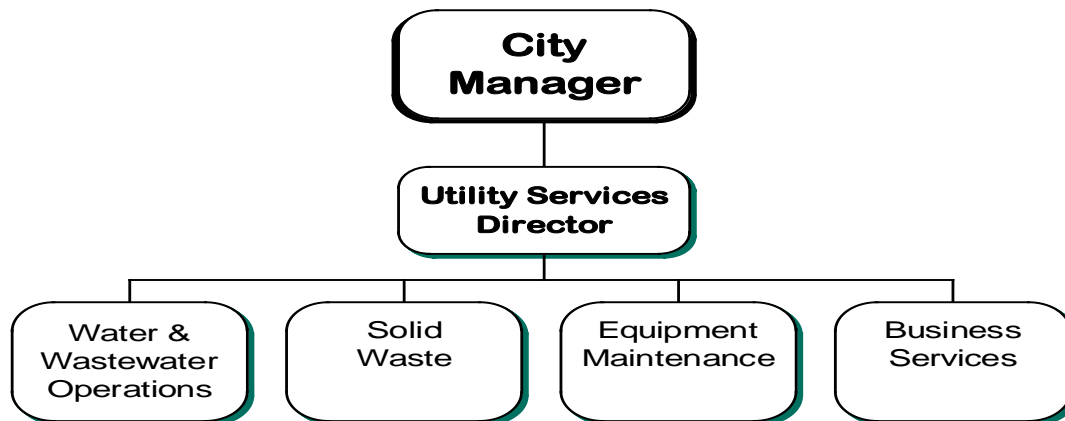


UTILITY SERVICES

Mission Statement

The mission of the Utility Services Department is to run the City of Pomona's four business enterprises in a responsive, efficient and cost effective manner. These services include water and wastewater operations; refuse collection and disposal; equipment maintenance; and business services.

Organization Chart



Department Description

The Utility Services Department is responsible for providing water, sewer, and refuse collection services to all businesses and residents within the City limits. These fee based programs ensure that the City is able to provide high quality services in an efficient and cost effective manner. The Water Division provides water services to approximately 29,000 customers and is responsible for maintaining the City's water and recycled water delivery systems. The Sewer Division provides for the safe, effective, and efficient operation of the wastewater collection and conveyance system, including upgrades and maintenance. The Solid Waste Division performs Citywide residential, refuse collection and disposal service in a professional, safe and efficient manner, and provides effective oversight of the Commercial Solid Waste Franchise System. The Utility Services Department also includes the Equipment Maintenance and Business Services Divisions. Equipment Maintenance provides comprehensive maintenance and repair for all City vehicles and equipment, efficiently and effectively, by operating as a self-supporting internal service fund where budgeted expenses are offset by charges to appropriate departments. The Business Services Division is responsible for the utility billing functions, including bi-monthly water meter reading; the billing of all City provided utilities; for grants management; and other business related functions within the Utility Services Department, including oversight for the Department's annual budget and purchasing procedures.



Department Summary

Water Fund	FY 2006-07 Actuals	FY 2007-08 Budget	FY 2008-09 Adopted	Adopted Net Change
Admin & Engineering	2,324,370	5,692,601	6,468,311	775,710
Business Services	1,426,306	1,112,529	1,161,322	48,793
Maint & Operations	2,210,760	1,638,883	2,373,180	734,297
Production	9,293,044	9,653,032	11,451,077	1,798,045
Distribution & Construction	3,122,493	3,120,166	3,250,359	130,193
Water Quality Control	1,322,231	876,669	823,540	(53,129)
Water Conservation	87,064	182,857	186,947	4,090
Customer Svcs Field Operations	977,256	458,595	493,169	34,574
Water Treatment	1,446,606	1,711,220	1,885,812	174,592
Reclamation – Cal Poly	36,000	52,020	147,080	95,060
Reclamation – General	805,038	949,424	480,357	(469,067)
Water Revenue Bonds – Debt Svc	21,401,274	5,260,103	5,280,651	20,548
Sub-total Water Ops	44,452,511	30,708,099	34,001,805	3,293,706
Water Capital Projs	7,912,011	52,049,273	313,750	(51,735,523)
WATER FUND TOTAL	\$52,364,522	\$82,757,372	\$34,315,555	(48,441,817)

Sewer Fund	FY 2006-07 Actuals	FY 2007-08 Estimated	FY 2008-09 Adopted	Adopted Net Change
Admin Svcs Sewer	1,811,122	1,432,003	1,488,532	56,529
Sewer Maint	1,919,390	1,558,854	2,106,512	547,658
Debt Service	1,306,099	1,460,610	1,236,267	(224,343)
Sub-total Sewer Ops	5,036,611	4,451,467	4,831,311	379,844
Sewer Capital Projs	168,254	13,438,335	0	(13,438,335)
SEWER FUND TOTAL	\$5,204,865	\$17,889,802	\$4,831,311	(13,058,491)

Refuse Fund	FY 2006-07 Actuals	FY 2007-08 Budget	FY 2008-09 Adopted	Adopted Net Change
Admin Svcs Refuse	1,568,535	1,458,024	1,346,395	(111,629)
Residential Refuse	7,171,747	6,996,019	7,219,633	223,614
Recycled Oil Program	42,039	56,772	46,939	(9,833)
Tire Recycling	-	2,500	2,500	0
Community Clean-Up	147,436	142,878	12,5735	(17,143)
Illegal Dumping	116,713	385,000	440,230	55,230
REFUSE FUND TOTAL	\$9,046,470	\$9,041,193	\$9,181,432	140,239

Equipment Maintenance Fund Fund	FY 2006-07 Actuals	FY 2007-08 Estimated	FY 2008-09 Adopted	Adopted Net Change
Equipment Maintenance	5,034,153	4,718,179	4,848,920	130,471
EQUIPMENT MAINT TOTAL	\$5,034,153	\$4,718,179	\$4,848,920	\$130,471

Fiscal Year 2008 - 09 Service Level Changes

Water: Provide a perchlorate study to create and implement an optimal treatment process to reduce the levels of perchlorate in the affected wells in the Chino Basin.

Sewer: Continue with implementation of State mandated Wastewater Discharge Requirements, regarding the collection and conveyance of wastewater and reporting requirements.

Refuse: Provide a complete year of an enhanced level of service in the Illegal Dumping Abatement Program with six day monitoring of specified streets and areas of the City and removal of any reported items within 48 hours.

Equipment Maintenance: Implementation of new fleet management information system (FMIS) software, to monitor all aspects of the Equipment Maintenance Division's operations, which will allow for the tracking of actual costs of all vehicles and equipment.

Mechanics: Elimination of one Heavy Equipment Mechanic and one Senior Equipment Mechanic. Both of these positions are vacant. Job responsibilities and duties will be assigned to the remaining equipment maintenance personnel. These eliminated positions will reduce the allocations charged to other funds, including the General Fund for the fleet maintenance services provided citywide.

Business Services: Investigation of meter replacement program solutions.

