

	Forecast Costs 2018-2019	Approved Budget 2018-2019	Budget Requested 2019-2020	Amount Changed from 2018-2019 Budget
Proposed Rate Increase for 19/20 year			1.00%	
Sewer Service Fees - Residential and Minimum Commercials	\$2,934,893	\$2,934,893	\$2,964,242	\$29,349
Misc Income (estimated, plan check fees)	\$7,000	\$7,000	\$7,000	\$0
Sewer Service Fees - Commercial (estimated)	\$87,125	\$87,125	\$87,996	\$871
Sewer Service Fees - Contra Costa County Housing	\$246,624	\$246,624	\$249,090	\$2,466
Franchise Fee - Richmond Sanitary Service (estimated)	\$72,000	\$72,000	\$75,000	\$3,000
Total Income (estimated)	\$3,347,643	\$3,347,642	\$3,383,329	\$35,687

	Forecast Costs 2018-2019	Approved Budget 2018-2019	Budget Requested 2019-2020	Amount Changed from 2018-2019 Budget
6100 · Salaries in Plant				
6110 · Straight time	\$789,475	\$788,816	\$820,624	\$31,808
6120 · Overtime	\$40,000	\$35,282	\$36,412	\$1,130
6130 · Medical Cash In Lieu	\$7,800	\$3,900	\$8,400	\$4,500
6140 · On-Call Pay	\$26,000	\$26,000	\$26,000	\$0
Total 6100 · Salaries in Plant	\$863,275	\$853,998	\$891,436	\$37,438
6500 · Payroll Expenses	\$65,325	\$63,734	\$63,131	(\$603)
6600 · Benefits-B129CCC Retirement	\$227,000	\$178,776	\$145,000	(\$33,776)
6710 · Benefits-Medical Insurance	\$91,554	\$105,954	\$95,095	(\$10,859)
6720 · Benefits-Dental Insurance	\$12,056	\$12,056	\$11,971	(\$85)
7150 · Director's Fees and Costs	\$9,000	\$9,000	\$16,500	\$7,500
7210 · Solids Disposal	\$27,264	\$21,570	\$24,630	\$3,060
7220 Utilities				
7221 Electricity	\$126,177	\$112,282	\$132,486	\$20,204
7223 Water	\$16,451	\$13,685	\$17,521	\$3,836
7224 Communication	\$22,497	\$14,379	\$17,815	\$3,436
7225 Gas	\$17,054	\$19,411	\$20,464	\$1,054
Total 7220 · Utilities	\$182,180	\$159,757	\$188,286	\$28,530
7230 Chemicals				
7231 Sodium Hypochlorite	\$28,034	\$32,441	\$29,239	(\$3,202)
7232 Sodium Bisulphite	\$31,544	\$34,913	\$34,698	(\$214)
7233 Thickenner Polymer	\$5,900	\$4,675	\$6,077	\$1,401
7234 Centrifuge Polymer	\$6,582	\$7,865	\$6,779	(\$1,086)
Total 7230 · Chemicals	\$72,059	\$79,895	\$76,794	(\$3,101)
7240 Maintenance Supplies				
7241 Headworks and Primary Treatment	\$2,000	\$5,000	\$2,500	(\$2,500)
7242 Aeration, Secondary Clarifiers, and RAS	\$3,500	\$2,500	\$3,000	\$500
7243 Anaerobic Digesters and Sludge Processing	\$5,000	\$45,000	\$45,000	\$0
7244 Thickenner and WAS	\$7,500	\$4,000	\$7,000	\$3,000
7245 Effluent PS, Aeration, and Plant Sewer	\$1,000	\$3,000	\$2,000	(\$1,000)
7246 Potable Water and Pneumatic System	\$1,000	\$1,500	\$1,500	\$0
7247 Chemical Feed System	\$2,000	\$3,000	\$2,000	(\$1,000)
7248 Analyzers and Monitoring	\$13,000	\$13,000	\$14,000	\$0
7249 Misc Plant	\$3,000	\$3,000	\$3,000	\$0
7250 Plant Generator	\$4,000	\$4,000	\$3,000	(\$1,000)
7251 Influent Pump Station	\$12,000	\$12,000	\$6,000	(\$6,000)
7252 Collection System	\$75,000	\$85,000	\$85,000	\$0
7253 SCADA, Operations, and Shop	\$5,000	\$2,500	\$5,000	\$2,500
7254 Security System	\$500	\$500	\$500	\$0
7255 Chlorine Contact Tank	\$0	\$500	\$0	(\$500)
7256 Plant Grounds	\$4,500	\$6,500	\$4,500	(\$2,000)
7257 Oil and Grease	\$2,500	\$2,500	\$2,500	\$0
7258 Paint and Coatings	\$1,000	\$1,000	\$2,000	\$1,000
7259 Recycled Water System	\$1,000	\$1,000	\$1,000	\$0
Total 7240 · Maintenance Supplies	\$143,500	\$195,500	\$189,500	(\$6,000)
7260 Laboratory Supplies and Services				
7261 Compliance Testing	\$19,499	\$19,499	\$19,207	(\$292)
7262 Bioassay Lab	\$35,195	\$35,195	\$33,107	(\$2,088)
7263 Lab Supplies	\$11,888	\$10,000	\$12,000	\$2,000
Total 7260 · Laboratory Supplies & Services	\$66,582	\$64,694	\$64,314	(\$380)
7270 · Equipment Lease/Rental	\$3,445	\$3,380	\$3,240	(\$140)

