,000
54244 - OIL & LUBRICANTS	16,831	35,700	20,000
54246 - DIESEL	4,168	-	-
54446 - TOOLS-REPLACEMENT	102	-	200
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 288,047</b>	<b>\$ 438,258</b>	<b>\$ 368,394</b>
55170 - ELECTRIC POWER	818,169	1,026,600	941,515
55175 - ENERGY CREDITS	-	-	(124,515)
55271 - NATURAL GAS	154,731	166,400	160,000
<b>55170:55271 - ENERGY</b>	<b>\$ 972,900</b>	<b>\$ 1,193,000</b>	<b>\$ 977,000</b>
55472 - OTHER UTILITIES	9,216	4,590	6,650
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 9,216</b>	<b>\$ 4,590</b>	<b>\$ 6,650</b>
56160 - OUTSIDE SERVICES	420,028	370,991	369,057
56164 - SAWPA FEES VOLUMETRIC	1,123	1,664	1,700
56177 - REPAIRS-OTHER	22,573	9,734	5,614
56178 - MAJOR MAINTENANCE & REPAIR-PLANNED PM	67,710	35,700	60,200
56179 - MAJOR MAINTENANCE & REPAIR-UNPLANNED	-	30,600	85,000
56180 - JANITORIAL SERVICES	828	1,938	2,000
56181 - REFUSE & WASTE HAULING	13,514	6,528	22,400
56267 - CONSULTANTS-ENGINEERING	35,923	43,050	37,500
56430 - AIR QUALITY COMPLIANCE COSTS	23,052	16,320	17,000
56434 - TESTS-OUTSIDE LAB	-	1,020	1,020
56565 - INSURANCE	287	-	-
56768 - OUTSIDE PERMIT FEES	106,633	127,078	118,200
56770 - SCAQMD FEES	10,729	6,222	6,500
56775 - TAXES/ASSESSMENTS	-	1,326	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 702,399</b>	<b>\$ 652,171</b>	<b>\$ 726,191</b>
57130 - OUTSIDE EQUIPMENT	29,733	58,800	49,500
57133 - MAINTENANCE CONTRACTS	38,129	4,080	37,000
57235 - EQUIPMENT RENTAL	45,732	46,971	55,870
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 113,594</b>	<b>\$ 109,851</b>	<b>\$ 142,370</b>



## BUDGET FISCAL YEAR 2016-17

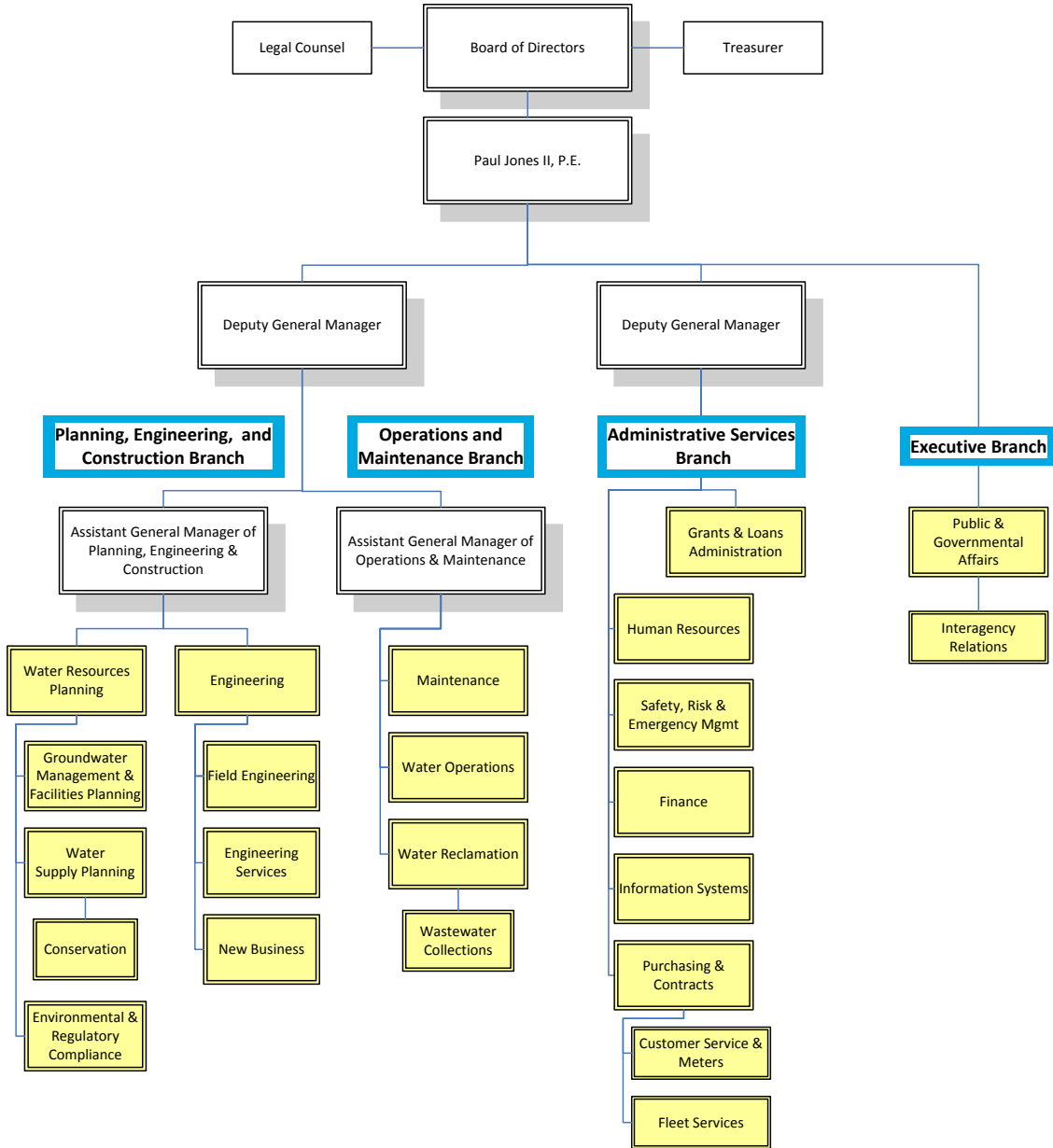
RECYCLED OPERATING COSTS BY ACCOUNT - CONTINUED			
ACCOUNT - DESCRIPTION	FY 2014-15 Actual	FY 2015-16 Budget	FY 2016-17 Budget
57500 - AUGMENTATION COST - DESALTER WELLS	\$ 71,415	\$ -	\$ -
<b>57500:57500 - TRANSFER COSTS</b>	<b>\$ 71,415</b>	<b>\$ -</b>	<b>\$ -</b>
58161 - EMPLOYEE TRAVEL EXPENSE	31	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 31</b>	<b>\$ -</b>	<b>\$ -</b>
59175 - REGULATORY COMPLIANCE ALLOC - 747	169,853	173,316	221,640
59177 - MAINTENANCE SERVICES ALLOC - 750	364,472	434,384	196,282
59178 - ELECTRICAL SERVICES ALLOC - 755	201,599	248,307	246,940
59179 - ASSET & FACILITIES MGMT ALLOC - 757	78,869	88,456	277,860
59181 - WATER OPS SPC SVCS ALLOC-74101	-	-	26,724
59183 - MAPS & RECORDS ALLOC-735,736,767	504,690	611,288	638,780
59184 - RECYCLED WATER OPS ALLOC-754	379,013	348,897	738,200
59185 - FIELD SVCS CONSTRUCTION ALLOC-753	88,710	98,822	95,570
59187 - NEW BUSINESS ALLOCATION - 733	223,371	264,723	261,960
59188 - LABORATORY ALLOCATION-749	61,085	76,740	39,788
59192 - WATER OPS CENTRAL CONTROL ALLOC-741	176,870	177,053	187,300
59193 - WATER OPS ADMIN ALLOC-743	180,082	189,203	186,600
59194 - MECHANICAL SVCS ALLOC-745	267,205	274,581	310,905
Pension Expense Adjustment /Non-Cash Component (GASB 68)	119,260	-	-
<b>59170:59200 - ALLOCATED COSTS</b>	<b>\$ 2,815,078</b>	<b>\$ 2,985,770</b>	<b>\$ 3,428,549</b>
<b>TOTAL RECYCLED OPERATING COSTS</b>	<b>\$ 6,221,000</b>	<b>\$ 6,704,100</b>	<b>\$ 7,022,900</b>



DISTRICT ORGANIZATIONAL CHART

# Eastern Municipal Water District Organizational Chart

631 current  
(2 to be eliminated)



Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

### WAGES AND BENEFITS

Labor cost is one of the largest categories of District expense and is comprised of wages and benefits. Total labor cost is projected to be \$84.2 million for FY 2016-17, an increase of \$2.6 million (3.2 percent) from the FY 2015-16 budget. The budget includes 629 positions which is a decrease of 2 positions from FY 2015-16. Of the total labor cost, approximately 10 percent is charged to capital projects (CIP), approximately 30 percent is charged to operating services, and approximately 60 percent is charged to department expense. Wages and benefits are presented by category and by department.

The increase in labor cost is driven primarily by mandates such as the CalPERS required employer contribution rate, collective bargaining agreement terms (MOU), and medical provider premium increases. The total compensation package provided to employees is a reflection of the District's high standard to excellence as an exemplary employer.

Other post-employment benefits (OPEB) were previously included in the wages and benefits but are now shown separately from wages and benefits as a separate other commitment line item in the budget summary.

### Wages and Benefits by Category

Account / Description	Actual FY 2014-15	Budget FY 2015-16	Budget FY 2016-17	FY 2016-17 vs FY 2015-16
<b>Total Wages &amp; Earnings</b>	<b>\$ 53,860,660</b>	<b>\$ 55,130,307</b>	<b>\$ 58,360,000</b>	<b>5.9%</b>
<b>Benefits:</b>				
52202 Health Insurance	\$ 11,099,387	\$ 9,886,569	\$ 12,688,500	28.3%
Less: OPEB Paygo Shown Separately (1)	(3,015,897)	-	(3,338,100)	100.0%
52202 Net Health Insurance	\$ 8,083,490	\$ 9,886,569	\$ 9,350,400	-5.4%
52201 PERS	11,357,351	11,631,018	11,319,900	-2.7%
52203 Dental Insurance	652,411	669,947	792,000	18.2%
52204 Basic Life Insurance 1x	244,340	249,987	269,650	7.9%
52205 Supplemental Insurance 2x at 50%	170,980	249,362	187,380	-24.9%
52206 Disability Insurance	315,136	347,943	358,300	3.0%
52207 401(a) Contribution (includes Match)	1,160,410	1,418,498	1,514,150	6.7%
52208 Unemployment Reimbursement	44,607	51,931	50,900	-2.0%
52209 Workers Compensation	438,092	826,800	826,900	0.0%
52210 Employee Asst Program	14,504	15,700	16,000	1.9%
52213 FICA Medicare Tax Employer	746,565	754,803	831,300	10.1%
52214 OASDI Employer (for Students & Board)	9,636	12,298	10,300	-16.2%
52216 Compensatory Time (Accrued OT Worked)	259,583	213,229	282,500	32.5%
52217 Vision Insurance	52,416	52,204	52,320	0.2%
57237 Work Clothes Rental	102,672	110,592	-	-100.0%
<b>Total Benefits Expense</b>	<b>\$ 23,652,192</b>	<b>\$ 26,490,881</b>	<b>\$ 25,862,000</b>	<b>-2.4%</b>
<b>Total Wage &amp; Benefit Expense</b>	<b>\$ 77,512,852</b>	<b>\$ 81,621,188</b>	<b>\$ 84,222,000</b>	<b>3.2%</b>
<b>Budgeted Positions</b>	<b>629</b>	<b>631</b>	<b>629</b>	<b>-0.3%</b>

Note (1): OPEB expenses (both paygo and trust contributions) are shown separately in the budget for FY 2014-15 and FY 2015-16 and FY 2016-17.

# BUDGET FISCAL YEAR 2016-17

## Wages and Benefits by Department – Part 1

Branch / Department Name	Dept Number	Positions FY 2015-16*	Budget FY 2015-16*	Positions FY 2016-17	Budget FY 2016-17	\$ Change vs FY 2015-16	% Change vs FY 2015-16
<b>EXECUTIVE BRANCH</b>							
Board of Directors	801-718	0	\$ 213,042	0	\$ 246,200	\$ 33,158	15.6%
Executive	802-711	5	922,630	5	949,100	26,470	2.9%
Public & Governmental Affairs	804-704	7	1,169,561	8	1,372,600	203,039	17.4%
Education	814-714	2	200,224	2	258,700	58,476	29.2%
Interagency Relations	805-705	2	333,771	2	350,000	16,229	4.9%
<b>Total Executive Branch</b>		<b>16</b>	<b>\$ 2,839,228</b>	<b>17</b>	<b>\$ 3,176,600</b>	<b>\$ 337,372</b>	<b>11.9%</b>
<b>ADMINISTRATIVE SERVICES BRANCH</b>							
Administrative Services (DGM)	819-719	4	\$ 699,368	4	\$ 810,000	\$ 110,632	15.8%
Human Resources	803-723	8	1,215,088	7	1,147,300	(67,788)	-5.6%
Safety, Risk & Emergency Management	807-724	4	575,519	5	718,500	142,981	24.8%
Customer Service	811-752	56	5,648,080	58	5,780,000	131,920	2.3%
Meter Services	812-765	20	2,030,828	16	1,633,600	(397,228)	-19.6%
Information Systems	816-722	31	4,803,784	27	4,772,100	(31,684)	-0.7%
Finance	821-721	22	2,900,905	20	2,654,300	(246,605)	-8.5%
Special Funding District	825-725	2	244,365	3	405,500	161,135	65.9%
Purchasing	809-768	10	1,215,174	12	1,499,800	284,626	23.4%
Contracts	808-766	6	701,378	5	782,600	81,222	11.6%
Warehouse/Receiving	813-764	7	745,685	7	729,900	(15,785)	-2.1%
Records Management	818-736	5	472,438	4	400,600	(71,838)	-15.2%
Fleet Services +	851-7786	11	1,235,392	11	1,249,900	14,508	1.2%
<b>Total Administrative Services Branch</b>		<b>186</b>	<b>\$ 22,488,004</b>	<b>179</b>	<b>\$ 22,584,100</b>	<b>\$ 96,096</b>	<b>0.4%</b>
<b>ENGINEERING AND OPERATIONS BRANCHES</b>							
Engineering & Operations Administration (DGM/AGMs) +	806-706	6	\$ 1,317,163	6	\$ 1,465,500	\$ 148,337	11.3%
<b>Total Branch Administration</b>		<b>6</b>	<b>\$ 1,317,163</b>	<b>6</b>	<b>\$ 1,465,500</b>	<b>\$ 148,337</b>	<b>11.3%</b>
<b>Planning, Engineering &amp; Construction Branch</b>							
Engineering +	831-731	20	\$ 3,504,171	21	\$ 3,808,000	\$ 303,829	8.7%
Field Engineering	832-732	33	4,419,236	31	4,358,800	(60,436)	-1.4%
New Business Development	833-733	20	2,872,765	22	3,119,100	246,335	8.6%
Engineering Services	835-735	25	3,159,732	26	3,273,800	114,068	3.6%
Groundwater Management & Facilities Planning +	820-720	15	2,323,011	15	2,516,900	193,889	8.3%
Conservation	826-726	4	438,033	5	609,100	171,067	39.1%
Water Supply Planning	827-727	0	-	5	845,200	845,200	100.0%
Laboratory	860-749	14	1,645,406	12	1,462,600	(182,806)	-11.1%
Environmental & Regulatory Compliance	880-747	10	1,483,796	12	1,894,800	411,004	27.7%
Source Control	882-748	10	1,187,287	11	1,306,100	118,813	10.0%
<b>Total Planning, Engineering &amp; Construction Branch</b>		<b>151</b>	<b>\$ 21,033,437</b>	<b>160</b>	<b>\$ 23,194,400</b>	<b>\$ 2,160,963</b>	<b>10.3%</b>

\* Regrouped for Comparison due to Organizational Changes

+ Fiscal Year 2015-16 Department Budget Amounts and Positions have been restated for Organizational Changes.

# BUDGET FISCAL YEAR 2016-17

## Wages and Benefits by Department – Part 2

Branch / Department Name	Dept Number	Positions FY 2015-16*	Budget FY 2015-16*	Positions FY 2016-17	Budget FY 2016-17	\$ Change vs FY 2015-16	% Change vs FY 2015-16
<b>ENGINEERING AND OPERATIONS BRANCHES (continued)</b>							
<b>Operations &amp; Maintenance Branch</b>							
Maintenance Services +	850-750	4	\$ 549,677	4	\$ 571,200	\$ 21,523	3.9%
Mechanical Services +	854-745	33	4,034,831	32	3,893,900	(140,931)	-3.5%
Electrical Services	855-755	24	3,201,603	24	3,441,700	240,097	7.5%
Field Services Construction	856-753	23	2,747,989	22	2,526,300	(221,689)	-8.1%
Assets & Facilities Management +	857-757	18	2,061,611	16	1,932,800	(128,811)	-6.2%
<b>Total Maintenance Services</b>		<b>102</b>	<b>\$ 12,595,711</b>	<b>98</b>	<b>\$ 12,365,900</b>	<b>\$ (229,811)</b>	<b>-1.8%</b>
Water Operations Administration	870-743	4	\$ 584,074	4	\$ 600,200	\$ 16,126	2.8%
Water Operations - IOC	872-741	13	1,721,644	21	2,626,700	905,056	52.6%
Water Operations - Production	873-744	18	2,326,056	11	1,454,200	(871,856)	-37.5%
Water Operations - Distribution	874-74401	21	2,523,712	19	2,258,900	(264,812)	-10.5%
Recycled Water Operations	875-754	10	1,134,463	11	1,312,700	178,237	15.7%
<b>Total Water Operations</b>		<b>66</b>	<b>\$ 8,289,949</b>	<b>66</b>	<b>\$ 8,252,700</b>	<b>\$ (37,249)</b>	<b>-0.4%</b>
Reclamation Administration	890-758	4	\$ 633,288	4	\$ 667,200	\$ 33,912	5.4%
SJVRWRF Plant Operations	891-791	14	1,672,155	13	1,640,100	(32,055)	-1.9%
MVRWRF Plant Operations	892-792	14	1,694,959	14	1,776,300	81,341	4.8%
RWRF Plant Maintenance	893-793	29	3,738,553	28	3,676,400	(62,153)	-1.7%
TVRWRF Plant Operations	894-794	14	1,784,613	14	1,753,200	(31,413)	-1.8%
PVRWRF Plant Operations	895-795	14	1,745,498	15	1,882,400	136,902	7.8%
Wastewater Collection Services	896-796	15	1,788,630	15	1,787,200	(1,430)	-0.1%
<b>Total Water Reclamation</b>		<b>104</b>	<b>\$ 13,057,696</b>	<b>103</b>	<b>\$ 13,182,800</b>	<b>\$ 125,104</b>	<b>1.0%</b>
<b>Total Operations &amp; Maintenance Branch</b>		<b>272</b>	<b>\$ 33,943,356</b>	<b>267</b>	<b>\$ 33,801,400</b>	<b>\$ (141,956)</b>	<b>-0.4%</b>
<b>Total Engineering &amp; Operations Branches</b>		<b>429</b>	<b>\$ 56,293,956</b>	<b>433</b>	<b>\$ 58,461,300</b>	<b>\$ 2,167,344</b>	<b>3.9%</b>
<b>TOTAL WAGES &amp; BENEFITS</b>		<b>631</b>	<b>\$ 81,621,188</b>	<b>629</b>	<b>\$ 84,222,000</b>	<b>\$ 2,600,812</b>	<b>3.2%</b>

\* Regrouped for Comparison due to Organizational Changes.

+ Fiscal Year 2015-16 Department Budget Amounts and Positions have been restated for Organizational Changes.

## BUDGET FISCAL YEAR 2016-17

### DEPARTMENT EXPENSES

Department expenses are those costs necessary to the function of each department. Labor cost in department expense includes an engineering overhead allocation. Approximately 60 percent of the total wages and benefits are charged to department expense. Department expense summaries are shown by category totals, by category detail, and by department.

There have been organizational changes in each fiscal year since early 2014. These changes have enabled the District to tackle an ambitious Strategic Plan, more effectively deploy management resources and establish an effective organizational succession plan. The restructurings have also enabled the organization to make the most of the strengths and abilities of each member of the Senior Management Team.

Additionally, during mid-Fiscal Year 2015-16 several departments were renumbered in order to accommodate technology updates in the Human Resources and Payroll functions. This can be seen in the department tables in the following pages.

### Department Expense Summary by Category

ACCOUNT - DESCRIPTION	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Change	% Change
	Actual	Actual	Budget	Budget	vs FY 2015-16	vs FY 2015-16
53000:53999 - DIRECT LABOR	\$ 47,997,837	\$ 48,922,140	\$ 50,214,020	\$ 53,903,417	\$ 3,689,397	7.3%
54000:54999 - MATERIALS & SUPPLIES	3,485,396	3,423,381	4,188,068	4,205,468	17,400	0.4%
55170:55271 - ENERGY	657,604	538,863	703,025	543,650	(159,375)	-22.7%
55373:55472 - OTHER UTILITIES	444,016	505,338	463,199	577,805	114,606	24.7%
56000:57000 - OUTSIDE SERVICES	7,050,042	8,092,383	8,877,811	10,543,447	1,665,636	18.8%
57100:57400 - RENTS & LEASES	6,654,171	6,401,860	7,429,340	7,307,730	(121,610)	-1.6%
58000:58999 - ADMINISTRATIVE EXPENSES	2,358,833	2,262,826	2,501,762	2,937,663	435,901	17.4%
59000:59099 - DEPARTMENT CREDITS	(724,254)	(888,077)	(686,441)	(981,496)	(295,055)	43.0%
59170:59200 - ALLOCATED SUPPORT COSTS	(6,278,907)	(8,221,928)	(4,361,938)	(5,784,288)	(1,422,350)	32.6%
<b>Total Department Expense</b>	<b>\$ 61,644,739</b>	<b>\$ 61,036,788</b>	<b>\$ 69,328,846</b>	<b>\$ 73,253,396</b>	<b>\$ 3,924,550</b>	<b>5.7%</b>
Less: Internal Vehicle Pool Charges	(3,286,847)	(3,209,634)	(3,501,946)	(3,119,832)	382,114	-10.9%
<b>NET DEPARTMENT EXPENSE BEFORE G&amp;A ALLOCATION</b>	<b>\$ 58,357,892</b>	<b>\$ 57,827,154</b>	<b>\$ 65,826,900</b>	<b>\$ 70,133,564</b>	<b>\$ 4,306,664</b>	<b>6.5%</b>
G&A Allocation to Water	(4,145,441)	(4,317,166)	(4,147,000)	(4,533,000)	(386,000)	9.3%
G&A Allocation to Sewer	(8,049,076)	(8,438,679)	(7,703,000)	(8,419,000)	(716,000)	9.3%
<b>NET DEPARTMENT EXPENSE AFTER G&amp;A ALLOCATION</b>	<b>\$ 46,163,375</b>	<b>\$ 45,071,309</b>	<b>\$ 53,976,900</b>	<b>\$ 57,181,564</b>	<b>\$ 3,204,664</b>	<b>5.9%</b>



# BUDGET FISCAL YEAR 2016-17

## Department Expense Summary by Account Category – Part 1

ACCOUNT - DESCRIPTION	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Change	% Change
	Actual	Actual	Budget	Budget	vs FY 2015-16	vs FY 2015-16
53150 - DIRECT LABOR	\$ 46,661,308	\$ 48,222,544	\$ 49,277,898	\$ 53,431,817	\$ 4,153,919	8.4%
53151 - ENGINEERING LABOR	867,869	321,093	539,161	1,000	(538,161)	-99.8%
53152 - DESIGN LABOR	-	78	-	-	-	-
53157 - INSPECTION LABOR	1,982	1,744	-	-	-	-
53160 - HAZMAT RESPONSE LABOR	5,425	-	-	-	-	-
53198 - LABOR-WORKERS COMP DUTY	176,550	40,531	-	20,000	20,000	100.00%
53199 - LABOR-STUDENTS	-	49,613	74,750	114,000	39,250	52.5%
53550 - STANDBY LABOR	284,702	286,537	322,211	336,600	14,389	4.5%
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 47,997,837</b>	<b>\$ 48,922,140</b>	<b>\$ 50,214,020</b>	<b>\$ 53,903,417</b>	<b>\$ 3,689,397</b>	<b>7.3%</b>
54120 - DIRECT MATERIALS	\$ 785,242	\$ 875,509	\$ 1,051,934	\$ 1,218,916	\$ 166,982	15.9%
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	40,173	59,038	69,785	117,069	47,284	67.8%
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	125,483	106,714	115,272	174,514	59,242	51.4%
54123 - METER MATERIALS	(15,613)	(29,243)	-	-	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	178,628	142,231	158,499	214,123	55,624	35.1%
54125 - NEW COMPUTER WORKSTATIONS	20,516	40,958	16,532	29,488	12,956	78.4%
54126 - REPLACEMENT COMPUTER WORKSTATIONS	93,768	26,787	70,477	43,311	(27,166)	-38.5%
54127 - NETWORK MATERIALS	88,438	160,822	51,000	60,000	9,000	17.6%
54140 - INVENTORY MATERIALS	256,114	291,998	266,185	284,183	17,998	6.8%
54242 - CHEMICALS	-	483	-	-	-	-
54244 - OIL & LUBRICANTS	16,676	21,186	17,391	22,381	4,990	28.7%
54245 - TIRES	95,685	101,370	98,809	100,785	1,976	2.0%
54246 - DIESEL	194,039	151,499	348,324	190,369	(157,955)	-45.3%
54247 - NATURAL GAS/PROPANE	9,740	5,898	22,501	7,004	(15,497)	-68.9%
54248 - GASOLINE	773,205	609,476	1,020,000	747,322	(272,678)	-26.7%
54343 - AUTO PARTS	328,260	265,801	316,200	251,000	(65,200)	-20.6%
54344 - EQUIPMENT PARTS-OTHER	21,208	14,182	20,400	20,400	-	-
54446 - TOOLS-REPLACEMENT	120,323	147,076	212,679	238,603	25,924	12.2%
54568 - INVENTORY-SALES TAX	333,449	412,165	310,080	464,000	153,920	49.6%
54569 - INVENTORY-FREIGHT	20,063	19,429	22,000	22,000	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,485,396</b>	<b>\$ 3,423,381</b>	<b>\$ 4,188,068</b>	<b>\$ 4,205,468</b>	<b>\$ 17,400</b>	<b>0.4%</b>
55170 - ELECTRIC POWER	\$ 426,798	\$ 372,005	\$ 452,150	\$ 528,000	\$ 75,850	16.8%
55175 - ENERGY CREDITS	-	-	-	(185,000)	(185,000)	100.00%
55271 - NATURAL GAS	230,806	166,859	250,875	200,650	(50,225)	-20.0%
<b>55170:55271 - ENERGY</b>	<b>\$ 657,604</b>	<b>\$ 538,863</b>	<b>\$ 703,025</b>	<b>\$ 543,650</b>	<b>\$ (159,375)</b>	<b>-22.7%</b>
55373 - TELEPHONE	\$ 417,651	\$ 473,675	\$ 435,669	\$ 545,605	\$ 109,936	25.2%
55472 - OTHER UTILITIES	26,364	31,663	27,530	32,200	4,670	17.0%
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 444,016</b>	<b>\$ 505,338</b>	<b>\$ 463,199</b>	<b>\$ 577,805</b>	<b>\$ 114,606</b>	<b>24.7%</b>





## BUDGET FISCAL YEAR 2016-17

### Department Expense Summary by Account Category – Part 2

ACCOUNT - DESCRIPTION	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Change	% Change
	Actual	Actual	Budget	Budget	FY 2016-17 vs FY 2015-16	FY 2016-17 vs FY 2015-16
56160 - OUTSIDE SERVICES	\$ 1,880,490	\$ 2,462,032	\$ 2,120,867	\$ 3,326,213	\$ 1,205,346	56.8%
56161 - TEMPORARY SERVICES	504,683	599,541	507,918	456,500	(51,418)	-10.1%
56162 - REPAIRS-RADIO	488	1,348	4,020	1,000	(3,020)	-75.1%
56163 - SECURITY SERVICES	655,162	657,598	717,570	785,570	68,000	9.5%
56174 - REPAIRS-AUTOMOTIVE	21,866	9,595	12,750	31,258	18,508	145.2%
56177 - REPAIRS-OTHER	140,426	135,087	189,863	154,574	(35,289)	-18.6%
56178 - MAJOR MAINTENANCE & REPAIR-PLANNED PM	7,820	-	153,000	120,000	(33,000)	-21.6%
56179 - MAJOR MAINTENANCE & REPAIR-UNPLANNED	-	10,987	35,700	25,000	(10,700)	-30.0%
56180 - JANITORIAL SERVICES	184,694	154,530	185,130	232,500	47,370	25.6%
56181 - REFUSE & WASTE HAULING	85,733	97,887	93,926	107,930	14,004	14.9%
56227 - NETWORK SERVICES	80,200	33,715	35,700	20,000	(15,700)	-44.0%
56265 - COMPUTER CONSULTING & PROGRAMMING	605,360	858,912	1,077,740	934,830	(142,910)	-13.3%
56266 - CONSULTANTS-OTHER	302,875	321,011	511,340	566,915	55,575	10.9%
56267 - CONSULTANTS-ENGINEERING	51,275	112,490	129,656	130,100	444	0.3%
56268 - SAFETY CONSULTANTS	21,238	17,572	149,736	158,686	8,950	6.0%
56430 - AIR QUALITY COMPLIANCE COSTS	4,400	4,530	3,000	3,000	-	-
56434 - TESTS-OUTSIDE LAB	-	655	-	-	-	-
56463 - TESTS-EMWD LAB	32,690	1,340	-	-	-	-
56560 - POSTAGE	929,321	830,551	989,812	1,079,564	89,752	9.1%
56565 - INSURANCE	1,043,157	1,142,433	1,360,908	1,549,180	188,272	13.8%
56768 - OUTSIDE PERMIT FEES	22,696	20,771	46,740	59,130	12,390	26.5%
56769 - PENALTIES & FINES	-	5,443	-	-	-	-
56770 - SCAQMD FEES	12,088	11,749	13,500	14,050	550	4.1%
56775 - TAXES/ASSESSMENTS	19,793	19,793	24,447	24,447	-	-
56900 - ELECTION EXPENSE	-	139,255	-	300,000	300,000	100.00%
57000 - AGENCY CONTRIBUTIONS	443,588	443,559	514,488	463,000	(51,488)	-10.0%
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 7,050,042</b>	<b>\$ 8,092,383</b>	<b>\$ 8,877,811</b>	<b>\$ 10,543,447</b>	<b>\$ 1,665,636</b>	<b>18.8%</b>
57130 - OUTSIDE EQUIPMENT	\$ 648,349	\$ 567,009	\$ 611,856	\$ 609,118	\$ (2,738)	-0.4%
57131 - SPACE RENT	47,406	71,959	16,500	89,400	72,900	441.8%
57133 - MAINTENANCE CONTRACTS	108,402	103,929	127,277	218,100	90,823	71.4%
57134 - SOFTWARE LICENSE & SUPPORT	2,539,480	2,431,634	3,147,739	2,615,552	(532,187)	-16.9%
57135 - CLOUD SERVICE SUBSCRIPTIONS	-	-	-	525,728	525,728	100.00%
57235 - EQUIPMENT RENTAL	3,286,847	3,209,634	3,501,946	3,119,832	(382,114)	-10.9%
57237 - WORK CLOTHES RENTAL	23,687	17,695	24,022	130,000	105,978	441.2%
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 6,654,171</b>	<b>\$ 6,401,860</b>	<b>\$ 7,429,340</b>	<b>\$ 7,307,730</b>	<b>\$ (121,610)</b>	<b>-1.6%</b>



## BUDGET FISCAL YEAR 2016-17

### Department Expense Summary by Account Category – Part 3

ACCOUNT - DESCRIPTION	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	\$ Change	% Change
	Actual	Actual	Budget	Budget	FY 2016-17 vs FY 2015-16	FY 2016-17 vs FY 2015-16
58121 - CONFERENCE FEES	\$ 44,467	\$ 62,401	\$ 122,443	\$ 173,283	\$ 50,840	41.5%
58122 - TECHNICAL TRAINING EXPENSE	46,019	71,135	103,030	281,960	178,930	173.7%
58123 - OUTSIDE TECHNICAL TRAINING	24,174	34,643	194,389	142,458	(51,931)	-26.7%
58124 - SAFETY TRAINING	212,378	141,888	257,600	215,437	(42,163)	-16.4%
58161 - EMPLOYEE TRAVEL EXPENSE	227,477	249,145	264,704	346,226	81,522	30.8%
58163 - DUES & MEMBERSHIP FEES	187,709	237,730	232,960	312,020	79,060	33.9%
58164 - SUBSCRIPTIONS	161,196	182,177	309,029	44,759	(264,270)	-85.5%
58240 - LEGAL-RETAINER FEE	728,202	538,274	419,220	501,020	81,800	19.5%
58250 - LEGAL-OTHER	154,796	76,071	51,100	115,500	64,400	126.0%
58260 - LEGAL-SETTLEMENT	232	-	-	-	-	-
58910 - MISC EXPENSES	155	-	-	-	-	-
58930 - BANK SERVICE FEES	572,028	669,361	547,287	805,000	257,713	47.1%
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 2,358,833</b>	<b>\$ 2,262,826</b>	<b>\$ 2,501,762</b>	<b>\$ 2,937,663</b>	<b>\$ 435,901</b>	<b>17.4%</b>
59080 - DEPT CREDITS-LAB	\$ (68,585)	\$ (42,025)	\$ (53,040)	\$ (53,040)	\$ -	-
59082 - DEPT CREDITS-WAREHOUSE	(321,044)	(395,892)	(310,080)	(464,000)	(153,920)	49.6%
59084 - DEPT CREDITS-MAPS	(90,198)	(107,905)	(45,900)	(45,900)	-	-
59085 - DEPT CREDITS-MATERIAL FAB	(15,948)	(20,495)	(4,488)	(4,488)	-	-
59086 - DEPT CREDITS-MISC	(228,479)	(321,759)	(272,933)	(414,068)	(141,135)	51.7%
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (724,254)</b>	<b>\$ (888,077)</b>	<b>\$ (686,441)</b>	<b>\$ (981,496)</b>	<b>\$ (295,055)</b>	<b>43.0%</b>
59170 - CHARGED TO CONSTRUCTION PROJECTS	\$ (4,136,160)	\$ (5,170,169)	\$ (4,361,938)	\$ (5,784,288)	\$ (1,422,350)	32.6%
59170 - OVERHEAD VARIANCE	(1,636,289)	(2,935,812)	-	-	-	-
59200 - (OVER) UNDER CHARGED EXPENSE	(506,457)	(115,947)	-	-	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (6,278,907)</b>	<b>\$ (8,221,928)</b>	<b>\$ (4,361,938)</b>	<b>\$ (5,784,288)</b>	<b>\$ (1,422,350)</b>	<b>32.6%</b>
<b>Total Department Expense</b>	<b>\$ 61,644,739</b>	<b>\$ 61,036,788</b>	<b>\$ 69,328,846</b>	<b>\$ 73,253,396</b>	<b>\$ 3,924,550</b>	<b>5.7%</b>
Less: Internal Vehicle Pool Charges	(3,286,847)	(3,209,634)	(3,501,946)	(3,119,832)	382,114	-10.9%
<b>NET DEPARTMENT EXPENSE BEFORE G&amp;A ALLOCATION</b>	<b>\$ 58,357,892</b>	<b>\$ 57,827,154</b>	<b>\$ 65,826,900</b>	<b>\$ 70,133,564</b>	<b>\$ 4,306,664</b>	<b>6.5%</b>
G&A Allocation to Water	(4,145,441)	(4,317,166)	(4,147,000)	(4,533,000)	(386,000)	9.3%
G&A Allocation to Sewer	(8,049,076)	(8,438,679)	(7,703,000)	(8,419,000)	(716,000)	9.3%
<b>NET DEPARTMENT EXPENSE AFTER G&amp;A ALLOCATION</b>	<b>\$ 46,163,375</b>	<b>\$ 45,071,309</b>	<b>\$ 53,976,900</b>	<b>\$ 57,181,564</b>	<b>\$ 3,204,664</b>	<b>5.9%</b>



# BUDGET FISCAL YEAR 2016-17

## Department Expense Summary by Department – Part 1

Branch / Department Name	Dept No.	Cost Center	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget *	FY 2016-17 Budget	\$ Change vs FY 2015-16	% Change vs FY 2015-16
<b>EXECUTIVE BRANCH</b>								
Board of Directors	801-718	071800	\$ 370,608	\$ 530,597	\$ 320,346	\$ 710,608	\$ 390,262	121.8%
Executive	802-711	071100	3,102,791	2,609,123	2,283,361	2,667,276	383,915	16.8%
Public & Governmental Affairs	804-704	070400	1,389,802	1,535,980	1,650,741	2,068,092	417,351	25.3%
Education	814-714	071400	305,393	325,876	339,535	400,056	60,521	17.8%
Interagency Relations	805-705	070500	399,985	406,618	413,051	555,596	142,545	34.5%
<b>Total Executive Branch</b>			<b>\$ 5,568,580</b>	<b>\$ 5,408,193</b>	<b>\$ 5,007,034</b>	<b>\$ 6,401,628</b>	<b>\$ 1,394,594</b>	<b>27.9%</b>
<b>ADMINISTRATIVE SERVICES BRANCH</b>								
Administrative Services (DGM)	819-719	071900	\$ 598,558	\$ 703,436	\$ 742,868	\$ 859,500	\$ 116,632	15.7%
Human Resources	803-723	072300	1,132,138	1,365,863	1,571,079	1,659,840	88,761	5.6%
Safety, Risk & Emergency Management	807-724	072400	2,315,551	2,392,716	2,940,090	3,433,335	493,245	16.8%
Hazmat	-712	071200	-	-	-	64,400	64,400	100.0%
Customer Service	811-752	075200	7,116,668	6,981,919	7,677,502	8,138,742	461,240	6.0%
Meter Services	812-765	076500	1,877,753	1,890,614	1,895,788	1,647,261	(248,527)	-13.1%
Information Systems	816-722	072200	7,653,999	7,571,451	8,479,939	8,368,368	(111,571)	-1.3%
Finance	821-721	072100	2,803,740	2,728,133	3,400,926	3,257,471	(143,455)	-4.2%
Special Funding District Gross	825-725	072500	226,767	315,597	252,933	414,068	161,135	63.7%
Special Funding District (Credit from CFDs)	825-725	072500	(226,767)	(321,759)	(252,933)	(414,068)	(161,135)	63.7%
Purchasing	809-768	076800	1,194,158	1,211,781	1,270,174	1,554,380	284,206	22.4%
Contracts	808-766	076600	720,259	774,742	744,163	818,465	74,302	10.0%
Warehouse/Receiving	813-764	076400	1,197,684	1,304,428	1,296,703	1,428,535	131,832	10.2%
Warehouse/Receiving (Credits)	813-764	076400	(321,044)	(395,892)	(310,080)	(464,000)	(153,920)	49.6%
Records Management	818-736	073600	505,405	500,064	557,983	527,980	(30,003)	-5.4%
Copy Center	-767	076700	976,406	811,957	983,826	1,153,181	169,355	17.2%
<b>Total Departments</b>			<b>\$ 27,771,276</b>	<b>\$ 27,835,049</b>	<b>\$ 31,250,961</b>	<b>\$ 32,447,458</b>	<b>\$ 1,196,497</b>	<b>3.8%</b>
Fleet Services Vehicle Centers	851-7745	774500	\$ 442,066	\$ 395,539	\$ 454,687	\$ 894,883	\$ 440,196	96.8%
Fuel Station	851-7785	778500	995,469	789,875	1,412,823	1,000,128	(412,695)	-29.2%
Fleet Services Shop Operations	851-7786	778600	1,542,987	1,392,517	1,591,018	1,265,058	(325,960)	-20.5%
Previous Auto Shop Overhead	851-7787	778700	374,181	349,191	354,371	-	(354,371)	-100.0%
<b>Total Fleet</b>			<b>\$ 3,354,703</b>	<b>\$ 2,927,122</b>	<b>\$ 3,812,899</b>	<b>\$ 3,160,069</b>	<b>\$ (652,830)</b>	<b>-17.1%</b>
<b>Total Administrative Services Branch</b>			<b>\$ 31,125,979</b>	<b>\$ 30,762,171</b>	<b>\$ 35,063,860</b>	<b>\$ 35,607,527</b>	<b>\$ 543,667</b>	<b>1.6%</b>

\* Regrouped for Comparison due to Organizational Changes

+ Fiscal Year 2015-16 Department Budget Amounts have been restated for Organizational Changes.



# BUDGET FISCAL YEAR 2016-17

## Department Expense Summary by Department – Part 2

Branch / Department Name	Dept No.	Cost Center	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget *	FY 2016-17 Budget	\$ Change vs FY 2015-16	% Change vs FY 2015-16
<b>ENGINEERING AND OPERATIONS BRANCHES</b>								
Engineering & Operations Admin (DGM/AGMs) +	806-706	070600	\$ 95,927	\$ 346,126	\$ 1,385,625	\$ 1,529,794	\$ 144,169	10.4%
<i>Previous Operations &amp; Maintenance Admin +</i>	<i>810-710</i>	<i>071000</i>	<i>455,538</i>	<i>448,833</i>	-	-	-	-
<i>Previous Planning, Engineering &amp; Construction +</i>	<i>830-730</i>	<i>073000</i>	<i>451,447</i>	<i>439,544</i>	-	-	-	-
<b>Total Administration</b>			<b>\$ 1,002,912</b>	<b>\$ 1,234,503</b>	<b>\$ 1,385,625</b>	<b>\$ 1,529,794</b>	<b>\$ 144,169</b>	<b>10.4%</b>
<b>Planning, Engineering &amp; Construction Branch</b>								
Engineering Gross +	831-731	073100	\$ 2,155,827	\$ 3,281,712	\$ 3,278,869	\$ 4,460,654	\$ 1,181,785	36.0%
Engineering (Charged to Construction)	831-731	073100	(2,561,290)	(3,343,384)	(2,739,708)	(3,960,654)	(1,220,946)	44.6%
Field Engineering Gross	832-732	073200	1,473,877	1,569,434	1,622,230	1,823,634	201,404	12.4%
Field Engineering (Charged to Construction)	832-732	073100	(1,574,870)	(1,826,784)	(1,622,230)	(1,823,634)	(201,404)	12.4%
New Business	833-733	073300	-	-	2,647,231	2,619,562	(27,669)	-1.0%
<i>Previous New Business Development</i>	<i>833-751</i>	<i>075100</i>	<i>2,213,918</i>	<i>2,233,711</i>	-	-	-	-
Engineering Services	835-735	073500	2,325,012	2,295,111	2,704,651	2,807,301	102,650	3.8%
Engineering Services (Credits)	835-735	073500	(84,838)	(99,665)	(33,660)	(33,660)	-	0.0%
Groundwater Management & Facilities Planning +	820-720	072000	1,447,731	1,261,767	2,065,062	1,835,080	(229,982)	-11.1%
<i>Previous Water Resource Management +</i>	<i>824-737</i>	<i>073700</i>	<i>554,174</i>	<i>335,183</i>	-	-	-	-
<i>Previous Planning &amp; Environmental</i>	<i>838-738</i>	<i>073800</i>	<i>-</i>	<i>11,250</i>	-	-	-	-
Conservation	826-726	072600	420,468	571,286	469,733	766,868	297,135	63.3%
Water Supply Planning	827-727	072700	-	-	-	737,364	737,364	100.0%
Environmental & Regulatory Compliance	880-747	074700	1,501,064	1,698,525	1,733,157	2,216,370	483,213	27.9%
Laboratory	860-749	074900	1,849,584	1,675,301	2,104,904	1,993,875	(111,029)	-5.3%
Laboratory (Credits)	860-749	074900	(68,585)	(42,025)	(53,040)	(53,040)	-	0.0%
Source Control	882-748	074800	467,410	550,245	711,029	774,841	63,812	9.0%
Source Control (Credits)	882-748	074800	(5,360)	(8,240)	(12,240)	(12,240)	-	0.0%
<b>Total Planning, Engineering &amp; Construction Branch</b>			<b>\$ 10,114,122</b>	<b>\$ 10,163,425</b>	<b>\$ 12,875,988</b>	<b>\$ 14,152,321</b>	<b>\$ 1,276,333</b>	<b>9.9%</b>

\* Regrouped for Comparison due to Organizational Changes

+ Fiscal Year 2015-16 Department Budget Amounts have been restated for Organizational Changes.