Department Supplemental Requests

Supplemental Item	Total Cost	Year Cost
F71 Ford Semi-Trac (5 Wheel Tractor)	74,693	74,693
One 5 Yard Dump Truck	73,610	73,610
Backhoe	67,110	67,110
Trailer	31,178	31,178
1/2 Ton light duty truck extended cab with additional equipment	20,510	20,510
Addition of 1.00 Water Treatment Plant Operator I	70,387	70,387
1/2 Ton Truck with extended cab	21,007	21,007
Reclassification of 1.00 Mgmt Analyst to Sr Mgmt Analyst	9,534	9,534
Reclassification of 1.00 Cust Svce Rep II to Mgmt Analyst	27,675	27,675
Diesel particulate matter reduction devices installed on City vehicles	93,675	93,675
CNG Vactor Truck	436,026	436,026

City Council Strategic Goals

Goal #	Goal Description
1-2	Replace waterlines in main arterial streets including Mission, Holt, Garey, Towne, Indian Hill, White, Fairplex, Temple, etc. within three years.
1-4	Budget for systematic replacement, including realistic depreciation amount, for utilities of water and sewer lines.
1-16	Clean water lines, check all water systems and provide protection for all water systems from terrorism and other acts.
2-5	Identify and assess current programs for effectiveness; modify existing programs as needed and develop new programs.
4-10	Concentrate resources on "problem neighborhoods." Prioritize needs.
4-19	Promote our vision of "clean, safe, family neighborhoods."

DIVISION SECTIONS

UTILITY SERVICES - Water Fund (510)

Department: 8120-8150 Fund: Water - 510

Fiscal Year 2008- 09 Adopted Budget

	Expense	Revenue	Exp Less Rev	Allocated Staff
Water Fund	34,001,805	31,697,421	2,304,384	86.46
Less Deprec. Expense	(2,413,386)	-	2,413,386	
Total	\$31,588,419	\$31,697,421	(\$109,002)	86.46

Program Description

The Water Division provides safe, high quality water, and delivers this water upon demand in an efficient manner at a reasonable cost to the citizens and businesses of the City of Pomona. The Division maximizes locally produced groundwater and locally collected surface water to minimize reliance on more expensive purchased water through the efforts of production, distribution and construction, water quality, and water treatment sections. Additionally, the Division operates and maintains the City's water treatment facilities, air stripping towers, ion exchange plants, and the recycled water system. The Division provides engineering services, financial oversight, grant administration as well as customer service and utility billing for approximately 29,000 accounts.

Program Responsibilities**Water Administration & Engineering Program**

- To promote the sale of surplus water to other agencies.
- To acquire outside funding sources.
- To increase efficiency by incorporating the latest technology.
- To decrease operating costs, where possible, while maintaining and/or exceeding the current service levels.
- To enhance system reliability by increasing local production.

Water Operations

- Manage the City's water resources in a fiscally responsible manner
- Produce water from three Groundwater Basins using 41 wells
- Treat and deliver surface water.
- Purchase imported water from the Three Valleys Municipal Water District.
- Test and monitor and provide treatment for surface, groundwater and distribution system water quality to meet or exceed Federal and State water quality standards.
- Insure the public is informed of the City's water quality through the publication of the City's Annual Consumer Confidence/Water Quality Report (CCR), mailed to 46,000 postal customers by June of each year.
- Provide a reliable potable water distribution system to serve our customers with minimum service disruptions.
- Upgrade and replace older water meters in order to maintain measurement accuracy.
- Operate the City's recycled water system to provide an alternate water supply source for irrigation and industrial uses.

- Assist the Program Manager responsible for implementation and completion of the City's water revenue bond funded projects, within a two-year period.

Business Services

- Provide customers with excellent customer care.
- Expand the use of the automated meter reading system.
- Provide customers with additional payment options for utility bills.

Water Conservation

- Increase the distribution of water conservation information to citizens through various City events.
- Obtain grant funding from Metropolitan Water District, and Three Valleys Municipal Water District to provide water conservation programs to our customers.
- Participate on the Water Education Water Awareness Committee to jointly create various school programs focusing on water conservation.

Field Services

- Maintain meter boxes to improve accessibility and increase reading efficiency.
- Respond to meter leak inquiries within 4 hours.
- Maintain the Automated Meter Reading (AMR) System.



Service Level Changes

- Complete a Feasibility Study for Pedley Filtration Plant that will outline treatment options.
- Design an Ultraviolet/Advanced Oxidation Treatment System for the destruction of Nitosodimethylamine (NDMA).
- Anticipate purchasing additional import water due to closure of certain wells during implementation of the Perchlorate Impacts Study. The study is intended to develop an optimal treatment process that will reduce the levels of perchlorate at the Anion Exchange Plant.
- Effective January 2008, additional payment options have been added that enable City customers to sign up for automated payments from their checking accounts for the City utility bills. Enrollment forms are available on-line and at the City's Customer Service counter.

Performance Measures

Goal Statement

To provide safe, high quality water, upon demand in an efficient manner at a reasonable cost to the citizens and businesses served by the City of Pomona, by maximizing local groundwater, performing effective preventive maintenance programs, and providing quality customer care.

Performance Indicators	FY 2006-07 Actuals	FY 2007-08 Estimate	FY 2008-09 Adopted Budget
Local Water Produced in Million Gallons	5,530	5,250	5,800
Water Purchased in Million Gallons	2,845	2,500	2,500
Local Surface Water in Million Gallons	967	500	700
Reclaimed Water Customers	6	6	7
Reclaimed Water Sold in Million Gallons	1,496	750	780
Reservoirs Maintained (Potable & Recycled)	24	24	24
Mainlines Flushed in Miles	27	26	25
Mainline Repairs	125	75	40
Meters Replaced	1,200	1,115	1,125
Samples Collected	4,700	4,800	4,800
Bills Processed	220,610	222,816	225,044
Calls Answered	66,687	67,354	68,027

Goal Statement

To provide recycled water from the Pomona Reclamation Plant and impaired wells for reuse in agricultural, industrial and irrigation applications. This goal is realized by maintaining a contract with the Los Angeles County Sanitation Districts (LACSD), thereby enabling the City to buy and sell recycled water to retail customers and by operating three non-potable water wells.

Performance Indicators	FY 2006-07 Actuals	FY 2007-08 Estimate	FY 2008-09 Adopted Budget
Number of Active Services	6	6	7
Acre Feet (AF) of Recycled Water Delivered	4,593	2,500	2,750
Acre Feet (AF) of Supplemented Ground Water	108	100	300