	Forecast Costs 2018-2019	Approved Budget 2018-2019	Budget Requested 2019-2020	Amount Changed from 2018-2019 Budget
7280 · Vehicle O&M	\$7,494	\$11,000	\$7,500	(\$3,500)
7290 · Small Tools	\$3,250	\$2,000	\$2,500	\$500
7300 Permits, Licenses, and Fees				
7301 Permits and Taxes	\$44,759	\$44,759	\$46,173	\$1,413
7302 Licenses and Certificates	\$3,000	\$3,000	\$3,000	\$0
7303 Memberships to Trade Organizations	\$13,200	\$13,200	\$13,200	\$0
Total 7300 · Permits, Licenses & Fees	\$60,959	\$60,959	\$62,373	\$1,413
7310 · Legal Counsel	\$30,557	\$35,000	\$31,000	(\$4,000)
7330 · Professional Services	\$142,800	\$142,800	\$100,000	(\$42,800)
7345 · Training, Education and Conferences	\$24,500	\$24,500	\$24,500	\$0
7400 Janitorial Supplies and Services				
7401 Laundry	\$3,910	\$5,000	\$4,000	(\$1,000)
7402 Pest Control	\$350	\$350	\$350	\$0
7403 Janitorial Supplies	\$2,663	\$2,000	\$2,500	\$500
Total 7400 · Janitorial Supplies & Services	\$6,923	\$7,350	\$6,850	(\$500)
7410 · Kitchen/Office Supplies/Postage/Misc				
7411 - Office Supplies	\$7,500	\$6,000	\$7,500	\$1,500
7413 - Postage/Mailing	\$1,400	\$1,400	\$1,400	\$0
7414 - Lunches, business lunches	\$2,700	\$1,700	\$1,700	\$0
7415 - Water, CD Data, Misc Expense	\$1,500	\$1,500	\$1,500	\$0
7416 - Kitchen	\$1,600	\$800	\$1,500	\$700
7417 - County Fees	\$5,000	\$3,600	\$5,000	\$1,400
7418 - Bridge Toll	\$0	\$0	\$0	\$0
7419 - Employee Recognition	\$3,000	\$3,500	\$4,000	\$500
Total 7410 · Kitchen/Office Supplies/Postage/Misc	\$22,700	\$18,500	\$22,600	\$4,100
7420 · Pollution Prevention Program	\$11,227	\$14,500	\$14,500	\$0
7500 Non-Employee Insurance				
7501 Plant	\$73,524	\$73,524	\$82,005	\$8,481
7502 Workmen's Comp	\$29,313	\$29,313	\$34,400	\$5,087
Total 7500 · Non-Employee Insurance	\$102,837	\$102,837	\$116,405	\$13,568
7600 · Safety Clothing & Equipment	\$5,801	\$7,000	\$7,000	\$0
7650 · Regulatory Payments	\$9,000	\$9,000	\$9,000	\$0
7652 · Grant Program	\$21,000	\$21,000	\$21,000	\$0
Operating Expenses	\$2,212,287	\$2,204,760	\$2,195,124	(\$9,636)
Capital Project Loan Payments - SY1	\$111,669	\$111,669	\$111,669	\$0
Capital Project Loan Payments - WWTP	\$116,226	\$0	\$116,226	\$116,226
Capital Project Loan Payments - IPS	\$0	\$0	\$105,465	\$105,465
Capital Project Loan Payments - SY2	\$0	\$0	\$292,719	\$292,719
Total Expense	\$2,440,182	\$2,316,429	\$2,821,203	\$504,774
Total Income	\$907,461	\$1,031,213	\$562,126	(\$469,087)