# BUDGET FISCAL YEAR 2016-17

## Department Expense Summary by Department – Part 3

Branch / Department Name	Dept No.	Cost Center	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budget *	FY 2016-17 Budget	\$ Change vs FY 2015-16	% Change vs FY 2015-16
<b>ENGINEERING AND OPERATIONS BRANCHES (continued)</b>								
<b>Operations &amp; Maintenance Branch</b>								
Maintenance Services +	850-750	075000	\$ 1,873,726	\$ 1,822,358	\$ 550,084	\$ 577,300	\$ 27,216	4.9%
Mechanical Services +	854-745	074500	1,811,836	1,781,364	1,924,848	2,072,730	147,882	7.7%
<i>Previous Fabrication Shop +</i>	<i>851-763</i>	<i>076300</i>	39,390	57,323	-	-	-	-
Electrical Services	855-755	075500	939,553	1,007,993	1,241,537	1,234,733	(6,804)	-0.5%
Field Services Construction	856-753	075300	882,396	887,102	988,216	955,691	(32,525)	-3.3%
Assets & Facilities Management +	857-757	075700	-	-	1,577,715	1,389,301	(188,414)	-11.9%
<i>Previous Field Services Facility Maintenance +</i>	<i>856-756</i>	<i>075600</i>	548,979	525,793	-	-	-	-
Repeaters	076000	076000	648,303	824,041	620,760	781,700	160,940	25.9%
Moreno Valley Satellite	078202	078202	1,893	475	-	-	-	-
Operations & Maintenance Center (OMC)	078203	078203	2,193,855	2,085,172	2,345,782	2,341,226	(4,556)	-0.2%
Call Center	078204	078204	118,680	121,002	150,013	149,268	(745)	-0.5%
<b>Total Maintenance Services</b>			<b>\$ 9,058,610</b>	<b>\$ 9,112,624</b>	<b>\$ 9,398,955</b>	<b>\$ 9,501,949</b>	<b>\$ 102,994</b>	<b>1.1%</b>
Water Operations Administration	870-743	074300	\$ 610,508	\$ 600,273	\$ 630,676	\$ 622,026	\$ (8,650)	-1.4%
Water Operations - IOC	872-741	074100	1,783,838	1,768,703	1,770,534	1,873,028	102,494	5.8%
Water Operations - Production	873-744	074400	184,460	155,985	335,079	343,286	8,207	2.4%
Water Operations - Distribution	874-74401	074401	250,861	343,695	535,973	537,615	1,642	0.3%
Recycled Water Operations	875-754	075400	419,485	379,013	348,897	738,243	389,346	111.6%
<b>Total Water Operations</b>			<b>\$ 3,249,153</b>	<b>\$ 3,247,668</b>	<b>\$ 3,621,159</b>	<b>\$ 4,114,198</b>	<b>\$ 493,039</b>	<b>13.6%</b>
Reclamation Administration	890-758	075800	\$ 491,165	\$ 466,407	\$ 664,882	\$ 689,278	\$ 24,396	3.7%
SJVRWRF Plant Operations +	891-791	079100	-	-	12,014	17,574	5,560	46.3%
MVRWRF Plant Operations +	892-792	079200	-	-	15,124	17,033	1,909	12.6%
RWRF Plant Maintenance +	893-793	079300	-	-	542,710	515,294	(27,416)	-5.1%
TVRWRF Plant Operations +	894-794	079400	-	-	17,514	19,329	1,815	10.4%
PVRWRF Plant Operations +	895-795	079500	-	-	12,014	19,362	7,348	61.2%
<i>Previous Reclamation Plants &amp; Maintenance +</i>	<i>895-759</i>	<i>075900</i>	476,884	82,433	-	-	-	-
Wastewater Collection Services	896-796	079600	-	-	711,967	668,109	(43,858)	-6.2%
<i>Previous Collection Systems Maintenance</i>	<i>853-746</i>	<i>074600</i>	557,334	559,362	-	-	-	-
<b>Total Water Reclamation</b>			<b>\$ 1,525,383</b>	<b>\$ 1,108,203</b>	<b>\$ 1,976,225</b>	<b>\$ 1,945,979</b>	<b>\$ (30,246)</b>	<b>-1.5%</b>
<b>Total Operations &amp; Maintenance Branch</b>			<b>\$ 13,833,146</b>	<b>\$ 13,468,495</b>	<b>\$ 14,996,339</b>	<b>\$ 15,562,126</b>	<b>\$ 565,787</b>	<b>3.8%</b>
<b>Total Engineering &amp; Operations Branches</b>			<b>\$ 24,950,180</b>	<b>\$ 24,866,423</b>	<b>\$ 29,257,952</b>	<b>\$ 31,244,241</b>	<b>\$ 1,986,289</b>	<b>6.8%</b>
<b>Total Department Expense</b>			<b>\$ 61,644,739</b>	<b>\$ 61,036,788</b>	<b>\$ 69,328,846</b>	<b>\$ 73,253,396</b>	<b>\$ 3,924,550</b>	<b>5.7%</b>
Less: Internal Vehicle Pool Charges	57235		3,286,847	3,209,634	3,501,946	3,119,832	(382,114)	-10.9%
<b>NET DEPARTMENT EXPENSE BEFORE G&amp;A ALLOCATION</b>			<b>\$ 58,357,892</b>	<b>\$ 57,827,154</b>	<b>\$ 65,826,900</b>	<b>\$ 70,133,564</b>	<b>\$ 4,306,664</b>	<b>6.5%</b>
<b>G&amp;A Allocation to Water</b>			<b>(4,145,441)</b>	<b>(4,317,166)</b>	<b>(4,147,000)</b>	<b>(4,533,000)</b>	<b>(386,000)</b>	<b>9.3%</b>
<b>G&amp;A Allocation to Sewer</b>			<b>(8,049,076)</b>	<b>(8,438,679)</b>	<b>(7,703,000)</b>	<b>(8,419,000)</b>	<b>(716,000)</b>	<b>9.3%</b>
<b>NET DEPARTMENT EXPENSE AFTER G&amp;A ALLOCATION</b>			<b>\$ 46,163,375</b>	<b>\$ 45,071,309</b>	<b>\$ 53,976,900</b>	<b>\$ 57,181,564</b>	<b>\$ 3,204,664</b>	<b>5.9%</b>

\* Regrouped for Comparison due to Organizational Changes

+ Fiscal Year 2015-16 Department Budget Amounts have been restated for Organizational Changes.



### DEPARTMENTAL BUDGETS

The departmental budgets provide the resources needed to accomplish strategic plan initiatives. Departmental budgets are presented with a narrative describing the mission statement, roles and responsibilities, accomplishments for Fiscal Year 2015-16, goals and objectives for Fiscal Year 2016-17, budget constraints and significant changes from prior year, and position changes. Following the narratives are the departmental organization charts and then the department expense budget tables, which reflect actual expenses for Fiscal Years 2013-14 and 2014-15 and budgeted expenses for Fiscal Years 2015-16 and 2016-17. As a result of several organizational changes and in order to accommodate the technology update as part of the HR/Payroll/Benefits project, several departments were renumbered and departments may have more than one expense budget table.

## BUDGET FISCAL YEAR 2016-17

### EXECUTIVE BRANCH

#### Mission Statement

The mission of the General Manager's office is to provide overall organizational leadership and to work with the Board of Directors in implementing policies, strategic goals and key objectives for the organization.

#### Roles and Responsibilities

- ◆ Collaborate with the Board on development of vision, policies and strategic direction for the organization.
- ◆ Pursue industry leading concepts for EMWD.
- ◆ Provide leadership for all employees in the following areas:
  - Quality assurance of all District products and services
  - Implementation of organizational vision, policies and strategic plans
  - Prompt and accurate communications
  - Employee accessibility, mentoring and organizational development
  - Adherence to the District's values, beliefs and ethical work standards
  - Advocate for the District's safety culture
- ◆ Build external interagency relationships and provide leadership among agencies.
- ◆ Act in concert with the Board to effectively interface with federal, state and local elected and appointed officials.
- ◆ Provide industry leadership and advocacy on behalf of EMWD.
- ◆ Build community leader relationships.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Fully implemented the District's 2013-2016 Triennial Strategic Plan, with ongoing updates to the Board of Directors and other stakeholders.
- ◆ Created and drove adoption of the District's 2016-2018 Strategic Plan.
- ◆ Implemented an industry-leading agenda management system to provide transparency on actions taken by the Board and its Committees in public meetings.

#### Goals and Objectives for FY 2016-17

- ◆ Continue to drive the execution on the District's 2016-2018 Strategic Plan in all areas of strategic importance.
- ◆ Continue to drive the execution of the tactical elements, known as Strategic Priorities, to fully implement the Strategic Plan.
- ◆ Provide organizational leadership to the District's employees.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

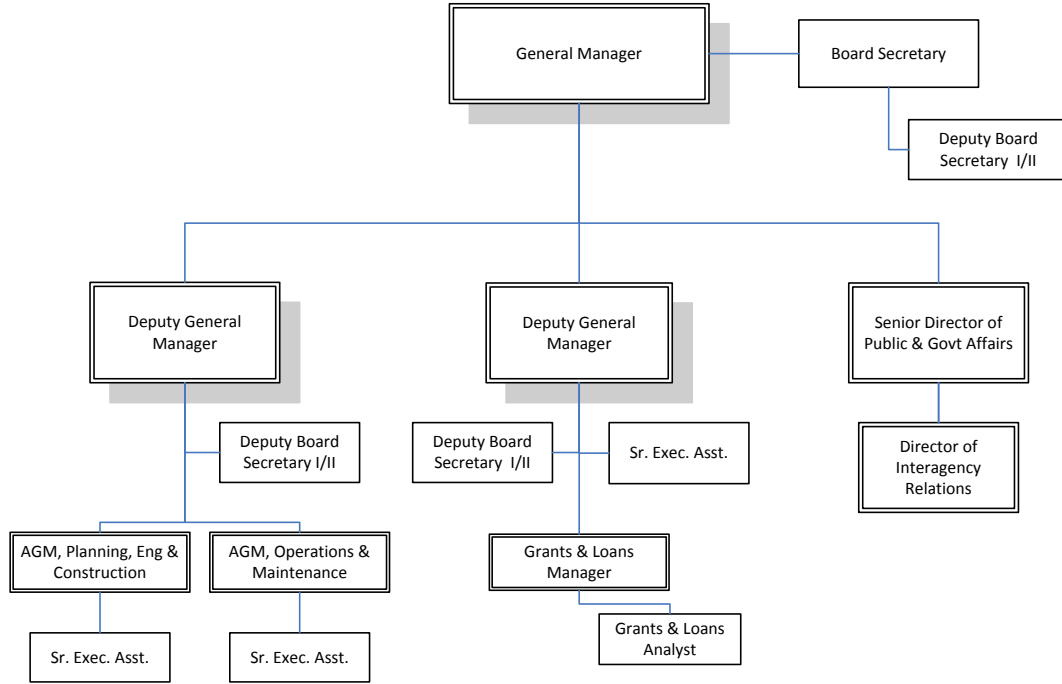
Additional budget was needed to fully fund anticipated election costs, professional associations and community partnerships, and employee recognition programs.

#### Position Changes

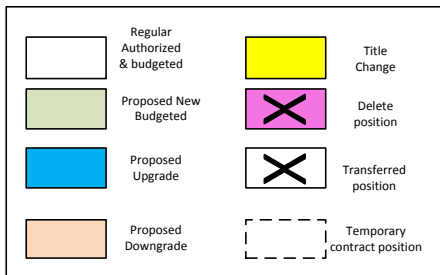
None noted.

# Executive

(5)



802-711



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

BOARD OF DIRECTORS - 071800 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ 151,600	\$ 160,500
BENEFITS			61,442	85,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 213,042</b>	<b>\$ 246,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			213,042	246,200

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 224,957	\$ 230,868	\$ 213,042	\$ 246,200
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 224,957</b>	<b>\$ 230,868</b>	<b>\$ 213,042</b>	<b>\$ 246,200</b>
54120 - DIRECT MATERIALS	7,319	3,838	4,080	4,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	12,282	10,239	-	5,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 19,601</b>	<b>\$ 14,077</b>	<b>\$ 4,080</b>	<b>\$ 9,000</b>
55373 - TELEPHONE	2,243	-	4,080	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 2,243</b>	<b>\$ -</b>	<b>\$ 4,080</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	14,834	10,125	6,630	10,000
56900 - ELECTION EXPENSE	-	139,255	-	300,000
57000 - AGENCY CONTRIBUTIONS	33,270	41,789	31,110	50,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 48,104</b>	<b>\$ 191,169</b>	<b>\$ 37,740</b>	<b>\$ 360,000</b>
57130 - OUTSIDE EQUIPMENT	-	-	408	408
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 408</b>	<b>\$ 408</b>
58121 - CONFERENCE FEES	8,010	11,743	13,566	15,000
58161 - EMPLOYEE TRAVEL EXPENSE	41,807	42,230	23,970	45,000
58163 - DUES & MEMBERSHIP FEES	34,592	34,932	23,460	35,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 84,409</b>	<b>\$ 88,904</b>	<b>\$ 60,996</b>	<b>\$ 95,000</b>
59170 - BURDEN RATE VARIANCE	(8,705)	5,578	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (8,705)</b>	<b>\$ 5,578</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 370,608</b>	<b>\$ 530,597</b>	<b>\$ 320,346</b>	<b>\$ 710,608</b>

## BUDGET FISCAL YEAR 2016-17

EXECUTIVE - 071100 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			5	5
WAGES			\$ 611,153	\$ 655,400
BENEFITS			311,477	293,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 922,630</b>	<b>\$ 949,100</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			922,630	949,100

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,275,927	\$ 937,028	\$ 922,630	\$ 949,100
53151 - ENGINEERING LABOR	-	18,283	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,275,927</b>	<b>\$ 955,310</b>	<b>\$ 922,630</b>	<b>\$ 949,100</b>
54120 - DIRECT MATERIALS	1,651	706	3,570	35,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	21,100	-	2,500
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	3,807	1,063	-	1,500
54124 - SAFETY SUPPLIES & SMALL TOOLS	33	-	-	-
54125 - NEW COMPUTER WORKSTATIONS	7,328	294	-	1,500
54126 - REPLACEMENT COMPUTER WORKSTATIONS	467	65	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 13,287</b>	<b>\$ 23,228</b>	<b>\$ 3,570</b>	<b>\$ 40,500</b>
55373 - TELEPHONE	798	-	1,479	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 798</b>	<b>\$ -</b>	<b>\$ 1,479</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	169,853	236,672	47,940	150,000
56266 - CONSULTANTS-OTHER	239,039	252,711	249,900	300,000
56768 - OUTSIDE PERMIT FEES	692	729	-	1,000
57000 - AGENCY CONTRIBUTIONS	400,318	392,270	470,220	400,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 809,902</b>	<b>\$ 882,381</b>	<b>\$ 768,060</b>	<b>\$ 851,000</b>
57130 - OUTSIDE EQUIPMENT	-	-	-	25,000
57235 - EQUIPMENT RENTAL	8,694	8,793	9,690	8,676
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 8,694</b>	<b>\$ 8,793</b>	<b>\$ 9,690</b>	<b>\$ 33,676</b>
58121 - CONFERENCE FEES	3,900	8,185	6,018	7,000
58161 - EMPLOYEE TRAVEL EXPENSE	21,183	22,395	20,910	21,000
58163 - DUES & MEMBERSHIP FEES	90,779	141,869	102,204	165,000
58240 - LEGAL-RETAINER FEE	728,041	538,274	418,200	500,000
58250 - LEGAL-OTHER	146,341	75,551	30,600	100,000
58260 - LEGAL-SETTLEMENT	232	-	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 990,477</b>	<b>\$ 786,274</b>	<b>\$ 577,932</b>	<b>\$ 793,000</b>
59170 - BURDEN RATE VARIANCE	3,707	(46,863)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ 3,707</b>	<b>\$ (46,863)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 3,102,791</b>	<b>\$ 2,609,123</b>	<b>\$ 2,283,361</b>	<b>\$ 2,667,276</b>



### PUBLIC AND GOVERNMENTAL AFFAIRS

#### Mission Statement

To advocate the District's interests in the federal, state, and local legislative arenas and to engage the public and other District stakeholders through effective cross-media communication for mutual benefit.

#### Roles and Responsibilities

Ensure that proposed legislation and policy is reasonable, based on sound science, does not inadvertently impact District operations through unintended consequences and benefits the District; enhance the District's presence in Washington, DC; and Sacramento, CA; to secure funding for the District's capital needs.

Responsible for public affairs efforts including communication and outreach activities such as: managing the District's website, intranet and social media outlets; publishing customer communications including the newsletter; news releases, videos, brochures, slideshows, and other materials to assist public understanding of EMWD operations; serve as liaisons to cities, sub-agencies, and community groups; serves on committees and attends industry and professional meetings on behalf of the District; establishes objectives and directs the implementation of customer surveys and customer outreach needs; mitigate customer impacts of construction projects and creates outreach plans for high profile construction, rate increases and other issues that impact customers; responds to customer complaints and inquiries; work with key staff and stakeholders to coordinate and implement meetings, tours, and other events.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Passed liability protection legislation regarding County Water Company, SB 1130.
- ◆ Secured \$3.6 million in FY 2014-15 and \$750,000 in FY 2015-16 of U.S. Army Corps workplan funding for Perris II Desalter.
- ◆ Developed and implemented multiple drought campaigns to encourage customer conservation, and to educate customers regarding the deepening stages of Water Shortage Contingency Plan Implementation (Let's Get Serious About the Drought, Stage 3b, 4a, 4b, 4c)
- ◆ Created and launched EMWD's 65<sup>th</sup> Anniversary campaign.
- ◆ Developed EMWD's comprehensive brand and style guide, logo and strategic implementation plan.
- ◆ Improved District efficiency by upgrading and improving [www.emwd.org](http://www.emwd.org); continued to increase opportunities for customers/stakeholders to conduct business with the District electronically and paperless. Developed new website privacy policy, improved online security, implemented online agenda creator software, improved website uptime and backup issues, improved account specific online bill estimator, and added new Public Records Act requirements per SB 272.
- ◆ Applied for and was awarded the following honors:
  - CSDA: Excellence in Transparency Award;
  - CAPIO: Award for EMWD's website remodel; and
  - ACWA: Most Effective Federal Advocacy Program.
- ◆ Launched paperless Consumer Confidence Reports.
- ◆ Revamped the Pipeline to improve effective, timely staff communications.
- ◆ Held employee photo contest, reinvigorated the employee tour program and helped revamp the service award recognition process.
- ◆ Conducted a number of tours and briefings including USBR, several tours for MWD VIP groups, MWD board member, hosted the Colorado River Board, the Multi State Salinity Coalition, the

## BUDGET FISCAL YEAR 2016-17

Colorado River Salinity Control forum, the Elephant Butte Irrigation District, and other guests from the arid west.

- ◆ Conducted dedication events for Wine Country Infrastructure, Temecula Valley RWRF, San Jacinto Valley RWRF, and the Solar Facility.
- ◆ Represented EMWD on eight water/waste water association communications and legislative committees.
- ◆ Produced a number of key customer publications including the bimonthly customer newsletter, annual legislative report, Consumer Confidence Report, and Proposition 218 notice ('14).
- ◆ Hosted annual Congressional lunch briefing in Washington, DC; co-hosted the State legislative reception in Sacramento, CA.
- ◆ Coordinated semi-monthly Riverside County Water Task Force Speakers series, as well as two Community Leader Legislative Briefing luncheons in partnership with MWD.
- ◆ Conducted a number of targeted campaigns/outreach efforts including accelerated recycled water retrofit program, new delinquency process, rate adjustments, Sustainable Groundwater Management Act, Perris II Desalter townhalls, and Recycled Water Signage program.
- ◆ Continued improving social media by making regular posts, creating and posting videos, increased the number of followers on all social media platforms, and developed and launched a Retiree Facebook page.
- ◆ Sponsored BIA Legislative Affairs Luncheon featuring Congressman Calvert.
- ◆ Served on a number of conference panels regarding the Waters of the US rule, spoke at the Law of the River conference, NWRRA conference, etc.
- ◆ Debuted new EMWD conservation and recycled water display at the Southern California Fair.
- ◆ Cohosted the Moreno Valley Beautification Awards.
- ◆ Founding sponsor of Municipal Water Leader magazine, and contributed articles about EMWD.
- ◆ Mentored Youth Ecology Corps intern, three UCR Public Policy School interns, and a summer intern from Cornell University.

### Goals and Objectives for FY 2016–17

- ◆ Develop and launch a number of campaigns and customer communication efforts including:
  - New variance rules/ process;
  - Rate restructure/rate increase, including Fruitvale specific outreach;
  - Public acceptance of indirect potable reuse;
  - Drought/Water Shortage Contingency Plan; and
  - SMGA outreach.
- ◆ Increase opportunities for customers and stakeholders to conduct EMWD's business online.
- ◆ Implement web portal for eBill.
- ◆ Increase outreach via eBill messaging options (email and text specifically).
- ◆ Issue RFP for needs assessment and redesign/integration of Pipeline (intranet) with website to facilitate remote access to intranet.
- ◆ Increase policy participation and move towards a higher degree of direct participation in the development and advocacy of policy position at MWD, state and federal level.
- ◆ Enhance EMWD's visibility by increasing the number of Board/media events correlating to upcoming milestones, groundbreaking and dedications, etc.
- ◆ Improve two-way communications with the business community by strategic implementation of business outreach plan.
- ◆ Improve the image of EMWD through continued implementation of the District-wide brand strategy.
- ◆ Expand video communications program to provide more 'how to' type information for customers.

## BUDGET FISCAL YEAR 2016-17

- ◆ Improve disaster preparedness.
- ◆ Host annual Congressional lunch briefing in Washington, D.C.; co-host the State legislative reception in Sacramento.
- ◆ Maintain aggressive editorial and social media calendar.
- ◆ Produce regular/annual publications.

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

Changes from prior year include an increase in Outside Services and Postage expenses to accommodate FY 2016-17 outreach goals.

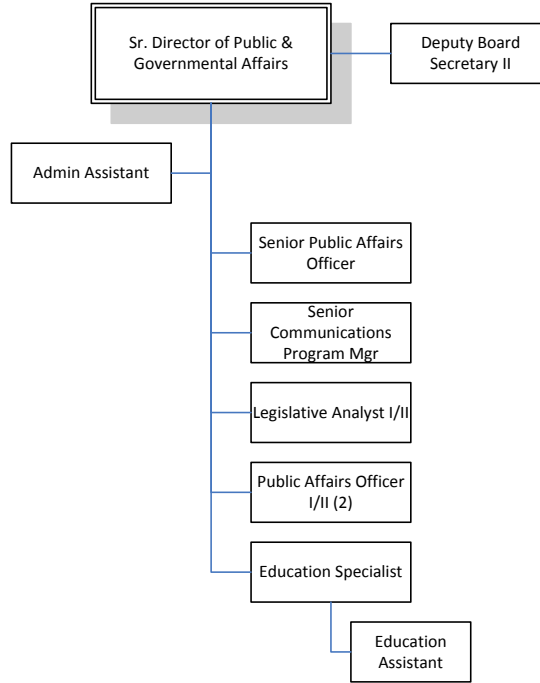
### **Position Changes**

For FY 2016-17 Public and Governmental Affairs (PGA) is requesting to reclassify the Education Specialist to an Education Officer position that will parallel the Public Affairs Officer I/II position in compensation and duties. The Education Assistant generally functions as a public affairs officer, however the target audience is elected school boards, school administrators, teachers and students. The duties also closely align with the PAO job responsibilities. For example, the position serves as a web master for the education section of emwd.org, manages the education social media pages, presents to school boards, pitches education/student stories to the media, coordinates and hosts large events, conducts emergency outreach as needed (most recently on the Mills shutdown), and many other PAO type duties.

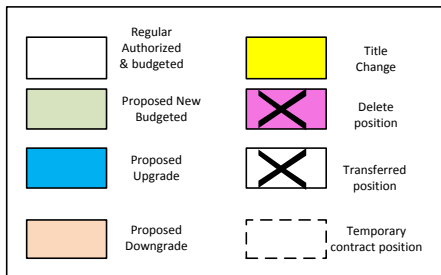
PGA is also requesting the ability to reclassify the Legislative Analyst II position to a Senior Legislation Analyst position at a range 93. This person is taking on increasing responsibilities such as testifying before the legislature, and representing the District in a number of very high level meetings and venues. This would make the compensation of this position competitive with similar positions at other water agencies.

# Public & Governmental Affairs

(10)



804-704  
814-714 (Education)



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

PUBLIC & GOVERNMENTAL AFFAIRS - 070400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			7	8
WAGES			\$ 796,634	\$ 936,400
BENEFITS			372,927	436,200
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,169,561</b>	<b>\$ 1,372,600</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			1,169,561	1,372,600

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,193,797	\$ 1,274,613	\$ 1,169,561	\$ 1,372,600
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,193,797</b>	<b>\$ 1,274,613</b>	<b>\$ 1,169,561</b>	<b>\$ 1,372,600</b>
54120 - DIRECT MATERIALS	56,008	97,652	65,721	59,690
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,998	5,920	2,076	3,860
54124 - SAFETY SUPPLIES & SMALL TOOLS	359	1,087	51	525
54125 - NEW COMPUTER WORKSTATIONS	-	592	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	3,848	427	301	-
54140 - INVENTORY MATERIALS	309	673	128	-
54446 - TOOLS-REPLACEMENT	-	52	51	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 62,522</b>	<b>\$ 106,403</b>	<b>\$ 68,328</b>	<b>\$ 64,075</b>
55373 - TELEPHONE	342	-	3,417	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 342</b>	<b>\$ -</b>	<b>\$ 3,417</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	137,122	146,789	234,999	347,450
56161 - TEMPORARY SERVICES	26,389	18,095	25,500	-
56266 - CONSULTANTS-OTHER	-	-	51,000	-
56560 - POSTAGE	-	22,401	-	160,000
57000 - AGENCY CONTRIBUTIONS	-	500	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 163,511</b>	<b>\$ 187,785</b>	<b>\$ 311,499</b>	<b>\$ 507,450</b>
57130 - OUTSIDE EQUIPMENT	1,476	2,727	-	-
57135 - CLOUD SERVICE SUBSCRIPTIONS	-	-	-	32,159
57235 - EQUIPMENT RENTAL	5,550	5,497	6,141	6,141
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 7,026</b>	<b>\$ 8,224</b>	<b>\$ 6,141</b>	<b>\$ 38,300</b>
58121 - CONFERENCE FEES	4,430	8,788	14,382	14,382
58123 - OUTSIDE TECHNICAL TRAINING	1,095	-	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	42,010	45,098	42,840	42,840
58163 - DUES & MEMBERSHIP FEES	5,695	6,675	5,182	26,700
58164 - SUBSCRIPTIONS	21,320	18,396	29,391	1,745
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 74,550</b>	<b>\$ 78,956</b>	<b>\$ 91,795</b>	<b>\$ 85,667</b>
59170 - BURDEN RATE VARIANCE	(111,947)	(120,002)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (111,947)</b>	<b>\$ (120,002)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,389,802</b>	<b>\$ 1,535,980</b>	<b>\$ 1,650,741</b>	<b>\$ 2,068,092</b>



### EDUCATION DEPARTMENT

#### Mission Statement

The mission of EMWD's Education Program is to foster an understanding of water and wastewater issues and to promote wise water use among the future leaders of our community.

#### Roles and Responsibilities

The education department is responsible for planning, creating, managing, and implementing a comprehensive K-12 education program for the 11 school districts and private schools within in the 542 square mile service area.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Organized and hosted the annual California Department of Water Resources Water Education Committee meeting for 2015.
- ◆ Completed work on the *Professor Purrkis Ponders Purple Pipes* activity book and animated video that accompanies the presentation and curriculum, which provides another building block in the water education program.
- ◆ Developed drought curriculum (using winning Write Off contest story, Lily and the Seven Drops) presentation for K-4 students.
- ◆ Converted all of EMWD published storybooks into eBooks, which permits anyone with a tablet-based device, access to download these files.
- ◆ Developed teacher workshops for teachers scheduled to attend EMWD field trips.
- ◆ Maintained the EMWD education website and *Savvy the Water Drop* Facebook page, which allows customer interaction and feedback regarding the education program.
- ◆ Began development of the "Open Cart" online education materials ordering site for the EMWD education website.
- ◆ Hosted annual Student and Solar Cup Recognition events.
- ◆ Worked with the press to create stories about students.
- ◆ Provide school board presentations for Garden Grant program.
- ◆ Created informational videos.
- ◆ Collaborated with EMWD staff to develop a Water Education Center.

#### Goals and Objectives for FY 2016-17

- ◆ Complete development and design process of four water cycle stories
- ◆ Develop water cycle presentations for grades K-5 to align with the Common Core standards, using Write Off content winning stories.
- ◆ Convert newest EMWD story books into eBooks.
- ◆ Keep EMWD Education Facebook updated with current events.
- ◆ Provide presentations, field trips, teacher workshops, and materials to area schools to promote the water education message.
- ◆ Support Solar Cup event to promote stewardship of our natural resources.
- ◆ Develop timely topic (possibly Backflow Prevention) for Write Off contest program to promote increased water awareness among the youth.
- ◆ Host monthly birding tours to provide customers access to the benefits of the EMWD multipurpose constructed wetlands.
- ◆ Participate in community events to promote a better understanding of water-related issues.
- ◆ Participate in committees to promote water education in schools and the community.



## BUDGET FISCAL YEAR 2016-17

- ◆ Develop presentation to bring greater awareness and acceptance of backflow devices (if topic is used), using Write Off content winning stories.
- ◆ Continue collaborative efforts to develop a Water Education Center.
- ◆ Keep EMWD website and education Facebook pages updated and available for customer use.

### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

There are no significant changes.

### Position Changes

Described under Public and Governmental Affairs above.

EDUCATION - 071400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			2	2
WAGES			\$ 137,944	\$ 178,100
BENEFITS			62,280	80,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 200,224</b>	<b>\$ 258,700</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			200,224	258,700

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 207,695	\$ 216,077	\$ 200,224	\$ 258,700
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 207,695</b>	<b>\$ 216,077</b>	<b>\$ 200,224</b>	<b>\$ 258,700</b>
54120 - DIRECT MATERIALS	23,018	46,205	40,290	40,290
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,215	785	-	1,050
54124 - SAFETY SUPPLIES & SMALL TOOLS	578	-	-	-
54140 - INVENTORY MATERIALS	(448)	-	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 24,362</b>	<b>\$ 46,989</b>	<b>\$ 40,290</b>	<b>\$ 41,340</b>
56160 - OUTSIDE SERVICES	71,806	63,840	73,440	74,000
56560 - POSTAGE	-	-	1,020	1,020
57000 - AGENCY CONTRIBUTIONS	10,000	9,000	13,158	13,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 81,806</b>	<b>\$ 72,840</b>	<b>\$ 87,618</b>	<b>\$ 88,020</b>
57135 - CLOUD SERVICE SUBSCRIPTIONS	-	-	-	1,200
57235 - EQUIPMENT RENTAL	8,218	7,957	8,496	7,896
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 8,218</b>	<b>\$ 7,957</b>	<b>\$ 8,496</b>	<b>\$ 9,096</b>
58161 - EMPLOYEE TRAVEL EXPENSE	2,391	2,681	2,601	2,600
58164 - SUBSCRIPTIONS	60	60	306	300
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 2,451</b>	<b>\$ 2,741</b>	<b>\$ 2,907</b>	<b>\$ 2,900</b>
59170 - BURDEN RATE VARIANCE	(19,138)	(20,730)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (19,138)</b>	<b>\$ (20,730)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 305,393</b>	<b>\$ 325,876</b>	<b>\$ 339,535</b>	<b>\$ 400,056</b>



### INTERAGENCY RELATIONS DEPARTMENT

#### Mission Statement

The mission of the Interagency Relations Department is to promote and sustain effective staff-level communication between the District and partnering agencies to optimize public service.

#### Roles and Responsibilities

The department is responsible for planning, organizing, directing, and implementing comprehensive efforts to enhance communications and coordination with key staff members of agencies within the District's service area, including water and wastewater districts, municipalities, and tribes. Participates in facilitating enhanced two-way communication and organizing the delivery of tailored services as required; provides expert professional assistance and guidance to District management on a wide range of interagency concerns and efforts; and performs related duties as assigned.

#### Accomplishments in FY 2014-15 and 2015-16

- ◆ Expanded the Business Outreach Program, increasing existing and potential business stakeholders' awareness and understanding of EMWD's purchasing policy principles, processes, and opportunities to do business with the District.
- ◆ Expanded the Water Bottle Filling Station Program, targeting additional audiences such as higher learning and public recreation facilities.
- ◆ Expanded the Youth Ecology Corps program to two additional youth opportunity centers within the District's service area and three cohorts per year.
- ◆ Assisted the Riverside County Workforce Investment Board with their Youth Ecology Corps program expansion efforts with regional water agencies.
- ◆ Developed a traveling display on recycled water and partnered with both Temecula libraries to place it in their facilities.
- ◆ Received a proclamation from the Riverside County Board of Supervisors, honoring the Youth Ecology Corps.
- ◆ Received a Public Health Community Champion Award from Riverside County Public Health, recognizing EMWD's Water Bottle Fill Station Program.
- ◆ Received a Certificate of Appreciation from the Riverside County Workforce Investment Board for the Youth Ecology Corps program.

#### Goals and Objectives for FY 2016-17

- ◆ Optimize business partnerships by building upon the Business Outreach Program by increasing contractor events to two per year and small business outreach events to five per year; launching a LinkedIn Group for contractors; distributing a satisfaction survey for vendors; and conducting focus groups for vendors, suppliers, and professional services providers.
- ◆ Increase "Value of Tap Water" exposure by expanding the Water Bottle Fill Station Program, upgrading seven EMWD fill stations and installing up to 10 fill stations in highly visible public locations throughout the District. Launch an application that indicates fill station locations.
- ◆ Expand the environmental education program by proposing a Water Education Center and Gardens project, exploring external funding support, and coordinating a feasibility study.
- ◆ Enhance the Youth Ecology Corps program, achieving 90% staff/youth satisfaction and 90% youth completion.

## BUDGET FISCAL YEAR 2016-17

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

For FY 2016-17, there are several changes to the Interagency Relations Department budget due to program expansions.

Direct Materials expense includes an increase due to expansion of the Water Bottle Fill Station program.

Outside Services expense includes the Business Outreach Program cost of \$55,000 which was reclassified from the PGA budget.

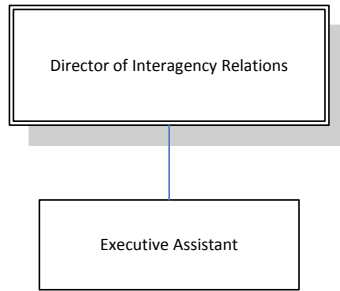
A Water Education Center and Gardens Feasibility Study of \$75,000 is included in the District's Operating Fixed Assets budget.

### **Position Changes**

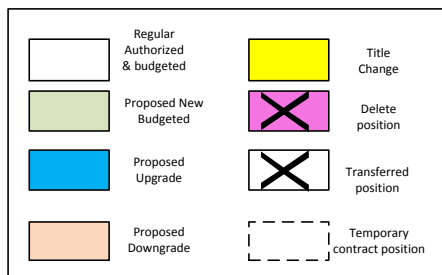
No position changes.

# Interagency Relations

(2)



## 805-705



Budgeted positions are subject to GM authorization

Modified 5/09/16

## BUDGET FISCAL YEAR 2016-17

INTERAGENCY RELATIONS - 070500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			2	2
WAGES			\$ 230,458	\$ 242,000
BENEFITS			103,313	108,000
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 333,771</b>	<b>\$ 350,000</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			333,771	350,000

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 371,501	\$ 364,509	\$ 333,771	\$ 350,000
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 371,501</b>	<b>\$ 364,509</b>	<b>\$ 333,771</b>	<b>\$ 350,000</b>
54120 - DIRECT MATERIALS	13,384	4,969	44,100	55,100
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	693	-	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	408	892	480	3,080
54124 - SAFETY SUPPLIES & SMALL TOOLS	2,045	1,184	-	3,000
54126 - REPLACEMENT COMPUTER WORKSTATIONS	298	-	-	-
54140 - INVENTORY MATERIALS	2,882	3,982	-	6,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 19,711</b>	<b>\$ 11,028</b>	<b>\$ 44,580</b>	<b>\$ 67,180</b>
55373 - TELEPHONE	342	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	34,703	60,359	27,000	120,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 34,703</b>	<b>\$ 60,359</b>	<b>\$ 27,000</b>	<b>\$ 120,000</b>
57235 - EQUIPMENT RENTAL	6,197	716	-	11,916
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 6,197</b>	<b>\$ 716</b>	<b>\$ -</b>	<b>\$ 11,916</b>
58121 - CONFERENCE FEES	1,955	250	3,000	3,000
58161 - EMPLOYEE TRAVEL EXPENSE	3,271	3,500	3,500	3,500
58164 - SUBSCRIPTIONS	-	1,785	1,200	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 5,226</b>	<b>\$ 5,535</b>	<b>\$ 7,700</b>	<b>\$ 6,500</b>
59170 - BURDEN RATE VARIANCE	(37,695)	(35,528)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (37,695)</b>	<b>\$ (35,528)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 399,985</b>	<b>\$ 406,618</b>	<b>\$ 413,051</b>	<b>\$ 555,596</b>



### ADMINISTRATIVE SERVICES BRANCH

#### Mission Statement

The mission of the Administrative Services branch leadership is to provide overall organizational leadership and to work with the General Manager and the Board of Directors in implementing policies, strategic goals and key objectives for the organization.

#### Roles and Responsibilities

The Administrative Services Branch includes the departments of Finance and Special Funding Districts, Grants and Loans, Customer Service and Meter Services, Information Systems, and Purchasing, Contracts, Records Management and the Warehouse, Human Resources, and Safety, Risk & Emergency Management. Their roles and responsibilities are further outlined in the budgets for those areas.

#### Accomplishments in FY 2014-15 and FY 2015-16

##### Finance

- ◆ Executed a debt restructuring plan to smooth future debt service obligations and maintain a level of debt service coverage that is consistent with highly rated utility credits.
  - Drove rating agency communications; achieved strong ratings despite headwinds created by drought and reduced connection fees; rate structure highlighted in both Moody's and Fitch commentaries on the drought.
- ◆ Consolidated program management for Community Facilities Districts, providing significant improvements in customer service timeliness; bond refundings resulted in annual tax reductions for homeowners.
- ◆ Implemented adjustments to rates and charges to implement water shortage contingency plans.
- ◆ For the first time, made full actuarially determined contribution for Other Post Employment Benefits (OPEB) in FY 2015-16.
- ◆ Implemented new pension accounting standards with unmodified audit opinion.
- ◆ Commenced cost of service study for future rate adjustments.
- ◆ Identified and implemented improved tools for budgeting decision analysis.

##### Grants & Loans

- ◆ Continued strong working relationship with funding agencies.
- ◆ Achieved agreement to shift existing State Revolving Fund loans to subordinate "working" lien level.

##### Information Systems

- ◆ Completed two major efforts to upgrade the District's billing systems to incorporate new fixed capital charges and changes to the delinquency processes.
- ◆ Completed a network upgrade project.
- ◆ Substantially completed IT Master Plan.

##### Purchasing & Contracts, Customer Service & Meters

- ◆ Contracted meter reading services to support the deployment of additional automated metering infrastructure.
- ◆ Developed new delinquency account management process.
- ◆ Automated purchasing card approvals and coding, providing greater visibility and significant savings for internal labor.

## BUDGET FISCAL YEAR 2016-17

- ◆ Developed specifications and recommendations for e-mail management and improved discovery capabilities for public records requests and litigation.
- ◆ Concluded a multi-year negotiation to enter into agreements to serve the Pechanga tribe.

### Human Resources

- ◆ Completed a needs assessment and selection process for replacement of legacy human resources/payroll/benefits software; commenced implementation.
- ◆ Successfully launched supervisor/manager symposiums and training.
- ◆ Developed new methods for employee recognition.

### Safety, Risk & Emergency Management

- ◆ Completed a third-party security vulnerability assessment and implemented high-priority recommendations.
- ◆ Completed a comprehensive review of insurance brokerage services and coverage scope and levels.
- ◆ Completed a transition for third-party administrator services for worker's compensation.
- ◆ Developed a budget and resource needs to support the District's HazMat program.

### Goals and Objectives for FY 2016-17

- ◆ Support the goals and objectives of each of the branch departments.
- ◆ Complete the execution of the debt refunding plan to smooth future debt service obligations and maintain a level of debt service coverage that is consistent with highly rated utility credits.
- ◆ Enhance the initial long-term financial funding model to plan for the funding of future infrastructure replacement and refurbishment capital needs in a balanced manner using reserves, rate revenue and public financings.
- ◆ Implement the cost of service study and rate structure improvements.
- ◆ Negotiate and implement an updated Memorandum of Understanding with IBEW Local No. 1436.
- ◆ Develop and implement an apprenticeship program for succession planning purposes.
- ◆ Achieve recertification as a Cal Star/VPP agency for safety.
- ◆ Develop an information systems strategic plan and improve project governance using District-wide prioritization.
- ◆ Implement technology solutions to streamline business functions in all branch areas.
- ◆ Implement email records management tools for public records and litigation compliance.
- ◆ Update the District's emergency operations management plans and conduct readiness exercises.
- ◆ Modernize and automate accounts payable approvals and management.
- ◆ Deploy additional automated metering infrastructure to reduce costs.

### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

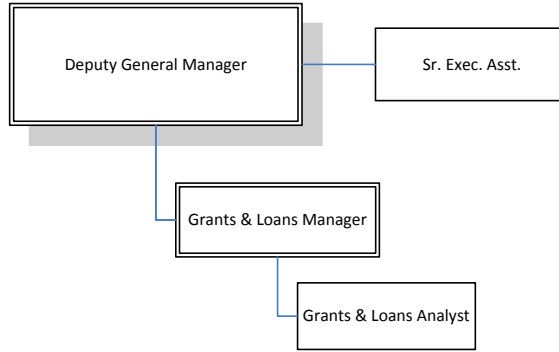
There are no significant changes.

### Position Changes

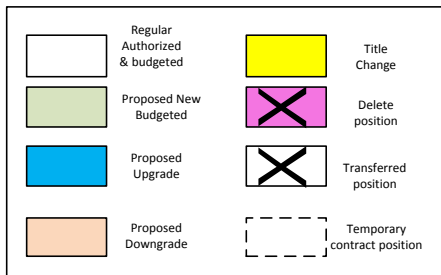
No position changes.

# Administrative Services

(4)



819-719



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

ADMINISTRATIVE SERVICES - 071900 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			4	4
WAGES			\$ 516,450	\$ 562,200
BENEFITS			182,918	247,800
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 699,368</b>	<b>\$ 810,000</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			699,368	810,000

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 636,880	\$ 756,644	\$ 699,368	\$ 810,000
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 636,880</b>	<b>\$ 756,644</b>	<b>\$ 699,368</b>	<b>\$ 810,000</b>
54120 - DIRECT MATERIALS	229	157	5,200	2,500
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	10,451	-	1,000	1,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	241	258	-	-
54125 - NEW COMPUTER WORKSTATIONS	-	889	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	2,362	596	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 13,283</b>	<b>\$ 1,901</b>	<b>\$ 6,200</b>	<b>\$ 3,500</b>
55373 - TELEPHONE	342	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	4,832	114	30,000	5,000
56266 - CONSULTANTS-OTHER	34,672	(8,619)	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 39,504</b>	<b>\$ (8,505)</b>	<b>\$ 30,000</b>	<b>\$ 5,000</b>
57235 - EQUIPMENT RENTAL	11	-	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
58121 - CONFERENCE FEES	1,785	3,353	6,000	6,000
58123 - OUTSIDE TECHNICAL TRAINING	300	330	1,500	1,500
58161 - EMPLOYEE TRAVEL EXPENSE	12,221	20,647	15,000	25,000
58163 - DUES & MEMBERSHIP FEES	1,933	2,258	2,800	2,500
58164 - SUBSCRIPTIONS	-	1,032	2,000	6,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 16,239</b>	<b>\$ 27,621</b>	<b>\$ 27,300</b>	<b>\$ 41,000</b>
59086 - DEPT CREDITS-MISC	-	-	(20,000)	-
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (20,000)</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(107,701)	(74,224)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (107,701)</b>	<b>\$ (74,224)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 598,558</b>	<b>\$ 703,436</b>	<b>\$ 742,868</b>	<b>\$ 859,500</b>



## BUDGET FISCAL YEAR 2016-17

### HUMAN RESOURCES DEPARTMENT

#### Mission Statement

The mission of the Human Resources Department is to advance workforce excellence. The strategic goal is to become the employer of choice for high performing employees by sustaining a safe and ethical workplace that promotes innovation and provides opportunities for employee development to achieve job fulfillment.

#### Roles and Responsibilities

- ◆ Recruit and retain highly qualified and productive employees by providing competitive compensation and opportunities for career development, leadership training and advancement.
- ◆ Promote a work environment, training, equipment and other resources necessary to ensure the highest level of employee safety.
- ◆ Ensure an ethical work environment by incorporating the District's Guiding Principles into all aspects of District's business.
- ◆ Promote productivity and creativity to achieve the District's goals and objectives through employee engagement, encouraging further training and education, and rewarding excellent performance.
- ◆ Promote opportunities for clear and open communication and foster positive interaction between management and employees

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Actively working to replace the Human Resources/Payroll systems which will provide improved efficiencies and employee self-service abilities.
- ◆ Expanded supervisory and leadership training
- ◆ Initiated a cooperative approach with other agencies to addressing curriculum needs to establish an internship program

#### Goals and Objectives for FY 2016-17

- ◆ Continue expanding training opportunities with a focus on supervisors.
- ◆ Implement an internship program addressing hard to fill positions
- ◆ Complete labor negotiations prior to expiration of current contract with outcomes that are mutually beneficial to the District and employees
- ◆ Successful implementation of the Human Resources/Payroll system resulting in improved processes administratively and improved access to information for management and employees.
- ◆ Develop a plan to address succession planning
- ◆ Seek more contemporary and focused recruitment processes which render highly qualified employees

#### Budget Constraints FY 2016-2017 and Significant Changes from Prior Year

For FY 2016-17, the Human Resources Department budget reflects an increase in total budget to provide funding for outside services in support of labor negotiations, and proposed internship program curriculum costs.

- ◆ Consultants
  - HR/Payroll Consulting
  - Employee benefits plans consulting
- ◆ Outside Services

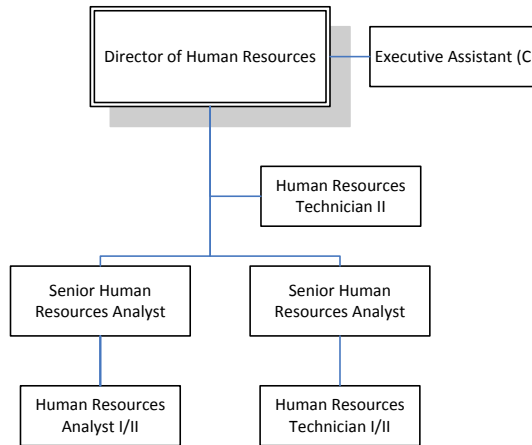
# BUDGET FISCAL YEAR 2016-17

## Position Changes

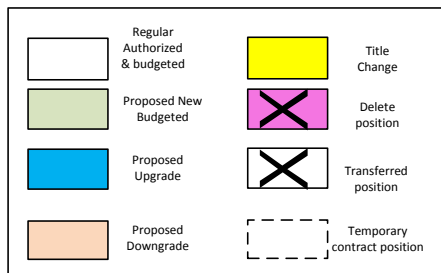
The budget includes a decrease of two positions in the number of authorized positions and a re-classification of an existing position.