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 510 Water Operations Funds

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0000 ALL DEPARTMENTS						
510-0000-51001 Salaries-Mgmt/Confidential	1,623,498.13	2,006,786	2,003,299	100%	2,197,939	11%
510-0000-51003 Salaries-General Service	2,588,956.54	3,058,497	2,661,524	87%	3,159,826	3%
510-0000-51006 Salaries-New Positions/Reclass	0.00	0	0	N/A	106,642	N/A
510-0000-51031 Joint Power Commission	550.00	1,000	1,000	100%	1,000	0%
510-0000-51037 Overtime - Hourly	0.00	0	9	N/A	0	N/A
510-0000-51038 Overtime-Mgmt/Conf	65,758.44	81,850	75,500	92%	77,360	5-%
510-0000-51040 Hourly	74,549.95	108,927	98,691	91%	110,712	2%
510-0000-51041 Overtime - Gen Svc	128,579.88	124,922	123,069	99%	124,480	0-%
510-0000-51042 Holiday	9,719.26	11,100	10,250	92%	10,490	5-%
510-0000-51044 Standby-NonSworn	77,340.01	91,256	91,563	100%	93,964	3%
510-0000-51055 Temporary Agency Svcs	5,634.53	5,517	5,517	100%	0	100-%
510-0000-51059 Retirement/Termination Payout	8,157.96	68,830	24,067	35%	107,000	55%
510-0000-51060 Bilingual Pay	2,475.20	2,550	2,592	102%	3,342	31%
510-0000-51066 Callback Pay	16,534.25	19,283	20,908	108%	19,408	1%
510-0000-51075 Sick Leave/Vac Buyback	27,971.31	32,602	22,762	70%	20,411	37-%
510-0000-51076 Comp Time/Exec Leave Buyback	2,202.32	173	175	101%	180	4%
510-0000-51090 Compensated Absences Adj	142,156.00	0	0	N/A	0	N/A
510-0000-51800 Benefits-Non Sworn	1,638,552.38	1,967,334	1,919,140	98%	1,986,009	1%
510-0000-51860 Benefits-Hourly	1,023.98	1,563	1,410	90%	1,626	4%
510-0000-52461 Tuition Reimbursement	4,605.65	7,700	5,000	65%	6,450	16-%
Total Personnel	6,418,265.79	7,589,890	7,066,476	93%	8,026,839	6%
510-0000-52970 Interest Expense	2,894,127.61	5,254,953	5,254,953	100%	5,254,953	0%
Total Debt Service	2,894,127.61	5,254,953	5,254,953	100%	5,254,953	0%
510-0000-52060 Office Supplies	26,926.09	26,289	26,220	100%	26,295	0%
510-0000-52063 Postage	105,579.57	100,617	101,470	101%	103,406	3%
510-0000-52064 Printing & Copying	31,149.77	30,198	32,848	109%	33,910	12%
510-0000-52080 Other Expense	274.76	3,061	5,000	163%	5,000	63%
510-0000-52090 Mileage Reimbursement	217.03	230	130	57%	250	9%
510-0000-52130 Prof Development - Training	30,221.70	47,780	42,275	88%	48,800	2%
510-0000-52140 Dues & Subscriptions	13,716.52	14,880	13,785	93%	29,360	97%
510-0000-52170 Building and Yard Repairs	3,630.40	11,510	11,230	98%	11,500	0-%
510-0000-52191 Advertising	10,511.36	8,500	3,500	41%	3,500	59-%
510-0000-52197 Public Relations/Info	34,997.62	63,000	30,000	48%	64,000	2%
510-0000-52285 Controllable Contract Services	581,356.80	222,918	234,418	105%	590,850	165%
510-0000-52291 Meritorius Service Awards	100.00	0	475	N/A	0	N/A
510-0000-52381 Equipment Maint/Repair	30,711.59	64,064	64,495	101%	69,599	9%
510-0000-52402 Small Tools & Equipment	36,387.61	49,475	48,321	98%	45,976	7-%
510-0000-52403 Computer Related Acquisitions	40,318.25	35,033	29,333	84%	64,388	84%
510-0000-52425 Vehicle Expense-Outside Vendor	6,043.59	5,215	3,365	65%	6,300	21%
510-0000-52570 Contracts	87,000.00	0	0	N/A	0	N/A
510-0000-52581 Office Equip Maint/Repair	4,306.41	5,547	4,900	88%	5,000	10-%
510-0000-52590 Fertilizers/Insecticides	1,949.32	3,000	3,000	100%	3,000	0%
510-0000-52620 Activity Program Supplies	2,955.35	10,000	10,000	100%	10,000	0%
510-0000-52645 Safety Supplies	2,279.70	3,600	3,600	100%	3,600	0%
510-0000-53060 Building & Yard Supplies	1,812.47	1,700	1,700	100%	1,700	0%

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 510 Water Operations Funds

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
510-0000-53110 Rpr Tel Eqpt-Materials & Supp	3,520.69	10,000	10,000	100%	10,000	0%
510-0000-53470 Laboratory Supplies	16,557.25	22,465	18,100	81%	15,000	33-%
510-0000-53600 Pump/Plant Maint/Repair	74,873.26	279,341	284,341	102%	285,441	2%
510-0000-53620 Reservoir Repair	13,797.31	23,600	18,600	79%	18,600	21-%
510-0000-53920 Debt Svc Admin Alloc	31,266.31	0	38,777	N/A	13,898	N/A
510-0000-53980 Ultra Low Flow Toilet Pgm	400.00	2,000	2,000	100%	2,000	0%
Total Controllable Exp	1,192,860.73	1,044,023	1,041,883	100%	1,471,373	41%
510-0000-52141 Comm Svc Org Dues	5,044.71	5,200	5,200	100%	5,200	0%
510-0000-52160 Pub, Print Ord/Res/Legals	0.00	100	0	0%	0	100-%
510-0000-52180 Audit Services	34,674.00	38,000	38,000	100%	38,000	0%
510-0000-52200 Legal Expense	15,394.88	26,250	26,250	100%	20,000	24-%
510-0000-52298 Hazardous Matls Compliance	360.00	1,145	0	0%	0	100-%
510-0000-52299 Regulatory Compliance	25,834.86	52,655	53,900	102%	56,900	8%
510-0000-52305 Supplemental Legal Services	76,562.45	107,500	89,000	83%	50,000	53-%
510-0000-52390 Uniform Service	15,370.63	19,000	19,000	100%	21,200	12%
510-0000-52572 Lease Equipment-Citywide	430,080.27	446,745	446,745	100%	427,188	4-%
510-0000-52951 Fiscal Agent Trustee Fees	3,455.00	3,300	11,614	352%	6,100	85%
510-0000-52952 Bond/Note Issuance Exp	408,440.64	0	500	N/A	0	N/A
510-0000-52957 Bond Arbitrage Rebate Services	0.00	0	0	N/A	2,000	N/A
510-0000-53200 Assessments	1,032,958.06	1,128,750	1,282,710	114%	1,346,714	19%
510-0000-53220 Taxes	7,277.53	7,343	3,831	52%	3,831	48-%
510-0000-53640 MWD Purchases	3,446,889.17	3,888,440	4,206,598	108%	5,371,778	38%
510-0000-53641 LACSD Purchases	475,033.90	624,000	260,700	42%	260,700	58-%
510-0000-53700 Valve Maintenance/Repair	30,412.64	41,500	32,000	77%	35,000	16-%
510-0000-53720 Main Line Maint/Repair	29,624.02	71,100	55,100	77%	60,100	15-%
510-0000-53760 Fire Hydrant Maint/Repair	45,627.03	45,000	45,000	100%	45,000	0%
510-0000-53780 Services Maint/Repair	84,035.72	71,500	80,000	112%	80,000	12%
510-0000-53799 New Meter/Svc Installation	69,076.92	36,000	60,000	167%	60,000	67%
510-0000-53800 Meter Maintenance/Repair	55,397.78	68,800	68,800	100%	73,800	7%
510-0000-53880 Water Treatment	410,078.29	549,000	549,000	100%	641,500	17%
510-0000-53885 Water Quality Testing/Maint	105,041.99	154,000	125,000	81%	150,000	3-%
510-0000-54030 ACS - GIS Contract	123,851.39	0	0	N/A	0	N/A
510-0000-56207 Franchise In-Lieu Fee	1,089,133.00	1,178,663	1,178,663	100%	1,375,040	17%
510-0000-58910 Depreciation Expense	2,427,751.07	2,352,207	2,352,207	100%	2,413,386	3%
510-0000-58920 Uncollectible Accounts	570,971.18	450,087	825,330	183%	848,030	88%
510-0000-58940 A/R Clearing	295.19	0	0	N/A	0	N/A
Total Required Exp	11,018,672.32	11,366,285	11,815,148	104%	13,391,467	18%
510-0000-52070 Gas & Electricity	1,998,229.26	2,410,000	2,046,000	85%	2,367,510	2-%
510-0000-52071 Water	7,691.41	0	0	N/A	0	N/A
510-0000-52121 Telephone Service Expense	42,366.35	33,219	30,692	92%	32,673	2-%
510-0000-52126 Tel Moves/Changes/Equip	0.00	1,000	1,000	100%	3,000	200%
510-0000-52128 Cellular/Pagers	6,248.84	6,099	5,470	90%	5,870	4-%
Total Utilities	2,054,535.86	2,450,318	2,083,162	85%	2,409,053	2-%
510-0000-52185 Info Systems Allocation	173,736.00	255,333	255,333	100%	240,608	6-%
510-0000-52235 Claims Exp - Liab	0.00	280,318	167,487	60%	306,364	9%
510-0000-52236 Claims Exp - Unemployment	0.00	1,100	0	0%	6,436	485%