Sewer Service Fee

\$986.50

\$996.38

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Straight Time

COST CODE

6110

FY 2018-2019 Applicable Data		Estimate
District Manager - Overall Comp		\$199,867.20
E6 - wage data		\$83,491.20
Operations, Lab and Collection (from actual wage data)		\$428,376.00
E1	\$80,433.60	
E2	\$90,043.20	
E3	\$82,846.40	
E4	\$94,619.20	
E5	\$80,433.60	
Total		\$711,734.40
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
District Manager Salary Adjustment Current Contract (\$5k to Admin)		\$2,994.69
24 hour per week part time employee OIT Grade I		\$36,000.00
Vacation Sell Back - assumes each employee sells one week		\$14,234.69
E1 & E5 increase for obtaining grade 3 at end of calendar year		\$2,547.17
Scheduled adjustment for 24 hr per week part timer after 6 months		\$1,025.36
Union Contract Increase (4.00%) (Includes Admin)		\$22,057.59
Directors Payroll - assume 18 regular/special meetings at \$182 each (5 members)		\$16,380.00
Directors Payroll - assume 35 committee meetings at \$156 each (2 members)		\$10,920.00
Directors Payroll - assume 15 conference/workshop attendance at \$182 each (1 member)		\$2,730.00
Subtotal		\$108,889.49
Proposed Line Item for 2019 - 2020 Budget		\$820,623.89

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Overtime

COST CODE

6120

FY 2018-2019 Applicable Data		
Operations (forecast)		\$40,000
Total		\$40,000
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Going to challenge crew to lower costs		\$35,000
Increase in Operations, Contractual (3.53%)		\$1,412
Subtotal		\$36,412
Proposed Line Item for 2019 - 2020 Budget		\$36,412

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Medical Cash In Lieu

COST CODE

6130

FY 2018-2019 Applicable Data		
Forecast amount for FY 2016-2017		\$7,800
Total		\$7,800
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Two Employee will be taking this option. Will be \$350 per month per employee		\$8,400
Subtotal		\$8,400
Proposed Line Item for 2019 - 2020 Budget		\$8,400

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - On-Call Pay

COST CODE

6140

FY 2018-2019 Applicable Data		
Cost for on-call at 500 per week (actual)		\$26,000
Total		\$26,000
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
no changes		\$0
Subtotal		\$0
Proposed Line Item for 2019 - 2020 Budget		\$26,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Payroll Expenses

COST CODE

6500

FY 2018-2019 Applicable Data		
Total		\$0
Base data for budget based on percentages below		
Medicare 1.45%	\$	12,926
SSI - 6.2%	\$	46,733
SDI - 1.0% --- District does not pay	\$	-
Unemployment Insurance - 6.2% of first \$7,000 per employee	\$	3,472
Subtotal		\$63,131
Proposed Line Item for 2019 - 2020 Budget		\$63,131

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Retirement

COST CODE

6600

FY 2018-2019 Applicable Data		
Forecast 2018-2019		\$227,000
Total		\$227,000
Data for budget preparation		
Anticipated Prepaid Contribution based on CCCERA provided info		\$145,000
Subtotal		\$145,000
Proposed Line Item for 2019 - 2020 Budget		\$145,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Medical Insurance