## Human Resources

(7)



803-723



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

HUMAN RESOURCES - 072300 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			8	7
WAGES			\$ 832,649	\$ 786,800
BENEFITS			382,439	360,500
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,215,088</b>	<b>\$ 1,147,300</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			1,215,088	1,147,300

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,067,507	\$ 1,146,513	\$ 1,140,338	\$ 1,033,300
53199 - LABOR-STUDENTS	-	49,613	74,750	114,000
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,067,507</b>	<b>\$ 1,196,126</b>	<b>\$ 1,215,088</b>	<b>\$ 1,147,300</b>
54120 - DIRECT MATERIALS	25,056	43,107	62,830	95,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,580	14,765
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	2,394	1,127	755	4,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	349	52	-	-
54125 - NEW COMPUTER WORKSTATIONS	860	1,711	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,525	522	2,026	3,280
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 30,183</b>	<b>\$ 46,519</b>	<b>\$ 67,191</b>	<b>\$ 117,045</b>
55373 - TELEPHONE	342	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	26,862	73,943	35,780	215,000
56161 - TEMPORARY SERVICES	11,655	19,289	-	22,500
56177 - REPAIRS-OTHER	-	-	204	204
56266 - CONSULTANTS-OTHER	-	-	146,000	-
56560 - POSTAGE	-	-	204	204
56565 - INSURANCE	-	38	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 38,518</b>	<b>\$ 93,270</b>	<b>\$ 182,188</b>	<b>\$ 237,908</b>
57235 - EQUIPMENT RENTAL	345	478	-	500
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 345</b>	<b>\$ 478</b>	<b>\$ -</b>	<b>\$ 500</b>
58121 - CONFERENCE FEES	3,240	5,526	5,065	21,575
58122 - TECHNICAL TRAINING EXPENSE	22,011	50,976	88,800	96,000
58123 - OUTSIDE TECHNICAL TRAINING	295	-	2,040	10,000
58161 - EMPLOYEE TRAVEL EXPENSE	2,120	13,886	4,315	21,060
58163 - DUES & MEMBERSHIP FEES	1,584	1,554	1,624	1,710
58164 - SUBSCRIPTIONS	2,811	3,560	4,768	6,742
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 32,061</b>	<b>\$ 75,502</b>	<b>\$ 106,612</b>	<b>\$ 157,087</b>
59170 - BURDEN RATE VARIANCE	(36,818)	(46,031)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (36,818)</b>	<b>\$ (46,031)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,132,138</b>	<b>\$ 1,365,863</b>	<b>\$ 1,571,079</b>	<b>\$ 1,659,840</b>



### SAFETY, RISK AND EMERGENCY MANAGEMENT DEPARTMENT

#### Mission Statement

The mission of the Safety, Risk and Emergency Management Department is to provide expertise, guidance, training and support to employees and management in workplace safety, security, emergency management, and risk management.

#### Roles and Responsibilities

- ◆ Actively support the District's Safety Council, Joint Labor/Management Safety and Health Committee, and the District's Total Safety Culture.
- ◆ Ensure required safety training is readily available for all employees
- ◆ Control the District's liability exposure through cost effective self and purchased insurance programs and claims administration.
- ◆ Facilitate a security program that safeguards the District's assets and personnel. The security program includes the efforts of contract security personnel, video surveillance, access control, and monitoring systems.
- ◆ Actively support management to ensure that the District's Emergency Operation Plans are maintained and exercised, with recommended improvements to the District's emergency preparedness and response capabilities conducted and tracked.

#### Accomplishments in FY 2015-16

- ◆ Coordinated a districtwide Security and Vulnerability Assessment and implemented high-priority recommendations.
- ◆ Developed budget, resource and training needs to support the District's Hazardous Materials program.
- ◆ Completed a comprehensive review of the District's workers' compensation program and transitioned to a new third party administrator.
- ◆ Completed a comprehensive review of insurance brokerage services and insurance coverages.
- ◆ Conducted an emergency exercise utilizing the revised Emergency Operations Plan.

#### Goals and Objectives for FY 2016-17

- ◆ Coordinate the District's Cal/VPP recertification process.
- ◆ Conduct an Earthquake Hazard Analysis and consider strategies to minimize loss.
- ◆ Continue the revision of the District's Emergency Operations Plan and work with departments to develop departmental specific Emergency Response Plans.
- ◆ Conduct emergency management readiness exercises.
- ◆ Utilize a consultant to evaluate and make recommendations regarding the District's Security Surveillance Systems.
- ◆ Continue the implementation of the recommendations made in the Security and Vulnerability Assessment.
- ◆ Continue the evolution of the District's Hazardous Materials Team and incorporate the use of best and leading business practices.
- ◆ Revise the District's Accident, Incident Investigation process to ensure that the focus is on organizational learning.
- ◆ Identify and develop individual employee roles and responsibilities in the area of emergency management and response.

## BUDGET FISCAL YEAR 2016-17

### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

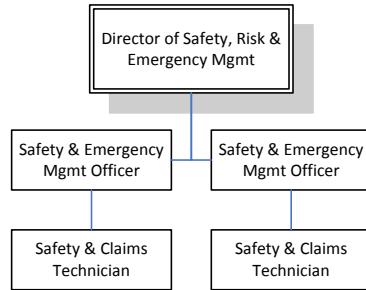
- ◆ Recertification as a California Voluntary Protection Program STAR Site:
  - Expand the scope of services provided by safety consultants to include more frequent comprehensive safety audits and review of the District's Process Safety Management Program.
  - Utilize the services of an Industrial Hygienist and/or other outside consultants to perform qualitative/quantitative analysis of potential employee exposure to chemicals and other respiratory hazards.
  - Provide additional training for employees in the areas of Emergency Response, EOC Roles and Responsibilities, Emergency Exercise Design, and Workplace Violence.
- ◆ Security services are budgeted at \$785,570 in FY 2016-17. The increase reflects additional assignments at remote facilities that have been experiencing an increase in vandalism and theft. Also included is a rate increase by the security services provider.
- ◆ Insurance Premiums were budgeted to incorporate the additional layers Excess Liability authorized by the Board of Directors in June 2015 and adjustments to the insured property values incorporating newly built and acquired facilities.
- ◆ Outside Services includes the budget appropriation for the third-party administrator services of Carl Warren and Company.

### Position Changes

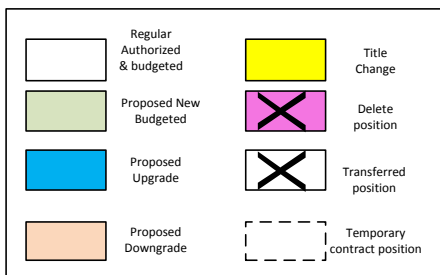
For FY 2016-17, there are no changes in the number of authorized positions.

# Safety, Risk & Emergency Management

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807-724



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

SAFETY, RISK & EMERGENCY MANAGEMENT - 072400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			4	5
WAGES			\$ 397,874	\$ 503,700
BENEFITS			177,645	214,800
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 575,519</b>	<b>\$ 718,500</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			575,519	718,500

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 537,152	\$ 533,496	\$ 560,787	\$ 700,700
53550 - STANDBY LABOR	12,283	13,231	14,732	17,800
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 549,435</b>	<b>\$ 546,727</b>	<b>\$ 575,519</b>	<b>\$ 718,500</b>
54120 - DIRECT MATERIALS	11,698	5,933	19,555	19,555
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,805	253	3,500	3,500
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	4,098	8,561	3,750	3,750
54124 - SAFETY SUPPLIES & SMALL TOOLS	15,231	7,101	22,150	23,450
54125 - NEW COMPUTER WORKSTATIONS	-	2,291	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,401	1,465	1,090	1,938
54140 - INVENTORY MATERIALS	1,325	1,023	1,500	1,500
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 35,558</b>	<b>\$ 26,628</b>	<b>\$ 51,545</b>	<b>\$ 53,693</b>
55373 - TELEPHONE	8,332	6,621	12,750	12,750
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 8,332</b>	<b>\$ 6,621</b>	<b>\$ 12,750</b>	<b>\$ 12,750</b>
56160 - OUTSIDE SERVICES	54,817	58,325	54,050	88,600
56163 - SECURITY SERVICES	655,162	657,598	717,570	785,570
56266 - CONSULTANTS-OTHER	-	44,875	-	70,000
56268 - SAFETY CONSULTANTS	21,238	17,572	144,550	144,500
56565 - INSURANCE	754,632	870,993	1,054,836	1,242,478
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 1,485,849</b>	<b>\$ 1,649,364</b>	<b>\$ 1,971,006</b>	<b>\$ 2,331,148</b>
57130 - OUTSIDE EQUIPMENT	1,315	4,494	2,400	2,400
57134 - SOFTWARE LICENSE & SUPPORT	-	100	3,082	35,850
57135 - CLOUD SERVICE SUBSCRIPTIONS	-	-	-	19,800
57235 - EQUIPMENT RENTAL	23,231	23,225	25,803	23,172
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 24,546</b>	<b>\$ 27,818</b>	<b>\$ 31,285</b>	<b>\$ 81,222</b>
58121 - CONFERENCE FEES	899	2,073	-	-
58123 - OUTSIDE TECHNICAL TRAINING	1,149	750	4,940	4,940
58124 - SAFETY TRAINING	212,048	141,888	257,600	215,437
58161 - EMPLOYEE TRAVEL EXPENSE	8,390	7,874	9,715	9,715
58163 - DUES & MEMBERSHIP FEES	650	2,185	2,350	2,350
58164 - SUBSCRIPTIONS	11,444	11,294	23,380	3,580
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 234,580</b>	<b>\$ 166,065</b>	<b>\$ 297,985</b>	<b>\$ 236,022</b>
59170 - BURDEN RATE VARIANCE	(22,748)	(30,506)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (22,748)</b>	<b>\$ (30,506)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,315,551</b>	<b>\$ 2,392,716</b>	<b>\$ 2,940,090</b>	<b>\$ 3,433,335</b>





## BUDGET FISCAL YEAR 2016-17

HAZMAT - 071200 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ -	\$ -	\$ -	\$ 10,000
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
54120 - DIRECT MATERIALS	-	-	-	5,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	-	10,000
54140 - INVENTORY MATERIALS	-	-	-	1,000
54446 - TOOLS-REPLACEMENT	-	-	-	5,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,000</b>
56160 - OUTSIDE SERVICES	-	-	-	2,500
56268 - SAFETY CONSULTANTS	-	-	-	10,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,500</b>
58121 - CONFERENCE FEES	-	-	-	3,000
58123 - OUTSIDE TECHNICAL TRAINING	-	-	-	4,200
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	-	10,500
58163 - DUES & MEMBERSHIP FEES	-	-	-	3,200
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,900</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,400</b>



## BUDGET FISCAL YEAR 2016-17

### CUSTOMER SERVICE DEPARTMENT

#### Mission Statement

The mission of the Customer Service department is to serve each customer in a timely, courteous, and effective manner and ensure that options are available to meet their respective needs.

#### Roles and Responsibilities

The Customer Service department is responsible for accurately billing the District's water, wastewater and recycled water customers on a monthly basis, as well as providing excellent call-center operations and customer support systems and processes.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Implemented new delinquency process to encourage timely payments, reduce delinquencies, decrease aging 61 plus days, and minimize collection write-offs.
- ◆ Deployed after call customer satisfaction survey
- ◆ Implemented departmental restructuring to enhance focus on customer billing and call-center operations.
- ◆ Implemented outbound messaging utilizing automated metering technology to notify customers of water leaks and continuous use.
- ◆ Implemented Interactive Voice Response (IVR) and website improvements focusing on customer self-service and reduced call volume.
- ◆ Completed professional consulting engagement identifying call-center improvements and project opportunities.

#### Goals and Objectives for FY 2016-17

- ◆ Complete project assessment, define scope, and initiate replacement of the District's customer information and billing system (COINS).
- ◆ Implement remote access and automate work orders to Customer Service Field Representatives.
- ◆ Further refine customer self-serve automation providing increased service and reduced call volume.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

There are no anticipated constraints for the FY 2016-17 budget. The Customer Information System (COINS) replacement assessment and feasibility is provided through Information Technology project budget.

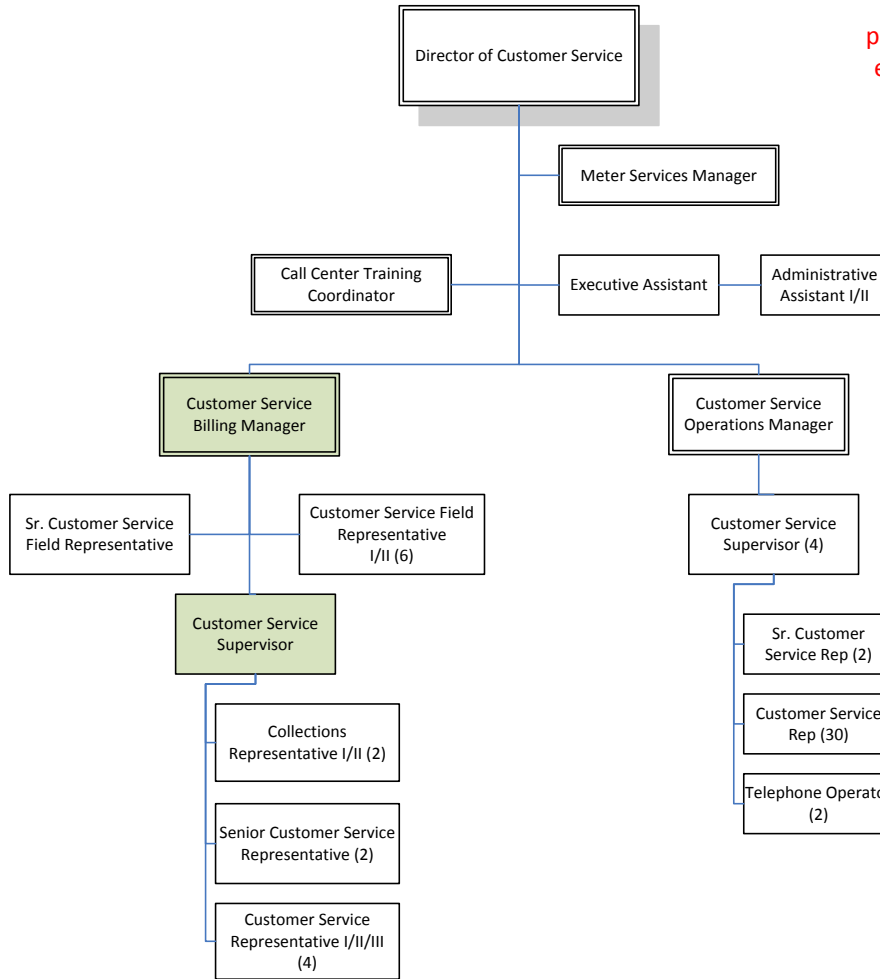
#### Positions Changes

No changes.

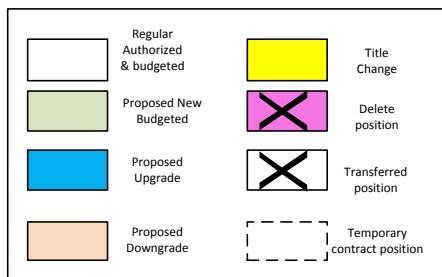
# Customer Service

**(60)**

Note: There are currently 2 extra positions that will be eliminated through attrition



811-752



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

CUSTOMER SERVICE - 075200 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			56	58
WAGES			\$ 3,638,352	\$ 3,990,200
BENEFITS			2,009,728	1,789,800
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 5,648,080</b>	<b>\$ 5,780,000</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			5,648,080	5,780,000

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 4,875,016	\$ 4,742,846	\$ 5,644,080	\$ 5,777,000
53198 - LABOR-WORKERS COMP DUTY	83,072	15,065	-	-
53550 - STANDBY LABOR	3,537	3,521	4,000	3,000
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 4,961,626</b>	<b>\$ 4,761,432</b>	<b>\$ 5,648,080</b>	<b>\$ 5,780,000</b>
54120 - DIRECT MATERIALS	11,913	15,918	19,603	23,065
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	588	-	1,730	1,810
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	3,815	2,012	1,687	4,150
54124 - SAFETY SUPPLIES & SMALL TOOLS	752	989	791	1,125
54125 - NEW COMPUTER WORKSTATIONS	3,196	-	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	39	110	1,293	1,832
54140 - INVENTORY MATERIALS	1,841	1,626	3,150	3,150
54446 - TOOLS-REPLACEMENT	144	172	483	483
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 22,288</b>	<b>\$ 20,827</b>	<b>\$ 28,737</b>	<b>\$ 35,615</b>
55373 - TELEPHONE	57,914	56,280	83,219	86,500
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 57,914</b>	<b>\$ 56,280</b>	<b>\$ 83,219</b>	<b>\$ 86,500</b>
56160 - OUTSIDE SERVICES	528,092	543,364	558,565	631,565
56161 - TEMPORARY SERVICES	78,814	173,379	29,400	117,600
56266 - CONSULTANTS-OTHER	-	-	-	75,000
56268 - SAFETY CONSULTANTS	-	-	2,040	2,040
56560 - POSTAGE	773,410	706,718	816,700	750,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 1,380,316</b>	<b>\$ 1,423,461</b>	<b>\$ 1,406,705</b>	<b>\$ 1,576,205</b>
57235 - EQUIPMENT RENTAL	122,304	119,844	137,700	119,872
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 122,304</b>	<b>\$ 119,844</b>	<b>\$ 137,700</b>	<b>\$ 119,872</b>
58121 - CONFERENCE FEES	3,895	1,367	5,702	8,700
58161 - EMPLOYEE TRAVEL EXPENSE	1,933	1,177	3,570	6,850
58164 - SUBSCRIPTIONS	-	-	102	-
58930 - BANK SERVICE FEES	413,563	501,486	363,687	525,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 419,391</b>	<b>\$ 504,030</b>	<b>\$ 373,061</b>	<b>\$ 540,550</b>
59170 - BURDEN RATE VARIANCE	152,829	96,044	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ 152,829</b>	<b>\$ 96,044</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 7,116,668</b>	<b>\$ 6,981,919</b>	<b>\$ 7,677,502</b>	<b>\$ 8,138,742</b>



## BUDGET FISCAL YEAR 2016-17

### METER SERVICES DEPARTMENT

#### Mission Statement

The mission of the Meter Services Department is to ensure that all water meters are read timely and accurately in a safe and efficient manner. To integrate new technology into the daily business processes which can maximize efficiency for our customers and safeguard the safety of our employees.

#### Roles and Responsibilities

The Meter Services department is responsible for gathering and importing reads for over 142,000 water customers. Meter Services is also responsible for installing, repairing, and replacing both customer and water distribution system meters, and for implementing the District's automated metering infrastructure (AMI) project.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Contracted Alexander's meter reading services to facilitate the AMI expansion project in FY 2014-15.
- ◆ Developed an implementation and installation plan to deploy the AMI project.
- ◆ Exceeded AMI installation goal of 11,900 with a total of 13,763 meters installed in FY 2014-15.
- ◆ Continued the deployment of contracted meter reading services in FY 2015-16.
- ◆ Accelerated the implementation of automated metering by installing over 14,000 AMI water meters in FY 2015-16.
- ◆ Finalized implementation of the Meter Data Management System (MDMS).

#### Goals and Objectives for FY 2016-2017

- ◆ Finalize the completion of AMI communications infrastructure by completing the installation of Tower Gateway Base Stations (TGB's) providing complete District coverage.
- ◆ Install 17,000 AMI water meters.
- ◆ Continue to pursue grant opportunities and utility incentives for assistance in funding project expansion.
- ◆ Utilize the MDMS to facilitate ongoing conservation and leak detection efforts.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

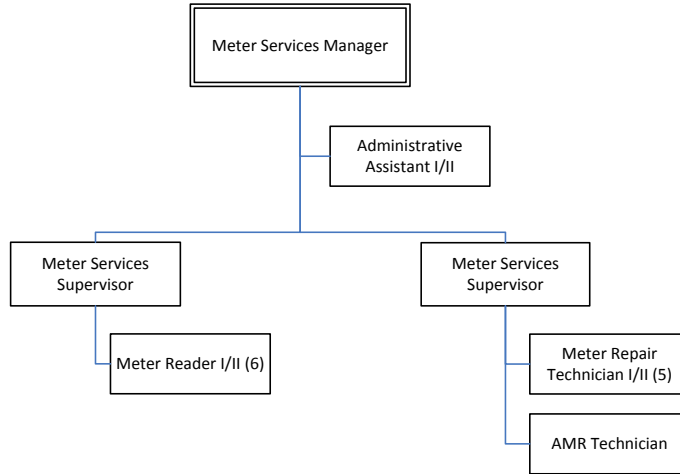
Funds for AMI infrastructure and water meter replacement are provided for in the FY 2016-17 Operating Fixed Assets (OFA) budget.

#### Position Changes

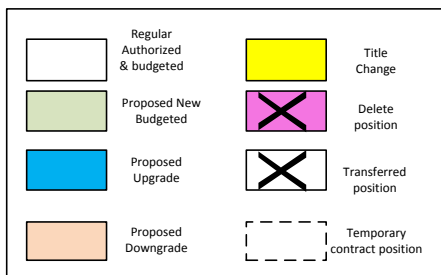
The department continues to support and provide placement training and assistance to meter reading personnel. Vacated positions will not be filled.

# Meter Services

(16)



812-765



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

METER SERVICES - 076500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			20	16
WAGES			\$ 1,287,770	\$ 1,126,000
BENEFITS			743,058	507,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,030,828</b>	<b>\$ 1,633,600</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 40,617	\$ 408,400
PLANTS & SERVICE AREAS			609,248	408,400
DEPARTMENT DIRECT LABOR			1,380,963	816,800

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,286,599	\$ 1,188,240	\$ 1,380,963	\$ 816,100
53198 - LABOR-WORKERS COMP DUTY	24,482	-	-	-
53550 - STANDBY LABOR	-	-	-	700
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,311,081</b>	<b>\$ 1,188,240</b>	<b>\$ 1,380,963</b>	<b>\$ 816,800</b>
54120 - DIRECT MATERIALS	14,594	11,401	10,200	15,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	756	3,520	675	1,375
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	10,115	2,279	3,500	36,000
54123 - METER MATERIALS	(17,580)	(29,243)	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	16,925	14,361	8,160	17,450
54125 - NEW COMPUTER WORKSTATIONS	1,229	5,233	-	2,200
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	600	2,800	3,200
54140 - INVENTORY MATERIALS	8,433	8,407	6,000	6,000
54446 - TOOLS-REPLACEMENT	4,288	8,364	5,100	5,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 38,761</b>	<b>\$ 24,922</b>	<b>\$ 36,435</b>	<b>\$ 86,225</b>
55373 - TELEPHONE	2,395	-	3,060	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 2,395</b>	<b>\$ -</b>	<b>\$ 3,060</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	6,237	296,194	4,000	464,716
56161 - TEMPORARY SERVICES	214,872	118,013	244,800	40,000
56177 - REPAIRS-OTHER	12,742	2,562	4,080	4,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 233,851</b>	<b>\$ 416,770</b>	<b>\$ 252,880</b>	<b>\$ 508,716</b>
57235 - EQUIPMENT RENTAL	235,552	231,203	204,000	218,688
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 235,552</b>	<b>\$ 231,203</b>	<b>\$ 204,000</b>	<b>\$ 218,688</b>
58121 - CONFERENCE FEES	2,020	3,505	4,500	5,135
58123 - OUTSIDE TECHNICAL TRAINING	95	50	5,100	-
58161 - EMPLOYEE TRAVEL EXPENSE	7,585	7,247	8,850	10,697
58164 - SUBSCRIPTIONS	-	-	-	1,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 9,700</b>	<b>\$ 10,802</b>	<b>\$ 18,450</b>	<b>\$ 16,832</b>
59085 - DEPT CREDITS-MATERIAL FAB	(11,093)	(16,147)	-	-
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (11,093)</b>	<b>\$ (16,147)</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	57,505	34,824	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ 57,505</b>	<b>\$ 34,824</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,877,753</b>	<b>\$ 1,890,614</b>	<b>\$ 1,895,788</b>	<b>\$ 1,647,261</b>



### INFORMATION SYSTEMS DEPARTMENT

#### Mission Statement

Information System's mission is to further the District's mission of excellence by partnering to achieve EMWD's strategic plan, goals, and objectives by adding value to key business processes through the delivery of information technology solutions that deliver the best quality products, services, and data.

#### Roles and Responsibilities

The Information Systems Department provides technical leadership through collaboration on numerous information technology projects. Project services include project management, project reporting, business analysis, data analysis, development, systems analysis, vendor evaluation and selection, and vendor management. The department also provides ongoing system and user support to ensure that existing technology solutions are available when expected, and that users receive the assistance they require to fully utilize these solutions.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Completed Network Core Upgrade
- ◆ Implement Human Resources / Payroll Replacement
- ◆ Continuation of One GIS Project – Phase 4
- ◆ RFP Development for Maximo Upgrade
- ◆ Enterprise Backup System Replacement
- ◆ Implement AP Check/EFT Payment in Oracle EBS
- ◆ Continuation of E-mail archiving project
- ◆ Completed Field Mapplet v7 Upgrade
- ◆ BackTrack Upgrade Phase II – Implementation
- ◆ Completed VMware Upgrade
- ◆ Completed COINS Hardware and Database Upgrade
- ◆ Completed Server Replacements
- ◆ Completed Windows 7 Upgrade and PC replacements
- ◆ CityView Phase 2 – Source Control Implementation
- ◆ System Uptime average of 99.94%

#### Goals and Objectives for FY 2016-17

- ◆ Adopt and Implement IT Master Plan
- ◆ Implement CityView Phase 3 (Plan Check)
- ◆ Initiate CityView Phase 4 (Construction)
- ◆ Initiate Customer Billing System replacement, Refunds, Conservation Portal
- ◆ Initiate Procure-to-Pay Process Improvements
- ◆ Select SaaS Provider and Upgrade Maximo to 7.x
- ◆ Implement Learning Management System & Performance Management in HCM
- ◆ O & M Manual Upgrade (SharePoint solution)
- ◆ Complete One-GIS Project
- ◆ Implement LIMS Replacement
- ◆ Assess EMIS Replacement
- ◆ Assess and Implement IT Organization Realignment
- ◆ Implement SCADA Microwave Ring
- ◆ Website Improvements & Mobile Responsiveness Design



## BUDGET FISCAL YEAR 2016-17

- ◆ Complete Network Endpoint Upgrade
- ◆ Enterprise Content Management Master Plan & Taxonomy
- ◆ Implement IT/SCADA Vulnerability Assessment Recommendations
- ◆ Backbone Infrastructure Assessment
- ◆ Develop RWRf Underground Facilities Map
- ◆ Oracle Database Hardware Replacement
- ◆ Annual server replacement
- ◆ Annual PC replacements per lifecycle
- ◆ Sustain/Improve high performance measures including project performance measure
- ◆ Complete requested work orders

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

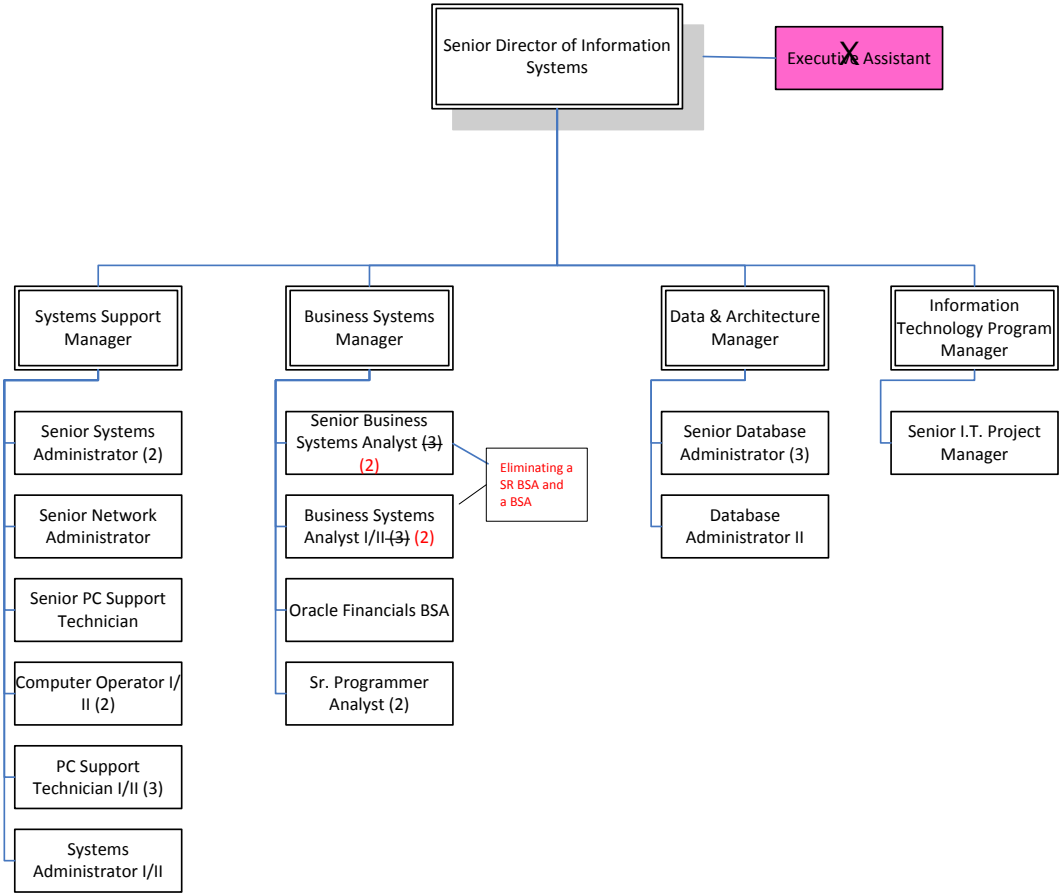
For FY 2016-17, the overall Information Systems operating budget was reduced by 11% based on trimming expenses and moving the Annual PC Replacements to the OFA. An additional account for Cloud Services was created to track increases in this area as the District shifts hosting of applications to a subscription model.

### **Position Changes**

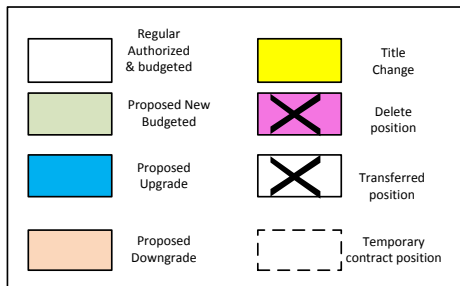
For FY 2016-17, the department will recruit a Senior Director of Information Systems and request one reclassification. For FY 2016-17, there are no changes in the number of positions.

# Information Systems

(27)



816-722



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

INFORMATION SYSTEMS - 072200 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			31	27
WAGES			\$ 3,383,269	\$ 3,291,800
BENEFITS			1,420,515	1,480,300
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 4,803,784</b>	<b>\$ 4,772,100</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 384,303	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			4,419,481	4,772,100

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 4,935,499	\$ 4,960,516	\$ 4,419,481	\$ 4,772,100
53198 - LABOR-WORKERS COMP DUTY	51,395	-	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 4,986,894</b>	<b>\$ 4,960,516</b>	<b>\$ 4,419,481</b>	<b>\$ 4,772,100</b>
54120 - DIRECT MATERIALS	1,480	323	816	816
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	2,078	-	689	3,700
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	20,105	27,055	26,744	24,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	35	381	102	100
54125 - NEW COMPUTER WORKSTATIONS	2,177	2,005	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	48,016	2,111	45,390	-
54140 - INVENTORY MATERIALS	1,826	1,484	-	-
54446 - TOOLS-REPLACEMENT	-	-	-	200
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 75,718</b>	<b>\$ 33,359</b>	<b>\$ 73,741</b>	<b>\$ 28,816</b>
55373 - TELEPHONE	1,772	-	2,448	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 1,772</b>	<b>\$ -</b>	<b>\$ 2,448</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	51,406	39,503	-	-
56161 - TEMPORARY SERVICES	64	-	-	-
56265 - COMPUTER CONSULTING & PROGRAMMING	328,677	554,160	725,000	605,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 380,147</b>	<b>\$ 593,663</b>	<b>\$ 725,000</b>	<b>\$ 605,000</b>
57133 - MAINTENANCE CONTRACTS	5,918	-	-	-
57134 - SOFTWARE LICENSE & SUPPORT	2,479,311	2,309,266	3,030,848	2,438,902
57135 - CLOUD SERVICE SUBSCRIPTIONS	-	-	-	472,369
57235 - EQUIPMENT RENTAL	8,993	8,993	9,486	8,256
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 2,494,222</b>	<b>\$ 2,318,259</b>	<b>\$ 3,040,334</b>	<b>\$ 2,919,527</b>
58121 - CONFERENCE FEES	140	753	3,060	13,000
58122 - TECHNICAL TRAINING EXPENSE	849	200	-	-
58123 - OUTSIDE TECHNICAL TRAINING	8,975	-	17,340	16,500
58161 - EMPLOYEE TRAVEL EXPENSE	6,226	7,226	5,100	11,000
58163 - DUES & MEMBERSHIP FEES	3,207	537	3,585	2,425
58164 - SUBSCRIPTIONS	86,040	94,935	189,850	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 105,437</b>	<b>\$ 103,651</b>	<b>\$ 218,935</b>	<b>\$ 42,925</b>
59170 - BURDEN RATE VARIANCE	(390,191)	(437,998)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (390,191)</b>	<b>\$ (437,998)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 7,653,999</b>	<b>\$ 7,571,451</b>	<b>\$ 8,479,939</b>	<b>\$ 8,368,368</b>



## BUDGET FISCAL YEAR 2016-17

### FINANCE DEPARTMENT

#### Mission Statement

The mission of the Finance Department is to provide sound financial guidance and timely, accurate, and informative financial reports and accounting services to the District's internal and external customers while safeguarding the District's assets in accordance with Generally Accepted Accounting Principles, applicable laws, regulations, and District policies.

#### Roles and Responsibilities

The Finance Department is responsible for the District's long-range fiscal planning and rate setting, ensuring financial stability and reasonable rates for customers. Other Finance functions include cash, debt, and treasury management; accounting, financial reporting and analysis; and the preparation of the annual operating budget and five-year capital improvement program.

The Department's accounting functions include accurately processing and recording vendor invoices and miscellaneous billings and receivables; construction and fixed assets accounting; grants accounting; payroll processing; remittance processing; and cash disbursements.

In addition to the above duties and responsibilities, the Department also manages special funding districts.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Successfully refunded and restructured the District's debt portfolio resulting in lower debt service payments, increased funding for capital projects, and ratings upgrade.
- ◆ Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the District's June 30, 2014 and June 30, 2015 Comprehensive Annual Financial Report for the twelfth and thirteenth consecutive years, respectively.
- ◆ Completed Phase I of the Human Resources, Payroll, and Benefits software system replacement project in May 2016.
- ◆ Installed the Insight Hubble Budget Software. This application was used in the development and completion of the FY 2016-17 Budget.
- ◆ Completed the Remittance Processing/Lockbox Service project by successfully transitioning to a third-party bank service provider in April 2016. This change eliminates the manual process involved in daily utility payments processing.
- ◆ Completed Metropolitan Water District's Local Resource Program performance audit for the Desalter program.
- ◆ Initiated a Cost of Service study for the water, sewer, and recycled water systems with scheduled completion in FY 2016-17.
- ◆ Special funding group formed six community facilities districts (CFDs), issued \$2.72 million in new money CFD financings and refunded \$56.1 million in CFD debt which resulted in lower special taxes for nearly 4,500 properties during FY 2015-16.

## BUDGET FISCAL YEAR 2016-17

### Goals and Objectives for FY 2016-17

- ◆ Reduce debt service costs by optimizing debt portfolio.
- ◆ Achieve the GFOA Certificate of Achievement for Excellence in Financial Reporting for the District's June 30, 2016 Comprehensive Annual Financial Report.
- ◆ Complete Phase II of the Human Resources, Payroll, and Benefits software system replacement project.
- ◆ Start and complete the Procure-To-Pay automation project. Implementation of this project will increase efficiencies and eliminate the manual process from point of purchase to vendor payment.
- ◆ Support the Customer Service and Information Service departments in the evaluation of customer billing applications and systems.
- ◆ Support the Maintenance department in the migration of inventory recordkeeping from the Maximo Work Order system to Oracle.
- ◆ Prepare and complete monthly financial reports by the 12<sup>th</sup> working day of each month.
- ◆ Prepare and complete monthly grants revenue and expenditure reports and analyses.
- ◆ Increase efficiencies in monthly construction projects closing and billing.
- ◆ Prepare monthly miscellaneous accounts receivable analyses and increase collection efforts.
- ◆ Engage audit services for wholesale utility billings, agency sewer billings, and development fee collections.
- ◆ Complete the Cost of Service study and implement for Fiscal Year 2017-18.
- ◆ Update the Long-Term Financial Plan model with inputs for Replacement and Refurbishment model.
- ◆ Continue to fully fund the Actuarially Determined Contribution for the Other Post- Employment Benefits Trust Fund.
- ◆ Prepare Biennial Budget for Fiscal Years 2017-18 and 2018-19.
- ◆ The special funding group anticipates the formation of ten community facilities districts (CFDs), and the issuance of \$5 million in new money CFD financings. The team will continue to evaluate all potential savings to property owners in the form of refinancing.

### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

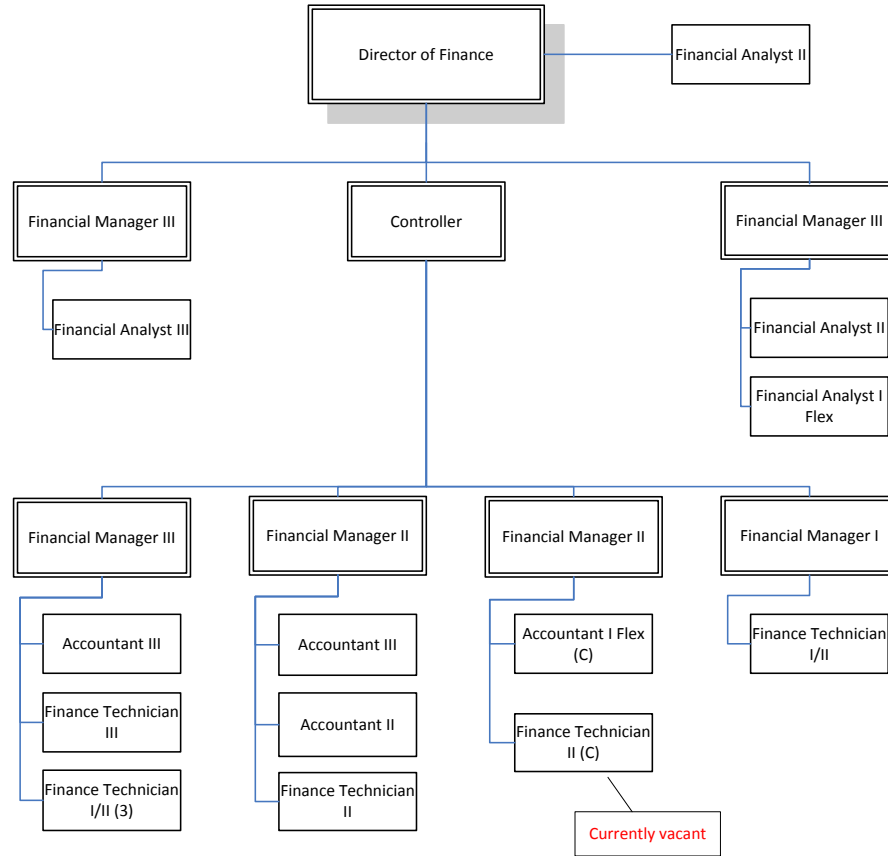
Outside services expense increased by about \$68,000 or 38% from the FY 2015-16 budget due to the addition of other audit engagement services for wholesale utility billings and development fees, actuarial studies, and continued cost of service study; bank service fees increased by about \$96,000 or 52% due to lockbox service fees which is offset by a corresponding decrease in the temporary service expense.

### Position Changes

There are no position changes for FY 2016-17.

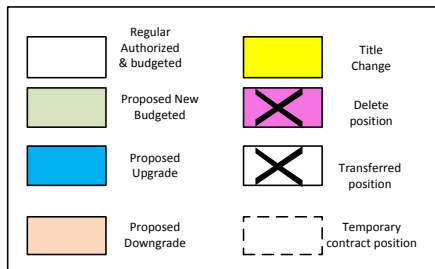
# Finance

(23)



821-721

825-725 (Special Fund District)



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

FINANCE - 072100 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			22	20
WAGES			\$ 1,910,425	\$ 1,823,700
BENEFITS			990,480	830,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,900,905</b>	<b>\$ 2,654,300</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			2,900,905	2,654,300

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 2,410,531	\$ 2,351,356	\$ 2,900,905	\$ 2,654,300
53198 - LABOR-WORKERS COMP DUTY	-	382	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 2,410,531</b>	<b>\$ 2,351,738</b>	<b>\$ 2,900,905</b>	<b>\$ 2,654,300</b>
54120 - DIRECT MATERIALS	3,709	5,815	9,078	5,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,809	2,078	530	530
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	234	1,957	1,239	2,100
54124 - SAFETY SUPPLIES & SMALL TOOLS	616	11	51	51
54125 - NEW COMPUTER WORKSTATIONS	-	3,778	2,200	2,200
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,015	1,598	2,990	2,990
54140 - INVENTORY MATERIALS	-	298	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 7,383</b>	<b>\$ 15,534</b>	<b>\$ 16,088</b>	<b>\$ 12,871</b>
55373 - TELEPHONE	-	-	510	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 510</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	174,114	150,748	181,462	250,000
56161 - TEMPORARY SERVICES	84,758	87,514	102,000	40,000
56769 - PENALTIES & FINES	-	5,443	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 258,872</b>	<b>\$ 243,705</b>	<b>\$ 283,462</b>	<b>\$ 290,000</b>
57235 - EQUIPMENT RENTAL	187	409	306	300
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 187</b>	<b>\$ 409</b>	<b>\$ 306</b>	<b>\$ 300</b>
58121 - CONFERENCE FEES	1,717	2,625	3,366	4,500
58123 - OUTSIDE TECHNICAL TRAINING	3,329	4,053	8,160	9,400
58161 - EMPLOYEE TRAVEL EXPENSE	2,034	3,717	2,805	4,200
58163 - DUES & MEMBERSHIP FEES	1,435	1,284	1,724	1,900
58930 - BANK SERVICE FEES	158,398	167,784	183,600	280,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 166,912</b>	<b>\$ 179,463</b>	<b>\$ 199,655</b>	<b>\$ 300,000</b>
59170 - BURDEN RATE VARIANCE	(40,145)	(62,716)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (40,145)</b>	<b>\$ (62,716)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,803,740</b>	<b>\$ 2,728,133</b>	<b>\$ 3,400,926</b>	<b>\$ 3,257,471</b>



## BUDGET FISCAL YEAR 2016-17

SPECIAL FUNDING DISTRICTS - 072500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			2	3
WAGES			\$ 152,896	\$ 279,800
BENEFITS			91,469	125,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 244,365</b>	<b>\$ 405,500</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			244,365	405,500

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 198,743	\$ 286,073	\$ 244,365	\$ 405,500
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 198,743</b>	<b>\$ 286,073</b>	<b>\$ 244,365</b>	<b>\$ 405,500</b>
54120 - DIRECT MATERIALS	76	77	204	204
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	436	324	204	204
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 513</b>	<b>\$ 401</b>	<b>\$ 408</b>	<b>\$ 408</b>
56160 - OUTSIDE SERVICES	24,500	32,940	-	-
56266 - CONSULTANTS-OTHER	1,500	1,500	4,080	4,080
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 26,000</b>	<b>\$ 34,440</b>	<b>\$ 4,080</b>	<b>\$ 4,080</b>
58121 - CONFERENCE FEES	-	-	1,020	1,020
58161 - EMPLOYEE TRAVEL EXPENSE	16	25	1,020	1,020
58163 - DUES & MEMBERSHIP FEES	-	-	510	510
58164 - SUBSCRIPTIONS	-	-	510	510
58240 - LEGAL-RETAINER FEE	161	-	1,020	1,020
58250 - LEGAL-OTHER	4,500	-	-	-
58930 - BANK SERVICE FEES	67	91	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 4,743</b>	<b>\$ 115</b>	<b>\$ 4,080</b>	<b>\$ 4,080</b>
59086 - DEPT CREDITS-MISC	(226,767)	(321,759)	(252,933)	(414,068)
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (226,767)</b>	<b>\$ (321,759)</b>	<b>\$ (252,933)</b>	<b>\$ (414,068)</b>
59170 - BURDEN RATE VARIANCE	(3,232)	(5,431)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (3,232)</b>	<b>\$ (5,431)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ (0)</b>	<b>\$ (6,162)</b>	<b>\$ -</b>	<b>\$ -</b>



## BUDGET FISCAL YEAR 2016-17

### PURCHASING & CONTRACTS DEPARTMENT

#### Mission Statement

To meet the needs of the organization with the consistent supply of materials, goods, services, energy, equipment, and support processes provided in a responsible, cost-effective, and equitable manner.

#### Roles and Responsibilities

The Purchasing & Contracts department is responsible for procurement, contracts, contract administration, warehouse inventory and records management. The department is also responsible for general services such as copy center operations, tool room management, shipping and receiving, service contract administration, and the procurement of energy resources.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Received the Achievement of Excellence in Procurement Award demonstrating excellence, innovation, professionalism, productivity, e-procurement, and leadership attributes.
- ◆ Achieved over \$3 Million in Cost Savings and Avoidance.
- ◆ Completed organizational restructuring of the Purchasing, Contracts, and Records Management functions.
- ◆ Implemented a new electronic procurement system (PlanetBids).
- ◆ Reassigned Contracts Quality Assurance Inspectors (2) to the department.
- ◆ Completed the e-mail management assessment and project recommendations.
- ◆ Implemented an on-line procurement card approval process.
- ◆ Implemented a centralized hazardous material storage and warehousing facility.
- ◆ Completed a District wide copier and document services needs assessment.