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 510 Water Operations Funds

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
510-0000-52237 Claims Exp - WC	0.00	113,088	60,583	54%	98,032	13-%
510-0000-52245 Ins - Liability	73,004.00	137,829	137,829	100%	116,007	16-%
510-0000-52246 Ins - Unemployment	7,561.00	9,731	9,731	100%	6,126	37-%
510-0000-52247 Ins - Workers' Compensation	109,123.00	100,712	100,712	100%	105,968	5%
510-0000-52420 Fleet Operation	460,042.00	356,219	356,219	100%	490,730	38%
510-0000-53910 Admin Service Charge	1,230,147.50	1,511,195	1,410,233	93%	1,565,785	4%
Total Alloc Costs & Self Ins	2,053,613.50	2,765,525	2,498,127	90%	2,936,056	6%
510-0000-59970 Recovered Costs-Admin Svc Chg	(522,500.86)	(453,450)	(453,450)	100%	(397,487)	12-%
Total Recovered Cost	(522,500.86)	(453,450)	(453,450)	100%	(397,487)	12-%
510-0000-66180 Furniture & Equipment	11,892.37	16,584	15,000	90%	0	100-%
510-0000-66182 Automobiles & Trucks	205,171.60	182,847	135,066	74%	267,101	46%
510-0000-66189 Other Equipment	22,108.85	8,820	8,820	100%	0	100-%
510-0000-66193 Automation Acquisitions	3,000.00	8,625	8,625	100%	42,450	392%
510-0000-66197 Land Acquisitions	310,745.48	0	0	N/A	0	N/A
Total Capital	552,918.30	216,876	167,511	77%	309,551	43%
510-0000-89923 Transfer to Debt Service	600,000.00	273,679	0	0%	0	100-%
510-0000-89930 Transfers To Other Funds	14,324,359.48	0	21,339	N/A	0	N/A
510-0000-89951 Transfer to Water CIP Projects	7,172.77	200,000	279,080	140%	0	100-%
510-0000-89962 Transfer to Ser AN Debt Svc	0.00	0	273,679	N/A	600,000	N/A
Total Transfer Out	14,931,532.25	473,679	574,098	121%	600,000	27%
510-0000-81950 Amounts Paid to Escrow Agent	3,720,061.95	0	0	N/A	0	N/A
510-0000-81954 Loss on Disposal of Assets	138,423.88	0	0	N/A	0	N/A
Total Other Financing Uses	3,858,485.83	0	0	0%	0	0%
TOTAL Water Operations Fund	44,452,511.33	30,708,099	30,047,908	98%	34,001,805	11%

Proposed Expenditures for Fiscal Year Ending 06/30/2009

FUND 520 Water Capital Improvement Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0000 ALL DEPARTMENTS						
520-0000-51001 Salaries-Mgmt/Confidential	100,486.85	0	98,594	N/A	0	N/A
520-0000-51003 Salaries-General Service	69,498.62	0	112,570	N/A	0	N/A
520-0000-51038 Overtime-Mgmt/Conf	164.67	0	1,327	N/A	0	N/A
520-0000-51040 Hourly	105.60	0	760	N/A	0	N/A
520-0000-51041 Overtime - Gen Svc	959.26	0	855	N/A	0	N/A
520-0000-51055 Temporary Agency Svcs	0.00	0	9,236	N/A	0	N/A
520-0000-51066 Callback Pay	0.00	0	57	N/A	0	N/A
520-0000-51800 Benefits-Non Sworn	53,724.71	0	72,027	N/A	0	N/A
520-0000-51860 Benefits-Hourly	0.00	0	9	N/A	0	N/A
Total Personnel	224,939.71	0	295,435	0%	0	0%
520-0000-52060 Office Supplies	1,915.69	0	700	N/A	0	N/A
520-0000-52063 Postage	1,008.07	0	757	N/A	0	N/A
520-0000-52064 Printing & Copying	11,069.07	0	8,374	N/A	0	N/A
520-0000-52130 Prof Development - Training	0.00	0	45	N/A	0	N/A
520-0000-52191 Advertising	2,419.05	0	1,660	N/A	0	N/A
520-0000-52285 Controllable Contract Services	589,035.58	0	1,100,000	N/A	0	N/A
520-0000-52430 Other Supplies/Materials	0.00	0	65	N/A	0	N/A
520-0000-52530 Materials	0.00	0	575,000	N/A	0	N/A
520-0000-52560 Electrical Materials	0.00	0	10,437	N/A	0	N/A
520-0000-53905 CIP Admin Allocation	0.00	0	30,452	N/A	0	N/A
520-0000-58030 Construction	575,724.84	0	7,500,000	N/A	0	N/A
520-0000-58032 Construction Retention	(267,343.03)	0	274,125	N/A	0	N/A
520-0000-58035 Building Permits	2,404.80	0	0	N/A	0	N/A
520-0000-58040 Construction Eng/Insp	788.00	0	0	N/A	0	N/A
Total Controllable Exp	917,022.07	0	9,501,615	0%	0	0%
520-0000-52160 Pub, Print Ord/Res/Legals	1,101.60	0	725	N/A	0	N/A
520-0000-52200 Legal Expense	10,934.00	0	20,369	N/A	0	N/A
520-0000-52299 Regulatory Compliance	28,230.20	0	0	N/A	0	N/A
520-0000-53885 Water Quality Testing/Maint	0.00	0	100	N/A	0	N/A
520-0000-58025 Environmental Fees	0.00	0	686	N/A	0	N/A
520-0000-59990 Deposits Refunded	11,624.16	0	40,000	N/A	0	N/A
Total Required Exp	51,889.96	0	61,880	0%	0	0%
520-0000-53910 Admin Service Charge	0.00	0	200	N/A	0	N/A
Total Alloc Costs & Self Ins	0.00	0	200	0%	0	0%
520-0000-66196 Capital Improvements	0.00	48,399,273	0	0%	313,750	99-%
Total Capital Improvements	0.00	48,399,273	0	0%	313,750	99-%
520-0000-89930 Transfers To Other Funds	6,718,158.98	0	484	N/A	0	N/A
520-0000-89957 Transfer to Ser AN Cap Proj	0.00	3,650,000	0	0%	0	100-%
Total Transfer Out	6,718,158.98	3,650,000	484	0%	0	100-%
TOTAL Water Capital Improvement Fund	7,912,010.72	52,049,273	9,859,614	19%	313,750	99-%

UTILITY SERVICES - Sewer Operations (Fund 550)

Department: 2505- 2522 Fund: Sewer – 550

Fiscal Year 2008- 09 Adopted Budget

	Expense	Revenue	Exp Less Rev	Allocated Staff
Sewer Fund	4,831,311	4,530,694	300,617	9.26
Less Deprec. Expense	(756,622)	-	(756,622)	
Total	\$4,074,689	\$4,530,694	(\$456,005)	9.26

Program Description

The Sewer Division provides for the safe, effective, and efficient operation of the wastewater collection and conveyance system through maintenance services, engineering services, customer service, and financial oversight. The division also provides twenty-four (24) hour emergency service in order to respond to system failures, to minimize sanitary sewer overflows, comply with regulatory mandates, and ensure the public's health and safety.