COST CODE

6710

FY 2018-2019 Applicable Data				
Benefit - Medical Insurance				
Forecast Costs for 2017-2018				\$91,554
Period Ending June 30	Total 6710	Per Employee	Number of Employees	
2008	\$117,981	\$16,854	7	
2009	\$105,343	\$15,049	7	
2010	\$108,464	\$15,495	7	
2011	\$114,519	\$16,360	7	
2012	\$107,377	\$15,340	7	
2013	\$91,125	\$13,018	7	
2014	\$116,059	\$16,580	7	
2015	\$98,863	\$14,123	7	
2016	\$107,063	\$15,295	7	
2017	\$82,369	\$16,474	5	
2018	\$83,487	\$16,697	5	
Average	\$102,968			
Cost Criteria				
Current Annual Employee Premiums 2018 - based on existing MOU and Employee Contract \$8667.96 per month premium less 10% employee premium share				\$83,020
Cost adjust for medical will be 50 percent of the premium from above (six months) Assume 5% increase for calendar year 2020 to be applied for half of the fiscal year				\$2,075
Anticipated claims from funding the co-insurance and deductible beyond \$1000/\$2000				\$10,000
Subtotal				\$95,095
Proposed Line Item for 2019 - 2020 Budget				\$95,095

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Ancillary Benefits

COST CODE

6720

FY 2018-2019 Applicable Data		
Benefit - Dental Insurance		\$6,864.00
Employer pays all of employee cost plus 90% of dependents cost		
Benefit - Life Insurance		\$1,848.00
Employer pays all of employee cost		
Manager Life Insurance from Contract		\$1,500.00
Benefit - Vision Insurance		\$1,467.00
Employer pays all of employee cost plus 90% of dependents cost		
Total		\$11,679
Additional Data		
Assume 5% increase for calendar year 2020 to be applied for half of the fiscal year		\$292
Subtotal		\$292
Proposed Line Item for 2019 - 2020 Budget		\$11,971

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Directors fees and expenses

COST CODE

7150

FY 2018-2019 Applicable Data		
Directors Fees and Expenses (forecast)		\$9,000
Total		\$9,000
Data for budget preparation		
10 conferences at \$1500 each		\$15,000
Misc workshops at \$250 each		\$1,500
Subtotal		\$16,500
Proposed Line Item for 2019 - 2020 Budget		\$16,500

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Solids Disposal

COST CODE

7210

FY 2018-2019 Applicable Data		
Solids Disposal (forecast)		\$27,264
Total		\$27,264
Data for budget preparation		
Cost to haul sludge is \$515 per trip		
Costs for Hauling at \$515 per trip averaging 3 trips per month		\$18,540
6 Extra Trips		\$3,090
Misc trash and debris disposal		\$3,000
Subtotal		\$24,630
Proposed Line Item for 2019 - 2020 Budget		\$24,630

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Electricity

COST CODE

7221

FY 2018-2019 Applicable Data		
Utilities - Electricity (forecast)		\$126,177
	Total	\$126,177
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
PG&E costs for energy increase at 5 %		\$6,309
	Subtotal	\$6,309
Proposed Line Item for 2019 - 2020 Budget		\$132,486

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Water

COST CODE

7223

FY 2018-2019 Applicable Data		
Utilities - Water (forecast)		\$16,451
Total		\$16,451
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
EBMUD service costs increase at 6.5 percent		\$1,069
Subtotal		\$1,069
Proposed Line Item for 2019 - 2020 Budget		\$17,521

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - communication

COST CODE

7224

FY 2018-2019 Applicable Data		
Forecast for 2018-2019		\$22,497
Previous costs for 2018-2019		
<i>USA Alerts</i>		\$605
<i>Website</i>		\$433
<i>Cell Phones</i>		\$3,600
<i>Percom - Answering Service</i>		\$1,140
<i>Bay Alarm IPS</i>		\$906
<i>Bay Alarm WWTP</i>		\$3,345
<i>ATT Alarm circuit</i>		\$420
<i>ATT Internet</i>		\$480
<i>ATT Phone/Long distance plan per year</i>		\$2,700
<i>Misc phones and hardware</i>		\$750
Total		\$14,379
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Planned costs for 2019-2020		
<i>USA Alerts</i>		\$1,023
<i>Website</i>		\$0
<i>Cell Phones (\$450 per month)</i>		\$5,400
<i>Percom - Answering Service</i>		\$0
<i>Bay Alarm IPS</i>		\$1,287
<i>Bay Alarm WWTP</i>		\$5,671
<i>ATT Alarm circuit</i>		\$0
<i>ATT Internet</i>		\$750
<i>ATT Phone/Long distance plan per year</i>		\$0
<i>Misc phones and hardware</i>		\$750
<i>Jive VOIP</i>		\$2,934
Subtotal		\$17,815
Proposed Line Item for 2019 - 2020 Budget		\$17,815