#### Goals and Objectives for FY 2016-17

- ◆ Identify and implement a contract management tool and business processes for administering non-standard (interagency) contracts and agreements.
- ◆ Evaluate and implement procure-to-pay process improvements and automation.
- ◆ Solicit proposals and contract for District wide copier and document production services.
- ◆ Evaluate internal delivery service needs, capabilities and requirements.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

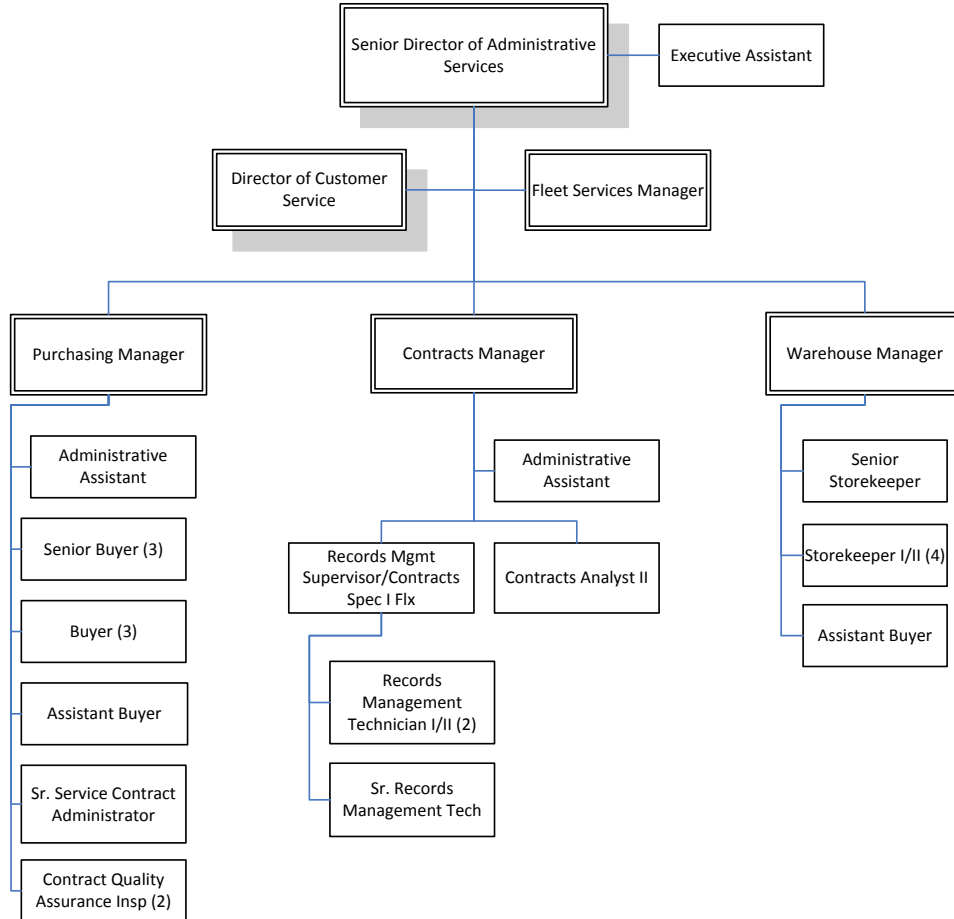
There are no anticipated constraints for the FY 2016-17 budget. Budgetary changes include the transfer of two (2) Contracts Quality Assurance Inspectors from Maintenance to Purchasing.

#### Position Changes

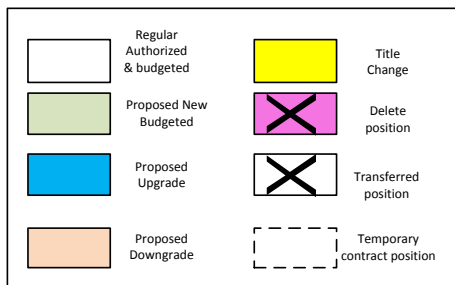
There are no changes in the number of positions for FY 2016-17.

# Purchasing & Contracts

(28)



- 809-768 (Purchasing)
- 808-766 (Contracts)
- 813-764 (Warehouse/Rec)
- 818-736 (Records Mgmt)



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

PURCHASING - 076800 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			10	12
WAGES			\$ 815,137	\$ 1,036,700
BENEFITS			400,037	463,100
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,215,174</b>	<b>\$ 1,499,800</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			1,215,174	1,499,800

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,214,287	\$ 1,202,752	\$ 1,215,174	\$ 1,496,300
53550 - STANDBY LABOR	-	-	-	3,500
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,214,287</b>	<b>\$ 1,202,752</b>	<b>\$ 1,215,174</b>	<b>\$ 1,499,800</b>
54120 - DIRECT MATERIALS	605	2,011	510	700
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	905	1,575
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	963	1,299	555	690
54124 - SAFETY SUPPLIES & SMALL TOOLS	46	11	200	1,725
54125 - NEW COMPUTER WORKSTATIONS	-	299	-	2,600
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	1,312	-	260
54140 - INVENTORY MATERIALS	76	298	140	1,100
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,691</b>	<b>\$ 5,230</b>	<b>\$ 2,310</b>	<b>\$ 8,650</b>
56160 - OUTSIDE SERVICES	19,123	26,181	35,700	32,500
56161 - TEMPORARY SERVICES	-	9,953	-	-
56266 - CONSULTANTS-OTHER	-	-	10,000	5,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 19,123</b>	<b>\$ 36,134</b>	<b>\$ 45,700</b>	<b>\$ 37,500</b>
57235 - EQUIPMENT RENTAL	50	194	300	500
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 50</b>	<b>\$ 194</b>	<b>\$ 300</b>	<b>\$ 500</b>
58121 - CONFERENCE FEES	238	398	400	500
58122 - TECHNICAL TRAINING EXPENSE	-	211	150	300
58123 - OUTSIDE TECHNICAL TRAINING	262	531	1,400	1,400
58161 - EMPLOYEE TRAVEL EXPENSE	2,272	2,760	2,850	4,060
58163 - DUES & MEMBERSHIP FEES	1,250	1,250	1,040	1,170
58164 - SUBSCRIPTIONS	923	-	850	500
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 4,945</b>	<b>\$ 5,150</b>	<b>\$ 6,690</b>	<b>\$ 7,930</b>
59170 - BURDEN RATE VARIANCE	(45,937)	(37,678)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (45,937)</b>	<b>\$ (37,678)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,194,158</b>	<b>\$ 1,211,781</b>	<b>\$ 1,270,174</b>	<b>\$ 1,554,380</b>



## BUDGET FISCAL YEAR 2016-17

CONTRACTS - 076600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			6	5
WAGES			\$ 469,608	\$ 541,300
BENEFITS			231,770	241,300
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 701,378</b>	<b>\$ 782,600</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			701,378	782,600

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 715,505	\$ 755,530	\$ 701,378	\$ 780,600
53550 - STANDBY LABOR	-	-	-	2,000
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 715,505</b>	<b>\$ 755,530</b>	<b>\$ 701,378</b>	<b>\$ 782,600</b>
54120 - DIRECT MATERIALS	-	159	255	255
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	693	959	675	675
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,159	872	900	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	57	-	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	325	-	-
54140 - INVENTORY MATERIALS	-	-	145	145
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,910</b>	<b>\$ 2,315</b>	<b>\$ 1,975</b>	<b>\$ 1,075</b>
56160 - OUTSIDE SERVICES	6,620	4,500	-	-
56161 - TEMPORARY SERVICES	17,201	21,375	22,440	20,000
56177 - REPAIRS-OTHER	-	4,181	-	-
56268 - SAFETY CONSULTANTS	-	-	310	310
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 23,821</b>	<b>\$ 30,056</b>	<b>\$ 22,750</b>	<b>\$ 20,310</b>
57131 - SPACE RENT	-	2,881	-	-
57133 - MAINTENANCE CONTRACTS	(576)	-	-	-
57235 - EQUIPMENT RENTAL	684	214	1,530	1,100
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 109</b>	<b>\$ 3,095</b>	<b>\$ 1,530</b>	<b>\$ 1,100</b>
58121 - CONFERENCE FEES	499	1,553	1,220	2,240
58123 - OUTSIDE TECHNICAL TRAINING	-	574	2,100	900
58161 - EMPLOYEE TRAVEL EXPENSE	1,492	2,620	2,175	3,870
58163 - DUES & MEMBERSHIP FEES	975	605	1,035	1,370
58164 - SUBSCRIPTIONS	-	(440)	-	-
58250 - LEGAL-OTHER	2,880	520	10,000	5,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 5,846</b>	<b>\$ 5,432</b>	<b>\$ 16,530</b>	<b>\$ 13,380</b>
59170 - BURDEN RATE VARIANCE	(26,932)	(21,687)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (26,932)</b>	<b>\$ (21,687)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 720,259</b>	<b>\$ 774,742</b>	<b>\$ 744,163</b>	<b>\$ 818,465</b>



## BUDGET FISCAL YEAR 2016-17

WAREHOUSE - 076400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			7	7
WAGES			\$ 463,752	\$ 506,500
BENEFITS			281,933	223,400
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 745,685</b>	<b>\$ 729,900</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			745,685	729,900

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 671,892	\$ 681,062	\$ 731,885	\$ 722,500
53550 - STANDBY LABOR	12,195	12,193	13,800	7,400
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 684,088</b>	<b>\$ 693,255</b>	<b>\$ 745,685</b>	<b>\$ 729,900</b>
54120 - DIRECT MATERIALS	8,280	6,498	10,800	9,400
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	-	2,700
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	291	-	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	7,698	16,572	14,400	12,900
54125 - NEW COMPUTER WORKSTATIONS	-	302	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	599	-	-
54140 - INVENTORY MATERIALS	1,251	731	-	-
54446 - TOOLS-REPLACEMENT	9,478	20	12,885	10,600
54568 - INVENTORY-SALES TAX	333,449	412,078	310,080	464,000
54569 - INVENTORY-FREIGHT	20,063	19,429	22,000	22,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 380,509</b>	<b>\$ 456,228</b>	<b>\$ 370,165</b>	<b>\$ 521,600</b>
56160 - OUTSIDE SERVICES	46,942	47,303	60,401	58,401
56177 - REPAIRS-OTHER	5,802	4,237	2,040	2,000
56181 - REFUSE & WASTE HAULING	7,990	11,697	11,000	14,400
56560 - POSTAGE	24,015	21,809	24,600	24,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 84,749</b>	<b>\$ 85,046</b>	<b>\$ 98,041</b>	<b>\$ 98,801</b>
57130 - OUTSIDE EQUIPMENT	34,102	39,540	34,000	37,000
57133 - MAINTENANCE CONTRACTS	1,191	777	1,632	2,000
57235 - EQUIPMENT RENTAL	40,396	50,764	44,880	36,934
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 75,689</b>	<b>\$ 91,081</b>	<b>\$ 80,512</b>	<b>\$ 75,934</b>
58123 - OUTSIDE TECHNICAL TRAINING	-	1,024	1,250	1,250
58161 - EMPLOYEE TRAVEL EXPENSE	518	530	920	920
58163 - DUES & MEMBERSHIP FEES	-	130	130	130
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 518</b>	<b>\$ 1,684</b>	<b>\$ 2,300</b>	<b>\$ 2,300</b>
59082 - DEPT CREDITS-WAREHOUSE	(321,044)	(395,892)	(310,080)	(464,000)
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (321,044)</b>	<b>\$ (395,892)</b>	<b>\$ (310,080)</b>	<b>\$ (464,000)</b>
59170 - BURDEN RATE VARIANCE	(27,868)	(22,866)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (27,868)</b>	<b>\$ (22,866)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 876,641</b>	<b>\$ 908,536</b>	<b>\$ 986,623</b>	<b>\$ 964,535</b>



## BUDGET FISCAL YEAR 2016-17

RECORDS MANAGEMENT - 073600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			5	4
WAGES			\$ 319,003	\$ 277,700
BENEFITS			153,435	122,900
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 472,438</b>	<b>\$ 400,600</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			472,438	400,600

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 447,986	\$ 450,386	\$ 472,438	\$ 399,300
53550 - STANDBY LABOR	-	-	-	1,300
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 447,986</b>	<b>\$ 450,386</b>	<b>\$ 472,438</b>	<b>\$ 400,600</b>
54120 - DIRECT MATERIALS	384	274	1,250	800
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	675	905
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	303	-	-	220
54124 - SAFETY SUPPLIES & SMALL TOOLS	200	42	-	-
54125 - NEW COMPUTER WORKSTATIONS	-	298	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	2,008	298	-	-
54140 - INVENTORY MATERIALS	132	20	125	125
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,027</b>	<b>\$ 932</b>	<b>\$ 2,050</b>	<b>\$ 2,050</b>
56160 - OUTSIDE SERVICES	38,913	31,425	49,450	90,050
56177 - REPAIRS-OTHER	357	-	-	-
56266 - CONSULTANTS-OTHER	8,850	5,868	5,250	5,775
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 48,120</b>	<b>\$ 37,293</b>	<b>\$ 54,700</b>	<b>\$ 95,825</b>
57130 - OUTSIDE EQUIPMENT	1,131	-	-	-
57131 - SPACE RENT	14,193	14,420	16,500	17,400
57133 - MAINTENANCE CONTRACTS	-	1,688	-	-
57235 - EQUIPMENT RENTAL	111	-	250	250
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 15,435</b>	<b>\$ 16,108</b>	<b>\$ 16,750</b>	<b>\$ 17,650</b>
58121 - CONFERENCE FEES	350	170	2,450	2,300
58123 - OUTSIDE TECHNICAL TRAINING	40	245	300	600
58161 - EMPLOYEE TRAVEL EXPENSE	1,611	1,415	2,715	2,305
58163 - DUES & MEMBERSHIP FEES	215	480	680	500
58164 - SUBSCRIPTIONS	6,370	7,491	5,900	6,150
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 8,586</b>	<b>\$ 9,801</b>	<b>\$ 12,045</b>	<b>\$ 11,855</b>
59170 - BURDEN RATE VARIANCE	(17,749)	(14,454)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (17,749)</b>	<b>\$ (14,454)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 505,405</b>	<b>\$ 500,064</b>	<b>\$ 557,983</b>	<b>\$ 527,980</b>



## BUDGET FISCAL YEAR 2016-17

COPY CENTER - 076700 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
54120 - DIRECT MATERIALS	\$ 127,939	\$ 78,851	\$ 125,000	\$ 182,500
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	-	1,350
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	13,262	240	5,000	5,000
54125 - NEW COMPUTER WORKSTATIONS	-	-	-	2,200
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	-	-	260
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 141,202</b>	<b>\$ 79,091</b>	<b>\$ 130,000</b>	<b>\$ 191,310</b>
55373 - TELEPHONE	91,422	119,854	137,170	146,355
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 91,422</b>	<b>\$ 119,854</b>	<b>\$ 137,170</b>	<b>\$ 146,355</b>
56177 - REPAIRS-OTHER	-	608	-	-
56266 - CONSULTANTS-OTHER	-	-	10,000	15,500
56560 - POSTAGE	131,896	79,624	147,186	144,300
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 131,896</b>	<b>\$ 80,232</b>	<b>\$ 157,186</b>	<b>\$ 159,800</b>
57130 - OUTSIDE EQUIPMENT	599,971	514,379	545,700	513,800
57133 - MAINTENANCE CONTRACTS	-	6,484	-	-
57235 - EQUIPMENT RENTAL	11,916	11,916	13,770	11,916
57237 - WORK CLOTHES RENTAL	-	-	-	130,000
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 611,887</b>	<b>\$ 532,779</b>	<b>\$ 559,470</b>	<b>\$ 655,716</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 976,406</b>	<b>\$ 811,957</b>	<b>\$ 983,826</b>	<b>\$ 1,153,181</b>

## BUDGET FISCAL YEAR 2016-17

### FLEET SERVICES DEPARTMENT

#### Mission Statement

The mission of the Fleet Services department is to provide efficient and cost effective maintenance, repair, inspection, and compliance management and service of the District's vehicle and equipment assets.

#### Roles and Responsibilities

Fleet Services is responsible for managing all fleet assets and appurtenant systems including specifying, licensing, fueling and equipping vehicles and equipment to meet organizational needs, as well as providing cost effective vehicle maintenance, repair, and regulatory inspection and certification services. Fleet Services is further responsible for evaluating equipment asset life and developing recommendations for replacement.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Certification of Achievement received from the California Highway Patrol for the District's success under the Biennial Inspection of Terminals (BIT) program.
- ◆ Received the Automotive Service Excellence (ASE) Blue Shield award for staff certification.
- ◆ Developed criteria and implemented a comprehensive vehicle replacement program and technology tool.
- ◆ Developed maintenance management system interface for importing vehicle specific fueling data for improved management and analytic capabilities.
- ◆ Purchased 94 replacement fleet vehicles and pieces of equipment, including 15 large portable generators meeting 2017 AQMD requirements.
- ◆ Eliminated requirements for smog testing 85 vehicles per year by re-establishing continuous emissions testing with the Bureau of Automotive Repair using the District's Network Fleet GPS system for reporting. Emissions testing of all remaining heavy duty gasoline powered vehicles are outsourced to local firms.

#### Goals and Objectives for FY 2016-17

- ◆ Install fuel management system terminals and software at each off-site fueling location.
- ◆ Implement equipment loaner pool software and control system to improve efficiency and vehicle utilization.
- ◆ Perform a Sequel technology upgrade to the fleet management system (RTA) for improved analytic capabilities.
- ◆ Conduct a comprehensive vehicle utilization analysis and develop use policies.
- ◆ Implement an automated preventative maintenance notification and scheduling system.
- ◆ Finalize CNG fueling strategy and timeline for meeting AQMD compliance.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

There are no anticipated constraints for the FY 2016-17 budget. Both fuel and insurance costs are anticipated to increase over the fiscal cycle relative to current pricing.

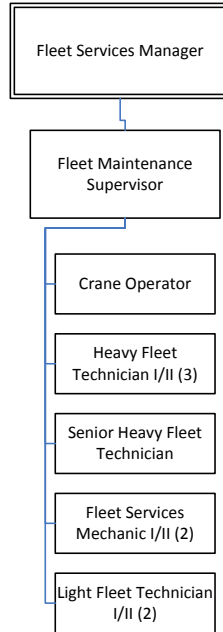
#### Position Changes

There are no changes in the number of positions for FY 2016-17.

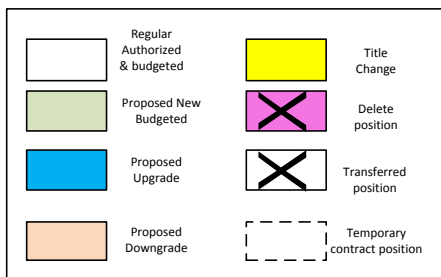


# Fleet Services

(11)



851-7787



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

FLEET SERVICES VEHICLE CENTERS - 774500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 25,047	\$ 26,036	\$ -	\$ -
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 25,047</b>	<b>\$ 26,036</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	18,052	10,365	20,400	46,818
54140 - INVENTORY MATERIALS	2,240	1,142	5,100	11,652
54244 - OIL & LUBRICANTS	771	1,170	3,060	20,381
54245 - TIRES	93,248	97,842	98,809	100,785
54343 - AUTO PARTS	269,677	232,072	285,600	250,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 383,988</b>	<b>\$ 342,591</b>	<b>\$ 412,969</b>	<b>\$ 429,636</b>
56160 - OUTSIDE SERVICES	4,133	10,987	2,040	121,187
56174 - REPAIRS-AUTOMOTIVE	19,951	8,748	10,200	31,258
56177 - REPAIRS-OTHER	-	3,459	1,530	-
56565 - INSURANCE	-	-	-	306,702
56768 - OUTSIDE PERMIT FEES	36	-	-	-
56770 - SCAQMD FEES	3,448	3,717	5,100	5,800
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 27,567</b>	<b>\$ 26,912</b>	<b>\$ 18,870</b>	<b>\$ 464,947</b>
57130 - OUTSIDE EQUIPMENT	4,892	-	21,828	-
57235 - EQUIPMENT RENTAL	572	-	1,020	300
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 5,464</b>	<b>\$ -</b>	<b>\$ 22,848</b>	<b>\$ 300</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 442,066</b>	<b>\$ 395,539</b>	<b>\$ 454,687</b>	<b>\$ 894,883</b>

## BUDGET FISCAL YEAR 2016-17

FUEL STATION - 778500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 9,449	\$ 9,109	\$ -	\$ 12,499
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 9,449</b>	<b>\$ 9,109</b>	<b>\$ -</b>	<b>\$ 12,499</b>
54120 - DIRECT MATERIALS	1,352	1,951	2,000	2,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	204	204
54140 - INVENTORY MATERIALS	75	-	510	-
54246 - DIESEL	194,039	151,499	348,324	190,369
54247 - NATURAL GAS/PROPANE	8,091	4,996	21,481	6,004
54248 - GASOLINE	771,145	609,459	1,020,000	747,322
54343 - AUTO PARTS	142	138	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 974,843</b>	<b>\$ 768,044</b>	<b>\$ 1,392,519</b>	<b>\$ 945,899</b>
56160 - OUTSIDE SERVICES	10,528	9,073	10,200	10,200
56177 - REPAIRS-OTHER	-	260	-	-
56266 - CONSULTANTS-OTHER	-	-	5,100	30,000
56768 - OUTSIDE PERMIT FEES	648	576	1,530	1,530
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 11,176</b>	<b>\$ 9,909</b>	<b>\$ 16,830</b>	<b>\$ 41,730</b>
57134 - SOFTWARE LICENSE & SUPPORT	-	2,320	2,336	-
57235 - EQUIPMENT RENTAL	-	493	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ 2,813</b>	<b>\$ 2,336</b>	<b>\$ -</b>
58164 - SUBSCRIPTIONS	-	-	1,138	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,138</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 995,469</b>	<b>\$ 789,875</b>	<b>\$ 1,412,823</b>	<b>\$ 1,000,128</b>



## BUDGET FISCAL YEAR 2016-17

FLEET SERVICES SHOP OPERATIONS - 778600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			11	11
WAGES			\$ 825,188	\$ 865,100
BENEFITS			410,205	384,800
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,235,393</b>	<b>\$ 1,249,900</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ 112,491
PLANTS & SERVICE AREAS			142,027	12,499
DEPARTMENT DIRECT LABOR			1,093,366	1,124,910

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,036,431	\$ 903,665	\$ 1,093,366	\$ 1,124,910
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,036,431</b>	<b>\$ 903,665</b>	<b>\$ 1,093,366</b>	<b>\$ 1,124,910</b>
54120 - DIRECT MATERIALS	16,523	30,699	25,500	3,060
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	-	2,190
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	-	40
54124 - SAFETY SUPPLIES & SMALL TOOLS	68	162	-	4,985
54140 - INVENTORY MATERIALS	4,085	6,495	6,324	6,900
54242 - CHEMICALS	-	483	-	-
54244 - OIL & LUBRICANTS	14,675	15,654	12,240	-
54245 - TIRES	2,437	3,529	-	-
54248 - GASOLINE	2,061	17	-	-
54343 - AUTO PARTS	58,162	32,050	30,600	1,000
54446 - TOOLS-REPLACEMENT	3,511	342	3,330	14,550
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 101,522</b>	<b>\$ 89,430</b>	<b>\$ 77,994</b>	<b>\$ 32,725</b>
56160 - OUTSIDE SERVICES	109,756	117,601	102,000	6,200
56161 - TEMPORARY SERVICES	-	-	-	4,000
56162 - REPAIRS-RADIO	-	715	-	-
56174 - REPAIRS-AUTOMOTIVE	1,915	308	2,550	-
56177 - REPAIRS-OTHER	94	4,195	2,550	3,060
56181 - REFUSE & WASTE HAULING	80	854	1,530	1,530
56266 - CONSULTANTS-OTHER	-	-	-	30,000
56565 - INSURANCE	288,525	271,402	306,072	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 400,370</b>	<b>\$ 395,075</b>	<b>\$ 414,702</b>	<b>\$ 44,790</b>
57130 - OUTSIDE EQUIPMENT	426	-	-	-
57134 - SOFTWARE LICENSE & SUPPORT	2,320	2,220	2,875	-
57235 - EQUIPMENT RENTAL	1,918	1,262	2,081	41,299
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 4,665</b>	<b>\$ 3,482</b>	<b>\$ 4,956</b>	<b>\$ 41,299</b>
58121 - CONFERENCE FEES	-	-	-	2,900
58123 - OUTSIDE TECHNICAL TRAINING	-	-	-	15,400
58161 - EMPLOYEE TRAVEL EXPENSE	-	611	-	2,400
58163 - DUES & MEMBERSHIP FEES	-	254	-	634
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ 864</b>	<b>\$ -</b>	<b>\$ 21,334</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,542,987</b>	<b>\$ 1,392,517</b>	<b>\$ 1,591,018</b>	<b>\$ 1,265,058</b>



## BUDGET FISCAL YEAR 2016-17

<b>AUTO SHOP OVERHEAD - 778700</b> <b>DEPARTMENT EXPENSE SUMMARY</b> <b>BUDGET FY 16-17</b>				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 310,945	\$ 310,645	\$ 266,536	\$ -
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 310,945</b>	<b>\$ 310,645</b>	<b>\$ 266,536</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	899	1,571	3,060	-
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,530	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	3,124	-	500	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	4,287	4,532	3,060	-
54125 - NEW COMPUTER WORKSTATIONS	-	-	2,244	-
54140 - INVENTORY MATERIALS	11,101	14,249	6,936	-
54244 - OIL & LUBRICANTS	3,202	1,407	-	-
54343 - AUTO PARTS	278	1,541	-	-
54344 - EQUIPMENT PARTS-OTHER	-	100	-	-
54446 - TOOLS-REPLACEMENT	8,241	4,262	11,220	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 31,131</b>	<b>\$ 27,662</b>	<b>\$ 28,550</b>	<b>\$ -</b>
55373 - TELEPHONE	-	-	50	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	2,426	2,379	-	-
56174 - REPAIRS-AUTOMOTIVE	-	539	-	-
56177 - REPAIRS-OTHER	4,642	100	3,060	-
56265 - COMPUTER CONSULTING & PROGRAMMING	-	4,050	5,000	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 7,068</b>	<b>\$ 7,068</b>	<b>\$ 8,060</b>	<b>\$ -</b>
57133 - MAINTENANCE CONTRACTS	-	5,248	-	-
57134 - SOFTWARE LICENSE & SUPPORT	2,128	2,204	2,938	-
57235 - EQUIPMENT RENTAL	40,476	40,476	43,860	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 42,604</b>	<b>\$ 47,928</b>	<b>\$ 46,798</b>	<b>\$ -</b>
58122 - TECHNICAL TRAINING EXPENSE	-	28	-	-
58123 - OUTSIDE TECHNICAL TRAINING	750	2,142	4,040	-
58161 - EMPLOYEE TRAVEL EXPENSE	-	370	204	-
58163 - DUES & MEMBERSHIP FEES	100	-	-	-
58164 - SUBSCRIPTIONS	129	-	133	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 979</b>	<b>\$ 2,540</b>	<b>\$ 4,377</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(18,546)	(46,651)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (18,546)</b>	<b>\$ (46,651)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 374,181</b>	<b>\$ 349,191</b>	<b>\$ 354,371</b>	<b>\$ -</b>

### ENGINEERING & OPERATIONS ADMINISTRATION BRANCH

#### Mission Statement

The mission of the Engineering and Operations Branch Administration Department is to provide guidance and oversight to the Planning, Engineering, Construction Branch and the Operation and Maintenance Branch of the District.

#### Roles and Responsibilities

The department provides overall executive leadership of the Planning, Engineering, and Construction Branch and the Operations and Maintenance Branch in support of advancing the Strategic Goals of the District.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Successfully worked with a diverse stakeholder group to advance the Wine Country Infrastructure Program
- ◆ Continued to leverage the integration of Planning and Environmental/Regulatory Compliance into the expanded Engineering Group
- ◆ Worked to advance the consolidation of the County Water Company into EVMWD and EMWD
- ◆ Completed a pilot program to reduce brine from the District's brackish groundwater desalter plants
- ◆ Commissioned operation and maintenance of the new solids treatment facilities at the Temecula Valley Regional Water Reclamation Facility
- ◆ Commissioned operation and maintenance of the modified Plant 2 at the Perris Valley Regional Water Reclamation Facility
- ◆ Commissioned the operation of five new one mega-watt photovoltaic solar arrays at the District's four regional water reclamation facilities and desalter plants.

#### Goals and Objectives for FY 2016-17

- ◆ Continue to foster integration of all departments within the branch, which includes Engineering, New Business Development, Field Engineering, Engineering Services, Planning, and Environmental and Regulatory Compliance
- ◆ Enhance the Capital Improvement Planning and Reporting Process
- ◆ Optimize the operation of over 70 pump stations to lower energy costs and reduce maintenance
- ◆ Improve sludge dewatering performance at the Regional Water Reclamation Facilities to reduce biosolids disposal costs

#### Budget Constraints and Significant Changes from Prior Years

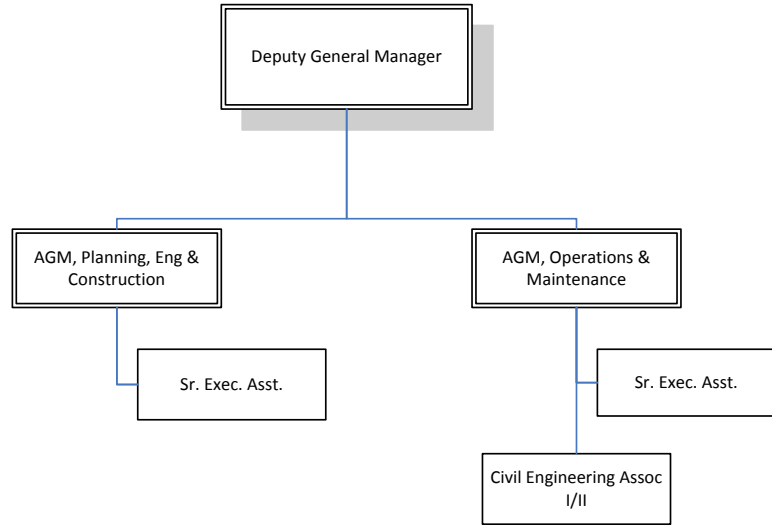
There are no significant changes.

#### Position Changes

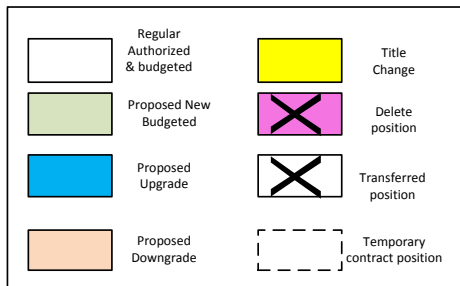
For FY 2016-17, there are no changes in the number of positions.

# Engineering & Operations

(6)



806-706



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

ENGINEERING & OPERATIONS ADMINISTRATION - 070600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			6	6
WAGES			\$ 946,813	\$ 1,019,000
BENEFITS			370,348	446,500
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,317,161</b>	<b>\$ 1,465,500</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			1,317,161	1,465,500

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 138,095	\$ 401,856	\$ 1,317,161	\$ 1,465,500
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 138,095</b>	<b>\$ 401,856</b>	<b>\$ 1,317,161</b>	<b>\$ 1,465,500</b>
54120 - DIRECT MATERIALS	58	-	8,360	7,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,520	2,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	765	4,800
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	6,000	1,000
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	-	530	530
54140 - INVENTORY MATERIALS	-	-	200	200
54446 - TOOLS-REPLACEMENT	-	-	6,120	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 58</b>	<b>\$ -</b>	<b>\$ 23,495</b>	<b>\$ 15,530</b>
55373 - TELEPHONE	-	-	255	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 255</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	126	-	2,509	500
56177 - REPAIRS-OTHER	-	-	1,000	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 126</b>	<b>\$ -</b>	<b>\$ 3,509</b>	<b>\$ 500</b>
57235 - EQUIPMENT RENTAL	-	-	-	9,264
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,264</b>
58121 - CONFERENCE FEES	695	-	8,734	8,000
58123 - OUTSIDE TECHNICAL TRAINING	-	-	2,316	1,500
58161 - EMPLOYEE TRAVEL EXPENSE	778	3,619	24,180	23,500
58163 - DUES & MEMBERSHIP FEES	-	-	3,669	3,500
58164 - SUBSCRIPTIONS	-	-	2,306	2,500
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 1,473</b>	<b>\$ 3,619</b>	<b>\$ 41,205</b>	<b>\$ 39,000</b>
59170 - BURDEN RATE VARIANCE	(43,825)	(59,349)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (43,825)</b>	<b>\$ (59,349)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 95,927</b>	<b>\$ 346,126</b>	<b>\$ 1,385,625</b>	<b>\$ 1,529,794</b>





## BUDGET FISCAL YEAR 2016-17

OPERATIONS & MAINTENANCE ADMINISTRATION - 071000 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 451,350	\$ 472,882	\$ -	\$ -
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 451,350</b>	<b>\$ 472,882</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	1,547	1,604	-	-
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	2,599	-	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	730	39	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	11,745	6,084	-	-
54140 - INVENTORY MATERIALS	97	47	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 16,718</b>	<b>\$ 7,774</b>	<b>\$ -</b>	<b>\$ -</b>
55373 - TELEPHONE	342	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	621	526	-	-
56177 - REPAIRS-OTHER	-	91	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 621</b>	<b>\$ 617</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	9,264	-	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 9,264</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
58121 - CONFERENCE FEES	464	590	-	-
58123 - OUTSIDE TECHNICAL TRAINING	780	-	-	-
58124 - SAFETY TRAINING	330	-	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	11,514	6,466	-	-
58163 - DUES & MEMBERSHIP FEES	249	272	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 13,337</b>	<b>\$ 7,328</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(36,094)	(39,768)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (36,094)</b>	<b>\$ (39,768)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 455,538</b>	<b>\$ 448,833</b>	<b>\$ -</b>	<b>\$ -</b>

PLANNING, ENGINEERING & CONSTRUCTION- 073000 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 492,493	\$ 484,500	\$ -	\$ -
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 492,493</b>	<b>\$ 484,500</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	-	97	-	-
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	82	-	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	809	438	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	115	26	-	-
54140 - INVENTORY MATERIALS	-	20	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,005</b>	<b>\$ 582</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	99	-	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 99</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
57134 - SOFTWARE LICENSE & SUPPORT	156	-	-	-
57235 - EQUIPMENT RENTAL	4	-	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
58161 - EMPLOYEE TRAVEL EXPENSE	454	44	-	-
58163 - DUES & MEMBERSHIP FEES	280	280	-	-
58164 - SUBSCRIPTIONS	6,048	-	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 6,782</b>	<b>\$ 324</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(49,092)	(45,861)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (49,092)</b>	<b>\$ (45,861)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 451,447</b>	<b>\$ 439,544</b>	<b>\$ -</b>	<b>\$ -</b>



## BUDGET FISCAL YEAR 2016-17

### ENGINEERING DEPARTMENT

#### Mission Statement

The mission of the Engineering Department is to manage, guide, and support the planning and design of cost-effective, high-quality infrastructure facilities to meet the District's current and future water, wastewater, and recycled water demands and requirements.

#### Roles and Responsibilities

The department is responsible for implementing and managing the District's Capital Improvement Program (CIP). Services include preliminary design, final design, construction phase engineering services, and support services to other departments.

#### Accomplishments for FY 2015-16

- ◆ Managed implementation of the FY 2015-16 CIP Program with a budget of \$86 Million.
- ◆ Completed design and bid solicitation of the TVRWRF 23-MGD Expansion.
- ◆ Completed design and bid solicitation for North Trumble Pond Expansion Project.
- ◆ Completed the design/build process for the Solar Photovoltaic Phase II 5 MW Facilities.
- ◆ Completed the Perris II Preliminary Design and submitted LRP application to MWD.
- ◆ Completed the Indirect Potable Reuse Program Definition Study.
- ◆ Completed the Regional Water Reclamation Facilities Master Plan.
- ◆ Completed the Recycled Water Strategic and Facilities Master Plan.
- ◆ Completed design, bid solicitation, and construction of AC/OMC ADA Remodel Project.
- ◆ Completed design for Menifee/Perris I Desalters Noise Abatement Project.
- ◆ Completed design of Sun City Odor Control Facilities.
- ◆ Coordinated with USACE to complete design of Wells 95 & 96 and advanced to construction.
- ◆ Supported construction completion of Old Town Temecula Sewer Project.
- ◆ Supported construction completion of Wine Country Infrastructure – Phase 1 Project.
- ◆ Supported construction completion of County Water Company Consolidation Project.
- ◆ Completed preliminary design for various water booster pumping stations and related transmission pipelines.
- ◆ Advanced preliminary design of Quail Valley Sub Area 9 Phase 1 sewer project.
- ◆ Advanced update of Recycled Water Conditioning Guidelines.
- ◆ Integrated Maintenance Engineers as part of Engineering Department.
- ◆ Provided as-needed support services to Operations and Maintenance Departments.

#### Goals and Objectives for FY 2016-17

- ◆ Highly reliable water, recycled water and wastewater service
  - Support construction of TVRWRF 23-MGD Expansion.
  - Advance Aquasol EDR Demonstration Project.
  - Advance final design of Cactus II Pipeline.
  - Complete construction of North Trumble Pond Expansion Project.
  - Complete design of Reach IV Booster Upgrades.
  - Complete design and bid solicitation for Pala LS Forcemain.
  - Complete design of Goetz Tank and advance to construction.
  - Complete construction of Paradise Meadows Tank.
- ◆ Protection of public and environmental health
  - Complete design of Quail Valley Sub Area 9 Phase 1 Sewer Project.

## BUDGET FISCAL YEAR 2016-17

- Complete PWWP Membrane Replacement.
- ◆ Superior customer and community service
  - Complete construction of Sun City LS Odor Control.
  - Complete construction of Menifee/Perris I Desalters Noise Abatement
  - Provide as-needed support services to Operations and Maintenance Departments.
- ◆ Sound planning and appropriate investment
  - Modify District Mandatory Recycled Water Use Ordinance to align with Strategic Plan.
  - Advance the Indirect Potable Reuse Program Preliminary Design and Public Outreach.
  - Advance Perris II Desalter Project.
- ◆ Efficiency and fiscal responsibility
  - Successfully manage and guide implementation of the FY 2016-17 CIP Program.
  - Advance and complete Maintenance Engineering projects as identified in OFA budget.

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

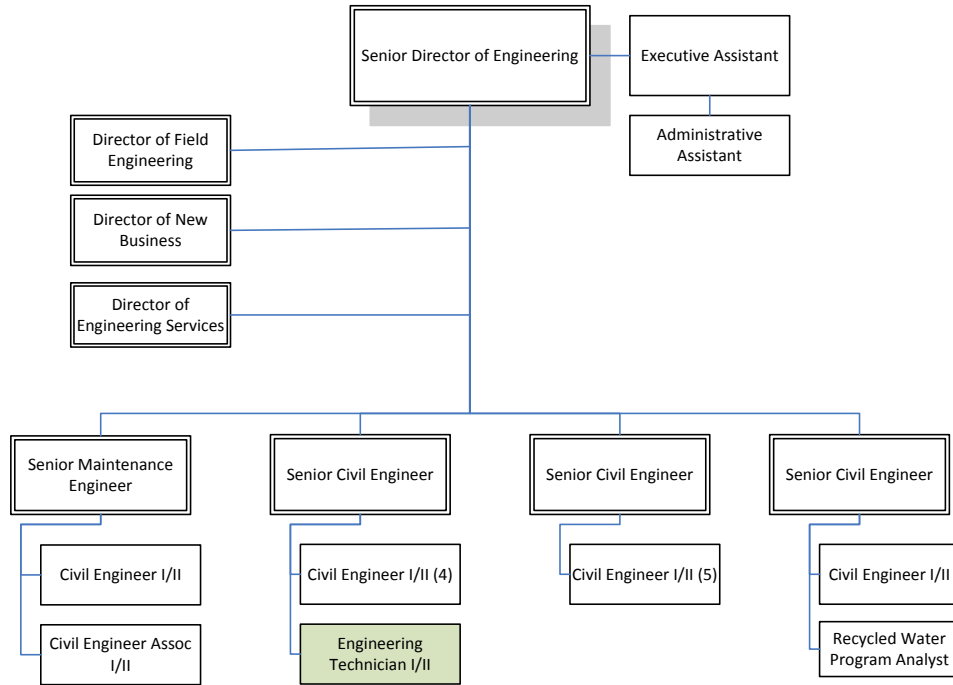
For FY 2016-17, there is limited variance in department expenses for labor or other line items.

### **Position Changes**

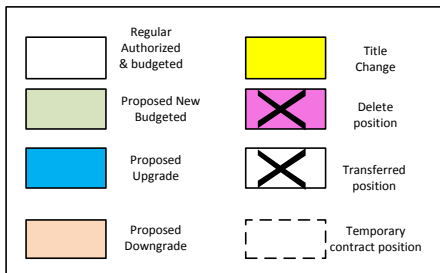
For FY 2016-17, there is an increase of 1 position in the number of authorized positions and a re-classification of an existing position.

# Engineering

(21)



831-731



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

ENGINEERING - 073100 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			20	21
WAGES			\$ 2,468,801	\$ 2,627,400
BENEFITS			1,035,372	1,180,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 3,504,173</b>	<b>\$ 3,808,000</b>
<b>ADD: DEPARTMENT OVERHEAD</b>			<b>2,739,708</b>	<b>3,960,654</b>
<b>TOTAL DEPARTMENT</b>			<b>\$ 6,243,881</b>	<b>\$ 7,768,654</b>
<b>ALLOCATION OF TOTAL DEPARTMENT TO:</b>				
CAPITAL PROJECTS			\$ 3,034,912	\$ 3,340,521
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			3,208,970	4,428,133

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,799,072	\$ 3,068,195	\$ 2,669,809	\$ 4,428,133
53151 - ENGINEERING LABOR	712,013	137,906	539,161	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 2,511,085</b>	<b>\$ 3,206,101</b>	<b>\$ 3,208,970</b>	<b>\$ 4,428,133</b>
54120 - DIRECT MATERIALS	491	557	1,326	1,326
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	369	1,005	3,084	3,084
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,999	906	2,586	2,586
54124 - SAFETY SUPPLIES & SMALL TOOLS	95	332	408	408
54125 - NEW COMPUTER WORKSTATIONS	298	-	2,244	2,244
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	944	2,091	2,091
54140 - INVENTORY MATERIALS	89	343	-	-
54446 - TOOLS-REPLACEMENT	13	63	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,353</b>	<b>\$ 4,150</b>	<b>\$ 11,739</b>	<b>\$ 11,739</b>
56160 - OUTSIDE SERVICES	1,386	881	2,040	2,040
56161 - TEMPORARY SERVICES	31,262	30,258	37,658	-
56267 - CONSULTANTS-ENGINEERING	-	5,085	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 32,648</b>	<b>\$ 36,224</b>	<b>\$ 39,698</b>	<b>\$ 2,040</b>
57235 - EQUIPMENT RENTAL	1,372	1,059	1,020	1,300
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 1,372</b>	<b>\$ 1,059</b>	<b>\$ 1,020</b>	<b>\$ 1,300</b>
58121 - CONFERENCE FEES	5,571	4,882	7,038	7,038
58122 - TECHNICAL TRAINING EXPENSE	-	1,176	-	-
58123 - OUTSIDE TECHNICAL TRAINING	-	-	2,856	2,856
58161 - EMPLOYEE TRAVEL EXPENSE	7,032	5,496	5,916	5,916
58163 - DUES & MEMBERSHIP FEES	228	139	918	918
58164 - SUBSCRIPTIONS	-	751	714	714
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 12,831</b>	<b>\$ 12,443</b>	<b>\$ 17,442</b>	<b>\$ 17,442</b>
59170 - CHARGED TO CONSTRUCTION PROJECTS	(2,561,290)	(3,343,384)	(2,739,708)	(3,960,654)
59200 - (OVER) UNDER CHARGED EXPENSE	(405,463)	21,735	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (2,966,753)</b>	<b>\$ (3,321,649)</b>	<b>\$ (2,739,708)</b>	<b>\$ (3,960,654)</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ (405,463)</b>	<b>\$ (61,673)</b>	<b>\$ 539,161</b>	<b>\$ 500,000</b>



## BUDGET FISCAL YEAR 2016-17

### FIELD ENGINEERING DEPARTMENT

#### Mission Statement

The mission of the Field Engineering Department is to provide the highest quality Construction Management and Technical Inspection Safety services in a cost effective manner to meet or exceed District standards for new construction.

#### Roles and Responsibilities

The department is responsible for managing and inspecting developer driven and capital construction projects. This includes enforcing safety regulations, receipt and review of bids, submittals, requests for information, change orders, insurance, certified payroll, pay estimates, and other contractual documents to ensure all construction contract provisions are in compliance with District standards and California Public Contract Laws and Codes.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Successfully completed the construction of the San Jacinto Valley RWRf Titled 22 & Plant 2 Facilities.
- ◆ Coordinated the transition of pre-job coordination/scheduling for on-site recycled water irrigation and retrofits from Field Engineering to Water Operations in an effort to keep all aspects of the recycled water irrigation and retrofits within one department to ensure efficiency and consistency.
- ◆ Continued to reduce the size of the existing developer tract files to provide substantially complete information to capitalize assets.
- ◆ Implemented staffing changes:
  - Re-established the Senior Construction Administration Representative position. Two positions were created and filled, which provided a promotional opportunity within the department.
  - A Senior Construction Administrator was hired.
  - Three promotional opportunities were filled within the department: Construction Project Administration Manager, Construction Project Administration Supervisor, and Senior Construction and Safety Inspector.
  - Three Construction Administration Representatives were hired.
- ◆ The change order proposal and change order request process turn around report was evaluated and a new metric was created to track turnaround time.
- ◆ Started evaluating construction management software applications to potentially replace Construction Management, which is no longer being supported.
- ◆ The process of updating the front end contract documents, in particular the District's General Conditions Section F – Labor and Construction has begun.

#### Goals and Objectives for FY 2016-17

- ◆ Complete existing developer tract files to provide substantially complete information to capitalize assets by the December 2016 (this will be workload dependent).
- ◆ Construction Administrators are to utilize Primavera P6 Scheduling software on pipeline and tank projects to eliminate the need for third party consultants on these types of projects.
- ◆ Provide staff with estimating tools to provide tighter financial controls and minimize the need for specialty consultants
- ◆ Implement the new process to improve the turnaround time to execute change order proposals and requests. Evaluate the option to utilize electronic signatures.
- ◆ Review and update the front end contract documents in particular the District's General Conditions Section F – Labor and Construction.

## BUDGET FISCAL YEAR 2016-17

- ◆ Evaluate construction management software applications to replace Construction Management, which is no longer being supported.