Program Responsibilities

- Provide routine maintenance and cleaning of sewer lines.
- Provide Closed Circuit TV inspection of sewer lines.
- Provide assistance with the implementation of Capital Improvement Projects to the sewer infrastructure.
- Respond to emergency calls and alarms.
- Assist the Program Manager responsible for the implementation and completion of the City's sewer revenue bond funded projects, within a two-year period.

**Service Level Changes**

Continue with implementation of State mandated Wastewater Discharge Requirements, regarding the collection and conveyance of wastewater and reporting requirements.

Performance Measures

Goal Statement

The Sewer Division provides for the safe, effective, and efficient operation of the wastewater collection and conveyance system through maintenance services, engineering services, customer services, and financial oversight. The Division also responds to emergencies around the clock, and in the event of a system failure, works to minimize sewer overflows, comply with regulatory mandates, and ensure the public's health and safety.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted Budget
Miles of Sewer Lines Cleaned	100	200	200
	50	30	40
Miles of Sewer Lines Scoped with CCTV	500	500	500
Manholes Sprayed for Roach Control	5	3	5
Manholes Brought to Grade			
Miles of Sewer Line Treated for Root Control	2.5	1	3.0

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 550 Sewer Operations Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0000 ALL DEPARTMENTS						
550-0000-51001 Salaries-Mgmt/Confidential	199,164.00	293,279	284,259	97%	321,098	9%
550-0000-51003 Salaries-General Service	279,822.26	306,642	265,642	87%	288,249	6-%
550-0000-51006 Salaries-New Positions/Reclass	0.00	0	0	N/A	953	N/A
550-0000-51038 Overtime-Mgmt/Conf	695.10	4,490	3,587	80%	2,000	55-%
550-0000-51041 Overtime - Gen Svc	10,460.84	8,190	7,015	86%	6,500	21-%
550-0000-51042 Holiday	143.07	0	0	N/A	0	N/A
550-0000-51044 Standby-NonSworn	27,766.41	29,355	29,335	100%	30,896	5%
550-0000-51059 Retirement/Termination Payout	558.38	1,892	3,182	168%	0	100-%
550-0000-51060 Bilingual Pay	550.08	600	600	100%	600	0%
550-0000-51066 Callback Pay	2,178.08	2,585	2,585	100%	2,585	0%
550-0000-51075 Sick Leave/Vac Buyback	2,077.51	2,366	1,817	77%	7,226	205%
550-0000-51090 Compensated Absences Adj	31,822.02	0	0	N/A	0	N/A
550-0000-51800 Benefits-Non Sworn	169,252.26	209,326	209,326	100%	213,873	2%
Total Personnel	724,490.01	858,725	807,348	94%	873,980	2%
550-0000-52968 Principal Paid	175,000.00	180,000	180,000	100%	180,000	0%
550-0000-52970 Interest Expense	827,787.38	1,271,360	1,124,650	88%	1,019,606	20-%
Total Debt Service	1,002,787.38	1,451,360	1,304,650	90%	1,199,606	17-%
550-0000-52060 Office Supplies	288.24	675	300	44%	300	56-%
550-0000-52064 Printing & Copying	357.62	256	100	39%	100	61-%
550-0000-52130 Prof Development - Training	3,288.50	2,933	3,052	104%	5,452	86%
550-0000-52140 Dues & Subscriptions	2,066.00	1,519	1,470	97%	1,470	3-%
550-0000-52191 Advertising	4,712.00	84	83	99%	100	19%
550-0000-52285 Controllable Contract Services	151,982.64	101,021	93,700	93%	69,700	31-%
550-0000-52291 Meritorius Service Awards	0.00	0	25	N/A	0	N/A
550-0000-52402 Small Tools & Equipment	10,623.47	10,668	11,000	103%	11,000	3%
550-0000-52403 Computer Related Acquisitions	2,293.15	1,141	1,150	101%	800	30-%
550-0000-52425 Vehicle Expense-Outside Vendor	536.63	550	0	0%	550	0%
550-0000-52430 Other Supplies/Materials	1,734.91	3,150	2,400	76%	2,400	24-%
550-0000-52570 Contracts	331.00	341	0	0%	0	100-%
550-0000-52580 General Maint & Repairs	16,746.37	14,659	19,500	133%	19,500	33%
550-0000-52620 Activity Program Supplies	0.00	1,250	1,250	100%	1,250	0%
550-0000-52910 Services by Other Depts	261,250.43	226,725	226,725	100%	226,725	0%
550-0000-53920 Debt Svc Admin Alloc	31,266.31	0	24,991	N/A	13,898	N/A
Total Controllable Exp	487,477.27	364,972	385,746	106%	353,245	3-%
550-0000-52180 Audit Services	8,712.00	8,577	8,577	100%	9,000	5%
550-0000-52200 Legal Expense	908.20	1,000	1,000	100%	1,000	0%
550-0000-52299 Regulatory Compliance	5,008.40	16,100	16,100	100%	17,600	9%
550-0000-52390 Uniform Service	1,702.32	2,000	2,000	100%	2,300	15%
550-0000-52572 Lease Equipment-Citywide	41,918.72	42,882	42,882	100%	21,157	51-%
550-0000-52951 Fiscal Agent Trustee Fees	2,994.50	5,400	6,176	114%	5,100	6-%
550-0000-52952 Bond/Note Issuance Exp	239,621.65	0	13,963	N/A	13,963	N/A
550-0000-52957 Bond Arbitrage Rebate Services	1,250.00	2,000	0	0%	0	100-%
550-0000-52959 Loss on Refunding	58,195.24	0	0	N/A	0	N/A
550-0000-54030 ACS - GIS Contract	106,494.70	0	0	N/A	0	N/A

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 550 Sewer Operations Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
550-0000-56207 Franchise In-Lieu Fee	158,283.00	174,658	203,153	116%	213,310	22%
550-0000-58910 Depreciation Expense	1,021,058.18	751,494	751,494	100%	756,622	1%
550-0000-58920 Uncollectible Accounts	14,684.17	20,000	28,000	140%	29,400	47%
Total Required Exp	1,660,831.08	1,024,111	1,073,345	105%	1,069,452	4%
550-0000-52070 Gas & Electricity	71,424.94	75,058	71,000	95%	75,260	0%
550-0000-52121 Telephone Service Expense	6,768.18	7,131	6,388	90%	6,800	5-%
550-0000-52128 Cellular/Pagers	824.02	900	900	100%	900	0%
Total Utilities	79,017.14	83,089	78,288	94%	82,960	0-%
550-0000-52185 Info Systems Allocation	14,913.00	155,683	155,683	100%	142,511	8-%
550-0000-52235 Claims Exp - Liab	0.00	0	30,050	N/A	3,715	N/A
550-0000-52236 Claims Exp - Unemployment	0.00	550	213	39%	0	100-%
550-0000-52237 Claims Exp - WC	0.00	4,926	2,267	46%	3,529	28-%
550-0000-52245 Ins - Liability	292,757.00	15,132	15,132	100%	12,414	18-%
550-0000-52246 Ins - Unemployment	4,297.00	1,070	1,070	100%	669	37-%
550-0000-52247 Ins - Workers' Compensation	107,266.00	11,058	11,058	100%	9,970	10-%
550-0000-52420 Fleet Operation	66,428.00	76,758	76,758	100%	52,699	31-%
550-0000-53910 Admin Service Charge	135,740.58	169,997	160,744	95%	173,535	2%
Total Alloc Costs & Self Ins	621,401.58	435,174	452,975	104%	399,042	8-%
550-0000-66182 Automobiles & Trucks	43,606.35	44,000	44,000	100%	436,026	891%
Total Capital	43,606.35	44,000	44,000	100%	436,026	891%
550-0000-89923 Transfer to Debt Service	417,000.00	190,036	190,036	100%	0	100-%
550-0000-89962 Transfer to Ser AN Debt Svc	0.00	0	0	N/A	417,000	N/A
Total Transfer Out	417,000.00	190,036	190,036	100%	417,000	119%
TOTAL Sewer Operations Fund	5,036,610.81	4,451,467	4,336,388	97%	4,831,311	9%