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Gas

COST CODE

7225

FY 2018-2019 Applicable Data		
Utilities - Gas (forecast)		\$17,054
	Total	\$17,054
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
<p>Boiler has been in operation for entire Fiscal Year and has established a new efficiency. The forecast is a good starting point to determine costs for next Fiscal Year. However PG&E rates for gas have surged significantly so very hard to predict.</p>		
Assumed PG&E gas prices increase - 20%		\$3,411
	Subtotal	\$3,411
Proposed Line Item for 2019 - 2020 Budget		\$20,464

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Chemicals

COST CODE

7230

FY 2018-2019 Applicable Data	Forecast Costs	
7231 Sodium Hypochlorite		\$28,034
7232 Sodium Bisulphite		\$31,544
7233 Thickener Polymer		\$5,900
7234 Centrifuge Polymer		\$6,582
<p>The District participates in the Bay Area Chemical Consortium for pooled purchasing power. The group receives bids from chemical suppliers in mid May. For purposes of budgeting, an assumed increase will be used and updated later in May.</p> <p>Proposed Line Item for 2019 - 2020 Budget</p>		
7231 Sodium Hypochlorite		\$29,239
Existing New Rate		
\$0.6469/gal \$0.6747/gal 4.3 % increase	40.6% last year	
7232 Sodium Bisulfite		\$34,698
Anticipating a 3% increase in chemical costs, will base budget on forecast		
\$1.051/gal \$1.156/gal 10% increase	1% last year	
7233 Thickener Polymer		\$6,077
Anticipating a 3% increase in chemical costs, will base budget on forecast		
7234 Centrifuge Polymer		\$6,779
Anticipating a 3% increase in chemical costs, will base budget on forecast		
Total		\$76,794

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Maintenance

COST CODE

7240

This breakdown is only for tracking purposes by the District Manager. Similar type of detail will be omitted.