### **Budget Constraints FY2016-17 and Significant Changes from Prior Year**

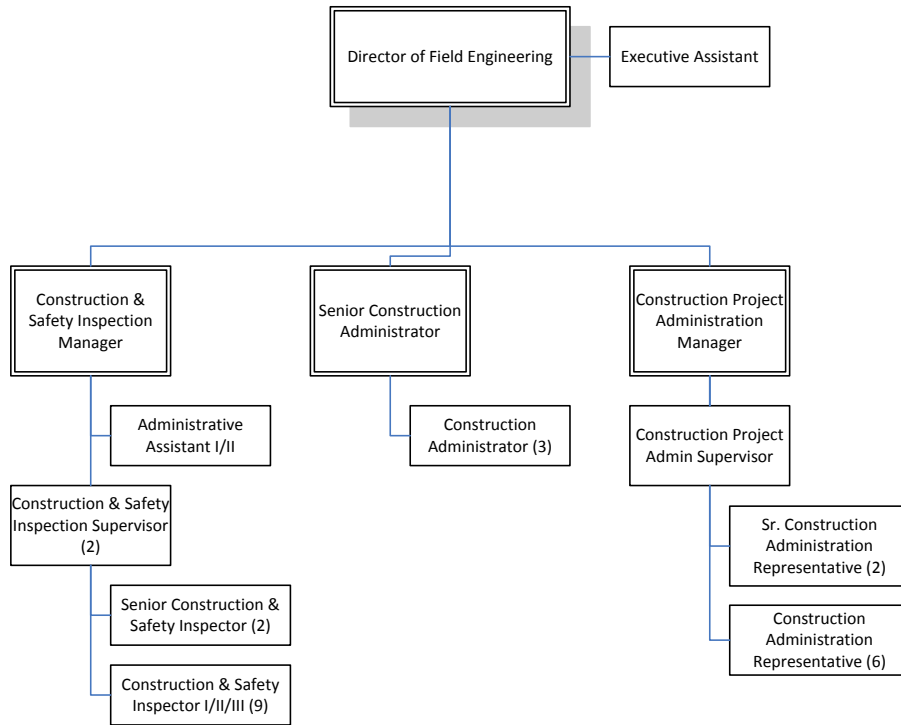
There are no significant changes.

### **Position Changes**

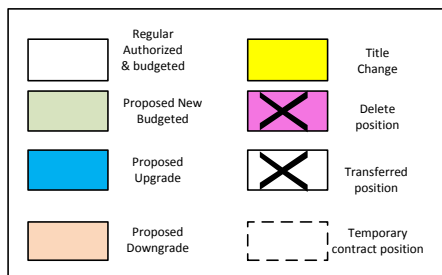
No changes.

# Field Engineering

(31)



832-732



Budgeted positions are subject to GM authorization

Modified 05/09/16





## BUDGET FISCAL YEAR 2016-17

FIELD ENGINEERING - 073200 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			33	31
WAGES			\$ 3,043,848	\$ 3,035,400
BENEFITS			1,375,388	1,323,400
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 4,419,236</b>	<b>\$ 4,358,800</b>
<b>ADD: DEPARTMENT OVERHEAD</b>			<b>1,622,230</b>	<b>1,823,634</b>
<b>TOTAL DEPARTMENT</b>			<b>\$ 6,041,466</b>	<b>\$ 6,182,434</b>
<b>ALLOCATION OF TOTAL DEPARTMENT TO:</b>				
CAPITAL PROJECTS			\$ 4,833,173	\$ 4,575,001
PLANTS & SERVICE AREAS			-	123,649
DEPARTMENT DIRECT LABOR			1,208,293	1,483,784

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,252,311	\$ 1,375,436	\$ 1,208,293	\$ 1,483,784
53151 - ENGINEERING LABOR	-	312	-	-
53152 - DESIGN LABOR	-	78	-	-
53157 - INSPECTION LABOR	-	1,744	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,252,311</b>	<b>\$ 1,377,570</b>	<b>\$ 1,208,293</b>	<b>\$ 1,483,784</b>
54120 - DIRECT MATERIALS	2,605	418	5,406	5,406
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	2,299	6,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,553	-	12,699	9,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	2,915	997	2,244	4,450
54125 - NEW COMPUTER WORKSTATIONS	-	-	-	600
54126 - REPLACEMENT COMPUTER WORKSTATIONS	141	299	-	-
54140 - INVENTORY MATERIALS	677	1,980	1,020	1,020
54446 - TOOLS-REPLACEMENT	188	183	1,020	1,020
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 8,080</b>	<b>\$ 3,876</b>	<b>\$ 24,688</b>	<b>\$ 27,496</b>
56160 - OUTSIDE SERVICES	8,827	13,164	1,020	13,500
56161 - TEMPORARY SERVICES	-	8,141	-	-
56266 - CONSULTANTS-OTHER	-	-	3,060	3,060
56267 - CONSULTANTS-ENGINEERING	1,637	14,522	-	-
56268 - SAFETY CONSULTANTS	-	-	1,530	1,530
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 10,465</b>	<b>\$ 35,828</b>	<b>\$ 5,610</b>	<b>\$ 18,090</b>
57235 - EQUIPMENT RENTAL	299,121	283,640	359,868	269,732
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 299,121</b>	<b>\$ 283,640</b>	<b>\$ 359,868</b>	<b>\$ 269,732</b>
58121 - CONFERENCE FEES	259	2,178	6,018	6,018
58122 - TECHNICAL TRAINING EXPENSE	-	1,495	3,060	3,060
58123 - OUTSIDE TECHNICAL TRAINING	1,720	85	10,302	10,302
58161 - EMPLOYEE TRAVEL EXPENSE	1,405	1,676	867	1,628
58163 - DUES & MEMBERSHIP FEES	1,510	310	2,856	2,856
58164 - SUBSCRIPTIONS	-	458	668	668
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 4,894</b>	<b>\$ 6,202</b>	<b>\$ 23,771</b>	<b>\$ 24,532</b>
59170 - CHARGED TO CONSTRUCTION PROJECTS	(1,574,870)	(1,826,784)	(1,622,230)	(1,823,634)
59200 - (OVER) UNDER CHARGED EXPENSE	(100,994)	(137,682)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (1,675,864)</b>	<b>\$ (1,964,466)</b>	<b>\$ (1,622,230)</b>	<b>\$ (1,823,634)</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ (100,994)</b>	<b>\$ (257,350)</b>	<b>\$ -</b>	<b>\$ -</b>



## BUDGET FISCAL YEAR 2016-17

### NEW BUSINESS DEPARTMENT

#### Mission Statement

The mission of the New Business Department is to provide high-quality, cost-effective, and prompt services to customers, developers, and contractors in support of water, sewer, and recycled water utilization and expansion.

#### Roles and Responsibilities

The department is responsible for managing, coordinating, and processing conditional plans of service, plan checking, service agreements, utilities conflicts resolution, and financial participation agreements. The department is also responsible for due diligence efforts with developers to facilitate expansion of water, sewer, and recycled water facilities consistent with the District's master plans and operational requirements.

#### Accomplishments in FY 2015-16

- ◆ Conducted 83 Due Diligence meetings, for an estimated 24,806 Equivalent Dwelling Units (EDUs).
- ◆ Initiated 31 Plans of Service, for an estimated 3,032 EDUs.
- ◆ Processed 185 two-hour Fire Flow tests, and 26 three and four-hour Fire Flow tests.
- ◆ Completed the following technology improvements:
  - Introduced GIS enhancements to City View Phase I, including new layers for Special Benefit Areas and Service Inquiries.
  - Supported completion and implementation of CityView Phase 2, Source Control.
- ◆ Developed and implemented document retention and archival protocols for the Plan of Service group.
- ◆ Completed water, sewer, and recycled water plan checks and construction administration for Industrial, Commercial, and Residential developments.
- ◆ Completed water, sewer, and recycled water service orders and construction orders, and construction administration for Industrial, Commercial, and Residential developments.
- ◆ Updated the Small Sewage Lift Station Guidelines and the Standard Drawings, and Specifications.
- ◆ Prepared special agreements for Pechanga Expansion, Audie Murphy Lift Station, Paradise Meadows Tank (Canyon Cove), County Will Serve Letters, Wine Country financing.

#### Goals and Objectives for FY 2016-17

- ◆ Conduct the following technology improvements:
  - Implement CityView Phase 3: plan checking, and service agreements module.
  - Initiate CityView Phase 4: construction, connections, and close out module.
  - Continue developing OBI reporting from CityView activities and production, utilizing data from Phases 1, 2, and 3.
  - Continue improving the Special Benefit Area GIS layer in CityView, to include data attributes and hyperlinks to reference documents.
  - Integrate Blue Beam (Plan Checking Software) with CityView and Implement Electronic Plan Check Process.
  - Implement submission of Computer Aided Design drawings as part of Plan Check Process.
- ◆ Update the Recycled Water Landscape Irrigation Guidelines.
- ◆ Streamline the recycled water review within the POS approval process.
- ◆ Update the Water, Sewer, and Recycled Water Planning & Design Criteria for developer projects, to be consistent with the latest master plan documents.
- ◆ Complete review of Tenant Type Validation Study.

## BUDGET FISCAL YEAR 2016-17

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

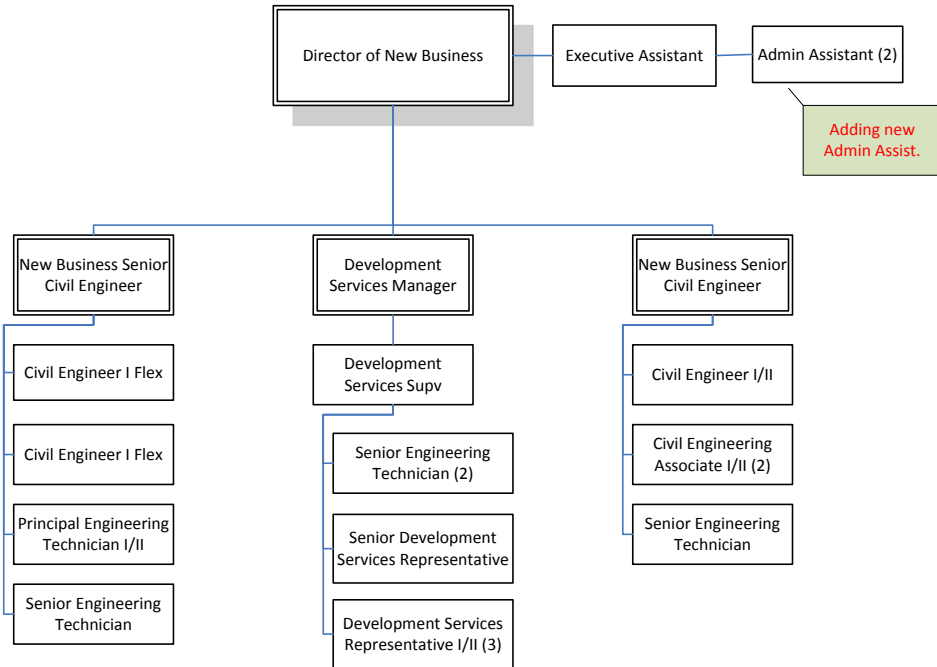
For FY 2016-17, there is a labor budget variance from prior year to account for an increase of one position, an Administrative Assistant.

### **Position Changes**

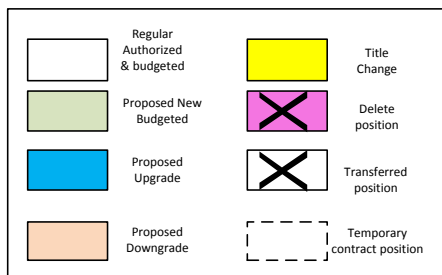
In response to increased development activity and a shift in standard operation, addition of one Administrative Assistant to support consultant services and increased development activity. Discontinue use of temporary services.

# New Business

(22)



833-733



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

NEW BUSINESS - 073300 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			20	22
WAGES			\$ 1,927,602	\$ 2,153,500
BENEFITS			945,163	965,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,872,765</b>	<b>\$ 3,119,100</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 287,276	\$ 561,438
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			2,585,489	2,557,662

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ -	\$ -	\$ 2,585,489	\$ 2,557,662
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,585,489</b>	<b>\$ 2,557,662</b>
54120 - DIRECT MATERIALS	-	-	1,530	1,500
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	2,183	3,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	5,539	3,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	204	200
54125 - NEW COMPUTER WORKSTATIONS	-	-	2,200	2,200
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	-	3,407	3,500
54140 - INVENTORY MATERIALS	-	-	204	200
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,267</b>	<b>\$ 13,600</b>
56160 - OUTSIDE SERVICES	-	-	408	500
56267 - CONSULTANTS-ENGINEERING	-	-	35,000	35,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,408</b>	<b>\$ 35,500</b>
57235 - EQUIPMENT RENTAL	-	-	1,020	500
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,020</b>	<b>\$ 500</b>
58121 - CONFERENCE FEES	-	-	1,020	1,000
58122 - TECHNICAL TRAINING EXPENSE	-	-	1,020	4,000
58123 - OUTSIDE TECHNICAL TRAINING	-	-	5,610	5,000
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	1,530	1,500
58163 - DUES & MEMBERSHIP FEES	-	-	306	500
58164 - SUBSCRIPTIONS	-	-	561	300
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,047</b>	<b>\$ 12,300</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,647,231</b>	<b>\$ 2,619,562</b>



## BUDGET FISCAL YEAR 2016-17

NEW BUSINESS DEVELOPMENT - 075100 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 1,849,307	\$ 2,215,545	\$ -	\$ -
53151 - ENGINEERING LABOR	123,879	22,751	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,973,186</b>	<b>\$ 2,238,296</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	536	560	-	-
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	5,034	3,625	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	3,746	2,927	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	685	-	-
54125 - NEW COMPUTER WORKSTATIONS	-	4,565	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	90	818	-	-
54140 - INVENTORY MATERIALS	71	151	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 9,477</b>	<b>\$ 13,330</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	8,691	3,366	-	-
56161 - TEMPORARY SERVICES	-	10,565	-	-
56267 - CONSULTANTS-ENGINEERING	13,262	30,895	-	-
56768 - OUTSIDE PERMIT FEES	540	-	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 22,494</b>	<b>\$ 44,826</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	450	289	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 450</b>	<b>\$ 289</b>	<b>\$ -</b>	<b>\$ -</b>
58121 - CONFERENCE FEES	160	2,094	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	363	1,428	-	-
58164 - SUBSCRIPTIONS	540	540	-	-
58910 - MISC EXPENSES	155	-	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 1,218</b>	<b>\$ 4,062</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	207,093	(67,092)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ 207,093</b>	<b>\$ (67,092)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,213,918</b>	<b>\$ 2,233,711</b>	<b>\$ -</b>	<b>\$ -</b>



### ENGINEERING SERVICES DEPARTMENT

#### Mission Statement

The mission of the Engineering Services Department is to provide tools and services for efficient design, construction and operation of District facilities as well as information and services to our key external and internal customer groups.

#### Roles and Responsibilities

The department serves in a supporting role to the Planning, Engineering, and Construction Branch and is responsible for cost management of Capital Projects, Post-award administration of externally-funded projects, Continuous Improvement Coordination, Facility Mapping, Right of Way acquisition, and Facility Locations.

#### Accomplishments in FY 2014-15 and 15-16

- ◆ Maintained 100% external funding compliance and reimbursement approval.
- ◆ Developed an annual Fiscal capital forecast and budget reconciliation tracking mechanism which provided expenditures visibility and schedule/budget change impacts.
- ◆ Implementation of Grants and Loans and CIPP module in ProjectPlus.
- ◆ Acquired property rights through successful negotiations of 10 fee title, 40 easements, and 6 Temporary Construction Easements in support of Capital Improvement and Developer Projects.
- ◆ Assisted with securing 93 Right of Entry Permits for the Quail Valley Sewer Improvement Project-Phase I.
- ◆ Disposed of two surplus properties through marketing and sale totaling \$240,000.
- ◆ Replaced obsolete scanning and plotting hardware.
- ◆ Marked and documented underground electrical and piping on all existing potable water tank sites for emergency construction purposes.
- ◆ Maintained a 99.98% accuracy rate for all USA facility marks.

#### Goals and Objectives for FY 2016-2017

- ◆ Highly reliable water, recycled water and wastewater service
  - Implement a system to capture GPS coordinates on District facilities for documentation in the GIS mapping system.
  - Support the Engineering Department's initiative to improve pre-construction information through field site investigations and potholing.
- ◆ Superior customer and community service
  - Increase the use of paperless processing; including participation in Riverside County's government to government Electronic Recording Program.
  - Complete One-GIS data translation from Smallworld to ESRI environment for facility mapping.
- ◆ Sound planning and appropriate investment
  - Extend Capital Improvement Plan forecasting that can provide the Capital Plan cost forecast projections through buildout.
- ◆ Efficiency and fiscal responsibility
  - Maintain external funding compliance which includes 100% reimbursement requests, successful audits, and full labor compliance.
  - Improve Capital Project Cost Management through the implementation of monthly reporting and integration with the District's Financial Cost System.
  - Analyze the acquisition and disposition of real property and implement changes to improve processes and demonstrate transparency.

## BUDGET FISCAL YEAR 2016-17

- ◆ Effective communication and accountability
  - Upgrade Web Based Project Control System to include GIS Mapping and comply with current technology.

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

For FY 2016-17, the Engineering Services Department will continue to support District efficiency gains through the:

- ◆ One GIS effort;
- ◆ Identification and purchase of property in support of the twenty year Capital Improvement Plan;
- ◆ Dedicated workstation in Right of Way to support the Riverside County Recording process.

### **Position Changes**

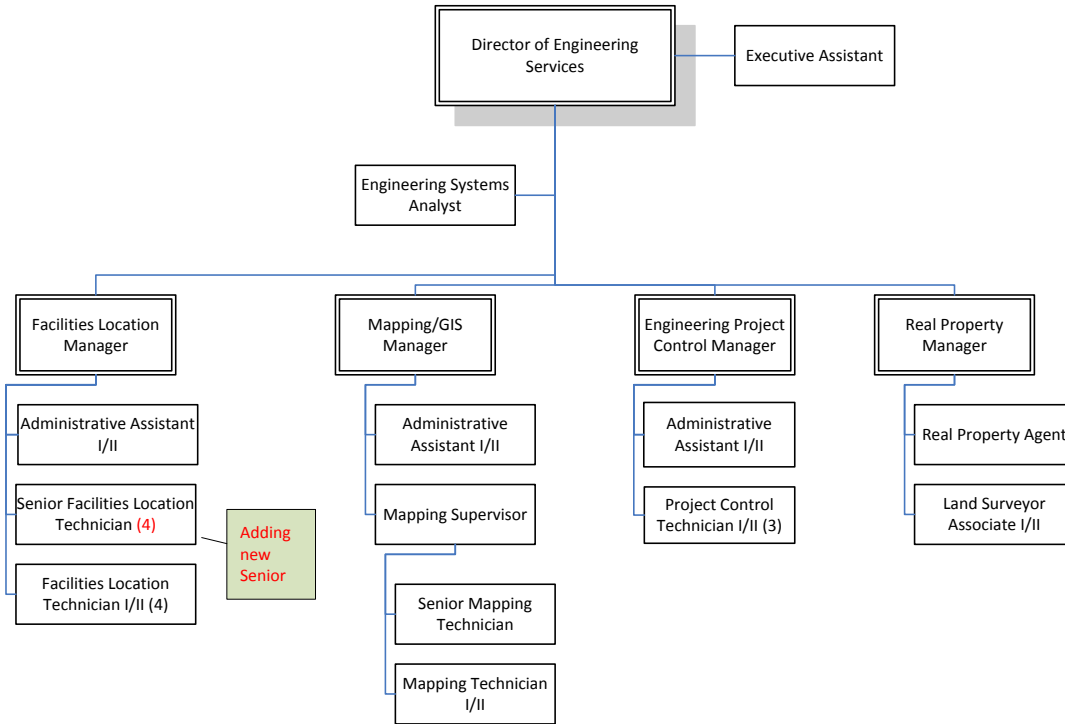
For FY 2016-17, the department will be requesting the following changes:

- ◆ Additional Senior Facility Locator in support of Engineering's pre-construction site investigations.
- ◆ Additional Engineering Project Analyst in support of Capital Project Cost Management through the implementation of monthly reporting and integration with the District's Financial Cost System.
- ◆ The Department will request one position reclassification.

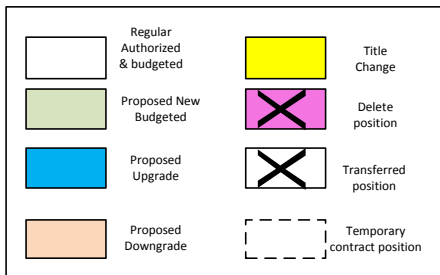


# Engineering Services

(26)



835-735



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

ENGINEERING SERVICES - 073500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			25	26
WAGES			\$ 2,160,840	\$ 2,269,000
BENEFITS			998,892	1,004,800
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 3,159,732</b>	<b>\$ 3,273,800</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 345,988	\$ 327,380
PLANTS & SERVICE AREAS			975,056	982,140
DEPARTMENT DIRECT LABOR			1,838,688	1,964,280

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,658,905	\$ 1,678,997	\$ 1,824,299	\$ 1,949,480
53151 - ENGINEERING LABOR	-	8,043	-	-
53550 - STANDBY LABOR	12,958	12,970	14,389	14,800
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,671,862</b>	<b>\$ 1,700,011</b>	<b>\$ 1,838,688</b>	<b>\$ 1,964,280</b>
54120 - DIRECT MATERIALS	8,201	13,304	25,704	42,225
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	2,858	12,728	18,100	31,800
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	12,687	11,209	4,596	7,220
54124 - SAFETY SUPPLIES & SMALL TOOLS	1,982	700	1,428	4,500
54125 - NEW COMPUTER WORKSTATIONS	618	-	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	6,053	4,199	279	8,780
54140 - INVENTORY MATERIALS	2,092	3,206	2,040	2,400
54446 - TOOLS-REPLACEMENT	6,484	20,848	9,622	29,800
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 40,974</b>	<b>\$ 66,194</b>	<b>\$ 61,769</b>	<b>\$ 126,725</b>
55373 - TELEPHONE	3,079	-	4,437	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 3,079</b>	<b>\$ -</b>	<b>\$ 4,437</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	30,765	56,210	131,090	113,000
56161 - TEMPORARY SERVICES	-	-	5,100	20,000
56177 - REPAIRS-OTHER	925	-	1,020	1,020
56265 - COMPUTER CONSULTING & PROGRAMMING	276,683	294,822	326,360	300,000
56267 - CONSULTANTS-ENGINEERING	36,375	61,988	89,556	90,000
56768 - OUTSIDE PERMIT FEES	5,000	5,641	24,480	36,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 349,747</b>	<b>\$ 418,661</b>	<b>\$ 577,606</b>	<b>\$ 560,020</b>
57133 - MAINTENANCE CONTRACTS	11,246	5,234	18,360	18,360
57235 - EQUIPMENT RENTAL	135,899	125,789	154,215	124,816
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 147,145</b>	<b>\$ 131,023</b>	<b>\$ 172,575</b>	<b>\$ 143,176</b>
58121 - CONFERENCE FEES	285	120	-	-
58123 - OUTSIDE TECHNICAL TRAINING	1,330	530	3,866	5,000
58161 - EMPLOYEE TRAVEL EXPENSE	1,439	530	5,100	5,100
58163 - DUES & MEMBERSHIP FEES	1,274	1,099	2,578	3,000
58164 - SUBSCRIPTIONS	21,978	33,881	38,032	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 26,306</b>	<b>\$ 36,161</b>	<b>\$ 49,576</b>	<b>\$ 13,100</b>
59084 - DEPT CREDITS-MAPS	(84,838)	(99,665)	(33,660)	(33,660)
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (84,838)</b>	<b>\$ (99,665)</b>	<b>\$ (33,660)</b>	<b>\$ (33,660)</b>
59170 - BURDEN RATE VARIANCE	85,899	(56,939)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ 85,899</b>	<b>\$ (56,939)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,240,174</b>	<b>\$ 2,195,446</b>	<b>\$ 2,670,991</b>	<b>\$ 2,773,641</b>



### WATER RESOURCES PLANNING DEPARTMENT

#### Mission Statement

The mission of the Water Resources Planning Department is to provide short and long range planning services to our internal and external customers to facilitate the needs of a growing service area with an eye on improving our operations, maintaining facilities, exploring and developing new sources of supply, assuring system reliability, ensuring a sustainable groundwater supply, and promoting responsible use of our limited resources through conservation.

#### Roles and Responsibilities

The Water Resources Planning Department houses the Conservation, Facilities Planning, Groundwater Development, Water Supply Planning, and Water Resources Management workgroups. This department is responsible for:

- ◆ Regional water supply planning
- ◆ Preparing District-wide plans including facilities master planning for water, wastewater, and recycled water, and the Urban Water Management Plans
- ◆ Meeting the requirements of the California Urban Water Conservation Council Memorandum of Understanding
- ◆ Monthly reporting to the SWRCB while mandatory conservation orders are in effect
- ◆ Preparation of an annual prioritized capital improvement program for each product line
- ◆ Preparation of water supply assessments for development projects
- ◆ Preparation of updated flow projections for water, wastewater, and recycled water
- ◆ Maintenance, calibration, and use of the District's hydraulic and groundwater models
- ◆ Implementing the best management practices (BMPs) required by the California Water Code Section 10631
- ◆ Diversion Permits and water rights protection (filing, maintenance, and defending)
- ◆ Meeting the demand reduction target required by Senate Bill x7-7 (20% by 2020)
- ◆ Assisting customers in saving water in an efficient and cost effective manner
- ◆ Groundwater Management which includes data collection and reporting on groundwater/watershed management, groundwater monitoring (levels, production, and water quality), Identifying sites for new groundwater production wells, preliminary and final design of groundwater production wells, and groundwater recharge facility location, design, construction, maintenance and operations.
- ◆ Establishing compliance with the Sustainable Groundwater Management Act (SGMA), the formation of a Groundwater Sustainability Agency (GSA) as required by SGMA, and the development of a Groundwater Sustainability Plan (GSP) in accordance with SGMA

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ **Conservation (072600)**
  - Either directly or through Metropolitan Water District and other funding partners provided rebates for the replacement of 2 million square feet of turf, and 3,615 water guzzling devices for a total estimated lifetime savings of over 4,400 AF;
  - Assisted residential customers in conserving water through outdoor water savings kits; Conservation Packets, onsite measurements, tree watering stakes, directly installing 82 smart controllers and 6,985 high efficiency nozzles, audits and other programs;
  - Assisted commercial, industrial and institutional customers in conserving water through audits, directly installing 8,945 high efficiency nozzles and 105 smart controllers, and education programs; and

## BUDGET FISCAL YEAR 2016-17

- Completed the Water Use Efficiency Master Plan, providing a long term roadmap for meeting or exceeding conservation targets.
- ◆ **Facilities Planning (072000)**
  - Developed prioritized CIP lists for water distribution, wastewater collection, wastewater treatment, and recycled water;
  - Completed the sewer flow monitoring and model calibration project for the Moreno Valley, Perris Valley and San Jacinto Valley wastewater collection systems; and
  - Completed the Water Facilities and Wastewater Facilities Master Plan Updates.
- ◆ **Groundwater Development (072000)**
  - Provided technical support for Well 93 installation and testing, IPR, groundwater banking, recycled water system optimization, and Trumble Road recycled water storage pond expansion projects;
  - Identified a new well site in north Perris, completed exploratory drilling activities, and completed property purchase;
  - Completed San Jacinto Groundwater Basin MODFlow groundwater flow model update; and
  - Completed Canyon Operating Plan and first annual report.
- ◆ **Water Supply Planning (072000)**
  - Updated projections for the District's water, wastewater and recycled water systems; and
  - Completed studies for the Urban Water Management Plan and the Water Supply Strategic Plan
- ◆ **Water Resources Management (073700)**
  - Prepared and submitted a basin boundary adjustment to revise the boundary for the San Jacinto Basin as delineated in Bulletin 118;
  - Initiated efforts to establish a Groundwater Sustainability Agency for the San Jacinto Basin in accordance with the Sustainable Groundwater Management Act of 2014;
  - Maintained and operated the river diversions at the Grant Avenue Ponds; installed a transducer in the parshall Flume at the Grant Avenue Ponds to increase the accuracy and precision of the measurements of the river diversions and to automate reporting;
  - Completed the destruction of EMWD Wells 54, 71, and 303 in accordance with State and County well destruction standards;

### Goals and Objectives for FY 2016 -17

- ◆ **Conservation (072600)**
  - Key Goal Area: Highly Reliable Water, Recycled Water and Wastewater Service. Conservation will meet this goal by:
    - Continuing to maximize our conservation efforts to meet or exceed statewide water use efficiency targets;
    - Collaborating with other stakeholders to provide technically sound recommendations, proposals and feedback that advocates for equitable results in both emergency and long-term regulations;
    - Developing opportunities to improve efficiency in outdoor irrigation cost effectively, especially for disadvantaged communities; and
    - Developing detailed water budgets for large landscape customers based on functional and non-functional areas.

## BUDGET FISCAL YEAR 2016-17

### ◆ **Facilities Planning (072000)**

- Key Goal Area: Protection of Public Health and Environmental Health. Facilities Planning will meet this goal by developing prioritized capital improvement project lists for water, wastewater collection, wastewater treatment, and recycled water for the 1 year, 5 year, and 10 year planning horizons.

### ◆ **Groundwater Development (072000)**

- Key Goal Area: Highly Reliable Water, Recycled Water and Wastewater Service. Groundwater Development will meet this goal by completing the preliminary design for the San Jacinto Valley Enhanced Recharge & Recovery Program (SJV ERRP) using grant funds from Prop 84 for the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP).

### ◆ **Water Supply Planning (072700)**

- Key Goal Area: Highly Reliable Water, Recycled Water and Wastewater Service. Resources Planning will meet this goal by:
  - Developing a scope of work for a "Mega-Drought" analysis in concert with the completion of the Water Supply Master Plan and long-term Capital Plan;
  - Developing various drought related scenarios for modeling and analysis of EMWD's existing and proposed water supplies and relative resiliency; and
  - Preparing recommendations for Mega-drought contingencies and actions to be taken relative to additional supply development, use of planned and future water banking assets, and modifications to the District's Water Shortage Contingency Plan'.

### ◆ **Water Resources Management (072000)**

- Key Goal Area: Highly Reliable Water, Recycled Water and Wastewater Service. Water Resources Management will meet this goal by:
  - Completing the establishment of a Groundwater Sustainability Agency for the San Jacinto Basin in accordance with the Sustainable Groundwater Management Act of 2014;
  - Initiating the development of a Groundwater Sustainability Plan for the San Jacinto Basin in accordance with the Sustainable Groundwater Management Act of 2014; and
  - Continuing to complete all field work and reporting requirements for the Groundwater Monitoring Programs in a timely manner for both the Hemet/San Jacinto Groundwater Management Area and the West San Jacinto Groundwater Management Area.

### **Budget Constraints and Significant Changes From Prior Year**

Subsequent to the approval of the Biennial Budget for Fiscal Years 2014-15 and 2015-16, the Department implemented several staffing changes. In July 2015, the Water Resources Planning Department was reorganized and two new positions were added. The primary drivers for the additional positions were the additional workload associated with the ongoing drought and conservation regulations imposed by the State. In November 2015, one additional new position, the Senior Director of Water Resources Planning, was added to enhance the District's water resources planning efforts. In December 2015, two positions that had been previously eliminated were reinstated and filled with staff who were transferred from other departments. These positions were needed to support the District's groundwater monitoring and recharge programs.

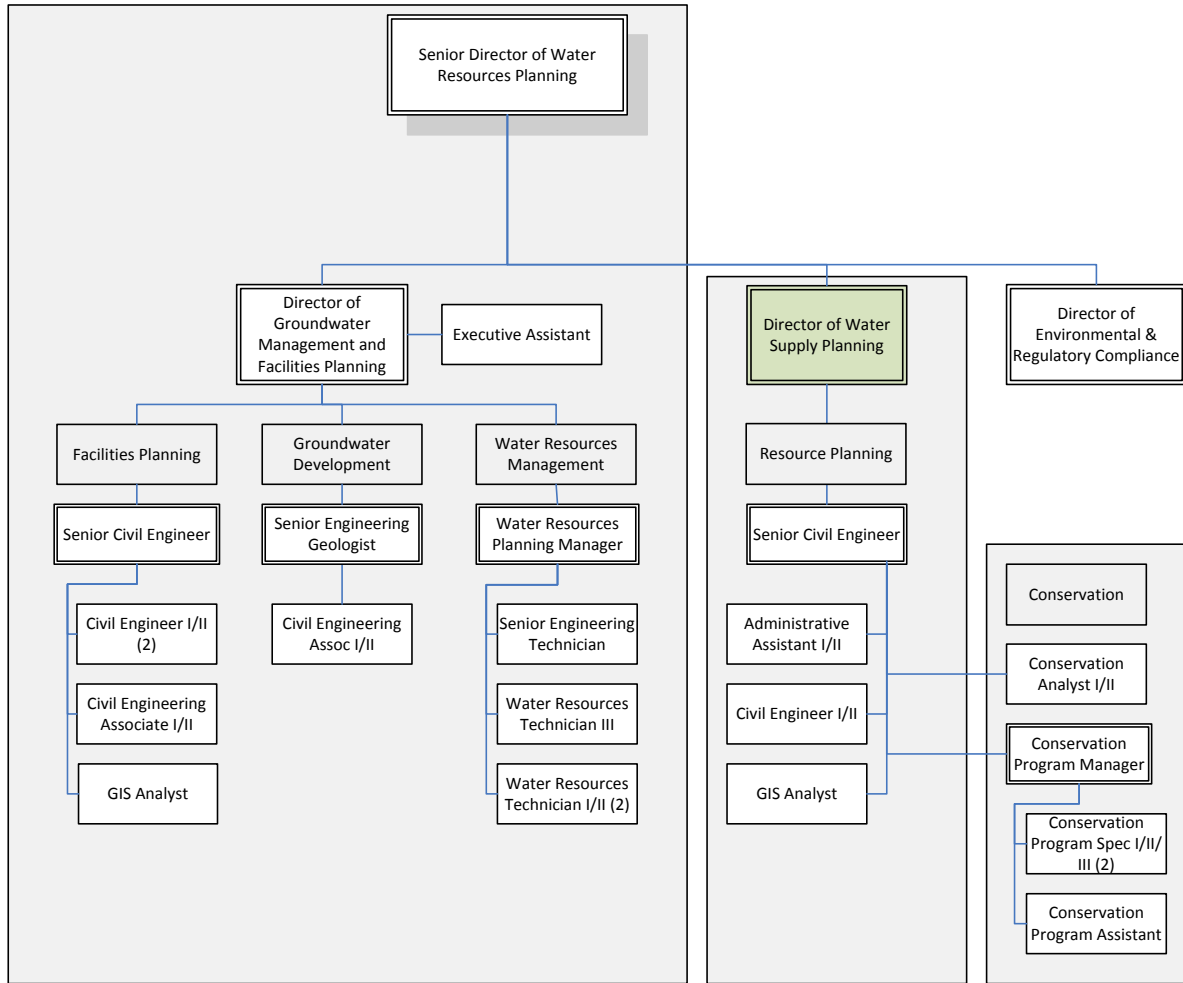
The budget for FY 2016-17 includes one additional new budgeted position, a Director of Water Supply Planning. This position was added in recognition of the high profile nature and expanded work efforts associated with water supply planning, conservation and regulatory engagement.

### **Position Changes**

There is funding in the FY 16-17 budget to provide for the new Director of Water Supply Planning.

# Water Resources Planning

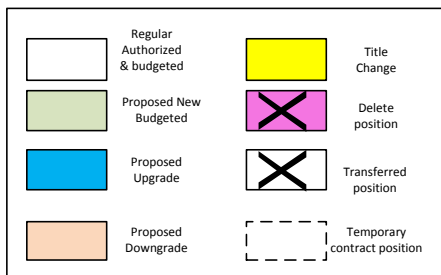
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820-720 (Groundwater Mgmt & Facilities Planning)

827-727 (Water Supply Planning)

826-726 (Conservation)



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

GROUNDWATER MANAGEMENT & FACILITIES PLANNING - 072000				
DEPARTMENT EXPENSE SUMMARY				
BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			15	15
WAGES			\$ 1,632,123	\$ 1,733,300
BENEFITS			690,888	783,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,323,011</b>	<b>\$ 2,516,900</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 267,969	\$ 578,887
PLANTS & SERVICE AREAS			44,082	176,183
DEPARTMENT DIRECT LABOR			2,010,960	1,761,830

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,456,895	\$ 1,295,250	\$ 2,010,960	\$ 1,759,230
53151 - ENGINEERING LABOR	31,357	72,592	-	-
53550 - STANDBY LABOR	-	-	-	2,600
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,488,253</b>	<b>\$ 1,367,842</b>	<b>\$ 2,010,960</b>	<b>\$ 1,761,830</b>
54120 - DIRECT MATERIALS	558	1,161	4,794	14,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	693	1,153	3,800
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,005	2,171	1,622	4,300
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	7	306	4,450
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	-	3,060	3,100
54140 - INVENTORY MATERIALS	103	21	2,117	4,600
54446 - TOOLS-REPLACEMENT	-	-	2,040	4,600
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,666</b>	<b>\$ 4,054</b>	<b>\$ 15,092</b>	<b>\$ 38,850</b>
56160 - OUTSIDE SERVICES	-	615	2,091	-
56177 - REPAIRS-OTHER	-	-	-	4,000
56266 - CONSULTANTS-OTHER	15,925	17,333	20,400	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 15,925</b>	<b>\$ 17,949</b>	<b>\$ 22,491</b>	<b>\$ 4,000</b>
57134 - SOFTWARE LICENSE & SUPPORT	-	-	3,060	6,200
57235 - EQUIPMENT RENTAL	182	514	-	1,000
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 182</b>	<b>\$ 514</b>	<b>\$ 3,060</b>	<b>\$ 7,200</b>
58121 - CONFERENCE FEES	-	-	1,326	8,500
58123 - OUTSIDE TECHNICAL TRAINING	-	-	6,033	6,100
58161 - EMPLOYEE TRAVEL EXPENSE	2,696	6,028	6,100	8,100
58163 - DUES & MEMBERSHIP FEES	-	-	-	500
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 2,696</b>	<b>\$ 6,028</b>	<b>\$ 13,459</b>	<b>\$ 23,200</b>
59170 - BURDEN RATE VARIANCE	(60,992)	(134,620)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (60,992)</b>	<b>\$ (134,620)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,447,731</b>	<b>\$ 1,261,767</b>	<b>\$ 2,065,062</b>	<b>\$ 1,835,080</b>



## BUDGET FISCAL YEAR 2016-17

WATER RESOURCES MANAGEMENT - 073700 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 522,537	\$ 282,240	\$ -	\$ -
53151 - ENGINEERING LABOR	619	61,206	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 523,156</b>	<b>\$ 343,446</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	3,635	3,723	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	599	1,825	-	-
54123 - METER MATERIALS	1,967	-	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	283	1,641	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	527	2,504	-	-
54140 - INVENTORY MATERIALS	2,133	7,728	-	-
54244 - OIL & LUBRICANTS	-	233	-	-
54446 - TOOLS-REPLACEMENT	71	4,832	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 9,215</b>	<b>\$ 22,486</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	5,642	174	-	-
56177 - REPAIRS-OTHER	-	1,161	-	-
56265 - COMPUTER CONSULTING & PROGRAMMING	-	4,680	-	-
56463 - TESTS-EMWD LAB	32,690	1,340	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 38,332</b>	<b>\$ 7,355</b>	<b>\$ -</b>	<b>\$ -</b>
57134 - SOFTWARE LICENSE & SUPPORT	1,956	-	-	-
57235 - EQUIPMENT RENTAL	21,882	1,285	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 23,839</b>	<b>\$ 1,285</b>	<b>\$ -</b>	<b>\$ -</b>
58123 - OUTSIDE TECHNICAL TRAINING	-	2,625	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	166	-	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 166</b>	<b>\$ 2,625</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(40,534)	(42,015)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (40,534)</b>	<b>\$ (42,015)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 554,174</b>	<b>\$ 335,183</b>	<b>\$ -</b>	<b>\$ -</b>

PLANNING & ENVIRONMENTAL ADMINISTRATION - 073800 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
56160 - OUTSIDE SERVICES	\$ -	\$ 11,250	\$ -	\$ -
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ 11,250</b>	<b>\$ -</b>	<b>\$ -</b>





## BUDGET FISCAL YEAR 2016-17

CONSERVATION - 072600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			4	5
WAGES			\$ 296,075	\$ 421,300
BENEFITS			141,958	187,800
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 438,033</b>	<b>\$ 609,100</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			438,033	609,100

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 399,320	\$ 502,445	\$ 438,033	\$ 609,100
53198 - LABOR-WORKERS COMP DUTY	10,904	-	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 410,224</b>	<b>\$ 502,445</b>	<b>\$ 438,033</b>	<b>\$ 609,100</b>
54120 - DIRECT MATERIALS	2,921	4,349	3,800	3,800
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	-	502
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	17	1,000	1,000
54125 - NEW COMPUTER WORKSTATIONS	-	3,986	-	2,500
54126 - REPLACEMENT COMPUTER WORKSTATIONS	352	-	-	350
54140 - INVENTORY MATERIALS	-	46	50	50
54446 - TOOLS-REPLACEMENT	103	-	150	150
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,375</b>	<b>\$ 8,399</b>	<b>\$ 5,000</b>	<b>\$ 8,352</b>
56160 - OUTSIDE SERVICES	1,209	1,466	1,900	1,900
56161 - TEMPORARY SERVICES	-	67,605	-	120,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 1,209</b>	<b>\$ 69,072</b>	<b>\$ 1,900</b>	<b>\$ 121,900</b>
57235 - EQUIPMENT RENTAL	11,916	11,998	12,750	11,916
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 11,916</b>	<b>\$ 11,998</b>	<b>\$ 12,750</b>	<b>\$ 11,916</b>
58121 - CONFERENCE FEES	280	-	-	-
58123 - OUTSIDE TECHNICAL TRAINING	189	-	300	600
58161 - EMPLOYEE TRAVEL EXPENSE	2,739	3,294	1,550	5,000
58163 - DUES & MEMBERSHIP FEES	9,382	9,622	10,200	10,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 12,590</b>	<b>\$ 12,916</b>	<b>\$ 12,050</b>	<b>\$ 15,600</b>
59086 - DEPT CREDITS-MISC	(1,712)	-	-	-
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (1,712)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(17,135)	(33,545)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (17,135)</b>	<b>\$ (33,545)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 420,468</b>	<b>\$ 571,286</b>	<b>\$ 469,733</b>	<b>\$ 766,868</b>



## BUDGET FISCAL YEAR 2016-17

WATER SUPPLY PLANNING - 072700 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	5
WAGES			\$ -	\$ 581,900
BENEFITS			-	263,300
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ 845,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ 33,808
PLANTS & SERVICE AREAS			-	118,328
DEPARTMENT DIRECT LABOR			-	693,064

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ -	\$ -	\$ -	\$ 693,064
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 693,064</b>
54120 - DIRECT MATERIALS	-	-	-	500
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	-	2,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	-	1,000
54125 - NEW COMPUTER WORKSTATIONS	-	-	-	4,500
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>
56160 - OUTSIDE SERVICES	-	-	-	10,000
56266 - CONSULTANTS-OTHER	-	-	-	20,500
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,500</b>
57235 - EQUIPMENT RENTAL	-	-	-	800
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800</b>
58121 - CONFERENCE FEES	-	-	-	1,000
58123 - OUTSIDE TECHNICAL TRAINING	-	-	-	1,000
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	-	3,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 737,364</b>



### ENVIRONMENTAL AND REGULATORY COMPLIANCE DEPARTMENT

#### Mission Statement

The mission of the Environmental and Regulatory Compliance (ERC) Department is to provide responsible and resourceful environmental services to the District. Together, we are dedicated to support the District's full compliance ethic with all regulations. This is accomplished by ensuring water quality that protects the health and safety of the community, by conducting environmental permitting activities in a timely manner to ensure availability of services for future growth, by advocating for responsible regulatory policy that provides for meaningful environmental protection in a cost-effective manner, and by proactively researching environmental strategies to promote District goals.

#### Roles and Responsibilities

The ERC Department includes the administration staff that has oversight of the Source Control, Laboratory and Environmental Services Divisions and all of the Environmental Services Division staff. The administrative staff manages the three divisions and the CEQA/NEPA Environmental Documentation Program. The Environmental Services Division manages the regulatory compliance activities associated with all air quality, potable water quality, wastewater collection and treatment, recycled water use, storm water management, biosolids management, and hazardous materials/waste program. The division is responsible for the development, implementation, and communication of environmental strategies to meet regulatory compliance in all the areas of responsibility.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Participated in regional groups, such as, Santa Ana Watershed Project Authority (SAWPA) task forces, Southern California Association of POTWS (SCAP), Southern California Salinity Coalition (SCSC), SCAQMDs Home Rule Advisory Group (HRAG), and Santa Ana River Dischargers Association (SARDA). Lead several of these groups as the committee chairperson and/or board member.
- ◆ Successfully advocated for regulatory change to address the salinity impacts of the recycled water quality due to drought. Multiple presentations were delivered at various forums, such as, the Santa Ana Regional Board meeting, State Water Resources Control Board meeting, SAWPA Basin Monitoring Group and Southern California Salinity Coalition (SCSC). SAWPA and SCSC have funded a project to develop a drought policy for the Santa Ana Regional Board.
- ◆ Jointly worked with Elsinore Valley Municipal Water District and the Santa Ana Regional Board to develop the Salt and Nutrient Management Plan for the Upper Temescal Valley groundwater management zone.
- ◆ Complied with new statewide Industrial Storm Water Requirements at the RWRFs and OMC including preparing storm water pollution prevention plans and conducting staff training.
- ◆ Complied with maximum benefit commitments to estimate the ambient water quality for the San Jacinto groundwater management zones and to update the salinity management plan.
- ◆ Acquired AQMD funding and lead the weekly review and report preparation for the TVRWF NOxTech project.
- ◆ Participated in the Heacock Tecogen project with natural gas, and the MVRWF Tecogen project with digester gas, both projects were highly successful. Staff presented the Tecogen technology to SCAP Air and Energy Committee.
- ◆ Obtained Diesel Particulate Filter funding from SCAQMD for Letterman Booster, Watson Booster and Armada Lift Station.
- ◆ Successfully negotiated an additional year to comply with South Coast Air Quality Management District's (SCAQMD's) Rule 1110.2 for digester gas engines.
- ◆ Assisted in the development and adoption of the District's Graywater Policy

## BUDGET FISCAL YEAR 2016-17

- ◆ Supported the effort to successfully defend the District from a non-substantive lawsuit over the Sanitary Sewer Overflow Program.
- ◆ Successfully completed eighteen (18) mitigated negative declarations, one (1) environmental impact report, fourteen (14) biological surveys, ten (10) cultural agreements and coordination meetings, and forty five (45) notices of exemption as required by the California Environmental Quality Act (CEQA).
- ◆ Successfully completed 397 compliance reports, 326 non-compliance reports and conducted 227 audits of the District's facilities.