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 540 Sewer Capital Improvement Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0000 ALL DEPARTMENTS						
540-0000-51001 Salaries-Mgmt/Confidential	10,226.41	0	1,000	N/A	0	N/A
540-0000-51003 Salaries-General Service	5,766.85	0	200	N/A	0	N/A
540-0000-51040 Hourly	0.00	0	150	N/A	0	N/A
540-0000-51041 Overtime - Gen Svc	175.71	0	0	N/A	0	N/A
540-0000-51800 Benefits-Non Sworn	4,831.57	0	500	N/A	0	N/A
540-0000-51860 Benefits-Hourly	0.00	0	2	N/A	0	N/A
Total Personnel	21,000.54	0	1,852	0%	0	0%
540-0000-52060 Office Supplies	247.00	0	0	N/A	0	N/A
540-0000-52063 Postage	57.80	0	65	N/A	0	N/A
540-0000-52064 Printing & Copying	0.00	0	817	N/A	0	N/A
540-0000-52191 Advertising	0.00	0	850	N/A	0	N/A
540-0000-52285 Controllable Contract Services	5,289.08	0	56,449	N/A	0	N/A
540-0000-52430 Other Supplies/Materials	50.00	0	0	N/A	0	N/A
540-0000-53905 CIP Admin Allocation	0.00	0	544	N/A	0	N/A
540-0000-58030 Construction	48,997.40	0	79,844	N/A	0	N/A
540-0000-58032 Construction Retention	(16,592.40)	0	0	N/A	0	N/A
540-0000-58040 Construction Eng/Insp	2,565.00	0	0	N/A	0	N/A
540-0000-58060 Construction Management/Insp.	18,868.10	0	5,000	N/A	0	N/A
Total Controllable Exp	59,481.98	0	143,569	0%	0	0%
540-0000-66196 Capital Improvements	0.00	13,377,835	0	0%	0	100-%
Total Capital Improvements	0.00	13,377,835	0	0%	0	100-%
540-0000-89951 Transfer to Water CIP Projects	87,771.78	0	0	N/A	0	N/A
540-0000-89957 Transfer to Ser AN Cap Proj	0.00	60,500	0	0%	0	100-%
Total Transfer Out	87,771.78	60,500	0	0%	0	100-%
TOTAL Sewer Capital Improvement Fund	168,254.30	13,438,335	145,421	1%	0	100-%

UTILITY SERVICES - Refuse (Fund 582)

Department: 2505-2616 Fund: Refuse - 582

Fiscal Year 2008- 09 Adopted Budget

	Expense	Revenue	Exp Less Rev	Allocated Staff
Refuse Funds	9,181,432	9,125,607	55,825	23.20
Less Deprec. Expense	(92,838)	-	(92,838)	
Total	\$9,088,594	\$9,125,607	(\$37,013)	23.20

Program Description

The Solid Waste Division performs Citywide residential, Solid Waste collection service in a professional, safe and efficient manner; provides effective oversight of the Commercial Solid Waste Franchise system, currently with five (5) franchisees; provides Community Clean-up Program (stationary events) and Illegal Dumping Abatement; administers the abandoned shopping cart retrieval program; administers special Solid Waste collection programs in focused areas; as well as administers grant programs, such as used oil and beverage container recycling.

Program Responsibilities**Residential Curbside Collection**

- To provide Citywide residential refuse collection services in a cost effective and efficient manner, whereby the Refuse Enterprise Fund will operate within the means of the newly adjusted rates being sufficient to cover all expenditures.

Recycling

- To collect recyclable materials in such a manner as to maximize recycling revenues, by vigilantly maintaining a recycling public education program to help reduce recycling contamination.

Community Events

- Conduct Citywide recycling outreach programs with minimal funding by the City. The community clean-up events will offer a convenient method for the proper disposal of bulky items, electronic waste and tire recycling to city residents.

**Illegal Dumping**

- Monitor the City daily for illegal dumping of materials in alleys, sidewalks, parkways, parks, storm drains (catch basins and storm channels), and streets.

Service Level Changes

Illegal Dumping Abatement Program – Enhance the level of service used to remove illegally dumped items, from the current daily standard of one truck operating five days per week to a revised daily standard of two trucks operating six days per week and removal of any reported items within 48 hours.

Public Education and Awareness Program – In an effort to reduce contamination of recyclable and greenwaste, a public outreach program has been implemented. Staff will inspect containers and remove contaminated items, in addition to providing educational material for proper disposal of household items. The outreach program should result in an increase in revenues and will assist the City in successfully achieving the State mandated diversion rate.

Tire Recycling – On the first Saturday of each month, residents are encouraged to bring used passenger vehicle tires to a specified location. Used tires will be accepted and recycled at no cost to residents. The items collected will be transported to the Azusa Land Reclamation Center for recycling purposes.

Solid Waste Audits – Hire a firm that specializes in solid waste audits, to insure the proper reporting of tonnages to the City (and subsequently the California Disposal Reporting System) and the proper reporting of franchise revenues to the City.



Performance Measures

Goal Statement

To provide Citywide residential, Solid Waste collection service in a professional, safe and efficient manner by providing effective oversight of the Commercial Solid Waste Franchise system, Community Clean-up Program (stationary events) and Illegal Dumping Abatement Program; administering the abandoned shopping cart retrieval program, special Solid Waste collection programs in focused areas, grant programs, such as used oil and beverage container recycling.

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted
Residential Curbside Collection in Tons	41,279	42,000	42,000
Greenwaste Residential Collection in Tons	16,120	14,000	16,000
Recycle Residential Collection in Tons	9,448	9,100	9,400
Community Clean-up Events in Tons	1,150	1,200	1,200
Abandoned Shopping Cart Retrieval	21,635	21,000	21,000

Collection Centers - Gallons of Oil Collected	32,822	35,000	36,000
City Events - Gallons Used Oil Collected	3,208	3,000	3,600
City Events - Used Oil Filters Collected	500	500	600