FY 2018-2019 Applicable Data	FY 15/16	FY 16/17	FY 17/18	Forecast Costs (18/19)		Budgeted Costs
7241 Headworks and Primary Treatment	\$192	\$4,794	\$176	\$2,000		\$5,000
7242 Aeration, Secondary Clarifiers, and RAS	\$2,629	\$1,601	\$7,322	\$3,500		\$2,500
7243 Anaerobic Digesters and Sludge Processing	\$7,478	\$43,983	\$14,324	\$5,000		\$45,000
7244 Thickener and WAS	\$3,544	\$7,318	\$6,497	\$7,500		\$4,000
7245 Effluent PS, Aeration, and Plant Sewer	\$128	\$27,615	\$2,294	\$1,000		\$3,000
7246 Potable Water and Pneumatic System	\$1,189	\$1,552	\$1,223	\$1,000		\$1,500
7247 Chemical Feed System	\$4,650	\$726	\$1,930	\$2,000		\$3,000
7248 Analyzers and Monitoring	\$13,345	\$15,657	\$12,374	\$13,000		\$13,000
7249 Misc Plant	\$4,367	\$4,265	\$3,130	\$3,000		\$3,000
7250 Plant Generator	\$3,634	\$2,639	\$2,472	\$4,000		\$4,000
7251 Influent Pump Station	\$11,573	\$8,868	\$5,983	\$12,000		\$12,000
7252 Collection System	\$92,827	\$109,714	\$83,510	\$75,000		\$85,000
7253 SCADA, Operations, and Shop	\$5,030	\$1,684	\$2,870	\$5,000		\$2,500
7254 Security System	\$0	\$136	\$376	\$500		\$500
7255 Chlorine Contact Tank	\$0	\$77	\$0	\$0		\$500
7256 Plant Grounds	\$6,166	\$2,803	\$1,610	\$4,500		\$6,500
7257 Oil and Grease	\$3,379	\$1,053	\$1,956	\$2,500		\$2,500
7258 Paint and Coatings	\$712	\$459	\$0	\$1,000		\$1,000
7259 Recycled Water System	\$297	\$125	\$0	\$1,000		\$1,000
Total	\$161,140	\$235,067	\$148,047	\$143,500	Total	\$195,500
2019-2020 requested budget	FY 15/16	FY 16/17	FY 17/18	Forecast Costs (18/19)		Proposed 19/20 Value
7241 Headworks and Primary Treatment	\$192	\$4,794	\$176	\$2,000		\$2,500
7242 Aeration, Secondary Clarifiers, and RAS	\$2,629	\$1,601	\$7,322	\$3,500		\$3,000
7243 Anaerobic Digesters and Sludge Processing	\$7,478	\$43,983	\$14,324	\$5,000		\$45,000
7244 Thickener and WAS	\$3,544	\$7,318	\$6,497	\$7,500		\$7,000
7245 Effluent PS, Aeration, and Plant Sewer	\$128	\$27,615	\$2,294	\$1,000		\$2,000
7246 Potable Water and Pneumatic System	\$1,189	\$1,552	\$1,223	\$1,000		\$1,500
7247 Chemical Feed System	\$4,650	\$726	\$1,930	\$2,000		\$2,000
7248 Analyzers and Monitoring	\$13,345	\$15,657	\$12,374	\$13,000		\$14,000
7249 Misc Plant	\$4,367	\$4,265	\$3,130	\$3,000		\$3,000
7250 Plant Generator	\$3,634	\$2,639	\$2,472	\$4,000		\$3,000
7251 Influent Pump Station	\$11,573	\$8,868	\$5,983	\$12,000		\$6,000
7252 Collection System	\$92,827	\$109,714	\$83,510	\$75,000		\$85,000
7253 SCADA, Operations, and Shop	\$5,030	\$1,684	\$2,870	\$5,000		\$5,000
7254 Security System	\$0	\$136	\$376	\$500		\$500
7255 Reserved	\$0	\$77	\$0	\$0		\$0
7256 Plant Grounds	\$6,166	\$2,803	\$1,610	\$4,500		\$4,500
7257 Oil and Grease	\$3,379	\$1,053	\$1,956	\$2,500		\$2,500
7258 Paint and Coatings	\$712	\$459	\$0	\$1,000		\$2,000
7259 Recycled Water System	\$297	\$125	\$0	\$1,000		\$1,000
Each item above represents the individual account line item	\$161,140	\$235,067	\$148,047	\$143,500	Subtotal	\$189,500

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Laboratory Supplies and Services

COST CODE

7261

FY 2018-2019 Applicable Data		
Compliance Testing (forecast)		\$19,499
	Total	\$19,499
Data for budget preparation		
Copper, monthly (\$10 ea.)		\$120
Monthly test for Total Ammonia, (\$28.00 ea.)		\$336
Enterococcus 3 per week @ \$35)		\$1,260
TSS (1x per week x 3 samples @ \$20)		\$3,120
CBOD (1x per week x 3 samples @ \$35)		\$5,460
Metals (metals plus nitrogen) (1x per year @ \$247.50)		\$248
Oil and Grease (1 per quarter @ \$73.80)		\$295
Mercury (Monthly @ \$85 plus blank)		\$2,040
Effluent Cyanide (Monthly @ \$69)		\$828
PCBs, Dioxins, VOCs, etc are done once per 5 years, done January 2018 (\$5,000)		
Misc Testing		\$3,500
New Nitrogen and Phosphorus testing requirements		\$2,000
	Subtotal	\$19,207
Proposed Line Item for 2019 - 2020 Budget		\$19,207

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Laboratory Supplies and Services

COST CODE

7262

FY 2018-2019 Applicable Data		
Bioassay Lab (forecast)		\$35,195
Total		\$35,195
Data for budget preparation		
Acute Toxicity Monthly Cost (\$1775)		\$21,300
Annual cost for ELAP inspection of Fish Lab		\$2,000
Fish Lab Supplies		\$1,000
One Retest		\$1,775
Chronic Testing (twice per year at \$2344)		\$4,688
Retest once for chronic		\$2,344
Subtotal		\$33,107
Proposed Line Item for 2019 - 2020 Budget		\$33,107