### Goals and Objectives for FY 2016-17

- ◆ Continue the stakeholder effort to effect change in the regulations, possibly a basin plan amendment that will effectively address the salinity impacts to recycled water quality associated with the drought.
- ◆ Management of all the required environmental documents to support the Engineering and Operation departments.
- ◆ Complete the Environmental Impact Report for the Enhanced Recharge and Recovery Program.
- ◆ Continue to prepare the compliance reports for all regulatory permits.
- ◆ Continue to partner with Elsinore Valley Municipal Water District on finalizing the Salt and Nutrient Management plan for the Upper Temescal Valley management zone.
- ◆ Continue to participate in regional groups, such as SAWPA, SCAP, SCSC, HRAG, and SARDA.
- ◆ Prepare an updated Sanitary Sewer Management Plan for Board Approval.
- ◆ Complete the triennial EPA Lead and Copper Study and Public Health Goals Triennial Report.
- ◆ Complete and submit NOxTech final report to obtain final financial funding.
- ◆ Develop sampling criteria for UCMR4 requirements.

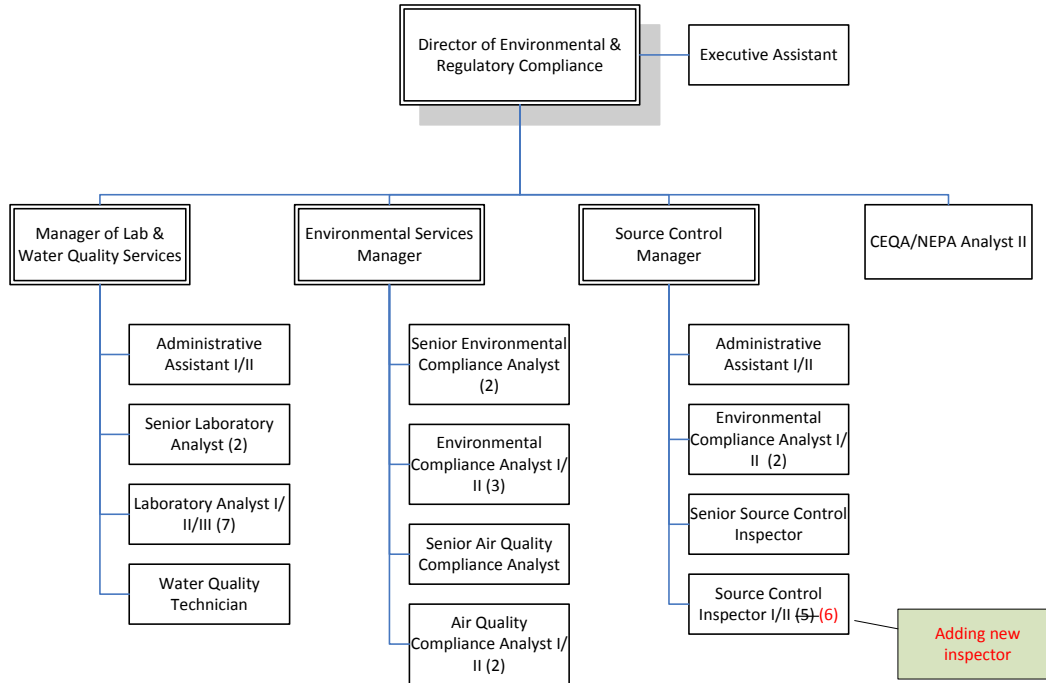
### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

- ◆ The Environmental Services Division estimates an additional \$100,000 is needed for the studies to address the salinity impacts in the Region over FY 2015-16 costs.
- ◆ The Environmental and Regulatory Compliance Department was reorganized in FY 2014-15 and two water quality analysts were moved from the Laboratory Division to the Environmental Services Division. Therefore there is an increase in the direct labor costs for the Environmental Services Division.

### Position Changes

- ◆ Two full time water quality analysts were moved from the Laboratory Division to the Environmental Services Division and both divisions are part of the Environmental and Regulatory Compliance Department.

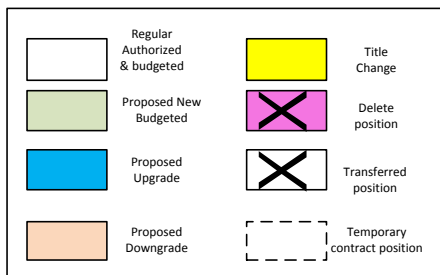
# Environmental & Regulatory Compliance (35)



860-749 (Water Quality)

880-747 (Environmental)

882-748 (Source Control)



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

ENVIRONMENTAL & REGULATORY COMPLIANCE - 074700				
DEPARTMENT EXPENSE SUMMARY				
BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			10	12
WAGES			\$ 1,027,639	\$ 1,311,200
BENEFITS			456,157	583,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,483,796</b>	<b>\$ 1,894,800</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			1,483,796	1,894,800

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,553,907	\$ 1,648,793	\$ 1,483,796	\$ 1,894,800
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,553,907</b>	<b>\$ 1,648,793</b>	<b>\$ 1,483,796</b>	<b>\$ 1,894,800</b>
54120 - DIRECT MATERIALS	15,342	15,468	20,400	21,800
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	1,614	675	1,800
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	203	-	845
54124 - SAFETY SUPPLIES & SMALL TOOLS	86	52	100	625
54125 - NEW COMPUTER WORKSTATIONS	-	298	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	498	2,085	1,040	-
54140 - INVENTORY MATERIALS	52	64	-	100
54446 - TOOLS-REPLACEMENT	13	-	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 15,991</b>	<b>\$ 19,783</b>	<b>\$ 22,215</b>	<b>\$ 25,170</b>
56160 - OUTSIDE SERVICES	13,346	81,831	137,948	219,300
56161 - TEMPORARY SERVICES	-	-	10,000	-
56177 - REPAIRS-OTHER	-	670	-	-
56266 - CONSULTANTS-OTHER	2,889	2,403	4,000	4,000
56430 - AIR QUALITY COMPLIANCE COSTS	4,400	4,530	3,000	3,000
56768 - OUTSIDE PERMIT FEES	-	1,811	-	-
56770 - SCAQMD FEES	1,466	535	750	750
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 22,101</b>	<b>\$ 91,781</b>	<b>\$ 155,698</b>	<b>\$ 227,050</b>
57134 - SOFTWARE LICENSE & SUPPORT	-	-	600	600
57235 - EQUIPMENT RENTAL	18,869	18,836	21,318	19,700
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 18,869</b>	<b>\$ 18,836</b>	<b>\$ 21,918</b>	<b>\$ 20,300</b>
58121 - CONFERENCE FEES	215	1,605	3,000	4,800
58123 - OUTSIDE TECHNICAL TRAINING	-	-	3,000	-
58161 - EMPLOYEE TRAVEL EXPENSE	3,405	2,677	4,080	4,800
58163 - DUES & MEMBERSHIP FEES	24,664	25,163	28,950	28,950
58164 - SUBSCRIPTIONS	-	82	-	-
58250 - LEGAL-OTHER	1,075	-	10,500	10,500
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 29,359</b>	<b>\$ 29,527</b>	<b>\$ 49,530</b>	<b>\$ 49,050</b>
59170 - BURDEN RATE VARIANCE	(139,162)	(110,195)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (139,162)</b>	<b>\$ (110,195)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,501,064</b>	<b>\$ 1,698,525</b>	<b>\$ 1,733,157</b>	<b>\$ 2,216,370</b>



## BUDGET FISCAL YEAR 2016-17

### LABORATORY DIVISION

#### Mission Statement

The Laboratory Division is part of the Environmental and Regulatory Compliance Department. The mission of this Division is to serve the District by providing accurate and timely laboratory support that is based on professional, cost effective, and quality-assured practices to ensure the safety of our staff and customers.

#### Roles and Responsibilities

The department is responsible for the analytical testing of District water, wastewater, and biosolids samples used to demonstrate compliance with State and Federal regulatory requirements. Additional testing is performed to support process control at the water and wastewater treatment facilities. Samples from the potable water distribution system are collected and tested daily to insure a safe water supply for customers.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ In 2015, the Laboratory analyzed 19,262 samples and tested 97,719 constituents. This represents a 9% increase in testing over prior year.
- ◆ Staff began working with consultants to conduct a business process review of the Laboratory Information Management System (LIMS) software and assist in selecting a replacement. The replacement LIMS will provide additional opportunities to increase efficiency while reducing the time and costs required for configuration and maintenance.
- ◆ A laboratory design firm was hired to evaluate the laboratory facility and detail opportunities for improvement. The proposed renovation will accommodate future equipment needs, improve office space, and reduce electricity usage.
- ◆ Upgraded instrumentation for mercury testing.
- ◆ Developed methods to determine hexavalent chromium, perchlorate and cyanide to reduce outside laboratory costs.
- ◆ Purchased instrumentation and began development of alternate methods for more cost-effective measurement of metals in water and wastewater.
- ◆ Began sampling and reporting for the Long Term 2 Enhanced Surface Water Treatment Rule.
- ◆ Started daily testing of dewatering samples from the four reclamation facilities to assist in process optimization.

#### Goals and Objectives for FY 2016-17

- ◆ Continue to work with consultants to complete final design of the laboratory renovation.
- ◆ Acquire and begin implementation of new LIMS software to reduce software administrative requirements, reduce ongoing costs, and provide additional opportunities for laboratory automation.
- ◆ Obtain State certification of new test methods for metals testing to further improve efficiency.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

- ◆ Laboratory analytically testing requirements have historically increased at a rate of about 4% each year. The budget reflects a 4% increase for analytical testing over FY 2015-16 levels.
- ◆ The Environmental and Regulatory Compliance Department was reorganized in FY 2014-15 and two water quality analysts were moved from the Laboratory Division to the Environmental Services Division. Therefore there is a reduction in the direct labor costs for the Laboratory Division.

## BUDGET FISCAL YEAR 2016-17

### Position Changes

- ◆ Two full time water quality analysts moved from the Laboratory Division to the Environmental Services Division and both divisions are in the Environmental and Regulatory Compliance Department.

LABORATORY - 074900 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			14	12
WAGES			\$ 1,162,447	\$ 1,011,400
BENEFITS			482,959	451,200
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,645,406</b>	<b>\$ 1,462,600</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			1,645,406	1,462,600

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,646,003	\$ 1,399,111	\$ 1,645,406	\$ 1,462,600
53198 - LABOR-WORKERS COMP DUTY	5,281	-	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,651,284</b>	<b>\$ 1,399,111</b>	<b>\$ 1,645,406</b>	<b>\$ 1,462,600</b>
54120 - DIRECT MATERIALS	185,665	218,631	229,000	249,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,387	-	1,562	1,562
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	3,590	687	10,200	10,200
54124 - SAFETY SUPPLIES & SMALL TOOLS	570	394	510	1,925
54125 - NEW COMPUTER WORKSTATIONS	894	3,979	2,244	2,244
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,494	891	3,000	3,000
54140 - INVENTORY MATERIALS	21,374	20,122	30,600	30,600
54344 - EQUIPMENT PARTS-OTHER	18,710	13,833	20,400	20,400
54446 - TOOLS-REPLACEMENT	7,012	19,114	20,400	20,400
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 240,696</b>	<b>\$ 277,650</b>	<b>\$ 317,916</b>	<b>\$ 339,331</b>
55373 - TELEPHONE	-	-	734	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 734</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	8,875	14,250	13,260	13,260
56161 - TEMPORARY SERVICES	23,447	15,118	26,520	72,400
56177 - REPAIRS-OTHER	5,635	18,610	26,520	26,520
56265 - COMPUTER CONSULTING & PROGRAMMING	-	-	10,200	10,200
56434 - TESTS-OUTSIDE LAB	-	655	-	-
56768 - OUTSIDE PERMIT FEES	10,606	3,715	14,100	14,100
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 48,562</b>	<b>\$ 52,348</b>	<b>\$ 90,600</b>	<b>\$ 136,480</b>
57130 - OUTSIDE EQUIPMENT	4,692	2,879	4,500	4,500
57133 - MAINTENANCE CONTRACTS	9,813	1,804	9,125	15,540
57235 - EQUIPMENT RENTAL	22,473	20,546	23,247	21,564
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 36,979</b>	<b>\$ 25,229</b>	<b>\$ 36,872</b>	<b>\$ 41,604</b>
58121 - CONFERENCE FEES	190	240	3,570	3,570
58122 - TECHNICAL TRAINING EXPENSE	1,461	-	3,500	3,500
58161 - EMPLOYEE TRAVEL EXPENSE	2,197	627	4,590	4,590
58163 - DUES & MEMBERSHIP FEES	592	866	1,716	2,200
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 4,440</b>	<b>\$ 1,733</b>	<b>\$ 13,376</b>	<b>\$ 13,860</b>
59080 - DEPT CREDITS-LAB	(68,585)	(42,025)	(53,040)	(53,040)
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (68,585)</b>	<b>\$ (42,025)</b>	<b>\$ (53,040)</b>	<b>\$ (53,040)</b>
59170 - BURDEN RATE VARIANCE	(132,375)	(80,771)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (132,375)</b>	<b>\$ (80,771)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,780,999</b>	<b>\$ 1,633,276</b>	<b>\$ 2,051,864</b>	<b>\$ 1,940,835</b>



### SOURCE CONTROL DEPARTMENT

#### Mission Statement

The mission of the Source Control Department is to enhance the beneficial use of recycled water and biosolids, and protect the integrity of the District's sewer and brine collection systems while minimizing the cost of compliance with environmental regulations. The pretreatment and associated programs are designed to fully comply with all applicable federal and state regulations while ensuring that the reuse of recycled water and biosolids, and brine disposal are protective of public health and environmentally sustainable.

#### Roles and Responsibilities

The Source Control Department is responsible to ensure adherence with the pretreatment compliance program as required by law and in EMWD's discharge permits for the wastewater treatment plants. The purpose of the program is to eliminate discharges that could cause blockages or deterioration of the collection system, upsets at the RWRFs, the pass-through of contaminants to recycled water users or into Temescal Creek, or the limitation of biosolids reuse options. The program is designed to protect the staff, public, and environment. Program components include: oversight of industrial and commercial dischargers through permitting, inspections, training, enforcement, regulation of businesses through the plan check process, and management of liquid waste haulers.

#### Accomplishments in FY 2014-15

- ◆ Total of 1,074 inspections completed, including Permitted Industrial Users, Fats, Oil and Grease (FOG), and Sand/oil pretreatment systems.
- ◆ Completed 57 Industrial User compliance sampling events.
- ◆ Plan check reviewed 228 new applications.
- ◆ Source Control Division assisted SAWPA with the remedial plan resolution including attending meetings with OCS D, reviewing/revising core documents, and re-writing Brine Discharging permits.
- ◆ Assisted Engineering by completing 6 flow studies to ensure district collection system was adequately sized.

#### Accomplishments in FY 2015-16

- ◆ Total of 1,020 inspections completed, including Permitted Industrial Users, FOG, & Sand/oil pretreatment systems.
- ◆ Completed 60 Industrial User compliance sampling events.
- ◆ Plan check staff reviewed 240 new applications.
- ◆ Assisted Engineering by completing 3 flow studies to ensure district collection system was adequately sized.
- ◆ Source Control Division Staff worked closely with Information Systems Department and brought the CityView database online.

#### Goals and Objectives for FY 2016-17

- ◆ Source Control Division will work towards maintaining the District's compliance by inspecting all businesses with pretreatment equipment annually and inspecting/sampling all permitted industries according to the division standards throughout this budget period.
- ◆ Estimate 1,560 inspections will need to be completed in FY 16-17.
- ◆ Estimate 65 industrial user compliance sampling events in FY 16-17.
- ◆ Estimate plan check will have to review 255 new applications in FY 16-17.

## BUDGET FISCAL YEAR 2016-17

- ◆ Staff has been and will continue to support SAWPA and other agencies with the implementation of improvements to the brine line pretreatment program.
- ◆ Staff will continue to learn the OBI software and prepare to transition from Hyperion for the development of the annual report and compliance reports.

### **Budget Constraints FY 2015-16 and Significant Changes from Prior Year**

- ◆ The budget reflects an increase in the direct labor for an additional inspector to keep up with the work load increases.

### **Position Changes**

- ◆ The number of inspections has exceeded the current inspection team's ability to effectively inspect and manage both the current and additional level of activity. An additional source control inspector is needed to maintain the level of service of the pretreatment program.

## BUDGET FISCAL YEAR 2016-17

SOURCE CONTROL - 074800 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			10	11
WAGES			\$ 776,695	\$ 895,400
BENEFITS			410,592	410,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,187,287</b>	<b>\$ 1,306,100</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			664,881	705,294
DEPARTMENT DIRECT LABOR			522,406	600,806

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 347,776	\$ 490,235	\$ 522,406	\$ 600,806
53157 - INSPECTION LABOR	1,982	-	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 349,758</b>	<b>\$ 490,235</b>	<b>\$ 522,406</b>	<b>\$ 600,806</b>
54120 - DIRECT MATERIALS	7,398	9,371	7,313	7,400
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	68	-	1,377	1,400
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,322	924	490	2,330
54124 - SAFETY SUPPLIES & SMALL TOOLS	5,382	2,224	4,794	4,800
54125 - NEW COMPUTER WORKSTATIONS	-	894	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	503	-	500	700
54140 - INVENTORY MATERIALS	3,895	4,459	6,120	6,120
54446 - TOOLS-REPLACEMENT	11,094	11,330	24,683	24,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 29,661</b>	<b>\$ 29,201</b>	<b>\$ 45,277</b>	<b>\$ 46,750</b>
55373 - TELEPHONE	1,865	-	3,060	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 1,865</b>	<b>\$ -</b>	<b>\$ 3,060</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	3,150	(1,486)	4,080	5,500
56161 - TEMPORARY SERVICES	10,504	-	-	-
56177 - REPAIRS-OTHER	10,283	-	13,770	10,770
56265 - COMPUTER CONSULTING & PROGRAMMING	-	-	6,630	6,630
56268 - SAFETY CONSULTANTS	-	-	306	306
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 23,937</b>	<b>\$ (1,486)</b>	<b>\$ 24,786</b>	<b>\$ 23,206</b>
57235 - EQUIPMENT RENTAL	93,024	93,124	100,085	93,124
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 93,024</b>	<b>\$ 93,124</b>	<b>\$ 100,085</b>	<b>\$ 93,124</b>
58121 - CONFERENCE FEES	1,340	214	4,871	4,000
58123 - OUTSIDE TECHNICAL TRAINING	-	-	5,100	-
58161 - EMPLOYEE TRAVEL EXPENSE	601	1,254	4,085	4,000
58163 - DUES & MEMBERSHIP FEES	1,184	780	1,359	2,955
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 3,125</b>	<b>\$ 2,247</b>	<b>\$ 15,415</b>	<b>\$ 10,955</b>
59084 - DEPT CREDITS-MAPS	(5,360)	(8,240)	(12,240)	(12,240)
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (5,360)</b>	<b>\$ (8,240)</b>	<b>\$ (12,240)</b>	<b>\$ (12,240)</b>
59170 - BURDEN RATE VARIANCE	(33,960)	(63,076)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (33,960)</b>	<b>\$ (63,076)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 462,050</b>	<b>\$ 542,005</b>	<b>\$ 698,789</b>	<b>\$ 762,601</b>



### MAINTENANCE SERVICES DEPARTMENT

#### Mission Statement

The mission of the Maintenance Services department is to provide guidance, oversight and administrative support to EMWD's maintenance services groups.

#### Roles and Responsibilities

Maintenance Services provides oversight and support for a wide range of maintenance activities throughout EMWD. The activities are divided into five functional areas including: mechanical maintenance, electrical maintenance, water distribution system maintenance, facilities maintenance, and computerized maintenance and asset management.

Additional information about the roles and responsibilities of each functional area are presented in the budget narratives for each maintenance department.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Facilitated the discovery phase for the Maximo upgrade.
- ◆ Assisted Water Operations in the refinement of the Derceto Energy Management System.
- ◆ Completed evaluation of the NoxTech emission control system.
- ◆ Implemented a bumper-to-bumper five-year maintenance services contract for the microturbine generation facility.
- ◆ Facilitated the reorganization of Maintenance Engineering back to the Engineering Branch and Fleet Maintenance to the Administrative Services Branch.

#### Goals and Objectives for FY 2016-17

- ◆ Provide oversight for the voice radio system upgrade.
- ◆ Provide oversight for the Maximo upgrade.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

There are no significant budget variances for the Maintenance Services department budget.

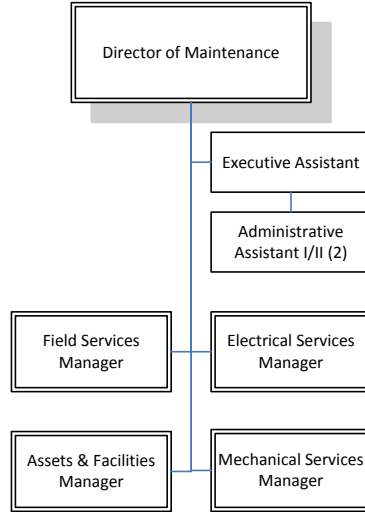
Constraints and variances in the maintenance departments are presented in the budget narratives for each maintenance department.

#### Position Changes

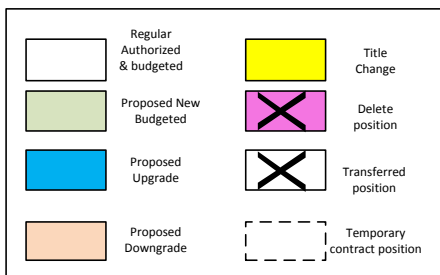
No changes.

# Maintenance Services

(4)



850-750



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

MAINTENANCE SERVICES - 075000 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			4	4
WAGES			\$ 372,102	\$ 396,300
BENEFITS			177,574	174,900
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 549,676</b>	<b>\$ 571,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			549,676	571,200

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,947,834	\$ 1,872,244	\$ 549,676	\$ 571,200
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,947,834</b>	<b>\$ 1,872,244</b>	<b>\$ 549,676</b>	<b>\$ 571,200</b>
54120 - DIRECT MATERIALS	1,779	671	-	100
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,731	-	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,427	2,151	-	1,500
54124 - SAFETY SUPPLIES & SMALL TOOLS	203	425	-	1,500
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,506	340	-	2,500
54140 - INVENTORY MATERIALS	742	400	-	-
54446 - TOOLS-REPLACEMENT	56	2,102	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 7,443</b>	<b>\$ 6,089</b>	<b>\$ -</b>	<b>\$ 5,600</b>
55373 - TELEPHONE	-	-	408	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 408</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	7,797	4,486	-	-
56177 - REPAIRS-OTHER	-	36	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 7,797</b>	<b>\$ 4,522</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	62,952	55,230	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 62,952</b>	<b>\$ 55,230</b>	<b>\$ -</b>	<b>\$ -</b>
58122 - TECHNICAL TRAINING EXPENSE	2,679	-	-	-
58123 - OUTSIDE TECHNICAL TRAINING	1,130	10,306	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	3,630	599	-	500
58164 - SUBSCRIPTIONS	423	253	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 7,862</b>	<b>\$ 11,157</b>	<b>\$ -</b>	<b>\$ 500</b>
59170 - BURDEN RATE VARIANCE	(160,163)	(126,885)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (160,163)</b>	<b>\$ (126,885)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,873,726</b>	<b>\$ 1,822,358</b>	<b>\$ 550,084</b>	<b>\$ 577,300</b>



## BUDGET FISCAL YEAR 2016-17

### MECHANICAL SERVICES DEPARTMENT

#### Mission Statement

The mission of the Mechanical Services Department is to provide mechanical service support to protect, extend the life and ensure high reliability for the District's water and wastewater assets.

#### Roles and Responsibilities

The Mechanical Services Department is responsible for the installation, maintenance, repair, and servicing of mechanical equipment and machinery used in the production, treatment, storage, collection, and distribution of potable, recycled, and wastewater systems.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Completed rehabilitation projects for Wells 17, 26, 35, 76, and 84
- ◆ Installed and tested new engine controller at Well 26
- ◆ Performed emission compliance testing on the new Tecogen engine emission controller at MVRWRF
- ◆ Installed and tested new replacement pumps at Day Street Lift, Calle Venture Lift, and Perris & Fir Pumping Plant

#### Goals and Objectives for FY 2016-17

- ◆ Complete rehabilitation projects for Wells 36, 57, and 91
- ◆ Complete MVRWRF and TVRWRF engine control panel replacement project
- ◆ Broderson Repeater emergency generator replacement project
- ◆ Sanderson Lift submersible pump replacement project
- ◆ Complete pump replacement projects for Sanderson Lift, Oleander Lift, Diaz Lift, and Day Street Lift
- ◆ Install and test new scum removal system at Winchester Lift

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

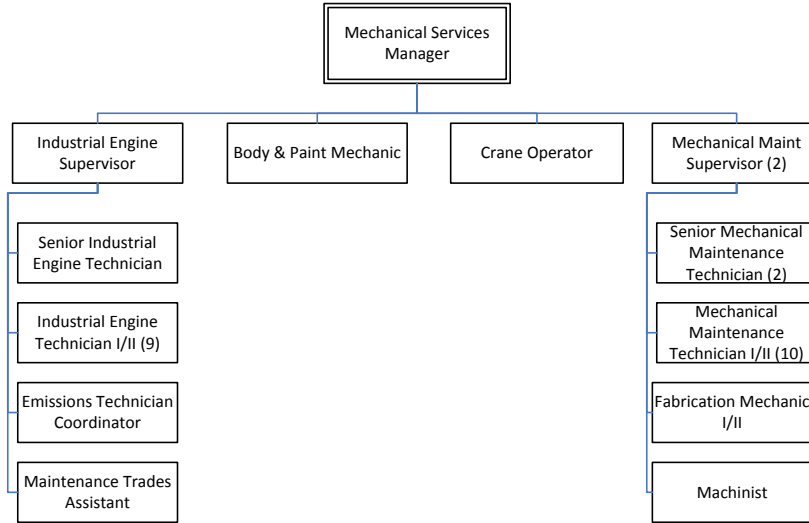
For FY 2016-17, challenges facing the department include the effects of water conservation mandates for potable and recycled water. Normal work activities may not be completed as scheduled, which could result in more overtime. Other constraints include long lead time on some parts and material. Additional expense to expedite parts and material shipments may be required. Regulatory rules and regulations from agencies such as AQMD often result in additional challenges for the Mechanical Services Division and higher Operations and Maintenance costs to the District.

#### Position Changes

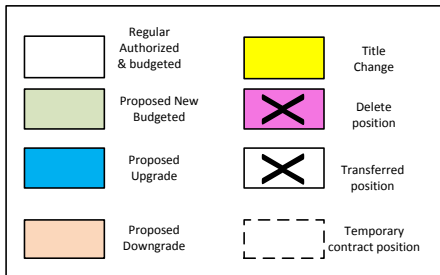
For FY 2016-17, there are no changes in the number of positions.

# Mechanical Services

(32)



854-745



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

MECHANICAL SERVICES - 074500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			33	32
WAGES			\$ 2,687,332	\$ 2,726,200
BENEFITS			1,347,499	1,167,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 4,034,831</b>	<b>\$ 3,893,900</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 938,703	\$ -
PLANTS & SERVICE AREAS			2,098,592	2,647,852
DEPARTMENT DIRECT LABOR			997,536	1,246,048

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,015,546	\$ 1,065,883	\$ 956,686	\$ 1,200,348
53550 - STANDBY LABOR	37,180	39,146	40,850	45,700
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,052,726</b>	<b>\$ 1,105,029</b>	<b>\$ 997,536</b>	<b>\$ 1,246,048</b>
54120 - DIRECT MATERIALS	51,613	50,126	67,116	65,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	600	-	1,868	1,500
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,049	1,665	1,438	1,500
54124 - SAFETY SUPPLIES & SMALL TOOLS	23,267	24,477	16,830	20,000
54125 - NEW COMPUTER WORKSTATIONS	1,823	-	-	2,500
54126 - REPLACEMENT COMPUTER WORKSTATIONS	705	1,178	-	5,000
54140 - INVENTORY MATERIALS	33,155	32,315	37,536	40,000
54244 - OIL & LUBRICANTS	(1,972)	2,721	2,091	2,000
54446 - TOOLS-REPLACEMENT	31,743	19,542	39,270	52,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 141,983</b>	<b>\$ 132,024</b>	<b>\$ 166,149</b>	<b>\$ 189,500</b>
55373 - TELEPHONE	-	-	200	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	40,132	33,663	36,210	35,000
56177 - REPAIRS-OTHER	7,065	8,734	36,169	10,000
56181 - REFUSE & WASTE HAULING	75	2,963	1,836	3,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 47,272</b>	<b>\$ 45,360</b>	<b>\$ 74,215</b>	<b>\$ 48,000</b>
57130 - OUTSIDE EQUIPMENT	-	-	510	510
57235 - EQUIPMENT RENTAL	622,198	616,415	679,320	584,210
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 622,198</b>	<b>\$ 616,415</b>	<b>\$ 679,830</b>	<b>\$ 584,720</b>
58121 - CONFERENCE FEES	285	-	510	500
58123 - OUTSIDE TECHNICAL TRAINING	750	-	7,446	5,000
58161 - EMPLOYEE TRAVEL EXPENSE	1,957	1,534	2,550	2,550
58163 - DUES & MEMBERSHIP FEES	584	936	900	900
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 3,576</b>	<b>\$ 2,470</b>	<b>\$ 11,406</b>	<b>\$ 8,950</b>
59085 - DEPT CREDITS-MATERIAL FAB	-	(2,097)	(4,488)	(4,488)
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ -</b>	<b>\$ (2,097)</b>	<b>\$ (4,488)</b>	<b>\$ (4,488)</b>
59170 - BURDEN RATE VARIANCE	(55,918)	(117,836)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (55,918)</b>	<b>\$ (117,836)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,811,836</b>	<b>\$ 1,781,364</b>	<b>\$ 1,924,848</b>	<b>\$ 2,072,730</b>



## BUDGET FISCAL YEAR 2016-17

FABRICATION SHOP - 076300 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 26,473	\$ 36,597	\$ -	\$ -
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 26,473</b>	<b>\$ 36,597</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	14,136	6,177	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	588	1,553	-	-
54140 - INVENTORY MATERIALS	2,033	1,671	-	-
54344 - EQUIPMENT PARTS-OTHER	2,439	226	-	-
54446 - TOOLS-REPLACEMENT	1,711	4,039	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 20,907</b>	<b>\$ 13,667</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	-	894	-	-
56177 - REPAIRS-OTHER	313	-	-	-
56181 - REFUSE & WASTE HAULING	1,165	275	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 1,478</b>	<b>\$ 1,169</b>	<b>\$ -</b>	<b>\$ -</b>
58161 - EMPLOYEE TRAVEL EXPENSE	9	-	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 9</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
59085 - DEPT CREDITS-MATERIAL FAB	(4,856)	(2,251)	-	-
<b>59000:59099 - DEPARTMENT CREDITS</b>	<b>\$ (4,856)</b>	<b>\$ (2,251)</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(4,622)	8,141	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (4,622)</b>	<b>\$ 8,141</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 39,390</b>	<b>\$ 57,323</b>	<b>\$ -</b>	<b>\$ -</b>

### ELECTRICAL SERVICES DEPARTMENT

#### Mission Statement

The mission of the Electrical Services Department is to provide the high quality service while performing a wide variety of skilled and technical duties in the maintenance, repair, improvement, and integration of the District's Electrical Distribution Systems, Control Systems, SCADA Systems, Photovoltaic Systems, HVAC, Microwave Systems, Fire Suppression Systems, Security Systems, and Voice Radio Communication Systems.

#### Roles and Responsibilities

The Electrical/SCADA Services Department plays a pivotal role and is responsible for the installation, modification, repair, maintenance, design, and support of Electrical, Controls, and SCADA/Microwave installations related to the Potable, Recycled, and Waste Water Systems.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ AC/OMC ADA Project – Designed and constructed two new electrical rooms in the administration building to accommodate the ADA project and for future electrical needs
- ◆ Completed the SCADA system replacement at Perris Filtration Plant, Hemet Water Filtration Plant, and the Menifee and Perris Desalination Plants. This included the integration of the new reject recovery facility at Perris Filtration
- ◆ Engineered the design and completed the Installation of a new 80kW diesel generator at the Customer Call Center
- ◆ Replaced the 300AMP transfer switch at the Operations and Maintenance Center Remote Building
- ◆ Replaced the Variable Frequency Drives (VFDs) for Pump No. 1 at the Reach 4 Pump Station, for Pump No. 2 at the Sun City Lift Station, for two pumps at the Warm Springs Lift Station, and for three pumps at the Winchester Lift Station
- ◆ Upgraded/replaced the Integrated Operations Center (IOC) SCADA projectors
- ◆ Daniels Peak Communications Repeater – Established a new repeater site in support of Information Systems (IS) and in addition providing future infrastructure for the SCADA microwave backbone. This was accomplished in part by the Electrical Department coordinating an agreement with the American Tower Corporation.
- ◆ PVRWRF Communications Tower - Installation of a new 120-foot communications tower and shelter. New equipment racks have been installed in shelter for both IS and SCADA communications equipment.
- ◆ Replaced the HVAC system at the Sky Mesa Repeater site.

#### Goals and Objectives for FY 2016-17

- ◆ Installation of the SCADA Microwave Backbone
- ◆ SCADA front end processor upgrade
- ◆ Well 76 – Installation of a new 200 hp Variable Frequency Drive
- ◆ Perris and Menifee Desalters – Installation of fail-safe actuators
- ◆ District Wide Voice Radio System replacement
- ◆ Simpson & Patterson Booster – Replace the 400 hp Variable Frequency Drive on Pump No. 6
- ◆ Redlands & Cottonwood and Heacock & Petit Boosters – Replace the aging Motor Control Centers. This equipment is obsolete and has safety concerns. This will bring both sites into alignment with current EMWD electrical specifications.
- ◆ Replace the existing OMC SCADA/Information Systems demarcation room HVAC system. This will replace aging infrastructure and provide redundancy.

## BUDGET FISCAL YEAR 2016-17

- ◆ Continue with the District wide Arc Flash mitigation project.

### **Budget Constraints FY 2016-17 and Significant Changes from Prior Year**

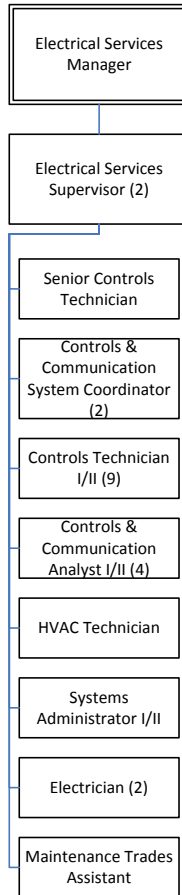
There are no significant budget constraints.

### **Position Changes**

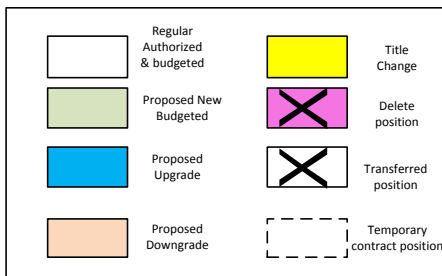
For FY 2016-17, there are no changes in the number of authorized positions.

# Electrical Services

(24)



855-755



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

ELECTRICAL SERVICES - 075500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			24	24
WAGES			\$ 2,143,487	\$ 2,380,700
BENEFITS			1,058,116	1,061,000
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 3,201,603</b>	<b>\$ 3,441,700</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 637,321	\$ 688,340
PLANTS & SERVICE AREAS			1,911,962	1,996,186
DEPARTMENT DIRECT LABOR			652,321	757,174

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 508,619	\$ 652,278	\$ 637,321	\$ 742,374
53550 - STANDBY LABOR	12,966	12,424	15,000	14,800
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 521,585</b>	<b>\$ 664,702</b>	<b>\$ 652,321</b>	<b>\$ 757,174</b>
54120 - DIRECT MATERIALS	11,803	16,914	15,810	15,800
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	2,734	-	1,224	5,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,215	3,655	3,642	6,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	8,866	9,522	21,930	12,000
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,719	139	-	-
54140 - INVENTORY MATERIALS	11,027	19,441	6,120	10,000
54446 - TOOLS-REPLACEMENT	5,121	15,398	14,209	15,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 42,486</b>	<b>\$ 65,069</b>	<b>\$ 62,935</b>	<b>\$ 63,800</b>
55373 - TELEPHONE	5,274	-	4,896	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 5,274</b>	<b>\$ -</b>	<b>\$ 4,896</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	2,141	2,734	5,100	4,500
56177 - REPAIRS-OTHER	149	845	1,020	1,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 2,290</b>	<b>\$ 3,579</b>	<b>\$ 6,120</b>	<b>\$ 5,500</b>
57134 - SOFTWARE LICENSE & SUPPORT	33,387	90,710	100,000	94,000
57235 - EQUIPMENT RENTAL	265,847	271,612	306,000	272,259
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 299,234</b>	<b>\$ 362,322</b>	<b>\$ 406,000</b>	<b>\$ 366,259</b>
58121 - CONFERENCE FEES	-	-	2,243	2,000
58122 - TECHNICAL TRAINING EXPENSE	3,285	4,780	-	6,000
58123 - OUTSIDE TECHNICAL TRAINING	949	10,099	91,800	20,000
58161 - EMPLOYEE TRAVEL EXPENSE	9,168	4,391	10,200	8,000
58163 - DUES & MEMBERSHIP FEES	1,760	1,956	4,002	3,000
58164 - SUBSCRIPTIONS	3,110	3,285	1,020	3,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 18,272</b>	<b>\$ 24,511</b>	<b>\$ 109,265</b>	<b>\$ 42,000</b>
59170 - BURDEN RATE VARIANCE	50,412	(112,190)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ 50,412</b>	<b>\$ (112,190)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 939,553</b>	<b>\$ 1,007,993</b>	<b>\$ 1,241,537</b>	<b>\$ 1,234,733</b>



## BUDGET FISCAL YEAR 2016-17

### FIELD SERVICES CONSTRUCTION DEPARTMENT

#### Mission Statement

The mission of the Field Services Construction Department is to provide quality, efficient maintenance and repair services that support the EMWD infrastructure in a safe, cost effective, and environmentally responsible manner.

#### Roles and Responsibilities

The Field Services Construction Department is responsible for the repair of EMWD's water and recycled water pipeline distribution systems.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Maintained 272 sites, including new sites, in compliance with county and city requirements.
- ◆ Rebuilt the dike at Winchester Ponds
- ◆ Completed piping and meter modifications at Alessandro Ponds
- ◆ Continued replacing meters in coordination with the Meter Services Department as part of the Meter Replacement Program
- ◆ Replaced recycled water meters for the Recycled Retrofit Program

#### Budget Constraints and Key Variances

- ◆ Provided an increased the level of service during leak repair events to minimize water loss during drought conditions.

#### Goals and Objectives for FY 2016-17

- ◆ Keep PM Success above 90 percent or greater
- ◆ Safety Training held to 95 percent completion or above
- ◆ Complete the change-outs of over 25+ Orangeburg service connections
- ◆ Support meter replacement project in collaboration with Meter Services Department
- ◆ Continue to keep leaks and leak repair at high priority
- ◆ Complete the Met Ponds piping and meter upgrade.
- ◆ Keep utility strikes to less than 1 percent

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

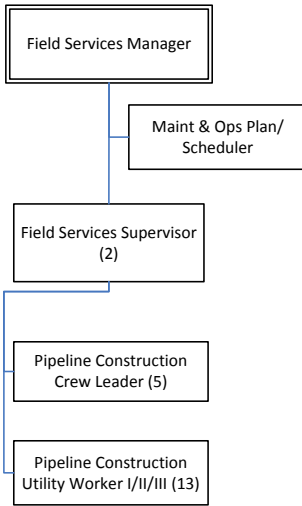
There are no significant changes.

#### Position Changes

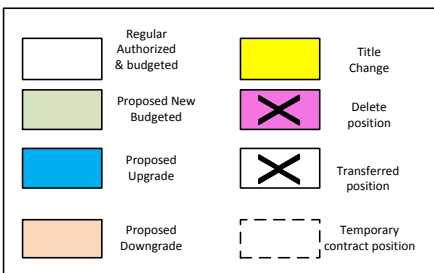
There are no position changes for the upcoming fiscal year.

# Field Services Construction

(22)



856-753



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

FIELD SERVICES CONSTRUCTION - 075300 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			23	22
WAGES			\$ 1,842,253	\$ 1,774,600
BENEFITS			905,736	751,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,747,989</b>	<b>\$ 2,526,300</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 540,798	\$ 505,260
PLANTS & SERVICE AREAS			1,487,194	1,313,676
DEPARTMENT DIRECT LABOR			719,997	707,364

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 635,280	\$ 662,028	\$ 675,997	\$ 661,264
53151 - ENGINEERING LABOR	-	-	-	1,000
53198 - LABOR-WORKERS COMP DUTY	1,416	23,820	-	20,000
53550 - STANDBY LABOR	38,604	38,438	44,000	46,100
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 675,300</b>	<b>\$ 724,286</b>	<b>\$ 719,997</b>	<b>\$ 728,364</b>
54120 - DIRECT MATERIALS	6,273	4,441	4,590	5,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,020	1,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	2,475	-	1,000	3,500
54124 - SAFETY SUPPLIES & SMALL TOOLS	12,738	12,089	15,329	18,500
54125 - NEW COMPUTER WORKSTATIONS	-	8,354	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	1,390	-	-	-
54140 - INVENTORY MATERIALS	11,644	15,381	13,260	14,500
54446 - TOOLS-REPLACEMENT	17,454	16,656	28,000	28,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 51,976</b>	<b>\$ 56,921</b>	<b>\$ 63,199</b>	<b>\$ 70,500</b>
55373 - TELEPHONE	-	-	816	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 816</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	1,203	3,746	2,754	2,000
56161 - TEMPORARY SERVICES	1,669	45	-	-
56177 - REPAIRS-OTHER	2,211	1,211	1,530	1,500
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 5,083</b>	<b>\$ 5,001</b>	<b>\$ 4,284</b>	<b>\$ 3,500</b>
57135 - CLOUD SERVICE SUBSCRIPTIONS	-	-	-	200
57235 - EQUIPMENT RENTAL	185,306	185,246	199,920	153,127
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 185,306</b>	<b>\$ 185,246</b>	<b>\$ 199,920</b>	<b>\$ 153,327</b>
58122 - TECHNICAL TRAINING EXPENSE	-	49	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	-	443	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ 492</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(35,269)	(84,843)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (35,269)</b>	<b>\$ (84,843)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 882,396</b>	<b>\$ 887,102</b>	<b>\$ 988,216</b>	<b>\$ 955,691</b>



### ASSETS AND FACILITIES MANAGEMENT DEPARTMENT

#### Mission Statement

The mission of the Assets and Facilities Management Department is to provide comprehensive and cost effective support services for the maintenance, repair, and improvement of EMWD's facilities and to optimize asset life.

#### Roles and Responsibilities

The Assets and Facilities Management Department is divided into two functional groups, Facilities Maintenance and Assets Management. Facilities Maintenance is responsible for a wide range of maintenance activities including the maintenance and repair of the EMWD's facilities, grounds, buildings, and storage tanks. The Asset Management team maintains EMWD's computerized maintenance program which includes preventative maintenance, corrective maintenance, predictive maintenance, improvement work, work order management, and asset performance metrics.

#### Accomplishments in FY 2014-15 and 2015-16

- ◆ Replaced roofs on Heacock Booster, PVRWRF Operations Building, MVRWRF Maintenance building and MCC Building
- ◆ Replaced the drop ceiling at PVRWRF
- ◆ Renovated the OMC breakroom to include a vendor supplied Micro Market
- ◆ Developed an O&M Work Order Viewer system that allows users access to the work order information
- ◆ Participated with other Maintenance groups in the installation of an emergency generator at the Call Center

#### Goals and Objectives for FY 2016-17

- ◆ Implement Maximo software upgrade
- ◆ Keep PM Success at 90 percent or greater
- ◆ Paint four tanks this fiscal year
- ◆ Continue to upgrade the OMC/AC asphalt in the parking areas

#### Budget Constraints and Significant Changes from Prior Year

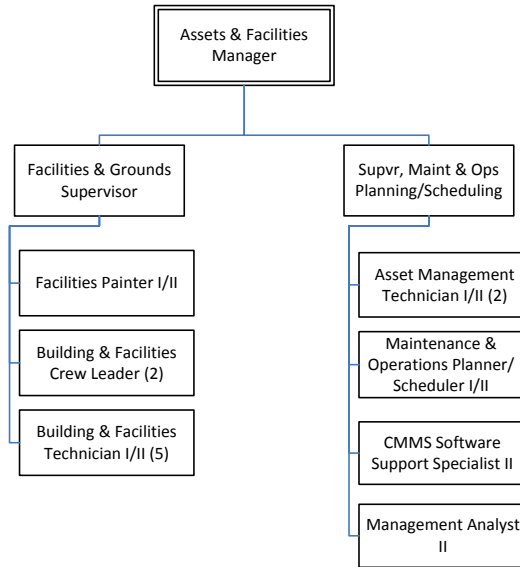
None identified.

#### Position Changes

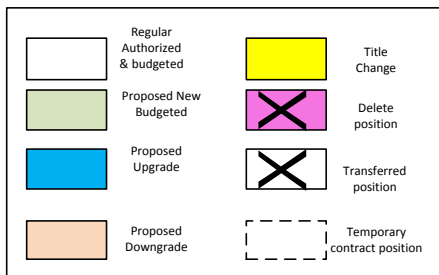
No position changes.