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 582 Refuse Operations Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0000 ALL DEPARTMENTS						
582-0000-51001 Salaries-Mgmt/Confidential	413,212.19	248,736	248,736	100%	256,570	3%
582-0000-51003 Salaries-General Service	802,448.16	850,701	850,701	100%	885,892	4%
582-0000-51037 Overtime - Hourly	12,281.83	8,165	7,364	90%	6,776	8-%
582-0000-51038 Overtime-Mgmt/Conf	50,336.96	35,849	35,988	100%	44,884	25%
582-0000-51040 Hourly	138,489.90	127,537	148,873	117%	143,956	13%
582-0000-51041 Overtime - Gen Svc	145,514.65	110,264	110,125	100%	115,886	5%
582-0000-51042 Holiday	18,810.25	39,994	20,075	50%	20,075	50-%
582-0000-51059 Retirement/Termination Payout	7,916.05	5,000	5,000	100%	0	100-%
582-0000-51060 Bilingual Pay	750.24	500	500	100%	500	0%
582-0000-51066 Callback Pay	0.00	320	320	100%	310	3-%
582-0000-51075 Sick Leave/Vac Buyback	9,041.36	7,209	6,725	93%	7,300	1%
582-0000-51076 Comp Time/Exec Leave Buyback	149.77	20	0	0%	0	100-%
582-0000-51090 Compensated Absences Adj	16,526.48	0	0	N/A	0	N/A
582-0000-51800 Benefits-Non Sworn	494,405.54	454,039	454,039	100%	448,769	1-%
582-0000-51860 Benefits-Hourly	2,185.56	1,951	2,159	1111%	2,088	13%
582-0000-52461 Tuition Reimbursement	0.00	500	500	100%	500	0%
Total Personnel	2,112,068.94	1,890,785	1,891,105	100%	1,933,506	2%
582-0000-52060 Office Supplies	1,655.23	1,500	1,500	100%	1,500	0%
582-0000-52063 Postage	1,526.03	11,245	11,215	100%	550	95-%
582-0000-52064 Printing & Copying	1,671.27	20,953	20,753	99%	3,350	84-%
582-0000-52080 Other Expense	1,476.04	1,250	1,000	80%	1,600	28%
582-0000-52130 Prof Development - Training	1,189.35	1,200	1,200	100%	1,200	0%
582-0000-52140 Dues & Subscriptions	440.57	708	708	100%	710	0%
582-0000-52191 Advertising	203.33	500	500	100%	500	0%
582-0000-52197 Public Relations/Info	3,545.62	1,314	1,500	114%	1,500	14%
582-0000-52285 Controllable Contract Services	353,100.87	661,395	620,995	94%	714,280	38%
582-0000-52402 Small Tools & Equipment	2,801.10	3,915	2,915	74%	2,915	26-%
582-0000-52403 Computer Related Acquisitions	868.55	1,000	1,000	100%	1,000	0%
582-0000-52425 Vehicle Expense-Outside Vendor	251.98	1,200	0	0%	0	100-%
582-0000-52430 Other Supplies/Materials	725.71	1,000	1,000	100%	1,000	0%
582-0000-52460 In-Service Training	0.00	55	0	0%	0	100-%
582-0000-52580 General Maint & Repairs	185.68	470	470	100%	470	0%
582-0000-52581 Office Equip Maint/Repair	721.00	760	760	100%	750	1-%
582-0000-52620 Activity Program Supplies	0.00	1,250	0	0%	0	100-%
582-0000-52760 Vehicle/Container Replacement	90,732.89	95,774	100,000	104%	100,000	4%
582-0000-52910 Services by Other Depts	261,250.43	226,725	226,725	100%	149,058	34-%
582-0000-53071 Signs	8,484.00	8,800	7,800	89%	0	100-%
Total Controllable Exp	730,829.65	1,041,014	1,000,041	96%	980,383	9%
582-0000-52111 Dumping Fee	2,265,657.86	2,417,600	2,377,102	98%	2,623,045	20%
582-0000-52180 Audit Services	8,710.00	9,006	9,475	105%	9,006	0%
582-0000-52200 Legal Expense	27,301.60	123,000	125,000	102%	10,000	57-%
582-0000-52298 Hazardous Matls Compliance	6,874.25	2,100	3,000	143%	5,000	138%
582-0000-52299 Regulatory Compliance	0.00	59,300	51,400	87%	57,628	5-%
582-0000-52390 Uniform Service	7,358.10	6,900	6,900	100%	6,900	0%
582-0000-52572 Lease Equipment-Citywide	125,376.55	126,658	126,658	100%	126,658	0%

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 582 Refuse Operations Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
582-0000-56207 Franchise In-Lieu Fee	372,544.00	379,368	379,368	100%	405,268	7%
582-0000-58910 Depreciation Expense	93,108.22	97,198	97,198	100%	92,838	4-%
582-0000-58920 Uncollectible Accounts	49,282.43	42,000	47,585	113%	49,000	17%
Total Required Exp	2,956,213.01	3,263,130	3,223,686	99%	3,385,343	15%
582-0000-52121 Telephone Service Expense	4,767.80	2,677	2,334	87%	2,484	7-%
582-0000-52128 Cellular/Pagers	13,711.79	15,000	15,000	100%	15,000	0%
Total Utilities	18,479.59	17,677	17,334	98%	17,484	1-%
582-0000-52185 Info Systems Allocation	28,035.00	23,179	23,179	100%	23,268	0%
582-0000-52235 Claims Exp - Liab	0.00	57,995	125,000	216%	119,682	106%
582-0000-52236 Claims Exp - Unemployment	0.00	4,400	4,400	100%	1,524	65-%
582-0000-52237 Claims Exp - WC	0.00	128,563	172,422	172%	89,441	11-%
582-0000-52245 Ins - Liability	290,072.00	34,469	34,469	100%	30,595	11-%
582-0000-52246 Ins - Unemployment	1,761.00	2,434	2,434	100%	1,523	37-%
582-0000-52247 Ins - Workers' Compensation	35,605.00	25,187	25,187	100%	23,461	7-%
582-0000-52420 Fleet Operation	2,465,268.00	2,131,389	2,131,389	100%	2,189,549	3%
582-0000-53910 Admin Service Charge	408,137.94	377,001	377,245	100%	385,673	2%
Total Alloc Costs & Self Ins	3,228,878.94	2,784,617	2,895,725	104%	2,864,716	4%
TOTAL Refuse Operations Fund	9,046,470.13	9,041,193	9,027,891	100%	9,181,432	2%

UTILITY SERVICES - Equipment Maintenance (Fund 669)

Department: 2550 Fund: Equipment - 669

Fiscal Year 2008- 09 Adopted Budget

	Expense	Revenue	Exp Less Rev	Allocated Staff
Equipment Maint	4,848,920	4,797,470	\$446,351	20.00
Less Deprec. Expense	(34,333)	-	(34,333)	
Total	\$4,814,587	\$4,797,470	\$412,018	20.00

Program Description

The Equipment Maintenance Division provides comprehensive maintenance and repair of City vehicles and equipment, efficiently and effectively, by operating as a self-supporting internal service fund with budgeted expenses offset by charges to appropriate departments.

Program Responsibilities

Fueling Station

- Responsible for providing a fully operational City fuel site with 6 diesel and 6 gasoline dispensers.

Maintenance Service and Inspections

- Responsible for the repair and maintenance of City’s fleet of vehicles and equipment.

Compliance

- Responsible for keeping all applicable City vehicles in compliance with Federal, State, and Local rules and regulations.
- Insure the City fuel site is in compliance with all with Federal, State, and Local requirements.

Testing of City Vehicles

- Responsible for performing Bureau Automotive Repair (B.A.R.) 97 and opacity emission tests on all applicable City vehicles.



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Inspections of Heavy-duty Trucks & Trailers

- Responsible for performing California Highway Patrol inspections on all applicable City vehicles.

Inspection Intervals and Procedures

- Responsible for inspection intervals and procedures, by equipment class, to minimize equipment downtime and increase employee efficiency.