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Laboratory Supplies and Services

COST CODE

7263 & 7264

FY 2018-2019 Applicable Data		
7263 Lab Supplies (forecast)		\$11,888
Data for budget preparation		
7263 Lab Supplies		\$12,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Equipment Lease/Rental

COST CODE

7270

FY 2018-2019 Applicable Data		
Equipment Lease and Rental (forecast)		\$3,445
Total		\$3,445
Data for budget preparation		
\$270 per month for copier		\$3,240
Subtotal		\$3,240
Proposed Line Item for 2019 - 2020 Budget		\$3,240

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Vehicle O&M

COST CODE

7280

FY 2018-2019 Applicable Data		
Vehicle O&M (forecast)		\$7,494
Total		\$7,494
Data for budget preparation		
Keep Vehicle O&M at		\$7,500
Subtotal		\$7,500
Proposed Line Item for 2019 - 2020 Budget		\$7,500

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Small Tools / Consumable Tools

COST CODE

7290

FY 2018-2019 Applicable Data		
Small Tools (forecast)		\$3,250
Total		\$3,250
Data for budget preparation		
Small tools at \$2,500		\$2,500
Subtotal		\$2,500
Proposed Line Item for 2019 - 2020 Budget		\$2,500

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Permits, Licenses, and Fees

COST CODE

7300

FY 2018-2019 Applicable Data	
7301 Permits and Taxes (forecast)	\$44,759
7302 Licenses and Certificates (forecast)	\$3,000
7303 Memberships to Trade Organizations (forecast)	\$13,200
Data for budget preparation	
7301 Permits and Taxes (derived from actual invoices) increase at 5%	\$46,173
<i>BAAQMD</i>	\$11,657
<i>CCTax</i>	\$888
<i>CCHHealth/CUPA</i>	\$1,997
<i>RMP/SFEI</i>	\$15,416
<i>SWRCB</i>	\$9,127
<i>ELAP</i>	\$2,741
<i>LAFCO</i>	\$2,148
7302 Licenses and Certificates	\$3,000
7303 Memberships to Trade Organizations	\$13,200
<i>CASA \$4300, CSDA \$6400, Misc for employees, \$2,500</i>	
Each item above represents the individual account line item	

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Legal Counsel

COST CODE

7310

FY 2018-2019 Applicable Data		
Legal Counsel (forecast)		\$30,557
Total		\$30,557
Data for budget preparation		
Keep Legal Counsel at \$31,000		\$31,000
Subtotal		\$31,000
Proposed Line Item for 2019 - 2020 Budget		\$31,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Professional Services

COST CODE

7330

FY 2018-2019 Applicable Data		
Professional Services (forecast)		\$142,800
Total		\$142,800
Data for budget preparation		
Regulatory Reporting Laboratory Assistance - Annual service		\$10,000
Audit		\$17,500
Misc Professional Assistance (SRF, Newsletter, Nutrients, Risk Assessment)		\$40,000
Website Development		\$10,000
Continued Safety Program Development		\$7,500
Code Development		\$15,000
Subtotal		\$100,000
Proposed Line Item for 2019 - 2020 Budget		\$100,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Training, Education and Conferences

COST CODE

7345

FY 2018-2019 Applicable Data		
Training, Education, Conferences (forecast)		\$24,500
Total		\$24,500
Data for budget preparation		
Staff to attend CWEA conference		\$2,500
Multi-Agency Operator Training Program		\$3,000
Misc Education and Training		\$4,000
CASA, CSDA Conferences		\$10,000
Staff have taken on the responsibility of being a SF Bay Section Board Member This will require additional travel and conference attendance		\$5,000
Subtotal		\$24,500
Proposed Line Item for 2019 - 2020 Budget		\$24,500

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Janitorial Supplies and Services