# Assets & Facilities Management

(16)



857-757



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

ASSETS & FACILITIES MANAGEMENT - 075700 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			18	16
WAGES			\$ 1,395,603	\$ 1,338,700
BENEFITS			666,008	594,100
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,061,611</b>	<b>\$ 1,932,800</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 412,322	\$ 386,560
PLANTS & SERVICE AREAS			418,748	425,216
DEPARTMENT DIRECT LABOR			1,230,541	1,121,024

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ -	\$ -	\$ 1,230,541	\$ 1,121,024
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,230,541</b>	<b>\$ 1,121,024</b>
54120 - DIRECT MATERIALS	-	-	6,630	5,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	2,168	800
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	2,520	2,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	6,732	3,300
54140 - INVENTORY MATERIALS	-	-	3,774	3,800
54446 - TOOLS-REPLACEMENT	-	-	10,500	8,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,324</b>	<b>\$ 22,900</b>
55373 - TELEPHONE	-	-	100	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	-	-	25,100	10,000
56177 - REPAIRS-OTHER	-	-	1,020	3,000
56265 - COMPUTER CONSULTING & PROGRAMMING	-	-	2,550	3,000
56266 - CONSULTANTS-OTHER	-	-	2,550	3,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,220</b>	<b>\$ 19,000</b>
57130 - OUTSIDE EQUIPMENT	-	-	510	500
57235 - EQUIPMENT RENTAL	-	-	277,440	222,876
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 277,950</b>	<b>\$ 223,376</b>
58121 - CONFERENCE FEES	-	-	-	1
58123 - OUTSIDE TECHNICAL TRAINING	-	-	4,080	2,000
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	1,000	500
58164 - SUBSCRIPTIONS	-	-	500	500
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,580</b>	<b>\$ 3,001</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,577,715</b>	<b>\$ 1,389,301</b>



## BUDGET FISCAL YEAR 2016-17

FIELD SERVICES FACILITY MAINTENANCE - 075600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 344,380	\$ 333,451	\$ -	\$ -
53198 - LABOR-WORKERS COMP DUTY	-	1,264	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 344,380</b>	<b>\$ 334,715</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	1,323	1,125	-	-
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,634	-	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	690	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	4,256	4,238	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	2,078	-	-
54140 - INVENTORY MATERIALS	2,541	1,975	-	-
54344 - EQUIPMENT PARTS-OTHER	58	23	-	-
54446 - TOOLS-REPLACEMENT	3,490	3,343	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 13,303</b>	<b>\$ 13,472</b>	<b>\$ -</b>	<b>\$ -</b>
55373 - TELEPHONE	25	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	10,843	3,000	-	-
56161 - TEMPORARY SERVICES	3,358	-	-	-
56177 - REPAIRS-OTHER	2,551	1,116	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 16,752</b>	<b>\$ 4,115</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	189,815	209,604	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 189,815</b>	<b>\$ 209,604</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(15,296)	(36,113)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (15,296)</b>	<b>\$ (36,113)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 548,979</b>	<b>\$ 525,793</b>	<b>\$ -</b>	<b>\$ -</b>

## BUDGET FISCAL YEAR 2016-17

### **Facilities Maintenance Operations**

Operating expenses are presented below for the administrative facilities which comprise the Perris OMC/AC headquarters, the Call Center, the Moreno Valley Satellite, and the Repeater communication towers. The OMC shows a decrease in net energy due to the cost savings generated from the solar power generation facility which was completed in FY 2015-16. The Repeater Sites show an increase in space rent for tower lease agreements and in software license support for the SCADA system.

### **Position Changes**

There are no budgeted positions specifically associated to the OMC/AC, Call Center, and Repeater facilities.

## BUDGET FISCAL YEAR 2016-17

PERRIS OPERATIONS BUILDING - 078203 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 397,413	\$ 393,388	\$ 357,000	\$ 367,710
53160 - HAZMAT RESPONSE LABOR	5,425	-	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 402,838</b>	<b>\$ 393,388</b>	<b>\$ 357,000</b>	<b>\$ 367,710</b>
54120 - DIRECT MATERIALS	87,004	118,624	127,500	120,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	6,590	2,142	1,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	935	6,953	8,978	5,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	4,406	1,297	2,550	8,000
54126 - REPLACEMENT COMPUTER WORKSTATIONS	596	-	-	-
54127 - NETWORK MATERIALS	75,592	6,532	30,600	10,000
54140 - INVENTORY MATERIALS	82,082	92,000	91,800	80,000
54247 - NATURAL GAS/PROPANE	1,650	901	1,020	1,000
54446 - TOOLS-REPLACEMENT	289	626	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 252,555</b>	<b>\$ 233,524</b>	<b>\$ 264,590</b>	<b>\$ 225,000</b>
55170 - ELECTRIC POWER	391,500	334,937	408,000	485,000
55175 - ENERGY CREDITS	-	-	-	(185,000)
55271 - NATURAL GAS	230,299	166,190	250,000	200,000
<b>55170:55271 - ENERGY</b>	<b>\$ 621,800</b>	<b>\$ 501,127</b>	<b>\$ 658,000</b>	<b>\$ 500,000</b>
55373 - TELEPHONE	219,158	272,242	153,000	290,000
55472 - OTHER UTILITIES	23,903	29,518	24,480	30,000
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 243,061</b>	<b>\$ 301,760</b>	<b>\$ 177,480</b>	<b>\$ 320,000</b>
56160 - OUTSIDE SERVICES	129,819	211,949	193,800	150,000
56162 - REPAIRS-RADIO	-	633	-	-
56177 - REPAIRS-OTHER	86,879	72,343	91,800	85,000
56178 - MAJOR MAINTENANCE & REPAIR-PLANNED PM	7,820	-	153,000	120,000
56179 - MAJOR MAINTENANCE & REPAIR-UNPLANNED	-	10,987	35,700	25,000
56180 - JANITORIAL SERVICES	167,813	135,704	166,260	212,500
56181 - REFUSE & WASTE HAULING	73,035	79,404	76,500	86,000
56227 - NETWORK SERVICES	80,200	1,920	25,500	10,000
56266 - CONSULTANTS-OTHER	-	4,940	-	1,000
56768 - OUTSIDE PERMIT FEES	4,501	7,516	5,100	5,000
56770 - SCAQMD FEES	6,733	7,045	7,140	7,000
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 556,800</b>	<b>\$ 532,441</b>	<b>\$ 754,800</b>	<b>\$ 701,500</b>
57130 - OUTSIDE EQUIPMENT	343	2,990	-	24,000
57133 - MAINTENANCE CONTRACTS	76,830	74,995	90,000	175,000
57134 - SOFTWARE LICENSE & SUPPORT	445	3,083	-	-
57235 - EQUIPMENT RENTAL	14,918	17,360	20,400	18,016
57237 - WORK CLOTHES RENTAL	23,687	17,695	23,512	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 116,222</b>	<b>\$ 116,123</b>	<b>\$ 133,912</b>	<b>\$ 217,016</b>
58161 - EMPLOYEE TRAVEL EXPENSE	580	2,041	-	400
58164 - SUBSCRIPTIONS	-	4,769	-	9,600
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 580</b>	<b>\$ 6,810</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 2,193,855</b>	<b>\$ 2,085,172</b>	<b>\$ 2,345,782</b>	<b>\$ 2,341,226</b>



## BUDGET FISCAL YEAR 2016-17

CUSTOMER SERVICE CALL CENTER - 078204 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 31,004	\$ 20,280	\$ 35,700	\$ 36,771
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 31,004</b>	<b>\$ 20,280</b>	<b>\$ 35,700</b>	<b>\$ 36,771</b>
54120 - DIRECT MATERIALS	1,901	1,610	2,550	3,500
54124 - SAFETY SUPPLIES & SMALL TOOLS	24	169	-	-
54140 - INVENTORY MATERIALS	6,849	9,782	5,151	5,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 8,774</b>	<b>\$ 11,562</b>	<b>\$ 7,701</b>	<b>\$ 8,500</b>
55170 - ELECTRIC POWER	33,038	34,018	41,000	40,000
55271 - NATURAL GAS	507	669	875	650
<b>55170:55271 - ENERGY</b>	<b>\$ 33,545</b>	<b>\$ 34,687</b>	<b>\$ 41,875</b>	<b>\$ 40,650</b>
55472 - OTHER UTILITIES	1,951	1,946	2,550	2,200
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 1,951</b>	<b>\$ 1,946</b>	<b>\$ 2,550</b>	<b>\$ 2,200</b>
56160 - OUTSIDE SERVICES	1,675	3,529	10,200	7,500
56177 - REPAIRS-OTHER	577	1,653	-	-
56180 - JANITORIAL SERVICES	16,628	18,550	18,870	20,000
56181 - REFUSE & WASTE HAULING	2,663	2,693	3,060	3,000
56775 - TAXES/ASSESSMENTS	19,793	19,793	24,447	24,447
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 41,336</b>	<b>\$ 46,217</b>	<b>\$ 56,577</b>	<b>\$ 54,947</b>
57133 - MAINTENANCE CONTRACTS	2,069	6,040	5,100	5,700
57235 - EQUIPMENT RENTAL	-	270	-	500
57237 - WORK CLOTHES RENTAL	-	-	510	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 2,069</b>	<b>\$ 6,310</b>	<b>\$ 5,610</b>	<b>\$ 6,200</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 118,680</b>	<b>\$ 121,002</b>	<b>\$ 150,013</b>	<b>\$ 149,268</b>





## BUDGET FISCAL YEAR 2016-17

MORENO VALLEY SATELLITE - 078202 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
54120 - DIRECT MATERIALS	\$ 404	\$ -	\$ -	\$ -
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
55472 - OTHER UTILITIES	509	199	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 509</b>	<b>\$ 199</b>	<b>\$ -</b>	<b>\$ -</b>
56180 - JANITORIAL SERVICES	253	276	-	-
56181 - REFUSE & WASTE HAULING	726	-	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 979</b>	<b>\$ 276</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT EXPENSE</b>	<b>\$ 1,893</b>	<b>\$ 475</b>	<b>\$ -</b>	<b>\$ -</b>



## BUDGET FISCAL YEAR 2016-17

REPEATER SITES CONSOLIDATED - 076000 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			-	-
WAGES			\$ -	\$ -
BENEFITS			-	-
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ -</b>	<b>\$ -</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			-	-

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 514,130	\$ 494,267	\$ 510,000	\$ 525,300
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 514,130</b>	<b>\$ 494,267</b>	<b>\$ 510,000</b>	<b>\$ 525,300</b>
54120 - DIRECT MATERIALS	16,156	16,503	20,400	20,400
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	993	929	-	-
54127 - NETWORK MATERIALS	12,846	154,290	20,400	50,000
54140 - INVENTORY MATERIALS	6,212	5,692	5,100	15,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 36,208</b>	<b>\$ 177,414</b>	<b>\$ 45,900</b>	<b>\$ 85,400</b>
55170 - ELECTRIC POWER	2,260	3,050	3,150	3,000
<b>55170:55271 - ENERGY</b>	<b>\$ 2,260</b>	<b>\$ 3,050</b>	<b>\$ 3,150</b>	<b>\$ 3,000</b>
55373 - TELEPHONE	17,773	18,678	18,360	10,000
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 17,773</b>	<b>\$ 18,678</b>	<b>\$ 18,360</b>	<b>\$ 10,000</b>
56160 - OUTSIDE SERVICES	19,678	18,482	25,500	30,000
56162 - REPAIRS-RADIO	488	-	-	-
56177 - REPAIRS-OTHER	-	8,176	2,550	2,500
56227 - NETWORK SERVICES	-	31,795	10,200	10,000
56768 - OUTSIDE PERMIT FEES	674	784	1,530	1,500
56770 - SCAQMD FEES	441	452	510	500
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 21,281</b>	<b>\$ 59,688</b>	<b>\$ 40,290</b>	<b>\$ 44,500</b>
57131 - SPACE RENT	33,213	54,658	-	72,000
57133 - MAINTENANCE CONTRACTS	1,911	1,659	3,060	1,500
57134 - SOFTWARE LICENSE & SUPPORT	19,777	14,473	-	40,000
57235 - EQUIPMENT RENTAL	1,751	153	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 56,652</b>	<b>\$ 70,943</b>	<b>\$ 3,060</b>	<b>\$ 113,500</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 648,303</b>	<b>\$ 824,041</b>	<b>\$ 620,760</b>	<b>\$ 781,700</b>



### WATER OPERATIONS DEPARTMENT

#### Mission Statement

The mission of the Water Operations Department is to provide safe and reliable water services in an efficient and responsible manner.

#### Roles and Responsibilities

The Water Operations Department is responsible for treatment and delivery of potable water, delivery of recycled water, operation of the brine disposal activities, management of the Integrated Operations Center (IOC), and management of the cross-connection program. The Water Operations Department is comprised of five groups: Water Operations Administration; Integrated Operations Center, and Support Services; Water Production, Water Distribution and Recycled Water Operations.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Energy Management: Completed audit of the Derceto Aquadapt and will continue to monitor its performance.
- ◆ Water Storage: Daily 2 and Longview Tanks were brought online bolstering system reliability.
- ◆ Water Pumping Facilities: Watson Rd and Letterman were brought online replacing older facilities.
- ◆ Valve Exercising: System reliability was enhanced by exercising 2,850 strategic valves.
- ◆ Recycled Water Demand Management: Successfully implemented a Recycled Water Demand Management Plan which had been developed consistent with the Board's direction.
- ◆ Water Loss Control Strategy: Completed a comprehensive water loss audit which will be used to formulate water loss reduction strategies.
- ◆ Brine Concentration Management: Completed pilot evaluation of GE's AquaSel Brine Management Technology.

#### Goals and Objectives for FY 2016-17

- ◆ Water Supply: Maximize production of local water resources to maximize the District's water supply portfolio.
- ◆ Water Production: Replace RO membranes at the Menifee Desalter to increase production and permeate water quality.
- ◆ Water Production: Place Well 85 into service with Iron and Manganese removal to increase overall brackish groundwater desalter plant production.
- ◆ Perform additional testing of GE's AquaSel brine concentration technology.
- ◆ Place new Well 38 into service.
- ◆ Place the proposed Paradise Meadows Water Storage Tank into service.
- ◆ Cathodic Protection Program: Assess the numerous cathodic protection systems on several major pipelines throughout the District.
- ◆ Rebuild Control Valves: Complete project to rebuild and exercise the District's numerous control valves.
- ◆ Recycled Water Meter Data: Continue to refine reports and data in the Oracle Business Intelligence Recycled Water Database to track and report daily recycled water usage.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

- ◆ Continuation of consultant services to perform work load related to the Cross-Connection Program.
- ◆ Increased Energy Costs due to the addition of three new recycled water pump stations including: Sun City Pond Pump Recycled Water Station, San Jacinto Reservoir (Met Ponds) Recycled Water Pump Station, and Alessandro Ponds Recycled Water Pump Station.

## BUDGET FISCAL YEAR 2016-17

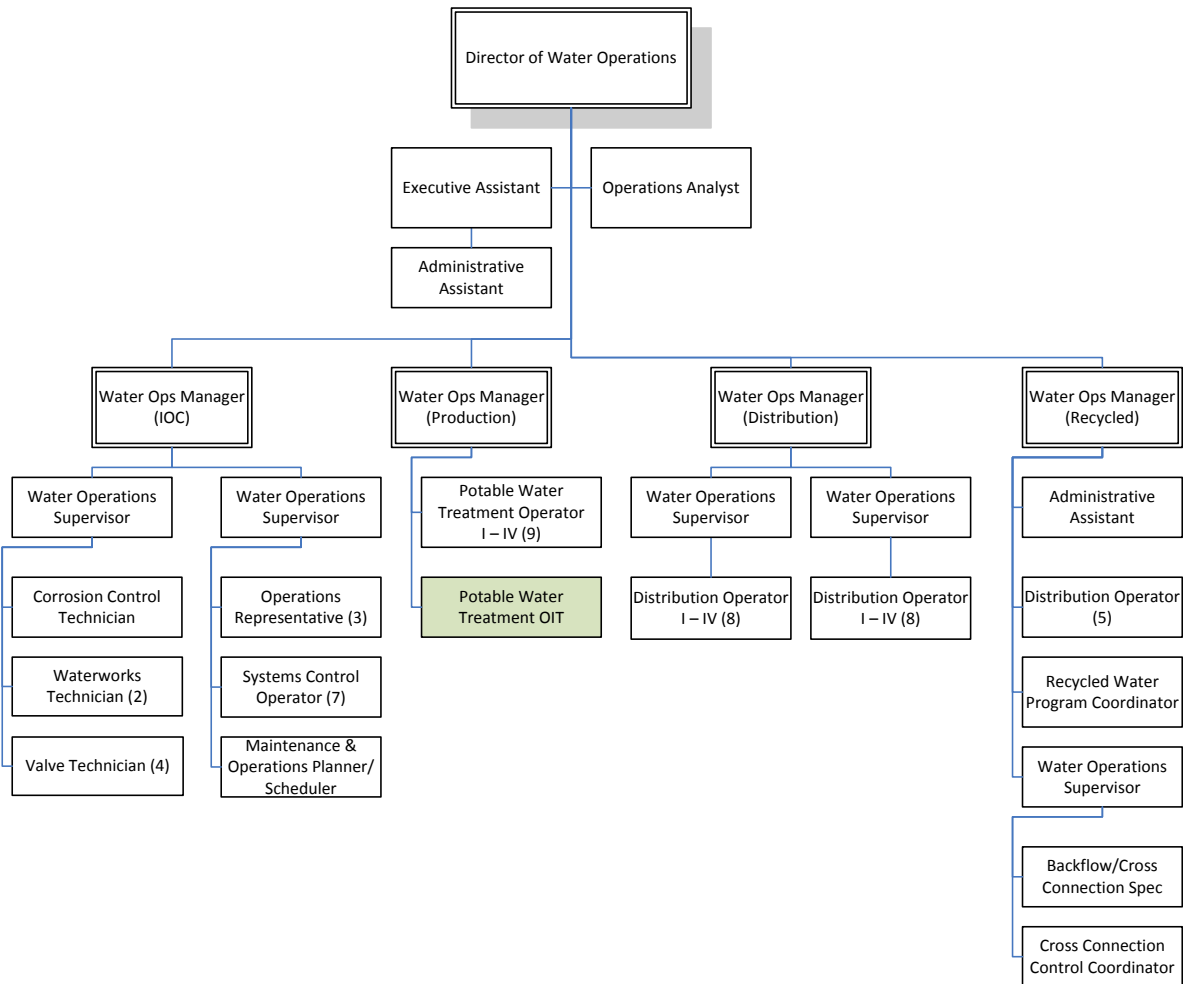
- ◆ Anticipated energy cost decrease of eight percent compared to fiscal year 2014/15.

### **Position Changes**

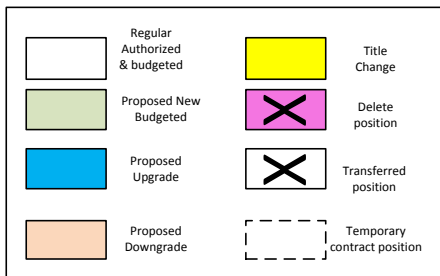
FY 2016-17 includes a proposed operator in training (OIT) for the Menifee and Perris I Desalter and two Microfiltration Plants.

# Water Operations

(66)



- 870-743 (Admin)
- 872-741 (IOC)
- 873-744 (Production)
- 874-74401 (Distribution)
- 875-754 (Recycled)



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

WATER OPERATIONS ADMINISTRATION - 074300 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			4	4
WAGES			\$ 393,881	\$ 413,200
BENEFITS			190,193	187,000
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 584,074</b>	<b>\$ 600,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			584,074	600,200

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 625,515	\$ 609,087	\$ 584,074	\$ 600,200
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 625,515</b>	<b>\$ 609,087</b>	<b>\$ 584,074</b>	<b>\$ 600,200</b>
54120 - DIRECT MATERIALS	2	186	765	300
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,141	800
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	1,050	-	400	600
54124 - SAFETY SUPPLIES & SMALL TOOLS	44	-	-	200
54125 - NEW COMPUTER WORKSTATIONS	-	-	2,200	2,000
54126 - REPLACEMENT COMPUTER WORKSTATIONS	642	-	-	-
54140 - INVENTORY MATERIALS	44	19	-	200
54446 - TOOLS-REPLACEMENT	-	-	612	200
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 1,781</b>	<b>\$ 205</b>	<b>\$ 5,118</b>	<b>\$ 4,300</b>
55373 - TELEPHONE	70	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	12,000	8,930	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 12,000</b>	<b>\$ 8,930</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	8,709	8,676	9,384	8,676
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 8,709</b>	<b>\$ 8,676</b>	<b>\$ 9,384</b>	<b>\$ 8,676</b>
58121 - CONFERENCE FEES	283	-	3,500	3,500
58123 - OUTSIDE TECHNICAL TRAINING	536	-	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	4,289	3,729	3,600	4,000
58163 - DUES & MEMBERSHIP FEES	1,080	300	24,000	1,200
58164 - SUBSCRIPTIONS	-	45	1,000	150
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 6,188</b>	<b>\$ 4,074</b>	<b>\$ 32,100</b>	<b>\$ 8,850</b>
59170 - BURDEN RATE VARIANCE	(43,754)	(30,700)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (43,754)</b>	<b>\$ (30,700)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 610,508</b>	<b>\$ 600,273</b>	<b>\$ 630,676</b>	<b>\$ 622,026</b>



## BUDGET FISCAL YEAR 2016-17

WATER OPERATIONS-IOC - 074100 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			13	21
WAGES			\$ 1,172,938	\$ 1,831,500
BENEFITS			548,706	795,200
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,721,644</b>	<b>\$ 2,626,700</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	840,544
DEPARTMENT DIRECT LABOR			1,721,644	1,786,156

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 1,815,223	\$ 1,813,608	\$ 1,709,644	\$ 1,766,056
53550 - STANDBY LABOR	9,798	10,072	12,000	20,100
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 1,825,022</b>	<b>\$ 1,823,680</b>	<b>\$ 1,721,644</b>	<b>\$ 1,786,156</b>
54120 - DIRECT MATERIALS	278	231	1,500	3,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	1,512	-	1,990	1,800
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	613	1,059	2,700	1,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	191	337	600	4,000
54125 - NEW COMPUTER WORKSTATIONS	-	-	1,000	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	33	-	-	-
54140 - INVENTORY MATERIALS	1,046	718	500	2,500
54446 - TOOLS-REPLACEMENT	-	-	200	2,500
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,673</b>	<b>\$ 2,346</b>	<b>\$ 8,490</b>	<b>\$ 14,800</b>
55472 - OTHER UTILITIES	-	-	500	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	3,020	45	1,000	16,000
56162 - REPAIRS-RADIO	-	-	1,000	-
56265 - COMPUTER CONSULTING & PROGRAMMING	-	1,200	1,000	10,000
56268 - SAFETY CONSULTANTS	-	-	1,000	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 3,020</b>	<b>\$ 1,245</b>	<b>\$ 4,000</b>	<b>\$ 26,000</b>
57134 - SOFTWARE LICENSE & SUPPORT	-	-	2,000	-
57235 - EQUIPMENT RENTAL	25,572	25,572	27,000	25,572
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 25,572</b>	<b>\$ 25,572</b>	<b>\$ 29,000</b>	<b>\$ 25,572</b>
58121 - CONFERENCE FEES	-	-	500	1,000
58122 - TECHNICAL TRAINING EXPENSE	-	-	3,000	3,000
58123 - OUTSIDE TECHNICAL TRAINING	-	-	1,000	15,000
58161 - EMPLOYEE TRAVEL EXPENSE	-	518	400	1,400
58164 - SUBSCRIPTIONS	-	-	2,000	100
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ 518</b>	<b>\$ 6,900</b>	<b>\$ 20,500</b>
59170 - BURDEN RATE VARIANCE	(73,448)	(84,657)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (73,448)</b>	<b>\$ (84,657)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 1,783,838</b>	<b>\$ 1,768,703</b>	<b>\$ 1,770,534</b>	<b>\$ 1,873,028</b>



## BUDGET FISCAL YEAR 2016-17

WATER OPERATIONS-PRODUCTION - 074400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			18	11
WAGES			\$ 1,524,665	\$ 1,016,100
BENEFITS			801,391	438,100
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,326,056</b>	<b>\$ 1,454,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			2,175,683	1,265,154
DEPARTMENT DIRECT LABOR			150,373	189,046

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 88,047	\$ 89,628	\$ 138,873	\$ 189,046
53550 - STANDBY LABOR	9,390	15,883	11,500	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 97,437</b>	<b>\$ 105,512</b>	<b>\$ 150,373</b>	<b>\$ 189,046</b>
54120 - DIRECT MATERIALS	4,456	6,796	7,000	3,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	3,720	2,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	2,622	-	1,020	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	950	2,393	2,000	2,000
54126 - REPLACEMENT COMPUTER WORKSTATIONS	9,657	-	680	-
54140 - INVENTORY MATERIALS	3,826	3,992	4,500	4,000
54446 - TOOLS-REPLACEMENT	604	309	3,500	1,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 22,116</b>	<b>\$ 13,491</b>	<b>\$ 22,420</b>	<b>\$ 12,000</b>
55373 - TELEPHONE	342	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	1,426	844	1,000	1,500
56162 - REPAIRS-RADIO	-	-	2,000	1,000
56265 - COMPUTER CONSULTING & PROGRAMMING	-	-	1,000	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 1,426</b>	<b>\$ 844</b>	<b>\$ 4,000</b>	<b>\$ 2,500</b>
57130 - OUTSIDE EQUIPMENT	-	-	1,000	1,000
57235 - EQUIPMENT RENTAL	158,775	146,708	150,956	132,610
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 158,775</b>	<b>\$ 146,708</b>	<b>\$ 151,956</b>	<b>\$ 133,610</b>
58121 - CONFERENCE FEES	1,060	-	2,500	2,500
58123 - OUTSIDE TECHNICAL TRAINING	500	-	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	3,849	3,846	3,500	3,500
58163 - DUES & MEMBERSHIP FEES	75	75	130	130
58164 - SUBSCRIPTIONS	-	-	200	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 5,484</b>	<b>\$ 3,921</b>	<b>\$ 6,330</b>	<b>\$ 6,130</b>
59170 - BURDEN RATE VARIANCE	(101,120)	(114,492)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (101,120)</b>	<b>\$ (114,492)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 184,460</b>	<b>\$ 155,985</b>	<b>\$ 335,079</b>	<b>\$ 343,286</b>





## BUDGET FISCAL YEAR 2016-17

WATER OPERATIONS-DISTRIBUTION - 074401 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			21	19
WAGES			\$ 1,640,017	\$ 1,590,900
BENEFITS			883,695	668,000
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 2,523,712</b>	<b>\$ 2,258,900</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			2,337,509	2,055,599
DEPARTMENT DIRECT LABOR			186,203	203,301

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 18,905	\$ 115,272	\$ 149,203	\$ 160,901
53550 - STANDBY LABOR	34,470	28,668	37,000	42,400
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 53,374</b>	<b>\$ 143,940</b>	<b>\$ 186,203</b>	<b>\$ 203,301</b>
54120 - DIRECT MATERIALS	731	4,635	5,000	5,800
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,464	1,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	152	902	2,390	1,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	9,463	8,575	8,250	11,600
54125 - NEW COMPUTER WORKSTATIONS	-	-	2,200	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	346	-	-
54140 - INVENTORY MATERIALS	13,363	13,016	13,000	10,000
54446 - TOOLS-REPLACEMENT	7,132	6,850	8,884	7,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 30,842</b>	<b>\$ 34,323</b>	<b>\$ 41,188</b>	<b>\$ 36,400</b>
55373 - TELEPHONE	874	-	1,020	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 874</b>	<b>\$ -</b>	<b>\$ 1,020</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	975	565	2,040	2,000
56161 - TEMPORARY SERVICES	-	18,534	4,500	-
56162 - REPAIRS-RADIO	-	-	1,020	-
56560 - POSTAGE	-	-	102	40
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 975</b>	<b>\$ 19,098</b>	<b>\$ 7,662</b>	<b>\$ 2,040</b>
57130 - OUTSIDE EQUIPMENT	-	-	1,000	-
57235 - EQUIPMENT RENTAL	274,012	268,250	295,000	291,974
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 274,012</b>	<b>\$ 268,250</b>	<b>\$ 296,000</b>	<b>\$ 291,974</b>
58121 - CONFERENCE FEES	-	-	1,400	1,400
58123 - OUTSIDE TECHNICAL TRAINING	-	1,210	1,500	1,500
58161 - EMPLOYEE TRAVEL EXPENSE	6	451	1,000	1,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 6</b>	<b>\$ 1,661</b>	<b>\$ 3,900</b>	<b>\$ 3,900</b>
59170 - BURDEN RATE VARIANCE	(109,222)	(123,578)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (109,222)</b>	<b>\$ (123,578)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 250,861</b>	<b>\$ 343,695</b>	<b>\$ 535,973</b>	<b>\$ 537,615</b>



## BUDGET FISCAL YEAR 2016-17

RECYCLED WATER OPERATIONS - 075400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			10	11
WAGES			\$ 795,871	\$ 915,500
BENEFITS			338,592	397,200
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,134,463</b>	<b>\$ 1,312,700</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 56,073	\$ -
PLANTS & SERVICE AREAS			829,883	721,985
DEPARTMENT DIRECT LABOR			248,507	590,715

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 327,534	\$ 323,706	\$ 235,507	\$ 575,415
53550 - STANDBY LABOR	11,065	11,031	13,000	15,300
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 338,599</b>	<b>\$ 334,737</b>	<b>\$ 248,507</b>	<b>\$ 590,715</b>
54120 - DIRECT MATERIALS	5,252	1,143	300	1,000
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	750	1,760	1,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	3,998	776	1,170	1,000
54124 - SAFETY SUPPLIES & SMALL TOOLS	2,050	244	3,000	4,000
54125 - NEW COMPUTER WORKSTATIONS	-	895	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	6,620	-	-	-
54140 - INVENTORY MATERIALS	829	1,620	1,000	1,700
54446 - TOOLS-REPLACEMENT	929	2,202	5,300	4,000
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 19,678</b>	<b>\$ 7,630</b>	<b>\$ 12,530</b>	<b>\$ 12,700</b>
55373 - TELEPHONE	2,607	-	-	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ 2,607</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	20,723	425	-	3,000
56161 - TEMPORARY SERVICES	690	1,562	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 21,413</b>	<b>\$ 1,987</b>	<b>\$ -</b>	<b>\$ 3,000</b>
57235 - EQUIPMENT RENTAL	84,489	87,678	79,560	124,528
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 84,489</b>	<b>\$ 87,678</b>	<b>\$ 79,560</b>	<b>\$ 124,528</b>
58121 - CONFERENCE FEES	-	-	1,700	1,500
58122 - TECHNICAL TRAINING EXPENSE	-	-	500	1,100
58123 - OUTSIDE TECHNICAL TRAINING	-	-	500	-
58161 - EMPLOYEE TRAVEL EXPENSE	1,309	1,865	2,100	2,000
58163 - DUES & MEMBERSHIP FEES	1,000	1,000	1,000	2,000
58164 - SUBSCRIPTIONS	-	-	2,500	700
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 2,309</b>	<b>\$ 2,865</b>	<b>\$ 8,300</b>	<b>\$ 7,300</b>
59170 - BURDEN RATE VARIANCE	(49,610)	(55,883)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (49,610)</b>	<b>\$ (55,883)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 419,485</b>	<b>\$ 379,013</b>	<b>\$ 348,897</b>	<b>\$ 738,243</b>



## BUDGET FISCAL YEAR 2016-17

### WATER RECLAMATION DEPARTMENT

#### Mission Statement

The mission of the Water Reclamation Department is to provide safe, reliable and cost effective treatment of wastewater resulting in high quality tertiary recycled water for maximum beneficial reuse.

#### Roles and Responsibilities

The department is responsible for the daily operation of four regional water reclamation facilities (i.e. wastewater treatment plants) serving the communities of Hemet, San Jacinto, Moreno Valley, Menifee, Perris, Sun City, Murrieta, and Temecula. Annually, the four plants treat approximately 16 billion gallons of wastewater which yields approximately 38,000 acre-feet of tertiary recycled water available for sale to municipal, industrial, and agricultural customers for beneficial reuse.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Improved Recycled Water Production: Staff has implemented operational changes to improve reliability. As a result, recycled water production reliability has increased approximately over ten percent since the program's implementation four years ago.
- ◆ San Jacinto Valley Regional Water Reclamation Facility (SJRWRWF) Plant 2: Staff at the SJRWRF successfully started up the new Plant 2 which provides for biological nutrient removal (BNR) and has a capacity of 8.0 MGD.
- ◆ Systems Control and Data Acquisition (SCADA) Upgrade: Staff completed the upgrade of SCADA system software in each of the District's four regional water reclamation facilities. This software monitors over 60 industrial computers distributed throughout the plants to provide the operating status and trends for the numerous equipment and instrumentation systems.
- ◆ Energy Savings: Solar power projects completed at the four reclamation facilities along with operational improvements have resulted in substantial savings. The Water Reclamation Department is projecting approximately 40 percent decrease in overall electricity costs.
- ◆ Chemical Optimization: Improved chemical practices have allowed staff to mitigate a significant increase in the cost of chlorine used for disinfection. While the price of bulk chlorine has increased substantially (13 percent), the overall chemical cost rose by only three percent due to recent process improvements which lowered the quantity of chemicals used.

#### Goals and Objectives for FY 2016-17

- ◆ Improved water quality from the new wastewater treatment facilities at the San Jacinto Valley and Temecula Valley Regional Water Reclamation Facilities.
- ◆ Sustain chlorine and chemical costs, improve water quality, and increase recycled water production reliability.
- ◆ Reduce biosolids disposal costs five percent by improving dewatering process performance.
- ◆ Improve renewable energy efficiency to offset electrical power purchases.

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

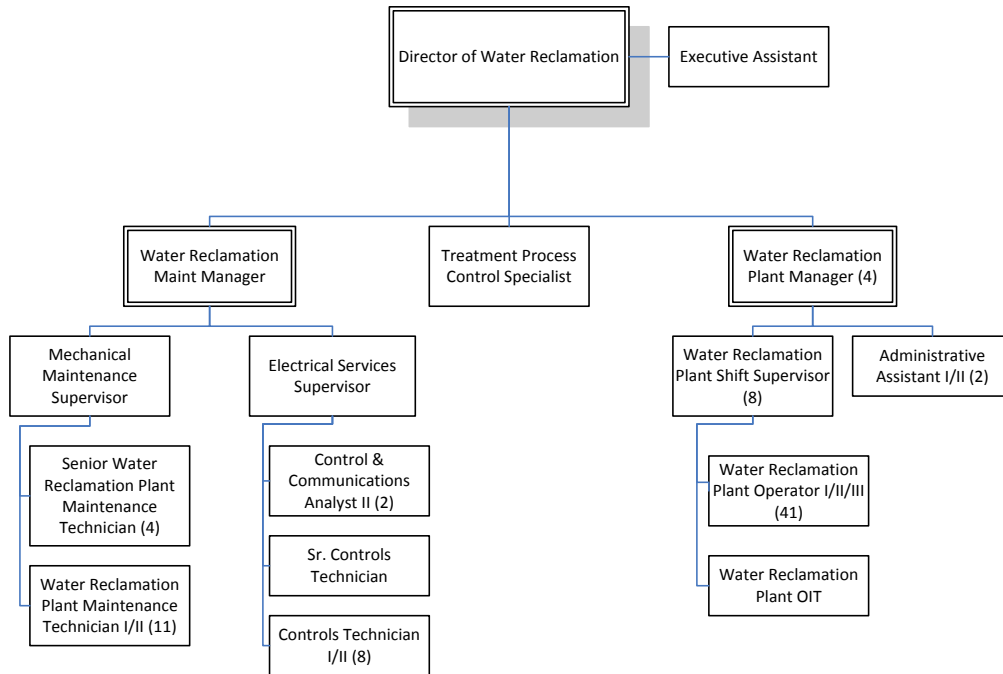
Increased Chlorine Costs: The bulk chlorine price increased by 13 percent while the overall chemical budget rose by only three percent due to recent process improvements.

#### Position Changes

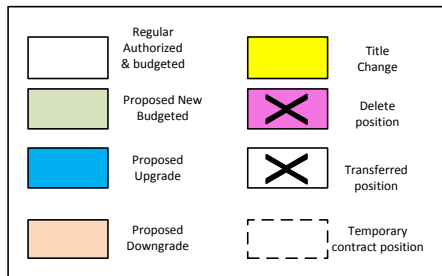
For FY 2016-17, there are no changes in the number of positions.

# Water Reclamation

(88)



- 890-758 (Admin)
- 891-791 (SJVRWRF)
- 892-792 (MVRWRF)
- 893-793 (Reclam Plant Maint)
- 894-794 (TVRWRF)
- 895-795 (PVRWRF)



Budgeted positions are subject to GM authorization

Modified 05/09/16



## BUDGET FISCAL YEAR 2016-17

WATER RECLAMATION ADMINISTRATION - 075800 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			4	4
WAGES			\$ 451,307	\$ 461,500
BENEFITS			181,981	205,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 633,288</b>	<b>\$ 667,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			-	-
DEPARTMENT DIRECT LABOR			633,288	667,200

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ 500,738	\$ 445,125	\$ 633,288	\$ 667,200
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 500,738</b>	<b>\$ 445,125</b>	<b>\$ 633,288</b>	<b>\$ 667,200</b>
54120 - DIRECT MATERIALS	286	28	408	408
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	693	-	816	816
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	385	900	700
54124 - SAFETY SUPPLIES & SMALL TOOLS	5	-	-	350
54125 - NEW COMPUTER WORKSTATIONS	2,094	-	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	264	-	-	-
54140 - INVENTORY MATERIALS	-	5	-	-
54446 - TOOLS-REPLACEMENT	-	7	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 3,341</b>	<b>\$ 425</b>	<b>\$ 2,124</b>	<b>\$ 2,274</b>
56160 - OUTSIDE SERVICES	192	11,250	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 192</b>	<b>\$ 11,250</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	20,940	21,266	21,420	12,764
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 20,940</b>	<b>\$ 21,266</b>	<b>\$ 21,420</b>	<b>\$ 12,764</b>
58121 - CONFERENCE FEES	-	-	2,040	2,040
58161 - EMPLOYEE TRAVEL EXPENSE	364	156	4,000	4,000
58163 - DUES & MEMBERSHIP FEES	840	-	2,010	1,000
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 1,204</b>	<b>\$ 156</b>	<b>\$ 8,050</b>	<b>\$ 7,040</b>
59170 - BURDEN RATE VARIANCE	(35,250)	(11,815)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (35,250)</b>	<b>\$ (11,815)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 491,165</b>	<b>\$ 466,407</b>	<b>\$ 664,882</b>	<b>\$ 689,278</b>



## BUDGET FISCAL YEAR 2016-17

SJVRWRF PLANT OPERATIONS - 079100 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			14	13
WAGES			\$ 1,128,280	\$ 1,139,900
BENEFITS			543,875	500,200
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,672,155</b>	<b>\$ 1,640,100</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			1,665,570	1,633,900
DEPARTMENT DIRECT LABOR			6,585	6,200

DEPARTMENT EXPENSE BUDGET				
53550 - STANDBY LABOR	\$ -	\$ -	\$ 6,585	\$ 6,200
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,585</b>	<b>\$ 6,200</b>
54120 - DIRECT MATERIALS	-	-	306	500
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	23	1,307
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	163	2,700
54140 - INVENTORY MATERIALS	-	-	367	367
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 859</b>	<b>\$ 4,874</b>
56160 - OUTSIDE SERVICES	-	-	816	816
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 816</b>	<b>\$ 816</b>
57235 - EQUIPMENT RENTAL	-	-	-	2,500
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>
58121 - CONFERENCE FEES	-	-	160	500
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	3,410	2,500
58163 - DUES & MEMBERSHIP FEES	-	-	184	184
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,754</b>	<b>\$ 3,184</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,014</b>	<b>\$ 17,574</b>



## BUDGET FISCAL YEAR 2016-17

MVRWRF PLANT OPERATIONS - 079200 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			14	14
WAGES			\$ 1,153,392	\$ 1,232,700
BENEFITS			541,567	543,600
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,694,959</b>	<b>\$ 1,776,300</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			1,688,374	1,769,400
DEPARTMENT DIRECT LABOR			6,585	6,900

DEPARTMENT EXPENSE BUDGET				
53550 - STANDBY LABOR	\$ -	\$ -	\$ 6,585	\$ 6,900
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,585</b>	<b>\$ 6,900</b>
54120 - DIRECT MATERIALS	-	-	306	306
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	810	810
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	23	2,470
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	163	2,275
54140 - INVENTORY MATERIALS	-	-	367	367
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,669</b>	<b>\$ 6,228</b>
56160 - OUTSIDE SERVICES	-	-	816	816
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 816</b>	<b>\$ 816</b>
58121 - CONFERENCE FEES	-	-	310	500
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	5,560	2,405
58163 - DUES & MEMBERSHIP FEES	-	-	184	184
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,054</b>	<b>\$ 3,089</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,124</b>	<b>\$ 17,033</b>



## BUDGET FISCAL YEAR 2016-17

RWRP PLANT MAINTENANCE - 079300 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			29	28
WAGES			\$ 2,515,896	\$ 2,547,700
BENEFITS			1,222,657	1,128,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 3,738,553</b>	<b>\$ 3,676,400</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			3,287,622	3,382,288
DEPARTMENT DIRECT LABOR			450,931	294,112

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ -	\$ -	\$ 423,271	\$ 273,412
53550 - STANDBY LABOR	-	-	27,660	20,700
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,931</b>	<b>\$ 294,112</b>
54120 - DIRECT MATERIALS	-	-	306	306
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	23	2,800
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	163	4,900
54140 - INVENTORY MATERIALS	-	-	367	367
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 859</b>	<b>\$ 8,373</b>
56160 - OUTSIDE SERVICES	-	-	816	816
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 816</b>	<b>\$ 816</b>
57235 - EQUIPMENT RENTAL	-	-	81,350	40,409
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,350</b>	<b>\$ 40,409</b>
58121 - CONFERENCE FEES	-	-	764	764
58122 - TECHNICAL TRAINING EXPENSE	-	-	3,000	165,000
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	4,806	4,800
58163 - DUES & MEMBERSHIP FEES	-	-	184	1,020
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,754</b>	<b>\$ 171,584</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 542,710</b>	<b>\$ 515,294</b>





## BUDGET FISCAL YEAR 2016-17

TVRWRF PLANT OPERATIONS - 079400 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			14	14
WAGES			\$ 1,177,707	\$ 1,215,000
BENEFITS			606,906	538,200
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,784,613</b>	<b>\$ 1,753,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			1,778,028	1,745,700
DEPARTMENT DIRECT LABOR			6,585	7,500

DEPARTMENT EXPENSE BUDGET				
53550 - STANDBY LABOR	\$ -	\$ -	\$ 6,585	\$ 7,500
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,585</b>	<b>\$ 7,500</b>
54120 - DIRECT MATERIALS	-	-	306	300
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	3,200	2,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	23	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	163	2,525
54140 - INVENTORY MATERIALS	-	-	367	320
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,059</b>	<b>\$ 5,145</b>
56160 - OUTSIDE SERVICES	-	-	816	500
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 816</b>	<b>\$ 500</b>
58121 - CONFERENCE FEES	-	-	310	1,000
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	5,560	5,000
58163 - DUES & MEMBERSHIP FEES	-	-	184	184
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,054</b>	<b>\$ 6,184</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,514</b>	<b>\$ 19,329</b>



## BUDGET FISCAL YEAR 2016-17

PVRWRF PLANT OPERATIONS - 079500 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			14	15
WAGES			\$ 1,147,004	\$ 1,304,300
BENEFITS			598,494	578,100
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,745,498</b>	<b>\$ 1,882,400</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ -	\$ -
PLANTS & SERVICE AREAS			1,738,913	1,875,800
DEPARTMENT DIRECT LABOR			6,585	6,600

DEPARTMENT EXPENSE BUDGET				
53550 - STANDBY LABOR	\$ -	\$ -	\$ 6,585	\$ 6,600
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,585</b>	<b>\$ 6,600</b>
54120 - DIRECT MATERIALS	-	-	306	306
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	-	1,000
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	23	1,100
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	163	2,600
54140 - INVENTORY MATERIALS	-	-	367	200
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 859</b>	<b>\$ 5,206</b>
56160 - OUTSIDE SERVICES	-	-	816	816
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 816</b>	<b>\$ 816</b>
57235 - EQUIPMENT RENTAL	-	-	-	2,500
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>
58121 - CONFERENCE FEES	-	-	160	500
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	3,410	3,500
58163 - DUES & MEMBERSHIP FEES	-	-	184	240
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,754</b>	<b>\$ 4,240</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,014</b>	<b>\$ 19,362</b>



## BUDGET FISCAL YEAR 2016-17

RECLAMATION PLANTS & MAINTENANCE - 075900 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 307,080	\$ 294,687	\$ -	\$ -
53550 - STANDBY LABOR	49,404	48,435	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 356,484</b>	<b>\$ 343,122</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	3,653	1,764	-	-
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	4,124	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	1,320	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	24,886	1,743	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	302	-	-
54140 - INVENTORY MATERIALS	19	-	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 28,558</b>	<b>\$ 9,253</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	2,633	8,968	-	-
56161 - TEMPORARY SERVICES	-	94	-	-
56177 - REPAIRS-OTHER	200	839	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 2,833</b>	<b>\$ 9,901</b>	<b>\$ -</b>	<b>\$ -</b>
57134 - SOFTWARE LICENSE & SUPPORT	-	7,258	-	-
57235 - EQUIPMENT RENTAL	82,831	80,509	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 82,831</b>	<b>\$ 87,767</b>	<b>\$ -</b>	<b>\$ -</b>
58121 - CONFERENCE FEES	855	190	-	-
58122 - TECHNICAL TRAINING EXPENSE	15,674	12,220	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	7,096	7,472	-	-
58163 - DUES & MEMBERSHIP FEES	-	460	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 23,624</b>	<b>\$ 20,342</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(17,447)	(387,951)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (17,447)</b>	<b>\$ (387,951)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 476,884</b>	<b>\$ 82,433</b>	<b>\$ -</b>	<b>\$ -</b>



### WASTEWATER COLLECTIONS DEPARTMENT

#### Mission Statement

The Mission of the Wastewater Collections Division is to provide our customers with timely collection and disposal of wastewater in a safe, professional, cost effective, and environmentally sound manner.

#### Roles and Responsibilities

The division is responsible for the maintenance and repair of the District's collection system. This includes line cleaning, line repair, and response to customer problems concerning blockages and odor problems.