Service Level Changes

Mechanics: Elimination of one Heavy Equipment Mechanic and one Senior Equipment Mechanic. Both of these positions are vacant. Job responsibilities and duties will be assigned to the remaining equipment maintenance personnel. These eliminated positions will reduce the allocations charged to other funds, including the General Fund for the fleet maintenance services provided citywide.



Goal Statement

To provide complete maintenance and repair for City vehicles and equipment, efficiently and effectively, by operating as a self-supporting internal service fund with budgeted expenses offset by charges to departments.

Performance Measures

Performance Indicators	FY 2006-07	FY 2007-08	FY 2008-09
	Actual	Estimate	Adopted
Police Vehicles in Fleet	138	186	197
Police Vehicles Serviced	415	426	437
Non-Police Vehicles and Large Equipment in Fleet	463	453	457
Non-Police Vehicles and Large Equipment Serviced	232	226	228
Pieces of Small Equipment in Fleet	192	212	222

Pieces of Small Equipment Serviced	96	106	111
Emission and Opacimeter Tests Conducted	172	132	153
Inspections of Heavy Duty Trucks and Trailers Conducted	364	320	344
Scheduled Maintenance Service and Inspections Performed	1,233	1,210	1,273

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 669 Equipment Maintenance Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
DEPT 0000 ALL DEPARTMENTS						
669-0000-51001 Salaries-Mgmt/Confidential	168,673.31	179,494	179,494	100%	184,814	3%
669-0000-51003 Salaries-General Service	934,216.69	1,051,677	845,576	80%	970,775	8-%
669-0000-51037 Overtime - Hourly	524.88	800	200	25%	200	75-%
669-0000-51040 Hourly	33,979.76	23,837	23,837	100%	23,608	1-%
669-0000-51041 Overtime - Gen Svc	27,466.45	40,000	35,000	88%	35,000	13-%
669-0000-51042 Holiday	4,420.37	10,000	10,000	100%	10,000	0%
669-0000-51059 Retirement/Termination Payout	279.81	26,000	6,415	25%	0	100-%
669-0000-51076 Comp Time/Exec Leave Buyback	15.86	1,000	800	80%	0	100-%
669-0000-51090 Compensated Absences Adj	13,850.50	0	0	N/A	0	N/A
669-0000-51800 Benefits-Non Sworn	435,150.23	475,283	400,282	84%	429,849	10-%
669-0000-51860 Benefits-Hourly	500.31	336	346	103%	342	2%
669-0000-52461 Tuition Reimbursement	283.97	500	500	100%	500	0%
Total Personnel	1,619,362.14	1,808,927	1,502,450	83%	1,655,088	9-%
669-0000-52060 Office Supplies	2,403.58	2,421	2,516	104%	2,516	4%
669-0000-52063 Postage	307.99	260	400	154%	400	54%
669-0000-52064 Printing & Copying	1,526.50	2,000	2,000	100%	2,000	0%
669-0000-52080 Other Expense	0.00	49	31	63%	0	100-%
669-0000-52130 Prof Development - Training	5,449.92	9,000	5,800	64%	9,000	0%
669-0000-52140 Dues & Subscriptions	1,293.57	5,684	5,684	100%	5,684	0%
669-0000-52170 Building and Yard Repairs	7,434.97	11,435	6,035	53%	11,435	0%
669-0000-52191 Advertising	0.00	320	270	84%	270	16-%
669-0000-52285 Controllable Contract Services	8,400.00	22,780	24,680	108%	12,150	47-%
669-0000-52330 Radio Repairs	0.00	100	100	100%	100	0%
669-0000-52380 Vehicle Maintenance/Repair	904,950.92	821,770	910,000	111%	910,000	11%
669-0000-52383 Tires, Tubes & Service	158,298.13	145,000	160,000	110%	160,000	10%
669-0000-52402 Small Tools & Equipment	14,071.67	15,000	10,000	67%	12,000	20-%
669-0000-52403 Computer Related Acquisitions	3,878.22	8,900	8,900	100%	4,000	55-%
669-0000-52425 Vehicle Expense-Outside Vendor	747.56	0	0	N/A	0	N/A
669-0000-52430 Other Supplies/Materials	5,687.68	5,000	5,000	100%	5,000	0%
669-0000-52580 General Maint & Repairs	18,994.74	21,095	13,000	62%	16,495	22-%
669-0000-52581 Office Equip Maint/Repair	0.00	300	300	100%	300	0%
669-0000-53060 Building & Yard Supplies	3,679.87	8,820	5,000	57%	8,820	0%
Total Controllable Exp	1,137,125.32	1,079,934	1,159,716	107%	1,160,170	7%
669-0000-52160 Pub, Print Ord/Res/Legals	64.80	0	0	N/A	0	N/A
669-0000-52298 Hazardous Matls Compliance	14,742.10	20,850	18,000	86%	18,000	14-%
669-0000-52299 Regulatory Compliance	62,615.09	13,242	13,242	100%	13,242	0%
669-0000-52370 Fuel Expense	1,068,014.86	1,090,560	1,097,960	101%	1,269,588	16%
669-0000-52390 Uniform Service	9,628.08	8,500	8,500	100%	8,500	0%
669-0000-52572 Lease Equipment-Citywide	14,030.04	14,144	14,144	100%	14,144	0%
669-0000-58910 Depreciation Expense	24,221.98	41,126	41,126	100%	34,333	17-%
Total Required Exp	1,193,316.95	1,188,422	1,192,972	100%	1,357,807	14%
669-0000-52121 Telephone Service Expense	8,384.51	4,536	3,973	88%	4,229	7-%
669-0000-52126 Tel Moves/Changes/Equip	0.00	0	0	N/A	200	N/A
669-0000-52128 Cellular/Pagers	2,995.09	3,500	2,704	77%	2,840	19-%
Total Utilities	11,379.60	8,036	6,677	83%	7,269	10-%

Adopted Expenditures for Fiscal Year Ending 06/30/2009

FUND 669 Equipment Maintenance Fund

	2006-2007 YEAR-END ACTUALS	2007-2008 ADOPTED BUDGET	2007-2008 YEAR-END ESTIMATE	% BUD VS EST	2008-2009 ADOPTED BUDGET	% BUDGET CHANGE
669-0000-52185 Info Systems Allocation	29,772.00	23,986	23,986	100%	30,380	27%
669-0000-52235 Claims Exp - Liab	0.00	13,526	0	0%	10,346	24-%
669-0000-52236 Claims Exp - Unemployment	0.00	0	0	N/A	2,630	N/A
669-0000-52237 Claims Exp - WC	0.00	92,162	178,924	194%	193,699	110%
669-0000-52245 Ins - Liability	97,696.00	35,753	35,753	100%	24,680	31-%
669-0000-52246 Ins - Unemployment	8,974.00	2,524	2,524	100%	1,581	37-%
669-0000-52247 Ins - Workers' Compensation	606,899.00	26,124	26,124	100%	22,802	13-%
669-0000-53910 Admin Service Charge	314,558.43	361,785	361,785	100%	331,018	9-%
Total Alloc Costs & Self Ins	1,057,899.43	555,860	629,096	113%	617,136	11%
669-0000-66180 Furniture & Equipment	0.00	9,000	9,000	100%	0	100-%
669-0000-66189 Other Equipment	15,069.49	68,000	68,000	100%	0	100-%
669-0000-66193 Automation Acquisitions	0.00	0	0	N/A	51,450	N/A
Total Capital	15,069.49	77,000	77,000	100%	51,450	33-%
TOTAL Equipment Maintenance Fund	5,034,152.93	4,718,179	4,567,911	97%	4,848,920	3%