COST CODE

7400

FY 2018-2019 Applicable Data		
Forecast Costs		
7401 Laundry		\$3,910
7402 Pest Control		\$350
7403 Janitorial Supplies		\$2,663
All Items Forecast		
Data for budget preparation		
Proposed Line Item for 2019 - 2020 Budget		
7401 Laundry		\$4,000
7402 Pest Control		\$350
7403 Janitorial Supplies		\$2,500
Each item above represents the individual account line item		

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Office Supplies/Postage

COST CODE

7410

FY 2018-2019 Applicable Data	Forecast Costs	
7411 - Office Supplies	\$7,500	
7413 - Postage/Mailing	\$1,400	
7414 - Lunches, business lunches	\$2,700	
7415 - Water, CD Data, Misc Expense	\$1,500	
7416 - Kitchen	\$1,600	
7417 - County Fees (Tax Roll)	\$5,000	
7418 - Bridge Toll	\$0	
7419 - Employee Recognition	\$3,000	
Data for budget preparation		
7411 - Office Supplies	\$7,500	
7413 - Postage/Mailing	\$1,400	
7414 - Lunches, business lunches	\$1,700	
7415 - Water, CD Data, Misc Expense	\$1,500	
7416 - Kitchen	\$1,500	
7417 - County Fees (Tax Roll - \$250 per levy code, \$0.76 per parcel)	\$5,000	
7418 - Bridge Toll	\$0	
7419 - Employee Recognition	\$4,000	
Each item above represents the individual account line item		

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Pollution Prevention Program

COST CODE

7420

FY 2018-2019 Applicable Data		
Pollution Prevention Program (Annualized Costs)		\$11,227
Total		\$11,227
Data for budget preparation		
Recycling batteries, thermometers, etc		\$2,000
Thermometer purchase (sufficient stock on hand)		\$0
Newsletter - printing mailing		\$4,000
Small mailers - printing mailing		\$4,500
Rodeo Creek Cleanup & Chili Cook-off		\$1,000
BAPPG Membership		\$3,000
Subtotal		\$14,500
Proposed Line Item for 2019 - 2020 Budget		\$14,500

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Plant Insurance

COST CODE

7501

FY 2018-2019 Applicable Data		
Annualized		\$73,524
Total		\$73,524
Data for budget preparation		
Primary Insurance, including autos for Calendar Year 2018		\$67,586
Public Entity Property Insurance for Fiscal Year 2018-2019		\$8,544
Crime Policy constant for Fiscal Year 2018-2019		\$2,100
Mobile Equipment for Fiscal Year 2018-2019		\$1,387
These are for a calendar year, will be renewing in 2019. Costs went down a little from last year. Hard to predict cost adjustments - will be conservative and add 3%		\$2,388
Subtotal		\$82,005
Proposed Line Item for 2019 - 2020 Budget		\$82,005

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Workers Compensation Insurance

COST CODE

7502

FY 2018-2019 Applicable Data		
Workers Compensation Insurance (forecast)		\$29,313
	Total	\$29,313
Data for budget preparation		
New Premium with SDRMA		\$34,400
	Subtotal	\$34,400
Proposed Line Item for 2019 - 2020 Budget		\$34,400

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Safety Equipment

COST CODE

7600

FY 2018-2019 Applicable Data		
Safety Equipment (forecast)		\$5,801
Total		\$5,801
Data for budget preparation		
Routine materials and items from previous years		\$5,000
Non routine materials		\$2,000
Subtotal		\$7,000
Proposed Line Item for 2019 - 2020 Budget		\$7,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Regulatory Payments

COST CODE

7650

FY 2018-2019 Applicable Data		
Regulatory Payments this FY		\$0
Total		\$0
Data for budget preparation		
Potential regulatory payments for 2016-2017 Violations		\$9,000
Subtotal		\$9,000
Proposed Line Item for 2019 - 2020 Budget		\$9,000

FY 2019 - 2020 Budget

LINE ITEM DESCRIPTION - Grant Program

COST CODE

7652

FY 2018-2019 Applicable Data		
Forecast Costs for 2018-2019		\$21,000
	Total	\$21,000
Increase/Decrease over previous year & Reason for Difference		Proposed Changes
Keep grant program at \$21,000		\$21,000
	Subtotal	\$21,000
Proposed Line Item for 2019 - 2020 Budget		\$21,000