#### Accomplishments in FY 2014-15 and FY 2015-16

- ◆ Maintained an overflow spill rate substantially below industry standards
- ◆ Completed rehabilitation of 33 manholes in the Murrieta/Menifee area collection systems
- ◆ Provided vector truck services for EMWD's various facilities without the need of outside services

#### Goals and Objectives for FY 2016-17

- ◆ Reduce overflows and continue to strive for zero reportable spills
- ◆ Develop a Line Cleaning Maintenance software program
- ◆ Increase number of CWEA certified staff within the Division
- ◆ Rehabilitate 40 sewer manholes throughout the District
- ◆ Perform root control in key areas of Moreno Valley and Temecula
- ◆ Perform in-line video inspection of 20 miles of the collection system

#### Budget Constraints FY 2016-17 and Significant Changes from Prior Year

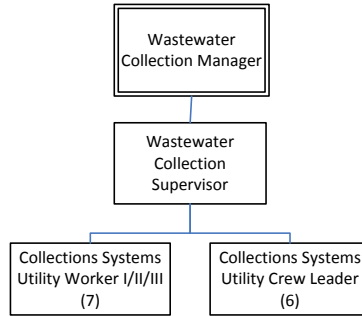
There are no significant changes.

#### Position Changes

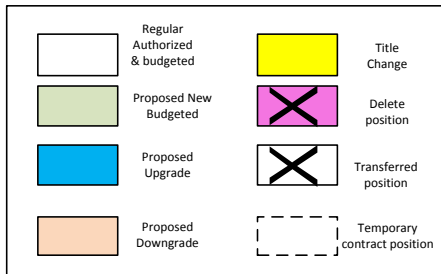
No position changes.

# Wastewater Collection Services

(15)



896-796



Budgeted positions are subject to GM authorization

Modified 05/09/16

## BUDGET FISCAL YEAR 2016-17

WASTEWATER COLLECTION SERVICES - 079600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
WAGES & BENEFITS	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
Number of Authorized Positions			15	15
WAGES			\$ 1,205,527	\$ 1,252,500
BENEFITS			583,103	534,700
<b>TOTAL WAGES &amp; BENEFITS</b>			<b>\$ 1,788,630</b>	<b>\$ 1,787,200</b>
<b>ALLOCATION OF WAGES &amp; BENEFITS TO:</b>				
CAPITAL PROJECTS			\$ 348,137	\$ 71,488
PLANTS & SERVICE AREAS			957,380	1,286,784
DEPARTMENT DIRECT LABOR			483,113	428,928

DEPARTMENT EXPENSE BUDGET				
53150 - DIRECT LABOR	\$ -	\$ -	\$ 435,173	\$ 377,728
53550 - STANDBY LABOR	-	-	47,940	51,200
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 483,113</b>	<b>\$ 428,928</b>
54120 - DIRECT MATERIALS	-	-	9,180	9,180
54121 - NON-ELECTRONIC DEPARTMENT EQUIPMENT	-	-	1,020	1,020
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	-	-	2,112	2,112
54124 - SAFETY SUPPLIES & SMALL TOOLS	-	-	15,300	15,800
54140 - INVENTORY MATERIALS	-	-	10,200	13,000
54446 - TOOLS-REPLACEMENT	-	-	5,100	5,100
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,912</b>	<b>\$ 46,212</b>
55373 - TELEPHONE	-	-	200	-
<b>55373:55472 - OTHER UTILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	-	-	4,080	4,080
56267 - CONSULTANTS-ENGINEERING	-	-	5,100	5,100
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,180</b>	<b>\$ 9,180</b>
57235 - EQUIPMENT RENTAL	-	-	171,360	175,879
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 171,360</b>	<b>\$ 175,879</b>
58121 - CONFERENCE FEES	-	-	1,020	1,400
58123 - OUTSIDE TECHNICAL TRAINING	-	-	510	510
58161 - EMPLOYEE TRAVEL EXPENSE	-	-	2,550	4,500
58163 - DUES & MEMBERSHIP FEES	-	-	1,122	1,500
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,202</b>	<b>\$ 7,910</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 711,967</b>	<b>\$ 668,109</b>



## BUDGET FISCAL YEAR 2016-17

COLLECTION SYSTEMS MAINTENANCE - 074600 DEPARTMENT EXPENSE SUMMARY BUDGET FY 16-17				
DEPARTMENT EXPENSE BUDGET	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Budget	FY 16-17 Budget
53150 - DIRECT LABOR	\$ 336,271	\$ 357,564	\$ -	\$ -
53550 - STANDBY LABOR	40,853	40,523	-	-
<b>53000:53999 - DIRECT LABOR</b>	<b>\$ 377,124</b>	<b>\$ 398,087</b>	<b>\$ -</b>	<b>\$ -</b>
54120 - DIRECT MATERIALS	5,068	6,810	-	-
54122 - ELECTRONIC/COMPUTER EQUIPMENT & SOFTWARE	661	-	-	-
54124 - SAFETY SUPPLIES & SMALL TOOLS	14,236	15,541	-	-
54125 - NEW COMPUTER WORKSTATIONS	-	298	-	-
54126 - REPLACEMENT COMPUTER WORKSTATIONS	-	637	-	-
54140 - INVENTORY MATERIALS	14,992	15,354	-	-
54446 - TOOLS-REPLACEMENT	1,152	6,420	-	-
54568 - INVENTORY-SALES TAX	-	88	-	-
<b>54000:54999 - MATERIALS &amp; SUPPLIES</b>	<b>\$ 36,109</b>	<b>\$ 45,148</b>	<b>\$ -</b>	<b>\$ -</b>
56160 - OUTSIDE SERVICES	5,875	3,911	-	-
<b>56000:57000 - OUTSIDE SERVICES</b>	<b>\$ 5,875</b>	<b>\$ 3,911</b>	<b>\$ -</b>	<b>\$ -</b>
57235 - EQUIPMENT RENTAL	158,870	145,573	-	-
<b>57100:57400 - RENTS &amp; LEASES</b>	<b>\$ 158,870</b>	<b>\$ 145,573</b>	<b>\$ -</b>	<b>\$ -</b>
58121 - CONFERENCE FEES	(552)	-	-	-
58122 - TECHNICAL TRAINING EXPENSE	60	-	-	-
58123 - OUTSIDE TECHNICAL TRAINING	-	90	-	-
58161 - EMPLOYEE TRAVEL EXPENSE	3,353	2,953	-	-
58163 - DUES & MEMBERSHIP FEES	592	460	-	-
<b>58000:58999 - ADMINISTRATIVE EXPENSES</b>	<b>\$ 3,453</b>	<b>\$ 3,503</b>	<b>\$ -</b>	<b>\$ -</b>
59170 - BURDEN RATE VARIANCE	(24,097)	(36,860)	-	-
<b>59170:59200 - ALLOCATED SUPPORT COSTS</b>	<b>\$ (24,097)</b>	<b>\$ (36,860)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>\$ 557,334</b>	<b>\$ 559,362</b>	<b>\$ -</b>	<b>\$ -</b>



## CAPITAL BUDGET

The Capital Budget consists of Operating Fixed Assets, the Capital Improvement Program, Special Projects and Studies, and Conservation Projects.

### OPERATING FIXED ASSETS

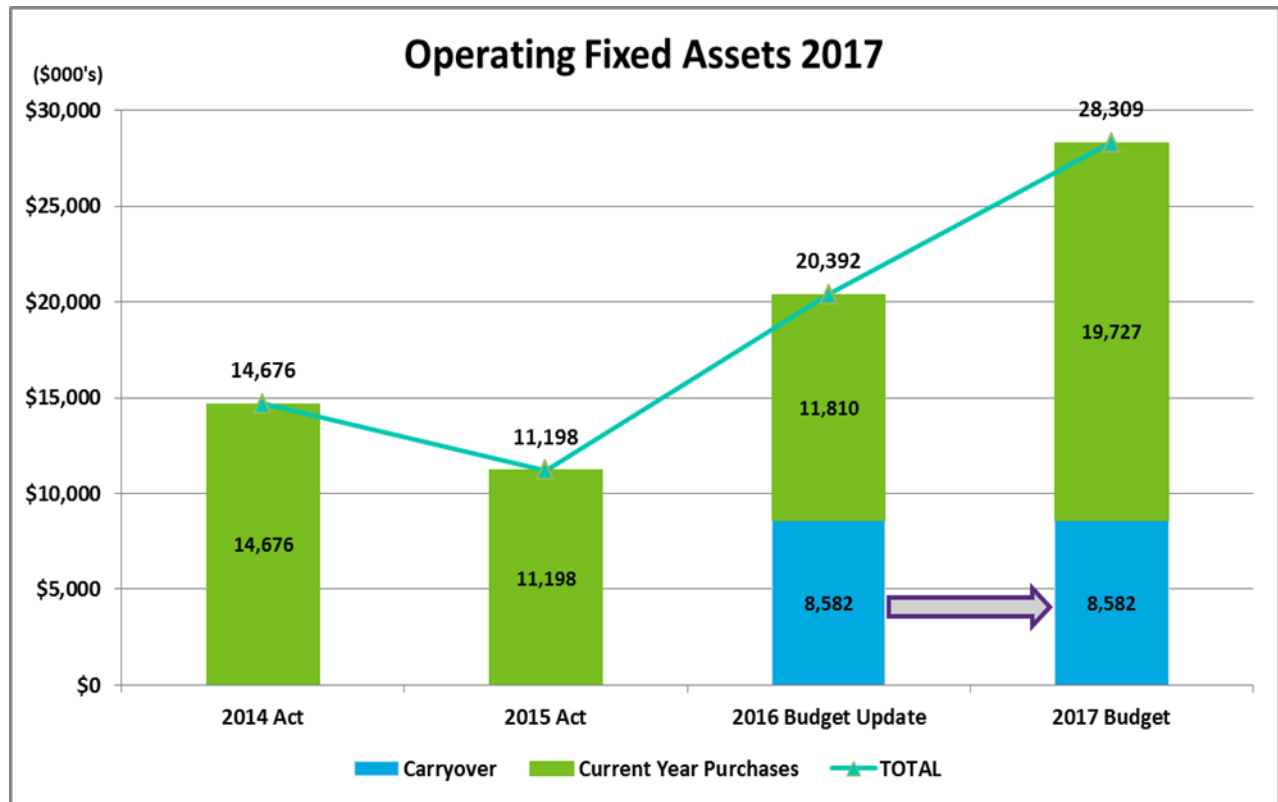
#### Defining Operating Fixed Assets vs. Capital Improvement Program (CIP)

The District’s operating fixed assets are comprised of assets acquired for the normal conduct of operations that will benefit more than a single fiscal period. These assets typically do not require planning or permitting and have shorter useful lives than assets in the Capital Improvement Program.

Conversely, the capital improvement program is comprised of the District’s facility needs that cover a five-year period. The CIP includes long-term capital outlay investment in plants, pipelines, conveyance system, land, facilities, and other significant improvements.

#### Operating Fixed Asset Summary

The chart below shows a four year trend of operating fixed assets. The FY 2016-17 budget of \$28.3 million includes \$8.6 million of FY 2015-16 Board-approved budgeted projects that were deferred into FY 2016-17. Also included in the 2016-17 budget is \$4.2 million in AMI meter replacements, previously treated as operating expense in prior year budgets.





### **Vehicles & Equipment**

The vehicle and equipment budget of \$5.0 million includes \$1.9 million for (9) 375KW emergency generators previously approved but carried over into FY 2016-17. Additional purchases include 35 light/medium vehicles or trailers totaling \$1.1 million, 5 heavy vehicles totaling \$1.5 million, and \$0.5 million of tractors / other equipment.

### **Information Technology Infrastructure**

The budgeted information technology asset purchases in FY 2016-17 are \$6.5 million. Purchases include a) software upgrades to the Maximo inventory system totaling \$1.2 million; b) completion of the HR/Payroll/Benefits system upgrade - \$1.0 million; c) installation of a SCADA microwave ring – \$0.8 million; d) IT network upgrade - \$0.8 million.

### **Maintenance Projects and Equipment**

The budget for maintenance projects and equipment in FY 2016-17 is \$12.4 million. Some of the larger projects include: a) Nuevo tank structural repair - \$0.6 million; b) PVRWRF Bio-filter media replacement - \$0.6 million; c) Tank coatings (5 annually) - \$0.5 million; d) AC/OMC Energy Management System (EMS) replacement - \$0.5 million; e) TVRWRF TEPS: Engine controls, catalyst relocation and Tecogen - \$0.4 million; f) TVRWRF Blower Building engine piping replacement - \$0.4 million.

### **Other Operating Fixed Assets**

The budget for this category includes \$4.2 million for AMI meter and meter infrastructure replacements plus \$0.2 million of administrative outlays.

# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS VEHICLES & MAJOR EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch / Department / Item Description	Replaces Unit	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES			TOTAL FY 2016-17 PURCHASES
				Light / Medium Vehicles	Heavy Vehicles	Tractors/ Generators/ Other	
<b>ADMINISTRATIVE SERVICES BRANCH</b>							
807 RISK MANAGEMENT							
CREW CAB 4X4 PICKUP	101	001-2017-07		\$ 34,000			\$ 34,000
<b>RISK MANAGEMENT TOTAL</b>			\$ -	\$ 34,000	\$ -	\$ -	\$ 34,000
811 CUSTOMER SERVICE							
STANDARD PICKUP	333	002-2017-11		\$ 25,000			\$ 25,000
STANDARD PICKUP	399	003-2017-11		\$ 25,000			\$ 25,000
STANDARD PICKUP	400	004-2017-11		\$ 25,000			\$ 25,000
STANDARD PICKUP	401	005-2017-11		\$ 25,000			\$ 25,000
STANDARD PICKUP	404	006-2017-11		\$ 25,000			\$ 25,000
<b>CUSTOMER SERVICE TOTAL</b>			\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
812 METER SERVICES							
STANDARD PICKUP	334	007-2017-12		\$ 25,000			\$ 25,000
<b>METER SERVICES TOTAL</b>			\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
813 WAREHOUSE / RECEIVING							
NARROW ISLE ELECTRIC WAREHOUSE FORKLIFT	595	008-2017-13				\$ 38,000	\$ 38,000
<b>WAREHOUSE / RECEIVING TOTAL</b>			\$ -	\$ -	\$ -	\$ 38,000	\$ 38,000
<b>ADMINISTRATIVE SERVICES BRANCH TOTAL</b>			\$ -	\$ 184,000	\$ -	\$ 38,000	\$ 222,000
<b>PLANNING, ENGINEERING &amp; CONSTRUCTION BRANCH</b>							
826 CONSERVATION							
SMALL CARGO VAN	89	009-2017-26		\$ 28,000			\$ 28,000
<b>CONSERVATION TOTAL</b>			\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000
832 FIELD ENGINEERING							
XCAB PICKUP	148	010-2017-32		\$ 26,000			\$ 26,000
XCAB PICKUP	173	011-2017-32		\$ 26,000			\$ 26,000
<b>FIELD ENGINEERING TOTAL</b>			\$ -	\$ 52,000	\$ -	\$ -	\$ 52,000
835 ENGINEERING SERVICES							
SEDAN	277	012-2017-35		\$ 22,000			\$ 22,000
PICKUP WITH SHELL	406	013-2017-35		\$ 31,000			\$ 31,000
PICKUP WITH SHELL	421	014-2017-35		\$ 31,000			\$ 31,000
PICKUP WITH SHELL	422	015-2017-35		\$ 31,000			\$ 31,000
<b>ENGINEERING SERVICES TOTAL</b>			\$ -	\$ 115,000	\$ -	\$ -	\$ 115,000
882 SOURCE CONTROL							
SEDAN	278	016-2017-82		\$ 22,000			\$ 22,000
<b>SOURCE CONTROL TOTAL</b>			\$ -	\$ 22,000	\$ -	\$ -	\$ 22,000
<b>PLANNING, ENGINEERING &amp; CONSTRUCTION BRANCH TOTAL</b>			\$ -	\$ 217,000	\$ -	\$ -	\$ 217,000



## BUDGET FISCAL YEAR 2016-17

### OPERATING FIXED ASSETS VEHICLES & MAJOR EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch / Department / Item Description	Replaces Unit	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES			TOTAL FY 2016-17 PURCHASES
				Light / Medium Vehicles	Heavy Vehicles	Tractors/ Generators/ Other	
<b>OPERATIONS &amp; MAINTENANCE BRANCH</b>							
854 MECHANICAL SERVICES							
CLASS 5 MECHANICS SERVICE TRUCK	233	017-2017-54		\$ 75,000			\$ 75,000
CLASS 5 MECHANICS SERVICE TRUCK	240	018-2017-54		\$ 75,000			\$ 75,000
6" SELF PRIMING LOW HEAD TRAILER MOUNTED PUMP	701	019-2017-54				\$ 45,000	\$ 45,000
6" SELF PRIMING HIGH HEAD TRAILER MOUNTED PUMP	702	020-2017-54				\$ 45,000	\$ 45,000
10" SELF PRIMING LOW HEAD TRAILER MOUNTED PUMP	703	021-2017-54				\$ 65,000	\$ 65,000
1/2 TON PICKUP TRUCK, CLASS 2	260	022-2016-54	\$ 25,000				\$ 25,000
PO 98335 for (9) 375 KW GENERATORS (GENERATOR REPLACEMENT PLAN)		023-2016-54	\$ 1,892,960				\$ 1,892,960
<b>MECHANICAL SERVICES TOTAL</b>			<b>\$ 1,917,960</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 155,000</b>	<b>\$ 2,222,960</b>
856 FIELD SERVICES CONSTRUCTION							
1/2 TON PICKUP	19	024-2017-56		\$ 24,000			\$ 24,000
STANDARD PICKUP	446	025-2017-56		\$ 25,000			\$ 25,000
CLASS 7 HEAVY SERVICE TRUCK WITH CRANE WELDER AND CO	601	026-2017-56			\$ 275,000		\$ 275,000
3 AXLE DUMP TRUCK	505	027-2017-56			\$ 210,000		\$ 210,000
3 AXLE DUMP TRUCK	552	028-2017-56			\$ 210,000		\$ 210,000
6" SELF PRIMING LOW HEAD TRAILER MOUNTED PUMP	ADD	029-2017-56				\$ 45,000	\$ 45,000
VACUUM TRAILER	ADD	030-2017-56				\$ 60,000	\$ 60,000
<b>FIELD SERVICES CONSTRUCTION TOTAL</b>			<b>\$ -</b>	<b>\$ 49,000</b>	<b>\$ 695,000</b>	<b>\$ 105,000</b>	<b>\$ 849,000</b>
857 ASSET & FACILITIES MANAGEMENT							
1/2 TON PICKUP TRUCK, CLASS 2	256	031-2016-57	\$ 25,000				\$ 25,000
<b>ASSET &amp; FACILITIES MANAGEMENT TOTAL</b>			<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
873 WATER OPERATIONS - PRODUCTION							
XCAB PICKUP	352	032-2017-73		\$ 26,000			\$ 26,000
XCAB PICKUP	353	033-2017-73		\$ 26,000			\$ 26,000
XCAB PICKUP	361	034-2017-73		\$ 26,000			\$ 26,000
<b>WATER OPERATIONS - PRODUCTION TOTAL</b>			<b>\$ -</b>	<b>\$ 78,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,000</b>
874 WATER OPERATIONS - DISTRIBUTION							
XCAB PICKUP	354	035-2017-74		\$ 26,000			\$ 26,000
TRAILER, AIR COMP	525	036-2016-74	\$ 50,000				\$ 50,000
3/4 TON PICKUP TRUCK, CLASS 2, WITH ARROW BOARD	232	037-2016-74	\$ 30,000				\$ 30,000
XCAB PICKUP	451	038-2017-74		\$ 26,000			\$ 26,000
<b>WATER OPERATIONS - DISTRIBUTION TOTAL</b>			<b>\$ 80,000</b>	<b>\$ 52,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,000</b>
875 RECYCLED WATER OPERATIONS							
XCAB 4X4	439	039-2017-75		\$ 31,000			\$ 31,000
<b>RECYCLED WATER OPERATIONS TOTAL</b>			<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,000</b>



## BUDGET FISCAL YEAR 2016-17

**OPERATING FIXED ASSETS  
VEHICLES & MAJOR EQUIPMENT  
FISCAL YEAR 2016-17 BUDGET**

Branch / Department / Item Description	Replaces Unit	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES			TOTAL FY 2016-17 PURCHASES
				Light / Medium Vehicles	Heavy Vehicles	Tractors/ Generators/ Other	
892 MVRWRF PLANT OPERATIONS							
WATER TANK TRAILER AND PUMP	ADD	040-2017-92				\$ 10,000	\$ 10,000
<b>MVRWRF PLANT OPERATIONS TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
893 RWRF PLANT MAINTENANCE							
STANDARD PICKUP	613	041-2017-93		\$ 25,000			\$ 25,000
COMPRESSOR TRAILER	306	042-2017-93				\$ 45,000	\$ 45,000
1/2 TON PICKUP TRUCK , CLASS 2	95	043-2016-93	\$ 23,000				\$ 23,000
<b>RWRF PLANT MAINTENANCE TOTAL</b>			<b>\$ 23,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 93,000</b>
895 PVRWRF PLANT OPERATIONS							
8" PORTABLE TRASH PUMP	427	044-2016-95	\$ 40,000				\$ 40,000
<b>PVRWRF PLANT OPERATIONS TOTAL</b>			<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
896 WASTEWATER COLLECTION SERVICES							
CLASS 7 HEAVY SERVICE TRUCK WITH CRANE WELDER AND COI	609	045-2017-96			\$ 275,000		\$ 275,000
VACTOR	105	046-2017-96			\$ 480,000		\$ 480,000
BALLING RIG	JLL IN WINCH	047-2017-96				\$ 67,000	\$ 67,000
6" PORTABLE TRASH PUMP	290	048-2016-96	\$ 40,000				\$ 40,000
<b>WASTEWATER COLLECTION SERVICES TOTAL</b>			<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 755,000</b>	<b>\$ 67,000</b>	<b>\$ 862,000</b>
<b>OPERATIONS &amp; MAINTENANCE BRANCH TOTAL</b>			<b>\$ 2,125,960</b>	<b>\$ 385,000</b>	<b>\$ 1,450,000</b>	<b>\$ 382,000</b>	<b>\$ 4,342,960</b>
898 LOANER POOL							
1/2 TON PICKUP TRUCK XCAB, CLASS 2	254	049-2016-98	\$ 27,000				\$ 27,000
1/2 TON PICKUP TRUCK, CLASS 2	130	050-2016-98	\$ 22,000				\$ 22,000
<b>LOANER POOL TOTAL</b>			<b>\$ 49,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,000</b>
31 DISTRICT VEHICLE VOICE RADIOS @ 3K EACH	2W RADIOS	051-2017-00				\$ 93,000	\$ 93,000
UNSCHEDULED REPAIRS OVER \$10K						\$ 35,000	\$ 35,000
<b>TOTAL COMBINED VEHICLES &amp; MAJOR EQUIPMENT</b>			<b>\$ 2,174,960</b>	<b>\$ 786,000</b>	<b>\$ 1,450,000</b>	<b>\$ 548,000</b>	<b>\$ 4,958,960</b>
<b>TOTAL UNITS</b>			<b>10</b>	<b>26</b>	<b>5</b>	<b>11</b>	<b>52</b>



# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS I.T. INFRASTRUCTURE PROJECTS & EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>816 INFORMATION SYSTEMS</b>				
HR / Payroll / Benefits Solution	052-2016-16	\$ 1,000,000		\$ 1,000,000
Maximo Upgrade	053-2016-16	\$ 1,200,000		\$ 1,200,000
Server Replacement	054-2017-16		\$ 125,000	\$ 125,000
PC Lifecycle Replacements	055-2017-16		\$ 250,000	\$ 250,000
Budgeting Software	056-2016-16	\$ 11,000		\$ 11,000
LIMS Replacement	057-2016-16	\$ 153,000		\$ 153,000
One GIS Project - Phase 4 (Implementation)	058-2017-16		\$ 173,000	\$ 173,000
ProjectPlus Upgrade	059-2016-16	\$ 52,000	\$ 38,400	\$ 90,400
Replacement Plotters & Scanners	060-2016-16	\$ 30,000		\$ 30,000
City View Project (All Phases)	061-2016-16	\$ 275,000		\$ 275,000
RWRF Underground Facilities Map	062-2016-16	\$ 20,000		\$ 20,000
ProjectPlus GIS Mapping Integration	063-2016-16	\$ 15,000		\$ 15,000
Kubra Services for CityView Payments	064-2017-16	\$ 1,000	\$ 46,000	\$ 47,000
Oracle ERP Enhancements (Procure to Pay)	065-2016-16	\$ 150,000	\$ 150,000	\$ 300,000
IT/SCADA Vulnerability Assessment Upgrades	066-2017-16	\$ -	\$ 100,000	\$ 100,000
Enterprise Content Management Assessment & Taxonomy [E SW 4]	067-2017-16	\$ -	\$ 50,000	\$ 50,000
Master Plan for IT Network Backbone Infrastructure [I 3]	068-2017-16	\$ -	\$ 70,000	\$ 70,000
Fleet Reservation System [D SW 7]	069-2017-16	\$ -	\$ 90,000	\$ 90,000
Website Improvements & Mobile Responsiveness Design [EG 1]	070-2017-16	\$ -	\$ 120,000	\$ 120,000
Voice Radio Infrastructure Replacement [I 6]	071-2016-16	\$ 250,000	\$ 300,000	\$ 550,000
Network Upgrade Endpoints [I 2]	072-2017-16	\$ -	\$ 800,000	\$ 800,000
COINS Replacement [E SW 12]	073-2017-16	\$ -	\$ 100,000	\$ 100,000
Install SCADA Microwave Ring [I 4]	074-2017-16	\$ -	\$ 800,000	\$ 800,000
License of InfoWater for Operations	075-2017-16	\$ -	\$ 5,200	\$ 5,200
RWRF Underground Facilities Map	076-2017-16	\$ -	\$ 20,000	\$ 20,000
Pilot GPS Facility Locations	077-2017-16	\$ -	\$ 11,000	\$ 11,000
RTA Microsoft SQL Migration	078-2017-16	\$ -	\$ 8,000	\$ 8,000
iMobile / iDirect	079-2017-16	\$ -	\$ 7,500	\$ 7,500
Fuel Force Terminals (Plants x 4 / \$50k software & \$50k EMWD)	080-2017-16	\$ -	\$ 100,000	\$ 100,000
<b>TOTAL I.T. INFRASTRUCTURE PROJECTS &amp; EQUIPMENT</b>		<b>\$ 3,157,000</b>	<b>\$ 3,364,100</b>	<b>\$ 6,521,100</b>



# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS MAINTENANCE PROJECTS & EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>ENGINEERING &amp; OPERATIONS BRANCH</b>				
806 ENGINEERING & OPERATIONS ADMINISTRATION				
Cubicle Update - O&M Support & M. Fikse	081-2017-06		\$ 30,000	\$ 30,000
<b>ENGINEERING &amp; OPERATIONS ADMINISTRATION TOTAL</b>			<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>OPERATIONS &amp; MAINTENANCE BRANCH</b>				
854 MECHANICAL SERVICES				
Mills - #1 Cat 398 engine rebuild	082-2016-54	\$ 150,000		\$ 150,000
Well #36 - Cat engine rebuild	083-2016-54	\$ 100,000		\$ 100,000
Well #56 Rehab	084-2016-54	\$ 100,000		\$ 100,000
Perris & Fir pump (3) replacements	085-2016-54	\$ 25,000		\$ 25,000
Steeplechase & Ironwood pump (2) replacements	086-2016-54	\$ 15,000		\$ 15,000
Sun City Lift - scum layer removal system	087-2016-54	\$ 25,000		\$ 25,000
Sanderson Lift - Submersible Pumps (3 units)	088-2017-54		\$ 300,000	\$ 300,000
Oleander Lift - Submersible Pumps (2 units)	089-2017-54		\$ 40,000	\$ 40,000
Day St Lift - Submersible Pump	090-2017-54		\$ 45,000	\$ 45,000
TVRWRF - New Cat 3512 Engine (Replaced engine that burned up)	091-2017-54		\$ 250,000	\$ 250,000
Well 57 Rehab	092-2017-54		\$ 150,000	\$ 150,000
Well 33 Rehab	093-2016-54	\$ 100,000	\$ 50,000	\$ 150,000
Well 36 Rebuild	094-2016-54	\$ 100,000	\$ 50,000	\$ 150,000
Winchester Lift Scum Pump Removal System (2 units)	095-2017-54		\$ 60,000	\$ 60,000
TVRWRF - Engine Control Panel Replacement - 1 Unit	096-2017-54		\$ 25,000	\$ 25,000
PWFP - Influent Replacement Pumps - 1 Unit	097-2017-54		\$ 50,000	\$ 50,000
MVRWRF - Engine Control Panel Replacement - 1 Unit	098-2017-54		\$ 25,000	\$ 25,000
Broderson Repeater - Replacement Generator	099-2017-54		\$ 15,000	\$ 15,000
Mills Pump #1 Rebuild	100-2017-54		\$ 65,000	\$ 65,000
Mission III Hydrotank	101-2017-54		\$ 50,000	\$ 50,000
Day St Lift - Replacement of Wetwell Piping	102-2017-54		\$ 100,000	\$ 100,000
SJRWRF Generator Relocation	103-2017-54		\$ 250,000	\$ 250,000
<b>MECHANICAL SERVICES TOTAL</b>		<b>\$ 615,000</b>	<b>\$ 1,525,000</b>	<b>\$ 2,140,000</b>



# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS MAINTENANCE PROJECTS & EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>855 ELECTRICAL SERVICES</b>				
ARC FLASH MITIGATION (VARIOUS)	104-2016-55	\$ 30,000	\$ 120,000	\$ 150,000
Hemet Filtration - PLC Upgrade	105-2016-55	\$ 160,000		\$ 160,000
Washington Street Booster VFD Replacement (x2)	106-2016-55	\$ 120,000		\$ 120,000
Operations - SCADA Front End Replacement	107-2016-55	\$ 65,000	\$ 92,000	\$ 157,000
OMC-Micro Turbine Engine Replacement	108-2016-55	\$ 90,000		\$ 90,000
Desalter UPS Battery Replacement	109-2016-55	\$ 20,000		\$ 20,000
Water Production Facility Ethernet Radio Installation	110-2016-55	\$ 20,000		\$ 20,000
Sun City Tank SCE Meter Panel Replacement	111-2016-55	\$ 8,000		\$ 8,000
PWFP, Perris Desalination Plant, and OMC - UPS Battery/Capacitor Replacements	112-2017-55		\$ 85,000	\$ 85,000
Day Street Lift - Install VFD Bypass Contactors (2)	113-2017-55		\$ 20,000	\$ 20,000
Winchester Ponds - HVAC Unit Replacement	114-2017-55		\$ 12,500	\$ 12,500
Pala Lift - Replace 2 Voltage Starters and 2 VFDs	115-2017-55		\$ 95,000	\$ 95,000
Heacock & Petit Booster - Replace Existing MCC	116-2017-55		\$ 150,000	\$ 150,000
PVRWRF - Plant 1 Control Bldg HVAC Replacement	117-2017-55		\$ 30,000	\$ 30,000
Well 76 - Replace Soft Start with VFD	118-2017-55		\$ 75,000	\$ 75,000
PVRWRF - Upgrade of Fire Suppression system	119-2017-55		\$ 30,000	\$ 30,000
TVRWRF - Upgrade of Fire Suppression system	120-2017-55		\$ 35,000	\$ 35,000
<b>ELECTRICAL SERVICES TOTAL</b>		<b>\$ 513,000</b>	<b>\$ 744,500</b>	<b>\$ 1,257,500</b>
<b>856 FIELD SERVICES CONSTRUCTION</b>				
Replace Valves in Sun City	121-2017-56		\$ 60,000	\$ 60,000
Replace Valves in Hemet	122-2017-56		\$ 50,000	\$ 50,000
Replace Valves in Moreno Valley	123-2017-56		\$ 50,000	\$ 50,000
Leak Detection Tool - N3-C10 Commander Correlator 10XLog N3-M	124-2017-56		\$ 30,000	\$ 30,000
4' Shoring Boxes	125-2017-56		\$ 15,500	\$ 15,500
Cat Manufactured Compactor Wheel	126-2017-56		\$ 5,000	\$ 5,000
Reclaimed Valve Replacements	127-2017-56		\$ 178,000	\$ 178,000
<b>FIELD SERVICES CONSTRUCTION TOTAL</b>		<b>\$ -</b>	<b>\$ 388,500</b>	<b>\$ 388,500</b>



# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS MAINTENANCE PROJECTS & EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>857 ASSET &amp; FACILITIES MANAGEMENT</b>				
Skiland & Other Facilities - Replace Chain Link Fence	128-2017-57		\$ 65,000	\$ 65,000
Districtwide - Replace Various Cabinets and Countertops	129-2017-57		\$ 40,000	\$ 40,000
Replace Roof at Washington St Booster	130-2017-57		\$ 35,000	\$ 35,000
Replace Roof at TVRWRF Blower Building	131-2017-57		\$ 120,000	\$ 120,000
Replace Roof at TVRWRF Chlorine Building	132-2017-57		\$ 70,000	\$ 70,000
Replace Roof at Sanderson Lift	133-2017-57		\$ 60,000	\$ 60,000
Hemet Filtration - Finish Water Building Rebuild Evap Cooler	134-2017-57		\$ 25,000	\$ 25,000
Repair Exterior Coatings on Various Buildings at TVRWRF	135-2017-57		\$ 40,000	\$ 40,000
TVRWRF - Operators Office and Break Room Expansions	136-2017-57		\$ 200,000	\$ 200,000
PVRWRF & MVRWRF Dewatering Building - Replace Skylights	137-2017-57		\$ 150,000	\$ 150,000
AC/OMC Repairs, Drop Ceilings, Roof Leaks, Stairwells, Door, Painting	138-2017-57		\$ 140,000	\$ 140,000
AC/OMC - Replace Worn and Damaged Conference Room Tables, Chairs, etc.	139-2017-57		\$ 60,000	\$ 60,000
AC/OMC - Pavement Repairs, Seal Coat, and Repairs	140-2017-57		\$ 100,000	\$ 100,000
PVRWRF - Seal Cracks in Pavement and Minor Repairs	141-2017-57		\$ 12,000	\$ 12,000
TVRWRF - Replace Office Flooring	142-2017-57		\$ 15,000	\$ 15,000
Facility Signage Replacement to New Branding and Standards	143-2017-57		\$ 30,000	\$ 30,000
Tank Coatings, 5 Tanks Annually	144-2016-57	\$ 500,000		\$ 500,000
Sanderson Lift - Add Restroom	145-2017-57		\$ 20,000	\$ 20,000
<b>ASSET &amp; FACILITIES MANAGEMENT TOTAL</b>		<b>\$ 500,000</b>	<b>\$ 1,182,000</b>	<b>\$ 1,682,000</b>
<b>870 - 875 WATER OPERATIONS</b>				
IOC Workstations and Monitors	146-2017-72		\$ 90,000	\$ 90,000
Reach 2 recycled pipeline anode replacement	147-2017-75		\$ 60,000	\$ 60,000
Control Center for PWWP	148-2017-73		\$ 25,000	\$ 25,000
Perris WFP Security Upgrade Requirements	149-2017-73		\$ 40,000	\$ 40,000
Hemet WFP Security Upgrade Requirements	150-2017-73		\$ 35,000	\$ 35,000
Washington Street PS Security Upgrade Requirements	151-2017-74		\$ 35,000	\$ 35,000
Sun City/Menifee Desalter Security Upgrade Requirements	152-2017-73		\$ 35,000	\$ 35,000
<b>WATER OPERATIONS TOTAL</b>		<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ 320,000</b>





# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS MAINTENANCE PROJECTS & EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>891 SAN JACINTO RWRf, SERVICE AREA 31</b>				
Smaller WAS Pump Plant 2	153-2017-91		\$ 20,000	\$ 20,000
Chlorinator	154-2017-91		\$ 15,000	\$ 15,000
CL2 Contact Chamber Grating	155-2017-91		\$ 35,000	\$ 35,000
Plant 1 Secondary Clarifier Grating	156-2017-91		\$ 20,000	\$ 20,000
Polymer Unit for Centrifuge	157-2017-91		\$ 22,000	\$ 22,000
Security Upgrade Requirements	158-2017-91		\$ 35,000	\$ 35,000
<b>SAN JACINTO RWRf TOTAL</b>		<b>\$ -</b>	<b>\$ 147,000</b>	<b>\$ 147,000</b>
<b>892 MORENO VALLEY, SERVICE AREA 32</b>				
3 Plant 1 RAS Pumps-Replacement	159-2017-92		\$ 60,000	\$ 60,000
Spare Mixer Plant 2	160-2017-92		\$ 18,000	\$ 18,000
Asphalt Parking Lot	161-2017-92		\$ 85,000	\$ 85,000
Pump Rebuilds - Landmark 3 ea; FIPS 2 ea	162-2017-92		\$ 160,000	\$ 160,000
Security Upgrade Requirements	163-2017-92		\$ 35,000	\$ 35,000
<b>MORENO VALLEY RWRf TOTAL</b>		<b>\$ -</b>	<b>\$ 298,000</b>	<b>\$ 298,000</b>
<b>894 TEMECULA RWRf, SERVICE AREA 34</b>				
Plant 1 Primary Clarifiers Rehab (4 @ \$20,000/ea)	164-2017-94		\$ 80,000	\$ 80,000
RAS VFDs Plant 1 (3 @ \$10,000/ea)	165-2017-94		\$ 30,000	\$ 30,000
EQ Pumps (2 @ \$20,000/ea)	166-2017-94		\$ 40,000	\$ 40,000
Asphalt Parking Lot	167-2017-94		\$ 80,000	\$ 80,000
MCC 1 ATS	168-2017-94		\$ 30,000	\$ 30,000
Plant 1 Switchgear/Feeder Evaluation (Estimated Cost)	169-2017-94		\$ 30,000	\$ 30,000
Security Upgrade Requirements	170-2017-94		\$ 40,000	\$ 40,000
<b>TEMECULA RWRf TOTAL</b>		<b>\$ -</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>
<b>895 PERRIS RWRf, SERVICE AREA 35</b>				
Septage Station Upgrade	171-2017-95		\$ 70,000	\$ 70,000
Bio Filter Media Replacement	172-2017-95		\$ 550,000	\$ 550,000
CCB Inlet Gates	173-2017-95		\$ 235,000	\$ 235,000
Security Upgrade Requirements	174-2017-95		\$ 35,000	\$ 35,000
<b>PERRIS RWRf TOTAL</b>		<b>\$ -</b>	<b>\$ 890,000</b>	<b>\$ 890,000</b>
<b>OPERATIONS &amp; MAINTENANCE BRANCH TOTAL</b>			<b>\$ 1,665,000</b>	<b>\$ 1,665,000</b>
<b>ENGINEERING &amp; OPERATIONS BRANCH TOTAL</b>			<b>\$ 1,628,000</b>	<b>\$ 7,483,000</b>



# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS ENGINEERING MAINTENANCE PROJECTS & LABORATORY EQUIPMENT FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>PLANNING, ENGINEERING &amp; CONSTRUCTION BRANCH</b>				
831 ENGINEERING MAINTENANCE				
Winchester Recycled Water Pipeline - Air Vac Replacements (PM: D. Ahles)	175-2016-31	\$ 350,000		\$ 350,000
Morton Lift Station - Pump Replacements	176-2016-31	\$ 300,000		\$ 300,000
AC/OMC - EMS Sytem Replacement	177-2016-31	\$ 474,100		\$ 474,100
Sun City Lift Station -	178-2016-31	\$ 298,000		\$ 298,000
Tank Rehabilitation - Tank Recoating	179-2017-31		\$ 30,000	\$ 30,000
TVRWRF TEPS: Engine Controls, Catalyst Relocation & Tecongen	180-2017-31		\$ 444,000	\$ 444,000
Sanderson Electrification - Electric Motor Install	181-2016-31	\$ 200,000	\$ 300,000	\$ 500,000
Nuevo Tank - Structural Repair	182-2017-31		\$ 600,000	\$ 600,000
Menifee Desalters - RO Membrane Replacement	183-2017-31		\$ 314,000	\$ 314,000
TVRWRF Blower Bldg - Engine Piping Replacement	184-2017-31		\$ 400,000	\$ 400,000
Diamond Three Electrification: Electric Motor Install (Design)	185-2017-31		\$ 257,000	\$ 257,000
Moreno I - Iris Valve Vault Replacement (Design)	186-2017-31		\$ 52,000	\$ 52,000
Warm Springs Lift Station: Switchgear and VFD Electrical Upgrade (Design)	187-2017-31		\$ 275,000	\$ 275,000
Reach 4 Pipeline - A/V 1,2,& 10	188-2017-31		\$ 200,000	\$ 200,000
SJVRWRF - Dewatering Building: Corrosion Remediation	189-2017-31		\$ 275,000	\$ 275,000
<b>ENGINEERING MAINTENANCE TOTAL</b>		<b>\$ 1,622,100</b>	<b>\$ 3,147,000</b>	<b>\$ 4,769,100</b>
860 WATER QUALITY / LABORATORY				
Sterilizer, Microbiology	190-2017-60		\$ 14,000	\$ 14,000
Chromatography Equipment	191-2017-60		\$ 23,044	\$ 23,044
Analytical Balance Enclosure	192-2017-60		\$ 12,000	\$ 12,000
Laboraotry Glassware Washer	193-2017-60		\$ 14,092	\$ 14,092
Top-loading balances	194-2017-60		\$ 11,500	\$ 11,500
Flow Analyzer Equipment	195-2017-60		\$ 48,500	\$ 48,500
<b>WATER QUALITY / LABORATORY TOTAL</b>		<b>\$ -</b>	<b>\$ 123,136</b>	<b>\$ 123,136</b>
<b>PLANNING, ENGINEERING &amp; CONSTRUCTION BRANCH TOTAL</b>		<b>\$ 1,622,100</b>	<b>\$ 3,270,136</b>	<b>\$ 4,892,236</b>



# BUDGET FISCAL YEAR 2016-17

## OPERATING FIXED ASSETS OTHER FISCAL YEAR 2016-17 BUDGET

Branch /Department /Item Description	OFA NUMBER	FY 2016-17 CARRYOVER	NEW FY 2016-17 PURCHASES	TOTAL FY 2016-17 PURCHASES
<b>EXECUTIVE BRANCH</b>				
804 EDUCATION				
Feasibility Study - Water Education Center & Garden	196-2017-04		\$ 75,000	\$ 75,000
<b>EDUCATION TOTAL</b>		\$ -	\$ 75,000	\$ 75,000
<b>EXECUTIVE BRANCH TOTAL</b>		\$ -	\$ 75,000	\$ 75,000
<b>ADMINISTRATIVE SERVICES BRANCH</b>				
803 RISK MANAGEMENT				
Surveillance Technology and Hardware Replacement Specifications Projects	197-2017-03		\$ 60,000	\$ 60,000
Employee Emergency Notification System and Implementation	198-2017-03		\$ 30,000	\$ 30,000
Departmental Emergency Operations/Action Plans Project	199-2017-03		\$ 40,000	\$ 40,000
Earthquake/Seismic Study	200-2017-03		\$ 50,000	\$ 50,000
<b>RISK MANAGEMENT TOTAL</b>		\$ -	\$ 180,000	\$ 180,000
812 METER SERVICES				
1 AMI Meter Replacement Project	201-2017-12		\$ 3,517,872	\$ 3,517,872
1 AMI Infrastructure Expansion Project	202-2017-12		\$ 681,215	\$ 681,215
<b>METER SERVICES TOTAL</b>		\$ -	\$ 4,199,087	\$ 4,199,087
<b>ADMINISTRATIVE SERVICES BRANCH TOTAL</b>		\$ -	\$ 4,454,087	\$ 4,454,087
<b>TOTAL COMBINED OTHER</b>		\$ -	\$ 4,454,087	\$ 4,454,087



## BUDGET FISCAL YEAR 2016-17

### CAPITAL IMPROVEMENT PROGRAM

The table below shows a five-year summary of the budgeted capital improvement program (“CIP”). Generally, the CIP includes projects related to infrastructure such as plants, pipelines, conveyance, land, facilities and other significant improvements. Projects are subject to change due to changing priorities, land acquisition, and regulatory changes. Externally funded projects are not included in the capital budget.

#### Five Year Capital Improvement Program Summary

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	5 Year Total
Water	\$ 42,605,970	\$ 42,771,237	\$ 47,612,673	\$ 44,048,951	\$ 48,927,126	\$ 225,965,957
Sewer	32,200,456	44,739,965	31,583,940	11,565,549	17,944,042	138,033,952
Recycled	12,563,740	9,950,891	1,908,396	4,017,320	1,327,568	29,767,915
General	846,741	3,214,469	989,223	-	-	5,050,433
<b>Total CIP</b>	<b>\$ 88,216,907</b>	<b>\$100,676,562</b>	<b>\$ 82,094,232</b>	<b>\$ 59,631,820</b>	<b>\$ 68,198,736</b>	<b>\$398,818,257</b>

## BUDGET FISCAL YEAR 2016-17

### SPECIAL PROJECTS AND STUDIES

Special projects and studies are primarily driven by the need for planning and analysis in the management and development of water resources and sewer resources. These costs are included in other non-operating expense.

#### Conservation Projects

Conservation projects promote responsible use of limited water resources. These costs are also included in other non-operating expense.

<b>SPECIAL PROJECTS &amp; STUDIES</b>	
<b>Branch /Department /Item Description</b>	<b>FY 2016-17 Budget</b>
<b>ENGINEERING &amp; OPERATIONS BRANCH</b>	
820 WATER RESOURCES PLANNING	
Monitoring Well - West San Jacinto Basin	\$ 350,000
Water Rights Support	15,000
Exploratory Drilling - Winchester Area	123,000
Level Transducers	25,000
Groundwater Model Predictive Simulations (Additional Simulations)	75,000
Well Screen Downhole Video Data Collection	60,000
West San Jacinto Monitoring Program	125,000
Groundwater Sustainability Agency Formation	50,000
Groundwater Sustainability Plan Development - West Side	250,000
Groundwater Sustainability Plan Development - East Side (EMWD's share)	100,000
Water System Hydraulic Model Updates	50,000
CIP Support/Management Tools	250,000
<b>PLANNING TOTAL</b>	<b>\$ 1,473,000</b>
826 CONSERVATION	
Regional Rebate Program	\$ 150,000
Energy Savings Assistance Program (HECW)	100,000
Landscape Efficiency Program	200,000
MV CIMIS Station - (move location)	10,000
Plan Check Consulting Services	30,000
Residential Water Surveys	75,000
Drip Pilot	350,000
<b>CONSERVATION TOTAL</b>	<b>\$ 915,000</b>
<b>ENGINEERING &amp; CONSTRUCTION BRANCH TOTAL</b>	<b>\$ 2,388,000</b>
<b>TOTAL SPECIAL PROJECTS &amp; STUDIES</b>	<b>\$ 2,388,000</b>